2018-19 CATALOG

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CONFIDENTIALITY

Confidentiality of Financial Records

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

The law provides that financial assistance records of a student may be inspected by that student with the following exception: The Financial Assistance Office will not release to a dependent student the financial records of his or her parents without the written consent of the parents.

Confidentiality of Student Records

In compliance with the Family Educational Rights and Privacy Act of 1974, St. Charles Community College affords students the right to inspect official records directly relating to them. The act does not permit the college to provide information regarding grades, transcripts or schedules to parents of SCC students without written consent of the student. Consent forms are available in the Enrollment Services Department.

STUDENT RESPONSIBILITY FOR CATALOG INFORMATION

This catalog is effective beginning Aug. 1, 2018, for the 2018-19 academic year. Each student is responsible for compliance with the information appearing in the catalog. Failure to read the regulations and policies will not be considered an excuse for noncompliance.

ADMISSIONS POLICY

St. Charles Community College maintains an open-admissions policy providing higher education to all persons who can benefit from its programs and courses. The college serves students from a variety of educational backgrounds. Once admitted to SCC, you may enroll in any course or program as long as individual course prerequisites are met and space for effective instruction is available. The college may guide your enrollment based on Academic Skills Assessments, interviews, previoU.S. achievement and other criteria as explained in this section. If you do not meet the standards for admission into college-level courses, you may enroll in developmental courses designed to help you strengthen your skills. These developmental courses may be offered on a credit or non-credit basis. Students applying for the programs with selective admissions criteria may be required to take additional tests for admissions purposes. Before you register for credit courses, you must be admitted to the college. You may apply for admission anytime during the year.

PLANNING PROGRAMS OF STUDY

Transfer and Schedule Guides

Students who wish to graduate from SCC and transfer with junior standing should carefully plan a program of study to meet the requirements needed for the major at the transfer institution. Contact the Academic Advising Department concerning academic advising and the transfer process.

Suggested curriculum guides are available for college programs. These guides indicate how you may complete your course of studies within a particular time frame. There are also transfer guides available for many majors at area colleges and universities.

FULL-TIME COURSE LOAD AND FRESHMAN-SOPHOMORE CLASSIFICATION

Students at SCC are classified according to hours enrolled and hours completed. Part-time students earn fewer than 12 hours per semester, while full-time students carry 12 or more. During the summer semester, full-time student statU.S. requires 6 or more credit hours (for academic purposes). Full-time statU.S. for financial aid in the summer is 12 or more credit hours.

COURSE LOAD	FALL/SPRING	SUMMER
Full time	12 or more hours	6 or more
Part time	11 hours or less	5 or less

A freshman is any student who has completed fewer than 30 credit hours; a sophomore has completed 30 credit hours or more.

Except as indicated below, the maximum number of credit hours for which a student may enroll during the fall or spring is 18. During the summer, the maximum is 10 hours taken concurrently.

It is recommended that the maximum course load for each of the following academic sessions be observed:

Maximum Course Load

ACADEMIC SESSION	COURSE LOAD
Summer	10 credit hours
Fall	18 credit hours
Spring	18 credit hours

Repeated courses count as part of the course load.

Students with a superior scholastic record may be permitted to register for more than the recommended maximum providing they meet the following GPA prerequisites:

2.75 GPA – approved to take 19 hours

3.00 GPA – approved to take 20 hours

3.50 GPA – approved to take 21 hours

Students wishing to take more than 21 hours must receive special permission from the Academic Affairs Office.

A veteran, in order to receive maximum assistance under the Veterans Education Law (G.I. Bill), must carry at least 12 hours of credit per semester.

SENDING TRANSCRIPTS TO SCC AND TRANSCRIPT EVALUATION

When transferring to SCC from another institution, you must complete the following steps:

Have official transcripts from EACH institution that you attended sent to the Enrollment Services Department.

- Credits for courses with passing grades may be accepted at the college's discretion.

- To have the credits taken at other institutions evaluated, submit a Request for Transfer Evaluation Form (PDF) to the Enrollment Services Department and declare a degree.

- Accepted transfer credits will be included in the cumulative hours of credit but will not be calculated in the grade point average.

- You will receive a transfer evaluation report indicating how the courses were accepted. Please allow two weeks for an evaluation from the time the transcripts are received.

- Transcripts sent to SCC will not be automatically reviewed unless the student has requested in writing that a review be made.

- To Appeal Your Evaluation: Send a letter requesting the appeal; documentation (course description and syllabus) supporting your requested change to:

    Transcript Evaluator ADM 1113
    St. Charles Community College
    4601 Mid Rivers Mall Drive
    Cottleville, MO 63376-2865

- The transcript evaluator will submit your request and documentation to the division dean for review. A decision will be made within 7-10 days. *If you are unsatisfied with the decision of the Dean you may then submit your appeal to the Vice President for Academic Affairs.

- Missouri's Coordinating Board for Higher Education approved a credit transfer policy that states that any transfer student who believes there has been unfair treatment involving acceptance of college credits may appeal the evaluation. Information regarding the Missouri Department of Higher Education appeal process may be found at: https://www.stchas.edu/academics/grades-transcripts-records/

NON-TRADITIONAL CREDIT (AP/CLEP)

Types of Non-Traditional Credit

Credit granted through one of the non-traditional processes will count towards the total credits earned towards graduation; however, the credit will not be calculated into the cumulative GPA. Colleges or universities to which you may transfer might not accept this credit. Likewise, SCC may or may not accept credit by examination taken elsewhere. Each institution makes its own evaluation of these issues.

College Level Examination (CLEP)

The Colllege Level Examination (CLEP) allows for the evaluation of knowledge acquired through sources other than traditional college course work. SCC will grant credit for certain subject CLEP examinations according to departmental guidelines. SCC does not grant credit for general CLEP exams.

College Level Examination (CLEP) Required Scores

COURSE/ SUBJECT AREA	SCORE REQUIRED	HOURS GRANTED	SCC EQUIVALENT
American Government	50	3	POL 101
American History 1	50	3	HIS 101
American History 2	50	3	HIS 102
Management	50	3	BUS 201
Marketing	50	3	BUS 230
Psychology	50	3	PSY 101
Sociology	50	3	SOC 101
Western Civilization 1	50	3	HIS 145
Western Civilization 2	50	3	HIS 146

Advanced Placement (AP)

Administered through area high schools, Advanced Placement allows a student to gain college credit through subject area testing.

Advanced Placement Required Scores

COURSE/ SUBJECT AREA	SCORE REQUIRED	HOURS GRANTED	SCC EQUIVALENT
Art History	4 or 5	6	ART 1500 & ART 1505
Biology	4 or 5	4	BIO 150
Calculus AB	3, 4 or 5	5	MAT 180
Calculus BC	3, 4 or 5	10	MAT 180 & 230
Chemistry	4 or 5	5	CHM 115
Psychology	3, 4 or 5	3	PSY 101
U.S. Government & Politics	4 or 5	3	POL 101
U.S. History	4 or 5	3	HIS 101
Statistics	3	4	MAT 157
Statistics	4 or 5	3	MAT 175
Computer Science A	4 or 5	3	CPT 189
Computer Science Principles	4 or 5	3	CPT 115
Environmental Science	3, 4 or 5	3	BIO 122
Macroeconomics	3, 4 or 5	3	ECO 110
Microeconomics	3, 4 or 5	3	ECO 120
Physics 1: Algebra-Based	3, 4 or 5	3	General Physics 1 (credit awarded for lecture only)
Physics 2: Algebra-Based	3, 4 or 5	3	General Physics 2 (credit awarded for lecture only)
Human Geography	3, 4 or 5	3	GEO 100 (credit will not be awarded towards the A.A.T. degree)
English Language & Composition	4 or 5	3	ENG 101
English Literature & Composition	4 or 5	3	Humanities Elective
European History	4 or 5	6	HIS 145 and HIS 146
World History	4 or 5	6	HIS 202 and HIS 203

Comparative Government And Politics	4 or 5	3	POL 201

Departmental Exams

Credit may be granted to a student who has in-depth knowledge of a subject. Discuss with the appropriate department chairperson whether you are prepared to take an exam. The department may refuse to administer the exam based on the evaluation. The fee for the exam must be paid before taking the test. Credits earned by examination will be equated to a specific SCC course and will be designated under the category of "non-course work" on the academic transcript.

Retroactive Credit

If you are able to enroll in a higher level foreign language course, and upon completion of that course with a 75% or better grade, you may receive credit for the lower-level course or courses that were bypassed. Consult with the department chairperson for more information. Hours awarded vary.

Credit Through Articulation Process

SCC has agreed to grant college credit to students completing specified courses as stated in college-approved articulation (transfer) agreements with certain area career/technical programs and high schools. Credits apply ONLY to the Certificate of Achievement and Associate of Applied Science degree. Examples of courses included ACT 101, BUS 101 or some computer courses. Credits will be designated under the category of "non-course work" on the academic transcript. Students must present SCC with a completed copy of the articulation agreement at the time of enrollment.

Articulation Criteria

- Articulated courses have been designed for credit both at your high school and for credit at SCC toward an Associate of Applied Science degree, NOT for the Associate of Arts (transfer) degree.

- A grade of "B" or better is required in all high school coursework that is articulated.

- The student must complete the SCC application and request that a high school official transcript be sent to the SCC Enrollment Services Department (ADM 1113).

- When meeting with an SCC academic counselor or registration assistant, students must identify themselves as having articulated credit through their high school.

- Students must present the white copy of the Certificate of Credit to Enrollment Services.

- Students must complete 6 hours of college-level coursework toward an A.A.S. degree at SCC with a 2.5 or higher GPA before articulation credit will be posted.

- Students must request that the SCC Enrollment Services Department record the articulated high school courses to the SCC transcript.

- Should students wish to transfer any of these articulated credits from SCC to another college or university, they should check with an academic counselor at the transfer institution to determine transferability.

High School Articulation Agreements

To see the articulation agreements from the following high schools, visit *www.stchas.edu/academics/college-catalog/getting-started-scc* and click Credit Through Articulation Process.

- Bowling Green
- Clopton
- Elsberry
- Fort Zumwalt
- Francis Howell
- Gasconade County-Hermann
- Lewis & Clark
- Louisiana High School
- Montgomery County RII
- North Tech High School
- Orchard Farm
- Pattonville
- Pike Lincoln Tech Center
- Ritenour
- Silex
- South Callaway RII
- St. Charles & St. Charles West High School
- Troy
- Warrenton
- Wellsville Middleton
- Wentzville

Military Experience

Experience in the Armed Services may be considered for credit based upon recommendations of the American Council on Education Commission and the student's intended major. Submit a military transcript and you will be awarded 2 credit hours of Physical Education. Contact the financial aid officer/Veterans Services for information on obtaining a military transcript.

Contact Information

TRANSFER SERVICES MANAGER
636-922-8632 | *transfer@stchas.edu*

DIRECTOR OF ENROLLMENT SERVICES
636-922-8436 | *cakins@stchas.edu*

RECRUITMENT & ASSESSMENT MANAGER
636-922-8626 | *enrollment@stchas.edu*

TUITION
& FINANCIAL ASSISTANCE

FINANCIAL ASSISTANCE

Grants, loans, scholarships and part-time employment are available to St. Charles Community College students who qualify. Most awards are based on need and require you to maintain a minimum grade point average. Most awards are made for one academic year only. Students who wish to be considered for financial assistance should apply for admission to SCC and submit an application for federal financial assistance.

For detailed information on cost of attendance, payment of tuition and fees, financial assistance, payment plans, third-party billing, refund policy and residency in the district, visit *stchas.edu/admissions, stchas.edu/finaid* and *stchas.edu/tuition.*

STUDENT SUPPORT
SERVICES

DEGREE AUDITS

Degree audits (a calculation of courses needed for a degree or certificate) are available in Room 1204 of the Administration Building, or students may access a computerized audit through their mySCC portal. The degree audit is for advisement purposes only. It is not a substitute for the official degree audit required by the registrar for graduation. It is not to be considered as an application for graduation.

EMERGENCY SERVICES AND PHONE CALLS

If a person is seriously injured or becomes ill on campus, the community assistance 911 number or the Department of Public Safety (636-922-8545) should be called immediately. In any injury incident, whether or not it is an emergency, the Department of Public Safety should be immediately notified. An incident report must be filed with Department of Public Safety in all cases of injury and emergency. If emergency transportation and treatment at a health care facility are necessary, all costs are the responsibility of the person who is transported. Students may not receive phone calls at the college through a college phone number except in cases of emergency. In the event of an emergency, you will be contacted in class to return a phone call. The caller will be asked to provide a phone number to the Department of Public Safety and the nature of the emergency in order for the college to determine if the call warrants a student being removed from class. DPS may be reached at 636-922-8545.

SERVICES FOR STUDENTS WITH DISABILITIES

To apply for services you should schedule an appointment with the Disability Support Services (DSS) manager. The process includes a review of your documentation and an interview with the manager. Accommodations and disability statU.S. are approved on a case-by-case basis. Accommodations are arranged to ensure access to all programs/courses at SCC.

New students should apply to the college online and complete their assessment test or submit ACT scores before meeting with the DSS manager. Each section of the assessment test is untimed and is taken on a computer. An online calculator is allowed for the math section. For more information, contact the Assessment Center. If accommodations are approved for the assessment tests, they will be provided through DSS and must be scheduled ahead of time.

Contact Information

DISABILITY SUPPORT SERVICES MANAGER
636-922-8247 | *pgeorge@stchas.edu*

CAREER SERVICES

Career counselors are here to help you with all aspects of your job search as well as career exploration and career research. Many students are undecided about their future major or career . Career counselors can assist you with this decision-making process by providing one-on-one career counseling, administering and interpreting career tests, and teaching you how to use career resources in our office and on-line.

If you are looking for a job or internship, career counselors can help you write your resume, prepare for job interviews, and learn how to use networking and online resources to secure a job or internship.

Please visit U.S. in the Administration Building, Room 1204. You may also contact U.S. at 636-922-8244 or jschnipper@stchas. edu (Jenny Hahn Schnipper, Career Services Manager) or 636-922-8243 or jhawthorne@stchas.edu (Jennifer Hawthorne, Career Counselor) to schedule an appointment with a career counselor.

You will find additional information at:
https://www.stchas.edu/academics/career-services-center/

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STUDENT RESPONSIBILITIES

We believe that students are responsible for their learning. Similarly, student rights accompany exercise of responsibility for learning.

- Selecting a program of study that is consistent with his/her abilities and interests.

- Selecting coursework that corresponds with his/her program of study and readiness level.

- Enrolling in a schedule of classes appropriate to the time and effort that he/she will allocate to academic requirements.

- Being attentive and participating in class activities.

- Completing all class assignments as directed by the instructor or course syllabus.

- Complying with all college announcements and requirements found in the catalog and official publications.

- Seeking appropriate support services to improve his/her level of academic achievement and to enhance the quality of college life.

- Behaving in a humane and ethical manner both in the classroom and in all communication and contact with the instructor, other staff members and other students.

- Students are expected to attend all class sessions and report to each session on time. If an absence occurs, students are responsible for all work missed. Excessive absences that jeopardize successful completion of the course (as outlined in the course syllabus) may result in a lowered or failing grade in the class.

STUDENT CONDUCT CODE

Students enrolling at SCC are to conduct themselves in a manner compatible with the educational purposes of the college. If you fail to do so, the college will institute appropriate disciplinary action, which may include dismissal. Specifically, students are expected to comply with federal, state and local laws concerning activities prohibited on public school property and at college-sponsored functions. Civil disobedience, assault, forgery, gambling, immoral conduct, libel, theft, use and sale of alcoholic beverages and other dangeroU.S. drugs, vandalism, or possession of firearms, explosives, dangeroU.S. chemicals, or other weapons are prohibited while on college property or at a college-sponsored event. Students who hold a conceal and carry permit or endorsement may not bring firearms on campus.

GRADUATION REQUIREMENTS AND PROCEDURES

Graduation Requirements

The requirements for graduation at St. Charles Community College are those specified in the college catalog at the time a student enrolls or of any subsequent catalog as long as the student enrolls in at least one fall or spring term each academic year (August-May). If you change programs, you will be expected to meet the graduation requirements of the catalog in effect at the time of your program change. (See sections on Graduation Requirements in the chapter on Academic Programs – Degrees and Certificates in this catalog.)

In the case of curriculum changes, academic deans may make adjustments to your educational plan to meet program requirements. Every effort will be made to count earlier course work in a way most beneficial to the student in fulfilling current requirements. Students are subject to all policies/regulations stated in the most recent catalog.

Applying for Graduation

To be eligible for graduation from SCC, you must adhere to the following:

- File an application for graduation with the Enrollment Services Department during the semester before you wish to graduate. **Check the current academic calendar for specific application deadlines.** The calendar can be found online at *www.stchas.edu/events*. A summer graduate who wishes to participate in the May commencement ceremony must file an application for graduation by Feb. 1. The deadlines allow the college ample time to review student applications, to ensure that all requirements for graduation have or will be met, and to allow students the time to make course adjustments before the close of registration of their final semester.

- Submit the $30 graduation fee. This fee is non-refundable if degree requirements are not met by graduation. You will be required to pay this fee each time you apply for graduation. However, if you decide to postpone your graduation to the following semester, the fee is transferable so long as the Enrollment Services Department is notified in writing three weeks before your original anticipated date of graduation.

- Meet all requirements of the degree/certificate program as outlined in the college catalog, with at least 15 of these credit hours actually earned at SCC.

- Earn a cumulative grade point average of at least 2.0 and be in good academic standing.

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

- Students who plan to earn a degree at SCC will need to meet the requirements of the catalog in effect when they first enrolled or of any subsequent catalog as long as they enroll in at least one fall or spring term each academic year (August-May).

Issuance of Diplomas

Diplomas earned for December and May graduates will be issued shortly after the May commencement. August diplomas will be mailed at the end of August. Degrees earned in December will be posted on the student transcript at the time all degree requirements are met.

Commencement Exercises

Commencement exercises are held annually in May. Students who are graduating in May and graduates from the previoU.S. December may participate in the exercises, along with those who have applied for and been tentatively accepted to graduate in the coming August.

Earning More Than One Degree

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

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

- When two degrees are being earned, a student must choose the degree that requires the highest number of total semester hours and earn at least 15 additional hours. Example: If one degree requires 64 credits and the other requires 66, you must complete 81 total semester hours (66 + 15). If both degrees require 64 semester hours, you must complete a total of 79 credits.

- If two degrees or certificates are earned at the same time, the graduation fee for the second is $10. If the second degree or certificate is earned in another semester, the $30 graduation fee must be paid each semester that a degree is awarded.

REPEAT OF A COURSE

You may repeat one time any credit course for which you did not receive at least a "C" for graded courses, or a grade of "P" for pass/fail courses. Exceptions to this rule include PE activity courses and some music courses. If the course can be repeated and have multiple attempts count toward graduation hours, then all attempts count in the cumulative GPA. "Ws" or withdrawals from a course are treated as an attempt. All grades from each attempt are recorded on the transcript, but SCC will use the higher grade to calculate the grade point average (GPA). Some colleges and universities will recalculate the grade point average for admissions purposes and include both grades earned. Students wishing to attempt a course for the third time must speak with an advisor or the department chair to obtain permission to enroll. In general, courses may not be attempted a fourth time. Where courses are a part of a sequence (English, math, reading), students may enroll in or audit the prerequisite course in order to acquire the prerequisite skills necessary for a successful fourth attempt. For financial assistance eligibility, all attempts will count towards maximum hour limits and completion ratio.

AUDITING A COURSE

If you wish to attend a course without taking an examination or receiving credit for the course, you may register on an audit basis. Students who register on an audit basis will pay the regular tuition rate and must meet the course prerequisites or receive special permission from the instructor. Audit students must adhere to the same policies and procedures as all students. If you wish to change from audit to credit or from credit to audit after the course is under way, you must process the change through the Enrollment Services Department within the first four weeks of classes (prorated for summer classes). Students cannot count audited courses to establish full-time status.

CHANGE OF ACADEMIC PROGRAM

You may petition to change your program (or major) by filing a form available in the Enrollment Services Department, or online at *stchas.edu/docs/pdfs/15-0528-ENR-Change%20of%20Degree%20Form.pdf*

ATTENDANCE

General Policy

The college has no plan of recognized class 'cuts' or absences. You should attend all class meetings in which you are enrolled. Excessive absence may be sufficient cause to fail the course. For distance classes, "attendance" will be defined as active participation in the course as described in the individual course syllabus. The final decision as to what constitutes excessive absence from a class is left to the instructor and will be outlined in the course syllabus. Students should discuss any absences with their instructor. Students who are absent from classes while participating in college-sponsored events or activities will not be automatically penalized for the absence. It is the expectation that students will normally be excused from class except under extraordinary circumstances.

Students must complete the following procedures to determine the outcome of their absence for each missed class:

1) Students should make every effort to schedule college-sponsored activities around classes.

2) Students are responsible for notifying their instructors in advance of the absence. When possible, contact your instructor at least two weeks before the event/activity. Face-to-face interaction between student and instructor is preferred.

3) In advance of the activity, students must provide their instructor(s) a completed Event Form for each missed class. Student Event Forms are available to student athletes in CC 104 and for members of clubs and organizations in CC 102. This form will help you discuss the potential effects of the absence with your instructor.

4) Students are expected to make up any classwork in a time frame to be determined by the instructor. When a test is scheduled for the day of the expected absence, students should discuss with their instructor how to make other arrangements to take the test. You should use the ACE Center for additional help and the Assessment Center for make-up tests.

5) If you fail to inform the faculty in advance of the expected absence, the absence may or may not be accommodated at the instructor's discretion.

6) Absences for the student-related activity will be reflected in your attendance record.

WITHDRAWAL FROM COURSES

All students who wish to drop a course or courses must obtain and complete an Add/Drop Form from the Enrollment Services Department. It is the student's responsibility to return the completed Registration Form to the Enrollment Services Office. You may also drop online through SCC Connection.

Discontinuing a course will affect your transcript (permanent record) as follows: A student who withdraws officially from a course before the end of the 10th week of class meetings will receive a "W" for the course. If you simply stop attending class and do not officially withdraw from the course, you will receive an "F" grade for the course. Leaving the Registration Form with your instructor does not constitute an official withdrawal from the course. The form must be returned to the Enrollment Services Department in accordance with withdrawal procedures and dates. A listing of important course withdrawal dates may be obtained in the Enrollment Services Department or online at *stchas.edu/calendar*. These dates are published in the credit class schedules and on the college website. The approved withdrawal dates are prorated for courses fewer than 16 weeks in length and for interim and summer sessions. The Veterans Administration may interpret the withdrawal from courses differently, so veterans should check with the Financial Assistance Office.

GRADING
AND ACADEMIC HONORS
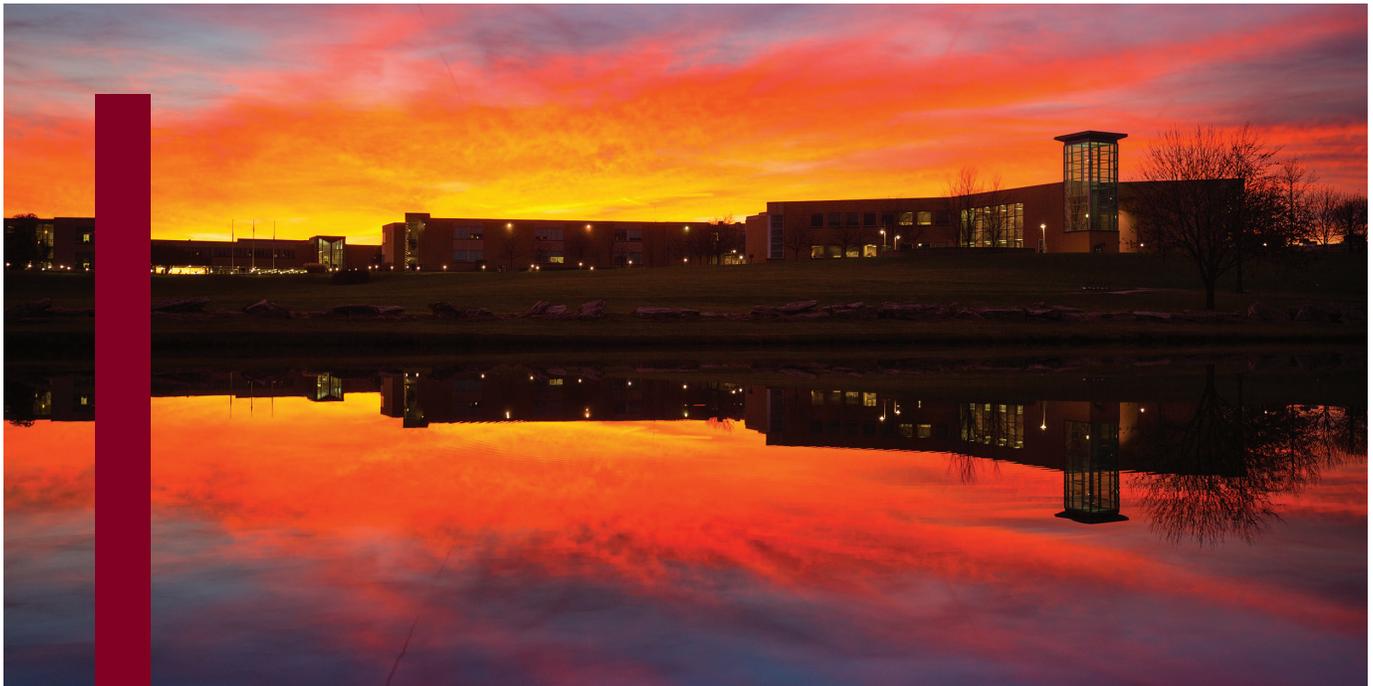
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GRADE GRIEVANCE POLICY

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OUTCOMES ASSESSMENT

GRADING SYSTEM

Grading symbols and corresponding grade points are listed below. Some symbols are not grades but designations of administrative action regarding course work.

A (Excellent) Student has demonstrated outstanding proficiency in mastering course objectives. (4 grade points per credit hour in computation of grade point average.)

B (Above Average) Student has demonstrated above-average proficiency in mastering course objectives. (3 points)

C (Average) Student has demonstrated average proficiency in mastering course objectives. (2 points)

D (Below Average) Student has demonstrated below-average proficiency in mastering course objectives. (1 point)

F (Failing) Student has not demonstrated a minimum passing proficiency in mastering course objectives (0 points)

I (Incomplete) Due to extenuating circumstances, a student may be given an extension of time by the instructor to complete course objectives. The "I" can be issued only at the discretion of the instructor. Once you are issued an "I," you may not withdraw from the course in which the "I" was issued. The "I" must be made up by the midterm of the following semester or it will become an "F" grade. The incomplete must be completed with the instructor who originally issued the "I." The "I" does not count in computation of grade point average.

P (Pass) Student has completed the course work satisfactorily. This mark is used for most developmental courses and other courses at the discretion of the college. (Does not count in computation of grade point average.)

R (Re-enroll) The student has made satisfactory progress but should re-enroll until the course objectives are completed. This mark is used for developmental courses only. (Does not count in computation of grade point average.)

V (Audit) Student's final registration in the course was on an audit basis (no credit). (Does not count in computation of grade point average.)

W (Withdrawal) A "W" is not a grade, but an indication of administrative action requested by the student. You must officially withdraw from a course before the end of the 10th week of classes. For courses shorter than the normal semester, the withdrawal period will be prorated. A "W" may not be changed to a grade. (Does not count in computation of grade point average.)

AW (Administrative Withdrawal) The grade of "AW" will be assigned to those courses that have been administratively withdrawn from a student's record. A grade of "AW" will not count in a student's grade point average but will count in their overall completion ratio. See Board Policy 439 Withdrawal.

Z Administratively unable to give a grade at this time.

GRADE GRIEVANCE POLICY

Students with concerns about grades should, whenever possible, first approach the instructor for clarification/resolution. Concerns about final grades must be expressed by the end of the next regular semester. If, after contacting the instructor, you still have concerns, you should address them to the appropriate program coordinator and/or department chair who will work with you and the instructor to resolve the matter. If the department is unable to remedy the situation, you should address your concerns to the division dean. If resolution still is not achieved, you may then appeal in writing to the Office of Academic Affairs and Enrollment Management. AnonymoU.S. calls or unsigned letters will not be acknowledged. Only concerns expressed by the individual student involved will be addressed.

REVIEW OF ACADEMIC STATUS

The college recognizes that extenuating circumstances occur from time to time that may warrant further review of a student's academic progress. Contact the Enrollment Services Department for more information.

NOTE: Students with concerns about course requirements, class procedures, teaching styles or grades should follow the procedure outlined in the Procedure for Addressing Student Concerns section of the catalog.

SATISFACTORY ACADEMIC PROGRESS

St. Charles Community College (SCC) has academic standards that all students must meet. It is necessary for students to maintain a sufficient grade point average (GPA) to graduate from SCC and transfer to a four year college or start a career. Students who meet SCC academic standards are making "satisfactory academic progress" and are in "good standing."

To stay in "good standing," students must maintain a cumulative GPA of 2.0 after they have earned 15 college credit hours or more at SCC.

WHAT HAPPENS IF MY GPA DROPS BELOW 2.0?

Academic Warning: A student is placed on academic warning when their cumulative GPA falls below 2.0 for the first time. Students are unable to register for additional courses until they have completed a mandatory online college success workshop through Canvas.

Academic Probation 1: A student is placed on Academic Probation 1 when their cumulative GPA falls below 2.0 in two consecutive terms. The student must complete an online workshop through Canvas. The student is also required to enroll for classes with an academic counselor after completion of the workshop and is limited to a maximum of 13 credit hours.

Academic Probation 2: A student is placed on Academic Probation 2 when their cumulative GPA remains below a 2.0 for a third consecutive term. The student must complete an online workshop through Canvas. The student is also required to enroll for classes with an academic counselor after completion of the workshop and is limited to a maximum of 13 credit hours.

Academic Suspension: A student is placed on Academic Suspension when their cumulative GPA remains below a 2.0 for a fourth consecutive term. Students will be prohibited from enrolling in courses the semester following the suspension status.

Academic Dismissal: A student will no longer be allowed to attend SCC unless they are academically reinstated by the executive dean for enrollment management. Students must wait a minimum of one semester to appeal this statU.S. (summer semester excluded). For a detailed list of procedures to apply for academic reinstatement, contact the office of the executive dean for enrollment management at 636-922-8238.

WHAT IF I GET SUSPENDED?

Suspended students will be required to sit out a semester to reevaluate their academic plans. Students may return the following semester. A meeting with the director of academic counseling is required to enroll in classes. Enrollment is restricted to 13 credit hours.

Students wishing to appeal the layout period and remain continuously enrolled, may make an appointment to speak with the director of academic counseling at 636-922-8477.

After returning from suspension students are required to maintain a 2.0 term GPA each semester that they attend SCC. A meeting with an academic counselor is required to enroll for classes.

Students who do not earn at least a 2.0 term GPA will be academically dismissed.

When a student's cumulative GPA reaches a 2.25 or above, they are placed on a less restrictive statU.S. and are then able to enroll for courses without meeting with an academic counselor.

SCHOLASTIC HONORS

Full-time students who earn a 3.50 or above semester grade point average in 12 or more semester hours of credit and part-time students who earn at least a 3.50 GPA for each cumulative 12 credit hours will be named to the Dean's List. Developmental courses, pass/fail courses, transfer credits and courses in which incomplete grades were received do not count toward the credit hours.

The Associate of Arts, Associate of Arts in Teaching, Associate of Science, and Associate of Applied Science degrees and certificates will be granted with the following designations to candidates of superior academic achievement:

Cumulative GPA of at least 3.50-3.74 – Honors

Cumulative GPA of 3.75-3.99 – High Honors

Cumulative GPA of 4.0 – Highest Honors

Indication of scholastic honors at the commencement ceremony will be based on the previoU.S. fall semester cumulative GPA.

TO REQUEST A TRANSCRIPT

We now offer electronic transmission of official transcripts. Students can track their statU.S. and be notified via text or email when the transcript has been sent.

You may request a transcript by accessing this link: *GetMyTranscript.org*. In addition, in-person requests can be made. We do not accept FAXED requests. Use the Transcript (PDF) and Enrollment Verification Form (PDF).

OUTCOMES ASSESSMENT

SCC is committed to the assessment of college programs and services to improve and maintain their quality and effectiveness. Classroom and program activities, including surveys and focU.S. groups, will be used to assess the outcomes of college education.

Students who complete career-technical programs will be assessed on their mastery of essential occupational skills and general education knowledge. The method of assessing these skills will vary by discipline. Some of the methods used by the programs will be portfolios, culminating projects, field specific national tests and tests developed by the department.

Contact Information

DIRECTOR OF ENROLLMENT SERVICES
636-922-8436 | *cakins@stchas.edu*

DIRECTOR OF ACADEMIC COUNSELING
636-922-8477 | *jlansdowne@stchas.edu*

STUDENT RIGHTS

ADDRESSING STUDENT CONCERNS

EXTERNAL RESOLUTION OPTIONS

**NON-DISCRIMINATION
AND EQUAL OPPORTUNITY**

**SEXUAL MISCONDUCT, NON-DISCRIMINATION,
APPEAL & GRIEVANCE**

PROCEDURE FOR ADDRESSING STUDENT CONCERNS

Students with concerns about course requirements, class procedures, teaching styles or grades should whenever possible first approach the instructor for clarification/resolution. Concerns about final grades must be expressed by the end of the next regular semester. If, after contacting the instructor you still have concerns, you should address them to the appropriate program coordinator and/or department chair who will work with you and the instructor to resolve the matter. If the department is unable to remedy the situation, you should address your concerns to the division dean.

Individual departments may establish their own internal procedures for handling student concerns. If the division is unable to remedy the situation, you may then appeal in writing to the Office of Academic Affairs and Enrollment Management. AnonymoU.S. calls or unsigned letters will not be acknowledged. Only concerns expressed by the individual student involved will be dealt with.

Employees of the college may not legally discuss matters pertaining to non-minor students with parents, spouses, friends or classmates without a signed release from the student.

EXTERNAL RESOLUTION OPTIONS

The Missouri Department of Higher Education serves as a clearinghouse for post-secondary student complaints. The MDHE complaint policy may be found at *dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf*. This web page contains information about the complaint process and includes instructions for how to file a formal complaint. Note that the policy provides that a student who wishes to file a complaint with the department must first exhaust all formal and informal avenues provided by the institution to resolve disputes.

The Office for Civil Rights (OCR) enforces several Federal civil rights laws that prohibit discrimination in programs or activities that receive financial assistance from the Department of Education. A complaint can be filed by anyone who believes that an education institution that receives Federal Financial assistance has discriminated against someone on the basis of race, color, national origin, sex, disability, or age. The complaint form can be found at http://www2.ed.gov/about/offices/list/ocr/complaintintro.html.

Additionally, students may also contact:
Higher Learning Commission of the
North Central Association of Colleges and Schools
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
800-621-7440; Fax: 312-263-7462

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

The College is committed to non-discrimination and equal opportunity regarding the treatment of students, faculty and staff. The College adheres to a strict non-discrimination policy in student admission, educational programs, activities, and employment regardless of race, color, sex, sexual orientation, religion, creed, national origin, ancestry, age, veteran status, disability, or genetic information. The College is an Equal Opportunity Employer.

The College maintains a complaint procedure for the purpose of investigating and providing prompt and equitable remedy.

SEXUAL MISCONDUCT, NON-DISCRIMINATION, APPEAL & GRIEVANCE

SEXUAL MISCONDUCT

Sexual misconduct is prohibited and the College provides comprehensive procedures in compliance with Title IX of the Education Amendments of 1972, Violence Against Women Act (VAWA), Title VII of the Civil Rights Act, Jeanne Clery Act, and similar laws and regulations.

"Sexual Misconduct" is a broad term that includes sex discrimination and any non-consensual behavior of a sexual nature committed by force or intimidation or that is otherwise unwelcome. Sexual misconduct includes behaviors such as sexual assault, rape, domestic violence, dating violence, sexual harassment, sexual exploitation, and stalking.

For additional information on:

- **Evidence Preservation**
- **Law Enforcement**
- **Ex-Parte Orders of Protection**
- **Confidentiality**
- **How to file a report of concern**
- **Intentional false reportings and reports made in bad faith**
- **Sanctions and Appeals**
- **Education/Training**
- **Risk Reduction**
- **Retaliation and Definitions**
- **Rights of involved parties in cases involving allegations of sexual harassment and sexual violence**

Please consult the Student Handbook —"Sexual Misconduct, Non-discrimination, Appeal & Grievance" section at stchas.edu/studenthandbook.

Contact Information

CHIEF DIVERSITY OFFICER & TITLE IX COORDINATOR
636-922-8654 | *mkampen@stchas.edu*

DEAN OF STUDENT LIFE & TITLE IX COORDINATOR
636-922-8544 | *kpfeiffer@stchas.edu*

GENERAL EDUCATION
REQUIREMENTS

ASSOCIATE OF ARTS GENERAL EDUCATION REQUIREMENTS BEGINNING FALL 2018

ASSOCIATE OF ARTS GENERAL EDUCATION REQUIREMENTS PRIOR TO FALL 2018

ASSOCIATE OF APPLIED SCIENCE GENERAL EDUCATION REQUIREMENTS

ASSOCIATE OF ARTS IN TEACHING GENERAL EDUCATION REQUIREMENTS

CERTIFICATES OF ACHIEVEMENT GENERAL EDUCATION REQUIREMENTS

ASSOCIATE OF ARTS GENERAL EDUCATION REQUIREMENTS (CORE 42)

SOCIAL & BEHAVIORAL SCIENCES: OBJECTIVES

State-Level Goal

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 scientists 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. As part of this goal, institutions of higher education include a course of instruction in the Constitution of the United States and of the state of Missouri and in American history and institutions (Missouri Revised Statute 170.011.1).

Suggested competencies

Students will demonstrate the ability to:

- Explain social institutions, structures, and processes across a range of historical periods and cultures.
- Develop and communicate hypothetical explanations for individual human behavior within the large-scale historical and social context.
- Draw on history and the social sciences to evaluate contemporary problems.
- Describe and analytically compare social, cultural, and historical settings and processes other than one's own.
- Articulate the interconnectedness of people and places around the globe.
- Describe and explain the constitutions of the United States and Missouri.

9 credits minimum from at least 2 disciplines, including at least one Civics course (denoted by *)

Anthropology	**Political Science**
ANT-102	POL-101 *
Economics	POL-201
ECO-100	POL-210
ECO-110	**Psychology**
ECO-120	PSY-101
Geography	PSY-210
GEO-100	**Sociology**
History	SOC-101
HIS-101 *	
HIS-102 *	

WRITTEN COMMUNICATION: OBJECTIVES

State-Level Goal

To prepare students to communicate effectively with writing that exhibits solid construction resulting from satisfactory planning, discourses, and review. Students will understand the importance of proficient writing for success in the classroom and the workforce.

Suggested competencies

Students will demonstrate the ability to:

- Demonstrate critical and analytical thinking for reading, writing, and speaking.
- Compose sound and effective sentences.
- Compose unified, coherent and developed paragraphs.
- Understand and use a recursive writing process to develop strategies for generating, revising, editing and proofreading texts.
- Produce rhetorically effective discourse for subject, audience, and purpose.
- Demonstrate effective research and information literacy skills.

6 credit hours minimum

ENG-101

ENG-102

ENG-115

ASSOCIATE OF ARTS GENERAL EDUCATION REQUIREMENTS (CORE 42) (CONTINUED)

ORAL COMMUNICATIONS: OBJECTIVES

State-Level Goal

To prepare students to communicate effectively with oral presentations that demonstrate appropriate planning and expressive skills. Students will understand the role of public speaking for success in the classroom and society.

Suggested competencies

Students will demonstrate the ability to:

- Use productive imagination for the discovery and evaluation of appropriate arguments relating to a chosen topic through effective research.
- Will demonstrate they understand the basic process of audience analysis;
- Use, identify, and create speeches for different types of speaking purposes,
- Demonstrate effective preparation skills in the organization of speeches into three appropriate sections and preparing each section using the appropriate information and transitions between information and sections.
- Utilize and understand the patterns of organization to structure information for each specific type of speech. Students will use parallel ideas and information on different levels of abstraction in these patterns.
- Demonstrate effective skill at composing and developing arguments with appropriate support that is unified,coherent and fully developed utilizing the tenets of good writing and research.
- Understand the complex issue of good delivery and show improved personal confidence and the ability to manage communication apprehension.
- Demonstrate effective listening skills as it relates to critical understanding of speech topics and critique of that speaking.
- Demonstrate that they understand and take part in ethical speaking and listening during presentations.
- Understand communication ethics for both speech preparation and critiquing of peer speeches by utilizing responsible research and citing sources, preparing speeches with integrity when dealing with information and sources, and using emotional and logical appeals responsibly.
- Demonstrate and understand the role of public speaking in citizenry and how public speaking can contribute to success in the classroom and society.

3 credit hours minimum

COM-101

COM-104

COM-106

COM-110

COM-200

NATURAL SCIENCES: OBJECTIVES

State-Level Goal

To develop students' understanding of the principles and laboratory procedures of the natural sciences (Life and Physical) 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 our imaginations, and shapes human history. Students should also understand that science is shaped by historical and social contexts.

Suggested competencies

Students will demonstrate the ability to:

- Explain how to use the scientific method and how to develop and test hypotheses in order to draw defensible conclusions.
- Evaluate scientific evidence and argument.
- Describe the basic principles of the natural world.
- Describe concepts of the nature, organization, and evolution of living systems.
- Explain how human interaction(s) affect living systems and the environment

7 credit hours minimum from at least 2 disciplines, including one course with a lab component (denoted by *)

Astronomy

PHY-130

PHY 130/131 (*)

Biology

BIO-105

BIO-105/106 (*)

BIO-108

BIO-120/121 (*)

BIO-122

BIO-150 (*)

Chemistry

CHM-101

CHM 101/103 (*)

CHM-115 (*)

Geology

PHY-105

PHY-105/107 (*)

PHY-125

PHY--125/127 (*)

Life Science

BIO-110

BIO-110/113 (*)

BIO-130

BIO-250A/250B (*)

Physical Science

PHY-111

PHY-111/113 (*)

Physics

PHY-150/153 (*)

PHY-250 (*)

ASSOCIATE OF ARTS GENERAL EDUCATION REQUIREMENTS (CORE 42)   (CONTINUED)

MATHEMATICAL SCIENCES: OBJECTIVES

State Level Goal

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.

Suggested competencies

Students will demonstrate the ability to:

- Describe contributions to society from the discipline of mathematics.
- Recognize and use connections within mathematics and between mathematics and other disciplines.
- Read, interpret, analyze, and synthesize quantitative data (e.g., graphs, tables, statistics, survey data) and make reasoned estimates.
- Formulate and use generalizations based upon pattern recognition.
- Apply and use mathematical models (e.g., algebraic, geometric, statistical) to solve problems.

3 credit hours minimum

MAT-155

MAT-157

MAT-158

MAT-162

MAT-171

Mathematical sciences courses that use one of the pathway courses as a prerequisite will meet the general education credit for math.

For example, Calculus meets the General Education math requirement since Pre-CalculusAlgebra is a prerequisite

Courses higher than MAT 171 will be granted 3 credit hours towards the CORE 42. Additional credits will count as General Elective credit.

HUMANITIES & FINE ARTS: OBJECTIVES

State Level Goal

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.

Suggested Competencies
Students will demonstrate the ability to:

- Describe the scope and variety of works in the humanities and fine arts (e.g., fine and performing arts, literature, speculative thought).

- Explain the historical, cultural, and social contexts of the humanities and fine arts. . . . . .

- Identify the aesthetic standards used to make critical judgments . in varioU.S. artistic fields.

- Develop a plausible understanding of the differences and . . . . relationships between formal and popular culture.

- Articulate a response based upon aesthetic standards to . . . . observance of works in the humanities and fine arts.

9 credit hours minimum, from at least 2 disciplines	SPN-101	Philospohy	LIT-222	Performance
	SPN-102	PHL-101	LIT-223	(Choose only 3 credits from this Group)
Art	**Music**	PHL-102	LIT-230	
ART-1001	MUS-101	PHL-160	LIT-240	ART-1400
ART-1505	MUS-109	**Religion**	LIT-250	MUS-105/106/107
ART-1500	MUS-111	PHL-201	LIT-260	MUS-115/116/117
Civalization	MUS-112	**Literature**	LIT-271	MUS-145/146/147
HIS-145	MUS-231	LIT-210	LIT-272	MUS-175/176/177
HIS-146	MUS-232	LIT-215	LIT-273	MUS-185/186/187
Foreign Language	**Theater**	LIT-216	LIT-274	
FRN-101	The-122	LIT-220		
FRN-102				

SCC Institutional Requirements to Earn an Associate of Arts Degree:

Complete a minimum of 64 credit hours, including 42 credit hours of general education courses adhering to the minimums as lited above.

Complete one of the following courses: BTC-103, CPT-103, CPT-115 or EDU-220.

Earn a cumulative grade point average of 2.0.

Complete a minimum of 15 credit hours at SCC.

ASSOCIATE OF ARTS GENERAL EDUCATION REQUIREMENTS (PRIOR TO FALL 2018)

COMMUNICATIONS

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

Minimum 9 Credit Hours
ENG-101
ENG-102 or
HON-100
HON-101
SPE-101 or
SPE-102 or
SPE-110

Beginning FA/18 SPE is COM

COM-101 or

COM-106 or

COM-110

SOCIAL 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 scientists to discover, describe, explain, and predict human behavior and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others.

Minimum 9 Credit Hours

Choose One Course from:	Choose One Course From:	Choose one additional course from the previoU.S. lists or:
HIS-101	Any ANT	Any HIS
HIS-102	CRJ-140	Any POL
HIS-115	CRJ-175	HON-103
HIS-270	ECO-100	
HON-100	ECO-110	
HON-101	ECO-120	
HON-102	EDU-247	
HIS-107	Any GEO	
POL-101	PSY-101	
POL-102	SOC-101	
	HON-102	
	HON-104	

HUMANITIES

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.

Minimum 9 Credit Hours

Choose One Course from:		Choose One Course From:
ART-1001	ENG-206	HON-104
ART-1500	ENG-207	HON-108
ART-1505	ENG-208	Any LIT
ART-2100	ENG-209	ANY PHL
ART-2210	ENG-250	Any Foreign Language
ART-1200	MUS-109	BUS-105 or CPT-105
ART-2220	MUS-110	ENG-280
ART-2401	MUS-111	
ART-2501	MUS-112	**Choose one additional course from the previoU.S. lists.**
ART-2551	MUS-113	
ART-2601	MUS-114	
ART-2701	MUS-229	
ART-2751	MUS-230	
COM-123	MUS-231	
COM-124	MUS-232	
ENG-200	MUS-234	
ENG-201	MUS-235	
ENG-202	THE-122	
ENG-203	THE-123	
	THE-124	
	TEe-229	
	THE-230	

ASSOCIATE OF ARTS GENERAL EDUCATION REQUIREMENT (PRIOR TO FALL 2018 (CONTINUED)

MULTICULTURAL/VALUING

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

Minimum 3 Credit Hours

Choose One Course from:	GEO-102	LIT-265
ANT-102	GEO-110	LIT-267
ANT-103	Any GLC	LIT-271
ANG-151	Any GLS	LIT-272
ANT-161	HIS-145	LIT-273
ANT-171	HIS-146	LIT-274
ANT-181	HIS-160	LIT-275
ANT-201	HIS-202	LIT-280
ANT-202	HIS-203	SOC-151
ANT-220	HIS-240	SOC-224
ANT-224	HMS-151	SOC-241
ART-1001	HON-104	MUS-111
ART-1500	LIT-200	PHL-201
ART-1505	LIT-201	POL-201
ART-2210	LIT-207	POL-210
BUS-105 or CPT-105	LIT-215	POL-220
BUS-255	LIT-216	POL-255
CRJ-280	LIT-218	Any Foreign Language
EDU-247	LIT-222	SPE-215
ENG-280	LIT-223	GLC-215
ESL-107	LIT-230	
ESL-108	LIT-239	
GEO-100	LIT-240	
GEO-101	LIT-241	
	LIT-242	

MATHEMATICS

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

Minimum 3 Credit Hours

Choose One Course from: MAT-155 or Higher

A student who takes a 3 credit hour math course that is equivalent to or higher than MAT-155, For example: MAT-175, will need to take an additional general eduation credit hour, to meet the 42 credit hour general eduation equirement.

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 our imaginations, and shapes human history. Students should also understand that science is shaped by historical and social contexts.

Minimum 7 Credit Hours

Choose One Course from:	Choose One Course from:	
AGS-170 or BIO-170	CHM-101/103	At least one lab must be taken with a corresponding lecture course.
BIO-105/106	CHM-106	
BIO-110/113	CHM-110/113	
BIO-120/121	CHM-115	
BIO-122	PHY-105/107	
BIO-130	PHY-111/113	
BIO-150	PHY-125/127	
BIO-160	PHY-130/131	
HON-106	PHY-145/147	
	PHY-150/153	
	PHY-250	

SCC Institutional Requirements to Earn an Associate of Arts Degree:

Complete a minimum of 64 credit hours, including 42 credit hours of general education courses

Complete one of the following courses: BTC-103, CPT-103, CPT-115 or EDU-220.

Earn a cumulative grade point average of 2.0

Complete a minimum of 15 credit hours ast SCC

ASSOCIATE OF APPLIED SCIENCE GENERAL EDUCATION REQUIREMENTS

COMMUNICATION

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

9 credit hours

ENG 101

ENG 102, 115 or 125

HON 100, 101

One Course from Group I:

COM 101, 102, 110

SOCIAL SCIENCE

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 scientists to discover, describe, explain, and predict human behavior and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others.

3 credit hours

EDU 247, HIS 101, 102, 115, 202, 203, 270

HON 100, 101, 102

POL 101, 102

MATHEMATICS

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

3 credit hours

MAT 105 or higher

HUMANITIES

To develop students' understanding of the ways in which humans have addressed their condition through imaginative work in the humanities and 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.

3 credit hours

Any ART

BUS 105 or CPT 105

COM 123, COM 124

EDU 125

Any LIT

Any MUS

Any PHL

Any THE

Any Foreign Language

ASSOCIATE OF APPLIED SCIENCE GENERAL EDUCATION REQUIREMENTS (CONTINUED)

NATURAL SCIENCE

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 our imaginations, and shapes human history. Students should also understand that science is shaped by historical and social contexts.

3 credit hours

Any BIO

Any CHM

Any PHY

ELECTIVE

3 credit hours

Any ANT	Any MAT
Any ART	Any MUS
Any BIO	Any PHE
Any CHM	Any PHL
CPT/BTC 103, CPT 115, or EDU 125, 220	Any PHY
	Any POL
Any ECO	Any PSY
Any ENG	Any SOC
Any GEO	Any COM
Any HIS	Any THE
Any LIT	
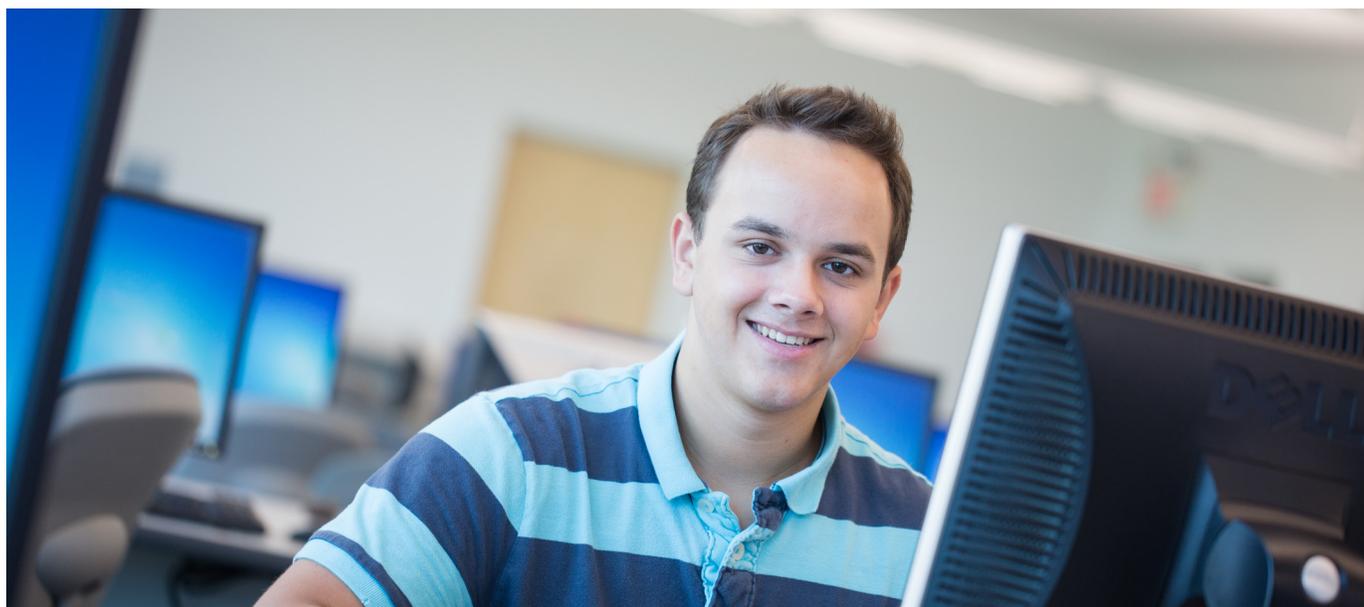
ASSOCIATE OF ARTS IN TEACHING GENERAL EDUCATION REQUIREMENTS

SOCIAL 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 scientists to discover, describe, explain, and predict human behavior and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others.

9 credit hours

PSY 101

EDU 247

HIS 102* or HIS 146

POL 101* or POL 210

* Students must take either HIS 102 or POL 101 to meet state requirements.

HUMANITIES

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.

6 credit hours

LIT 271

LIT 210 or

LIT 220

ASSOCIATE OF ARTS IN TEACHING GENERAL EDUCATION REQUIREMENTS (CONTINUED)

MULTICULTURAL/VALUING

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

3 credit hours

GEO 100 or

ANT 102

EDU 247

MATHEMATICS

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

4 credit hours

MAT 156 or

MAT 162 (for secondary math or science major)

NATURAL SCIENCE

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 our imaginations, and shapes human history. Students should also understand that science is shaped by historical and social contexts.

Choose one option:

Option 1:
BIO 105
CHM 115
PHY 111

Option 2 (must take two lab courses):
BIO 105/106
CHM 101/103
PHY 111/113

CAPSTONE

To assess acquisition of knowledge and skills. Students must pass all areas of MOGEA exam.

Passing Scores:

English/Language Arts – 186

Writing – 193

Science – 183

Social Science – 183

Math – 183

CERTIFICATES OF ACHIEVEMENT
GENERAL EDUCATION REQUIREMENTS

COMMUNICATION

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

3 credit hours

ENG 101, 102, 115, 125

HON 100, 101, 102 or

COM 101, 102, 110

CERTIFICATES OF ACHIEVEMENT GENERAL EDUCATION REQUIREMENTS (CONTINUED)

SOCIAL SCIENCE

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 scientists to discover, describe, explain, and predict human behavior and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others.

3 credit hours

HIS 101, 102, 115, 270

HON 100, 102, 102

POL 101, 102

MATHEMATICS

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

3 credit hours

MAT 098 or higher

ELECTIVE

3 credit hours	Any MAT
Any ANT	Any MUS
Any ART	Any PHE
Any BIO	Any PHL
BTC 103	Any PHY
CPT 103, 115	Any POL
Any CHM	Any PSY
Any ECO	Any SOC
EDU 220	Any SPE
Any ENG	Any THEAny POL
Any Foreign Language	Any PSY
Any GEO	Any SOC
Any HIS	Any SPE
Any LIT	Any THE

ACADEMIC PROGRAMS
DEGREES AND CERTIFICATES

Instructional programs at St. Charles Community College offer you several options in attaining long-term or short-term educational goals.

If your goal is to complete requirements for the first two years of a bachelor's degree, you can enroll in SCC's college transfer program. The transfer program contains courses that parallel the first two years of study at many four-year institutions.

Another option is the career-technical program pathway. You can earn a certificate or degree that leads directly into the job market upon graduation from SCC. These one- and two-year programs allow you to match your career skills with jobs available in today's rapidly changing work force.

If you would like to take college-level classes but are unable to come to campU.S. on a regular basis, you may take advantage of distance learning courses such as online courses.

A listing of courses offered for a specific semester can be found at www.stchas.edu/distance.

Of course, not everyone comes to college seeking a degree, so SCC offers you the option to take credit classes one at a time to update job skills or for personal enrichment. Or, if you need to improve basic reading, writing and math skills before enrolling in college-level work, we encourage you to find out more about developmental programs and special study skills classes.

Descriptions of SCC credit courses begin on p. 105 or can be found online. Look under the "Academics" section online at www.stchas.edu.

SCC INSTITUTIONAL REQUIREMENTS FOR EARNING A DEGREE OR CERTIFICATE:

- Complete the minimum number of credit hours required for your degree program.

- Complete a minimum of 15 credit hours at SCC.

- Earn a 2.00 cumulative grade point average.

- Students earning the Associate of Arts Degree must complete one of the following courses: BTC/CPT 103, CPT 115 EDU 220 or test for competency.

ART 35-47

Degrees

A.A.S. Graphic Design

Certificates

C.S. Design Media
C.S. Photography
C.S. Print Media
C.S. Web Media

Transfer Pathways

A.F.A. Art Education
A.A. Art/Graphic Design Transfer
A.F.A. Graphic Design Transfer - Schedule Guide
A.F.A. Studio Art Transfer - Schedule Guide

BUSINESS 48-56

Degrees

A.A.S. Business Administration

Certificates

C.S. Accounting
C.S. Banking/Finance
C.A. Business Administration
(Accounting, Finance, Management, Marketing, General Business)
C.S. Management
C.S. Marketing

Transfer Pathways

A.A. Business Transfer - Schedule Guide
A.A. Economics Transfer -Schedule Guide, .

Certifications (Non-Credit)
Bookkeeper Certificate Program

BUSINESS TECHNOLOGY 57-63

Degrees

A.A.S. Business Technology

Certificates

C.A. Computer Applications
C.A. Customer Service
C.A. Desktop Publishing
C.S. Software Productivity

Certificates/Certifications (Non-Credit)
Microsoft Office Certificate

COMPUTER SCIENCE 64-94

Degrees

A.A.S Computer Science
(Computer Programming, Managemen Information Systems, Database Management, Data Analytics, Animation and Gaming)
A.A.S. Cyber Security
A.A.S. Information Technology
A.A.S. Multimedia and Web Design
A.A.S. Networking

Certificates

C.S. Computer Security
C.S. Cyber Security
C.A. Data Management
C.S. Desktop Support
C.S IT Project Management.
C.A. Multimedia
C.S. Multimedia
C.S. Networking (Routing & Switching)
C.A. Networking
C.S. Programming
C.A. Programming Languages
C.S. System Administration
C.A. Web Design
C.S. Web Development

Transfer Pathways

A.A. Computer Science Transfer - Schedule Guide.
A.S. Cyber Security
A.S. Management Information Systems
A.S. Programming

CRIMINAL JUSTICE 95-100

Degrees
A.A.S. Law Enforcement

Certificates
C.A. Law Enforcement

Transfer Pathways
A.A. Criminal Justice Transfer - Schedule Guide

Certificates (Non-Credit)
Paralegal Certificate

EDUCATION 101-118

Degrees

A.A.S.   Child Care & Early Education
A.A.S.   Paraprofessional Studies
A.A.S.   Paraprofessional Studies Autism Specialist

Certificates

C.S.   Autism Specialist
C.A.   Child Care & Early Education

Transfer Pathways

A.A.T.   Early Childhood Education Transfer Program
A.A.T.   Elementary Education Transfer Program
A.A.T.   Secondary Education Transfer Program

ENGLISH/COMMUNICATIONS 119-126

Certificates

C.S.   Creative Writing
C.S.   English as a Second Language

Transfer Pathways

A.A.   Communication Transfer - Schedule Guide
A.F.A.   Creative Writing - Transfer - Schedule Guide
A.A.   English Transfer Program Schedule Guide
A.A.   Foreign Language Transfer (Arabic, French,German, Spanish) - Schedule Guide

GENERAL EDUCATION 127-129

Certificates

C.S.   Diversity
C.S.   Honors

Transfer Pathways

A.A.   Liberal Arts/Transfer - Schedule Guide

HEALTHCARE 130-151

Degrees

A.A.S.   Emergency Medical Science
A.S.   Health Information Management
A.S.   Nursing
A.A.S.   Occupational Therapy Assistant

Certificates

C.A   Medical Assisting.
C.A.   Medical Billing and Coding
C.A.   Practical Nursing

Transfer Pathways

A.S.   Pre-Pharmacy

Certifications (Non-Credit)

Basic Life Support Provider Course (BLS Provider)
Certified Medication Technician

Certified Medication Technician Challenge Exam
Certified Nurse Assistant
Certified Nurse Assistant - Accelerated Program
Certified Nurse Assistant Challenge Exam
Clinical Supervisor
IV Therapy
Level 1 Medication Aide - Biennial update
Medical Administrative Assistant with EHR
Medical Transcription Editor
Pharmacy Technician
Phlebotomy
Professional Medical Coding & Billing with Applied PCS
Registered Nurse First Assistantt

HUMAN SERVICES 152-155

Degrees

A.A.S.   Human Services

Transfer Pathways

A.A.   Social Work Transfer- Schedule Guide

HUMANITIES 156-157

Certificates

C.A.   Global Studies

MATH 158-159

Transfer Pathways

A.A.   Mathematics Transfer - Schedule Guide

MUSIC 160-164

Transfer Pathways

A.F.A.   Music Transfer
A.A.   Music Major (Voice, Piano, or Instrumental) Transfer - Schedule Guide

PHYSICAL EDUCATION 165 -169

Transfer Pathways

A.S.   Exercise Science
A.S.   Recreation & Leisure

Certificates/Certifications (Non-Credit)

Personal Fitness Trainer

SCIENCE 170-177

Transfer Pathways

A.S.   Biology
A.S.   Chemistry
A.S.   Pre-Environmental Health and Safety

SOCIAL SCIENCE   178-182
Transfer Pathways
A.A.	Geography Transfer - Schedule Guide
A.A.	History Transfer - Schedule Guide
A.A.	Political Science Transfer - Schedule Guide
A.A.	Psychology/Sociology Transfer - Schedule Guide

THEATRE   183-184
Transfer Pathways
A.A.	Theatre Transfer-Schedule Guide

TRADES/MANUFACTURING   185-205
Degrees
A.A.S.	Computer-Aided Drafting (CAD)
A.A.S.	General Technology
A.A.S.	Skilled Trades
A.A.S	Supply Chain Logistics and Manufacturing Technologies
A.A.S.	Welding

Certificates
C.S.	Advanced Welding
C.S.	Basic Welding
C.A.	Entry Level Welding
C.A.	Computer-Aided Drafting (CAD)
C.S.	Computer-Aided Drafting (CAD)
C.A.	Manufacturing Technology
C.S.	Manufacturing Technology, Certified Production Technician

Transfer Pathways
A.S.	Engineering

Certificates/Certifications (Non-Credit)
- American Welding Society Certificate
- Logistics Associate (CLA)/Certified Logistics Technician (CLT)
- Certified Production Technician (CPT)
- Home Inspection Certificate

PROGRAM DEFINITIONS

Associate of Arts (A.A.)
The A.A. is awarded to students completing the requirements of the academic transfer program with a minimum of 64 semester hours including general education core requirements. It generally parallels the first two years of a Bachelor of Arts degree at a four-year institution.

Associate of Arts in Teaching (A.A.T.)
The A.A.T. is awarded to students completing the requirements of the academic transfer program for future educators. It is a 64-hour program that includes a general education core and elective/institutional requirements. It generally parallels the first two years of a Bachelor of Arts degree at a four-year institution.

Associate of Fine Arts (A.F.A.)
The A.F.A. is awarded to students completing the requirements of a specifically identified academic program available within this degree. Minimum credit hours vary based on the specific program. The Associate of Fine Arts degree is a transfer degree for students planning to pursue a bachelor's degree with a concentration in studio fine arts, graphic design, Art Education or music at either a four-year college, university or art school.

Associate of Science (A.S.)
The A.S. is awarded to students completing the requirements of a specifically identified academic program available within this degree. Minimum credit hours required varies based on the specific program. It generally parallels the first two years of a Bachelor of Arts degree or a Bachelor of Science degree at a four year institution.

Associate of Applied Science (A.A.S.)
The A.A.S. is awarded to students completing the requirements of one of the career/technical programs. Minimum credit hours required varies based on the specific program. Although this degree is not intended to be a transfer degree, some of the courses will transfer to four-year institutions.

Certificate of Achievement (C.A.)
Certificates are awarded upon completion of a prescribed sequence of courses for each program. Normally, two semesters are necessary to complete the requirements for a one-year certificate.

Certificate of Specialization(C.S.)
This certificate is for people who desire information or skills in a specific area related to their current job. They usually can be completed in a short period of time.

For more information and to view schedule guides for the career/technical degree and certificates, please visit
www.stchas.edu/academic/majors-degrees-certificates

Graduation Requirements
- Complete SCC Institutional Requirements
- Complete specific requirements as listed
- Complete a minimum of 15 credit hours at SCC
- Earn a 2.00 cumulative grade point average.

Art

DEGREES

GRAPHIC DESIGN A.A.S.
Department: Graphic Design

Total Credit Hours: 72 credits

This associate degree program combines traditional art fundamentals with cutting-edge technology to prepare students for a variety of jobs, including interactive design, video editing, computer animation, print production, etc. This degree encompasses all current and near-future baseline skills required by graphic employers and includes information and techniques designed to maximize student's employ-ability.

Graphic design graduates with an A.A.S. degree may enter fields ranging from graphic and interactive design, development and production, illustration and animation, advertising, and video.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (24 credits)			
Mathematics	MAT 105	Applied Math	3
Communication	ENG 101	English Composition I	3
	ENG 102	English Composition II	3
	ENG 115 or	Technical Writing	
	ENG 125	Business Writing	
	COM 101	Oral Communication	3
Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History since 1877	
	HIS 115 or	U.S. History since 1945	
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State & Local Government	

Natural Science	Any BIO or	Any Biology Course	3
	Any CHM or	Any Chemistry Course	
	Any PHY	Any Physical Science Course	
Humanities	ART 2100	History of Graphic Design	3
Elective	ART 2700	Intro to Printmaking	3
Core Course Requirements (48 credits)			
	ART 1400	Drawing I	3
	ART 1405	Drawing II	3
	ART 1500	Survey of Western Art History I	3
	ART 1505	Survey of Western Art History II	
	ART 1200	2-D Design	3
	ART 1205	Color Theory	3
	ART 1105	Digital Art Studio	3
	ART 1300	3-D Design	3
	ART 2110	Page Layout	3
	ART 2120	Typography	3
	ART 2130	Digital Imaging & Illustration	3
	ART 2140	Web Design	3
	ART 2160	Motion Graphics	3
	ART 2170	Video Production	3
	ART 2800 or	Black and White Photo I	3
	ART 2810	Digital Photo I	
	ART 2900	Illustration I	3
	ART 2199	Portfolio Design & Professional Practices (capstone)	3

Total Required Hours: 72 credits
Available Online: 25%

GRAPHIC DESIGN A.A.S. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (15 credits)		
ART 1400	Drawing I	3
ART 1200	2-D Design	3
ART 1500 or	Survey of Western Art History I	3
ART 1505	Survey of Western Art History II	
ART 1105	Digital Art Studio	3
ENG 101	English Composition I	3

Second Semester (15 credits)		
ART 1405	Drawing II	3
ART 1205	Color Theory	3
ENG 102 or	English Composition II	3
ENG 115	Technical Writing	
MAT 105	Applied Math or higher	3
ART 2120	Typography	3
Third Semester (15 credits)		
ART 2900	Illustration I	3
ART 2100	History of Graphic Design	3
ART 2110	Page Layout	3
ART 2130	Digital Imaging & Illustration	3
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History since 1877	
HIS 115 or	U.S. History since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
Fourth Semester (15 credits)		
ART 1300	3-D Design	3
ART 2140	Web Design	3
ART 2800 or	Black & White Photo I	3
ART 2810	Digital Photo	
ART 2700	Intro to Printmaking	3
Any BIO or	Any Biology Course	3
Any CHM or	Any Chemistry Course	
Any PHY	Any Physical Science Course	
Fifth Semester (12 credits)		
ART 2160	Motion Graphics	3
ART 2170	Video Production	3
COM 101	Oral Communication	3
ART 2199	Portfolio Design & Professional Practices (capstone)	3

Total Hours Required for Graduation: 72 credits

Available Online: 25%

CERTIFICATES

DESIGN MEDIA C.S.
Department: Graphic Design

Total Credit Hours: 27 credits

This certification program provides a way to upgrade existing or to learn new skills in the area of design media.

SUBJECT	COURSE	TITLE	CREDITS
Core Course Requirements (27 credits)			
	ART 1200	2-D Design	3
	ART 1105	Digital Art Studio	3
	ART 2810	Digital Photo I	3
	ART 2110	Page Layout	3
	ART 2120	Typography	3
	ART 2130	Digital Imaging	3
	ART 2140	Web Design	3
	ART 2160	Motion Graphics	3
	ART 2170	Video Production	3

Total Required Hours: 27 credits
Available Online: 0%

PHOTOGRAPHY C.S.
Department: Art

Total Credit Hours: 18 credits

This certification program provides a way for students to upgrade existing or to learn new skills in the area of photography.

SUBJECT	COURSE	TITLE	CREDITS
Core Course Requirements (18 credits)			
	ART 1105	Digital Art Studio	3
	ART 2800	Black & White Photo I	3
	ART 2810	Digital Photo I	3
	ART 2860	Studio Lighting	3
	ART 2870	Event Photography	3
	ART 2170	Video Production	3

PRINT MEDIA C.S.

Department: Graphic Design

Total Credit Hours: 18 credits

This certification program provides a way to upgrade existing or to learn new skills in the area of print media.

SUBJECT	COURSE	TITLE	CREDITS
Core Course Requirements (18 credits)			
	ART 1105	Digital Art Studio	3
	ART 1200	2-D Design	3
	ART 2810	Digital Photo I	3
	ART 2120	Typography	3
	ART 2110	Page Layout	3
	ART 2130	Digital Imaging	3

WEB MEDIA C.S.

Department: Graphic Design

Total Credit Hours: 24 credits

This certification program provides a way to upgrade existing or to learn new skills in the area of Web media.

SUBJECT	COURSE	TITLE	CREDITS
Core Course Requirements (24 credits)			
	ART 1200	2-D Design	3
	ART 1105	Digital Art Studio	3
	ART 2810	Digital Photo I	3
	ART 2110	Page Layout	3
	ART 2120	Typography	3
	ART 2130	Digital Imaging	3
	ART 2140	Web Design	3
	ART 2160	Motion Graphics	3

Total Required Hours: 24 credits

Available Online: 0%

TRANSFER PATHWAYS

ART EDUCATION TRANSFER A.F.A.
Department: Art

Total Credit Hours: 69 credits

The Associate of Fine Arts degree is a professional transfer degree which prepares SCC students pursuing a bachelor's degree in art education at a four-year college or university. The degree provides experience in different art media areas as well as education courses to prepare students in both areas and to take the MOGEA examination for Education.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (23 credits)			
Communications	ENG101***	English Composition I	3
	COM 101 or	Oral Communication	3
	COM 106	Public Speaking	
Math	MAT 156***	College Algebra for Educators	4
Social Sciences	PSY 101	Introduction to Psychology	3
	POL 101	American Government	3
Natural Science	BIO 105	Essentials of Biology	3
	PHY 111	Introduction to Physical Science	3
Natural Science Lab	BIO 106 or	Essentials of Biology Lab	1
	PHY 113 (only 1 lab required)	Introduction to Physical Science Lab	
Core ART Course Requirements MUST include (24 credits)			
	ART 1105 **	Digital Art Studio	3
	ART 1200	2D-Design	3
	ART 1205	Color Theory	3
	ART 1300	3D Design	3
	ART 1400	Drawing I	3
	ART 1405	Drawing II	3
	ART 1500	Survey of Western Art History I	3
	ART 1505	Survey of Western Art History II	3
ART Electives: 3 additional art studio courses (9 credits)			
3D Art electives (choose 1)	ART 2500 or	Ceramics I	3
	ART 2600	Sculpture I	
2D Art electives (choose 2)	ART 2300 or	Drawing III	6
	ART 2310 or	Figure Drawing I	
	ART 2400 or	Painting I	
	ART 2700 or	Intro to Printmaking (Printmaking I)	
	ART 2800 or	B&W Photo I	
	ART 2810 or	Digital Photo I	
	ART 2110 or	Page Layout	
	ART 2120 or	Typography	
	ART 2130	Digital Imaging & Illustration	

Education Requirements (13 credits)		
EDU 212	Foundations of Education	3
EDU 222	Technology for Teachers	3
EDU 240	Education Psychology	3
EDU 285	Teaching Profession with Field Experience	3
EDU 290	Portfolio Assessment in Education	1
MoGEA Exam	(Passing score required to transfer)	-

Total Required Hours: 69

Available Online: 28%

 ** ART 1105 also fulfills the SCC computer literacy requirement.

*** The Academic Skills Assessment is required before enrolling in Math or English courses. If a student places into lower-level courses than are required for his/her degree, then the student needs to first enroll in such courses before enrolling in the required courses.

ART EDUCATION TRANSFER A.F.A. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
Italicized courses are recommended to be taken for elective credits.		
First Semester (16-18 credits)		
ART 1400	Drawing I	3
ART 1500	Survey of Western Art History I	3
ENG 101	English Composition I	3
MAT 155 or	Contemporary College Math	4-6
MAT 157 or	College Statistics	
MAT 158 or	College Algebra	
MAT 162 or	College Algebra - STEM	
MAT 171	Pre-Calculus Mathematics	
	Social and Behavioral Sciences*	3
Second Semester (15 credits)		
ART 1405	Drawing II	3
ART 1505	Survey of Western Art History II	3
ART 1200	2D Design	3
ENG 102	English Composition II	3
ART 1105	Digital Art Studio	3
Third Semester (15-17 credits)		
	Social and Behavioral Sciences*	3
ART 1205	Color Theory	3
ART 1300	3D Design	3
	Natural Sciences***	3-4
	Humanities and Fine Arts**	3-4
Fourth Semester (16 credits)		
	Social and Behavioral Sciences*	3
	General Education Course(s)	3
COM 101 or	Oral Communication	3
COM 106 or	Pubic Speaking	
COM 110	Interpersonal Communication	

Course(s) in major for transfer institution*		3
Natural Sciences With Lab***		4

Total Hours Required For Graduation: 64 credits (This must include a minimum of 42 credit hours of General Education Courses.)

Available Online: 50%

Per College policy Individual students may be required to take COL 101.

* Social and Behavioral Sciences: Complete one Civics Course (HIS 101, HIS 102 or POL 101) and a minimum of 6 additional credits from at least 2 disciplines.

** Humanities and Fine Arts: Complete nine credit hours from at least 2 disciplines.

*** Natural Sciences: Complete a minimum of 7 credit hours from at least 2 disciplines, including one course with a lab component.

Check with transfer institution for foreign language requirement. A Bachelor of Arts Degree may require 3 semesters of the same foreign language. A Bachelor of Science does not usually require foreign language.

ART-GRAPHIC DESIGN TRANSFER A.A.

Department: Graphic Design

Total Credit Hours: 64 credits

This transfer program provides a dynamic learning experience in the visual arts in order to prepare students to transfer to four-year institutions to major in studio art or graphic design. Art and graphic design graduates may enter fields ranging from the fine arts, a wide array of design areas, production,development, illustration and animation, advertising and broadcast or cinema.

COURSE	TITLE	CREDITS
Italicized courses are recommended to be taken for elective credits.		
First Semester (16-18 credits)		
ART 1400	Drawing I	3
ART 1500	Survey of Western Art History I	3
ENG 101	English Composition I	3
MAT 155 or	Contemporary College Math	
MAT 157 or	College Statistics	
MAT 158 or	College Algebra	4-6
MAT 162 or	College Algebra - STEM	
MAT 171	Pre-Calculus Mathematics	
	Social and Behavioral Sciences*	3

Second Semester (15 credits)		
ART 1405	Drawing II	3
ART 1505	Survey of Western Art History II	3
ART 1200	2D Design	3
ENG 102	English Composition II	3
ART 1105	Digital Art Studio	3
Third Semester (15-17 credits)		
	Social and Behavioral Sciences*	3
ART 1205	Color Theory	3
ART 1300	3D Design	3
	Natural Sciences***	3-4
	Humanities and Fine Arts**	3-4
Fourth Semester (16 credits)		
	Social and Behavioral Sciences*	3
	General Education Course(s)	3
COM 101 or	Oral Communication	
COM 106 or	Pubic Speaking	3
COM 110	Interpersonal Communication	
	Course(s) in major for transfer institution*	3
	Natural Sciences With Lab***	4

Total Hours Required For Graduation: 64 credits (This must include a minimum of 42 credit hours of General Education Courses.)

Available Online: 50%

Per College policy Individual students may be required to take COL 101.

* Social and Behavioral Sciences: Complete one Civics Course (HIS 101, HIS 102 or POL 101) and a minimum of 6
additional credits from at least 2 disciplines. ** Humanities and Fine Arts: Complete nine credit hours from at least 2 disciplines.

*** Natural Sciences: Complete a minimum of 7 credit hours from at least 2 disciplines, including one course with a lab component.

Check with transfer institution for foreign language requirement. A Bachelor of Arts Degree may require 3 semesters of the same foreign language.
A Bachelor of Science does not usually require foreign language.

GRAPHIC DESIGN TRANSFER A.F.A.

Department: Graphic Design

Total Credit Hours: 61 credits

The Associate of Fine Arts degree is a professional transfer degree for students planning to pursue a bachelor's degree with a concentration in graphic design or studio fine arts at either a four-year college, university or art school. The degree provides experience in selected areas to prepare students for a career in a creative arts profession.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (19 credits)			
Communication	ENG 101**	English Composition I	3
	ENG 102	English Composition II	3
	COM 101 or	Oral Communication	
	COM 106 or	Public Speaking	3
	COM 110	Interpersonal Communication	
Mathematics	MAT 155**	Contemporary College Math or higher	4
Social Science	HIS 101 or	U.S. History to 1877	
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	3
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State & Local Government	
Natural Science	Any BIO or	Any Biology course	
	Any CHM or	Any Chemistry course	3
	Any PHY	Any Physical Science course	
Core Course Requirements (24 credits)			
	ART 1105*	Digital Art Studio	3
	ART 1200	2D-Design	3
	ART 1205	Color Theory	3
	ART 1300	3-D Design	3
	ART 1400	Drawing I	3
	ART 1405	Drawing II	3
	ART 1500	Survey of Western Art History I	3
	ART 1505	Survey of Western Art History II	3
Electives - (18 credits)			
Electives	5 additional graphic design courses		15
	ART 2199	Portfolio Design & Professional Practices	3

Total Required Hours: 61 credits

Available Online: 25%

Per College policy Individual students may be required to take COL 101.

* ART 1105 also fulfills the SCC computer literacy requirement.

** The Academic Skills Assessment is required before enrolling in math or English courses. If a student places into lower-level courses than are required for his/her degree, then the student needs to first enroll in such courses before enrolling in the required courses.

GRAPHIC DESIGN TRANSFER A.F.A. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (15 credits)		
ENG 101	English Composition I**	3
ART 1200	2-D Design	3
ART 1400	Drawing I	3
ART 1105	Digital Art Studio*	3
ART 1500	Survey of Western Art History I	3
Second Semester (15 credits)		
ART 1205	Color Theory	3
ART 1300	3-D Design	3
ART 1405	Drawing II	3
ART 2110	Page Layout	3
ART 2120	Typography	3
Third Semester (16 credits)		
ENG 102	English Composition II	3
COM 101	Oral Communication	3
MAT 155	Contemporary Math or higher**	4
ART 2130	Digital Imaging & Illustration	3
ART 2800 or	Black and White Photography	3
ART 2810	Digital Photography	
Fourth Semester (15 credits)		
ART 2140	Web Design	3
ART 2199	Portfolio Design & Professional Practices	3
ART 1505	Survey of Western Art History II	3
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
Any BIO or	Any Biology Course	3
Any CHM or	Any Chemistry Course	
Any PHY	Any Physical Science Course	

Total Hours Required for Graduation: 61 credits

Available Online: 25%

Per College policy Individual students may be required to take COL 101.

* ART 1105 also fulfills the SCC computer literacy requirement.

** The Academic Skills Assessment is required before enrolling in math or English courses. If a student places into lower-level courses than are required for his/her degree, then the student needs to first enroll in such courses before enrolling in the required courses.

STUDIO ART TRANSFER A.F.A.
Department: Art

Total Credit Hours: 61 credits

The Associate of Fine Arts degree is a professional transfer degree for students planning to pursue a bachelor's degree with a concentration in studio art at either a four-year college, university or art school. The degree provides experience in selected areas to prepare students for a career in a creative arts profession.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (19 credits)			
Communication	ENG 101***	English Composition I	3
	ENG 102	English Composition II	3
	COM 101 or	Oral Communication	
	COM 106 or	Public Speaking	3
	COM 110	Interpersonal Communication	
Mathematics	MAT 155***	Contemporary College Math or higher	4
Social Science	HIS 101 or	U.S. History to 1877	
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	3
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State & Local Government	
Natural Science	Any BIO or	Any Biology Course	
	Any CHM or	Any Chemistry Course	3
	Any PHY	Any Physical Science Course	
Core Course Requirements (24 credits)			
	ART 1105**	Digital Art Studio	3
	ART 1200	2D-Design	3
	ART 1205	Color Theory	3
	ART 1300	3-D Design	3
	ART 1400	Drawing I	3
	ART 1405	Drawing II	3
	ART 1500	Survey of Western Art History I	3
	ART 1505	Survey of Western Art History II	3
Electives (18 credits)			
Electives		5 additional studio art courses reflecting a breadth of studio experiences*	15
	ART 2999****	Sophomore Studio Art Seminar	3

Total Required Hours: 61 credits

Available Online: 31%

Per College policy Individual students may be required to take COL 101.

* Studio Art Option majors must take at least one art elective from each of the three groups of art electives as follows:

Group 1: Drawing III, Figure Drawing, Illustration, Painting

Group 2: Sculpture, Ceramics, Jewelry

Group 3: Printmaking, Photography, Fibers

STUDIO ART TRANSFER A.F.A. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (15 credits)		
ENG 101	English Composition I***	3
ART 1200	2-D Design	3
ART 1400	Drawing I	3
ART 1105	Digital Art Studio**	3
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
Second Semester (15 credits)		
ART 1205	Color Theory	3
ART 1300	3-D Design	3
ART 1405	Drawing II	3
ART 1500	Survey of Western Art History I	3
Any BIO or	Any Biology course	3
Any CHM or	Any Chemistry course	
Any PHY	Any Physical Science course	
Third Semester (15 credits)		
ENG 102	English Composition II	3
COM 101	Oral Communications	3
	ART Elective*	3
	ART Elective*	3
ART 2999	Sophomore Studio Art Seminar****	3
Fourth Semester (16 credits)		
MAT 155	Contemporary Math or Higher***	4
	ART Elective*	3
	ART Elective*	3
	ART Elective*	3
ART 1505	Survey of Western Art History II	3

Total Hours Required for Graduation: 61 credits

Available Online: 31%

Per College policy Individual students may be required to take COL 101.

* Studio Art Option majors must take at least one art elective from each of the three groups of art electives as follows:

Group 1: Drawing III, Figure Drawing, Illustration, Painting

Group 2: Sculpture, Ceramics, Jewelry

Group 3: Printmaking, Photography, Fibers

The additional two art electives can be from whichever area the student has the most interest, or another area in which they have not yet tried.

** ART 1105 also fulfills the SCC computer literacy requirement.

*** The Academic Skills Assessment is required before enrolling in math or English courses. If a student places into lower-level courses than are required for his/her degree, then the student needs to first enroll in such courses before enrolling in the required courses.

**** SCC A.F.A. in Studio Art graduation requirement.

Business

DEGREES

BUSINESS ADMINISTRATION A.A.S

Department: Business Administration

Total Credit Hours: 66 credits

This program provides students with a basic knowledge of business administration. Business administration students choose an area of focU.S. – accounting, banking and finance, management or marketing.

Depending on the student's focus, instruction includes management theory, human resources management and behavior, accounting and other quantitative methods, purchasing and logistics, organization and production, marketing and business decision-making.

C.A. graduates are prepared to enter the workforce in fields including accounting, general business, banking and finance, management or marketing.

Because of the multitude of careers in this field, the outlook is varied. Positions that have a bright outlook include accounting clerk, business service specialist, construction manager, estimator, financial worker, management consultant, market research analyst, medical records administrator and purchasing agent. These positions are projected to experience rapid increases in employment with large numbers of job openings over the next several years or are new and emerging occupations in high-growth industries.

For most jobs, the outlook for growth is strong.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (25)			
Mathematics	MAT 121	Intermediate Algebra (or higher)**	4
Communication	ENG 101	English Composition I**	3
	ENG 102 or	English Composition II	
	ENG 115 or	Technical Writing	3
	ENG 125	Business Writing	
	COM 101	Oral Communication	3

Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State & Local Government	
Natural Science	Any BIO	Any Biology course	3
	Any CHM	Any Chemistry course	
	Any PHY	Any Physical Science course	
Humanities	BUS 105	Business Ethics	3
Elective	ECO 110	Principles of Macroeconomics*	3
Core Course Requirements (26 credits)			
	ACT 110	Financial Accounting I*	4
	ACT 130	Managerial Accounting I	3
	BUS 101	Introduction to Business	3
	BUS 201	Principles of Management	3
	BUS 220	Principles of Finance	3
	BUS 230	Principles of Marketing	3
	BUS 298	Business Administration Capstone	1
	CPT/BTC 103 or	Microcomputer Applications	3
	CPT 115	Intro to Data Processing	
	ECO 120	Principles of Microeconomics	3
Choose one of the following options (9 credits):			
Management Option:	BUS 204	Total Quality Operations Management	9
	BUS 206	Human Resource Management	
	BUS 210	Organizational Behavior	
Marketing Option:	BUS 232	Advertising/Sales Promotion	9
	BUS 236	Consumer Behavior	
	BUS 238	Personal Selling	
Accounting Option:	ACT 115	Computerized Accounting	9
	ACT 210	Intermediate Accounting I	
	ACT 240	Individual Income Tax Accounting	
Finance Option:	ACT 105	Personal Accounting and Finance	9
	ECO 220	Money and Banking	
	Elective from ACT, BUS, ECO, GEO 120, MAT 175 or BTC 170		
General Business Option: (Pick 3)	Any ACT, BUS, ECO, GEO 120, MAT 175 or BTC 170		9
Pick 2 electives	Any ACT, BUS, ECO, MAT 175, GEO 120 or BTC 170		6

Total Required Hours: 66 credits

Available Online: 100%

*ACT 101 or high school accounting is strongly recommended.

** The Academic Skills Assessment is required before enrolling in math or English courses. If a student places into lower-level courses than are required for his/her degree, then the student needs to first enroll in such courses before enrolling in the required courses.

BUSINESS ADMINISTRATION A.A.S - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (16 credits)		
ENG 101	English Composition I**	3
ACT 110	Financial Accounting I*	4
BUS 101	Intro to Business	3
COM 101	Oral Communication	3
CPT 103 or	Microcomputer Applications	3
CPT 115	Intro to Data Processing	
Second Semester (16 credits)		
ACT 130	Managerial Accounting	3
ECO 110	Macroeconomics	3
MAT 121	Intermediate Algebra or higher**	4
BUS 201	Principles of Management	3
BUS 230	Principles of Marketing	3
Third Semester (18 credits)		
ENG 115 or	Technical Writing	3
ENG 125	Business Writing	
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
Any BIO or	Any Biology course	3
Any CHM or	Any Chemistry course	
ANY PHY	Any Physical Science course	
Any ACT, BUS, ECO, MAT 175, GEO 120 or BTC 170	Elective	3
BUS 220	Principles of Finance	3
	BUS Program Option (see above)	3
Fourth Semester (16 credits)		
ECO 120	Principles of Microeconomics	3
BUS 105	Business Ethics	3
Any ACT, BUS, ECO, MAT 175, GEO 120 or BTC 170	Elective	3
	Pick 2 BUS Program Options (see above)	6
BUS 298	Business Administration Capstone	1

Total Hours Required for Graduation: 66 credits

Available Online: 100%

*ACT 101 or high school accounting is strongly recommended.

** The Academic Skills Assessment is required before enrolling in math or English courses. If a student places into lower-level courses than are required for his/her degree, then the student needs to first enroll in such courses before enrolling in the required courses.

CERTIFICATES

ACCOUNTING C.S.
Department: Business Administration

Total Credit Hours: 16 credits

This certificate program prepares students to provide support to professional accountants and other financial management personnel. This program includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation and general accounting principles and practices.

	COURSE	TITLE	CREDITS
Core Course Requirements (10 credits)			
	ACT 101	Applied Accounting**	3
	ACT 110	Financial Accounting	4
	ACT 115	Computerized Accounting	3
Electives - Choose 2 Courses from Disciplines Below: (6 credits)			
	Any ACT		3
	Any BUS		3
	Any ECO		3

Total Required Hours: 16 credits
Available Online: 94%

BANKING/FINANCE C.S.
Department: Business Administration

Total Credit Hours: 15 credits

This certificate program provides students with improved banking and finance skills. Individuals working in finance will plan, manage and analyze the financial and monetary aspects and performance of business enterprises, banking institutions or other organizations. It includes instruction in principles of accounting, financial instruments, capital planning, funds, acquisition, asset and debt management, budgeting, financial analysis and investments and portfolio management.

	COURSE	TITLE	CREDITS	ONLINE
Core Course Requirements (6 credits)				
	BUS 101	Introduction to Business	3	3
	BUS 220	Principles of Finance	3	3
Electives (9)				
	Any ACT		3	3
	Any BUS		3	3
	Any ECO		3	3

Total Required Hours: 15 credits
Available Online: 100%

BUSINESS ADMINISTRATION C.A. (ACCOUNTING, FINANCE, MANAGEMENT, MARKETING, GENERAL BUSINESS)

Department: Business Administration

Total Credit Hours: 31-32 credits

This program provides students with a basic knowledge of business administration. Business administration students choose an area of focU.S. – accounting, banking and finance, management or marketing.

Depending on the student's focus, instruction includes management theory, human resources management and behavior, accounting and other quantitative methods, purchasing and logistics, organization and production, marketing and business decision-making.

C.A. graduates are prepared to enter the workforce in fields including accounting, general business, banking and finance, management or marketing.

Because of the multitude of careers in this field, the outlook is varied. Positions that have a bright outlook include accounting clerk, business service specialist, construction manager, estimator, financial worker, management consultant, market research analyst, medical records administrator and purchasing agent. These positions are projected to experience rapid increases in employment with large numbers of job openings over the next several years or are new and emerging occupations in high-growth industries.

For most jobs, the outlook for growth is strong.

SUBJECT	COURSE	TITLE	CREDITS	ONLINE
General Education Requirements (13)				
Mathematics	MAT 098	Beginning Algebra or higher	4	4
Communication	ENG 101 or	English Composition I	3	3
	ENG 102 or	English Composition II		
	ENG 115 or	Technical Writing		
	ENG 125 or	Business Writing		
	COM 101	Oral Communication		
Social Science	ECO 100 or	Survey Economics	3	3
	ECO 110*	Principles of Macroeconomics		
Elective	CPT/BTC 103 or	Microcomputer Applications	3	3
	CPT 115	Introduction to Data Processing		
Core Course Requirements (6-7 credits)				
	ACT 101 or	Applied Accounting	3-4	4
	ACT 110**	Financial Accounting I		
	BUS 101	Introduction to Business	3	3
Electives (12 credits)				
Management Option	BUS 201	Principles of Management	3	3
	BUS 206	Human Resource Management	3	0
	BUS 210	Organizational Behavior	3	0
Marketing Option	BUS 230	Principles of Marketing	3	3
	BUS 232	Advertising/Sales Promotion	3	0
	BUS 236	Consumer Behavior	3	0
Accounting Option	ACT 115	Computerized Accounting	3	0
	ACT 130	Managerial Accounting	3	3
	ACT 240	Individual Income Tax Accounting	3	0

Finance Option	BUS 220	Business Finance	3	3
	ECO 120	Principles of Microeconomics	3	3
	ECO 220	Money and Banking	3	3
General Business Option	Choose 3:	Any ACT, BUS, ECO, MAT 175, GEO 120, or BTC 170	9	9
Choose 1 elective:	Any ACT, BUS, ECO, MAT 175, GEO 120 or BTC 170		3	3

Total Required Hours: 31-32 credits
Available Online: 100%

MANAGEMENT C.S.

Department: Business Administration

Total Credit Hours: 15 credits

A business management certificate is a short-term education program that covers the basics of the business world. Students will learn about basic management principles, human resource management and business practices. Students will also learn basic accounting and communication skills. This program offers a certificate instead of a degree.

A certificate in Business Administration – Management can open doors for the unskilled worker or help brush up on skills for someone who is already working in the business world. Whether a student owns a small business or is looking for ways to boost his or her marketability, this certificate will be beneficial.

Students who choose a career in management have the option to work in a variety of fields. They will organize and coordinate business activities to aid in achieving a business' goals.

SUBJECT	COURSE	TITLE	CREDITS
Core Course Requirements (6 credits)			
	BUS 101	Introduction to Business	3
	BUS 201	Principles of Management	3
Electives (9 credits)			
	Any ACT		3
	Any BUS		3
	Any ECO		3

Total Required Hours: 15 credits
Available Online: 100%

MARKETING C.S.
Department: Business Administration

Total Credit Hours: 15 credits

This certificate program generally prepares individuals to undertake and manage the process of developing consumer audiences and moving products from producers to consumers. It includes instruction in buyer behavior and dynamics, principle of marketing research, demand analysis, cost-volume and profit relationships, pricing theory, marketing campaign and strategic planning, market segments, advertising methods, sales operations and management, consumer relations, retailing and applications to specific products and markets.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (0 credits)			
Core Course Requirements (6 credits)			
	BUS 101	Introduction to Business	3
	BUS 230	Principles of Marketing	3
Electives (9 credits)			
	Any ACT		3
	Any BUS		3
	Any ECO		3

Total Required Hours: 15 credits
Available Online: 100%

TRANSFER PATHWAYS

BUSINESS TRANSFER A.A. - SCHEDULE GUIDE
Department: Business Administration

Total Credit Hours: 64 credits

This transfer program provides students with a basic knowledge of business administration and prepares individuals to continue their education at a four-year university. Business administration students choose an area of focU.S. – accounting, banking and finance, management or marketing. Completion of this degree prepares students to transfer to a four-year university.

Business administration graduates may enter fields ranging from accounting, general business, banking and finance, management and marketing.

COURSE	TITLE	CREDITS
Italicized courses are recommended to be taken for elective credits.		
First Semester (16-18 credits)		
ENG 101	English Composition I	3
MAT 158	College Algebra – General Education	4
	Natural Sciences***	3-4
	Social and Behavioral Sciences*	3
	Humanities and Fine Arts**	3-4
Second Semester (16-17 credits)		
ENG 102	English Composition II	3
MAT 175	*Introductory Statistics+*	3

ECO 110	Principles of Macroeconomics	3
	Humanities and Fine Arts**	3-4
	Natural Sciences With Lab***	4
Third Semester (16-17 credits)		
ECO 120	Principles of Microeconomics	3
	Course(s) in major for transfer institution++	3-4
ACT 110	Financial Accounting I	4
	General Education Course(s)	3
CPT 103 or	Microcomputer Applications	3
CPT 115	Intro to Data Processing+	
Fourth Semester (15 credits)		
	Course(s) in major for transfer institution++	6
PHL 160	Ethics	3
COM 101	Oral Communication	3
ACT 130	*Managerial Accounting++*	3'

Total Hours Required For Graduation: 64 credits
(This must include a minimum of 42 credit hours of General Education Courses.)

Available Online: 83%

Per College policy Individual students may be required to take COL 101.

* Social and Behavioral Sciences: Complete one Civics Course (HIS 101, HIS 102 or POL 101) and a minimum of 6 additional credits from at least 2 disciplines.

ECONOMICS TRANSFER A.A. - SCHEDULE GUIDE

Department: Business Administration

Total Credit Hours: 64 credits

This transfer program provides students with a basic knowledge of economics and prepares individuals to continue their education at a four-year university.

This transfer program focuses on the systematic study of the production, conservation and allocation of resources in conditions of scarcity, together with the organizational frameworks related to these processes. Includes instruction in economic theory, micro- and macroeconomics, comparative economic systems, money and banking systems, international economics, quantitative analytical methods, and applications to specific industries and public policy issues.

SUBJECT	COURSE	TITLE	CREDITS
Italicized courses are recommended to be taken for elective credits.			
First Semester (16-17 credits)			
ENG 101		English Composition I	3
MAT 162		College Algebra - STEM	4
		Social and Behavioral Sciences*	3
		Humanities and Fine Arts**	3-4
ECO 110		Principles of Macroeconomics	3

Second Semester (16-18 credits)		
ENG 102	English Composition II	3
	MAT 180 or MAT 210	4-5
	Foreign Language 101	3-4
ECO 120	Principles of Microeconomics	3
COM 101	Oral Communication	3
Third Semester (14-15 credits)		
	MAT 230	4-5
	Foreign Language 102	
	Other course(s) in major for transfer institution	
	Natural Sciences With Lab***	4
	Other course(s) in major for transfer institution	3
CPT 103 or	Microcomputer Applications or	3
CPT 115	Introduction to Data Processing	
Fourth Semester (16-19 credits)		
	MAT 240 or	4-5
	Foreign Language 201	
	Humanities and Fine Arts**	3-4
	Natural Sciences***	3-4
	Other course(s) in major for transfer institution	3
ECO 220	*Money and Banking*	3

Total Hours Required For Graduation: 64 credits (This must include a minimum of 42 credit hours of General Education Courses.)

Available Online: 86%

Per College policy Individual students may be required to take COL 101.

* Social and Behavioral Sciences: Complete one Civics Course (HIS 101, HIS 102 or POL 101) and a minimum of 6 additional credits from at least 2 disciplines.

** Humanities and Fine Arts: Complete nine credit hours from at least 2 disciplines.

*** Natural Sciences: Complete a minimum of 7 credit hours from at least 2 disciplines, including one course with a lab component.

Check with transfer institution for foreign language requirement. A Bachelor of Arts Degree may require 3 semesters of the same foreign language. A Bachelor of Science does not usually require foreign language.

CERTIFICATES (NON-CREDIT)

BOOKKEEPER CERTIFICATE PROGRAM

Department: Continuing Education

Total Credit Hours: non-credit

The SCC Bookkeeper Certificate can help you get started on a new career or upgrade your current job skills as a Bookkeeper. Classes are taught by professionals emphasizing real-world skills that can be immediately applied to the workplace.

Required courses:

- Accounting Boot Camp
- QuickBooks (Part 1 & Part 2)
- Certified Bookkeeper

Business Technology

DEGREES

BUSINESS TECHNOLOGY A.A.S.

Department: Business Technology

The Business Technology (BTC) program at St. Charles Community College addresses a combination of business and technology skills. The BTC program provides training in all facets of Microsoft Office, desktop publishing, office operations and customer service. Students will also learn to apply skills in time management, personal organization, supervision and administration in the workplace.

Total Credit Hours: 62 credits

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (24 credits)			
Mathematics	MAT 105	Applied Math*	3
Communication	ENG 101	English Composition I*	3
	ENG 102	English Composition II*	3
	COM 101	Oral Communications	3
Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	HIS 202 or	Southwestern Asia: The Islamic World & India	
	HIS 203 or	Eastern Asia: China and the Pacific Rim	
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State & Local Government	

Natural Science	Any BIO or	Any Biology course	3
	Any CHM or	Any Chemistry course	
	ANY PHY	Any Physical Science course	
Humanities	CPT 105	Ethics in Technology	3
Elective	BTC/CPT 103	Microcomputer Applications	3
Core Course Requirements (32 credits)			
	BTC 105	Proofreading & Editing Business Documents	2
	BTC 130	Customer Service	1
	BTC 131	Telephone Communication Skills	1
	BTC 132	Time Management (online)	1
	BTC 136	Electronic Communication with Stakeholders	3
	BTC 145	Business Technology Tools	3
	BTC 160	Word Processing - Word	2
	BTC 165	Presentations - PowerPoint	2
	BTC 170	Spreadsheet Applications - Excel	3
	BTC 175	Database Applications - Access	2
	BTC 190	Planning and Design Concepts - Publisher	3
	BTC 245	Administrative Procedures	3
	BTC 247	Administrative Supervision	3
	BTC 250	Business Simulations	3
Electives (6 credits)			
	ACT 101 or	Applied Accounting	3
	BUS 101	Intro to Business	
	CPT 125	Project Management	3

Total Required Hours: 62 credits

Available Online: 76%

* The Academic Skills Assessment is required before enrolling in math or English courses. If a student places into lower-level courses than are required for his/her degree, then the student needs to first enroll in such courses before enrolling in the required courses.

BUSINESS TECHNOLOGY A.A.S. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (16 credits)		
ENG 101	English Composition I*	3
BTC 103	Microcomputer Applications	3
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
BTC 160	Word Processing - Word + ***	2
BTC 165	PowerPoint Presentations ***	2
CPT 105	Ethics in Technology	3

Second Semester (16 credits)		
MAT 105	Applied Math*	3
ENG 102	English Composition II*	3
BTC 136	E-Communication with Stakeholders + ***	3
BTC 170	Spreadsheet Applications - Excel + ***	2
BTC 175	Database Applications - Access ***	2
Natural Science	Any BIO, CHM or PHY	3
Third Semester (14 credits)		
BTC 105	Proofreading and Editing Business Documents + ***	3
BTC 130	Customer Service + **	1
BTC 132	Time Management + **	1
BTC 190	Planning and Design Concepts - Publisher ***	3
BTC 245	Administrative Procedures ++	3
COM 101	Oral Communications	3
Fourth Semester (16 credits)		
BTC 131	Telephone Communication Skills + **	1
ACT 101 or	Applied Accounting	3
BUS 101	Intro to Business	
BTC 145	Business Technology Tools ++	3
BTC 247	Administrative Supervision ++	3
BTC 250	Business Simulations ++	3
CPT 125	Project Management	3

Total Hours Required for Graduation: 62 credits

Available Online: 76%

* The Academic Skills Assessment is required before enrolling in math or English courses. If a student places into lower-level courses than are required for his/her degree, then the student needs to first enroll in such courses before enrolling in the required courses.

** Four Week Course

*** Eight Week Course

+ Online Course

++ Hybrid Course

CERTIFICATES

COMPUTER APPLICATIONS C.A.
Department: Business Technology

Total Credit Hours: 37 credits

Students will learn to provide excellent support services and will acquire a broad range of skills in preparation for an entry-level position. Instructors are committed to assisting students by keeping all course content, equipment and teaching methods current. This ensures better applied learning so students are successful in Business Technology career fields and can be placed in high-paying positions that meet their needs. Courses are offered online, on campU.S. and in a hybrid format.

Students may earn this certificate before acquiring employment, and then when employed, apply all credits toward the two-year Associate of Applied Science degree in Business Technology.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (12 credits)			
Mathematics	MAT 105	Applied Math	3
Communication	ENG 101 or	English Composition I	
	ENG 102 or	English Composition II	3
	COM 101	Oral Communication	
Social Science	HIS 101 or	U.S. History to 1877	
	HIS 102 or	U.S. History since 1877	
	HIS 115 or	U.S. History since 1945	
	HIS 270 or	History of Missouri	3
	POL 101 or	American Government	
	POL 102	State and Local Government	
Elective	BTC/CPT 103	Microcomputer Applications	3
Core Course Requirements (25 credits)			
	BTC 105	Proofreading and Editing Business Documents	2
	BTC 136	Business Communication with Stakeholders	2
	BTC 138	Project Management	1
	BTC 150	Managing Information - Outlook	1
	BTC 160	Word Processing - Word	2
	BTC 165	Presentations - Powerpoint	2
	BTC 170	Spreadsheet Applications - Excel	3
	BTC 175	Database Applications - Access	2
	BTC 190	Planning and Design Concepts (Microsoft Publisher)	2
	BTC 245	Administrative Procedures	3
	BTC 247	Administrative Supervision	3
	BTC 290	Publishing Projects	2

Total Required Hours: 37 credits
Available Online: 62%

CUSTOMER SERVICE C.A.
Department: Business Technology

Total Credit Hours: 35 credits

This program provides the students with skills necessary to handle customers professionally, effectively, and successfully. You will become comfortable with business communication--written and verbal; improve time management skills; from professional work standards and image; review professional telephone skills; and brush up on keyboarding and computer skills. The courses for this certificate may be applied to the Associate of Applied Science degree.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (12 credits)			
Mathematics	MAT 105	Applied Math	3
Communication	ENG 101 or	English Composition I	3
	ENG 102 or	English Composition II	
	COM 101	Oral Communications	
Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State & Local Government	
Elective	BTC/CPT 103	Microcomputer Applications	3
Core Course Requirements (23 credits)			
	BTC 105	Proofreading and Editing Business Documents	2
	BTC 130	Customer Service Excellence	1
	BTC 131	Telephone Communication Skills	1
	BTC 132	Time Management	1
	BTC 135	Your Professional Image	1
	BTC 136	Electronic Communication with Stakeholders	2
	BTC 137	Interpersonal Skills	1
	BTC 138	Project Management	1
	BTC 150	Managing Information - Outlook	1
	BTC 160	Word Processing - Word	2
	BTC 165	Presentations - Powerpoint	2
	BTC 170	Spreadsheet Applications - Excel	3
	BTC 175	Database Applications - Access	2
	BTC 245	Administrative Procedures	3

Total Required Hours: 35 credits
Available Online: 74%

DESKTOP PUBLISHING C.A.
Department: Business Technology

Total Credit Hours: 37 credits

Instructors are committed to assisting students by keeping all course content, equipment and teaching methods current. This ensures better applied learning so students are successful in Business Technology career fields and can be placed in high-paying positions that meet their needs. Courses are offered online, on campU.S. and in a hybrid format.

The courses for this certificate may be applied to the Associate of Applied Science degree in Business Technology.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (12 credits)			
Mathematics	MAT 105	Applied Math	3
Communication	ENG 101 or	English Composition I	
	ENG 102 or	English Composition II	3
	COM 101	Oral Communications	
Social Science	HIS 101 or	U.S. History to 1877	
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	HIS 270 or	History of Missouri	3
	POL 101 or	American Government	
	POL 102	State & Local Government	
Elective	BTC/CPT 103	Microcomputer Applications	3
Core Course Requirements (25 credits)			
	BTC 136	Electronic Communication with Stakeholders	3
	BTC 138	Project Management	1
	BTC 160	Word Processing - Word	2
	BTC 165	Presentations - Powerpoint	2
	BTC 170	Spreadsheet Applications - Excel	3
	BTC 175	Database Applications - Access	2
	BTC 190	Publishing and Design Projects (Publisher)	3
	BTC 247	Administrative Supervision	3
	CPM 170	Computer Graphics	3
	CPM 210	Digital Photo Editing	3

Total Required Hours: 37 credits
Available Online: 57%

SOFTWARE PRODUCTIVITY C.S.
Department: Business Technology

Total Credit Hours: 20 credits

This certificate is designed for students who want to develop or update their application software skills to meet the needs of their current or future employment. The certificate can be earned completely online and will help enhance skills in specific areas for people in all career fields.

SUBJECT	COURSE	TITLE	CREDITS
Core Course Requirements (17 credits)			
	BTC 103	Microcomputer Applications	3
	BTC 136	E-Communication With Stakeholders	2
	BTC 160	Word Processing	2
	BTC 165	Presentations Using PowerPoint	2
	BTC 170	Spreadsheet Applications - Excel	3
	BTC 175	Database Applications - Access	2
	BTC 190	Planning & Design Concepts - Publisher	3
Electives - Choose 1 Course From Below: (3 credits)			
	BTC 145	Business Technology Tools	3
	BTC 250	Business Simulations	3

Total Required Hours: 20 credits
Available Online: 91%

CERTIFICATES (NON-CREDIT)

MICROSOFT OFFICE CERTIFICATE

Department: Continuing Education

To remain competitive in today's workforce, employees must demonstrate a strong working knowledge of many key software applications. This non-credit certificate program will assist you with upgrading your current skills and learning new ones. Microsoft has set the standard for office software with products such as Word, Excel and PowerPoint. These packages allow users to manipulate data and create documents, reports, emails and presentations. Your training will provide you with professional knowledge of the entire Microsoft Office Suite.

Required courses

Courses are taught by practicing professionals who emphasize real-world skills that can be immediately applied to the workplace.

- Microsoft Word (6 modules)
- Microsoft Excel (6 modules)
- Microsoft Access
- Microsoft PowerPoint
- Microsoft Publisher
- Microsoft Outlook

Culminating project and final exam $169

Computer Science

DEGREES

COMPUTER SCIENCE A.A.S.
(COMPUTER PROGRAMMING, MANAGEMENT INFORMATION SYSTEMS, DATA ANALYTICS, ANIMATION AND GAMING)

Department: Computer Science
Total Credit Hours: 68-71

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (25-27 credits)			
Communication	ENG 101	English Composition I	3
	ENG 102 or	English Composition II	
	ENG 115 or	Technical Writing	3
	ENG 125	Business Writing	
	COM 101	Oral Communications	3
Mathematics	MAT 121	Intermediate Algebra or higher	4-5
Natural Science	Any BIO or	Any Biology Course	
	Any CHM or	Any Chemistry Course	3-4
	Any PHY	Any Physical Science Course	
Social Science	HIS 101 or	U.S. History to 1877	
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	HIS 270 or	History of Missouri	3
	POL 101 or	American Government	
	POL 102	State & Local Government	
Humanities	CPT 105	Ethics in Technology	3
Elective	CPT 103	Microcomputer Applications	3
Computer Science Core Requirements (19 credits)			
	CPT 135	Programming in Python	3
	CPT 165	Computer Programming Logic	3
	CPT 106	PC Operating Systems	3
	CPT 121	Basics of Data Communications	3
	CPT 200	Systems Analysis and Design	3
	BUS 101	Introduction to Business	3
	CPT 207	Career Development for Technology Professionals	1

Choose one of the following pathways (24-25 credits)			
Programming Pathway:	CPT 181	SQL Basics	3
	CPT 182 or	Beginning Programming in C++	3
	CPT 189 or	Java Programming	
	CPT 187	Visual Basic .NET	
	CPM 120	Windows Multimedia	3
	CPT 287	Introduction to Data Structures	3
	CPT 201	Into to Database Management	3
	CS Elective	CPT\CPM\CPC\BTC Elective	3
	CS Elective	CPT\CPM\CPC\BTC Elective	3
	CS Elective	CPT\CPM\CPC\BTC Elective	3
Programming Pathway: 24 Credit Hours			
Management Information Systems Pathway:	CPT 125	Introduction to Project Management	3
	CPT 225	Advance Topics in Project Management	3
	CPT 246	Computer Security	3
	CPT 201	Intro to Database Management	3
	ACT 101	Applied Accounting	3
	BUS 201	Introduction to Management	3
	BUS 230	Intro to Marketing	3
	CS Elective	CPT\CPM\CPC\BTC Elective	3
Management Information Systems Pathway: 24 Credit Hours			
Database Management Pathway:	CPM 120	Windows Multimedia	3
	CPT 181	SQL Basics	3
	CPT 201	Intro to Database Management	3
	CPT 260	Oracle Programming	3
	CPT 246	Computer Security	3
	CPT 250	Database Programming (PHP)	3
	CS Elective	CPT\CPM\CPC\BTC Elective	3
	CS Elective	CPT\CPM\CPC\BTC Elective	3
Database Management Pathway: 25 Credit Hours			
Data Analytics Pathway:	MAT 157	College Statistics- General Education	4
	BTC 170	Spreadsheet Applications - Excel	3
	CPT 181	SQL Basics	3
	CPT 125	Introduction to Project Management	3
	CPT 140	Data Visualization	3
	CPT 250 or	Database Programming	3
	CPT 260	Oracle Programming	
	CPT 210	Analytical Tools and Methods	3
	CPT 235	Understanding Big Data w/Spark	3

Data Analytics Pathway: 25 Credit Hours			
Animation and Gaming Pathway:	CPT 104	Animation and Gaming	3
	CPT 182 or	Beginning Programming in C++	3
	CPT 189	Java Programming	
	CPM 210	Digital Photo Editing	3
	ART 1200	2-D Design	3
	CPM 220	3D Animation	3
	CPM 170	Computer Graphics	3
	CPM 120	Windows Multimedia	3
	CS Elective	CPT\CPM\CPC\BTC Elective	3

Animation and Gaming Pathway: 24 Credit Hours

General Education Requirements (25-27 credits)

Computer Science Core Requirements (19 credits)

Pathway Requirements (24-25 credits)

Total Required Credit Hours: 68-71 credit hours

CYBER SECURITY A.A.S.
Department: Information Technology

Total Credit Hours: 69-70 credits

Cyber security professionals control access to information and prevent unauthorized tampering or disclosure of information.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (24-25 credits)			
Mathematics	MAT 105	Applied Mathematics or higher	3-4
Communication	ENG 101	English Composition I	3
	COM 101 or	Oral Communication	3
	COM 106 or	Public Speaking	
	COM 110	Interpersonal Communication	
	ENG 102 or	English Composition II	3
	ENG 115 or	Technical Writing	
	ENG 125	Business Writing	
Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State & Local Government	
Natural Science	Any BIO or	Any BIOLOGY course	3
	Any CHM or	Any CHEMISTRY course	
	Any PHY	Any PHYSICAL SCIENCE course	
Humanities	CPT 105	Ethics in Technology	3
Elective	CPT 103	Microcomputer Applications	3

Core Course Requirements (45 credits)			
	CPC 125	Windows Desktop Operating Systems	3
	CPC 202	Windows Server & Active Directory	3
	CPC 180	Introduction to Linux	3
	CPC 260	Linux Administration	3
	CPC 170	CCNA1	4
	CPC 171	CCNA2	4
	CPC 160	Security Fundamentals	3
	CPC 161	Computer Forensics	3
	CPC 162	Ethical Hacking	3
	CPC 245	CCNA Security	4
	CPC 261	Penetration Testing	3
	CPC 262	CCISP	3
	CPC 290	Virtualization Technologies	3
	CPC 155	Programming for System Administrators	3

Total Required Hours: 69-70 credits
Available Online: 39%

CYBER SECURITY A.A.S. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (17 credits)		
ENG 101	English Composition I	3
CPC 180	Introduction to Linux	3
CPC 170	CCNA1	4
CPC 171	CCNA2	4
HIS 101 or	U.S. History to 1877	
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	3
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
Second Semester (19 credits)		
ENG 102 or	English Composition II	
ENG 115 or	Technical Writing	3
ENG 125	Business Writing	
CPC 125	Windows Desktop Operating Systems	3
CPC 260	Linux Administration	3
CPC 160	Security Fundamentals	3
CPC 245	CCNA Security	4
CPT 105	Ethics in Technology	3

Third Semester (18-19 credits)		
MAT 105 or Higher	Applied Mathematics or higher	3-4
COM 101 or	Oral Communication	
COM 106 or	Public Speaking	3
COM 110	Interpersonal Communication	
CPC 202	Windows Server & Active Directory	3
CPC 161	Computer Forensics	3
CPC 162	Ethical Hacking	3
CPC 155	Programming for System Administrators	3
Fourth Semester (15 credits)		
Natural Science	Any BIO, CHM or PHY	3
CPT 103	Microcomputer Applications	3
CPC 261	Penetration Testing	3
CPC 262	CCISP	3
CPC 290	Virtualization Technologies	3

Total Hours Required for Graduation: 69-70 credits
Available Online: 39%

INFORMATION TECHNOLOGY A.A.S.

Department: Information Technology

Total Credit Hours: 67-68 credits

Information Technology spans a variety of career paths. This degree lays the ground work for any of the following career paths:

Computer support specialists provide help and advice to computer users and organizations. These specialists either support computer networks or they provide technical assistance directly to computer users. Median pay is $52, 810.

Computer systems analysts, sometimes called systems architects, study an organization's current computer systems and procedures, and design solutions to help the organization operate more efficiently and effectively. They bring business and information technology (IT) together by understanding the needs and limitations of both. Median pay is $88,270.

Information security analysts plan and carry out security measures to protect an organization's computer networks and systems. Their responsibilities are continually expanding as the number of cyberattacks increases. Median pay is $95,510.

Computer networks are critical parts of almost every organization. Network and computer systems administrators are responsible for the day-to-day operation of these networks. Median pay is $81,100.

Computer network architects design and build data communication networks, including local area networks (LANs), wide area networks (WANs), and Intranets.

These networks range from small connections between two offices to next-generation networking capabilities such as a cloud infrastructure that serves multiple customers. Median pay is $104,650.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (24-25 credits)			
Mathematics	MAT 105	Applied Math or Higher	3-4
Communication	ENG 101	English Composition I	3
	ENG 102 or	English Composition II	
	ENG 115 or	Technical Writing	3
	ENG 125	Business Writing	
	COM 101 or	Oral Communications	
	COM 102 or	Public Speaking	3
	COM 110	Interpersonal Communication	
Social Sciences	HIS 101 or	U.S. History to 1877	
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	3
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State & Local Government	
Natural Science	Any BIO or	Any Biology course	
	Any CHM or	Any Chemistry course	3
	ANY PHY	Any Physical Science course	
Humanities	CPT 105	Ethics in Technology	3
Elective	CPT 103	Microcomputer Applications	3
Core Course Requirements (43 credits)			
	CPC 107	IT Technical Support (A+)	3
	CPC 125	Windows Desktop Operating Systems	3
	CPC 155	Program for System Admin	3
	CPC 170	CCNA1	4
	CPC 171	CCNA2	4
	CPC 172	CCNA3	4
	CPC 173	CCNA4	4
	CPC 180	Introduction to Linux	3
	CPC 202	Win Server & Active Directory	3
	CPC 260	Linux Administration	3
	CPC 290	Virtualization Technologies	3
	CPC 299	New Technologies	3
	CPC 160	Security Fundamentals	3

Total Required Hours: 67-68 credits
Available Online: 36%

INFORMATION TECHNOLOGY A.A.S. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (15 credits)		
ENG 101	English Composition I	3
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
CPC 107	IT Technical Support	3
CPC 155	Program for System Administrators	3
CPC 180	Introduction to Linux	3
Second Semester (20 credits)		
ENG 102 or	English Composition II	3
ENG 115 or	Technical Writing	
ENG 125	Business Writing	
CPT 105	Ethics in Technology	3
CPC 125	Windows Desktop Operating Systems	3
CPC 170	CCNA 1	4
CPC 171	CCNA 2	4
CPC 260	Linux Administration	3
Third Semester (17-18 credits)		
COM 101 or	Oral Communications	3
COM 102 or	Public Speaking	
COM 110	Interpersonal Communication	
MAT 105 or higher	Applied Math or higher	3-4
CPC 172	CCNA3	4
CPC 173	CCNA4	4
CPC 202	Windows Server and Active Directory	3
Fourth Semester (15 credits)		
Natural Science	Any BIO, CHM or PHY course	3
CPT 103	Microcomputer Applications	3
CPC 160	Security Fundamentals	3
CPC 290	Virtualization Technologies	3
CPC 299	New Technologies	3

Total Hours Required for Graduation: 67-68 credits
Available Online: 36%

MULTIMEDIA & WEB DESIGN A.A.S.
Department: Multimedia and Web Design

Total Credit Hours: 66-67 credits

This program option provides students with a comprehensive knowledge of multimedia and Web design. Students will be able to choose from courses that focU.S. on Web page design and development, multimedia programming, 2D and 3D graphics and animation for the Web, video and sound editing, and dynamic scripting (programming) languages to create vibrant websites. Students will learn how to integrate different types of content (script, design, video, audio, etc.) into an artistically powerful whole multimedia project.

Web designers determine the look and feel of an entire website. Web art directors have a degree in commercial art or fine arts with a strong course background in graphic design, computer science or information systems. Specialized coursework in Internet and website technology is very helpful. Courses should include Internet software languages, website design using graphics and audio-visual techniques, website setup and maintenance and information security. Courses in marketing and advertising will strengthen your credentials. When seeking an entry-level position in this field, it is important to have a portfolio containing samples of your best work.

SUBJECT	COURSE	TITLE	CREDITS	ONLINE
General Education Requirements (24-25 credits)				
Mathematics	MAT 105 or	Applied Math	3-4	4
	MAT 121	Intermediate Algebra or higher		
Communication	ENG 101	English Composition I	3	3
	ENG 115	Technical Writing	3	0
	COM 101	Oral Communication	3	3
Social Science	HIS 101 or	U.S. History to 1877	3	3
	HIS 102 or	U.S. History Since 1877		
	HIS 115 or	U.S. History Since 1945		
	HIS 270 or	History of Missouri		
	POL 101 or	American Government		
	POL 102	State & Local Government		
Natural Science	Any BIO or	Any Biology Course	3	3
	Any CHM or	Any Chemistry Course		
	Any PHY	Any Physical Science		
Humanities	CPT 105	Ethics in Technology	3	3
Elective	CPT 115	Introduction to Data Processing	3	3
Core Course Requirements (33 credits)				
	CPT/BTC 103	Microcomputer Applications	3	3
	CPT 106	PC Operating Systems	3	0
	CPT 121	Basics of Data Communications	3	3
	CPT 165	Programming Logic	3	0
	CPM 120	Windows Multimedia	3	0
	CPM 170	Computer Graphics (Adobe Illustrator)	3	0
	CPM 160	Introduction to HTML	3	3
	CPM 210	Digital Photo Editing (Adobe Photoshop)	3	0
	CPM 250	Web Animation (Adobe Flash)	3	0
	CPM 295	Beyond HTML/Portfolios Capstone	3	0
	CPM 260	Content Management Systems (Word Press)	3	0

Electives - Choose 3 Courses from Below: (9 credits)				
	CPM 190	Dynamic Programming Languages	3	3
	CPM 220	3-D Animation (Sketchup)	3	3
	CPM 230	Social Media Marketing for the Web	3	3
	CPM 240	Web Design (Adobe Dreamweaver)	3	0
	CPM 270	Digital Video Editing (Premiere/AfterEffects)	3	0
	CPM 280	JavaScript	3	3
	CPM 290	Topics in Multimedia	3	0
	CPT 160	Mobile Apps Development	3	0
	CPT 250	Database Programming (SQL)	3	0

Total Required Hours: 66-67 credits

Available Online: 60%

MULTIMEDIA & WEB DESIGN A.A.S.

COURSE	TITLE	CREDITS
Fall Semester (15 credits)		
CPT 115	Introduction to Data Processing	3
CPT 106	PC Operating Systems	3
CPT 103	Microcomputer Applications Using MS Office	3
ENG 101	English Composition I*	3
MAT 121 or higher	Intermediate Algebra*	3
MAT 105	Applied Mathematics	
Spring Semester (15 credits)		
CPT 121	Basics of Data Communication *1	3
CPM 170	Computer Graphics (Illustrator)	3
CPT 165	Computer Programming Logic	3
CPM 160	HTML	3
CPM 120	Windows Multimedia	3
Fall Semester (18 credits)		
CPT 105	Computer Ethics	3
CPM 210	Digital Photo Editing	3
CPM 250	Web Animation (Flash)	3
ENG 115	Technical Writing*	3
	Pick two CPM Electives (see below)	6
Spring Semester (18 credits)		
COM 101	Oral Communications	3
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	

Any BIO	Any Biology course	
Any CHM	Any Chemistry course	3
Any PHY	Any Physical Science course	
CPM 295	Beyond HTML (capstone)*4	3
CPM 260	CMS (WordPress)	3
	CPM Elective (see below)	3

Total Hours Required for Graduation: 66-67 credits

Available Online: 60%

CHOOSE THREE OF THE FOLLOWING:

Credits

CPM 240	Web Design (Dreamweaver)	3
CPM 220	Animation & Design (SketchUp)*l*3	3
CPM 190	Dynamic Programming Languages*l*3	3
CPM 230	Social Media Marketing*2	3
CPM 270	Digital Video Editing (Adobe Premiere)	3
CPT 250	Database Programming* 1*4*6	3
CPM 280	Multimedia Programming (Java Script)*l*4	3
CPM 290	Topics in Multimedia+	3
CPT 160	Mobile Apps Development*4	3

* The Academic Skills Assessment is required before enrolling in math or English courses. If a student places into lower-level courses than are required for his/her degree, then the student needs to first enroll in lower-level courses before enrolling in the courses needed for graduation.

The student earning an Associate of Applied Science degree needs to be aware that the courses taken for the degree are specifically designed to help in obtaining employment after earning the degree and are not designed for transfer to a four-year institution. If the student wants to transfer courses, then the Associate of Arts degree should be pursued.

** Courses that will fulfill the graduation requirements for general education electives, social science, natural science and humanities are listed in the "Associate of Applied Science Degree Graduation Requirements" in the college catalog.

+ CPM 290 (Topics in Multimedia) independent study course for students who want to study multimedia in depth, needs appropriate prerequisite and instructors permission.

*1 Online course only

*2 Nights only

*3 SP Only

*4 SP only

*6 Odd years only

NETWORKING A.A.S.
Department: Information Technology

Total Credit Hours: 69-70 credits

Computer network architects design and build data communication networks, including local area networks (LANs), wide area networks (WANs), and Intranets. These networks range from small connections between two offices to next-generation networking capabilities such as a cloud infrastructure that serves multiple customers.

Computer networks are critical parts of almost every organization. Network and computer systems administrators are responsible for the day-to-day operation of these networks.

Computer support specialists provide help and advice to computer users and organizations. These specialists either support computer networks or they provide technical assistance directly to computer users.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (24-25 credits)			
Mathematics	MAT 105	Applied Math or higher	3-4
Communication	ENG 101	English Composition I	3
	ENG 102 or	English Composition II	3
	ENG 115 or	Technical Writing	
	ENG 125	Business Writing	
	COM 101 or	Oral Communication	3
	COM 106 or	Public Speaking	
	COM 110	Interpersonal Communication	
Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State & Local Government	
Natural Science	Any BIO or	Any Biology Course	3
	Any CHM or	Any Chemistry Course	
	Any Phy	Any Physical Science	
Humanities	CPT 105	Ethics in Technology	3
Elective	CPT 103	Microcomputer Applications	3
Core Course Requirements (45 credits)			
	CPC 125	Windows Desktop Operating Systems	3
	CPC 202	Windows Server & Active Directory	3
	CPC 180	Introduction to Linux	3
	CPC 260	Linux Administration	3
	CPC 170	CCNA1	4
	CPC 171	CCNA2	4
	CPC 172	CCNA3	4
	CPC 173	CCNA4	4
	CPC 290	Virtualization Technologies	3
	CPC 270	CCNP1	4
	CPC 271	CCNP2	4
	CPC 155	Programming for System Administrators	3
	CPC 160	Security Fundamentals	3

Total Required Hours: 69-70 credits
Available Online: 36%

NETWORKING A.A.S - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (17 credits)		
ENG 101	English Composition I	3
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
CPC 170	CCNA1	4
CPC 171	CCNA2	4
CPC 180	Introduction to Linux	3
Second Semester (17 credits)		
ENG 102 or	English Composition II	3
ENG 115 or	Technical Writing	
ENG 125	Business Writing	
CPT 105	Ethics in Technology	3
CPC 172	CCNA3	4
CPC 173	CCNA4	4
CPC 260	Linux Administration	3
Summer Semester (4 credits)		
CPC 271	CCNP2	4
Third Semester (19-20 credits)		
MAT 105	Applied Math or higher	3-4
COM 101 or	Oral Communication	3
COM 106 or	Public Speaking	
COM 110	Interpersonal Communication	
CPC 125	Windows Desktop Operating Systems	3
CPC 155	Programming for System Administrators	3
CPC 160	Security Fundamentals	3
CPC 270	CCNP1	4
Fourth Semester (12 credits)		
Natural Science	Any BIO, CHM or PHY	3
CPT 103	Microcomputer Applications	3
CPC 202	Windows Server & Active Directory	3
CPC 290	Virtualization Technologies	3

Total Hours Required for Graduation: 69-70 credits
Available Online: 36%

CERTIFICATES

COMPUTER SECURITY C.S.
Department: Information Technology

Total Credit Hours: 23 credits

Computer security professionals control access to information and prevent unauthorized tampering or disclosure of information.

COURSE	TITLE	CREDITS
Core Course Requirements (23 credits)		
CPT 105	Ethics in Technology	3
CPT 115	Introduction to Data Processing	3
CPT 121	Basics of Data Communications	3
CPT 165	Programming Logic	3
CPT 200	Systems Analysis and Design	3
CPT 246	Computer Security	3
CPC 170	CCNA1	5

Total Required Hours: 23 credits
Available Online: 61%

CYBER SECURITY C.S.
Department: Computer Science

Total Credit Hours: 20

The Certificate of Specialization in Cyber Security prepares students for the following IT certifications:
CompTIA Security+

Cisco CCNA Security

Certified Ethical Hacker (CEH)

Computer Hacking Forensics Investigator (CHFI)

These highly valued certification exams and classes teach students the offensive skills used by hackers to gain unauthorized entry into a network, and how to gather evidence in such attacks. Cyber security professionals control access to information and prevent unauthorized tampering or disclosure of information.

COURSE	TITLE	CREDITS	ONLINE
Core Course Requirements (20 credits)			
CPC 160	Security Fundamentals	3	0
CPC 161	Computer Forensics	3	0
CPC 162	Ethical Hacking	3	0
CPC 245	CCNA Security	5	0
CPC 155	Programming for System Administrators	3	3
CPC 180	Intro to Linux	3	0
Recommended prerequisite classes: CPC 107, CPC 170, CPC 171, or certifications or skills equivalent to A+ and CCENT			

Total Required Hours: 20 credits
Available Online: 0%

DATA MANAGEMENT C.A.
Department: Computer Science

Total Credit Hours: 31 credits

Computer database managers write and code logical and physical database descriptions and specify identifiers of database to management system or direct others in coding descriptions.

SUBJECT	COURSE	CREDITS
General Education Requirements (13 credits)		
Mathematics	MAT 098	4
Communication	ENG 101	3
Social Sciences	HIS 101 or	3
	HIS 102 or	
	HIS 115 or	
	HIS 270 or	
	POL 101 or	
	POL 102	
Elective	BTC/CPT 103	3
Core Course Requirements (18 credits)		
	CPT 201	3
	CPT 181	3
	Database Elective Part 1 (see below)	3
	CPT 106	3
	CPT 260	3
	Database Elective Part 2 (see below)	3

Total Required Hours: 31 credits
Available Online: 15%

Database Electives: Choose two (2) total		
Part 1 (Fall)	Database Elective 1 (Choose any 1)	**Part 2 (Spring)**
CPT 115	Introduction to Data Processing	CPT 115
CPT 121	Basics of Data Communications	CPT 121
CPM 190	Dynamic Programming Languages	CPT 250
CPT 165	Computer Programming Logic	CPT 165
CPT 135	Programming in Python	CPT 185

DESKTOP SUPPORT C.S.
Department: Information Technology

Total Credit Hours: 24

The Certificate of Specialization in Desktop Support prepares students for the CompTIA A+ certification and varioU.S. Microsoft Certifications. Students are prepared for jobs in desktop support and working in a help desk environment

	COURSE	TITLE	CREDITS	ONLINE
Core Course Requirements (24 credits)				
	CPC 107	IT Technical Support	5	0
	CPC 125	Windows Desktop Operating Systems	3	0
	CPC 202	Windows Server and Active Directory	5	0
	CPC 170	CCNA1	5	0
	CPC 299	Help Desk Technologies, ITIL, IT Careers	3	0
	CPC 180	Intro to Linux	3	0

Total Required Hours: 24 credits
Available Online: 0%

IT PROJECT MANAGEMENT C.S.
Department: Computer Science
Total Required Hours: 18 credits

With an increasing demand for high tech solutions to today's business and industry challenges, there is a growing need for good people with high quality IT project management knowledge and skills. The Certificate of Specialization in IT Project Management provides students with a solid foundation in computer science and knowledge of project management. This certificate covers the basics of programming, database design, logical thinking, project experience, knowledge and understanding of the 10 units in the Project Management Book of Knowledge (PMBOK).

This certificate is an intense accelerated program and designed to be completed in just 24 weeks with the student taking two classes every eight weeks. After completion of this certificate program students will also be eligible to take the Certified Associate in Project Management (CAPM) exam offered by the Project Management Institute (PMI) for industry certification.

	COURSE	TITLE	CREDITS
General Education Requirements (0 credits)			
Core Course Requirements (18 credits)			
First Eight Weeks	CPT 135	Python Programming	3
	CPT 165	Computer Programming Logic	3
Second Eight Weeks	CPT 125	Introduction to Project Management	3
	CPT 181	SQL Basics	3
Third Eight Weeks	CPT 200	System Analysis and Design	3
	CPT 225	Advanced Topics in Project Management	3

Total Required Hours: 18 credits
Available Online: 0%

MULTIMEDIA C.A.
Department: Multimedia and Web Design

Total Credit Hours: 31 credits

Multimedia has changed the way America works! You will learn the fundamentals of multimedia authoring and design using the latest programs on the market leading to entry-level positions.

Multimedia developers produce and develop CD-ROMs, online training, kiosks and media development using video, audio, programming, animations and graphics. When seeking an entry-level position in this field, it is important to have a "portfolio" containing samples of your best work.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (13 credits)			
Mathematics	MAT 098	Beginning Algebra	4
Communication	ENG 101	English Composition I	3
Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State and Local Government	
Elective	CPT 115	Introduction to Data Processing	3
Core Course Requirements (6 credits)			
	CPT 106	PC Operating Systems	3
	CPM 120	Windows Multimedia	3
Additional Core Requirements - Choose 4 Courses From Below (12 credits)			
	CPM 170	Computer Graphics	3
	CPM 190	Dynamic Programming Languages	3
	CPM 210	Digital Photo Editing	3
	CPM 220	3D Animation	3
	CPM 250	Web Animation	3
	CPM 260	Content Management Systems	3
	CPM 270	Digital Video Editing	3

Total Required Hours: 31 credits
Available Online: 39%

MULTIMEDIA C.S.
Department: Multimedia and Web Design

Total Credit Hours: 18 credits

Multimedia has changed the way America works! You will learn the fundamentals of multimedia authoring and design using the latest programs on the market leading to entry-level positions.

Multimedia developers produce and develop CD-ROMs, online training, kiosks and media development using video, audio, programming, animations and graphics. When seeking an entry-level position in this field, it is important to have a portfolio containing samples of your best work

SUBJECT	COURSE	TITLE	CREDITS
Core Course Requirements (18 credits)			
	CPM 120	Windows Multimedia	3
	CPM 170	Computer Graphics (Adobe Illustrator)	3
	CPM 210	Digital Photo Editing (Adobe Photoshop)	3
	CPM 220	3D Animation	3
	CPM 250	Web Animation (Adobe Flash)	3
	CPM 270	Digital Video Editing (Adobe Premiere)	3

Total Required Hours: 18 credits
Available Online: 17%

NETWORKING (ROUTING & SWITCHING) C.S.
Department: Information Technology

Total Credit Hours: 16

The Certificate of Specialization in Networking is part of our Cisco Networking Academy. It focuses on preparing students for the Cisco Certified Entry Level Technician (CCENT) and Cisco Certified Network Associate (CCNA) certifications, teaching students the skills necessary to program routers and switches and to design, implement and troubleshoot enterprise networks. You'll learn the fundamentals of networking, routing and switching in our state-of-the-art lab by working on real equipment.

COURSE	TITLE	CREDITS
Core Course Requirements (16 credits)		
CPC 170	CCNA 1	4
CPC 171	CCNA 2	4
CPC 172	CCNA 3	4
CPC 173	CCNA 4	4

Total Required Hours: 26 credits
Available Online: 0%

NETWORKING C.A.
Department: Information Technology

Total Credit Hours: 32 credits

Computer networking is an engineering discipline that aims to study and analyze communication among varioU.S. computing devices or computer systems that are linked, or networked together to exchange information and share resources.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (13 credits)			
Mathematics	MAT 098 or higher	Beginning Algebra	4
Communication	ENG 101 or	English Composition I	3
	ENG 102 or	English Composition II	
	ENG 115 or	Technical Writing	
	ENG 125 or	Business Writing	
	COM 101 or	Oral Communications	
	COM 106 or	Public Speaking	
	COM 110	Interpersonal Communication	
Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State & Local Government	
Elective - Choose one course from the following:	BTC/CPT 103 or CPT 115 or Any ANT, ART, BIO, CHM, ECO, ENG, GEO, HIS, LIT, MAT, MUS, PHE, PHL. PHY, POL, PSY, SOC, SPE, THE, Foreign Language or EDU 220		3
Core Course Requirements (19 credits)			
	CPC 107	IT Technical Support (A+)	5
	CPC 125	Windows Desktop Operating Systems	3
	CPC 170	CCNA1	5
	CPC 180	Introduction to Linux	3
	CPC 160	Security Fundamentals	3

Total Required Hours: 32 credits
Available Online: 41%

NETWORKING C.A.- SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (15 credits)		
ENG 101 or	English Composition I	3
ENG 102 or	English Composition II	
ENG 115 or	Technical Writing	
ENG 125 or	Business Writing	
COM 101 or	Oral Communication	
COM 106 or	Public Speaking	
COM 110	Interpersonal Communication	
MAT 098 or higher	Beginning Algebra or higher	4
CPC 107	IT Technical Support (A+)	5
CPC 125	Windows Desktop Operating Systems	3
Second Semester (17 credits)		
HIS 101 or	U.S. History to 1877 or	3
HIS 102 or	U.S. History Since 1877 or	
HIS 115 or	U.S. History Since 1945 or	
HIS 270 or	History of Missouri or	
POL 101 or	American Government or	
POL 102	State & Local Government	
Elective - Choose one course from the following:	BTC/CPT 103 or CPT 115 or Any ANT, ART, BIO, CHM, ECO, ENG, GEO, HIS, LIT, MAT, MUS, PHE, PHL. PHY, POL, PSY, SOC, SPE, THE, Foreign Language or EDU 220	3
CPC 170	CCNA1	5
CPC 160	Security Fundamentals	3
CPC 180	Introduction to Linux	3

Total Hours Required for Graduation: 32 credits

Available Online: 41%

PROGRAMMING C.S.
Department: Computer Science

Total Credit Hours: 18 credits

An accelerated Certificate of Specialization program that includes six computer science courses in programming and program design to be completed in six months. Each student will work in a cohort taking two courses every eight weeks. At the end of each eight-week session, a test covering the programming language will be given and if passed earns the student an industry-recognized certification.

SUBJECT	COURSE	TITLE	CREDITS	ONLINE
Core Course Requirements (18 credits)				
First Eight Weeks (6 credits)	CPT 135	Python Programming	3	0
	CPT 165	Computer Programming Logic	3	0
Second Eight Weeks (6 credits)	CPT 181	SQL Basics	3	0
	CPT 189	Java Programming	3	0
Third Eight Weeks (6 credits)	CPT 287	Introduction to Data Structures	3	0
	CPT 200	System Analysis and Design	3	0

Total Required Hours: 18 credits
Available Online: 0%

PROGRAMMING LANGUAGES C.A.
Department: Computer Science – Computer Programming

Total Credit Hours: 31 credits

Computer programmers determine the types of information and data needed to produce the computer results expected by an organization's decision-makers and decide how to analyze and process information and summarize results in printed reports or graphic displays. They determine what programming language to use to write programs that satisfy an organization's needs

SUBJECT	COURSE	TITLE	CREDITS	ONLINE
General Education Requirements (13 credits)				
Mathematics	MAT 098	Beginning Algebra	4	0
Communication	ENG 101	English Composition I	3	3
Social Science	HIS 101 or	U.S. History to 1877	3	3
	HIS 102 or	U.S. History Since 1877		
	HIS 115 or	U.S. History Since 1945		
	HIS 270 or	History of Missouri		
	POL 101 or	American Government		
	POL 102	State & Local Government		
Elective	CPT 103	Microcomputer Applications	3	3
Primary Elective (12 credits) - Choose two options from the following:				
Option 1 - Programming (6 credits)	CPT 182 or	Beg. Programming C++	3	0
	CPT 187 or	Visual Basic (.NET)	3	0
	CPT 189 and	Java Programming	3	0
	CPT 287	Introduction to Data Structures	3	0
Option 2 - Database Management (6 credits)	CPT 181 and	SQL Basics	3	0
	CPT 260	Oracle Programming	3	0

Option 3 - Additional Electives (6 credits)	CPT or	Any CPT	6	0
	CPM or	Any CPM		
	CPC or	Any CPC		
	BTC	Any BTC		
Secondary Elective (6 credits) - Choose one pair from the following:	CPT 135 and	Programming in Python	6	0
	CPT 250	Database Programming (PHP)		
	CPM 190 and	Dynamic Prog. Languages	6	6
	CPT 160	Mobile Apps Development		
	CPT 104 and	Intro to Prog Animation & Games	6	6
	CPT 185	Programming in C#		

Total Required Hours: 31 credits
Available Online: 68%

PROGRAMMING LANGUAGES C.A. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
Fall Semester (16 credits)		
MAT 098	Beginning Algebra	4
CPT 103	Microcomputer Applications	3
CPT Elective	CPT Primary Elective	3
CPT Elective	CPT Primary Elective	3
CPT Elective	CPT Secondary Elective	3
Spring Semester (15 credits)		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
ENG 101	English Composition I	3
CPT Elective	CPT Primary Elective	3
CPT Elective	CPT Primary Elective	3
CPT Elective	CPT Secondary Elective	3

Total Hours Required for Graduation: 31 credits
Available Online: 68%

Primary Elective (12 credits) - Choose two options from the following:		
Option 1 - Programming (6 credits)	CPT 182 or	Beg. Programming C++
	CPT 187 or	Visual Basic (.NET)
	CPT 189 and	Java Programming
	CPT 287	Introduction to Data Structures
Option 2 - Database Management (6 credits)	CPT 181 and	SQL Basics
	CPT 260	Oracle Programming
Option 3 - Additional Electives (6 credits)	CPT or	Any CPT
	CPM or	Any CPM
	CPC or	Any CPC
	BTC	Any BTC
Secondary Elective (6 credits) - Choose one pair from the following:	CPT 135 and	Programming in Python
	CPT 250	Database Programming (PHP)
	CPM 190 and	Dynamic Prog. Languages
	CPT 160	Mobile Apps Development
	CPT 104 and	Intro to Prog Animation & Games
	CPT 185	Programming in C#

SYSTEM ADMINISTRATION C.S.
Department: Information Technology

Total Credit Hours:18

The Certificate of Specialization in System Administration prepares students for the CompTIA A+ certification, Red Hat certifications, and Windows certifications. You'll learn the fundamentals of system administration in our state-of-the-art lab by working on real equipment

SUBJECT	COURSE	TITLE	CREDITS	ONLINE
Core Course Requirements (18 credits)				
	CPC 107	IT Technical Support	3	0
	CPC 125	Windows Desktop Operating Systems	3	0
	CPC 202	Windows Server and Active Directory	3	0
	CPC 260	Linux Administration	3	0
	CPC 290	Virtualization Technologies Languages	3	0
	CPC 180	Intro to Linux	3	0

Total Required Hours: 18 credits
Available Online: 0%

WEB DESIGN C.A.
Department: Multimedia and Web Design

Total Credit Hours: 31 credits

This program option provides students the knowledge to develop vibrant websites. Students will focU.S. on Web page design and development, 2D and 3D graphics and animation for the Web, database and dynamic scripting (programming) languages, apps development, content management systems and social media marketing.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (13 credits)			
Mathematics	MAT 098	Beginning Algebra	4
Communication	ENG 101	English Composition I	3
Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State & Local Government	
Elective	CPT 103	Microcomputer Applications	3
Core Course Requirements (9 credits)			
	CPT 106	PC Operating Systems	3
	CPM 120	Windows Multimedia	3
	CPM 160	HTML	3
Additional Core Requirements (Minimum of 9 credits)			
	CPM 190	Dynamic Programming Languages	3
	CPM 230	Social Media Marketing for the Web	3
	CPM 240	Web Design	3
	CPM 250	Web Animation	3
	CPM 260	Content Management Systems	3
	CPM 280	JavaScript	3
	CPT 160	Mobile Apps Development	3
	CPM 295	Beyond HTML/ Portfolio (capstone)	3

Total Required Hours: 31 credits
Available Online: 68%

WEB DESIGN C.A .SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (16 credits)		
ENG 101	English Composition I	3
MAT 098	Beginning Algebra	4
CPT 103	Microcomputer Applications	3
	Choose two of the core requirements *	6
Second Semester (15 credits)		
HIS or POL	Social Sciences	3
	Choose one of the core requirements *	3
CPT 106	PC Operating Systems	3
CPM 120	Windows Multimedia	3
CPM 160	HTML	3

Total Hours Required for Graduation: 31 credits
Available Online: 68%

WEB DEVELOPMENT C.S.
Department: Multimedia and Web Design

Total Credit Hours: 18 credits

This program option provides students the knowledge to develop vibrant websites. Students will focU.S. on Web page design and development, 2D and 3D graphics and animation for the Web, database and dynamic scripting (programming) languages, apps development, content management systems and social media marketing.

SUBJECT	COURSE	TITLE	CREDITS
Core Course Requirements (12 credits)			
	CPM 160	HTML	3
	CPM 190	Dynamic Programming Languages	3
	CPM 260	Content Management Systems (CMS)	3
	CPM 295	Beyond HTML/Portfolio (capstone)	3
Electives (6 credits)			
	CPM 230	Social Media Marketing for the Web	3
	CPM 250	Web Animation (Adobe Flash)	3
	CPT 160	Mobile Apps Development	3
	CPT 181	SQL Basics	3
	CPT 250	Database Programming	3
	CPM 240	Advanced Web Design (Adobe Dreamweaver)	3
	CPM 280	Javascript	3

Total Required Hours: 18 credits
Available Online: 67%

TRANSFER PATHWAYS

COMPUTER SCIENCE TRANSFER - SCHEDULE GUIDE A.A.
Department: Computer Science

Total Credit Hours: 64 credits

An Associate of Arts degree is meant to be transferred toward an advanced degree at a four-year institution. Computer and information scientists conduct research into fundamental computer and information science as theorists, designers or inventors. They solve or develop solutions to problems in the field of computer hardware or software.

COURSE	TITLE	CREDITS
Italicized courses are recommended to be taken for elective credits.		
First Semester (14-15 credits)		
ENG 101	English Composition I	3
CPT 115	Intro to Data Processing	3
MAT 180	Calculus & Analytic Geometry I	5
	Humanities and Fine Arts**	3-4
Second Semester (14-15 credits)		
ENG 102	English Composition II	3
	Humanities and Fine Arts**	3-4
MAT 230	*Calculus & Analytical Geometry II*	5
	Social and Behavioral Sciences*	3
Third Semester (16 credits)		
	Natural Sciences With Lab***	4
COM 101	Oral Communications	3
MAT 240	*Intro to Linear Algebra*	3
	Course(s) in major for transfer institution	3
	Social and Behavioral Sciences*	3
Fourth Semester (17-19 credits)		
MAT 242	*Calculus & Analytical Geometry III*	5
	Course(s) in major for transfer institution	3
	Natural Sciences***	3-4
	Humanities and Fine Arts**	3-4
	Social and Behavioral Sciences*	3

Total Hours Required For Graduation: 64 credits (This must include a minimum of 42 credit hours of General Education Courses.)

Available Online: 63%

Per College policy Individual students may be required to take COL 101.

* Social and Behavioral Sciences: Complete one Civics Course (HIS 101, HIS 102 or POL 101) and a minimum of 6 additional credits from at least 2 disciplines.

** Humanities and Fine Arts: Complete nine credit hours from at least 2 disciplines.

*** Natural Sciences: Complete a minimum of 7 credit hours from at least 2 disciplines, including one course with a lab component.

Check with transfer institution for foreign language requirement. A Bachelor of Arts Degree may require 3 semesters of the same foreign language. A Bachelor of Science does not usually require foreign language.

CYBER SECURITY A.S.
Department: Information Technology

Total Credit Hours: 59-60 credits

Cyber security professionals control access to information and prevent unauthorized tampering or disclosure of information.

The Cyber Security Associate of Science degree is designed to help students complete the first two years of their bachelors program at SCC. With the program's inherent flexibility in its design, students are able to select most of their computer science courses based on the four-year institution they wish to attend after graduating from SCC.

SUBJECT	COURSE	TITLE	CREDITS	ONLINE
General Education Requirements (35-36 credits)				
Mathematics	MAT 162	College Algebra (STEM)	4	0
	MAT 150	Trigonometry	3	0
	MAT 175	Introductory Statistics	3	3
Communication	ENG 101	English Composition I	3	3
	ENG 102 or	English Composition II	3	3
	ENG 115	Technical Writing		
	COM 101	Oral Communication	3	3
Social Science	HIS 101 or	U.S. History to 1877	3	3
	HIS 102 or	U.S. History Since 1877		
	HIS 115 or	U.S. History Since 1945		
	HIS 270	History of Missouri		
	POL 101 or	American Government	3	3
	POL 102	State and Local Government		
Natural Science	Any BIO	Any Biology course	4-5	5
	Any CHM	Any Chemistry course		
	Any PHY	Any Physical Science course		
Humanities	PHL 160	Ethics	3	3
	Choose one Humanities General Education course		3	3
Core Course Requirements (24 credits)				
	CPT/CPC/CPM	Choose courses in major for transfer institution	24	0

Total Required Hours: 59-60 credits

Per College policy Individual students may be required to take COL 101.

Available Online: 45%

CYBER SECURITY A.S. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
Fall Semester (13 credits)		
ENG 101	English Composition I	3
MAT 162	College Algebra-STEM	4
CPT/CPC/CPM	Course in Major for Transfer Institution	3
CPT/CPC/CPM	Course in Major for Transfer Institution	3
Spring Semester (15 credits)		
ENG 102 or	English Composition II	3
ENG 115	Technical Writing	
MAT 150	Trigonometry	3
PHL 160	Ethics	3
CPT/CPC/CPM	Course in Major for Transfer Institution	3
CPT/CPC/CPM	Course in Major for Transfer Institution	3
Fall Semester (16-17 credits)		
COM 101	Oral Communication	3
Any BIO	Any Biology course	4-5
Any CHM	Any Chemistry course	
Any PHY	Any Physical Science course	
Humanities	Choose one Humanities General Education Course	3
CPT/CPC/CPM	Course in Major for Transfer Institution	3
CPT/CPC/CPM	Course in Major for Transfer Institution	3
Spring Semester (15 credits)		
MAT 175	Introductory Statistics	3
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270	History of Missouri	
POL 101 or	American Government	3
POL 102	State and Local Government	
CPT/CPC/CPM	Course in Major for Transfer Institution	3
CPT/CPC/CPM	Course in Major for Transfer Institution	3

Total Hours Required for Graduation: 59-60 credits

Available Online: 45%

MANAGEMENT INFORMATION SYSTEMS A.S.
Department: Computer Science

Total Credit Hours: 59-63 credits

Information systems managers, often called information technology (IT) managers or IT project managers, plan, coordinate and direct computer-related activities in an organization. They help determine the information technology goals of an organization and are responsible for implementing computer systems to meet those goals.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (29-33 credits)			
Mathematics	MAT 162 or	College Algebra-STEM	4-5
	MAT 180	Calculus & Analytical Geometry I	
	MAT 150 or	Trigonometry	3-5
	MAT 230	Calc & Analytical Geometry II	
	MAT 175	Introductory Statistics	3
Communication	ENG 101	English Composition I	3
	ENG 102 or	English Composition II	3
	ENG 125	Business Writing	
	COM 101	Oral Communication	3
Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History since 1877	
	HIS 115 or	U.S. History since 1945	
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State and Local Government	
Natural Science	Any BIO or	Any Biology Course	4-5
	Any CHM or	Any Chemistry Course	
	Any PHY	Any Physical Science Course	
Humanities	Choose one Humanities General Education course		3
Core Course Requirements (30 credits)			
	CPT 103	Microcomputer Applications	3
	CPT 105	Ethics in Technology	3
	CPT/CPM/CPC/ACT/BUS	Choose 8 Courses in Major for Transfer Institution	24

Total Required Hours: 59-63 credits

Available Online: 50%

Per College policy Individual students may be required to take COL 101.

MANAGEMENT INFORMATION SYSTEMS A.S. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
Fall Semester (13-14 credits)		
ENG 101	English Composition I	3
MAT 162 or	College Algebra – STEM	4-5
MAT 180	Calculus & Analytic Geometry I	
CPT 103	Microcomputer Applications	3
CPT 105	Ethics in Technology	3
Spring Semester (15-17 credits)		
ENG 102 or	English Composition II	3
ENG 125	Business Writing	
MAT 150 or	Trigonometry	3-5
MAT 230	Calculus & Analytic Geometry II	
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
CPT/CPM/CPC/ACT/BUS	Course in Major for Transfer Institution	3
CPT/CPM/CPC/ACT/BUS	Course in Major for Transfer Institution	3
Fall Semester (15 credits)		
COM 101	Oral Communication	3
Any LIT, PHL, ARB, FRN, GRM, SPN, ART 1001, 1500, 2210, 1200, MUS 111, 112, 231, 232, THE 122, 123, 124		3
CPT/CPM/CPC/ACT/BUS	Course in Major for Transfer Institution	3
CPT/CPM/CPC/ACT/BUS	Course in Major for Transfer Institution	3
CPT/CPM/CPC/ACT/BUS	Course in Major for Transfer Institution	3
Spring Semester (16-17 credits)		
MAT 175	Introductory Statistics	3
PHY 250 or	College Physics I & Lab	4-5
PHY 125/127 or	Into to Phy Geology & Lab	
PHY 111/113 or	Intro to Phy Science & Lab	
CHM 101/103 or	Intro to Chem & Lab	
BIO 110/113	Human Biology & Lab	
CPT/CPM/CPC/ACT/BUS	Course in Major for Transfer Institution	3
CPT/CPM/CPC/ACT/BUS	Course in Major for Transfer Institution	3
CPT/CPM/CPC/ACT/BUS	Course in Major for Transfer Institution	3

Total Hours Required for Graduation: 59-63 credits

Available Online: 50%

PROGRAMMING A.S.
Department: Computer Science

Total Credit Hours: 64-65 credits

Computer programmers determine the types of information and data needed to produce the computer results expected by an organization's decision-makers and decide how to analyze and process information and summarize results in printed reports or graphic displays. They determine what programming language to use to write programs that satisfy an organization's needs.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (37-38 credits)			
Mathematics	MAT 175	Introductory Statistics	3
	MAT 180	Calculus & Analytical Geometry I	5
	MAT 230	Calc & Analytical Geometry II	5
	MAT 240	Calc & Analytical Geometry III	5
Communication	ENG 101	English Composition I	3
	ENG 102	English Composition II	3
	COM 101	Oral Communication	3
Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State and Local Government	
Natural Science	Any BIO	Any Biology Course	4-5
	Any CHM	Any Chemistry Course	
	Any PHY	Any Physical Science Course	
Humanities	CPT 105	Ethics in Technology	3
Core Course Requirements (27 credits)			
	CPT 103	Microcomputer Applications	3
	CPT 135	Python Programming	3
	CPT 165	Computer Programming Logic	3
	CPT 200	System Analysis and Design	3
	CPT/CPC/CPM	Choose courses in Major for Transfer Institution	15

Total Required Hours: 64-65 credits

Available Online: 39%

Per College policy Individual students may be required to take COL 101.

PROGRAMMING A.S.- SCHEDULE GUIDE

COURSE	TITLE	CREDITS
Fall Semester (17 credits)		
ENG 101	English Composition I	3
MAT 180	Calculus and Analytic Geometry I	5
CPT 103	Microcomputer Applications	3
CPT 165	Computer Programming Logic	3
CPT 135	Python Programming	3
Spring Semester (17 credits)		
ENG 102	English Composition II	3
MAT 230	Calculus and Analytic Geometry II	5
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
CPT/CPC/CPM	Choose courses in Major for Transfer Institution	3
CPT/CPC/CPM	Choose courses in Major for Transfer Institution	3
Fall Semester (17 credits)		
MAT 240	Calculus and Analytic Geometry III	5
COM 101	Oral Communication	3
Humanities	Choose one from the general education humanities courses	3
CPT/CPC/CPM	Choose courses in Major for Transfer Institution	3
CPT/CPC/CPM	Choose courses in Major for Transfer Institution	3
Spring Semester (13-14 credits)		
MAT 175	Introductory Statistics	3
Any BIO	Any Biology Course	4-5
Any CHM	Any Chemistry Course	
Any PHY	Any Physical Science	
CPT 200	Systems Analysis and Design	3
CPT/CPC/CPM	Choose courses in Major for Transfer Institution	3

Total Hours Required for Graduation: 64-65 credits

Available Online: 39%

Per College policy Individual students may be required to take COL 101.

Criminal Justice

DEGREES

LAW ENFORCEMENT A.A.S.
Department: Criminal Justice

Total Credit Hours: 62-68 credits

This associate degree program prepares individuals to perform the duties of police and public security officers, including patrol and investigative activities, traffic control, crowd control and public relations, witness interviewing, evidence collection and management, basic crime prevention methods, weapon and equipment operation and maintenance, report preparation and other routine law enforcement responsibilities.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (24-25 credits)			
Mathematics	MAT 105	Applied Math or higher	3-4
Communication	ENG 101	English Composition I	3
	ENG 102 or	English Composition II (recommended)	3
	ENG 125	Business Writing	
	COM 101	Oral Communication	3
Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State & Local Government	
Natural Science	Any BIO or	Any Biology Course	3
	Any CHM or	Any Chemistry Course	
	Any PHY	Any Physical Science	
Humanities	Any Humanities (PHL 102 - Intro to Logic is recommended)		3
Elective	BTC/CPT 103	Microcomputer Applications	3

Core Course Requirements (23-28 credits)			
	CRJ 140	Introduction to Criminal Justice	3
	CRJ 170	Criminal Law & Procedures	3
	CRJ 171	Rules of Evidence	3
	CRJ 175	Criminology	3
	CRJ 201	Criminal Justice: Politics & Policy	3
	CRJ 205	Juvenile System	3
	SOC 101	Introduction to Sociology	3
	CRJ 265	Internship I	1-6
	CRJ 298	Criminal Justice Capstone	1
Law Enforcement Option - Choose 5 Course From Below (15 credits)			
	CRJ 101	Introduction to Victimology	3
	CRJ 103	Addictive Disease Concepts	3
	CRJ 104	Treatment Alcohol & Drugs	3
	CRJ 110	Criminal Investigations	3
	CRJ 202	Correctional Institutions	3
	CRJ 210	Crime Victimization	3
	CRJ 224	Constitutional Law	3
	CRJ 230	Crisis Intervention	3
	CRJ 240	Probation and Parole	3
	CRJ 250	Police Administration	3
	CRJ 260	Police and Community Relations	3
	CRJ 266	Internship II	1-6
	CRJ 280	Comparative CRJ & Criminology	3
	CRJ 290	Special Topics	1-3
	CRJ 291	Mock Trial	1-3
	CRJ 292	Mock Trial Competition	1-3

Total Required Hours: 62-68 credits

Available Online: 13%

* The Academic Skills Assessment is required before enrolling in a math or English course. If a student places into lower-level courses that are required for the degree, then the student must first enroll in lower-level courses before enrolling in the courses required for graduation.

** Other writing courses may be substituted for English 102, but if the student plans to transfer to a four-year institution, then English 102 should be taken.

+Courses that will fulfill the graduation requirements for General Education electives, English, Social Science and Natural Science are listed in the Associate of Applied Science Degree Graduation Requirements.

LAW ENFORCEMENT A.A.S. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS	ONLINE
First Semester (15 credits)			
CRJ 140	Intro to Criminal Justice	3	3
HIS 101 or	U.S. History to 1877		
HIS 102 or	U.S. History Since 1877		
HIS 115 or	U.S. History Since 1945	3	3
HIS 270 or	History of Missouri		
POL 101 or	American Government		
POL 102	State & Local Government		
ENG 101	English Composition I	3	3
SOC 101	Intro to Sociology+	3	3
CRJ 170	Criminal Law & Procedure	3	0
Second Semester (15-16 credits)			
ENG 102 or	Business Writing	3	3
ENG 125	English Composition II * **		
MAT 105	Applied Math or higher *	3-4	4
CRJ 171	Rules of Evidence	3	0
CRJ 175	Criminology	3	3
CRJ 205	Juvenile System	3	0
Third Semester (18 credits)			
COM 101	Oral Communication	3	3
Any BIO or	Any Biology Course		
Any CHM or	Any Chemistry Course	3	3
ANY PHY	Any Physical Science		
	CRJ Electives	9	0
Humanities	Any Humanities (PHL 102 recommended)	3	3
Fourth Semester (14-19 credits)			
CRJ 201	Criminal Justice: Politics & Policy	3	0
	CRJ Electives	6	0
BTC/CPT 103	Microcomputer Applications	3	3
CRJ 265	Internship I	1-6	0
CRJ 298	Capstone	1	1

Total Hours Required for Graduation: 62-68 credits

Available Online: 13%

CERTIFICATES

LAW ENFORCEMENT C.A.
Department: Criminal Justice

Total Credit Hours: 32-38 credits

This certification program prepares individuals to perform the duties of police and public security officers, including patrol and investigative activities, traffic control, crowd control and public relations, witness interviewing, evidence collection and management, basic crime prevention methods, weapon and equipment operation and maintenance, report preparation and other routine law enforcement responsibilities.

Criminal Justice graduates may enter fields ranging from protective services, law enforcement and criminology.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (12-13 credits)			
Mathematics	MAT 098 or higher	Beginning Algebra	3-4
Communication	ENG 101 or	English Composition I	3
	ENG 102 or	English Composition II	
	ENG 125 or	Business Writing	
	COM 101	Oral Communication	
Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State & Local Government	
Elective	BTC/CPT 103	Microcomputer Applications	3
Core Course Requirements - Choose 3 Courses From Below (9 credits)			
	CRJ 140	Introduction to Criminal Justice	3
	CRJ 170	Criminal Law	3
	CRJ 171	Criminal Evidence	3
	CRJ 175	Criminology	3
	CRJ 201	Criminal Justice: Politics & Policy	3
	CRJ 205	Juvenile Justice	3
Law Enforcement Electives - Choose 3 Courses From Below (9 credits)			
	CRJ 101	Introduction to Victimology	3
	CRJ 103	Addictive Disease Concepts	3
	CRJ 104	Treatment: Alcohol & Drugs	3
	CRJ 110	Investigations	3
	CRJ 202	Correctional Institutions	3
	CRJ 210	Crime Victimization	3
	CRJ 224	Constitutional Law	3
	CRJ 230	Crisis Intervention	3
	CRJ 240	Probation and Parole	3
	CRJ 250	Police Administration	3
	CRJ 260	Police Community Relations	3
	CRJ 266	Internship II	1-6
	CRJ 291/292	Mock Trial*	6

Other Required Courses (2-7 credits)		
CRJ 265	Internship I	1-6
CRJ 298	Capstone	1

Total Required Hours: 32-38 credits

Available Online: 50%

* Students who take CRJ 291 are required to take CRJ 292 as well.

TRANSFER PATHWAYS

CRIMINAL JUSTICE TRANSFER A.A.- SCHEDULE GUIDE

COURSE	TITLE	CREDITS
Italicized courses are recommended to be taken for elective credits.		
First Semester (16-18 credits)		
ENG 101	English Composition I	3
MAT 155 or	Contemporary College Math	4-6
MAT 157 or	College Statistics	
MAT 158 or	College Algebra	
MAT 162 or	College Algebra - STEM	
MAT 171	Pre-Calculus Mathematics	
	Social and Behavioral Sciences*	6
CRJ 140	*Introduction to Criminal Justice*	3
Second Semester (16-17 credits)		
ENG 102	English Composition II	3
CPT 103 or	Microcomputer Applications	3
CPT 115	Introduction to Data Processing	
	Humanities and Fine Arts**	3-4
	Natural Sciences With Lab***	4
CRJ 205	Juvenile Justice System	3
Third Semester (15-17 credits)		
	Humanities and Fine Arts**	3-4
	Social and Behavioral Sciences*	3
	Natural Sciences***	3-4
	Course(s) in major for transfer institution	3
CRJ 202	*Correctional Institutions*	3

Fourth Semester (15-16 credits)		
COM 101	Oral Communication	3
	Humanities and Fine Arts**	3-4
	Course(s) in major for transfer institution	3
CRJ 265	*Internship or transferable elective**	3
CRJ 201	*Criminal Justice: Politics and Policy*	3

Total Hours Required For Graduation: 64 credits (This must include a minimum of 42 credit hours of General Education Courses.)

Available Online: 73%

Per College policy Individual students may be required to take COL 101.

* Social and Behavioral Sciences: Complete one Civics Course (HIS 101, HIS 102 or POL 101) and a minimum of 6 additional credits from atleast 2 disciplines.

** Humanities and Fine Arts: Complete nine credit hours from at least 2 disciplines.

*** Natural Sciences: Complete a minimum of 7 credit hours from at least 2 disciplines, including one course with a lab component.

Check with transfer institution for foreign language requirement. A Bachelor of Arts Degree may require 3 semesters of the same foreign language. =A Bachelor of Science does not usually require foreign language.

Education

DEGREES

CHILD CARE & EARLY EDUCATION A.A.S.

Department: Child Care & Early Education

Total Credit Hours: 66 - 67 credits

This degree provides students the knowledge and skills to care for and teach young children (birth to age 8). Child care professionals promote the social, emotional, cognitive and physical growth of infant, toddler and preschool children by guiding and supervising them through a variety of developmentally appropriate experiences

SUBJECT	COURSE	TITLE	CREDITS	ONLINE
General Education Requirements (24-25 credits)				
Mathematics	MAT 105 or	Applied Math	3-4	4
	MAT 108 or	Understanding K-8 Math		
	MAT 121	Intermediate Algebra		
Communication	ENG 101	English Composition I	3	3
	ENG 102 or	English Composition II	3	3
	ENG 115 or	Technical Writing		
	ENG 125	Business Writing		
	COM 101	Oral Communication	3	3
Social Science	HIS 101 or	U.S. History to 1877	3	3
	HIS 102 or	U.S. History Since 1877		
	HIS 115 or	U.S. History Since 1945		
	POL 101 or	American Government		
	POL 102	State & Local Government		

Natural Science	Any BIO or	Any Biology course	3	3
	Any CHM or	Any Chemistry course		
	Any PHY	Any Physical Science course		
Humanities	Any Humanities (ART 1001 or MUS 111 preferred)		3	3
Elective	Any Elective		3	3
Core Course Requirements (39 credits)				
	CDC 101	Introduction to Early Childhood Education	3	0
	CDC 102	Creative Activities and Play for Young Children	3	0
	CDC 103	Literacy & Literature for Young Children	3	0
	CDC 104	Principles of Early Childhood Curriculum	3	0
	CDC 105	Early Childhood Practicum I	2	0
	CDC 107	Introduction to Young Children with Special Needs	3	0
	CDC 109	Early Childhood Practicum I Seminar	1	0
	CDC 112	Child Growth & Development I: Prenatal Through Early Childhood	3	0
	CDC 113	Child Growth & Development II: Birth Through Adolescence	3	0
	CDC 201	Cognitive Activities and STEM for Young Children	3	0
	CDC 203	Early Childhood Practicum II	2	0
	CDC 205	Children, Families & Communities	3	0
	CDC 206	Early Childhood Practicum III	2	0
	CDC 208	Nutrition, Health & Safety of Children	3	0
	CDC 209	Early Childhood Practicum II Seminar	1	0
	CDC 210	Early Childhood Practicum III Seminar	1	0
Elective Courses in Child Care (3 credits)				
	CDC 106	Experiences in Early Childhood Education	1-3	0
	CDC 108	Infant & Toddler Development and Curriculum	3	0
	CDC 202	Music & Movement for Young Children	3	0
	CDC 204	Management of Early Childhood Programs	3	0
	CDC 207	Curriculum & Materials for Young Children With Special Needs	3	0

Total Required Hours: 66-67 credits

Available Online: 37%

CHILD CARE & EARLY EDUCATION - A.A.S. SCHEDULE GUIDE

COURSE	TITLE	CREDITS	ONLINE
First Semester (18 credits)			
ENG 101	English Composition I *	3	3
HIS 101	U.S. History to 1877		
HIS 102	History Since 1877		
HIS 115	U.S. History Since 1945	3	3
POL 101	American Government		
POL 102	State & Local Government		
CDC 101	Intro to Early Childhood	3	0
CDC 102	Creative Activities and Play for Young Children	3	0

CDC 112	Child Growth & Development I: Prenatal Through Early Childhood	3	0
HUM	Any Humanities (ART 1001 or MUS 111 preferred)+	3	3
Second Semester (15-16 credits)			
ENG 115 or	Technical Writing	3	3
ENG 125 or	Business Writing		
ENG 102	English Composition II		
MAT 105 or	Applied Math*	3-4	4
MAT 108 or	Understanding K-8 Math		
MAT 121	Intermediate Algebra		
CDC 103	Literacy & Literature for Young Children	3	0
CDC 113	Child Growth & Development II: Birth Through Adolescence	3	0
CDC 208	Nutrition, Health & Safety of the Young Children	3	0
Third Semester (18 credits)			
COM 101	Oral Communication	3	3
	General Education Elective+	3	3
CDC 104	Principles of Early Childhood Curriculum **	3	0
CDC 105	Early Childhood Practicum I **	2	0
CDC 107	Introduction to Young Children With Special Needs	3	0
CDC 109	Early Childhood Practicum I Seminar **	1	0
CDC 205	Children, Families, Communities	3	0
Fourth Semester (15 credits)			
Any BIO	Any BIOLOGY Course	3	3
Any CHM	Any CHEMISTRY Course		
Any PHY	Any PHYSICAL SCIENCE Course		
CDC Elective	Choose one from above	3	0
CDC 201	Cognitive Activities and STEM for Young Children	3	0
CDC 203	Early Childhood Practicum II ***	2	0
CDC 206	Early Childhood Practicum III ***	2	0
CDC 209	Early Childhood Practicum II Seminar ***	1	0
CDC 210	Early Childhood Practicum III Seminar	1	0

Total Hours Required for Graduation: 66-67 credits

Available Online: 37%

 * The Academic Skills Assessment is required before enrolling in math or English course. If a student places into lower-level courses than are required for the degree, then the student must first enroll in lower-level courses before enrolling the courses required for graduation.

** CDC 104, CDC 105, & CDC 109 must be taken together and are offered only in the fall semester. Permission of program chair.

*** CDC 203, CDC 206, CDC 209 & CDC 210 must be taken together and are offered only in the spring semester. Permission of program chair.

(+) Courses that will fulfill the graduation requirements for General Education electives, Social Science, Natural Science and Humanities are listed in the "Associate of Applied Science Degree Graduation Requirements." Students must demonstrate computer literacy.

PARAPROFESSIONAL STUDIES A.A.S.
Department: Education

Total Credit Hours: 66 credits

The Missouri public 4-year institutions of higher education, and some private 4-year institutions, have agreed to accept the A.A.T. as equivalent to their first two years of teacher education. Thus, a student who completes an A.A.T. at SCC should have no more credit hours to complete during the last two years than a native 4-year student at that institution. Because course content is organized in different configurations at different institutions, you may repeat some content areas, but not credit hours. Students who do not complete the A.A.T. will transfer course by course; individual institutions have agreed to transfer specific courses but have not guaranteed that students will have no more credits to complete than their native students. Check with your transfer institution to see if you will need to have a certain score on the ACT test for admittance to their institution.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (28 credits)			
Mathematics	MAT 108	Understanding K-8 Mathematics	3
Communication	ENG 101	English Composition I	3
	ENG 102	English Composition II	3
	COM 101	Oral Communication	3
Social Science	POL 101	American Government	3
	PSY 101	Introduction to Psychology	3
	HIS 101 or	U.S. History to 1877	
	HIS 102 or	U.S. History Since 1877	3
	HIS 115	U.S. History Since 1945	
Natural Science	Any BIO with Lab or	Any Biology Course and the Corresponding Lab	
	Any CHM with Lab or	Any Chemistry Course and the Corresponding Lab	4
	ANY PHY with Lab	Any Physical Science Course and the Corresponding Lab	
Humanities	EDU 242	Art for Children	3
Core Course Requirements (6 credits)			
Choose one pair:	CDC 112 and	Child Growth and Development I	6
	CDC 113	Child Growth and Development II	
	PSY 201 and	Child Psychology	6
	PSY 215	Adolescent Psychology	
Secondary Core Course Requirements (29 credits)			
	EDU 211	Foundations of Education	3
	EDU 220	Technology for Teachers	3
	EDU 225	Literature for Children	3
	EDU 240	Educational Psychology	3
	EDU 250	Education of Exceptional Learners	3
	CDC 107	Introduction to Young Children With Special Needs	3
	CDC 207	Curriculum and Materials for Young Children With Special Needs	3
	EDU 252	Autism Spectrum Disorders	3
	EDU 285	Teaching Profession With Field Experience	3
	EDU 280	Practicum for Paraprofessionals	2
Education Electives (3 credits)			
	EDU 244	Physical Education for the Elementary Grades	3
	EDU 246	Music for Children	3
	CDC 102	Creative Activities and Play for Young Children	3
	CDC 103	Literacy and Literature for Young Children	3

Total Required Hours: 66 credits
Available Online: 74%

PARAPROFESSIONAL STUDIES A.A.S.- SCHEDULE GUIDE

COURSE	TITLE	CREDITS	ONLINE
First Semester (15 credits)			
MAT 108	Understanding K-8 Math*	3	0
CDC 107	Introduction to Young Children With Special Needs	3	0
ENG 101	English Composition I*	3	3
HIS 102	U.S. History Since 1877	3	3
PSY 101	Introduction to Psychology	3	3
Second Semester (15 credits)			
ENG 102	English Composition II	3	3
CDC 207	Curriculum & Materials for Young Children With Special Needs	3	0
EDU 211	Foundations of Education	3	3
PSY 201 or	Child Psychology	3	3
CDC 112	Child Growth and Development I		
POL 101	American Government	3	3
Summer Semester (6 credits)			
EDU 220	Technology for Teachers	3	0
EDU 240	Educational Psychology	3	0
Third Semester (16 credits)			
CDC 113 or	Child Growth and Development II	3	3
PSY 215	Adolescent Psychology		
COM 101	Oral Communication	3	3
EDU 250	Education of Exceptional Learner	3	3
EDU 252	Autism Spectrum Disorders	3	0
Any BIO with Lab or	Any Biology Course and the Corresponding Lab	4	4
Any CHM with Lab or	Any Chemistry Course and the Corresponding Lab		
ANY PHY with Lab	Any Physical Science Course and the Corresponding Lab		
Fourth Semester (14 credits)			
EDU 225	Literature for Children	3	0
EDU 242	Art for Children	3	0
EDU 280	Practicum for Paraprofessionals	2	0
EDU 285	Teaching Profession With Field Experience	3	0
EDU Elective	EDU Elective	3	3

Total Hours Required for Graduation: 66 credits

Available Online: 74%

* The Academic Skills Assessment is required before enrolling in math or English courses. If a student places into lower-level courses than are required for his/her degree, then the student needs to first enroll in such courses before enrolling in the required courses.

** Students must also pay for and pass the Paraprofessional State Exam.

PARAPROFESSIONAL STUDIES AUTISM SPECIALIST A.A.S.

Department: Education

Total Credit Hours: 69 credits

This degree prepares individuals to aid a teacher in a classroom setting or in providing instruction and supervision to the autistic student population. Students will learn techniques of general classroom supervision, maintaining order, assisting with lessons and carrying out related assignments. Additionally, they help the instructors perform clerical duties such as grading papers, assisting with safety, mentoring and transportation.

A.A.S. graduates are prepared to enter the workforce.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (28 credits)			
Mathematics	MAT 108	Understanding K-8 Mathematics	3
Communication	ENG 101	English Composition I	3
	ENG 102	English Composition II	3
	COM 101	Oral Communication	3
Social Science	POL 101	American Government	3
	PSY 101	Introduction to Psychology	3
	HIS 101 or	U.S. History to 1877	
	HIS 102 or	U.S. History Since 1877	3
	HIS 115	U.S. History Since 1945	
Natural Science	Any BIO with Lab or	Any Biology Course and the Corresponding Lab	
	Any CHM with Lab or	Any Chemistry Course and the Corresponding Lab	4
	ANY PHY with Lab	Any Physical Science Course and the Corresponding Lab	
Humanities	EDU 242	Art for Children	3
Core Course Requirements (6 credits)			
Choose 1 pair:	CDC 112 and	Child Growth and Development I	6
	CDC 113	Child Growth and Development II	
	PSY 201 and	Child Psychology and	6
	PSY 215	Adolescent Psychology	
Secondary Core Course Requirements (35 credits)			
	EDU 211	Foundations of Education	3
	EDU 220	Technology for Teachers	3
	EDU 225	Literature for Children	3
	EDU 240	Educational Psychology	3
	EDU 250	Education of Exceptional Learners	3
	CDC 107	Introduction to Young Children With Special Needs	3
	CDC 207	Curriculum and Materials for Young Children With Special Needs	3
	EDU 252	Autism Spectrum Disorders	3
	EDU 255	Social Communication & Sensory Integration	3
	PSY 240	Applied Behavior Analysis	3
	EDU 285	Teaching Profession With Field Experience	3
	EDU 280	Practicum for Paraprofessionals	2

Total Required Hours: 69 credits
Available Online: 67%

PARAPROFESSIONAL STUDIES AUTISM SPECIALIST A.A.S. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (15 credits)		
MAT 108	Understanding K-8 Math*	3
CDC 107	Introduction to Young Children With Special Needs	3
ENG 101	English Composition I*	3
HIS 102	U.S. History Since 1877	3
PSY 101	Introduction to Psychology	3
Second Semester (18 credits)		
ENG 102	English Composition II	3
CDC 207	Curriculum & Materials for Young Children With Special Needs	3
EDU 211	Foundations of Education	3
PSY 201 or	Child Psychology	3
CDC 112	Child Growth and Development I	
POL 101	American Government	3
COM 101	Oral Communication	3
Summer Semester (6 credits)		
EDU 220	Technology for Teachers	3
EDU 240	Educational Psychology	3
Third Semester (16 credits)		
CDC 113 or	Child Growth and Development II	3
PSY 215	Adolescent Psychology	
PSY 240	Applied Behavioral Analysis	3
EDU 250	Education of Exceptional Learner	3
EDU 252	Autism Spectrum Disorders	3
Any BIO with Lab or	Any Biology Course and the Corresponding Lab	4
Any CHM with Lab or	Any Chemistry Course and the Corresponding Lab	
ANY PHY with Lab	Any Physical Science Course and the Corresponding Lab	
Fourth Semester (14 credits)		
EDU 225	Literature for Children	3
EDU 242	Art for Children	3
EDU 280	Practicum for Paraprofessionals	2
EDU 285	Teaching Profession With Field Experience	3
EDU 255	Social Communication & Sensory Integration	3

Total Hours Required for Graduation: 69 credits

Available Online: 67%

* The Academic Skills Assessment is required before enrolling in math or English courses. If a student places into lower-level courses than are required for his/her degree, then the student needs to first enroll in such courses before enrolling in the required courses.

** Students must also pay for and pass the Paraprofessional State Exam.

CERTIFICATES

AUTISM SPECIALIST C.S.

Department: Education

Total Credit Hours: 12 credits

Earning a Certificate of Specialization in Autism Specialist provides individuals who possess 60 hours of college credit and are currently working full-time as a Paraprofessional, or individuals who possess at least a two year degree in Education, the opportunity to expand their knowledge with four additional courses that focU.S. specifically on Autism in the world of Education.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (0 credits)			
Core Course Requirements (12 credits)			
	EDU 250	Education of Exceptional Learners	3
	EDU 252	Autism Spectrum Disorders	3
	EDU 255	Social Communication and Sensory Integration	3
	PSY 240	Introduction to Applied Behavior Analysis	3

Total Required Hours: 12 credits
Available Online: 50%

CHILD CARE & EARLY EDUCATION C.A.

Department: Child Care and Early Education

Total Credit Hours: 36-37 credits
This certificate prepares students for entry-level or assistant positions in early childhood programs.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (12-13 credits)			
Mathematics	MAT 108 or	Understanding K-8 Mathematics	3-4
	MAT 121 or higher	Intermediate Algebra or higher	
Communication	ENG 101	English Composition I	3
Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	POL 101 or	American Government	
	POL 102	State & Local Government	
Natural Science	Any BIO or	Any Biology course	3
	Any CHM or	Any Chemistry course	
	Any PHY	Any Physical Science course	
Core Course Requirements (18 credits)			
	CDC 101	Introduction to Early Childhood Education	3
	CDC 104	Principles of Early Childhood Curriculum	3
	CDC 105	Early Childhood Practicum I	2
	CDC 107	Introduction to Young Children With Special Needs	3
	CDC 109	Early Childhood Practicum I Seminar	1
	CDC 112	Child Growth & Development I: Prenatal Through Early Childhood	3
	CDC 208	Nutrition, Health & Safety of Children	3

Elective Courses in Child Care (6 credits)			
	CDC 102	Creative Activities and Play for Young Children	3
	CDC 103	Literacy & Literature for Young Children	3
	CDC 106	Experiences in Early Childhood Education	1-3
	CDC 108	Infant & Toddler Development and Curriculum	3
	CDC 201	Cognitive Activities and STEM for Young Children	3
	CDC 202	Music & Movement for Young Children	3
	CDC 204	Management of Early Childhood Programs	3

Total Required Hours: 36-37 credits
Available Online: 32%

EARLY CHILDHOOD EDUCATION TRANSFER A.A.T.

Department: Education

Total Credit Hours: 65 credits

This degree provides students the knowledge and skills to care for and teach young children (birth to age 8) and transfer to a four-year institution to continue their education. Child care professionals promote the social, emotional, cognitive and physical growth of infant, toddler and preschool children by guiding and supervising them through a variety of developmentally appropriate experiences.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (42 credits)			
Mathematics	MAT 156	College Algebra - Educators	4
Communication	ENG 101	English Composition I	3
	ENG 102	English Composition II	3
	COM 101 or	Oral Communications	3
	COM 106	Public Speaking	
Social Science *Preferred by most transfer institutions and meets state requirement	PSY 101	Introduction to Psychology	3
	HIS 102* or	U.S. History Since 1877	3
	HIS 146	Western Civilation: Modern Europe	
	POL 101* or	American Government	3
	POL 102	State and Local Government	
Natural Science (Choose Option I or Option II)	Option I (includes 1 two hour CHM lab) BIO 105 and CHM 115 and PHY 111 or	Essentials of Biology and General Chemistry I and Introduction to Physical Science	11
	Option II (must take 2 labs) BIO 105/106 and CHM 101/103 and PHY 111/113	Essentials of Biology with Lab and Introduction to Chemistry with Lab and Introduction to Physical Science with Lab	

Humanities Choose one from this section: (May take both LIT requirements from this section or choose a second course from the section below.)	LIT 271	Literature and Contemporary Cultures	
	LIT 210	American Literature from 1620-1865	
	LIT 220	American Literature from 1865-Present	
May choose a second LIT course from the following:	LIT 200 or	World Mythology	6
	LIT 201 or	Mythology in Western Culture	
	LIT 207 or	Introduction to the Bible as Literature	
	LIT 215 or	Introduction to Poetry	
	LIT 222 or	Native American Literature	
	LIT 223 or	African American Literature	
	LIT 230 or	Contemporary Fiction	
	LIT 240 or	Contemporary Literature	
	LIT 250 or	English Literature before 1800	
	LIT 252 or	Introduction to Shakespeare	
	LIT 260 or	English Literature after 1800	
	LIT 272 or	World Literature - Ancient World through the Renaissance	
	LIT 273 or	World Literature - Enlightenment to 20th Century	
	LIT 275 or	Holocaust Literature	
	LIT 280 or	Gender Issues in Literature	
	LIT 289	Writing about Literature	
Multicultural/Valuing- Choose one: * If choosing to take economics, please first determine which economics course will transfer to your four-year school of choice. ** Cannot count for both EDU and MVC credit	GEO 100 or	Principles of Geography	3
	ECO 100* or	Survey Economics	
	ECO 110* or	Principles of Macroeconomics	
	ECO 120* or	Principles of Microeconomics	
	EDU 247**	Multicultural Education	

Core Course Requirements (14 credits) - All EDU courses must be completed with a grade of "C" or higher and cumulative GPA of 3.00			
	EDU 212	Foundations of Education in a Diverse Society	3
	EDU 222	Educational Technology	3
	EDU 240	Education Psychology	3
	EDU 285	Teaching Profession with Field Experience	3
	EDU 286	Education Practicum	1
	EDU 290	Portfolio Assessment in Education	1

Electives - Choose 3 Courses From Below (9 credits)			
*Courses are a part of the Statewide Articulation AAT Agreement	EDU 125	Teaching Literature through Storytelling	3
	EDU 201	Cognitive Activities & STEM for Young Children	3
	EDU 202	Creative Activities & Play for Young Children	3
	EDU 204	Principles of Early Childhood Curriculum	3
	EDU 205	Children, Families, and Communities	3
	EDU 207	Introduction to Young Children with Special Needs	3
	EDU 208	Nutrition, Health, and Safety of Young Children	3
	EDU 225	Literature for Children	3
	EDU 242	Art for Children	3
	EDU 247*	Multicultural Education	3
	EDU 250*	Education of Exceptional Learners	3
	EDU 252	Autism Spectrum Disorders	3
	EDU 255	Social Communication and Sensory Integration	3

Total Required Hours: 65 credits

Available Online: 63%

This degree also requires completion and passage of the Disposition and MoGEA Exams.

EARLY CHILDHOOD EDUCATION TRANSFER A.A.T.- SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (14 credits)		
ENG 101	English Composition I	3
PSY 101	Introduction to Psychology	3
MAT 156	College Algebra - Educators	4
SCIENCE	Natural Science with Lab	4
Second Semester (18 credits)		
ENG 102	English Composition II	3
EDU 212	Foundations of Education in a Diverse Society	3
MULTI	Multicultural Requirement	3
HIS 102	U.S. History Since 1877	3
COM 101	Oral Communications	3
SCIENCE	Natural Science	3
	Take MOGEA Exam	
Third Semester (16 credits)		
EDU 222	Educational Technology	3
EDU 240	Education Psychology	3
SCIENCE	Natural Science with Lab	4
POL 101	American Government	3
LITERATURE	Literature Requirement	3

Fourth Semester (17 credits)		
EDU 285	Teaching Profession with Field Experience	3
EDU 286	Education Practicum	1
EDU 290	Education Portfolio	1
LITERATURE	Literature Requirement	3
Elective**	Education Elective	3
Elective**	Education Elective	3
Elective**	Education Elective	3

Total Hours Required for Graduation: 65 credits

Available Online: 63%

** Education Electives: It is essential that you check with your transfer college for transferable courses. Per College policy Individual students may be required to take COL 101.

ELEMENTARY EDUCATION TRANSFER A.A.T.
Department: Education

Total Credit Hours: 65 credits

This program prepares students to continue their education at a four-year university and teaches them to introduce children to curriculum in reading, math, social sciences required as a basis for further education.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (42 credits)			
Mathematics	MAT 156	College Algebra - Educators	4
Communication	ENG 101	English Composition I	3
	ENG 102	English Composition II	3
	COM 101 or	Oral Communications	3
	COM 106	Public Speaking	
Social Science *Preferred by most transfer institutions and meets state requirement.	PSY 101	Introduction to Psychology	3
	HIS 102 or	U.S. History Since 1877*	3
	HIS 146	Western Civ: Modern Europe	
	POL 101 or	American Government*	3
	POL 102	State and Local Government	
Natural Science (Choose Option I or Option 2)	Option I (includes 1 two hour CHM lab) BIO 105 and CHM 115 and PHY 111 or	Essentials of Biology and General Chemistry I and Introduction to Physical Science	11
	Option II (must take 2 labs) BIO 105/106 and CHM 101/103 and PHY 111/113	Essentials of Biology with Lab and Introduction to Chemistry with Lab and Introduction to Physical Science with Lab	

Humanities Choose one from this section: (May take both LIT requirements from this section or choose a second course from the section below.)	LIT 271	Literature and Contemporary Cultures	
	LIT 210	American Literature from 1620-1865	
	LIT 220	American Literature from 1865-Present	
May choose a second LIT course from the following:	LIT 200 or	World Mythology	
	LIT 201 or	Mythology in Western Culture	
	LIT 207 or	Introduction to the Bible as Literature	
	LIT 215 or	Introduction to Poetry	
	LIT 222 or	Native American Literature	6
	LIT 223 or	African American Literature	
	LIT 230 or	Contemporary Fiction	
	LIT 240 or	Contemporary Literature	
	LIT 250 or	English Literature before 1800	
	LIT 252 or	Introduction to Shakespeare	
	LIT 260 or	English Literature after 1800	
	LIT 272 or	World Literature - Ancient World through the Renaissance	
	LIT 273 or	World Literature - Enlightenment to 20th Century	
	LIT 275 or	Holocaust Literature	
	LIT 280 or	Gender Issues in Literature	
	LIT 289	Writing about Literature	
Multicultural/Valuing-Choose one: * If choosing to take economics, please first determine which economics course will transfer to your four-year school of choice. ** Cannot count for both EDU and MVC credit	GEO 100 or	Principles of Geography	
	ECO 100* or	Survey Economics	
	ECO 110* or	Principles of Macroeconomics	
	ECO 120* or	Principles of Microeconomics	
	EDU 247**	Multicultural Education	3

Core Course Requirements (14 credits) - All EDU courses must be completed with a grade of "C" or higher and cumulative GPA of 3.00			
	EDU 212	Foundations of Education in a Diverse Society	3
	EDU 222	Educational Technology	3
	EDU 240	Education Psychology	3
	EDU 285	Teaching Profession with Field Experience	3
	EDU 286	Education Practicum	1
	EDU 290***	Portfolio Assessment in Education	1

Electives** (9 credits)			
Choose one (3 credits):	EDU 242	Art for Children	
	EDU 245	Integrating Movement & the Arts of Elem. Ed	3
	EDU 246	Music for Children	

Choose two (6 credits):	EDU 125	Teaching Literature through Storytelling	
*Part of Statewide Articulation AAT Agreement	EDU 225	Literature for Children	6
	EDU 242	Art for Children	
	EDU 246	Music for Children	
	EDU 247*	Multicultural Education	
	EDU 250*	Education for Exceptional Learners	
	EDU 252	Autism Spectrum Disorders	
	EDU 255	Social Communication and Sensory Integration	

Total Required Hours: 65 credits

Available Online: 63%

* Students must take either HIS 102 or POL 101 to meet state requirements

** Entire MOGEA must be passed for successful completion of EDU 290. MOGEA Exam covers English, Math, Science and Social Studies – must achieve a passing score in all areas – recommend taking before completion of 30 credit hours.

ELEMENTARY EDUCATION TRANSFER A.A.T. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (14 credits)		
ENG 101	English Composition I	3
PSY 101	Introduction to Psychology	3
MAT 156	College Algebra - Educators	4
SCIENCE	Natural Science with Lab	4
Second Semester (18 credits)		
ENG 102	English Composition II	3
EDU 212	Foundations of Education in a Diverse Society	3
MULTI	Multicultural Requirement	3
HIS 102	U.S. History Since 1877	3
COM 101	Oral Communications	3
SCIENCE	Natural Science	3
	Take MOGEA Exam	
Third Semester (16 credits)		
EDU 222	Educational Technology	3
EDU 240	Educational Psychology	3
SCIENCE	Natural Science with Lab	4
POL 101	American Government	3
LITERATURE	Literature Requirement	3
Fourth Semester (17 credits)		
EDU 285	Teaching Profession with Field Experience	3
EDU 286	Education Practicum	1
EDU 290	Education Portfolio	1
LITERATURE	Literature Requirement	3

EDU 242 or	Art for Children		
EDU 245 or	Integrating Movement and the Arts in Elementary Education	3	
EDU 246	Music for Children		
Elective**	Education Elective	3	
Elective**	Education Elective	3	

Total Hours Required for Graduation: 65 credits

Available Online: 63%

Per College policy Individual students may be required to take COL 101.

** Education Electives: It is essential that you check with your transfer college for transferable courses.

SECONDARY EDUCATION TRANSFER A.A.T.
Department: Education

Total Credit Hours: 65 credits

This program prepares students to continue their education at a four-year university and teaches students to introduce middle and high school level students to a variety of subjects.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (42 credits)			
Mathematics*	MAT 156 or	College Algebra - Educators	4
	MAT 162	College Algebra - STEM	
Communication	ENG 101	English Composition I	3
	ENG 102	English Composition II	3
	COM 101 or	Oral Communications	3
	COM 106	Public Speaking	
Social Science **Preferred by most transfer institutions and meets state requirement.	PSY 101	Introduction to Psychology	3
	HIS 102 or	U.S. History Since 1877**	3
	HIS 146	Western Civilization: Modern Europe	
	POL 101 or	American Government**	3
	POL 102	State and Local Government	
Natural Science (Choose Option I or Option 2)	Option I (includes 1 two hour CHM lab) BIO 105 and CHM 115 and PHY 111 or	Essentials of Biology and General Chemistry I and Introduction to Physical Science	11
	Option II (must take 2 labs) BIO 105/106 and CHM 101/103 and PHY 111/113	Essentials of Biology with Lab and Introduction to Chemistry with Lab and Introduction to Physical Science with Lab	

Humanities Choose one from this section: (May take both LIT requirements from this section or choose a second course from the section below.)	LIT 271	Literature and Contemporary Cultures	
	LIT 210	American Literature from 1620-1865	
	LIT 220	American Literature from 1865-Present	
May choose a second LIT course from the following:	LIT 200 or	World Mythology	6
	LIT 201 or	Mythology in Western Culture	
	LIT 207 or	Introduction to the Bible as Literature	
	LIT 215 or	Introduction to Poetry	
	LIT 222 or	Native American Literature	
	LIT 223 or	African American Literature	
	LIT 230 or	Contemporary Fiction	
	LIT 240 or	Contemporary Literature	
	LIT 250 or	English Literature before 1800	
	LIT 252 or	Introduction to Shakespeare	
	LIT 260 or	English Literature after 1800	
	LIT 272 or	World Literature - Ancient World through the Renaissance	
	LIT 273 or	World Literature - Enlightenment to 20th Century	
	LIT 275 or	Holocaust Literature	
	LIT 280 or	Gender Issues in Literature	
	LIT 289	Writing about Literature	
Multicultural/Valuing-Choose one: * If choosing to take economics, please first determine which economics course will transfer to your four-year school of choice. ** Cannot count for both EDU and MVC credit.	GEO 100 or	Principles of Geography	3
	ECO 100* or	Survey Economics	
	ECO 110* or	Principles of Macroeconomics	
	ECO 120* or	Principles of Microeconomics	
	EDU 247**	Multicultural Education	

Core Course Requirements (14 credits) - All EDU courses must be completed with a grade of "C" or higher and cumulative GPA of 3.00			
	EDU 212	Foundations of Education in a Diverse Society	3
	EDU 222	Educational Technology	3
	EDU 240	Education Psychology	3
	EDU 285	Teaching Profession with Field Experience	3
	EDU 286	Education Practicum	1
	EDU 290	Portfolio Assessment in Education***	1

Electives - Choose 3 Courses From Below (9 credits)			
*Courses are a part of the Statewide Articulation AAT Agreement	EDU 225 or	Literature for Children	6
	EDU 242 or	Art for Children	
	EDU 246 or	Music for Children	
	EDU 247* or	Multicultural Education	
	EDU 250* or	Education of Exceptional Learners	
	EDU 252 or	Autism Spectrum Disorders	
	EDU 255 or	Social Communication and Sensory Integration	
Secondary majors may take one of the courses listed in this block. It could be one of the psychology courses or one course in their content field as an EDU elective (above what is required).	PSY 210 or	Human Growth and Development	3
	PSY 215 or	Adolescent Psychology	
	Content Course	Content Area Couse (above what is already required for the AAT.	

* If a 3-credit MAT 162 equivalent is taken, an additional credit hour must be taken in General Education

** Students must take HIS 102 or POL 101 to meet state requirements.

*** Entire MOGEA must be passed for successful completion of EDU 290. MOGEA Exam covers English, Math, Science and

Social Studies – must achieve a passing score in all areas – recommend taking before completion of 30 credit hours.

SECONDARY EDUCATION TRANSFER A.A.T. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS	ONLINE
First Semester (14 credits)			
ENG 101	English Composition I	3	3
PSY 101	Introduction to Psychology	3	3
MAT 156 or	College Algebra - Educators	4	0
MAT 162	College Algebra STEM		
SCIENCE	Natural Science with Lab	4	0
Second Semester (18 credits)			
ENG 102	English Composition II	3	3
EDU 212	Foundations of Education in a Diverse Society	3	0
MULTI	Multicultural Requirement	3	3
HIS 102	U.S. History Since 1877	3	3
COM 101	Oral Communications	3	3
SCIENCE	Natural Science	3	0
	Take MOGEA Exam		

Third Semester (16 credits)			
EDU 222	Educational Technology	3	3
EDU 240	Educational Psychology	3	3
SCIENCE	Natural Science with Lab	4	0
POL 101	American Government	3	3
LITERATURE	Literature Requirement	3	3
Fourth Semester (17 credits)			
EDU 285	Teaching Profession w/ Field Experience	3	0
EDU 286	Education Practicum	1	0
EDU 290	Education Portfolio	1	1
LITERATURE	Literature Requirement	3	3
Elective**	Education Elective	3	3
Elective**	Education Elective	3	3
Elective**	Education Elective	3	3

Total Hours Required for Graduation: 65 credits

Available Online: 63%

Per College policy Individual students may be required to take COL 101

** Education Electives: It is essential that you check with your transfer college for transferable courses.

Per College policy Individual students may be required to take COL 101.

English/ Communications

CERTIFICATES

CREATIVE WRITING C.S.
Department: English/Literature

Total Credit Hours: 16 credits

Earning a Certificate of Specialization in creative writing provides students the opportunity to hone their skills and abilities in a variety of forms of creative writing, as well as the practices of publishing writing.

SUBJECT	COURSE	TITLE	CREDITS
Core Course Requirements (16 credits)			
Creative Writing Foundation	ENG 201	Introduction to Creative Writing	3
Area One: Publication Practices Choose 1 course from the following:	ENG 202 or	Creative Writing II	3
	ENG 203	Self-Publishing Workshop	
Area Two: Writing Workshops Choose 2 courses from the following:	ENG 200 or	Book Writing Workshop	6
	ENG 206 or	Fiction Writing	
	ENG 207 or	Poetry Writing	
	ENG 208 or	Writing for Stage and Screen	
	ENG 209 or	Writing Creative Nonfiction	
	ENG 210 or	Writing Science Fiction, Fantasy and Surrealism	
	ENG 250 or	Advanced Creative Writing Workshop	
	ENG 299	Topics in Creative Writing	
Area Three: Publication Practices Choose 1 course from the following:	LIT 215 or	Introduction to Poetry	3
	LIT 230 or	Contemporary Fiction	
	LIT 240 or	Contemporary Literature	
	LIT XXX	LIT course with department chair permission	
Creative Writing Capstone	ENG 298	Creative Writing Portfolio	1

Total Required Hours: 16 credits
Available Online: 0%

ENGLISH AS A SECOND LANGUAGE C.S.

Department: English as a Second Language

Total Credit Hours: 16-21 credits

A Certificate of Specialization in English as a Second Language that targets non-native speakers who are working to build English language skills while preparing to take college courses in all disciplines. This certificate contains 18-22 credit hours, encouraging mastery of English Reading, Writing and Speaking skills, and would consist of at least, but not limited to six courses.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (7-12 credits)			
Writing	ESL 107 or	Intensive Grammar Review for Non-Native Speakers	3-4
	ESL 108 or	Intermediate Composition for Non-Native Speakers	
	ESL 109	Research Writing for Non-Native Speakers	
Speaking & Listening	ESL 103/COM 100 or	Pronunciation & Communication & Listening for Non-Native Speakers	3-4
	ESL 105 or	Advanced Conversation & Speaking Skills for Non-Native Speakers	
Reading	ESL 104/RDG 104 or	College Reading for Non-Native Speakers Advanced	1-4
	ESL 106/RDG 106 or	College Reading for Non-Native Speakers	
	ESL 112 or	Academic Vocabulary Across the Disciplines	
	ESL 113 or	Advanced Vocabulary for Special Purposes (for Non-Native Speakers)	
	ESL 116	ESL Conversation and Current Events	
Advanced Communication & Culture Requirements (6 credits)			
Reading	RDG 111	Reading Across the Disciplines	6
	ESL 120	Success in Health Care Careers for Non-Native Speakers	
Writing	ENG 101	English Composition I	
	ENG 102	English Composition II	
Speaking & Listening	COM 101	Oral Communications (Equivalent to ESL 105)	
Culture	Any GLS or GLC Course		
	MUS 111	Music Appreciation	
	MUS 250	Music Audio Production I	
	Music Performance Class		
	ART 1001	Art Appreciation	
	ART 1150	Digital Art Studio	
	Art Studio Course		
	ESL 299	Academic English for Special Purposes	
	PSY 101	Introduction to Psychology	

Elective (3 credits)		
Elective-Choose One or More	Any INE	3
	Any ESL	
	Any COM	
	Any BTC	
	Any ART	
	Any PSY	
	Any ENG	
	Any LIT	
	Any PHE	
	Any THE	
	Any CPT	
	ANY RDG	
	Any MUS	
	Any AGS	
	Any BIO	
	Any PHY	
	Any HIS	
	Any POL	
	Any MAT	
	Any ACT	
	Any Foreign Language (Must have completed ESL-108)	
	HMS 100	
	Introduction to Human Services	

Total Required Hours: 16-21 credits
Available Online: 41%

TRANSFER PATHWAYS

COMMUNICATION TRANSFER - SCHEDULE GUIDE A.A.

COURSE	TITLE	CREDITS
Italicized courses are recommended to be taken for elective credits.		
First Semester (16-19 credits)		
ENG 101	English Composition I	3
MAT 155 or	Contemporary College Math	
MAT 157 or	College Statistics	
MAT 158 or	College Algebra	4-6
MAT 162 or	College Algebra - STEM	
MAT 171	Pre-Calculus Mathematics	
COM 101	Oral Communications	3
	Social and Behavioral Sciences*	3
	Humanities and Fine Arts**	3-4

Second Semester (16-17 credits)			
ENG 102	English Composition II	3	
	Natural Sciences With Lab***	4	
COM 102	Introduction to Mass Communication	3	
COM 106	Public Speaking	3	
	Humanities and Fine Arts**	3-4	
Third Semester (15 credits)			
COM 110	Interpersonal Communication	3	
	Course(s) in major for transfer institution	6	
	Social and Behavioral Sciences*	3	
CPT 103 or	Microcomputer Applications or	3	
CPT 115	Introduction to Data Processing		
Fourth Semester (15-17 credits)			
	Social and Behavioral Sciences*	3	
	Course(s) in major for transfer institution	6	
	Natural Sciences***	3-4	
	Humanities and Fine Arts**	3-4	

Total Hours Required For Graduation: 64 credits (This must include a minimum of 42 credit hours of General Education Courses.)

Available Online: 78%

Per College policy Individual students may be required to take COL 101.

* Social and Behavioral Sciences: Complete one Civics Course (HIS 101, HIS 102 or POL 101) and a minimum of 6 additional credits from at least 2 disciplines.

** Humanities and Fine Arts: Complete nine credit hours from at least 2 disciplines.

*** Natural Sciences: Complete a minimum of 7 credit hours from at least 2 disciplines, including one course with a lab component.

Check with transfer institution for foreign language requirement. A Bachelor of Arts Degree may require 3 semesters of the same foreign language. A Bachelor of Science does not usually require foreign language.

CREATIVE WRITING - A.F.A. TRANSFER PROGRAM

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (43-45 credits)			
Communication	ENG 101	English Composition I	3
	ENG 102	English Composition II	3
	COM 101 or	Oral Communication	3
	COM 110	Interpersonal Communication	
Mathematics	MAT 155 or higher	Contemporary College Math or higher	4-6
Social Science	9 credit hours from a minimum of two disciplines, including one civics course.		9
Humanities	9 credit hours from a minimum of two disciplines, including two Foreign Language Courses from the same language.		11
Natural Sciences	7 credit hours from a minimum of two disciplines, including one course with a lab component.		7
	LIT 205	Introduction to Literature	3

	COURSE	TITLE	CREDITS
Core Course Requirements (16 credits)			
The following courses must be taken in addition to the CORE 42 hours for graduation from the program. No other course taken to fulfill a CORE 42 requirement can also be taken to fulfill a major requirement.			

	COURSE	TITLE	CREDITS
	ENG 201	Introduction to Creative Writing	3
One of the following:	ENG 202	Creative Writing II	3
	ENG 203	Self-Publishing Workshop	
	ENG 206	Fiction Writing	
	ENG 207	Poetry Writing	
	ENG 208	Writing Creative Nonfiction	
Two the following:	ENG 209	Writing for Stage & Screen	6
	ENG 210	Writing Science Fiction, Fantasy & Surrealism	
	ENG 250	Advanced Creative Writing	
	ENG 299	Topics in Creative Writing	
	LIT 210	American Literature I	
	LIT 220	American Literature II	
	LIT 250	British Literature I	
	LIT 260	British Literature II	
One of the following:	LIT 215	Introduction to Poetry	3
	LIT 216	Dramatic Literature	
	LIT 230	Contemporary Fiction	
	LIT 240	Contemporary Literature	
	ENG 298	Creative Writing Portfolio	1

Total Hours Required For Graduation: 59-61 credits

(This must include a minimum of 42 credit hours of General Education Courses.)

Per College policy Individual students may be required to take COL 101.

CREATIVE WRITING - A.F.A. TRANSFER PROGRAM - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
Bold classes are major requirements.		
Italicized courses are suggestions based off major requirements.		
First Semester (13-15 credits)		
ENG 101	English Composition I	3
ENG 201	**Introduction to Creative Writing**	3
MAT 155 or higher	Contemporary College Math or higher	4-6
COM 101 or	Oral Communication	3
COM 110	Interpersonal Communication	
Second Semester (14 credits)		
ENG 206	*Fiction Writing*	3
	Natural Sciences***	4
	Humanities** - Foreign Language of Choice	4
	Humanities**	3

Third Semester (16 credits)		
ENG 102	English Composition II	3
ENG 202	*Creative Writing II*	3
LIT 205	**Introduction to Literature**	3
	Natural Sciences***	3
	Humanities** - Foreign Language of Choice	4
Fourth Semester (16 credits)		
LIT 210 or	**American Literature I**	3
LIT 220 or	**American Literature II**	
LIT 250 or	**British Literature I**	
LIT 260	**British Literature II**	
LIT 215 or	**Introduction to Poetry**	
LIT 216 or	**Dramatic Poetry**	
LIT 230 or	**Contemporary Fiction**	
LIT 240	**Contemporary Literature**	
ENG 210	*Writing Sci-Fi, Fantasy, Surrealism*	3
	*Social and Behavioral Sciences**	9
ENG 298	**Creative Writing Portfolio**	1

ENGLISH TRANSFER PROGRAM SCHEDULE GUIDE A.A.

COURSE	TITLE	CREDITS
Italicized courses are recommended to be taken for elective credits.		
First Semester (14-16 credits)		
ENG 101	English Composition I	3
MAT 155 or	Contemporary College Math	4-6
MAT 157 or	College Statistics	
MAT 158 or	College Algebra	
MAT 162 or	College Algebra - STEM	
MAT 171	Pre-Calculus Mathematics	
	Social and Behavioral Sciences*	3
	Natural Sciences With Lab***	4
Second Semester (15-16 credits)		
ENG 102	English Composition II	3
LIT 250	*Survey of English Literature before 1800*	3
	Humanities and Fine Arts**	3-4
	Social and Behavioral Sciences*	3
	Course(s) in major for transfer institution	3
Third Semester (15-16 credits)		
	Natural Sciences***	3-4
	Course(s) in major for transfer institution	3
COM 101	Oral Communication	3
LIT 210	*American Literature from 1629-1865*	3
LIT 260	*Survey of English Literature after 1800*	3

Fourth Semester (15 credits)		
CPT 103 or	Microcomputer Applications	3
CPT 115	Introduction to Data Processing	
	Social and Behavioral Sciences*	3
LIT 220	*American Literature from 1865-Present*	3
	Course(s) in major for transfer institution	6

Total Hours Required For Graduation: 64 credits (This must include a minimum of 42 credit hours of General Education Courses.)

Available Online: 73%

Per College policy Individual students may be required to take COL 101.

* Social and Behavioral Sciences: Complete one Civics Course (HIS 101, HIS 102 or POL 101) and a minimum of 6 additional credits from at least 2 disciplines.

** Humanities and Fine Arts: Complete nine credit hours from at least 2 disciplines.

*** Natural Sciences: Complete a minimum of 7 credit hours from at least 2 disciplines, including one course with a lab component.

Check with transfer institution for foreign language requirement. A Bachelor of Arts Degree may require 3 semesters of the same foreign language. A Bachelor of Science does not usually require foreign language.

FOREIGN LANGUAGE TRANSFER A.A. - SCHEDULE GUIDE

SUBJECT	COURSE	TITLE	CREDITS	ONLINE
Italicized courses are recommended to be taken for elective credits.				
First Semester (17-20 credits)				
ENG 101		English Composition I	3	3
MAT 155 or		Contemporary College Math		
MAT 157 or		College Statistics		
MAT 158 or		College Algebra	4-6	4-6
MAT 162 or		College Algebra - STEM		
MAT 171		Pre-Calculus Mathematics		
		Foreign Language 101 (ARB, FRN, GRM, SPN)	4	4
		Humanities and Fine Arts**	3-4	3-4
		Social and Behavioral Sciences*	3	3
Second Semester (17-18 credits)				
ENG 102		English Composition II	3	3
		Foreign Language 102 (ARB, FRN, GRM, SPN)	4	4
		Natural Sciences With Lab***	4	4
		Social and Behavioral Sciences*	3	3
		Course(s) in major for transfer institution	3-4	0
Third Semester (16-17 credits)				
		Natural Sciences***	3-4	3-4
		Foreign Language 201 (ARB, FRN, GRM, SPN)	4	4
		Course(s) in major for transfer institution	3	0
COM 101		Oral Communication	3	3
		Social and Behavioral Sciences*	3	3

Fourth Semester (13-14 credits)			
	Course(s) in major for transfer institution	3	0
	Humanities and Fine Arts**	3-4	3-4
CPT 103 or	Microcomputer Applications	3	3
CPT 115	Introduction to Data Processing		
	Foreign Language 202 (FRN, GRM, SPN)	4	4

Total Hours Required For Graduation: 64 credits (This must include a minimum of 42 credit hours of General Education Courses.)

Available Online: 84%

Per College policy Individual students may be required to take COL 101.

* Social and Behavioral Sciences: Complete one Civics Course (HIS 101, HIS 102 or POL 101) and a minimum of 6 additional credits from at least 2 disciplines.

** Humanities and Fine Arts: Complete nine credit hours from at least 2 disciplines.

*** Natural Sciences: Complete a minimum of 7 credit hours from at least 2 disciplines, including one course with a lab component.

Check with transfer institution for foreign language requirement. A Bachelor of Arts Degree may require 3 semesters of the same foreign language. A Bachelor of Science does not usually require foreign language.

General Education

CERTIFICATES

DIVERSITY C.S.
Department: Diversity

Total Credit Hours: 13 credits

Will offer students an opportunity to exhibit their specialized experience with diversity while acquiring their general education. It indicates that students have participated in college-level academic discourse on topics such as age, race, gender, disabilities, and culture. These may encompass Gender Studies, Diaspora Studies (Black, Indian, Native American Indian and Jewish Studies, for example), Disabilities Studies, and Regional Studies.

COURSE	TITLE		CREDITS
General Education Requirements (0 credits)			
Core Course Requirements (12 credits)			
Please choose the Study Abroad Program or at least 4 Courses from 4 different disciplines:	Complete SCC Study Abroad Program or		12
	Any GLC, GLS, Foreign Language, ANT 102, 103, 105, 151, 161, 171, 181, 201, 202, 220, 224, ART 1001, 1500, 1505, 2210, BUS 105, 255, CPT 105, CRJ 280, EDU 247, ESL 107, 108, GEO 100, 101, 102, 110, HIS 145, 146, 160, 202, 203, 240, HMS 151,LIT 200, 207, 215, 222, 230, 240, 241, 242, 265, 267, 271, 272, 273, 274, 275, 280, MUS 111, PHL 201, POL 201, 210, 220, 255, COM 215, SOC 151, 224, 241 or 242*		
Secondary Core Course Requirements (1 credit)			
	Study Tour or		1
	COL 299 or	Sophomore Portfolio Project	
	DC 299	Portfolio Project Designed by the Diversity Certificate Coordinator	

Total Required Hours: 13 credits
Available Online: 100%

HONORS C.S.
Department: Arts, Humanities & Social Sciences

Total Credit Hours: 24-28 credits

The SCC Honors Certificate of Specialization provides high-achieving students with an accelerated academic experience. In the courses taken for Honors, students will engage in interdisciplinary learning, independent research, and civic engagement.

COURSE	TITLE	CREDITS	ONLINE
General Education Requirements (0 credits)			
Core Course Requirements (24-28 credits)			
4 Honors-only Courses	In these classes, students will explore course topics unique to the Honors Program. These courses are interdisciplinary in nature and are team-taught by members of 2 disciplines. (For example, History and English or Psychology and Political Science.) Students will take these courses with other Honors students. Honors-only courses will count for at least 1 general education course. Honors-only courses can be taken for general education courses or as electives.	12	0
4 Honors-contract courses	These courses give students the option to earn Honors credit in subjects they choose. Students will enroll in a regular sections of classes but will "contract" with their professors for Honors credit by doing special projects, papers, or presentations.	12-16	0

Total Required Hours: 24-28 credits
Available Online: 0%

TRANSFER PATHWAYS

LIBERAL ARTS TRANSFER A.A. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
Italicized courses are recommended to be taken for elective credits.		
First Semester (16-19 credits)		
ENG 101	English Composition I	3
MAT 155 or	Contemporary College Math	
MAT 157 or	College Statistics	
MAT 158 or	College Algebra	4-6
MAT 162 or	College Algebra - STEM	
MAT 171	Pre-Calculus Mathematics	
	Elective Course	3
	Social and Behavioral Sciences*	3
	Humanities and Fine Arts**	3-4
Second Semester (17 credits)		
ENG 102	English Composition II	3
	Natural Sciences With Lab***	4
	Elective Course	3
	Foreign Language	4
COM 101	Oral Communications	3

Third Semester (15-16 credits)		
	Elective Courses	6
	Foreign Language	3-4
	Social and Behavioral Sciences*	3
CPT 103 or	Microcomputer Applications	3
CPT 115	Introduction to Data Processing	
Fourth Semester (15-17 credits)		
	Social and Behavioral Sciences*	3
	Humanities and Fine Arts**	3-4
	Natural Sciences***	3-4
	Elective Courses	6

Total Hours Required For Graduation: 64 credits (This must include a minimum of 42 credit hours of General Education Courses.)

Available Online: 97%

Per College policy Individual students may be required to take COL 101.

* Social and Behavioral Sciences: Complete one Civics Course (HIS 101, HIS 102 or POL 101) and a minimum of 6 additional credits from at least 2 disciplines.

** Humanities and Fine Arts: Complete nine credit hours from at least 2 disciplines.

*** Natural Sciences: Complete a minimum of 7 credit hours from at least 2 disciplines, including one course with a lab component.

Check with transfer institution for foreign language requirement. A Bachelor of Arts Degree may require 3 semesters of the same foreign language. A Bachelor of Science does not usually require foreign language.

Healthcare

DEGREES

EMERGENCY MEDICAL SCIENCE A.A.S.

Department: Nursing and Allied Health

Total Credit Hours: 61-62 credits

The Associate of Applied Science in Emergency Medical Science is the result of formal agreements between St. Charles Community College and Respond Right EMS Academy (REMSA) Educational Division, as well as an agreement between St. Charles Community College and St. Charles County Ambulance District (SCCAD). The college grants 30 credit hours toward the A.A.S. degree for students who submit proof of passing the National Registry of Emergency Medical Technicians (NREMT) Exam. These credit hours will be granted at the completion of all the other A.A.S. degree requirements. See an academic advisor if you have or plan to take the NREMT Exam. Students may begin taking the additional hours required at SCC at any time but will only be awarded the additional 30 hours when the above requirement is met.

SUBJECT	COURSE	TITLE	CREDITS	ONLINE
General Education Requirements (31-32 credits)				
Mathematics	MAT 105 or	Applied Math	3-4	3
	MAT 121	Intermediate Algebra		
Communication	ENG 101	English Composition I	3	3
	Any LIT	Any LIT	3	3
	COM 101	Oral Communications	3	3
Social Science	HIS 101 or	U.S. History to 1877	3	3
	HIS 102 or	U.S. History Since 1877		
	HIS 115 or	U.S. History Since 1945		
	POL 101 or	American Government		
	POL 102	State & Local Government		
Natural Science	CHM 101/103	Introduction to Chemistry & Laboratory	4	3
Humanities	PHL 160	Ethics	3	3

Elective	BTC/CPT 103	Microcomputer Applications	3	3
	PSY 101	Introduction to Psychology	3	3
	PSY 216	Abnormal Psychology	3	3

Core Course Requirements* (30 credits)

This requirement is fulfilled by submitting proof of passing the National Registry of Emergency Medical Technicians (NREMT) Exam. These credit hours will be granted at the completion of all the other A.A.S. degree requirements.

Total Required Hours: 61-62 credits

Available Online: 52%

EMERGENCY MEDICAL SCIENCE A.A.S. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (16-17 credits)		
CHM 101/103	Intro to Chemistry and Lab	4
ENG 101	English Composition I	3
CPT 103	Microcomputer Applications	3
MAT 105 or	Applied Math	3-4
MAT 121	Intermediate Algebra	
PSY 101	Introduction to Psychology	3
Second Semester (15 credits)		
PHL 160	Ethics	3
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
POL 101 or	American Government	
POL 102	State & Local Government	
COM 101	Oral Communications	3
PSY 216	Abnormal Psychology	3
Any LIT	Any LIT	3

Total Hours Required For Graduation: 61-62 credits

Available Online: 52%

HEALTH INFORMATION MANAGEMENT A.S.

Department: Health Information Management

Total Credit Hours: 70-73 credits

Students in Health Information Management (HIM) will receive the guidance of a talented, caring faculty dedicated to producing competent HIM professionals. Training includes courses in general education, anatomy and physiology, pathophysiology, medical terminology, pharmacology, legal aspects of health care, health care statistics, health information technology, medical coding and billing and practical experience in approved health care facilities.

The HIM program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Contact information: CAHIIM c/o AHIMA, 233 N. Michigan Avenue, Suite 2150, Chicago, Illinois, 60601-5800, 312-233-1131, www.cahiim.org

COURSE	TITLE	CREDITS	CREDITS
General Education Requirements (29 credits)			
	ENG 102 or	English Composition II	3
	Any LIT	Any LIT	
	COM 101	Oral Communications	3
Social Science	PSY 101	Intro to Psychology	3
	SOC 101	Intro to Sociology	3
	HIS or	U.S. History	3
	POL	American Government**	
Natural Science	BIO 250A/250B	Anatomy & Physiology I* #	4
	BIO 251A/251B	Anatomy & Physiology II #	4
	BIO 265	Pathophysiology	3
Elective	BTC/CPT 103	Microcomputer Applications	3
Core Course Requirements (41 credits)			
	HIM 110	Medical Terminology I	3
	HIM 115	Pharmacology & Diagnostic Procedures	3
	HIM 120/121	Health Care Data & Lab	3
	HIM 125/126	Health Care Technology & Lab	3
	HIM 150	Directed Practicum	1
	HIM 220/221	ICD Coding & Lab	3
	HIM 230	Health Care Data Analysis	3
	HIM 238	Health Care Legal & Ethical Issues	3
	HIM 241	Health Care Statistics +	3
	HIM 242	Health Care Management	3
	HIM 243	Quality Management & Performance Improvement	3
	HIM 250	Applied Practicum	3
	HIM 260	Health Information Management Seminar	2
	HIM 270/271	CPT Coding & Lab	3
	HIM 280	Healthcare Billing and Reimbursement Issues	2
Elective (3 credits) (optional)			
	HIM 290/291	Advanced Coding & Lab	3

Total Required Hours: 70-73 credits
Available Online: 75%

\# HIM 140 Anatomy & Physiology for HIM – 5 credit hours may substitute for BIO 250A/250B and BIO 251A/251B but is a non-transferable option

* Prerequisite: High School biology with a C, within the last five years.

** Choose one of the following: HIS 101, HIS 102, HIS 115, POL 101, POL 102.

\+ Students must assess into MAT 121 or have earned a C in MAT 098

To begin Health Information Management courses, student must have taken ENG 101 and BAS/CPT103, with a grade of C or better.

Curriculum subject to revision to meet CAHIIM requirements.

HEALTH INFORMATION MANAGEMENT A.S. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS	ONLINE
First Semester (17 credits)			
HIM 110	Medical Terminology	3	3
HIM 115	Pharmacology& Diaq. Procedures	3	3
HIM 120/121	Health Care Data	3	3
HIM 140	Anatomy & Physiology for HIM	5	5
ENG 102 or LIT	English Composition II or Literature	3	3
Second Semester (17 credits)			
HIM 125/126	Health Care Technologies	3	3
HIM 150	Directed Practicum	1	0
HIM 238	Healthcare Legal and Ethical Issues	3	3
HIM 270/271	CPT Coding	3	3
HIM 141	Pathophysiology for HIM	3	3
COM 101	Oral Communication	3	3
Third Semester (18 credits)			
HIM 220/221	ICD Coding	3	3
HIM 230	Health Care Data Analysis	3	3
HIM 243	Quality Management and Performance Improvement	3	3
HIM 250	Applied Practicum	3	0
HIS/POL	History or Political Science	3	3
Elective	BTC/CPT 103	3	3
Fourth Semester (16-19 credits)			
HIM 241	Health Care Statistics	3	2
PSY 101	Intro to Psychology	3	3
HIM 242	Health Care Management	3	3
HIM 260	Health Information Management Seminar	2	0
HIM 280	Healthcare Billing and Reimbursement Issues	2	2
SOC 101	Introduction to Sociology	3	3
HIM 290/291 (Optional)	Advanced Coding & Lab	3	3

Total Hours Required for Graduation: 70-73 credits
Available Online: 75%

NURSING A.S.
Department: Nursing

Total Credit Hours: 72 credits

The Nursing Program at SCC includes courses in science and liberal arts, as well as nursing. Nursing courses consist of lecture and laboratory periods and include carefully planned clinical experiences in local health care facilities. Clinicals begin early in the first semester and increase in length of time and complexity of skill as the program progresses. A well-equipped lab at the Center for Healthy Living allows students to practice their skills. Flexible scheduling allows students to choose between day and evening courses and clinical experiences. Admission to the Nursing Program is on a selective basis. Because of the academic demand of curriculum that prepares graduates to take a national certification examination, applicants must meet certain academic standards.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (31 credits)			
Communication	ENG 101	English Composition I	3
	ENG 102 or	English Composition II	3
	Any LIT	Any LIT	
Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	POL 101 or	American Government	
	POL 102	State & Local Government	
	PSY 101	Intro to Psychology	3
	SOC 101	Intro to Sociology	3
Natural Science	CHM 101/103 or	Intro to Chemistry & Lab	4
	CHM 106	Chemistry for Allied Health	
	BIO 250A/250B	Anatomy & Physiology I & Lab	4
	BIO 251A/251B	Anatomy & Physiology II &Lab	4
	BIO 246	Microbiology & Lab	4
Core Course Requirements (41 credits)			
	NUR 103, 113, 123	Introduction to Nursing (Lecture, Lab, Clinical)	9
	NUR 104, 114, 124	Nursing of Adults/Children I (Lecture, Lab, Clinical)	11
	NUR 253, 263, 273	Nursing of Adults/Children III (Lecture, Lab, Clinical)	10
	NUR 254, 264, 274	Nursing of Adults/Children IV (Lecture, Lab, Clinical)	11

Total Required Hours: 72 credits
Available Online: 21%

NURSING A.S. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS	ONLINE
First Semester (9 credits)			
NUR 103	Intro to Nursing	9	0
NUR 113	Intro to Nursing Lab		
NUR 123	Intro to Nursing Clinical (Includes 12 hours per week of clinical)		
Second Semester (11 credits)			
NUR 104	Nursing of Adults & Children I	11	0
NUR 114	Nursing of Adults & Children I Lab		
NUR 124	Nursing of Adults & Children I Clinical (Includes 12 hours per week of clinical)		
Third Semester (10 credits)			
NUR 253	Nursing of Adults & Children III	10	0
NUR 263	Nursing of Adults & Children III Lab		
NUR 273	Nursing of Adults & Children III Clinical (Includes 12 hours per week of clinical)		
Fourth Semester (11 credits)			
NUR 254	Nursing of Adults & Children IV	11	0
NUR 264	Nursing of Adults & Children IV Lab		
NUR 274	Nursing of adults & Children IV Clinical (Includes 12 hours per week of clinical)		

OCCUPATIONAL THERAPY ASSISTANT A.A.S.

Department: Occupational Therapy Assistant

Total Credit Hours: 75 credits

Admission to the Occupational Therapy Assistant Program is on a selective basis. Because of the academic demand of a curriculum that prepares graduates to take a national certification examination, applicants must meet certain academic standards.

Students must make an appointment (636-922-8241 or email alliedhealth@stchas.edu) with a career counselor to plan course work and to apply for the Occupational Therapy Assistant Program.

Apply to the Occupational Therapy Assistant program once you have completed the following steps:

1. SCC Student: Apply to SCC.
2. Official College Transcripts: Submit official college transcripts from previously-attended colleges.

Submit a Request for Evaluation of Transfer Credits to Enrollment Services (ADM 1113).

3. SCC Assessment Tests: Complete any developmental coursework you assess into (includes RDG, ENG 095/096, MAT 096/098, and ESL equivalents).
4. GPA: Earn minimum 2.75/4.0 scale on at least 15 hours of college-level coursework
5. Coursework: Complete English Composition I and Beginning Algebra (or equivalents) with a B or better.
   a. If you assessed out of either course, speak with an allied health counselor to determine application eligibility.

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814. AOTE's phone number c/o 301-652-AOTA and its Web address is www.acoteonline.org. Graduates will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a certified occupational therapy assistant (COTA). Many states, including Missouri, require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT certification examination.

Note: Clinical facilities require criminal background checks, drug screenings, child abuse clearance checks, etc. in order for students to participate in fieldwork activities and rotations. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination and/or may prevent an individual from obtaining a license to practice. Student may wish to contact the program coordinator for additional information prior to enrolling in a program of study. Information obtained through varioU.S. screening procedures may prevent entry into the OTA program.

Note: All OTA students must complete Level II fieldwork within 18 months following completion of academic preparation.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (28 credits)			
Communication	ENG 101	English Composition I	3
	ENG 102	English Composition II	3
	COM 101 or	Oral Communications	3
	COM 106	Public Speaking	
Social Science	PSY 101	Intro to Psychology	3
	PSY 210	Human Growth & Development	3
	Any HIS or	Any History	3
	Any POL	Any Political Science	
Math	MAT 147	Statistics- Allied Health	4
Humanities	Any ARB or	Any Arabic Course	3
	Any ART or	Any ART Course	
	BUS/CPT 105 or	Business Ethics / Ethics in Technology	
	EDU 125 or	Teaching Literacy Through Storytelling	
	Any FRN or	Any French Course	
	Any GRM or	Any German Course	
	Any LIT or	Any Literature Course	
	Any MUS or	Any Music Course	
	Any PHL or	Any Philosophy Course	
	Any SPN or	Any Spanish Course	
	Any THE	Any Theatre Course	
Elective	BTC/CPT 103	Microcomputer Applications	3
Core Course Requirements (47 credits)			
	OTA 105	Fundamentals of OTA I	12
	OTA 115	Kinesiology/Functional A & P	0
	OTA 125	Occupation Based Activities I	0
	OTA 106	Fundamentals of OTA II	12
	OTA 116	Applied A & P for Health & Disease	0
	OTA 126	Occupation Based Activities II	0
	OTA 205	Fundamentals of OTA III	13
	OTA 215	Prof Development/Clinical Competency	0
	OTA 225	Occupation Based Activities III	0
	OTA 226	OTA Practicum I	4
	OTA 227	OTA Practicum II	4
	OTA 206	OTA Capstone	2

Total Required Hours: 75 credits
Available Online: 32%

OCCUPATIONAL THERAPY ASSISTANT A.A.S. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
1st Semester (12 credits) - Foundations of OT Theory & Practice		
OTA 105	Fundamentals of OTA I	12
OTA 115	Kinesiology/Functional A&P	0
OTA 125	Occupation Based Activities I	0
Second Semester (16 credits) - Fundamentals of OT Assessment & Intervention		
OTA 106	Fundamentals of OTA II	12
OTA 116	Applied A&P in Health & Disease	0
OTA 126	Occupation Based Activities II	0
MAT 147	Statistics- Allied Health	4
3rd Semester (13 credits) - Fundamentals of OT Practice: Understanding Clinical Competency		
OTA 205	Fundamentals of OTA III	13
OTA 215	Professional Development/Clinical Competency	0
OTA 225	Occupation Based Activities III	0
4th Semester (13 credits) - Level II FW: Establishing Entry Level Competency		
OTA 206	Capstone	2
OTA 226	OTA Practicum I	4
OTA 227	OTA Practicum II	4
Humanities***	Any ARB, ART, FRN, GRM, LIT, MUS, PHL, SPN, THE, BUS/CPT 105 or EDU 125	3
5th Semester (21 credits) -Remaining Gen Ed Coursework *** Can sub other general education course in final semester based on student's preference		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
COM 101 or	Oral Communications	3
COM 106	Public Speaking	
PSY 101	Introduction to Psychology	3
PSY 210	Human Growth & Development	3
ENG 101	English Composition I	3
CPT 103	Microcomputer Applications	3
ENG 102	English Composition II	3

Total Hours Required for Graduation: 75 credits
Available Online: 32%

CERTIFICATES

MEDICAL ASSISTING C.A.

Department: Health Information Management

Total Credit Hours: 44-45

The medical field is one of the fastest growing industries in the nation. As more doctors open new offices or join established practices the need for well-trained assistants increases. Medical assistants are trusted with huge responsibilities, both administrative and clinical. A day's work may have you scheduling appointments, preparing patients for examination, recording vital signs, arranging hospital admissions, handling laboratory specimens, sterilizing instruments, calling in prescriptions, drawing blood, filing insurance, removing sutures, taking electrocardiograms, and more. Certificate programs prepare you for entry-level employment.

SUBJECT	COURSE	TITLE	CREDITS	ONLINE
General Education Requirements (15-16 credits)				
Mathematics	MAT 098 or	Beginning Algebra*	3-4	0
	MAT 105	Applied Math*		
Communication	ENG 101	English Composition I	3	3
	COM 110	Interpersonal Communication	3	0
Social Science	HIS 101 or	U.S. History to 1877	3	3
	HIS 102 or	U.S. History Since 1877		
	HIS 115 or	U.S. History Since 1945		
	HIS 270	History of Missouri		
Elective	CPT 103	Microcomputer Applications	3	3
Core Course Requirements (29 credits)				
	HIM 110	Medical Terminology	3	3
	HIM 140	Anatomy & Physiology for Allied Health	5	5
	HIM 141	Pathophysiology	3	3
	MDA 115	Pharmacology & Admin. of Meds #	3	0
	MDA 120	Administrative Procedures #	3	0
	MDA 121	Medical Insurance & Billing #	3	0
	MDA 140	Procedures in a Clinical Setting #	3	0
	HIM 238	Healthcare Legal & Ethical Issues	3	3
	MDA 150	Medical Assistant Clinical Externship (8wk)	3	3

Total Required Hours: 44-45 credits

Available Online: 58%

Program Requirement: Students must obtain Basic Life Support (BLS) Certification prior to any MDA coursework.

*Must assess into MAT 098 or complete developmental courses necessary to meet the requirements

MEDICAL ASSISTING C.A. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (15-16 credits)		
ENG 101	English Composition I	3
CPT 103	Microcomputer Applications	3
COM 110	Interpersonal Communication	3
Choose one:	HIS 101, 102, 115, or 270	3
MAT 098 or MAT 105	Beginning Algebra or Applied Math *	3-4
Second Semester (14 credits)		
HIM 110	Medical Terminology	3
HIM 140	Anatomy & Physiology for Allied Health	5
HIM 141	Pathophysiology	3
MDA 115	Pharmacology & Admin. of Meds #	3
Third Semester (12 credits)		
MDA 120	Administrative Procedures #	3
MDA 121	Medical Insurance & Billing #	3
MDA 140	Procedures in a Clinical Setting #	3
HIM 238	Healthcare Legal & Ethical Issues	3
Fourth Semester (3 credits)		
MDA 150	Medical Assist. Clinical Externship (8 wks)#	3

Total Hours Required for Graduation: 44-45 credits
Available Online: 58%

MEDICAL BILLING & CODING C.A.

Department: Health Information Management

Total Credit Hours: 42

One of the most complex processes involved in the practice of medicine is keeping billing procedures and medical records accurate. To ensure that payments are properly billed and paid, the health care and insurance industries maintain a standardized coding system for all diagnoses and procedures. The complexities of this system call for the unique expertise of a billing and coding specialist, a rewarding profession that you can prepare for at St. Charles Community College. When you successfully complete the program, you will have many employment options to choose from. You will be qualified to seek entry-level billing & coding positions in a variety of settings. There may be an option in some settings to work from home.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (10 credits)			
Mathematics	MAT 098	Beginning Algebra	4
Communication	ENG 101	English Composition I	3
Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	HIS 270	History of Missouri	

Core Course Requirements (32 credits)			
	HIM 110	Medical Terminology	3
	HIM 120/121	Health Care Data/Lab	3
	HIM 125/126	Health Care Technologies/Lab	3
	HIM 140	Anatomy & Physiology for Allied Health	5
	HIM 141	Patholphysiology	3
	HIM 238	Healthcare Legal & Ethical Issues	3
	HIM 220/221	ICD Coding/Lab	3
	HIM 270/271	CPT Coding/Lab	3
	HIM 280	Healthcare Billing & Reimbursement Issues	2
	HIM 251	Billing/Coding Clinical *	2
	HIM 252	CCA Review *	2

Total Required Hours: 42 credits

Available Online: 83%

Students must complete CPT 103 prior to beginning the Medical Billing & Coding Certificate Program.

* All certificate courses except HIM 251 & HIM 252 are transferrable to the HIM AS Degree program.

These courses are specific to the Coding and Billing Certificate of Achievement.

Certificate students are eligible to sit for the industry recognized AHIMA Certified Coding Associate (CCA) Credential.

MEDICAL BILLING & CODING C.A.- SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (16 credits)		
ENG 101	English Composition I	3
HIM 110	Medical Terminology	3
HIM 120/121	Health Care Data/Lab	3
Choose one:	HIS 101, 102, 115, or 270	3
MAT 098	Beginning Algebra	4
Second Semester (14 credits)		
HIM 125/126	Health Care Technologies/Lab	3
HIM 140	Anatomy & Physiology for Allied Health	5
HIM 141	Pathophysiology	3
HIM 238	Healthcare Legal & Ethical Issues	3
Third Semester (12 credits)		
HIM 220/221	ICD Coding/Lab	3
HIM 270/271	CPT Coding/Lab	3
HIM 280	Healthcare Billing &Reimbursement Issues	2
HIM 251	Billing/Coding Clinical (2nd 8 weeks) *	2
HIM 252	CCA Review (2nd 8 weeks) *	2

Total Hours Required for Graduation: 42 credits

Available Online: 83%

Students must complete CPT 103 prior to beginning the Medical Billing & Coding Certificate Program.

* All certificate courses except HIM 251 & 252 are transferrable to the HIM AS Degree program.

These courses are specific to the Coding and Billing Certificate of Achievement.

Certificate students are eligible to sit for the industry recognized AHIMA Certified Coding Associate (CCA) Credential.

PRACTICAL NURSING C.A.

Department: Practical Nursing

Total Credit Hours: 50 credits

The practical nursing program at SCC teaches students to provide direct care for patients through classroom and campU.S. laboratory work as well as on-site training in hospital, geriatric and other health care settings.

The practical nursing program is fully approved by the Missouri State Board of Nursing.

Upon successful completion of the program, graduates are eligible to apply to take the National Licensure Exam for Practical Nurses. However, completion of this program does not guarantee licensure. The state board may refuse licensure to applicants who may jeopardize the well-being of Missouri citizens.

"The Missouri State Board of Nursing may refuse to issue any certificate of registration or authority, permit or license required pursuant to this chapter for one or any combination of causes stated in subsection 2 of this section. (1-14) 1990." RSMO 335.066

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (17 credits)			
Communication	ENG 101	English Composition I	3
Social Science	PSY 101	Into to Psychology	3
	SOC 151 or	Gerontology	
	SOC 251 or	Aspect of Aging	3
	PSY 225	Psychology of Aging	
Natural Science	BIO 250A/250B	Anatomy & Physiology I	4
	BIO 251A/251B	Anatomy & Physiology II	4
Core Course Requirements (33 credits)			
	NPN 100	Personal & Vocational Concepts	1
	NPN 101/111/121	Fundamentals of Nursing	7
	NPN 102/112	Maternal Child Nursing	6
	NPN 151/161/171	Medical-Surgical Nursing I	11
	NPN 152/162/172	Medical-Surgical Nursing II	8

Total Required Hours: 50 credits
Available Online: 18%

TRANSFER PATHWAYS

PRE-PHARMACY A.S.
Department: Science

Total Credit Hours: 69-72 credits

This Associate of Science in Pre-Pharmacy degree program prepares students to transfer to a pharmacy school. Because requirements vary at each pharmacy school, students should check with their advisor and the institution they plan to transfer to ensure they are enrolled in the correct courses.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (27 credits)			
Mathematics	MAT 180	Calculus and Analytic Geometry	5
Communication	ENG 101	English Composition I	3
	ENG 102	English Composition II	3
	COM 101	Oral Communication	3
Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State & Local Government	
Natural Science	CHM 115	General Chemistry I	5
	BIO 150	General Biology I	5
Core Course Requirements (30 credits)			
Biology	BIO 151	General Biology II	5
	BIO 250A/250B	Anatomy & Physiology I and lab	4
	BIO 251A/251B	Anatomy & Physiology II and lab	4
Chemistry	CHM 116	General Chemistry II	5
	CHM 240	Organic Chemistry I	3
	CHM 241	Organic Chemistry II	3
	CHM 243	Organic Chemistry lab	2
Physics	PHY 150/153	General Physics I with lab	4
Electives** - Choose 4 Courses From Below (12-15 credits)			
	BIO 246	Microbiology	4
	CHM 222	Quantitative Analysis	4
	ECO 110 or 120	Micro or Macro Economics	3
	HIM 110	Medical Terminology	3
	PHY 151/154	General Physics II With Lab	4
	PSY 101	Introduction to Psychology	3
	SOC 101	Introduction to Sociology	3
	MAT 175	Introductory Statistics	3
	SOC 210	Sociology of Health & Healthcare	3
	HUM	Any Humanities Course	3

Total Required Hours: 69-72 credits

Available Online: 39%

* The Academic Skills Assessment or appropriate ACT scores are required before enrolling math or English classes.

** Check with transfer institution to see which courses are required.

Per College policy Individual students may be required to take COL 101.

The bolded courses are required for application to SIUE, STL COP and UMKC pharmacy schools. All other courses are required for one or more of the listed pharmacy schools.

PRE-PHARMACY AS - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (16 credits)		
MAT 180	Calculus and Analytic Geometry I*	5
CHM 115	General Chemistry I	5
ENG 101	English Composition I*	3
COM 101	Oral Communication	3
Second Semester (19-21 credits)		
CHM 116	General Chemistry II	5
BIO 150	General Biology I	5
ENG 102	English Composition II	3
Electives**	Choose 2 Electives	6-8
Third Semester (16 credits)		
BIO 151	General Biology	5
CHM 240	Organic Chemistry I	3
PHY 150/153	General Physics I and Lab	4
BIO 250A/250B	Anatomy and Physiology I and Lab	4
Fourth Semester (18-19 credits)		
CHM 241	Organic Chemistry II	3
CHM 243	Organic Chemistry Lab	2
HIS 101 or	U.S. History to 1877	
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	3
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State and Local Government	
BIO 251A/BIO251B	Anatomy and Physiology II and Lab	4
Electives**	Choose 2 Electives	6-8

Total Hours Required for Graduation: 69-72 credits

Available Online: 39%

Per College policy Individual students may be required to take COL 101.

CERTIFICATIONS (NON-CREDIT)

Registration Requirements

Registration is done in the Nursing & Allied Health Office (#1 Academy Place, Dardenne Prairie, MO 63368). Office hours are from 8 a.m.-4 p.m. Monday-Friday. Hours may vary, please call to confirm. These are non-credit, certificate courses. Tuition is due at the time of registration and is non-refundable and non-transferable.

BASIC LIFE SUPPORT FOR HEALTH CARE PROVIDERS

Department: Health Occupations

Not scheduled for fall.

Tuition: $65

Dates:

Section 01: Friday, June 29, 10 a.m - 12 p.m.
Section 02: Friday, June 29, 1 - 3 p.m.
Section 03: Thursday, July 12, 10 a.m. - 12 p.m.
Section 04: Thursday, July 12, 1 - 3 p.m.
Section 05: Monday, July 23, 10 a.m. - 12 p.m.
Section 06: Monday, July 23, 1 - 3 p.m.
Section 07: Monday, July 23, 4 - 6 p.m.
Section 08: Thursday, August 2, 12 - 2 p.m.
Section 09: Thursday, August 2, 3 - 5 p.m.

Registration Deadline: day before class (unless section fills up before then)

The Basic Life Support Provider Course (BLS) course is intended for current healthcare providers or those who are planning to work in healthcare. This type of CPR is required for students entering St. Charles Community College's RN, PN, and OTA programs.

St. Charles Community College offers only the skills evaluation test related to this certification. The cognitive portion of the course (HeartCode BLS) is completed online through the American Heart Association at onlineaha.org (a fee of $28.50 will be assessed by the American Heart Association for that portion of the course). Students MUST present the printed completion certificate from the online course when they arrive to class. Students who do not have the certificate or who have not completed the online cognitive portion will not be allowed to stay in class.

Registration Requirements

Registration is done in the Nursing & Allied Health Office (#1 Academy Place, Dardenne Prairie, MO 63368). Office hours are from 8 a.m.-4 p.m. Monday-Friday. Hours may vary, please call to confirm.

Please bring the following items when you come in to register –
• Tuition

This is a non-credit, certificate course. Tuition is due at time of registration and is non-refundable and non-transferable.

CERTIFIED MEDICATION TECHNICIAN

Department: Health Occupations

This course provides the classroom instruction necessary to obtain Certified Medication Technician (CMT) certification in the state of Missouri. The CMT is permitted to administer medications to residents in a long term care setting (typically not in hospitals). Students must be employed as a CNA at a licensed facility to be eligible for this course. Twenty-four hours of clinical observation at the student's employing facility is required for course completion.

There are four components that make up the CMT Program at St. Charles Community College: pre-test, classroom instruction, clinical work and final exam. Students must pass the pre-test to be eligible for the CMT class. Upon successful completion of both the classroom instruction and the clinical work, students will be eligible to take the final exam, which will lead to state certification.

Pre-Test

Dates:
September 12, 19, 26, October 3, 10, 17, 24, 31, November 7, 14, 28, December 5, 12, 19 and January 8, 2019

Fee: $35/test

Registration Deadline: TBD (or when all available spots fill if prior to date)

The CMT pre-test is required by the state of Missouri for admission into the CMT class. The test covers the areas of Math Computations, Applied Mathematics, Language and Vocabulary. Students may test up to 3 times per semester. An additional fee is due each time the test, or portion of the test, is administered. Exams are scheduled by appointment only.

Registration Requirements
Registration is done in the Center for Healthy Living Office (#1 Academy Place, Dardenne Prairie, MO 63368). Office hours are from 8 a.m.-4 p.m. Monday-Friday. Hours may vary, please call to confirm.

Classroom Instruction

Dates: Wednesdays, January 23 - March 27, 8am - 3pm

Tuition: $460

Registration Deadline: Jan. 11

Book: Provided in class

The classroom instruction provides the 65 contact hours required for students to be eligible for certification as a CMT in the state of Missouri.

Students must score at least an 80% on all classroom tests to pass this portion of the program.

Eligibility Requirements

• Achieve a passing score on the CMT pre-test.

• Be able to provide documentation of a high school diploma or GED/HiSET certificate.

• Be certified as a CNA with at least 6 months of work experience in the field.

• Be employed in an Intermediate or Skilled Nursing Facility that is authorized and willing to provide supervision for the clinical hours. A letter of recommendation is required (document will be provided upon registration for the pre-test).

Registration Requirements

Registration is done in the Center for Healthy Living (#1 Academy Place, Dardenne Prairie, MO 63368). Office hours are from 8 a.m.-4 p.m. Monday-Friday. Hours may vary, please call to confirm.

Please bring the following items when you come in to register –

• Copy of high school diploma or GED/HiSET certificate.

• Copy of CNA Certificate

• Letter of Recommendation completed by the Director of Nursing or an Administrator from your employing facility. This letter is provided to students by SCC when they register for the CMT pre-test.

Final Exam

Fee: $115

The CMT final exam is administered to students who have successfully completed the CMT classroom instruction and clinical requirements through St. Charles Community College (SCC). The exam consists of a written exam and practicum (clinical) exam. Students must score at lease an 80% on the written exam to move onto the practicum portion. Students must score 100% on the practicum portion or qualify for certification.

The exam may be taken up to two times in a 90-day period following the completion of the classroom instruction. An additional fee will be assessed for re-testing.

Registration Requirements

Registration is done in the Center for Healthy Living Office (#1 Academy Place, Dardenne Prairie, MO 63368). Office hours are from 8 a.m.-4 p.m. Monday-Friday. Hours may vary, please call to confirm.

This is a non-credit, certificate course. Tuition and fees are due at time of registration and are non-refundable and non-transferable.

CERTIFIED MEDICATION TECHNICIAN CHALLENGE EXAM

Department: Health Occupations

The CMT Challenge Exam is available to qualified students who receive approval from the Missouri Department of Health and Senior Services (DHSS). Exams are given by appointment only.

Fee – $165

Students must have an approval letter from DHSS before registering to test through St. Charles Community College. Contact information for DHSS is 573-526-5686.

Permission to Challenge letters are good for four months from the date on the letter. Students should register for the exam as soon as possible after receiving their approval letter as it could take several weeks to set up an acceptable date to complete the exam.

Students must be employed at an Intermediate or Skilled Nursing Facility and have an active Missouri CNA certificate in order to take the CMT challenge exam.

Exam dates are set by the Health Occupations Program Coordinator once all paperwork is submitted and verified.

Registration Requirements

Registration is done in the Nursing & Allied Health Office (#1 Academy Place, Dardenne Prairie, MO 63368). Office hours are from 8 a.m.-4 p.m. Monday-Friday. Hours may vary, please call to confirm.

Please bring the following items when you come in to register –

• Copy of current Permission to Challenge letter from DHSS.

• Tuition.

This is a non-credit, certificate exam. Fee is due at time of registration and is non-refundable and non-transferable.

CERTIFIED NURSE ASSISTANT

Department: Health Occupations

This program, approved by the Missouri Department of Health and Senior Services (DHSS), provides the instruction and on-the-job training required to become a Certified Nurse Assistant (CNA) in the state of Missouri. The program teaches basic nursing skills, resident rights, safety, communication techniques and infection control. CNAs are eligible for employment in nursing homes, hospitals, home care agencies and doctor's offices.

There are three different components that make up the CNA Program at St. Charles Community College: classroom instruction, clinical internship and final exam (state exam). Students must complete all three components in order to be certified.

This program runs year-round and follows an open-entry format (new students begin class every week). Students with all the appropriate registration materials can come in during office hours to register and pay for the classroom portion of the program and one can usually start within 3 weeks of enrollment (depending on class availability). Most students average about 5 months to complete all three components of the program.

For additional information, please visit our Frequently Asked Questions Web page.

Classroom Instruction (CNA 100)

Tuition: $375

Book: "Nurse Assisting In Long Term Care" (available in SCC CampU.S. Bookstore or on the following website http://arc.missouri.edu/health.aspx)

This classroom instruction provides the 75 hours of classroom preparation required by DHSS. Daytime classes are held one day per week (Monday) from 8 a.m.-3 p.m. for 12 weeks. The evening class is held on Tuesday AND Thursday from 4-9 p.m. for 8 weeks (class availability varies depending on volume of enrollment – registration in certain sections may close for several weeks if a class fills up). Students MUST attend class on the day they choose during registration. Students must have a combined average of 80% on all exams to pass the classroom portion of the program.

Sections

• 44B – 8 a.m.-3 p.m. Mondays,

• 45B – 4-9 p.m. Tuesdays & Thursdays,

Registration Requirements

Registration is done in the Nursing & Allied Health Office (#1 Academy Place, Dardenne Prairie, MO 63368). Office hours are from 8 a.m.-4 p.m. Monday-Friday. Hours may vary, please call to confirm.

Please bring the following items when you come in to register (click the links below for more information) –

• COPY of Family Care Safety Registry Background Screening

• COPY of 2-Step TB Test

• Tuition.

Clinical Internship (CNA 102)

Tuition: $310

The clinical internship provides the 100 hours of on-the-job training required for CNA certification in the state of Missouri. Students are eligible to register for this component once they have completed at least 50% of their classroom instruction. Students MUST be registered for the clinical internship by their last day of classroom instruction.

Enrollment in the classroom portion of the CNA program does not guarantee acceptance into the clinical internship.

Prior to beginning their clinical hours, students will be required to complete and pass a urine drug screening (done at a facility designated by SCC) and attend a clinical orientation. Information and required paperwork will be provided to the student during the clinical registration process.

Students who are employed at a State of Missouri approved training site (these are Intermediate or Skilled Care Facilities) may elect to do their clinical training through their employer. In this case, students will need to coordinate with their facility to complete the required hours. (Please note: Not all facilities are approved to do this training – please check with your Administrator to verify eligibility.)

Sections

• 42 – Monday/Wednesday, 12-hour day shifts

• 43 – Tuesday/Thursday, 12-hour day shifts

• 44 – Monday/Wednesday/Friday, 12-hour day shifts

• 45 – Tuesday/Thursday, 8-hour day shifts

• 46 – Monday/Wednesday/Friday, 8-hour evening shifts

• 47 – Monday-Friday, 8-hour day shifts

• 48 – Monday-Friday, 8-hour evening shifts

• 49 – Tuesday/Thursday, 8-hour evening shifts

• 50 – Monday/Wednesday/Friday, 8-hour day shifts

Beginning and ending times of shifts will vary based on the clinical site. A typical day shift begins around 7 a.m. and a typical evening shift begins around 3 p.m.

Eligibility Requirements

• Have completed at least 50% of the SCC CNA classroom instruction.

• Have a combined average of 80% on all classroom exams (instructor verification required on clinical application)

• Complete and pass a urine drug screening at a designated facility (paperwork provided during clinical registration).

• Have a current flu vaccine and be able to provide documentation (Sept-March).

Registration Requirements

Registration is done in the Nursing & Allied Health Office (#1 Academy Place, Dardenne Prairie, MO 63368). Office hours are from 8 a.m.-4 p.m. Monday-Friday. Hours may vary, so it's always a good idea to check with U.S. before coming.

Please bring the following items when you come in to register –

• Completed Clinical Internship Application (approved and signed by instructor)

• Copy of documentation of current flu vaccine (Sept-March)

• Tuition

Final Exam (CNA 100-75)

Fee: $115

The Missouri CNA exam is administered to students who have successfully completed the CNA classroom instruction and clinical internship requirements through SCC. The exam consists of a 75-question multiple-choice written exam followed by a nine-procedure practicum (clinical) exam. Students must score at least an 80% on the written exam in order to move on to the practicum portion. Students must then score 100% on the practicum to qualify for certification.

Students must be completed with their 100 clinical hours and REGISTERED for the final exam within 3 months of completing their CNA classroom instruction. Exams are typically administered 3-5 weeks after registration. The exam may be taken up to three times within a 90-day time period. Additional fees are assessed for any re-testing.

Upon completion of the exam, results will be submitted to DHSS and an approved certifying agency. Certificates will be issued by the certifying agency and students should receive them within 45 days of testing.

Eligibility Requirements

• Successful completion of both the classroom instruction and clinical internship hours.

• Register and pay for the exam within 3 months of completion of the classroom instruction.

Registration Requirements

Registration is done in the Nursing & Allied Health Office (#1 Academy Place, Dardenne Prairie, MO 63368). Office hours are from 8 a.m.-4 p.m. Monday-Friday. Hours may vary, so it's always a good idea to check with U.S. before coming.

Please bring the following items when you come in to register –

• Copy of both sides of COMPLETED Appendix A/B (provided to students upon completion of the classroom instruction).

• Fee

This is a non-credit, certificate course. Tuition and fees are due at time of registration and are non-refundable and non-transferable.

Tuition and schedules for the CNA program are subject to change without notice. Please check this Web page frequently to stay updated on any changes made.

CERTIFIED NURSE ASSISTANT - ACCELERATED PROGRAM

Department: Health Occupations

Dates: Check back in March for Summer 2019 dates!

Tuition: $800

Registration Deadline: TBD

Book: *"Nurse Assisting In Long Term Care"* (available in SCC CampU.S. Bookstore or on the following website http://arc.missouri.edu/health.aspx)

This program, approved by the Missouri Department of Health and Senior Services (DHSS), provides the instruction and on-the-job training required to become a Certified Nurse Assistant (CNA) in the state of Missouri. The program teaches basic nursing skills, resident rights, safety, communication techniques and infection control. CNA's are eligible for employment in nursing homes, hospitals, home care agencies and doctor's offices.

There are three different components that make up the CNA Program at St. Charles Community College: classroom instruction, clinical internship and final exam (state exam). Students must complete all three components in order to be certified.

Individuals MUST be at least 18 years of age to qualify for this course.

For additional information, please visit our Frequently Asked Questions Web page.

Classroom Instruction

The classroom instruction provides the 75 hours of preparation required by DHSS. Students will attend class twice a week. ATTENDANCE IN ALL CLASSES IS MANDATORY. Because of the accelerated nature of this course, no absences will be permitted. Failure to attend class may result in failure of the program.

Clinical Internship

The clinical internship provides the 100 hours of on-the-job training required for CNA certification in the state of Missouri. Students will be placed at one of our clinical partner facilities to complete these hours and will be required to be at the clinical site twice a week. Students will be able to choose either a morning clinical shift (7 a.m.-3 p.m.) or an evening clinical shift (3-11 p.m.). ATTENDANCE ON ALL CLINICAL DAYS IS MANDATORY. Because of the accelerated nature of this course, no absences will be permitted. Failure to attend a clinical session may result in failure of the program.

Prior to beginning their clinical hours, students will be required to complete and pass a urine drug screening (done at a facility designated by SCC). Information and required paperwork will be provided to the student during the registration process.

Final Exam

The Missouri CNA exam is administered to students who have successfully completed the CNA classroom instruction and clinical internship requirements through SCC. The exam consists of a 75-question multiple-choice written exam followed by a minimum nine-procedure practicum (clinical) exam. Students must score at least an 80% on the written exam in order to move on to the practicum portion. Students must then score 100% on the practicum to qualify for certification.

Students who fail to pass any part of the test on their first attempt will have the opportunity to re-test within 90 days of their first test. An additional $115 fee will be assessed for each re-test.

Upon completion of the exam, results will be submitted to DHSS and an approved certifying agency. Certificates will be issued by the certifying agency and students should receive them within 45 days of testing. An additional $20 fee for the certifying agency will be assessed on the day of the test. Information on this fee will be provided before the test.

Registration Requirements
Registration is done in person in the Nursing & Allied Health Office (#1 Academy Place, Dardenne Prairie, MO 63368). Office hours are from 8 a.m.-4 p.m. Monday-Friday. Hours may vary, so it's always a good idea to check with U.S. before coming.

Please bring the following items when you come in to register –

• **Copy** of Family Care Safety Registry Background Screening

• **Copy** of 2-Step TB Test

• Tuition

This is a non-credit, certificate course. Tuition and fees are due at time of registration and are non-refundable and non-transferable.

CERTIFIED NURSE ASSISTANT CHALLENGE EXAM

Department: Health Occupations

The Certified Nurse Assistant Challenge Exam (101-75) is available to qualified students who receive approval from the Missouri Department of Health and Senior Services (DHSS). The exam is given by appointment only.

Fee – $140

The CNA Challenge Exam is available to qualified students who receive approval from the Missouri Department of Health and Senior Services (DHSS). Students must have a Permission to Challenge letter before registering to test through St. Charles Community College. Contact information for DHSS is 573-526-5686.

Permission to Challenge letters are good for four months from the date on the letter. Students should register for the exam as soon as possible after receiving their approval letter in order to guarantee testing within the time frame. The exam is typically administered about 4-6 weeks from the date registration is processed.

Registration Requirements

Registration is done in the Nursing & Allied Health Office (#1 Academy Place, Dardenne Prairie, MO 63368). Office hours are from 8 a.m.-4 p.m. Monday-Friday. Hours may vary, please call to confirm.

Please being the following items when you come in to register –

• COPY of current Permission to Challenge letter from DHSS.

• COPY of Family Care Safety Registry Background Screening

• COPY of negative 2-Step TB Test

• Tuition.

This is a non-credit, certificate exam. Fee is due at time of registration and is non-refundable and non-transferable.

CLINICAL SUPERVISOR

Department: Health Occupations

This online self-paced course is designed to prepare the RN or LPN to supervise Nurse Assistant students during their 100 hours of on-the-job training in a licensed long term care facility.

Students can register at any time and the program includes 24/7 online access. The content is integrated into an interactive learning experience which includes automatic grading, virtual interaction with the instructor and electronic tracking of grades. Students have one week to complete this course. Most students average 5-6 hours to finish all required coursework.

Upon successful completion of the program, the student will be placed on the Missouri Registry and receive a certificate of completion from St. Charles Community College.

Subjects covered include:

• Missouri Department of Health & Senior Services regulations for Nurse Assistant Training.

• Appropriate techniques to facilitate the learning process in adult learners.

• Standards of performance evaluation utilizing the required curriculum.

• Techniques for time management.

• Assessing student needs while supervising the clinical experience.

The impact of training on quality of care in the LTC resident.

Eligibility/Registration Requirements

• Please call 636-922-8284 or email spropper@stchas.edu for a course specific registration form.

• Current unrestricted Missouri LPN or RN licensure or possession of a temporary permit to practice as an RN or LPN in Missouri or employee of a federal facility located in Missouri who possesses a current license as an LPN or RN in another state.

• At least one year of experience in Long Term Care (LTC) if not currently employed in a LTC facility. Please call 636-922-8215 to verify eligibility or provide appropriate documentation.

• Access to a reliable computer and Internet Service Provider (ISP). The choice of computer and ISP, and any related expenses, are the responsibility of the student.

• Active email account that can be accessed throughout the program.

Tuition

Clinical partner facility employees: Free

All other individuals: $100 (For information on becoming a clinical partner facility, please contact the Health Occupations Program Coordinator at 636-922-8284)

This is a non-credit, certificate course. Tuition and fees are due at time of registration and are non-refundable and non-transferable.

IV THERAPY

Department: Health Occupations

Dates: Open-entry (students will have a maximum of 7 weeks to complete

the online modules; on-campU.S. lab day and off-site clinical day will be scheduled with the instructor once online coursework is done)

Tuition: $490

Textbook: ***"VenoU.S. Access and IntravenoU.S. Infusion Treatment Modalities,"*** 2003 Revision (can be purchased at SCC campU.S. bookstore or at http://arc.missouri.edu/health.aspx)

This 44-contact-hour course provides nurses with the skills necessary to administer IV Therapy using the Missouri State Board of Nursing approved curriculum.

The majority of the course is completed online through Canvas (St. Charles Community College online instructional site). There is one required on-campU.S. lab day (date will be mutually agreed upon with the instructor once required online coursework is completed) and eight hours of off-site clinical work assigned by the instructor. Students will be required to score at least an 80% on the written final exam and demonstrate a 100% mastery of the clinical objectives on the final practicum exam in order to be certified.

Prior to the clinical work, students will be required to take and pass a urine drug screening at a designated facility. Paperwork will be provided during registration.

Subjects Covered Include

• Human anatomy and physiology as applied to intravenoU.S. therapy.
• Fundamentals of fluid and electrolyte balance.
• Recognition and prevention of IV therapy-related complications.
• Administration of intravenoU.S. fluid therapy including insertion of a peripheral IV line, converting a peripheral IV line to an intermittent infusion device, principles of flow rates including pediatric and geriatric considerations.
• Maintenance of IV therapy including the addition of new fluids, tubing changes, dressing changes and maintaining intermittent peripheral infusion devices.
• Discontinuation of peripheral IV sites.
• Pharmacological considerations of intravenoU.S. medications.
• Blood transfusion therapy.
• Total parenteral nutrition.
• Procedures in phlebotomy.

Eligibility Requirements

• Current Missouri LPN or RN, OR LPN or RN in possession of a temporary permit to practice in Missouri, OR employee of a federal facility located in Missouri who possesses a current license as an LPN or RN in another state.

• Access to a reliable computer and Internet Service Provider (ISP). The choice of computer and ISP and any other related expenses are the responsibility of the student.

Active email account that can be accessed throughout the program.

Must provide results from an acceptable background screening from the Family Care Safety Registry (dated within the last 90 days).

Be free from tuberculosis and provide documentation of a negative 2-step TB test or "result of findings" from a chest x-ray (dated within the last 12 months).

Be able to communicate effectively in English.

Registration Requirements

Please provide the following items when you register (click the links below for more information)–

• Copy of LPN or RN license (as indicated above in the Eligibility Requirements).

• Copy of Family Care Safety Registry Background Screening

• Copy of 2-Step TB Test

 • Tuition.

In Person

Registration is done in the Nursing & Allied Health Office (#1 Academy Place, Dardenne Prairie, MO 63368). Office hours are from 8 a.m.-4 p.m. Monday-Friday. Hours may vary, please call to confirm.

By Fax

Complete the Registration Form and fax to 636-922-8478. Student will be notified when the registration is complete and be given tuition payment information.

By Email

Complete the Registration Form and scan/email it to kthompson@stchas. edu. Student will be notified when the registration is complete and be given tuition payment information.

This is a non-credit, certificate course. Tuition is due at time of registration and is non-refundable and non-transferable.

LEVEL 1 MEDICATION AIDE - BIENNIAL UPDATE

Department: Health Occupations

This 4 hour program meets the Department of Health and Senior Services requirement that a Level 1 Medication Aide must receive instruction in medication administration every two years in order to administer medication in an RCF or ALF.

The course is offered on – line 24 hours a day.

 Registration must be completed in person at the SCC Nursing and Allied Health Center, 1 Academy Pl., Dardenne Prairie, MO 63368.

Tuition : $45

MEDICAL ADMINISTRATIVE ASSISTANT WITH EHR

Department: Health Occupations

The Medical Administrative Assistant with EHR program is an online, self-paced program that will prepare students for national certification and also for employment in this rapidly growing healthcare field.

This program is designed to prepare students to earn the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) credentials after graduation. The interactive online curriculum includes over 200 hours of training on the industry-standard exEMRx EHR software to ensure students are prepared for the workforce. Students also learn Microsoft Office basics, healthcare documentation and

reimbursement, and medical office management topics such as practice finances and standard office procedures. In addition to one-on-one support from experienced instructors throughout the course and access to personalized graduate support after graduation, students receive twelve textbooks.

The program includes six months of online access from the date of activation and students can register anytime. With the average completion hours of 200, most students are able to complete the program in three or four months of part-time study (approximately 15-20 hours per week).

Upon completion of the program the student will be given vouchers to take the CMAA (offered through the National Healthcareer Association) AND the CEHRS (offered through the National Healthcareer Association) national certification exams. National certification is issued by third-party organizations and industry governing bodies. Additional information on these certifications can be found by contacting these agencies. The certification exams are not offered through St. Charles Community College.

Additional information on this program can be found at *www.careerstep. com/stcharles*.

Course Requirements

• An Internet Service Provider (ISP) and active email account are required for utilization of the online course. The choice of provider and expense are the responsibility of the student.

• A personal computer (PC or Mac) is required for the program.

• Very basic keyboarding skills.

Note: All coursework must be completed within six months of registration. The online course is an integrated curriculum designed for use in a six-month independent study program. Students should anticipate spending 10-15 hours per week on the curriculum to complete the program in the six months given.

Tuition and Schedule

A 200-hour comprehensive online curriculum designed to prepare students for the Certified Medical Administrative Assistant Exam through NHA. Train on Microsoft Office Suite and gain the knowledge and skills necessary to move successfully into the workforce. Upon completion of the coursework, students will be provided with vouchers to take the CMAA and CEHRS certification exams. Work must be completed within six months.

• Section 40: Online 24 hours/day.

• Tuition: $2,695

This is a non-credit, certificate course. Tuition is due at time of registration and is non-refundable and non-transferable.

Ready to Register?

In Person

St. Charles Community College 1 Academy Place, Suite 102 Dardenne Prairie, MO 63368 8 a.m.-4 p.m. Monday-Friday Hours may vary. Please call to confirm.

By Email

Complete the registration form and email to kthompson@stchas.edu. Once registration is received and entered, student will need to call the Cashiers Office to provide credit card payment information via phone.

By Fax

Complete the registration form and fax to 636-922-8478. Once registration is received and entered, student will need to call the Cashiers Office to provide credit card payment information via phone.

By Mail

Complete the registration form, include payment by check or money order, and mail to:

St. Charles Community College
1 Academy Place, Suite 102
Dardenne Prairie, MO 63368

If student is paying by credit card, they will need to call the Cashiers Office to take care of tuition payment once they are informed that the registration has been received and entered.

Payment is due at the time of registration.

MEDICAL TRANSCRIPTION EDITOR

Department: Health Occupations

Approved by the Association for Healthcare Documentation Integrity (AHDI), and Medical Transcription Editor program focuses on teaching the skills needed to work as a medical transcriptionist and medical transcription editor. Students study medical terminology, anatomy, healthcare documentation, and editing theory and technique as well as developing and practicing their typing and listening skills on hundreds of authentic, employer-provided dictations from a variety of specialties.

In addition to one-on-one instructor support and personalized graduate support, enrollment includes ebooks, a transcription foot pedal, an AHDI membership, a subscription to an online reference library, and a voucher to take the RHDS exam. National certification is issued by a third-party organization. Additional information on certification can be found by contacting this agency. The certification exam is not offered through St. Charles Community College.

This curriculum is owned by Career Step and St. Charles Community College acts as a third-party registration entity for them. Additional information on Career Step and this program can be found at
www.careerstep.com/stcharles.

Course Requirements

- An Internet Service Provider (ISP) and active e-mail account are required for utilization of the online course. The choice of provider and expense are the responsibility of the student.

- A personal computer (PC), and WAVPlayer software for transcribing medical reports by means of the computer are required for the program.

- A headset (not included) is strongly recommended for sound clarity.

- Basic keyboarding skills.

Note: All coursework must be completed within 12 months of registration. The online course is an integrated curriculum designed for use as a one-year independent study program and fits easily into an academic year. Students should anticipate spending 10-15 hours per week on the curriculum to complete the program within 12 months.

PHARMACY TECHNICIAN

Department: Health Occupations

Tues. and Thurs. 6:30 p.m.–9:30 p.m.
Aug. 21 Nov. 15, 2018

A pharmacy technician is qualified for employment in retail pharmacies, hospitals, long term care pharmacies and licensed prescription vendors. This 12-week course, taught by a registered pharmacist, provides the classroom instruction necessary to be a successful pharmacy technician. The class focuses on prescription drug processing, drug classifications, physiology, drug interactions, pharmacy calculations, medical terminology and compounding.

Students must be at least 17 years of age and be able to provide documentation of High School Graduation or GED/HiSET Completion in order to register for this course.

Students who are successful in this course will receive a certificate of completion from St. Charles Community College (SCC) and be eligible to apply for national certification (either the PTCB or ExCPT). SCC does not offer these certification exams on campU.S. or as part of the pharmacy technician curriculum. Students interested in learning more about these certifications can contact the Board of Pharmacy by calling 573-751-0091 or going to http://pr.mo.gov/pharmacists.asp.

Eligibility Requirements

- High school diploma or GED/HiSET certificate.

- Must be at least 17 years of age.

PHLEBOTOMY

Department: Health Occupations

Hybrid course Monday and Wednesday 6 pm - 9 pm (8 mandatory lab dates on Wed. on campus) September 21– December 14, 2018

St. Charles Community College Health Occupations Program offers a phlebotomy course for students interested in entry-level positions as phlebotomists. Students receive a certificate upon successful completion of the course.

This course prepares students for entry-level positions as phlebotomists in hospitals, clinical labs and physician offices. With practical experience obtained at a clinical partner facility, students learn to draw blood using varioU.S. techniques in micro-collection and gain experience in specimen collection, transport, reporting and recording of patient data. There are 120 clinical hours required in addition to the online coursework and mandatory lab days.

NOTE: While the college does not offer the national certification exam on campus, our curriculum prepares anyone to sit for the exam.

Classroom Instruction/Mandatory Lab

The classroom instruction for this course will include online work (done at home on your personal computer) and mandatory on-campU.S. lab days (see dates above). Students will be required to complete weekly coursework and assignments via Canvas (St. Charles Community College's instructional website) and be present and participate in labs held at the Nursing & Allied Health Center.

Clinical

Typically schedules are full shifts (6-8 hours) between 6 a.m.-6 p.m. (some limited evening and weekend clinicals are available). All clinical rotations will include and require weekday hours (Mon.-Fri.). Hours will be coordinated by instructor.

The 120 clinical hours provide students the means to accomplish the required venipuncture's in order to complete the Phlebotomy program at SCC and seek out certification (if desired).

Prior to beginning their clinical hours, students will be required to complete and pass a urine drug screening (done at a facility designated by SCC).

Eligibility Requirements

- High school diploma or GED/HiSET certificate.
- Acceptable Family Care Safety Registry Background Screening
- Negative 2-Step TB Test
- Documentation of MMR Vaccine (2 doses)
- Documentation of Hepatitis B Vaccine (3 doses)
- Documentation of seasonal flu vaccine (September-March)

PROFESSIONAL MEDICAL CODING & BILLING WITH APPLIED PCS

Department: Health Occupations

The AHIMA-approved Professional Medical Coding and Billing with Applied PCS program prepares students for the Certified Coding Associate (CCA) and Certified Professional Coder (CPC) certification Exams. Topics studied include healthcare information management, reimbursement methodologies, biomedical sciences, and current code sets, including an in-depth look at ICD-10-PCS. Students practice their coding skills in an extensive practical section to gain valuable hands-on experience before graduation.

In addition to one-on-one support from experienced instructors during training and access to personalized graduate support, students receive ebooks, industry codebooks, access to online references, and a voucher for one of the national certification exams. National certification is issued by third-party organizations and industry governing bodies. Additional information on these certifications can be found by contacting these agencies. The certification exams are not offered through St. Charles Community College.

This curriculum is owned by Career Step and St. Charles Community College acts as a third-party registration entity for them. Additional information on this program, and Career Step, can be found at *www.careerstep.com/stcharles*.

Course Requirements

- An Internet Service Provider (ISP) and active email account are required for utilization of the online course. The choice of provider and expense are the responsibility of the student.

- A personal computer (PC) is required for the program.
- Basic keyboarding skills.

Note: All coursework must be completed within 12 months of registration. The online course is an integrated curriculum designed for use as a one-year independent study program and fits easily into an academic year. Students should anticipate spending 10-15 hours per week on the curriculum to complete the program within 12 months.

REGISTERED NURSE FIRST ASSISTANT

Department: Health Occupations

First, Sat and Sun. 8 am – Oct. 12,13,14 and Nov. 2,3, and 4, 2018

Contact the Health Occupations office at 636-922-8295 for an application packet.

This AORN-approved class follows the core curriculum for the RN First Assistant. Six credit hours are awarded upon completion of the course. Three credits are earned through classroom/theory presentation and an additional three hours through an approved internship program. Additional information regarding the scope of practice for the RNFA and the AORN Position Statement on RNFAs is available at *www.AORN.org*.

Course Requirements

- Copy of current RN license valid through the end of the program.
- Copy of a current BLS or ACLS card valid through the end of the program.
- Copy of CNOR certificate (CNOR exam must be completed prior to the end of the program) OR APRN (proof of recognition must be submitted prior to the end of the program).
- Signed letter (on employing hospital's letterhead) documenting two years of peri-operative experience. Letter must include signature of immediate supervisor or the institution's director of human resources.
- Signed letter of support from surgeon preceptor (on surgeon's letterhead) who will provide a minimum of 100 hours of supervised clinical practicum as required by the course objectives.
- Successful completion of the classroom/didactic objectives including the final written exam.
- Successful completion of the clinical objectives including documentation of clinical procedures and activities.

Note: Students who do not meet the eligibility requirements or do not intend to take the CNOR exam, may enroll in the course as an audit. Students who do not complete all of the course requirements for the clinical will be issued a grade of "F" in December. It is not possible to change from a credit to audit once the student has enrolled in the course.

Human Services

DEGREES

HUMAN SERVICES A.A.S.
Department: Human Services

Total Credit Hours: 61-62 credits

This degree provides professional preparation for helping careers, understanding human behavior and policy/program development, with internship opportunities that provide real work experience. Through this program individuals learn how to help people overcome obstacles in their lives by developing interpersonal and inter-cultural communication skills.

Students acquire knowledge of best practice helping strategies to serve individuals, groups and communities experiencing problems related to poverty, abuse, mental and physical illness, disability, crime, unemployment, discrimination, aging and family dysfunction. Students will learn to link people with services such as education or training, financial assistance, child care, shelter, addictions treatment, mental health services and senior services. With this degree students have the educational foundation to successfully work in human services positions in both the private and public sectors.

People interested in this program are self-described "people persons". They should possess good verbal and oral communication and problem-solving skills and have a positive attitude about themselves and others.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (24-25 credits)			
Mathematics	MAT 105	Applied Math or higher	3-4
Communication	ENG 101	English Composition I	3
	ENG 125	Business Writing	3
	COM 101	Oral Communication	3
Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State & Local Government	
Natural Science	Any BIO or	Any Biology course	3
	Any CHM or	Any Chemistry course	
	Any PHY	Any Physical Science course	
Humanities	Any Humanities		3
Elective	BTC/CPT 103	Microcomputer Applications	3

Core Course Requirements (28 credits)			
	HMS 100	Introduction to Human Services	3
	HMS 101	Theories and Skills	3
	HMS 102	Policy and Politics	3
	HMS 195	Human Services: Professional Field Skills	3
	HMS 201	Human Services Practicum I	3
	HMS 202	Human Services Practicum II	3
	HMS 203	Human Services Practicum Seminar I	3
	HMS 204	Human Services Practicum Seminar II	3
	HMS 298	Human Services Capstone	1
	SOC 101	Introduction to Sociology	3

Electives (9 credits)			
Choose 2 courses from the following:	Any CRJ or	Any Criminal Justice Course	
	Any ECO or	Any Economics Course	
	Any HMS or	Any Human Services Course	6
	Any PSY or	Any Psychology Course	
	Any SOC	Any Sociology Course	
Any computer course or business course approved by the HMS program coordinator.			3

Total Required Hours: 61-62 credits

Available Online: 45%

HUMAN SERVICES A.A.S. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (15 credits)		
HMS 140	Intro to Human Services	3
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
ENG 101	English Composition I *	3
BTC/CPT103	Microcomputer Applications	3
SOC 101	Introduction to Sociology	3
Second Semester (15-16 credits)		
ENG 125	Business Writing	3
MAT 105	Applied Math or higher *	3-4
HMS 101	Theories and Skills	3
HMS 195	Human Services: Professional Field Skills	3
Elective	Any Human Services Course	3
Third Semester (15 credits)		
COM 101	Oral Communication	3
Natural Science	Any BIO, CHM or PHY	3
HMS 102	Policy and Politics	3
HMS 201	Human Service Practicum I	3

HMS 202	Human Service Practicum Seminar I	3
Fourth Semester (16 credits)		
Electives	Any CRJ, ECO, HMS, PSY or SOC	6
Humanities	Any HUM Course	3
HMS 202	Human Service Practicum II	3
HMS 204	Human Service Practicum Seminar II	3
HMS 298	Human Service Capstone	1

Total Hours Required for Graduation: 61-62 credits

Available Online: 45%

* The Academic Skills Assessment is required before enrolling in math or English courses. If a student places into lower-level courses than are required for his/her degree, then the student needs to first enroll in such courses before enrolling in the required courses.

TRANSFER PATHWAYS

SOCIAL WORK TRANSFER A.A. - SCHEDULE GUIDE
Department: Human Services

Total Credit Hours: 64 credits

COURSE	TITLE	CREDITS
Italicized courses are recommended to be taken for elective credits.		
First Semester (16-18 credits)		
ENG 101	English Composition I	3
MAT 155 or	Contemporary College Math	
MAT 157 or	College Statistics	
MAT 158 or	College Algebra	4-6
MAT 162 or	College Algebra - STEM	
MAT 171	Pre-Calculus Mathematics	
PSY 101	Introduction to Psychology	3
HMS 100	Introduction to Human Services	3
POL 101	American Government	3
Second Semester (15-16 credits)		
ENG 102	English Composition II	3
	Humanities and Fine Arts**	3-4
ECO 100 or	Survey Economics	
ECO 110	Principles of Macroeconomics	3
CPT 103 or	Microcomputer Applications	
CPT 115	Introduction to Data Processing	3
HMS 101	Human Services: Theories and Skills	3

Third Semester (15-17 credits)		
	Natural Sciences***	3-4
	Humanities and Fine Arts**	3-4
COM 101	Oral Communication	3
HMS 102	Human Services: Policy and Politics	3
SOC 101	Introduction to Sociology	3
Fourth Semester (16-17 credits)		
	Natural Sciences With Lab***	4
	Humanities and Fine Arts**	3-4
	Course(s) in major for transfer institution	*6*
	General Education Course(s)	3

Total Hours Required For Graduation: 64 credits (This must include a minimum of 42 credit hours of General Education Courses.)

Available Online: 73%

Per College policy Individual students may be required to take COL 101.

* Social and Behavioral Sciences: Complete one Civics Course (HIS 101, HIS 102 or POL 101) and a minimum of 6 additional credits from at } least 2 disciplines.

** Humanities and Fine Arts: Complete nine credit hours from at least 2 disciplines.

*** Natural Sciences: Complete a minimum of 7 credit hours from at least 2 disciplines, including one course with a lab component.

Check with transfer institution for foreign language requirement. A Bachelor of Arts Degree may require 3 semesters of the same foreign language. A Bachelor of Science does not usually require foreign language.

Humanities

CERTIFICATES

GLOBAL STUDIES C.A.
Department: Global Culture/Global Studies

Total Credit Hours: 30 credits

This program is designed to enable students to develop a fundamental level of international and intercultural competence, and to prepare them to assume their role in an increasingly complex, interconnected and interdependent world. Additionally, the program will reinforce the four State-Level Skill Area Goals and the four State-Level Knowledge Area Goals of the new General Education structure using an explicit global focus.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (6-8 credits)			
Communication	ENG 101 or	English Composition I	3
	ENG 102 or	English Composition II	
	COM 101 or	Oral Communications	
	COM 106	Public Speaking	
Science	BTC/CPT 103 or	Microcomputer Applications	3-5
	CPT 115 or	Introduction to Data Processing	
	MAT 098 or	Beginning Algebra	
	BIO 100 or	Introduction to Biology	
	BIO 105/106 or	Essentials of Biology I and Lab	
	BIO 110/113 or	Human Biology and Lab	
	BIO 120/121 or	Introduction to Ecology and Lab	
	BIO 122 or	Environmental Science	
	BIO 130 or	Human Sex and Reproduction	
	CHM 101/103 or	Introduction to Chemistry and Lab	
	CHM 115 or	General Chemistry I and Lab	
	PHY 111/113 or	Introduction to Physical Science and Lab	
	PHY 125/127 or	Introduction to Physical Geology and Lab	
	PHY 130 or	Astronomy	
	PHY 150/153 or	General Physics I and Lab	
	PHY 240/243	College Physics I and Lab	

Core Course Requirements (6-7 credits)			
	GLS 101	Introduction to Global Studies	3
		Foreign Language Course Numbered 201 or higher	3-4

Electives (18 credits)			
Choose at least two courses from the following with different prefixes*:	ART 1001	Art Appreciation	
	ART 1105	Digital Art Studio	
	ART 1200	2-D Design (Design I)	
	ESL 105	Advanced Conversation and Speaking Skills for Non-Native Speakers	
	GLC 290	Special Topics in Global Culture	
	LIT 200	World Mythology	
	LIT 230	Contemporary Fiction	
	LIT 240	Contemporary Literature	
	LIT 271	Literature and Contemporary Cultures	
	LIT 273	World Literature - Enlightenment to 20th Century	
	LIT 275	Holocaust Literature	
	MUS 111	Music Appreciation	
	MUS 231	Voice Class I	
	PHL 201	Introduction to Logic	
	SPE 215	Voice and Diction	
	THE 122	Introduction to Theater	
	GLC Courses (other than 101)		
Choose at least two courses from the following with different prefixes*:	ANT 102	Introduction to Cultural Anthropology	
	ANT 151	World Archaeology	
	ANT 161	Archaeology of Religion	
	ANT 171	Introduction to Egyptology	
	ANT 220	Middle East: People and Cultures	
	BUS 255	International Business	
	CRJ 280	Comparative Criminology and Criminal Justice	
	GEO 100	Principles of Geography	
	GEO 101	Geography: The Eastern World	
	GEO 102	Geography: The Western World	
	GLS 290	Special Topics in Global Studies	
	HIS 145	Western Civilization: Ancient and Medieval Heritage	
	HIS 146	Western Civilizations, Modern European Heritage	
	HIS 160	Native American History	
	HIS 202	Southwestern Asia: The Islamic World & India	
	HIS 240	Europe Since 1914	
	POL 201	International Relations	
	POL 210	Comparative Politics	
	POL 220	Middle Eastern Politics	
	POL 255	European Politics and Cultures	
	GLS Courses (other than 101)		

Total Required Hours: 30 credits

Available Online: 96%

* At least two course prefixes must be represented in each group

Math

TRANSFER PATHWAYS

MATHEMATICS TRANSFER A.A. - SCHEDULE GUIDE

Department: Mathematics

Total Credit Hours: 64 credits

COURSE	TITLE	CREDITS
Italicized courses are recommended to be taken for elective credits.		
First Semester (14-15 credits)		
ENG 101	English Composition I	3
	Social and Behavioral Sciences*	3
	Humanities and Fine Arts**	3-4
MAT 180	Calculus & Anaytical Geometry I	5
Second Semester (17-18 credits)		
ENG 102	English Composition II	3
COM 101	Oral Communications	3
	Social and Behavioral Sciences*	3
	Humanities and Fine Arts**	3-4
MAT 230	*Calculus & Analytical Geometry II*	5
Third Semester (15 credits)		
	General Education Course(s)	3
	Natural Sciences With Lab***	4
MAT 242	*Intro to Linear Algebra or elective*	3
MAT 240	*Calculus & Analytical Geometry III*	5

Fourth Semester (15-17 credits)		
	Humanities and Fine Arts**	3-4
CPT 103 or	Microcomputer Applications	3
CPT 115	Introduction to Data Processing	
	Natural Sciences***	3-4
	Social and Behavioral Sciences*	3
MAT 250	*Differential Equations*	3

Total Hours Required For Graduation: 64 credits (This must include a minimum of 42 credit hours of General Education Courses.)

Available Online: 63%

Per College policy Individual students may be required to take COL 101.

* Social and Behavioral Sciences: Complete one Civics Course (HIS 101, HIS 102 or POL 101) and a minimum of 6 additional credits from at least 2 disciplines.

** Humanities and Fine Arts: Complete nine credit hours from at least 2 disciplines.

*** Natural Sciences: Complete a minimum of 7 credit hours from at least 2 disciplines, including one course with a lab component.

Check with transfer institution for foreign language requirement. A Bachelor of Arts Degree may require 3 semesters of the same foreign language. A Bachelor of Science does not usually require foreign language.

Music

TRANSFER PATHWAYS

MUSIC TRANSFER A.F.A.
Department: Music

The Associate of Fine Arts (AFA) is a transfer degree which prepares SCC students pursuing a Bachelor's degree with concentrations in musical fine arts at either a four-year college, university, or music school or conservatory. The degree provides experience in different musical areas to prepare students for a career in a creative musical arts profession.

Total Credit Hours: 66 credits

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (22 credits)			
Communication	ENG 101***	English Composition I	3
	ENG 102	English Composition II	3
	COM 101 or	Oral Communications	
	COM 106 or	Public Speaking	3
	COM 110	Interpersonal Communications	
Math	MAT 155***	Contemporary College Math or higher	4
Social Science (Group 1)	HIS 101 or	U.S. History to 1877	
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	3
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	Pol 102	State & Local Government	
Natural Science	Any BIO or	Any Biology course	
	Any CHM or	Any Chemistry course	3
	Any PHY	Any Physical Science course	
Computer Literacy	CPT 103/BTC 103 or	Microcomputer Applications	3
	CPT 115	Intro to Data Processing	
Music Core Course Requirements (38 credits)			
	MUS 231	Music History I	3
	MUS 232	Music History II	3
	MUS 021 (all 4 semesters)	Recital and Concert Attendance	0
	MUS 131/132/281/282	Music Theory I, II, II, IV	12
	MUS 133/134/283/284	Ear Training and Sight Singing I, II, III, IV	4
	MUS 119/120/219/220	Piano Proficiency I, II, III, IV	4
	Large Ensemble - Choose 4 courses from the following:		
	MUS 115/116/117/118 or	Chamber Choir I, II, III, IV	
	MUS 105/106/107/108 or	SCC Singers I, II, III, IV	4
	MUS 175/176/177/178 or	Concert Band I, II, III, IV	
	MUS 185/186/187/188	Orchestra I, II, III, IV	

(2 credits each semester in primary instrument) Private Lessons - Choose from the following:			
	MW or	Applied Voice	
	MVK or	Applied Piano or Organ	
	MVG or	Applied Guitar, Bass Guitar, or Jazz Guitar	
	MVP or	Applied Percussion	8
	MVS or	Applied Strings	
	MVW or	Applied Woodwinds	
	MVB	Applied Brass	
Music Elective Requirements: (Choose 6 credits total)			
	MUS 225 or	Elements of Conducting	3
	MUS 286 or	Teaching Methods: Brass	2
	MUS 287 or	Teaching Methods: Strings	2
	MUS 288 or	Teaching Methods: Percussion	2
	MUS 285	Teaching Methods: Woodwinds	2
	MUS 141, 142, 143, 144 or	Show Choir I, II, III, IV	1
	MUS 164, 264 or	Jazz Improvisation I, II	2
	MUS 229, 230 or	History of American Musical Theatre I, II	3
	MUS 162 or	English/Italian Diction	1
	MUS 163 or	French/German Diction	1
	MUS 145, 146,147, 148 or	Jazz Band I, II, III, IV	1
	MUS 165, 166, 167 or	Instrumental Chamber Ensemble I, II, III	1
	MUS 195, 196, 197, 198 or	Wind Ensemble I, II, III, IV	1
	MUS 234 or	Jazz History	3
	MUS 210 or	Music Typography	2
	MUS 259, 260 or	Musical Theatre Workshop I, II	1
	MUS 195, 196,197, 198 or	Opera Theater Workshop	1-3
	MUS 250, 251 or	Music Audio Production I, II	3
	MUS 299 or	Sophomore Recital	0

Total Required hours: 66 credits

Available Online: 37%

***The Academic Skills Assessment is required before enrolling in Math or English courses. If a students places into lower-level courses than are required for his/her degree, then the student needs to first enroll in such courses before enrolling in the required courses.

MUSIC TRANSFER A.F.A. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (16 credits)		
MUS 021	Recital and Concert Attendance	0
MUS 131	Music Theory I	3
MUS 133	Ear Training and Sight Singing I	1
MUS 119	Piano Proficiency I	1
	Applied Music (private lessons)	2
	Music Elective	2
	Large Ensemble	1

ENG 101 ***	English Composition I	3
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
Second Semester (16 credits)		
MUS 021	Recital and Concert Attendance	0
MUS 132	Music Theory II	3
MUS 134	Ear Training and Sight Singing II	1
MUS 120	Piano Proficiency II	1
	Applied Music (private lessons)	2
	Music Elective	2
	Large Ensemble	1
COM 101 or	Oral Communications	3
COM 106 or	Public Speaking	
COM 110	Interpersonal Communication	
CPT/BTC 103 or	Microcomputer Applications	3
CPT 115	Intro to Data Processing	
Third Semester (16 credits)		
MUS 021	Recital and Concert Attendance	0
MUS 281	Music Theory III	3
MUS 283	Ear Training Sight Singing III	1
MUS 219	Piano Proficiency III	1
	Applied Music (private lessons)	2
MUS 231	Music History I	3
	Large Ensemble	1
	Music Elective	2
Any BIO, CHM, or PHY	Natural Science	3
Fourth Semester (18 credits)		
MUS 021	Recital and Concert Attendance	0
MUS 282	Music Theory IV	3
MUS 284	Ear Training and Sight Singing IV	1
MUS 220	Piano Proficiency IV	1
	Applied Music (private lessons)	2
MUS 232	Music History II	3
	Large Ensemble	1
ENG 102	English Composition II	3
MAT 155 ***	Contemporary College Math or higher	4

Total Hours Required for Graduation: 66 credits

Available Online: 37%

***The Academic Skills Assessment is required before enrolling in Math or English courses. If a students places into lower-level courses than are required for his/her degree, then the student needs to first enroll in such courses before enrolling in the required courses.

MUSIC MAJOR A.A. (VOICE, PIANO, OR INSTRUMENTAL) TRANSFER - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
Italicized courses are recommended to be taken for elective credits.		
First Semester (17 credits)		
MUS 131	*Music Theory I*	3
MUS 133	*Ear Training and Sight Singing I*	1
	Large Ensemble I	1
MUS 119	*Piano Proficiency I*	1
	Applied Music I	2
	General Education Course	3
MUS 021	Recital and Concert Attendance	0
	Social and Behavioral Sciences*	3
ENG 101	English Composition I	3
Second Semester (21-22 credits)		
MUS 132	*Music Theory II*	3
MUS 134	*Ear Training & Sight Singing II*	1
	Large Ensemble II	1
	Applied Music II	2
MAT 158	College Algebra	4
ENG 102	English Composition II	3
	Social and Behavioral Sciences*	3
	Humanities and Fine Arts**	3-4
MUS 021	Recital and Concert Attendance	0
MUS 120	*Piano Proficiency II*	1
Third Semester (20-21 credits)		
MUS 281	*Music Theory III*	3
MUS 283	*Ear Training & Sight Singing III*	1
	Large Ensemble III	1
	Applied Music III	2
MUS 231	Music History I	3
CPT 103 or	Microcomputer Applications	3
CPT 115	Introduction to Data Processing	
MUS 021	Recital and Concert Attendance	0
MUS 219	*Piano Proficiency III*	1
	Social and Behavioral Sciences*	3
	Natural Sciences***	3-4

Fourth Semester (18 credits)		
MUS 282	*Music Theory IV*	3
MUS 284	*Ear training & Sight Singing IV*	1
	Large Ensemble IV	1
	Applied Music IV	2
MUS 232	Music History II	3
	Natural Sciences With Lab***	4
MUS 021	Recital and Concert Attendance	0
MUS 220	Piano Proficiency IV	1
COM 101	Oral Communication	3

Total Hours Required For Graduation:

64 credits (This must include a minimum of 42 credit hours of General Education Courses.)

Available Online: 63%

Per College policy Individual students may be required to take COL 101.

* Social and Behavioral Sciences: Complete one Civics Course (HIS 101, HIS 102 or POL 101) and a minimum of 6 additional credits from at least 2 disciplines.

** Humanities and Fine Arts: Complete nine credit hours from at least 2 disciplines.

*** Natural Sciences: Complete a minimum of 7 credit hours from at least 2 disciplines, including one course with a lab component.

Check with transfer institution for foreign language requirement. A Bachelor of Arts Degree may require 3 semesters of the same foreign language.

A Bachelor of Science does not usually require foreign language.

Physical Education

TRANSFER PATHWAYS

EXERCISE SCIENCE A.S.
Department: Physical Education

Total Credit Hours: 63-64 credits

This Associate of Science degree in physical education prepares students to transfer to a four-year institution to major in exercise science. Because requirements vary at each four-year institution, students should check with their advisor and the transfer institution to ensure they are enrolled in the correct courses.

SUBJECT	COURSE	TITLE	CREDITS	ONLINE
General Education Requirements (27 credits)				
Mathematics	MAT 158	College Algebra *	4	4
Communications	ENG 101	English Composition 1*	3	3
	ENG 102	English Composition II*	3	3
	COM 101 or	Oral Communication	3	3
	COM 110	Interpersonal Communication**		
Social Science	HIS 101 or	U.S. History to 1877	3	3
	HIS 102 or	U.S. History Since 1877		
	HIS 115 or	U.S. History Since 1945		
	HIS 270 or	History of Missouri		
	POL 101 or	American Government		
	POL 102	State & Local Government		
Natural Science	BIO 250A/250B	Anatomy & Physiology I with Lab	4	0
	CHM 101/103	Introduction to Chemistry with Lab	4	3
Elective	Humanities or Social Sciences Elective		3	3
Core Course Requirements (33 credits)				
Physical Education	PHE 103	Health	3	3
	PHE 105	First-Aid	2	0
	PHE 106	Personal Wellness	2	0
	PHE 205	Foundations of PE Sport	3	3
	PHE 250	History & Philosophy of Sport	3	3
	PHE 270	Sociological Aspects of Sport	3	0
	PHE 275	Psychology Aspects of Physical Education	3	0
	Physical Activity Courses (1 hour each semester)		4	0
Exercise Science	BIO 251A/251B	Anatomy & Physiology II with Lab	4	0
	BIO 270	Kinesiology	3	0
	PHE-109 or	Nutrition for Weight Management	3	3
	PHE 252 or	Nutrition for Sports Performance		
	BIO 280	Nutrition Pathways		

Electives** (3-4 credits)				
	PHY 150/153 or	General Physics 1 with Lab	4	0
	MAT 175	Introductory Statistics	3	3

Total Required Hours: 63-64 credits

Available Online: 46%

Humanities/Social Science Electives – Typical Social Science courses include history, political Science, sociology, psychology, and economics. Humanities courses typically include literature, philosophy and non-applied art, music and theater courses.

Check transfer school's requirements before choosing these courses.

* The Academic Skills Assessment or appropriate ACT scores are required before enrolling in math or English courses.

** Check with transfer institution to see which course is required for the desired physical education degree.

Per College policy Individual students may be required to take COL 101.

EXERCISE SCIENCE A.S. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
Fall Semester (14 credits)		
ENG 101	English Composition I	3
HIS/POL	U.S. History or American Government	3
MAT 158	College Algebra-General Education	4
PHE 103	Concepts: Health	3
PHE Activity Course		1
Spring Semester (16 credits)		
BIO 250A/250B	Anatomy & Physiology I with Lab	4
CHM 101/103	Intro to Chemistry with Lab	4
ENG 102	English Composition II	3
PHE 105	First Aid/Safety	2
PHE 106	Personal Wellness	2
PHE Activity Course		1
Fall Semester (17 credits)		
BIO 251A/251B	Anatomy & Physiology II with Lab	4
BIO 270	Kinesiology	3
COM 101 or	Oral Communication	3
COM 110	Interpersonal Communication	
PHE 205	Foundations of PE, Health and Sport	3
PHE 270	Sociological Aspects of PE and Sport	3
PHE Activity Course		1
Spring Semester (16-17 credits)		
Choose one:	PHE 109 or PHE 252 or BIO 280	3
Elective	Humanities or Social Science Elective	3
MAT 175 or	Introductory Statistics	3-4
PHY 150/153	General Physics I with Lab	
PHE 250	History and Philosophy of PE and Sport	3
PHE 275	Psychological Aspects of PE and Sport	3
PHE Activity Course		1

Total Hours Required for Graduation: 63-64 credits

Available Online: 46%

Per College policy Individual students may be required to take COL 101.

RECREATION & LEISURE A.S.
Department: Physical Education

Total Credit Hours: 66 credits

This Associate of Science in physical education degree prepares students to transfer to a four-year institution to major in recreation and leisure. Because requirements vary at each four-year institution, students should check with their advisor and the transfer institution to ensure they are enrolled in the correct courses.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (30 credits)			
Mathematics	MAT 158	College Algebra*	4
Communications	ENG 101	English Composition I*	3
	ENG 102	English Composition II*	3
	COM 101 or	Oral Communication	3
	COM 110	Interpersonal Communication*	
Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State & Local Government	
Natural Science - One lecture course from group 1 and corresponding lab	BIO 110/113 or	Human Biology with Lab	4
	BIO 105/106	Essentials of Biology with Lab	
Natural Science - One lecture course from group 2 and corresponding lab	PHY 111/113	Introduction to Physical Science with Lab	4
	PHY 125/127	Introduction to Physical Geology with Lab	
	PHY 130/131	Astronomy with Lab	
	CHM 101/103	Introduction to Chemistry with Lab	
Elective +	Humanities or Social Sciences Elective		3
	CPT 105	Computer Ethics	3
Core Course Requirements (29 credits)			
Physical Education	PHE 103	Health	3
	PHE 105	First-Aid	2
	PHE 106	Personal Wellness	2
	PHE 205	Foundations of PE Sport	3
	PHE 250	History & Philosophy of Sport	3
	PHE 270	Sociology of Sport	3
	PHE 275	Psychology of Sports	3

Recreation & Leisure	Physical Activity Courses (1 hour each semester)		4
	PHE 204	Introduction to Recreation & Leisure	3
	PHE 208	Outdoor Recreation & Leisure	3
Electives (6 credits)			
	Any ART, ACT, ANT		6
	BUS 101	Introduction to Business	
	ENG 125	Business Writing	
	MAT 175	Introduction to Statistics	

Total Required Hours: 65 credits

Available Online: 42%

Humanities/Social Science Electives – Typical social science courses include history, political science, sociology, psychology and economics. Humanities courses typically include literature, philosophy and non-applied art, music and theater courses. Check transfer school's requirements before choosing these courses.

* The Academic Skills assessment or appropriate ACT scores are required before enrolling in math or English courses.

* Check with the transfer institution to see which course is required for the desired physical education degree.

Per College policy Individual students may be required to take COL 101.

RECREATION & LEISURE A.S. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (14 credits)		
ENG 101	English Composition I	3
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
MAT 158	College Algebra-General Education	4
PHE 204	Intro to Recreation & Leisure	3
PHE Activity Course		1
Spring Semester (17 credits)		
Science Group 1	Biology	4
CPT 105	Ethics in Technology	3
ENG 102	English Composition II	3
COM 101 or	Oral Communications	3
COM 110	Interpersonal Communication	
PHE 205	Foundations of PE, Health and Sport	3
PHE Activity Course		1
Fall Semester (18 credits)		
Science Group 2	Chemistry or Physical Science	4
General Education Elective	Humanities or Social Science Elective	3
PHE 208	Outdoor Recreation and Leisure	3
PHE 105	First Aid/Safety	2
PHE 106	Personal Wellness	2

PHE 270	Sociological Aspects of PE and Sport	3
PHE Activity Course		1
Spring Semester (16 credits)		
Major Elective+		3
Major Elective+		3
PHE 103	Concepts: Health	3
PHE 250	History and Philosophy of PE and Sport	3
PHE 275	Psychological Aspects of PE and Sport	3
PHE Activity Course		1

Total Hours Required for Graduation: 65 credits

Available Online: 42%

Per College policy Individual students may be required to take COL 101.

CERTIFICATES (NON-CREDIT)

PERSONAL FITNESS TRAINER CERTIFICATE

Department: Continuing Education

Become a Personal Fitness Trainer

Gain the knowledge, practice and experience that you need in order to be successful in this growing business. The fitness profession offers flexible hours, full and part-time careers and supplemental income. It is a career that will make you smile every time you clock in!

To register, visit *www.stchas.edu/learnforlife.*

Methods of Instruction

The nine-week course is taught on the St. Charles Community College campU.S. and includes, lecture, demonstration, hands-on practice, skills assessments and final examination. Registered students receive course workbook and study guide and information on required course textbook. Students are also required to participate in a 30-hour internship.

Completion Requirements

Students must earn a score of 70% or higher on the written exam and in each of the five section practical exams. Attendance is required and students are only allowed one excused absence. Students with an excused absence must schedule a make-up session and complete any work assigned. Adult CPR/AED is required for the certification to be issued. All items must be completed within 12 months of the original course start date. Certification is good for two years. The renewal period is based on the original course completion dates.

Pre-Requisite

High school diploma or GED Required. This is a beginning level course. Students must obtain Adult CPR & AED certification in order to receive certification.

Registration

Register online at *www.stchas.edu/learnforlife* or call 636-922-8233.

Learning Outcomes

After successfully completing this course, students will be able to:

1) Understand and describe basic anatomy, kinesiology and exercise physiology.

2) Assess an individual's level of fitness using ACSM guidelines.

3) Design and customize exercise programs.

4) Demonstrate proper execution of resistance, cardio-respiratory and flexibility exercises.

5) Identify and demonstrate at least one strength exercise for every major muscle group.

6) Explain ACSM and AHA recommendations for cardiovascular exercise.

Course Outline

Classroom Lecture

Session 1: Physical activity, health and health appraisals
Session 2: Exercise physiology
Session 3: Functional anatomy and biomechanics
Session 4: Fitness evaluation, assessment and nutrition
Session 5: Exercise prescription: Cardiovascular, resistance and flexibility
Session 6: Special populations: Youth, children, older adults and women
Session 7: Exercise leadership and behavior modification
Session 8: Injury prevention and treatment and program administration
Session 9: Written Exam

Practical

Session 1: Medical history and screening lesson and presentation
Session 2: Interview techniques and goal setting lesson and presentation
Session 3: Fitness testing protocols: lesson and presentation
Session 4: Fitness testing protocols: practice and role playing
Session 5: Exercise prescription, equipment use: lesson and presentation
Session 6: Exercise prescription and equipment use: practice and role playing
Session 7: Resistance training techniques, program design: lesson and presentation
Session 8: Resistance training techniques, program design: practice and role playing
Session 9: Practical Exam

Science

TRANSFER PATHWAYS

BIOLOGY A.S.
Department: Biology

Total Credit Hours: 61-63 credits

This Associate of Science in Biology degree program prepares students to transfer to a four-year college or university to major in biology. Because requirements vary at each four-year college or university, students should check with their advisor and the institution they plan to transfer to ensure they are enrolled in the correct courses.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (35-37 credits)			
Mathematics	MAT 180 or	Calculus and Analytic Geometry I	4-5
	MAT 210**	Survey Calculus**	
Communication	ENG 101	English Composition I	3
	ENG 102	English Composition II	3
	COM 101 or	Oral Communications	3
	COM 110**	Interpersonal Communication**	
Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State & Local Government	
	Social Science Elective	Choose a Social Science course. See course descriptions in catalog.	3
Natural Science	BIO 150	General Biology I	5
	CHM 115	General Chemistry I	5
Humanities	Choose a Humanities Course. See course descriptions in catalog.		3
Elective^	Humanities or Social Sciences Elective or BIO course numbered 200+ or CHM 222**		3-4

Core Course Requirements (26 credits)			
Biology	BIO 151	General Biology II	5
Chemistry	CHM 116	General Chemistry II	5
	CHM 240	Organic Chemistry I	3
	CHM 241	Organic Chemistry II	3
	CHM 243	Organic Chemistry lab	2
Physics	PHY 150/153	General Physics I with lab	4
	PHY 151/154	General Physics II with lab	4

Total Required Hours: 61-63 credits

Available Online: 28%

Humanities/Social Science Electives - Typical social science courses include history, political science, sociology, psychology and economics. Humanities courses typically include literature, philosophy, and non-applied art, music and theater courses. Check transfer school's requirements before choosing these courses.

^ This elective includes the Humanities/Social Science Electives but can also be used for any other course required by the transfer institution. Check transfer school's requirements before choosing this course.

* The Academic Skills Assessment or appropriate ACT scores are required before enrolling in Math or English classes.

** Check with transfer institution to see which course is required for the desired biology degree.

Per College policy Individual students may be required to take COL 101.

BIOLOGY A.S. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (15 credits)		
PHY 150/153	General Physics I and Lab	4
CHM 115	General Chemistry I	5
ENG 101	English Composition I*	3
HIS/POL	U.S. History or American Government	3
Second Semester (13-14 credits)		
MAT 180 or	Calculus and Analytic Geometry I	4-5
MAT 210	Survey Calculus*	
PHY 151/154	General Physics II and Lab	4
CHM 116	General Chemistry II	5
Third Semester (17 credits)		
CHM 240	Organic Chemistry I	3
COM 101 or	Oral Communication	3
COM 110	Interpersonal Communication **	
BIO 150	General Biology I	5
ENG 102	English Composition II	3
Humanities elective		3

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Fourth Semester (16-17 credits)		
CHM 241	Organic Chemistry II	3
CHM 243	Organic Chemistry Lab	2
BIO 151	General Biology II	5
Social Science elective		3
Elective^	200+ level biology course, CHM 222, HUM or Social Science	3-4

Total Hours Required for Graduation: 61-63 credits

Available Online: 28%

Per College policy Individual students may be required to take COL 101.

Humanities/Social Science Electives - Typical social science courses include history, political science, sociology, psychology and economics. Humanities courses typically include literature, philosophy, and non-applied art, music and theater courses. Check transfer school's requirements before choosing these courses.

   ^ This elective includes the Humanities/Social Science Electives but can also be used for any other course required by the transfer institution. Check transfer school's requirements before choosing this course.

* The Academic Skills Assessment or appropriate ACT scores are required before enrolling in Math or English classes.

** Check with transfer institution to see which course is required for the desired biology degree.

CHEMISTRY A.S.
Department: Chemistry

Total Credit Hours: 62-65 credits

This Associate of Science in Chemistry degree program prepares students to transfer to a four-year college or university to major in chemistry. Because requirements vary at each four-year college or university, students should check with their advisor and the institution they plan to transfer to ensure they are enrolled in the correct courses.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (31-33 credits)			
Mathematics	MAT 180	Calculus and Analytic Geometry	5
Communication	ENG 101	English Composition I	3
	ENG 102	English Composition II	3
	COM 101 or	Oral Communications	3
	COM 110**	Interpersonal Communication**	
Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State & Local Government	
	Social Science Elective	Choose a Social Science course. See course descriptions in catalog.	3
Natural Science	CHM 115	General Chemistry I	5
Humanities	Choose a Humanities Course. See course descriptions in catalog.		3
Elective^	Choose 1 course- Humanities, Social Sciences, or MAT course 200+ level.		3-5

Core Course Requirements (32 credits)			
Chemistry	CHM 116	General Chemistry II	5
	CHM 222	Quantitative Analysis	4
	CHM 240	Organic Chemistry I	3
	CHM 241	Organic Chemistry II	3
	CHM 243	Organic Chemistry lab	2
Physics	PHY 250	Engineering Physics I	5
	PHY 251	Engineering Physics II	5
Mathematics	MAT 230	Calculus & Analytic Geometry II	5

Total Required Hours: 63-65 credits

Available Online: 35%

Check with transfer institution to see which course is required for the desired chemistry degree.

Humanities/Social Science Electives - Typical social science courses include history, political science, sociology, psychology and economics.

Humanities courses typically include literature, philosophy, and non-applied art, music and theater courses. Check transfer school's requirements before choosing these courses.

^ This elective includes the Humanities/Social Science Electives but can also be used for any other course required by the transfer institution. Check transfer school's requirements before choosing this course.

* The Academic Skills Assessment or appropriate ACT scores are required before enrolling in Math or English classes.

** Check with transfer institution to see which course is required for the desired biology degree.

Per College policy Individual students may be required to take COL 101.

CHEMISTRY A.S. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (16 credits)		
MAT 180	Calculus and Analytic Geometry I*	5
CHM 115	General Chemistry I	5
ENG 101	English Composition I*	3
HIS/POL	U.S. History or American Government	3
Second Semester (16 credits)		
MAT 230	Calculus and Analytic Geometry II	5
CHM 116	General Chemistry II	5
ENG 102	English Composition II	3
COM 101 or	Oral Communication	3
COM 110	Interpersonal Communication **	
Third Semester (15-17 credits)		
CHM 240	Organic Chemistry I	3
CHM 222	Quantitative Analysis	4
PHY 250	Engineering Physics I	5
Elective^		3-5
Fourth Semester (16 credits)		
CHM 241	Organic Chemistry II	3
CHM 243	Organic Chemistry Lab	2
PHY 251	Engineering Physics II	5
Social Science elective		3
Humanities elective		3

Total Hours Required for Graduation: 63-65 credits

Available Online: 35%

Humanities/Social Science Electives - Typical social science courses include history, political science, sociology, psychology and economics.

Humanities courses typically include literature, philosophy, and non-applied art, music and theater courses. Check transfer school's requirements before choosing these courses.

^ This elective includes the Humanities/Social Science Electives but can also be used for any other course required by the transfer institution. Check transfer school's requirements before choosing this course.

* The Academic Skills Assessment or appropriate ACT scores are required before enrolling in Math or English classes.

** Check with transfer institution to see which course is required for the desired biology degree.

Per College policy Individual students may be required to take COL 101.

PRE-ENVIRONMENTAL HEALTH & SAFETY A.S.
Department: Science

Total Credit Hours: 79-80 credits

This degree prepares students for a career in public health and environmental science.

Students who earn this degree at SCC and qualify for admission to Missouri Southern State University's Bachelor of Science Degree program in environmental health can take advantage of a seamless transfer process. The four-year degree is one of only 30 environmental health degrees in the United States accredited by the National Environmental Science and Protection Accreditation Council (EHAC). MSSU's bachelor's degree is offered on campU.S. or online (facilitated by an SCC faculty member), so our students have the opportunity to complete the entire program without ever leaving SCC.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (79-80 credits)			
Mathematics	MAT 158 or	College Algebra - Gen Ed	4
	MAT 162	College Algebra - STEM	
Communication	ENG 101	English Composition I	3
	ENG 102	English Composition II	3
	COM 101	Oral Communication	3
Social Science I	HIS 101 or	U.S. History to 1877	3
	HIS 102	U.S. History since 1877	
	POL 101	American Government	3
Social Science II - Select two courses with different prefixes	ANT 105	Intro to Biological Anthropology	6
	ECO 100 or	Survey Economics	
	ECO 110 or	Principles of Macroeconomics	
	ECO 120	Principles of Microeconomics	
	SOC 101	Intro to Sociology	
	PSY 101	Intro to Psychology	
Humanities I	ART 1001 or	Art Appreciation	3
	MUS 111 or	Music Appreciation	
	THE 122	Intro to Theater	
Humanities II	LIT 210 or	American Literature From 1620-1865	3
	LIT 220 or	American Literature From 1865-present	
	LIT 250 or	English Literature Before 1800	
	LIT 260 or	English Literature After 1800	
	LIT 272 or	World Literature - Ancient World Through the Renaissance	
	LIT 273 or	World Literature - Enlightenment to 20th Century	
	PHL 101 or	Intro to Philosophy	
	PHL 160	Ethics	

Natural Science	BIO 110/113 or	Human Biology	4-5
	BIO 105/106 or	Essentials of Biology	
	BIO 150 or	General Biology	
	BIO 250A/BIO 250B	Anatomy and Physiology I	
Science	BIO 246	Microbiology	4
	CHM 115	General Chemistry I	5
	CHM 116	General Chemistry II	5
	CHM 240/243	Organic Chemistry I	5
	PHY 150/153	General Physics I	4
Health and Wellness*	PHE 106	Personal Wellness	2
International Studies*	GLC 215 or	Intercultural Communication	3
	HIS 145 or	Western Civilization: Ancient and Medieval Heritage	
	HIS 146 or	Western Civilizations, Modern European Heritage	
	GEO 100 or	Principles of Geography	
	BUS 255 or	International Business	
	Any Foreign Language		
Electives**	BIO 122*** or	Environmental Science	16
	BIO 151 or	General Biology II	
	BIO 242 or	Anatomy and Physiology Supplement	
	BIO 251A/251B or	Anatomy and Physiology I	
	BIO 265 or	Pathophysiology	
	BIO 280 or	Nutrition Pathways	
	BUS 101 or	Intro to Business	
	BUS 115 or	Intro to Public Relations	
	CHM 222 or	Quantitative Analysis	
	CHM 241 or	Organic Chemistry II	
	GEO 120 or	Introduction to GIS	
	GEO 225 or	Advanced GIS	
	MAT 175 or	Introductory Statistics	
	PHY 105/107 or	Environmental Geology	
	PHY 151/PHY 154 or	General Physics II	
	COM 225	Professional Communication	
	Any Foreign Language		

Total Required Hours: 79 - 80 credits

Available Online: 64%

* Required by MSSU

** Additional credit hours received when taking SCC General Education Courses will count towards the elective credit hours.

*** Introductory level environmental science course will not count towards the core requirements but may serve as a pathway for students to assure their interest in the field.

PRE-ENVIRONMENTAL HEALTH & SAFETY A.S. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS	ONLINE
First Semester (15 credits)			
MAT 158 or 162	College Algebra Gen-Ed or College Algebra STEM	4	0
ENG 101	English Composition I	3	3
CHM 115	General Chemistry I	5	0
COM 101	Oral Communications	3	3
Second Semester (17-18 credits)			
ENG 102	English Composition II	3	3
HIS 101 or	U.S. History to 1877	3	3
HIS 102	U.S. History Since 1877		
PHE 106	Personal Wellness	2	0
CHM 116	General Chemistry II	5	0
Natural Science	BIO 110/113, or 105/106, or 150 or 240/243	4-5	3
Third Semester (16 credits)			
CHM 240	Organic Chemistry I	3	0
BIO 246	Microbiology	4	0
POL 101	American Government	3	3
ANT 105, or ECO 100, or 110, or 120, or SOC 101 or PSY 101	Social Science II	3	3
ART 1001, or MUS 111, or THE 122	Humanities I	3	3
Fourth Semester (15 credits)			
CHM 243	Organic Chemistry I Lab	2	0
PHY 150/153	General Physics I Lab	4	0
ANT 105, or ECO 100, or 110, or 120, or SOC 101 or PSY 101	Social Science II	3	3
LIT 210, or 220, or 250, or 260, or 272, or 273, or PHL 101, or 160	Humanities II	3	3
GLC 215, or HIS 145, or 146, or GEO 100, or BUS 255 or Any Foreign Language	International Studies	3	3
Fifth - Eight Semester*			
Electives	Selection should be based on area of focus of degree	16-17	3
Environmental Health Semester Block	MSSU core courses; Can be taken in any order, based on semester block that is currently available online or on-site at MSSU	43	0
Internship	Can be taken during any semester at MSSU, but requires pre-planning with MSSU faculty prior to enrollment	2	0

Total Hours Required for Graduation: 79 -80 credits

Available Online: 64%

* Can be done at SCC trhough a combination of on-campU.S. and distance-learning.

Per College policy Individual students may be required to take COL 101.

Social Science

TRANSFER PATHWAYS

GEOGRAPHY TRANSFER A.A. - SCHEDULE GUIDE
Department: Geography

Total Credit Hours: 64 credits

COURSE	TITLE	CREDITS
Italicized courses are recommended to be taken for elective credits.		
First Semester (16-19 credits)		
ENG 101	English Composition I	3
MAT 155 or	Contemporary College Math	
MAT 157 or	College Statistics	
MAT 158 or	College Algebra	4-6
MAT 162 or	College Algebra - STEM	
MAT 171	Pre-Calculus Mathematics	
GEO 100	*Principles of Geography*	3
	Social and Behavioral Sciences*	3
	Humanities and Fine Arts**	3-4
Second Semester (15-16 credits)		
ENG 102	English Composition II	3
COM 101	Oral Communication	3
	Course(s) in major for transfer institution	3
	Social and Behavioral Sciences*	3
	Humanities and Fine Arts**	3-4
Third Semester (16 credits)		
GEO 101	*Geography: The Eastern World*	3
	Natural Sciences With Lab***	4
	Course(s) in major for transfer institution	6

CPT 103 or	Microcomputer Applications	3
CPT 115	Introduction to Data Processing	
Fourth Semester (15-17 credits)		
	Course(s) in major for transfer institution	3
	Natural Sciences***	3-4
GEO 102	*Geography: The Western World*	3
	General Education Course	3
	Humanities and Fine Arts**	3-4

Total Hours Required For Graduation: 64 credits (This must include a minimum of 42 credit hours of General Education Courses.)

Available Online: 75%

Per College policy Individual students may be required to take COL 101.

* Social and Behavioral Sciences: Complete one Civics Course (HIS 101, HIS 102 or POL 101) and a minimum of 6 additonal credits from at least 2 disciplines.

** Humanities and Fine Arts: Complete nine credit hours from at least 2 disciplines.

*** Natural Sciences: Complete a minimum of 7 credit hours from at least 2 disciplines, including one course with a lab component.

Check with transfer institution for foreign language requirem ent. A Bachelor of Arts Degree may require 3 semesters of the same foreign language. A Bachelor of Science does not usually require foreign language.

HISTORY TRANSFER A.A. - SCHEDULE GUIDE
Department: History

Total Credit Hours: 64 credits

COURSE	TITLE	CREDITS
Italicized courses are recommended to be taken for elective credits.		
First Semester (13-15 credits)		
ENG 101	English Composition I	3
MAT 155 or	Contemporary College Math	
MAT 157 or	College Statistics	
MAT 158 or	College Algebra	4-6
MAT 162 or	College Algebra - STEM	
MAT 171	Pre-Calculus Mathematics	
	Course(s) in major for transfer institution	3
	Social and Behavioral Sciences*	3
Second Semester (15-16 credits)		
ENG 102	English Composition II	3
HIS 102	U.S. History Since 1877	3
	Humanities and Fine Arts**	3-4
	Course(s) in major for transfer institution	6
Third Semester (16 credits)		
	Natural Sciences With Lab***	4

HIS 145	Western Civilization Ancient & Medieval	3
	Course(s) in major for transfer institution	6
COM 101	Oral Communication	3
Fourth Semester (15-16 credits)		
	Natural Sciences***	3-4
HIS 146	Western Civilization Modern Europe	3
	Course(s) in major for transfer institution	3
CPT 103 or	Microcomputer Applications	3
CPT 115	Introduction to Data Processing	
	General Education Course	3

POLITICAL SCIENCE TRANSFER A.A. - SCHEDULE GUIDE
Department: Political Science

Total Credit Hours: 64 credits

COURSE	TITLE	CREDITS
Italicized courses are recommended to be taken for elective credits.		
First Semester (13-16 credits)		
ENG 101	English Composition I	3
MAT 155 or	Contemporary College Math	4-6
MAT 157 or	College Statistics	
MAT 158 or	College Algebra	
MAT 162 or	College Algebra - STEM	
MAT 171	Pre-Calculus Mathematics	
POL 101	American Government	3
	Humanities and Fine Arts**	3-4
Second Semester (18-20 credits)		
ENG 102	English Composition II	3
POL 210	Comparative Politics	3
	Humanities and Fine Arts**	3-4
	Humanities/Foreign Language *	3-4
	Course(s) in major for transfer institution	6
Third Semester (16 credits)		
	Natural Sciences With Lab***	4
	Course(s) in major for transfer institution	6
COM 101	Oral Communication	3
	Social and Behavioral Sciences*	3
Fourth Semester (15-16 credits)		
	Natural Sciences***	3-4
POL 201	International Relations	3
	Course(s) in major for transfer institution	3
CPT 103 or	Microcomputer Applications	3
CPT 115	Introduction to Data Processing	
	Social and Behavioral Sciences*	3

Total Hours Required For Graduation: 64 credits (This must include a minimum of 42 credit hours of General Education Courses.)
Available Online: 75%

Per College policy Individual students may be required to take COL 101.

* Social and Behavioral Sciences: Complete one Civics Course (HIS 101, HIS 102 or POL 101) and a minimum of 6 additional credits from at least 2 disciplines.

** Humanities and Fine Arts: Complete nine credit hours from at least 2 disciplines.

*** Natural Sciences: Complete a minimum of 7 credit hours from at least 2 disciplines, including one course with a lab component.

Check with transfer institution for foreign language requirement. A Bachelor of Arts Degree may require 3 semesters of the same foreign language. A Bachelor of Science does not usually require foreign language.

PSYCHOLOGY/SOCIOLOGY TRANSFER A.A. - SCHEDULE GUIDE

Department: Psychology
Total Credit Hours: 64 credits

COURSE	TITLE	CREDITS
Italicized courses are recommended to be taken for elective credits.		
First Semester (16-19 credits)		
ENG 101	English Composition I	3
MAT 155 or	Contemporary College Math	4-6
MAT 157 or	College Statistics	
MAT 158 or	College Algebra	
MAT 162 or	College Algebra - STEM	
MAT 171	Pre-Calculus Mathematics	
PSY 101 or	Introduction to Psychology	3
SOC 101	Introduction to Sociology	
	Social and Behavioral Sciences*	3
	Humanities and Fine Arts**	3-4
Second Semester (16-17 credits)		
ENG 102	English Composition II	3
	Humanities and Fine Arts**	3-4
	Course(s) in major for transfer institution	6
	Natural Sciences With Lab***	4
Third Semester (15-16 credits)		
COM 101	Oral Communication	3
	Social and Behavioral Sciences*	3
	Humanities and Fine Arts**	3-4
	Course(s) in major for transfer institution	6

Fourth Semester (15-16 credits)		
	Natural Sciences***	3-4
CPT 103 or	Microcomputer Applications	3
CPT 115	Introduction to Data Processing	
	General Education Course(s)	3
	Course(s) in major for transfer institution	6

Total Hours Required For Graduation: 64 credits (This must include a minimum of 42 credit hours of General Education Courses.)

Available Online: 70%

Per College policy Individual students may be required to take COL 101.

* Social and Behavioral Sciences: Complete one Civics Course (HIS 101, HIS 102 or POL 101) and a minimum of 6 additional credits from at least 2 disciplines.

** Humanities and Fine Arts: Complete nine credit hours from at least 2 disciplines.

*** Natural Sciences: Complete a minimum of 7 credit hours from at least 2 disciplines, including one course with a lab component.

Check with transfer institution for foreign language requirement. A Bachelor of Arts Degree may require 3 semesters of the same foreign language. A Bachelor of Science does not usually require foreign language.

Theatre

TRANSFER PATHWAYS

THEATRE TRANSFER A.A.- SCHEDULE GUIDE
Department: Theatre

Total Credit Hours: 64 credits

COURSE	TITLE	CREDITS
Italicized courses are recommended to be taken for elective credits.		
First Semester (16-18 credits)		
ENG 101	English Composition I	3
MAT 155 or	Contemporary College Math	
MAT 157 or	College Statistics	
MAT 158 or	College Algebra	4-6
MAT 162 or	College Algebra - STEM	
MAT 171	Pre-Calculus Mathematics	
THE 128	*Fundamentals of Acting*	3
	Course(s) in major for transfer institution	3
THE 122	Introduction to Theatre	3
Second Semester (16-17 credits)		
ENG 102	English Composition II	3
	Natural Sciences With Lab***	4
COM 101	Oral Communication	3
THE 228	*Acting II*	3
	Humanities and Fine Arts**	3-4
Third Semester (15-16 credits)		
	Humanities and Fine Arts**	3-4
	Course(s) in major for transfer institution	6
	Social and Behavioral Sciences*	6

Fourth Semester (15-16 credits)		
	Social and Behavioral Sciences*	3
CPT 103 or	Microcomputer Applications	3
CPT 115	Introduction to Data Processing	
	Natural Sciences***	3-4
	Course(s) in major for transfer institution	3
	General Education Course(s)	3

Total Hours Required For Graduation: 64 credits (This must include a minimum of 42 credit hours of General Education Courses.)

Available Online: 64%

Per College policy Individual students may be required to take COL 101.

* Social and Behavioral Sciences: Complete one Civics Course (HIS 101, HIS 102 or POL 101) and a minimum of 6 additional credits from at least 2 disciplines.

** Humanities and Fine Arts: Complete nine credit hours from at least 2 disciplines.

*** Natural Sciences: Complete a minimum of 7 credit hours from at least 2 disciplines, including one course with a lab component.

Check with transfer institution for foreign language requirement. A Bachelor of Arts Degree may require 3 semesters of the same foreign language. A Bachelor of Science does not usually require foreign language.

Trades/Manufacturing

DEGREES

COMPUTER-AIDED DRAFTING (CAD) A.A.S.
Department: Computer-Aided Drafting

Total Credit Hours: 67-70 credits

This program option provides students with a comprehensive knowledge of computer-aided drafting (CAD). Students will be able to choose from a list of optional CAD courses to allow emphasis in architectural, industrial, civil or broad scope applications as desired. Additional courses in science and math are required.

SUBJECT	COURSE	TITLE	CREDITS	ONLINE
General Education Requirements (35-37 credits)				
Mathematics	MAT 150 and	Trigonometry*	3	0
	MAT 162 or	College Algebra-STEM*	4-6	0
	MAT 171	Pre-CalculusMath*		
Communication	ENG 101	English Composition I*	3	3
	ENG 115	Technical Writing*	3	0
	COM 101	Oral Communications	3	3
Social Science	HIS 101 or	U.S. History to 1877	3	3
	HIS 102 or	U.S. History Since 1877		
	HIS 115 or	U.S. History Since 1945		
	HIS 270 or	History of Missouri		
	POL 101 or	American Government		
	POL 102	State & Local Government		
Natural Science	PHY 150/153	Physics I and Lab	4	0
Elective	CPT/BTC 103	Microcomputer Applications	3	3
	ART 1400	Drawing I	3	0
	Any 2 General Electives	Any course 100 level or higher***	6	6

Core Course Requirements (13 credits)				
	CDM 103	Introduction to CAD Systems	2	0
	CDM 104	CAD Systems II	3	0
	CDM 205 or	Architectural Drafting I	3	0
	CDM 207	Revit Architectural Drafting I		
	CDM 221	Solid Modeling I	3	0
	CDM 298	CAD Capstone	1	0
Electives** (20-21 credits)				
	CDM 120	Descriptive Geometry	2	0
	CDM 205	Architectural Drafting I	3	0
	CDM 206	Architectural Drafting II	3	0
	CDM 207	Revit Architecture I	3	0
	CDM 208	Revit Architecture II	3	0
	CDM 209	Construction Materials	3	0
	CDM 210	HVAC Drafting	3	0
	CDM 211	Structural Drafting	3	0
	CDM 212	Electrical/Electronic Drafting	3	0
	CDM 222	Solid Modeling II	3	0
	CDM 223	Geometric Dimensioning and Tolerance	3	0
	CDM 227	Revit MEP	3	0
	CDM 235	Manufacturing Processes	3	0
	CDM 251	Introduction to Piping Drafting	3	0
	CDM 255	Civil Drafting	3	3
	CDM 265	Sustainable Design	3	0
	CDM 270	Externship*	3	0
	CPM 220	3 D Animation	3	3
	GEO 120	Introduction to GIS	3	3
	GEO 225	Advanced GIS	3	0

Total Required Hours: 67-70 credits

Available Online: 40%

* The Academic Skills Assessment is required before enrolling in Math or English courses. If a student places into lower level courses than are required for his/her degree, then the student needs to first enroll in lower level courses before enrolling in the courses needed for graduation.

** CDM electives listed above. Choose 20-21 hours.

***General Elective: Choose any course 100 level or higher.

COMPUTER-AIDED DRAFTING (CAD) A.A.S. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (19-21credits)		
CDM 103	Intro to CAD System	2
CDM 104	CAD Systems II	3
ENG 101	English Composition I*	3
CPT/BTC 103	Microcomputer Applications	3
MAT 150	Trigonometry*	3
MAT 150 or MAT 162	College Algebra - STEM* or Pre-Calculus Math*	4-6
Second Semester (15-16 credits)		
ENG 115	Technical Writing	3
ART 1400	Drawing I	3
	Pick 2 CDM Electives**	5-6
PHY 150/153	General Physics I	4
Summer Semester (3 credits)		
	General Elective***	3
Third Semester (15 credits)		
CDM 205 or	Architectural Drafting I	3
CDM 207	Revit Architectural I	
	General Elective***	3
	Pick 2 CDM Electives**	6
CDM 221	Solid Modeling I	3
Fourth Semester (16 credits)		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
COM 101	Oral Communications	3
	Pick 3 CDM Electives**	9
CDM 298	CAD/CAM Capstone	1

Total Hours Required for Graduation: 67-70 credits

Available Online: 40%

* The Academic Skills Assessment is required before enrolling in Math or English courses. If a student places into lower level courses than are required for his/her degree, then the student needs to first enroll in lower level courses before enrolling in the courses needed for graduation.

** CDM electives listed above. Choose 20-21 hours.

***General Elective: Choose any course 100 level or higher.

GENERAL TECHNOLOGY A.A.S.
Department: General Technology

Total Credit Hours: 72-75 credits

This associate degree program provides a broad scope of technical skills applicable to technician employment in appropriate industry or service companies. A core foundation including computer hardware/software applications, math, science, CAD and electronics is combined with specialized study areas relative to student/employer interest.

SUBJECT	COURSE	TITLE	CREDITS	ONLINE
General Education Requirements* (32-35 credits)				
Mathematics	MAT 150	Trigonometry	3	0
	MAT 162 or	College Algebra-STEM	4-6	0
	MAT 171	Pre-Calculus Math		
Communication	ENG 101	English Composition I	3	3
	ENG 115 or	Technical Writing or	3	0
	ENG 125	Business Writing		
	COM 101	Oral Communication	3	3
Social Science	HIS 101 or	U.S. History to 1877 or	3	3
	HIS 102 or	U.S. History Since 1877 or		
	HIS 115 or	U.S. History Since 1945 or		
	HIS 270 or	History of Missouri or		
	POL 101 or	American Government or		
	POL 102	State & Local Government		
Natural Science	CHM 115 or	General Chemistry I or	4-5	0
	PHY 150/153	Physics I and Lab		
Elective	CPT/BTC 103	Microcomputer Applications	3	3
	Any 2 General Electives	Any Course 100 level or higher	6	6
Core Course Requirements* (12 credits)				
	ETC 101	Fundamentals of Electronics	3	0
	CDM 103	Introduction to CAD Systems	2	0
	CPT/BTC 103 or	Microcomputer Applications	3	3
	CPT 106	PC Operating Systems		
	BUS 204	Total Quality Operations Management	3	3
	EGR 100	Introduction to Engineering	1	0

Program Major Concentration 25 credits

(Electronics, Networking, Telecommunications, CAD, etc., including 200 level technology courses of student's interests)

Elective Courses* 3 credits

(Technology, management, computers, graphic design, multimedia and more according to student's interests and needs.)

Total Required Hours: 72-75 credits

Available Online: 33%

* If planning to utilize as transfer credits to another institution, contact advising or the General Technology Program coordinator for more specific requirements.

SKILLED TRADES A.A.S.
Department: General Technology

Total Credit Hours: 64-65 credits

This degree program is for students who have completed an approved apprenticeship training program. It allows a union apprentice or journeyman to receive college credit for previously acquired knowledge, skills, and experience by applying those credits towards the associate's degree. The A.A.S. in Skilled Trades may enable students to pursue an advanced degree at a four-year institution in fields such as construction technology, construction management, or related areas.

SUBJECT	COURSE	TITLE	CREDITS	ONLINE
General Education Requirements (24-25 credits)				
Mathematics	MAT 105	Applied Math or higher	3-4	4
Communication	ENG 101	English Composition I	3	3
	ENG 102 or	English Composition II	3	3
	ENG 125	Business Writing		
	COM 101	Oral Communications	3	3
Social Science	HIS 101 or	U.S. History to 1877	3	3
	HIS 102 or	U.S. History Since 1877		
	HIS 115 or	U.S. History Since 1945		
	HIS 270 or	History of Missouri		
	POL 101 or	American Government		
	POL 102	State & Local Government		
Natural Science	Any BIO or	Any Biology course	3	3
	Any CHM or	Any Chemistry course		
	Any PHY	Any Physical Science course		

Humanities	Any ART or	Any ART course	3	3
	Any LIT or	Any Literature course		
	Any MUS or	Any Music course		
	Any PHL or	Any Philosophy course		
	Any THE or	Any Theatre course		
	Any ARB or	Any Arabic course		
	Any FRN or	Any French course		
	Any GRM or	Any German course		
	Any SPN or	Any Spanish course		
	BUS/CPT 105	Business Ethics/ Ethics in Technology		
Elective	BTC/CPT 103 or	Microcomputer Applications	3	3
	CPT 106	PC Operating Systems		
Core Course Requirements (40 credits)				

This requirement is fulfilled by the approved completion of the Journeyman's Certificate from the Bureau of Apprenticeship and Training, a division of the U.S. Department of Labor. These credit hours will be granted at the completion of all the other A.A.S. degree requirements.

Total Required Hours: 64-65 credits

Available Online: 38%

SUPPLY CHAIN LOGISTICS & MANUFACTURING TECHNOLOGIES A.A.S.
Department: General Technology

Total Credit Hours: 61-63 credits

Designed to prepare students for the modern manufacturing environment. This program will prepare students for employment with companies that have implemented team-oriented design, supply chain logistics, production, quality, and maintenance systems within the manufacturing environment. American manufacturers are increasingly using high-tech equipment that involves multiple integrated systems. It is critical that companies be able to recruit and employ individuals who can identify the supply chain from factories to warehouses and know how to identify different technologies in a manufacturing environment.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (24-26 credits)			
Mathematics	MAT 105	Applied Math or higher	3-4
Communication	ENG 101	English Composition I	3
	ENG 115 or	Technical Writing	3
	ENG 125	Business Writing	
	COM 101 or	Oral Communication	3
	COM 106 or	Public Speaking	
	COM 110	Interpersonal Communications	

Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	HIS 202 or	Non-West Civ/Mid East & India	
	HIS 203 or	Non-West Civ/East & South Asia	
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State & Local Government	
	ECO 100	Survey Economics	
Natural Science	Any BIO, CHM or PHY		3
Humanities	Any ART or BUS/CPT 105 or DAN 196, 197, 198, 199 or EDU 125 or Any LIT, MUS, PHL, THE or any Foreign Language		3-4
Elective	CPT 103 or	Microcomputer Applications	3
	CPT 115	Intro to Data Processing	

Core Course Requirements (31 credits)			
	MFG 101	Principles of Safety	3
	MFG 111	Principles of Quality Practices	3
	MFG 201	Principles of Manufacturing Process and Production	3
	MFG 220	Principles of Maintenance Awareness	3
	MFG 205	Manufacturing Process Controls	3
	LGM 101	Supply Chain and Logistics I	3
	LGM 210	Supply Chain and Logistics II	3
	MFG 105	Employment Strategies	1
	MFG 225	Supervisory Skills	3
	MFG 215	Problem Solving	3
Choose one:	MFG 230 or	Manufacturing Measurement	3
	BUS 204 or	Total Quality Operations Management	
	BUS 208 or	Entrepreneurship/ Small BUS Mgmt	
	BUS 210	Organizational Behavior	

Electives (6 credits)			
Pick two:	MFG 141	Principles of Green Production	3
	CDM 103	CAD Systems I	3
	GEO 120	Introduction to GIS	3

Total Required Hours: 61-63 credits

*Per College policy students may be required to take COL 101

Available Online: 45%

SUPPLY CHAIN LOGISTICS & MANUFACTURING TECHNOLOGIES A.A.S. SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (15-16 credits)		
MAT 105 or higher	Applied Mathematics or higher	3-4
ENG 101	English Composition I	3
CPT-103 or CPT 115	Microcomputer Applications or Intro to Data Processing	3
MFG 101	Principles of Safety	3
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 202 or	Non-West Civ/Mid East & India	
HIS 203 or	Non-West Civ/East & South Asia	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
ECO 100	Survey Economics	
Second Semester (15-16 credits)		
Natural Science	Any BIO, CHM, or PHY	3
Humanities	Any ART or BUS/CPT 105 or DAN 196, 197, 198, 199 or EDU 125 or Any LIT, MUS, PHL, THE or any Foreign Language	3-4
MFG 111	Principles of Quality Practices	3
ENG 115 or ENG 125	Tech Writing or Business Writing	3
Elective	Pick one MFG 141 or GEO 120 or CDM 103	3
Third Semester (16 credits)		
LGM 101	Supply Chain and Logistics I	3
MFG 201	Principles of Manufacturing Processes and Production	3
MFG 215	Problem Solving	3
MFG 105	Employment Strategies	1
Elective	Pick one MFG 141 or GEO 120 or CDM 103	3
Communications	Pick one COM 101 or COM 106 or COM 110	3
Fourth Semester (15 credits)		
MFG 205	Manufacturing Process Controls	3
MFG 220	Principles of Maintenance Awareness	3
LGM 210	Supply Chain and Logistics II	3
MFG 225	Supervisory Skills	3
Pick one: MFG 230 or	Manufacturing Measurement	3
BUS 204 or	Total Quality Operations Management	
BUS 208 or	Entrepreneurship/Small BUS Mgmt	
BUS 210	Organizational Behavior	

Total Hours Required for Graduation: 61-63 credits

Available Online: 45%

WELDING A.A.S.
Department: General Technology

Total Credit Hours: 66-67 Credits
Students who achieve the Associate of Applied Science degree in General Technology with an emphasis in welding have the skills needed to achieve Advanced Welder Certification through the American Welding Society (AWS). They can also transfer to a four-year program in fields like Industrial Technology to pursue a bachelor's degree

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (24 -25 credits)			
Mathematics	MAT 105	Applied Mathematics or higher	3-4
Communication	ENG 101	English Composition I	3
	ENG 102 or	English Composition II	
	ENG 102 or	Technical Writing	3
	ENG 125	Business Writing	
	COM 101	Oral Communications	3
Social Sciences	HIS 101 or	U.S. History to 1877	
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	3
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State & Local Government	
Natural Science	Any BIO or	Any Biology course	
	Any CHM or	Any Chemistry course	3
	Any PHY	Any Physical Science course	
Humanities	Any ART or	Any Art course	
	CPT 105 or	Ethics in Technology	
	EDU 125 or	Teaching Literacy Through Storytelling	
	Any LIT or	Any Literature course	3
	Any MUS or	Any Music course	
	Any PHL or	Any Physical Science course	
	Any THE or	Any Theatre/Film course	
	Foreign Language	Any Foreign Language course	
Elective	CPT 103 or	Microcomputer Applications	3
	CPT 115	Introduction to Data Processing	
Core Course Requirements (42 credits)			
	WLD 101	Introduction to Welding	3
	WLD 111	Thermal Cutting	2
	WLD 121	Shielded Metal Arc Welding I	4
	WLD 122	Shielded Metal Arc WeldingII	4
	WLD 125	Welding Inspection & Testing	2
	WLD 131	Gas Metal Arc Welding I	4
	WLD 132	Gas Metal Arc Welding II	4
	WLD 141	Flux Cored Arc Welding I	4
	WLD 142	Flux Cored Arc Welding II	4
	WLD 151	Gas Tungsten Arc Welding I	4

WLD 152	Gas Tungsten Arc Welding I	4
BUS 204 or	Total Qual Operations Mgmt	
BUS 208 or	Entreprshp/Small BUS Mgmt	3
BUS 210	Organizational Behavior	

Total Required Hours: 66-67 credits
Available Online: 36%

WELDING A.A.S. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (14-15 credits)		
WLD 101	Introduction to Welding	3
WLD 111	Thermal Cutting	2
WLD 121	Shielded Metal Arc Welding I	4
WLD 125	Welding Inspection and Testing	2
Mathematics	MAT 105 or higher	3-4
Second Semester (18 credits)		
WLD 131	Gas Metal Arc Welding I	4
WLD 141	Flux Cored Arc Welding I	4
WLD 151	Gas Tungsten Arc Welding I	4
ENG 101	English Composition I	3
Natural Sciences	Any BIO, CHM, PHY	3
Third Semester (17 credits)		
WLD 122	Shielded Metal Arc Welding II	4
WLD 142	Flux Cored Arc Welding II	4
ENG 102 or ENG 115 or ENG 125	English Composition II or Technical Writing or Business Writing	3
COM 101	Oral Communications	3
Social Sciences	HIS 101, 102, 115, 202, 203, 270, or POL 101, or 102	3
Fourth Semester (17 credits)		
WLD 132	Gas Metal Arc Welding II	4
WLD 152	Gas Tungsten Arc Welding II	4
BUS 204 or BUS 208 or BUS 210	Total Quality Operations Management or Entrepreneurship/Small Business Management or Organizational Behavior	3
Humanities	Any ART, or BUS/CPT 105, or EDU 125, DAN 196, 197, 198, 199, or any LIT, MUS, PHL, THE or any Foreign Language	3
Elective	CPT 103 or CPT 115	3

Total Hours Required For Graduation: 66-67 credits
Available Online: 36%

CERTIFICATES

ADVANCED WELDING C.S.
Department: General Technology

Students who earn this certificate have acquired the skills necessary to achieve Advanced Welder Certification through the American Welding Society (AWS). If they choose, they can continue to study to achieve the Associate of Applied Science degree in General Technology with an emphasis in welding.

	COURSE	TITLE	CREDITS	ONLINE
Core Course Requirements (16 credits)				
	WLD 122	Shielded Metal Arc Welding II	4	0
	WLD 132	Gas Metal Arc Welding II	4	0
	WLD 142	Flux Cored arc Welding II	4	0
	WLD 152	Gas Tungsten Arc Welding II	4	0

Total Required Hours: 16 credits
Available Online: 0%

BASIC WELDING C.S.
Department: General Technology

Students who earn this certificate of specialization have basic skills in welding and thermal cutting. If they wish to pursue a career in welding, they may choose to continue study to earn an Advanced level Welder Certificate of Specialization, Entry-Level Welder Certificate, or the Associate of Applied Science degree in General Technology with an emphasis in welding.

	COURSE	TITLE	CREDITS
General Education Requirements (4 credits)			
	MAT 098 or Higher	Beginning Algebra	4
Core Course Requirements (11 credits)			
	WLD 101	Introduction to Welding	3
	WLD 111	Thermal Cutting	2
	WLD 121	Shielded metal Arc Welding I	4
	WLD 125	Welding Inspection & Testing	2

Total Required Hours: 15 credits
Available Online: 27%

ENTRY-LEVEL WELDING C.A.
Department: General Technology

Total Credit Hours: 36 Credits

Students who earn this certificate have acquired the skills necessary to achieve Entry-Level Welder Certification through the American Welding Society (AWS). If they choose, they can continue study to earn the Associate of Applied Science degree in General Technology with an emphasis in welding.

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (13 credits)			
Mathematics	MAT 098 or higher	Beginning Algebra	4
Communication	ENG 101 or	English Composition I	3
	ENG 102 or	English Composition II	
	ENG 115 or	Technical Writing	
	ENG 125 or	Business Writing	
	COM 101	Oral Communications	
Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	HIS 270 or	History of Missouri	
	POL 101 or	American Government	
	POL 102	State and Local Government	
Elective (Pick one from the following)	Any ANT or	Any Anthropology Course	3
	Any ART or	Any ART Course	
	Any BIO or	Any Biology Course	
	Any CHM or	Any Chemistry Course	
	Any ECO or	Any Economics Course	
	Any ENG or	Any English Course	
	Any Foreign Language or	Any Foreign Language Course	
	Any GEO or	Any Geography Course	
	Any HIS or	Any History Course	
	Any LIT or	Any Literature Course	
	Any MAT or	Any Math Course	
	Any MUS or	Any Music Course	
	Any PHE or	Any Physical Education Course	
	Any PHL or	Any Philosophy Course	
	Any POL or	Any Political Science	
	Any PSY or	Any Physical Science	
	Any SOC or	Any Sociology Course	
	Any SPE or	Any Speech Course	
	Any THE or	Any Theater/Film	
	CPT 103 or	Microcomputer Applications	
	CPT 115 or	Introduction to Data Processing	
	EDU 220	Technology for Teachers	

Core Course Requirements (23)			
	WLD 101	Introduction to Welding	3
	WLD 111	Thermal Cutting	2
	WLD 121	Shielded Metal Arc Welding I	4
	WLD 125	Welding Inspection & Testing	2
	WLD 131	Gas Metal Arc Welding I	4
	WLD 141	Flux Cored Arc Welding I	4
	WLD 151	Gas Tungsten Arc Welding I	4

Total Required Hours: 36 credits

Available Online: 36%

ENTRY-LEVEL WELDING C.A. - SCHEDULE GUIDE

COURSE	TITLE	CREDITS
First Semester (17 credits)		
WLD 101	Introduction to Welding	3
WLD 111	Thermal Cutting	2
WLD 121	Shielded Metal Arc Welding I	4
WLD 131	Gas Metal Arc Welding I	4
Mathematics	MAT 098 or higher	4
Second Semester (19 credits)		
Communication	ENG 101, 102, 115, 125, or COM 101	3
WLD 125	Welding Inspection and Testing	2
WLD 141	Flux Cored Arc Welding I	4
WLD 151	Gas Tungsten Arc Welding I	4
Social Sciences	HIS 101, 102, 115, 270, POL 101, or POL 102	3
Elective	Any ANT, ART, BIO, CHM, ECO, ENG, Foreign Language, GEO, HIS, LIT, MAT, MUS, PHE, PHL, POL, PSY, SOC, SPE, THE, BAS/CPT 103, or EDU 220	3

Total Hours Required For Graduation: 36 credits

Available Online: 36%

COMPUTER-AIDED DRAFTING (CAD) C.A.
Department: Computer-Aided Drafting

Total Credit Hours: 33-34 credits

This certificate provides the student with knowledge of computer-aided drafting (CAD) while requiring a shorter time commitment than the Associate of Applied Science degree.

SUBJECT	COURSE	TITLE	CREDITS	ONLINE
General Education Requirements (13 credits)				
Mathematics	MAT 098	Beginning Algebra or Higher*	4	4
Communication	ENG 101	English Composition I*	3	3
Social Science	HIS 101 or	U.S. History to 1877	3	3
	HIS 102 or	U.S. History Since 1877		
	HIS 115 or	U.S. History Since 1945		
	HIS 270 or	History of Missouri		
	POL 101 or	American Government		
	POL 102	State & Local Government		
Elective	CPT/BTC 103	Microcomputer Applications	3	3
Core Course Requirements (9 credits)				
	CDM 103	Introduction to CAD Systems	2	0
	CDM 104	CAD Systems II	3	0
	CDM 221	Solid Modeling I	3	0
	CDM 298	CAD Capstone	1	0
Electives - Choose 4 Courses From Below (11-12 credits)				
	CDM 120	Descriptive Geometry	2	0
	CDM 205	Architectural Drafting I	3	0
	CDM 206	Architectural Drafting II	3	0
	CDM 207	Revit Architecture I	3	0
	CDM 208	Revit Architecture II	3	0
	CDM 209	Construction Materials	3	0
	CDM 210	HVAC Drafting	3	0
	CDM 211	Structural Drafting	3	0
	CDM 212	Electrical/Electronic Drafting	3	0
	CDM 222	Solid Modeling II	3	0
	CDM 223	Geometric Dimensioning and Tolerance	3	0
	CDM 227	Revit MEP	3	0
	CDM 235	Manufacturing Processes	3	0
	CDM 251	Introduction to Piping Drafting	3	0
	CDM 255	Civil Drafting	3	3
	CDM 265	Sustainable Design	3	0
	CPM 220	3D Animation	3	3
	GEO 120	Introduction to GIS	3	3

Total Required Hours: 33-34 credits

Available Online: 65%

* The Academic Skills Assessment is required before enrolling in Math or English course. If a student places into lower level courses than are required for his/her degree, then the student needs to first enroll in lower level courses before enrolling in the courses needed for graduation.

The student earning a Certificate needs to be aware that the courses taken are specifically designed to help in obtaining employment, are not designed for transfer to a four-year institution. If the student wants to transfer courses, then the Associate of Arts Degree should be pursued.

COMPUTER AIDED DRAFTING (CAD) C.S.
Department: Computer-Aided Drafting

Total Credit Hours: 19 credits

	COURSE	TITLE	CREDITS
Core Course Requirements (13 credits)			
	CDM 103	CAD Systems I	3
	CDM 104	CAD Systems II	3
	CDM 205 or	Architectural Drafting I	3
	CDM 207	Revit Architectural Drafting I	
	CDM 221	Solid Modeling I	3
	CDM 298	CAD Capstone	1
Electives (6 credits)			
Choose 2 courses from the following:	CDM 120	Descriptive Geometry	3
	CDM 205	Architectural Drafting I	3
	CDM 206	Architectural Drafting II	3
	CDM 207	Revit Architectural Drafting I	3
	CDM 208	Revit Architectural Drafting II	3
	CDM 209	Construction Materials	3
	CDM 210	HVAC Drafting	3
	CDM 211	Structural Drafting	3
	CDM 212	Electrical/Electronic Drafting	3
	CDM 222	Solid Modeling II	3
	CDM 223	Geometric Dimensioning and Tolerance	3
	CDM 227	Revit MEP	3
	CDM 235	Manufacturing Processes	3
	CDM 251	Introduction to Piping Drafting	3
	CDM 255	Civil Drafting	3
	CDM 265	Sustainable Design	3
	CDM 270	Externship	3
	CPM 220	3D Animation	3
	GEO 120	Introduction to GIS	3
	GEO 225	Advanced GIS	3

Total Required Hours: 19 credits

COMPUTER AIDED DRAFTING (CAD) C.S.- SCHEDULE GUIDE

Suggested 1-Year Schedule

COURSE	TITLE	CREDITS
Fall Semester (9 credits)		
CDM 103	CAD Systems I	3
CDM 104	CAD Systems II	3
CDM 221	Solid Modeling I	3
Spring Semester (10 credits)		
CDM 205 or	Architectural Drafting I	3
CDM 207	Revit Architectural Drafting I	
	CAD Electives	6
CDM 298	CAD Capstone	1

Total Hours Required for Graduation: 19 credits

Suggested 1.5-Year Schedule

COURSE	TITLE	CREDITS
Fall Semester (6 credits)		
CDM 103	CAD Systems I	3
CDM 104	CAD Systems II	3
Spring Semester (6 credits)		
CDM 205 or	Architectural Drafting I	3
CDM 207	Revit Architectural Drafting I	
	CAD Elective	3
Summer Semester (3 credits)		
	CAD Elective	3
Fall Semester (4 credits)		
CDM 221	Solid Modeling I	3
CDM 298	CAD Capstone	1

Total Hours Required for Graduation: 19 credits

Suggested 2-Year Schedule

COURSE	TITLE	CREDITS
Fall Semester (6 credits)		
CDM 103	CAD Systems I	3
CDM 104	CAD Systems II	3
Spring Semester (3 credits)		
CDM 205 or	Architectural Drafting I	3
CDM 207	Revit Architectural Drafting I	
Summer Semester (3 credits)		
	CAD Elective	3

COURSE	TITLE	CREDITS
Fall Semester (3 credits)		
CDM 221	Solid Modeling I	3
Spring Semester (3 credits)		
	CAD Elective	3
CDM 298	CAD Capstone	1

Total Hours Required for Graduation: 19 credits

CAD Electives:

COURSE	TITLE	CREDITS
CDM 120	Descriptive Geometry	3
CDM 205	Architectural Drafting I	3
CDM 206	Architectural Drafting II	3
CDM 207	Revit Architectural Drafting I	3
CDM 208	Revit Architectural Drafting II	3
CDM 209	Construction Materials	3
CDM 210	HVAC Drafting	3
CDM 211	Structural Drafting	3
CDM 212	Electrical/Electronic Drafting	3
CDM 222	Solid Modeling II	3
CDM 223	Geometric Dimensioning and Tolerance	3
CDM 227	Revit MEP	3
CDM 235	Manufacturing Processes	3
CDM 251	Introduction to Piping Drafting	3
CDM 255	Civil Drafting	3
CDM 265	Sustainable Design	3
CDM 270	Externship	3
CPM 220	3D Animation	3
GEO 120	Introduction to GIS	3
GEO 225	Advanced GIS	3

MANUFACTURING TECHNOLOGY C.A.

Department: General Technology

Prepares students for the modern manufacturing environment and engages them to discover skills and knowledge needed to succeed in the high tech, advanced manufacturing workplace. Students will also learn about supervisory techniques, employment strategies, and ways to solve problems in a manufacturing environment.

Total Credit Hours: 38 Credits

SUBJECT	COURSE	TITLE	CREDITS
General Education Requirements (16 credits)			
Mathematics	MAT 098 or higher	Beginning Algebra	4
Communication	ENG 101	English Composition I	3
	ENG 115 or	Technical Writing	3
	ENG 125	Business Writing	
	COM 101 or	Oral Communications	3
	COM 106 or	Public Speaking	
	COM 110	Interpersonal Communication	
Social Science	HIS 101 or	U.S. History to 1877	3
	HIS 102 or	U.S. History Since 1877	
	HIS 115 or	U.S. History Since 1945	
	HIS 202 or	Non-West Civ/Mid East & India	
	HIS 203 or	Non-West Civ/East and South Asia	
	HIS 270 or	History of Missouri	
	ECO 100 or	Survey Economics	
	POL 101 or	American Government	
	POL 102	State & Local Government	
Core Course Requirements (22 credits)			
	MFG 101	Principles of Safety	3
	MFG 111	Principles of Quality Practices	3
	MFG 201	Principles of Man. Processes & Production	3
	MFG 220	Principles of Maintenance Awareness	3
	MFG 105	Employment Strategies	1
	MFG 141	Principles of Green Production	3
	MFG 225	Supervisory Skills	3
	MFG 215	Problem Solving	3

Total Required Hours: 38 credits
Available Online: 34%

MANUFACTURING TECHNOLOGY, CERTIFIED PRODUCTION TECHNICIAN C.S.

Department: General Technology

Total Credit Hours: 16

A Certificate of Specialization in Manufacturing Technology targets those who seek to improve their skills or who wish to obtain new skills in the area of Manufacturing. The specialize certificate requires 15 credit hours.

SUBJECT	COURSE	TITLE	CREDITS	ONLINE
General Education Requirements (4 credits)				
	MAT 098	Beginning Algebra	4	0
Core Course Requirements (12 credits)				
	MFG 101	Principles of Safety	3	0
	MFG 111	Principles of Quality Practices	3	0
	MFG 201	Principles of Manufacturing Processes and Production	3	0
	MFG 220	Principles of Maintenance Awareness	3	0

Total Required Hours: 16 credits
Available Online: 0%

TRANSFER PATHWAYS

ENGINEERING A.S.

Department: General Technology

Total Credit Hours: 61-62 credits

Students wanting to complete an Associate of Science Degree must follow one of the programs outlined in the SCC/Missouri University of Science and Technology "Model Program for Engineering Transfers" or SCC/University of Missouri-Columbia "Engineering Transfer Program." Should you experience difficulty transferring your SCC coursework to another institution, contact the vice president for academic and student affairs for assistance with an appeal to the receiving institution.

Transfer Guides Available: Determination of specific courses should be based on the individual engineering area desired (electrical, mechanical, civil, etc.) and the school to which you plan to transfer. Transfer Guides are available for Southern Illinois University-Carbondale, Missouri University of Science and Technology, UM-Columbia, UM-St. Louis/Washington University Joint Engineering Program and Washington University. Classes appearing in bold below are standard classes for most engineering degrees at most schools of engineering.

COURSE	TITLE	CREDITS
First Semester (14 credits)		
MAT 180	Calculus and Analytic Geometry I*	5
CHM 115	General Chemistry I	5
ENG 101	English Composition I*	3
EGR 100	Introduction to Engineering**	1

Second Semester (16 credits)		
MAT 230	Calculus and Analytic Geometry II	5
PHY 250	Engineering Physics I	5
ENG 102 or	English Composition II*	3
COM 101 or 110	Oral Communication or Interpersonal Communication*	
EGR 104	Engineering Design**	3
Third Semester (16 credits)		
MAT 240	Calculus and Analytic Geometry III	5
PHY 251	Engineering Physics II	5
EGR 170	Engineering Mechanics-Statics	3
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 207 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
Fourth Semester (15-16 credits)		
	CPT course per transfer institution – CPT 182/187/189/281**	3
	Humanities/social science elective	3
MAT 250	Differential Equations	3
ECO 110 or	Principles of Macroeconomics **	3
ECO 120	Microeconomics **	
EGR 210 or	Engineering Mechanics-Dynamics	3
EGR 220	Electrical Circuits **	
EGR 221	Electrical Circuits Lab (optional)	1

Total Hours Required for Graduation: 61-62 credits

Per College policy individual students may be required to take COL 101.

Available Online: 29%

Humanities/Social Science Electives - Typical social science courses include history, political science, sociology, psychology and economics. Humanities courses typically include literature, philosophy, and non-applied art, music and theater courses. Check transfer school's requirements before choosing these courses.

* The Academic Skills Assessment or appropriate ACT scores are required before enrolling in Math or English classes.

** Check with transfer institution to see which course is required for the desired degree.

CERTIFICATES (NON-CREDIT)

AMERICAN WELDING SOCIETY CERTIFICATE

Department: Workforce Development

St. Charles Community College (SCC) now offers a nationally recognized welding program designed to educate and prepare students for gainful employment and to meet the needs of the welding technology fields. We constantly strive to meet the needs of our students and industry through specialized classes and customized training.

Upon successful completion, graduates will be able to:

• Safely & effectively use welding equipment

• Utilize varioU.S. joining processes

• Read & interpret welding blueprints

• Demonstrate proper transport, setup, adjustment & use of cutting & welding equipment

• Properly utilize several welding processes

Interested in earning an American Welding Society (AWS) Certificate?

Getting started is easy! Contact Scott Kearns, Training Specialist, at 636-922-8667 or *skearns@stchas.edu* to schedule an appointment and determine program eligibility.

Classes forming now! Call today!

CERTIFIED LOGISTICS ASSOCIATE (CLA) CERTIFIED LOGISTICS TECHNICIAN (CLT)

Department: Workforce Development

Designed to prepare students for an entry-level career in the logistics field. This program will prepare students for employment with companies that have implemented team-oriented design, supply chain logistics, quality, and sustainable practices within the manufacturing environment. The goal of the CLT certification program is to raise the level of performance of logistics workers both to assist the individuals in finding higher-wage jobs and to help employers ensure their workforce increases the company's productivity and competitiveness. The CLT program consists of two parts: The foundational-level Certified Logistics Associate (CLA) Certificate and the mid-level technical CLT Certification. Before sitting for the CLT assessment, candidates must have a CLA Certificate.

Topics presented include:

• Global supply chain logistics life cycle

• Logistics environment

• Safety principles

• Material handling and equipment operation

• Quality control principles

• Product receiving and storage

• Order processing

• Packaging and shipment

• Inventory control

• Safe handling of hazmat materials

• Evaluation of transportation modes

• Dispatch and tracking

Interested in becoming a Certified Logistics Technician?

Getting started is easy! Contact Scott Kearns, Program Manager, at 636-922-8667 or skearns@stchas.edu to schedule an appointment and determine program eligibility. Classes forming now. Call today!

CERTIFIED PRODUCTION TECHNICIAN (CPT)

Department: Workforce Development

Designed to prepare students for the modern manufacturing environment. This program will prepare students for employment with companies that have implemented production, quality, and maintenance systems within the manufacturing environment. American manufacturers are increasingly using high-tech equipment that involves multiple integrated systems. It is critical that companies be able to recruit and employ individuals who have knowledge of technologies, processes and procedures found in today's manufacturing environment.

Skills training includes:

• Safety

• Quality Practices

• Manufacturing Processes

• Maintenance Awareness

Interested in becoming a Certified Production Technician?

Getting started is easy! Contact Scott Kearns, Program Manager, at 636-922-8667 or skearns@stchas.edu to schedule an appointment and determine program eligibility. Classes forming now. Call today!

HOME INSPECTION CERTIFICATE

Department: Continuing Education

This 10-course online certificate program provides students with the technical skills and expertise needed to succeed in the home inspection field. Students learn how to conduct visual examinations and deliver written reports on the physical and operational condition of homes or housing units.

Modules

The 10 modules will be delivered though a blended approach of printed material and online sessions. Each of the ten modules requires a minimum of 42 hours of study and you can work from the comfort of your home or office. Exercises and practical quizzes allow you to check your level of understanding with feedback. With the mixed mode format you can stay connected with your instructor and other learners and share ideas with participants in your online community. Support will also be available by telephone or email and instructional videos. CD-ROMS are included and self-testing quizzes will help you measure your knowledge.

Modules can be taken in any order.

Roofing – This course describes both sloped and flat roof construction. Detailed descriptions and rich illustrations help to explain flashing details and the intersections that are often problems on roofs. Roof problems, causes and implications are identified for all of the common roofing materials. Included are sections on how to inspect roofs and what to watch for with varioU.S. roofing materials.

Structure – All the structural elements of a building from the footings and foundations to the floor, wall and roof assemblies are addressed in detail. Elements of good construction are explained and illustrated, along with common failure modes and how to identify them.

Electrical – This program starts with a description of house electricity and develops an understanding of the basics. The course moves on to address getting electricity into the house, and distributing it safely to its end-use points including switches, lights and receptacles. The course is designed for people who do not have an electrical background. The learning objective is to provide the learner with the skills necessary to perform the electrical part of a professional home inspection.

Heating I – This course provides an introduction to residential heating systems, starting with a description of fuels and then focusing on furnaces and boilers. Modern combination systems are also discussed. Detailed instructions on operational tests, common failure modes and life expectancies of varioU.S. systems are included.

Heating II – The heating discussion is continued with coverage of chimneys, wood heating, fireplaces, steam heating, electric heating systems and space heaters. The information is presented in a straightforward fashion with clear diagrams. Again, this course concentrates on inspection strategies, test procedures and problem identification.

Air Conditioning & Heat Pumps – These complicated mechanical systems are broken down into simple components. The course starts with basic principles of operation and builds an understanding. Considerable detail is provided on how these systems fail. Upon completion, the learner is able to test and inspect air conditioning and heat pump systems as a professional home inspector.

Plumbing – The plumbing course is broken into four segments: supply piping, water heaters, waste piping and plumbing fixtures. The physics of water is covered at the beginning in a simple, common sense way. Instruction on how systems work and common failure modes is provided. Again, the illustrations add significantly to the learning experience.

Exterior – This course starts with an interesting illustrated description of architectural styles. Descriptions of wall systems, windows and doors are included, along with a discussion about how to inspect and identify problems. Exterior structures and landscaping features are also addressed.

Insulation & Interior – This course focuses on two different parts of the home. The first section addresses home insulation and ventilation systems. Modern building standards are explained along with the principles of heat transfer. The Interior section addresses floor, wall and ceiling finishes as well as stairs, windows, doors and wet basements. How things are built, what goes wrong and why it matters are all addressed.

Communication & Professional Practice – This is the only non-technical course. The focU.S. here is the home inspection process and how the business works. There are discussions about how home inspections are arranged and how to conduct an inspection. We address such issues as communicating your findings to clients verbally and in writing. There is excellent instruction on writing professional technical reports, and sample checklists are included.

COURSE DESCRIPTIONS

ACCOUNTING

ACT 101
Applied Accounting (3)

Introduces the accounting cycle. Basic concepts covered include double-entry bookkeeping and examination of basic financial reports such as the balance sheet, statement of owner's equity and income statement. Emphasis on cash receipts, cash disbursements, accounts receivable and accounts payable. Some assignments made using general ledger accounting software. Intended to be the first accounting course for students who have not taken high school accounting or have no accounting experience.

CT 105   Personal Accounting and Finance (3)

Overview of practical business procedures, covering banking procedures (ATM, statements), investment matters, budgeting, insurance, payroll and associated taxes, interest, marketing and other economic issues, and other areas important to economic survival in a highly sophisticated business environment.

ACT 110   Financial Accounting I (4)

Prerequisites: ACT 101 or high school accounting strongly recommended

Introduction to financial accounting, through the theory and logic underlying accounting procedures as well as the measurement and presentation of financial data. Brief review of the basic accounting cycle. Development of fundamental concepts in determination of income and presentation of financial position of business firms. Exposure to partnership accounting as well as coverage of corporation accounting including stocks, stockholder equity transactions, and bonds. Introduction to international accounting as well as statement of cash flows.

ACT 115   Computerized Accounting I (3)

Prerequisites: ACT 101 or ACT 110 or successful completion of high school accounting or departmental approval.

Exposure to some of the most popular accounting software used in the marketplace by small and medium sized businesses. Computer application packages include Quickbooks, Peachtree, and Microsoft Excel. For students continuing their accounting/ business education or who want more knowledge in computerized accounting applications.

ACT 130   Managerial Accounting (3)

Prerequisites: ACT 110

Introduction to relevant costs for decision making, controlling, contribution approach to decision-making, and absorption costing versU.S. direct costing effect on income. Coverage of segment profitability, budgeting, capital projects, selection and subsequent evaluation, cost volume and allocation involving joint costs decentralization, and performance measurement and transfer pricing. Emphasis on performance standards, activity-based costing, variance analysis, and responsibility accounting.

AGRICULTURE - AGB

AGB 110   Agricultural Economics (4)
Prerequisites:
MAT 098 or Assess into MAT 121

Characteristics of our economic system and fundamental principles of macroeconomic concepts with applications to agriculture. Effects on agriculture by money and banking systems, monetary and fiscal policies, government policies and international trade.

AGRICULTURE - AGR

AGR 100   Agricultural Industries (1)

Introduction to industries and careers that support agriculture. Includes: Resources for major exploration (incorporating regional professional societies, guest seminars, and university transfer information). Emphasis is placed on emerging trends in field practice.

AGR 105   Sustainable Agriculture and the Environment (3)

Examines the practice of agro-ecology: the interface of management, biology and the environment in our effort to produce food, feed, and fiber for a rapidly growing human population. Consequences of historical and current practices and policies will be discussed as well as strengths and weaknesses of alternative practices that seek to employ more knowledge of biology and ecology.

AGR 110   Introductory Forestry (3)

Introduction to field of forestry. In addition to traditional topics of species identification, biology and timber management, this course examines the sociological, environmental, industrial, and political influences, as well as the economic significance on domestic and international management of forest resources.

AGR 120   Precision Agriculture (3)

Emphasis on Global Positioning Systems (GPS), Geographic Information Systems (GIS), remote sensing, data acquisition, mapping, variable rate applications and economics of precision agriculture technologies. Includes a fundamental understanding of precision agriculture; identification and use appropriate hardware and software tools; experience in developing and interpreting prescription maps; effectively use data in management decisions; and understanding of precision agriculture applications in other countries.

AGR 200   Agribusiness Internship (3)

Prerequisites: Student must have completed a minimum of 15 hours of coursework in AGR, AGB, AGS.

This internship requires students to apply their knowledge at a local agricultura business or farm.

AGRICULTURE - AGS

AGS 170/BIO 170   Plant Science (3)

Prerequisites: High School biology or equivalent and High School Chemistry or equivalent with a grade of C or better within the last 5 years

An introduction to plant science and plant physiology spanning the areas of food, ornamental crops and sustainable agriculture.

AGS 171/BIO 171 Plant Science Lab (1)

Prerequisites: High School biology or equivalent and High School chemistry or equivalent with a grade of C or better within the last 5 years.

Corequisites: AGS 170/BIO 170

Introduction to plant science and plant physiology spanning the areas of food, ornamental crops and sustainable agriculture. Provides opportunities for laboratory application of concepts of plant science using basic research and production practices in plant science.

AGS 180/BIO 180 Animal Science (4)

Prerequisites: High School biology or equivalent and High School chemistry or equivalent with a grade of C or better within the last 5 years.

Principles of animal science including importance of animal agriculture, genetics, anatomy, physiology and nutrition.

AGS 210/PHY 210   Soils (3)

Prerequisites: CHM 101/103 or CHM 115 with a grade of C or better

Introduction to soil sciences with emphasis placed on physical, biological and chemical properties as related to moisture, temperature, drainage and tillage. Applications including land use, plant growth and environmental problems. Laboratory and computer methods for evaluation of the physical, chemical and biological properties of soil.

AGS 211/PHY 211   Soils Lab (1)

Prerequisites: CHM 101/103 or CHM-115 with a minimum grade of C

Laboratory and computer methods for evaluation of the physical, chemical and biological properties of soil.

ANTHROPOLOGY

ANT 102   Introduction to Cultural Anthropology (3)

Study of diverse human cultures. Introduction of basic concepts and techniques practiced by cultural anthropologists. Topics include language, kinship, gender, economics, politics, ecology, and religion. Discussion of problems resulting when traditional societies confront industrial societies or industrialization.

CORE 42 MOTRANSFER GUARANTEED Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR ANTH 201 – Cultural Anthropology

ANT 103   Introduction to Archaeology (3)

Introduction to archaeology, with emphasis on scientific methods and procedures, tools, and techniques used by archaeologists to recover information about the past from the material remains.

ANT 105   Introduction to Biological Anthropology (3)

Survey of common topics, including human evolutionary fossil record, modern physical variations such as race, forensics, and primate behavior and evolution.

ANT 151   World Archaeology (3)

Examines archaeological discoveries from prehistoric cultures and ancient civilizations of Africa, Asia, Europe, the Americas, and Oceania. Exploration of human achievements from earliest human ancestors to the present to develop understanding of human condition and foundations of modern world.

ANT 161   Archaeology of Religion (3)

Study of what archaeology reveals about early religions beyond the information contained in historical texts. Material evidence provides different perspectives on the development, practice, and spread of religions around the world. FocU.S. is on ancient Near East ? a shared backdrop for the emergence of the world religions of Judaism, Christianity, and Islam.

ANT 171   Introduction to Egyptology (3)

Introduction to history, geography, society, and culture of Ancient Egypt. Special emphasis on archaeological remains. A look at how ancient Egypt foundation for the modern world has been studied and portrayed.

ANT 181   The Archaeology of Mythology (3)

Investigate what archaeology can add to the study of mythology and of the cultures that created these stories. Topics include both prehistoric and historic time periods from around the world, with a special emphasis on Classical Greece and Rome.

ANT 201   Field School in Archaeology (3-6 hrs)

Exploration of practical methods of archaeological survey and excavation needed to learn about past civilizations and cultures. Students will participate in a dig or survey project in St. Charles County or at a location such as New Mexico or Madagascar.

ANT 202   Current Debates in Anthropology (3)

Focuses on contemporary debates in anthropology (such as ? do sexually egalitarian societies exist? Did Neanderthals interbreed with modern humans? Is ethnic conflict inevitable?) from all four subdisciplines of the field. Special emphasis and discussion of current issues in cultural anthropology.

ANT 220   Middle East: People and Cultures (3)

Survey of the cultural similarities and differences among the peoples of the Near and Middle East, including historical, ethnological, and contemporary relationships.

ANT 224   People and Cultures of Africa (3)

General anthropological survey of African cultures and civilizations, past and present, throughout the continent.

ANT 290   Topics in Anthropology (3)

Exploration of topic selected by instructor. Topic varies depending on semester and instructor.

ARABIC

ARB 101   Arabic Language and Culture I (4)

Basic Arabic language skills includes speaking, listening comprehension, reading and writing, with emphasis on effective linguistic functioning in real situations. Explores cultures of Arabic-speaking countries.

ARB 102   Arabic Language and Culture II (4)
Prerequisites: ARB 101

Continuation of ARB 101. Explores cultures of Arabic-speaking countries.

ARB 202   Arabic Language and Culture IV (4)
Prerequisites: ARB 201 or equivalent.

Follow-up to ARB 201. Precise and coherent use of Modern Standard Arabic language through development of the speaking, reading, writing and listening skills; more focU.S. on syntax, morphology, and grammar. Students will take part in meaningful, functional communication that might be encountered in real life complex situations. Varied reading and writing activities representing cultural topics will be included. Media Arabic will be introduced.

ART

ART 1001   Art Appreciation (3)

Lectures to stimulate visual, emotional and intellectual awareness of humankind's artistic heritage. Covers historically significant art forms from prehistoric through postmodernism. The course will not fulfill the requirements for a major in art.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR ARTS 100 – Art Appreciation

ART 1101   Mac Basics (2)

Introduction to Macintosh computer platform. Overview of computer hardware, basic factory-installed software. Macintosh operation, troubleshooting, repair, and practices. Input and output devices, such as scanners, digital cameras, video equipment and printers.

ART 1105   Digital Art Studio (3)

FocU.S. on introducing students to digital art forms, software programs, and the interrelationship of art and technology. Students will gain experience using digital tools to create fine art & graphic communications pieces weaving technical skills into creative vision.

ART 1200   2-D Design (Design I) (3 (2))

Introduction to the basic study, use, and control of the art elements and principles of two-dimensional design that are fundamental to all visual arts through assigned problems using readings, discussion and exercises employing a variety of materials and tools.

1205   Color Theory (Design II) (3 (2))
Prerequisites: ART 1200 (ART 170)

Continue to build mastery in both use and understanding of design elements and principles with specific emphasis on the interaction and application of color in design and exploration of varioU.S. color theories through a series of exercises.

ART 1300   3-D Design (3)

Introduction to the basic study, use, and control of the art elements and principles that govern three-dimensional design and structure through assigned problems using readings, discussion and exercises designed to employ of a variety of concepts, materials and tools specific to the construction of three-dimensional art making.

ART 1400   Drawing I (3)

Introduction to drawing through variety of methods, both traditional and contemporary. Emphasis placed on analysis of space and form as well as familiarization with and control of drawing material. Introduction to line, perspective, shading, and texture.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PERF 105D – Studio Art - Drawing

ART 1405   Drawing II (3)
Prerequisites: ART 1400 (ART 110)

Continuation of ART 1400 (110) reassessing methods and analysis with emphasis on color theory and use of wet and dry media.

ART 1500   Survey of Western Art History I: Prehistory to End of the Middle Ages (3)

Survey art history course focusing on historically significant cultures and forms of art and architecture in Western Civilization. Exploration of the development of human achievements from Prehistory to the end of the Middle Ages.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR ARTS 101 – Art History I

ART 1505   Survey of Western Art History II: Renaissance to the Twentieth Century (3)
Prerequisites: ART 1001 (ART 101) or ART 1500 (ART 150)

Survey art history course focusing on historically significant cultures and forms of art and architecture in Western Civilization. Exploration of the development of human achievements from the Renaissance to the 20th century.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR ARTS 102 – Art History II

ART 2100   History of Graphic Design (3)

This is a survey course on the history of Graphic Design. This course will cover the history and development of visual communication. It will begin with the development of language and will trace the evolution of word and image throughout history using the works of designers and illustrators that have influenced the continuing development of the discipline. There will be an emphasis on the influence of technology, culture, major artistic movements, and socio-political factors on the evolution of graphic design.

ART 2110   Page Layout (3)
Prerequisites: ART 1105

FocU.S. on page layout, publication design, and layout techniques covering a range of work, from flyers, brochures, magazines, multi-page publishing as well as electronic formats. Typography, use of space and traditional industry standards and practices included as well as prepress guidelines for both print and electronic media.

ART 2120   Typography (3)
Prerequisites: ART 1105

FocU.S. of course will stress the refined use of typography as a design and communication tool. Students will study the history and classifications of letter-forms and use it in the creation of varioU.S. typographical designs and presentations. Typical projects may range from letter and alphabet design to the use of typographical forms as the feature design elements in graphic designs or page layouts.

ART 2130   Digital Imaging & Illustration (3)
Prerequisites:
ART 1105 or instructor consent

FocU.S. on the creation and digital manipulation of artwork & images increasing familiarity with basic tools used the design. Projects focU.S. on artwork and logo creation, image correction and adjustment, combining imagery, color correction, etc. Discussion and demonstration of traditional printing technology. Review of legal issues related to digital imagery and freelance design included.

ART 2140   Web Design (3)
Prerequisites:
ART 2130 or instructor consent

Emphasis on web page design & development. Topics include the conceptualization and construction of a variety of web sites, including individual pages, HTML, email, animation, etc. Implementation of all aspects of graphic design will play a part in the overall class. This is a continuation of student design studies, applying graphic concepts to the interactive Web.

ART 2160   Motion Graphics (3)
Prerequisites: ART 1105 and ART 2130 or permission of instructor

In this class students will learn the basics of motion graphics design and animation through completion of finished projects that may include movie/tv show titles, kinetic typography, commercials, info graphics and animated shorts.

Video Production (3)
Prerequisites: ART 2810 (ART 221) or ART 1105 and ART 2800 (ART 220) or Instructor Consent

Course will focU.S. on video art as an expressive media. Students will learn the basics of video production/post production through completion of finished projects that may include music videos, interview/maker videos, commercials, how to videos, comedy shorts and short form stories. Cost of course may exceed $200.

ART 2199   Portfolio Design and Professional Practices (3)
Prerequisites: instructor consent

FocU.S. of the course will emphasize the opportunities and procedures in varioU.S. fields of graphic design, illustration and the creative industries. Students will be guided in the preparation of a portfolio of their work, a resume, related documents and will learn practical interviewing techniques. The intent will be to prepare students to enter the art field with a confident and professional attitude.

ART 2210   Modern and Contemporary Art History (3)
Prerequisites: ART-1001 (ART 101) or ART-1500 (ART 150) or ART-1505 (ART 151).

Art History lecture course focusing on significant artistic developments and forms of art and architecture through exploration of the development of human achievements in the modern and contemporary era.

ART 2220   History of Photography (3)

Exploration of photography, its historical development, an examination of it as an art medium, and its influence on the development of modern art and contemporary culture.

ART 2300   Drawing III (3)
Prerequisites: ART 1405 (ART 120)

Continuation of Drawing II. Emphasis on variety of drawing materials and subject matter as well as development of individual expression.

ART 2310   Figure Drawing I (3)

Introduction to human-figure drawing through traditional and contemporary methods. Emphasis on analysis of space and form as well as human anatomy.

ART 2320 Figure Drawing II (3)
Prerequisites: ART 2310 (ART 210)

Continuation of Figure Drawing I with introduction of color theory and wet-drawing media.

ART 2330 Figure Drawing III (3)
Prerequisites: ART 2320

Studio art course that expands upon the core principles explored in Figure Drawing I and II along with broader experimentation in use of materials and deeper personal expression.

ART 2390   Special Problems in Studio Art: Drawing (3)
Prerequisites: Permission of Instructor

Advanced study in studio art discipline beyond courses appearing in this catalog. Projects predetermined through interview with instructor, completed during studio times offered in discipline.

ART 2400   Painting I (3)
Prerequisites: ART 1400 (ART 110)

Studio course where students work with oil paints to realistically represent subject matter in the tradition of Western Art and participate in critique sessions. Paint density, texture and chemistry will be discussed.

The formal aspects of drawing will be applied. Painting demonstrations are designed to help each student understand the objective of the assignments. Students will prepare their own painting surfaces in order to learn and appreciate the craft involved with the entire process of creating a finished work of art.

ART 2401   Painting for Non-Art Majors (3)

An introduction to the fundamental concepts of painting in a studio environment. Students will become familiar with the materials and techniques used in painting. This course will not fulfill the requirements for a major in art.

ART 2410   Painting II (3)
Prerequisites: ART 2400 (ART 130)

Studio course where students work with paint to represent subject matter, broaden techniques learned in ART 2410, develop personal expression and participate in critique sessions. Paint density, texture and chemistry will be discussed. Painting demonstrations are designed to help each student understand the objective of the assignments. Students will prepare their own painting surfaces in order to learn and appreciate the craft involved with the entire process of creating a finished work of art.

ART 2420   Painting III (3)
Prerequisites: ART 2410 (ART 140)

Continuation of Painting II. Special projects in both traditional and nontraditional materials and subject matter.

ART 2430   Topics: Advanced Painting (3)
Prerequisites: ART 2420 (ART 240)

Advanced course on contract individual study basis to gain greater expertise in painting.

ART 2490   Special Problems in Studio Art: Painting (3)
Prerequisites: Permission of instructor

Advanced study in studio art discipline beyond courses appearing in this catalog. Projects predetermined through interview with instructor, completed during studio times offered in discipline.

ART 2500   Ceramics I (3)
Prerequisites: ART 1300

A study of the basic principles of ceramics and ceramic art making with emphasis on the hand-building process and introduction to wheel throwing. Studio operations such as clay mixing, clay recycling, glaze mixing and kiln loading will also be covered.

ART 2501   Ceramics for Non-Art Majors (3)

An introduction to the fundamental concepts of ceramics in a studio environment. Students will become familiar with the materials and techniques used in ceramics. This course will not fulfill the requirements for a major in art.

ART 2510   Ceramics II (3)
Prerequisites: ART 2500 (ART 135)

Continuation of Ceramics I with more emphasis on wheel throwing skills, experimentation with glazes and creative design and expression. How to run a ceramics facility is covered through course participation in studio operations.

ART 2520   Topics: Advanced Ceramics (3)

Prerequisites: ART 2510 (ART 136)

Advanced course on contract individual study basis to gain greater expertise in ceramics.

ART 2550   Jewelry I (3)
Prerequisites: ART 1300

Introduction to materials and processes of jewelry making. Techniques include cutting, piercing, filing, joining, casting, forging, soldering, and cold connections. Stress on intricacies of working with different metals and experimental media and design concepts along with personal expression.

ART 2551   Jewelry for Non-Art Majors (3)

An introduction to the basic essentials of making jewelry in an art studio environment. Students will become familiar with the materials and techniques used in making jewelry. This course will not fulfill the requirements for a major in art.

ART 2560   Jewelry II (3)
Prerequisites: ART 2550 (ART 277)

Further exploration and refinement of metal fabrication processes as introduced in Jewelry I. Techniques may include soldering, jewelry scale casting, surface embellishment techniques, enameling techniques, hydraulic die forming and mechanism design to create jewelry and small scale objects.

ART 2570   Topics: Advanced Jewelry (3)
Prerequisites: ART 2560 (ART 278)

Advanced course on contract individual study basis to gain greater expertise in jewelry making.

ART 2590   Special Problems in Studio Art: Ceramics (3)

Prerequisites: Permission of Instructor

Advanced study in studio art discipline beyond courses appearing in this catalog. Projects predetermined through interview with instructor, completed during studio times offered in discipline

ART 2595   Special Problems in Studio Art: Jewelry (3)
Prerequisites: Permission of Instructor

Advanced study in studio art discipline beyond courses appearing in this catalog. Projects predetermined through interview with instructor, completed during studio times offered in discipline.

ART 2600   Sculpture I (3)
Prerequisites: ART 1300

Introduction to sculpture materials, skills, history, and concepts. Explores methods in manipulation of traditional and experimental sculptural media, including additive and subtractive techniques. Involves studio work, research, lecture, and discussion. Emphasis as much on learning technique as understanding concepts and personal expression.

ART 2601   Sculpture for Non-Art Majors (3)

An introduction to the fundamental concepts of sculpture in a studio environment. Students will become familiar with the materials and techniques used in sculpture. This course will not fulfill the requirements for a major in art.

ART 2610   Sculpture II (3)
Prerequisites: ART 2600 (ART 285)

Emphasis on artisanship, exploration, and research to gain more sophisticated and self-motivated personal direction. Introduces skills in welding and metal fabrication as well as individual media choices. May include some metal casting.

ART 2620   Figure Sculpture (Figurative Clay Sculpture I) (3)

Prerequisites: ART 2600

Introduction to basics of figure sculpture using the human figure as reference for subject matter for modeling in clay over an armature. Some other ways of constructing the figure may also be investigated.

ART 2630   Topics: Advanced Sculpture (3)

Prerequisites: ART 2610 (ART 288) or ART 2620 (ART 283)

Advanced course on contract individual study basis to gain greater expertise in sculpture.

ART 2690   Special Problems in Studio Art: Sculpture (3)

Prerequisites: Permission of instructor

Advanced study in studio art discipline beyond courses appearing in this catalog. Projects predetermined through interview with instructor, completed during studio times offered in discipline.

ART 2700   Intro to Printmaking (Printmaking I) (3)

Prerequisites: ART 1400 (ART 110) or ART 1200 (ART 170)

Introduction to basic traditional printmaking processes. It is assumed upon entrance that students have no prior printmaking knowledge. Processes covered include: Woodcut (black and white woodcut, color woodcut), Intaglio (etching, acquaint, drypoint), and Monotype.

ART 2701   Printmaking for Non-Art Majors (3)

An introduction to the fundamental concepts of printmaking in a studio environment. Students will become familiar with the materials and techniques used in printmaking. This course will not fulfill the requirements for a major in art.

ART 2710   Relief Printmaking (3)

Prerequisites: ART 2700

This course is designed to build upon basic relief printing processes covered in Intro to Printmaking. Processes covered include: Reductive woodcut, Multiple Block Woodcut, Wood Engraving, Monotype, and Relief Printed Collagraph.

ART 2720   Intaglio Printmaking (3)

Prerequisites: ART 2700

This course is designed to build upon basic intaglio processes covered in Intro to Printmaking. Processes covered include: Color Intaglio (multiple plate, a la poupee), Engraving, Soft Ground, Sugar lift, Spit Bite, and Collagraph.

ART 2730   Topics: Advanced Printmaking (3)

Prerequisites: ART 2710 or ART 2720

Advanced course on contract individual study basis to gain greater expertise in printmaking.

ART 2750   Fibers (3)

Prerequisites: ART 1200 or ART 1300

In-depth exploration of the processes of creating art textiles. Draws upon contemporary and historical sources and personal imagery for expression using the fiber medium. Techniques include direct application of dyes and pigments with varioU.S. resist methods, screen print processes, creating a dimensional fiber form, and exploring pattern structures. Students create within directed problems and develop abilities to verbalize ideas through conversations and critiques.

ART 2751   Fibers for Non-Art Majors (3)

An introduction to the fundamental concepts of Fiber and Textile based art in a studio environment. Students will become familiar with the materials and techniques used in Fibers. This course will not fulfill the requirements for a major in art.

ART 2790   Special Problems in Studio Art: Printmaking (3)

Prerequisites: Permission of instructor.

Advanced study in studio art discipline beyond courses appearing in this catalog. Projects predetermined through interview with instructor, completed during studio times offered in discipline.

ART 2795   Special Problems in Studio Art: Fibers (3)

Prerequisites: Permission of Instructor

Advanced study in studio art discipline beyond courses appearing in this catalog. Projects predetermined through interview with instructor, completed during studio times offered in discipline.

ART 2800   Black & White Photography I (3)

Introduction to basics and principles of black and white photography. Includes mechanical and visual aspects and darkroom skills for developing and printing black and white film. Requires manual single-lens reflex camera. Cost of course supplies may exceed $200.

ART 2810   Digital Photography I (3)

Basic processes and procedures of creating imagery through the use of new technology and other devices. Explores digital tools and processes as a means for photographic input, output and basic image manipulation. Fundamental computer skills are required. Mac platform preferred. Students will be responsible for their own 8-10 megapixel adjustable digital camera minimum as well as other supplies. DSLR cameras with RAW capabilities are preferred. Cost of course supplies may exceed $200.

ART 2820   Black & White Photography II (3)

Prerequisites: ART 2800 (ART 220)

Approach to photography primarily from creative visual aspect, emphasis is placed on concept development. Increases photographer's awareness of and sensitivity to visual aspects such as composition while refining mechanical skills such as exposure, developing and darkroom skills while using black & white media. Requires manual single-lens reflex camera. Cost of course supplies may exceed $200.

ART 2830   Digital Photography II (3)

Prerequisites: ART 2810 (ART 221)

Intermediate exploration of the aesthetics and techniques of digital photography including a further investigation of the constructed image, color management, asset management and output methods. Students will produce one or more portfolios of digital images. Students will be responsible for their own 8-10 megapixel adjustable digital camera minimum as well as other supplies. DSLR cameras with RAW capabilities are preferred. Cost of course supplies may exceed $200.

ART 2840   Photography III (3)

Prerequisites: ART 2820 (ART 224) or ART 2830 (ART 225)

This course is a continuation in understanding black and white and or digital photography, and in understanding photographic images in general in terms of how they function as art work; with emphasis on technical consistency and sophistication in expression of ideas.

ART 2850   Topics: Advanced Photography (3)

Prerequisites: ART 2840 (ART 231)

Advanced course on contract individual study basis to gain greater expertise in photography.

ART 2855   Special Topics in Photography (3)

Prerequisites: ART 2820 (ART 224) or ART 2830 (ART 225) or permission of instructor.

Variable content covering in-depth advanced topics in technique and subject matter not covered in regular curriculum. Topics vary and may include subjects such as portrait photography and lighting, location photography: landscape and architecture, non-silver photographic processes, working with color positives, etc. Class may be repeated for credit up to three times if different topic is studied.

ART 2860   Studio Lighting (3)

Prerequisites: ART 2810

Provides hands-on instruction in the photographic studio in the manipulation and utilization of light for the production of professional quality images. Students are taught to accurately control lighting for portraits, objects, products, etc. to create strong portfolio images. Cost of course supplies may exceed $200.

ART 2870   Event Photography (3)

Prerequisites: ART 2810

Students learn to use their technical expertise, creativity and composition skills to produce and preserve images that visually tell a story or record an event. Photographic techniques and location considerations are discussed as well as the business practices essential to be successful in the profession. Cost of course supplies may exceed $200.

ART 2890   Special Problems in Studio Art: Black & White Photography (3)

Prerequisites: Permission of Instructor.

Advanced study in studio art discipline beyond courses appearing in this catalog. Projects predetermined through interview with instructor, completed during studio times offered in discipline.

ART 2900   Illustration I (3)

Prerequisites: ART 1400 (ART 110)

Course exploring techniques, materials and methods of illustration for commercial and fine art purposes. Projects emphasize individual creativity and concept but also emphasize working with clients.

ART 2910   Illustration II (3)

Prerequisites: ART 2900 (ART 270)

Continuation of Illustration I with an advanced approach. Emphasis placed on subject interpretation and individual concept and creativity using variety of art mediums.

ART 2930   Gallery Management Internship (3)

Prerequisites: permission from instructor

Basic processes and procedures of curating a fine art exhibition and managing exhibition space. Explore SCC's community art venue from a behind-the-scenes perspective while developing an understanding of the responsibilities of managing, funding, and maintaining exhibition space. Participation in installation and planning of SCC Gallery exhibitions. May involve field trips.

ART 2950   Visual Arts Studio Internship (3)

Prerequisites: Permission of Instructor

On-the-job experience in visual arts. Students may apply for an internship with artists or art-related businesses to enhance career readiness. Visual arts studio internships must be approved and sponsored by a faculty advisor.

ART 2970   Art and Architecture Field Studies (3-Jan)

Prerequisites: One of the following: ART 1001(101), 1200(170), 1300, 1400(110), 1500(150), 2750(265) 2401, 2501, 2551, 2601, 2701, 2751 2800(220), 2930(239) or Permission of Instructor

Field course covering art, architecture, and history of a region of the world involving supervised on-site field studies and coursework outlined in an individual learning agreement. Includes lectures, directed readings, writing, drawing, photography, and other creative projects as well as visits to important sites and artifacts. Students must also register for and participate in approved academic study tour, study abroad, or field experience.

ART 2990   Special Problems in Studio Art: Illustration (3)

Prerequisites: Permission of Instructor

Advanced study in studio art discipline beyond courses appearing in this catalog. Projects predetermined through interview with instructor, completed during studio times offered in discipline.

ART 2995   Special problems in Studio Art (3)

Prerequisites: Permission of Instructor

Advanced study in studio art discipline beyond courses appearing in this catalog. Projects predetermined through interview with instructor, completed during studio times offered in discipline.

ART 2999   Sophomore Studio Art Seminar (3)

Prerequisites: Upon completion of 31 to 32 credits of the requirements towards an AFA degree (3rd semester.)

A course for art majors planning to transfer to a four-year institution for a Bachelor of Fine Arts degree or a BA degree in Studio Art. This course will guide students in how to photograph their artwork and prepare their visual art portfolio for review by the transfer institutions and exhibition spaces. Opportunities and procedures in the varioU.S. fields of visual art will be discussed. Other necessary skills such as artist resume writing and artist statement writing will also be undertaken.

BIOLOGY

BIO 095   Pre-A&P Foundations in Science (1)

This course provides the foundations of scientific terminology and concepts useful for success in Anatomy & Physiology I (acceptable prerequisite for BIO 250A/250B). Topics include: scientific method, chemistry of life, cell biology, genetics, energetics, overview of human systems. This course is graded on a Pass/Fail basis.   Offered online only.

BIO 100   Introductory Biology (3)

Introduction to biology, the science of life. Includes origin and nature of life, from simplest single-celled forms to complex plants and animals and human beings. Appreciation of diversity and unity in living world by studying form and organization of the bacteria and other cells to specialization of structures in human body. Offered online only.

BIO 105 Essentials of Biology (3)

Corequisites: Recommended (not required) BIO 106

Examines fundamental principles of biology. Includes organization of living things, scientific method, cell and molecular biology, genetics, ecology, evolution, and relationship between biology and society. Suitable for non-science majors.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR BIOL 100 – Essentials in Biology (Lecture Only)

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR BIOL 100L – Essentials in Biology with Lab (Lecture & Lab)

BIO 106   Essentials of Biology Laboratory (1)

Corequisites: BIO 105

Emphasis on use of methodologies typical of biological studies. Compliments topics covered in BIO 105. Suitable for non-science majors.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR BIOL 100 – Essentials in Biology (Lecture Only)

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR BIOL 100L – Essentials in Biology with Lab (Lecture & Lab)

BIO 108   Trends in Science (3)

Provides undergraduate non-majors an understanding of contemporary scientific issues, concepts and trends in biology. Emphasis is on health and disease, genetic engineering, evolutionary aspect of organisms, introduction to ecology and the impact of humans on ecosystems and environment.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR BIOL 100 – Essentials in Biology (Lecture Only)

BIO 110   Human Biology (3)

Survey of human body structure and function for non-science major. Study of all organ systems of the body along with current topics in human biology.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LIFS 100 – Essentials in Human Biology (Lecture Only)

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LIFS 100L – Essentials in Human Biology with Lab (Lecture and Lab)

BIO 113   Human Biology Laboratory (1)

Corequisites: BIO 110

Use of models, specimens, and investigative activities intended to enhance study of human organism.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LIFS 100 – Essentials in Human Biology (Lecture Only)

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LIFS 100L – Essentials in Human Biology with Lab (Lecture and Lab)

BIO 120   Introduction to Ecology (3)

Explores structure and function of ecosystems. Study of general ecological principles in context of current problems in world's ecosystems. Course includes field trips to off-campU.S. locations. Hybrid course.   (For non-science majors.)

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course

Number: MOTR BIOL 100 – Essentials in Biology (Lecture Only)

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR BIOL 100L – Essentials in Biology with Lab (Lecture & Lab)

BIO 121   Introduction to Ecology Laboratory (1)

Corequisites: BIO 120

Ecological investigations in field and laboratory settings and procedures similar to those used by ecologists to study the natural world. Investigations will complement topics covered in BIO 120. Course includes field trips to off campU.S. locations. Requires concurrent enrollment in BIO 120.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR BIOL 100 – Essentials in Biology (Lecture Only)

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR BIOL 100L – Essentials in Biology with Lab (Lecture & Lab)

BIO 122   Environmental Sciences (3)

Study of biological and physical characteristics and principles of nature. Deals with diverse topics such as ecology, endangered species, pollution, meteorology, earth studies, populations, etc. Occasional guest speakers or field trips included. (For non-science majors)

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR BIOL 100 – Essentials in Biology (Lecture Only)

BIO 130   Human Sex and Reproduction (3)

Human reproduction from biological point of view. Topics include human inheritance (from chromosomes to biotechnology), human reproduction (male and female anatomy and physiology), fetal development and birth, sexually transmitted diseases (emphasis on AIDS epidemic), and evolution of sexual reproduction. (For non-science majors.)

Missouri Higher Education Core Curriculum Transfer

(CORE 42) Course Number: MOTR LIFS 100 – Essentials in
Human Biology (Lecture Only)

BIO 150   General Biology I (5)

Prerequisites: MAT 121, One year of high school biology or equivalent with a C or better; One year of high school chemistry or equivalent with a grade of C or better.

Basic principles of plant and animal biology, including cell biology, biochemistry, energetics, genetics, evolution, and ecology. Appreciation of scientific method in general and biological methodology. Lab component will emphasize the use of methodologies typical of biological studies. For science majors.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR BIOL 150L – Biology with Lab (Lecture and Lab)

BIO 151   General Biology II (5)

Prerequisites: BIO 150 with a grade of C or better

Continuation of General Biology I. Emphasis on botany, zoology, animal systems, behavior, taxonomy. Lab component will feature laboratory and field activities that complement studies in lecture. For science majors.

BIO 160   General Botany (4)

Prerequisites: BIO 150

Introduction to diversity of plant kingdom. Topics include plant cell structure, physiology of plant cell, study of major groups of plants and their life cycles, and study of varioU.S. biomes. Includes laboratory component. Spring only.

BIO 170/AGS 170   Plant Science (3)

Prerequisites: High School biology or equivalent and High School Chemistry or equivalent with a grade of C or better within the last 5 years.

An introduction to plant science and plant physiology spanning the areas of food, ornamental crops and sustainable agriculture.

BIO 171/AGS 171 Plant Science Lab (1)

Prerequisites: High School biology or equivalent and High School Chemistry or equivalent with a grade of C or better within the last 5 years.

Corequisites: AGS 170 or BIO 170

Introduction to plant science and plant physiology spanning the areas of food, ornamental crops and sustainable agriculture. Provides opportunities for laboratory application of concepts of plant science using basic research and production practices in plant science.

BIO 180/AGS 180   Animal Science (4)

Prerequisites: High School Biology or equivalent and High School Chemistry or equivalent with a grade of C or better within the last 5 years.

Principles of animal science including importance of animal agriculture, genetics, anatomy, physiology and nutrition.

BIO 242   Anatomy and Physiology Supplement (1)

Corequisites: BIO 250A(240) and 250B(243)

Supplement and reinforcement of concepts presented in BIO 250A and 250B. Strongly recommended for students who have failed or received a "W" in BIO 250A or its equivalent; recommended for all students in BIO 250A.

BIO 246   Microbiology (4)

Prerequisites: High-school biology or equivalent and high-school chemistry or equivalent with a grade of a "C" or better within the last five years.

Basic concepts of microbiology including metabolism, genetics, and inhibition of bacteria, fungi and viruses. Emphasis on human pathogens, infection, resistance, and immunity. Laboratory exercises reinforce lecture concepts and teach fundamental skills in microscopy, aseptic technique, isolation, and identification of microorganisms.

BIO 250B   Anatomy and Physiology Laboratory I (0)

Corequisites: BIO 250A

Activities to enhance study of topics covered in the lecture section (BIO 250A). Use of models, charts, and both microscopic and gross specimens to illustrate varioU.S. systems.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LIFS 150L – Human Biology with Lab (Lecture & Lab)

BIO 250A   Anatomy and Physiology I (4 (3))

Prerequisites: High school biology or its equivalent within the last five years with a grade of C or better and CHM 099 or CHM 101/103 or CHM 106 or its equivalent with a grade of a "C: or better within the last five years.

Corequisites: BIO 250B

Structure and function of human body, with particular attention to cell biology, skeletal system, muscular system, nervoU.S. system and endocrine system.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LIFS 150L – Human Biology with Lab (Lecture & Lab)

BIO 251A   Anatomy and Physiology II (4)

Prerequisites: BIO 250A (previously BIO 240) and BIO 250B (previously BIO 243) with a grade of C or better.

Corequisites: BIO 251B
(previously BIO 244)

Continuation of study of structure and function of human body. Topics include cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproduction.

BIO 251B   Anatomy and Physiology Laboratory II (0)

Prerequisites: BIO 250B (previously BIO 243) with a grade of C or better, BIO 250A (previously BIO 240)

Corequisites: BIO 251A
(previously BIO 241)

Continuation of BIO 250B (previously BIO 243). Use of laboratory activities to enhance study of human body structure and function.

BIO 265   Pathophysiology (3)

Prerequisites: BIO 250A (240), BIO 251A(241), BIO 250B(243), BIO 251B(244)

Study of mechanisms of disease conditions. Working from foundation of normal function, exploration of what can go wrong and how. Emphasis on conditions most commonly encountered by today's health professionals. Combination of lecture, discussion, and seminar.

BIO 270   Kinesiology (3)

Prerequisites: BIO 250A(240)/250B(243) with a grade of C or better, and taken within the last 5 years.

Study of movement of the human body. Emphasis on elements of skeletomuscular system and how they produce movements. Examines role of nervoU.S. coordination of body movement. Combination of lecture and lab. Fall

BIO 280   Nutrition Pathways (3)

Prerequisites: BIO 250A(240)/250B(243) with a grade of C or better, BIO 251A(241)/251B(244) can be taken as a prerequisite or corequisite

Scientific study of the essential nutrients and their function in the body. Recommended nutrient intakes, diet assessments and planning, relationships between diet and health will also be covered.

BIO 291   Natural History Field Studies (1-4 hrs)

Prerequisites: 100 level biology course in the last five years or permission of instructor.

Field course covering topics in the natural history of a specific region of the world. Supervised on-site field studies and coursework in an individual learning agreement. Lectures, directed readings, writing, and other creative projects, or online/distance coursework. Approved academic study tour, study abroad, or field experience required.

BIO 295   Topics in Biology (1-4 hrs)

Corequisites: BIO 297

Topics in biology presented as complete course. May be repeated for credit if the same topic is not repeated. (May require permission of the instructor)

BIO 297   Topics in Biology Laboratory (1-2 hrs)

Corequisites: BIO 295

Experimental component of Biology 295 if appropriate for the topic.

BUSINESS ADMINISTRATION

BUS 101   Introduction to Business (3)

Survey course covering many facets of business; a general knowledge of the modern business environment. Review of economic, social, legal, and ethical systems affecting U.S. firms. General concepts of business organization, management, people aspects of business, together with functions of production, marketing (including international), accounting, finance, computers, and information systems.

BUS 105   Business Ethics (3)

Introductory survey of classical and contemporary ethical theories related to current business and computer situations and problems with an emphasis on case studies and examples (formerly BUS 250). Students may not receive credit for both BUS 105 and CPT 105.

BUS 115   Introduction to Public Relations (3)

Basic functions of public relations in the public and private sector. Emphasis on history, case studies and writing, including press releases, media plans and speeches. Media's role in public relations, and role in shaping and swaying public opinion. Specific jobs and emphasis areas also covered.

BUS 198   Business Administration Internship (1-3 hrs)

Prerequisites: BUS 201. Requires prior approval of department chair or dean.

Students placed in position in an agency or in business to gain practical experience and learn specific operational technologies.

BUS 201   Principles of Management (3)

Prerequisites: BUS 101

Presents management and organizational concepts with application to realistic organizational situations. Areas covered include management theory past and present, functions of management, organizational structure (centralization/ decentralization), span of control, motivation theories and practice, together with decision making in daily operations of marketing, production, forecasting, distribution and contemporary issues. Course structured around functions of management planning, organizing, staffing, directing and controlling.

BUS 204   Total Quality Operations Management (3)

Examines many choices each organization makes on journey to achieving excellence. Study of exemplary organizations, their operational choices, and how those decisions lead to improved financial and market performance. Addresses key operational issues in services and manufacturing such as inventory, production methods, capacity planning, production planning, total quality management, re-engineering business processes, and statistical process control. Examines qualitative and quantitative methods in operations of well-known organizations. Fall

BUS 206   Human Resources Management (3)

Covers many functions involved in personnel administration as performed by human resources department administrator and line managers. Explores aspects of human resource management: planning, recruiting, interviewing, selecting, placing, training, motivating, evaluating, rewarding, and disciplining employees. Presentation of pay systems, job evaluations, and some labor/management issues. Use of case analysis. Fall

BUS 208   Entrepreneurship/ Small Business Management (3)

Study of small business and its importance in American economy. Analysis of problems of small business through use of case studies. Application of functions of management to small business environment, including personnel, finance, promotion, government relations, ethics, and insurance. Spring

BUS 210   Organizational Behavior (3)

Deals with people at work in varioU.S. organizational situations and how to motivate human assets to work together more effectively. Analysis of how to meet needs and goals of employees within organization while making organization productive. Covers motivation theories, communications, statU.S. and role behavior and contemporary human relations issues in firms. Spring

BUS 220   Principles of Finance (3)

Prerequisites: BUS 101,MAT 098 or ASMNT A121.

Basics of financial analysis, forecasting, operating and financial leverage, working capital, current asset management, short-term financing, time value concepts and practices, and cost of capital equity financing, dividend

BUS-BTC

policy, convertible bonds, warrants and options. Includes role of financial manager in organization.

BUS 230   Principles of Marketing (3)

Prerequisites: BUS 101

Introduces consumer and institutional behavior patterns and overall role of marketing in the economy. Examines marketing process and its functions, together with marketing mix (place, product, price and promotion). Presents psychological and societal motivations that translate need through demand to satisfaction. Provides means to evaluate firm's capabilities, develop marketing strategies, and introduce marketing techniques to meet objectives. Review of marketing ethics and some international aspects of marketing.

BUS 232   Advertising and Sales Promotion (3)

Introduction to theory, practice, and techniques of advertising. Consideration of role of advertising and sales promotion. General survey of kinds and purposes of media, psychological implications of typical appeals, and limited practice in promotional programming. Coordination of advertising display and publicity in context of realistic sales promotion programs. Spring

BUS 234   Retailing (3)

Prerequisites: BUS 230

Fundamentals of retail store organization and management, including store location, layout, buying, pricing operation, advertising, display, and analysis associated with merchandise handling. Area retailers invited to discuss actual application of varioU.S. retailing activities, e.g. buying, advertising, and inventory control.

BUS 236 Consumer Behavior (3)

Marketing strategy and tactics explained based on explicit or implicit beliefs about consumer behavior. Included are external influences to buying, internal influences, the consumer's buying decision process, social and ethical issues in consumer behavior. Presents information search and consumer research methods as well as ultimate consumer and industrial buyers. Fall

BUS 238   Personal Selling (3)

s of personal selling from the determination of customer needs to the close of the sale.

Treats factors such as customer problems, merchandising knowledge, and personality traits of successful salespersons. Covers special selling topics and the role of the sales manager, together with motivation and compensation of the sales staff. Fall

BUS 246   Legal Environment of Business (3)

Prerequisites: BUS 101

Introduction to general nature of law and how its meaning affects climate in which a business operates. Exploration of role of government and government's attitude toward business, antitrust legislation and enforcement, public control through taxation, regulation, competition, mergers, and commerce/trade restrictions. Covers freedom of contract and labor/management relations.

BUS 255   International Business (3)

Prerequisites: BUS 101

Survey course to develop understanding and appreciation of environments and operations of international business. The nature of international business, international environment, organizations and monetary systems, foreign environment, and management tools that deal with environmental forces.

BUS 270   E-marketing (3)

Examines impact of the Internet on traditional methods of marketing and related business functions. Explores existing and potential use of the Internet for marketing goods and services. Analyzes the effect of the Internet on marketing strategy and the marketing mix. Spring

BUS 272   Social Media Marketing (3)

Examines how to develop an effective strategy for communicating to a targeted audience using the accelerated tools available in an online market. Will touch on the use of Social Media, Email Marketing, Blogging, SEO and PPC advertisements to create engagement. It will also cover the use of Google Analytics to track performance.

BUS 298   Business Administration Capstone (1)

This course is a culminating experience integrating all the course work taken in the Business Administration Associate of Applied Science program. This course includes individual and programmatic assessment. All

Business Administration AAS degree-seeking students are required to take this capstone class in their final semester before graduating.

BUSINESS TECHNOLOGY

BTC 101   Keyboarding (3)

Introduction to computer keyboard and development of correct techniques for keyboarding documents. Speed and accuracy exercises to develop necessary skill level. Emphasis on straight copy skills, basic keyboarding applications, and document formatting such as letters, memos, reports, and tabulation problems. Designed for both beginning typists and individuals who need to refresh keyboarding skills.

BTC 103   Microcomputer Applications (3)

Introduces use of business applications in word processing, spreadsheets, databases and presentations. Windows application package used for each application. (PC-based software only) Keyboarding skills recommended. Students may not receive credit for both BTC (BAS) 103 and CPT 103.

BTC 105   Proofreading and Editing Business Documents (2)

Emphasizes document formatting and review of basic related grammar and punctuation rules. Proofreading and editing techniques applied to business documents.

BTC 122   Skillbuilding (1)

Prerequisites: BTC (BAS) 101

Improves speed and accuracy of keyboarding/typing skills in preparation for job entry and testing. Concentration on individual goals and skill improvement.

BTC 130   Customer Service Excellence (1)

Develop fundamental principles of serving customer needs. Learn to analyze situations, develop solutions, implement and evaluate effectiveness, and train others. Covers all vital areas to help handle customers professionally, effectively, and successfully. Build good rapport with customers and associates.

BTC 131   Telephone Communication Skills (1)

Improve telephone skills to meet needs of

work place and become more customer service oriented in handling of telephone communications. Techniques of scripting and organization. Practice handling variety of customers. Spring

BTC 132 Time Management (1)

Time management techniques and organizational planning to improve efficiency on the job. Identify strengths and weaknesses. Develop prioritization skills and learn how and when to delegate.

BTC 135   Your Professional Image (1)

Review of appropriate business etiquette in today's work place. Real applications of best way to develop and maintain a professional image. Fall

BTC 136   Electronic Communication with Stakeholders (3)

Apply fundamental communication rules and etiquette to electronic communication and calendars with all stakeholders (employees, customers, vendors, stockholders, etc). Learn how electronic communication has changed internal and external communication, and see how social media fits into this new model.

BTC 137 Interpersonal Skills (1)

Develop interpersonal skills needed for today's diverse work place. Learn to make decisions using problem-solving techniques. Study different types of customers and workers and how to communicate and work successfully with each. Fall

BTC 138   Introduction to Project Management (1)

Build a foundation of project management terminology and skills. learn to budget and schedule tasks while avoiding common pitfalls.

BTC 145   Business Technology Tools (3)

Prerequisites: Keyboarding skills.

Corequisites: BTC/BAS/CPT 103

Emphasis on the use of technology found in today's business environment. Students will enter and edit information as well as manipulate and format data using the current technology. Voice recognition, mobile computing devices, and other input methods

to complete administrative tasks will be addressed.

BTC 150   Managing Personal Information – Outlook (1)

Learn to use Outlook effectively to maintain your personal and/or work information. Topics include: handling e-mail, organizing contacts and tasks, using notes, managing calendars, and scheduling meetings and resources.

BTC 160   Word Processing - MS Word (2)

Corequisites: BTC/BAS/CPT 103.

FocU.S. on learning intermediate and advanced concepts and functions of current version of MS Word. Topics include creating, editing and saving documents to intermediate and advanced functions like merges, macros, tables, wizards/templates, to multi-page documents with many special features. Fall

BTC 165   Presentations Using PowerPoint (2)

Presentation and application of beginning through advanced functions of PowerPoint. Topics include: create effective graphic presentations, organize and outline content of presentation, format text and graphics, apply tools, correctly chart/graph information, change color schemes, and create customized templates. Use of resources available for preparing presentations, including effective presentation skills. Spring

BTC 170   Spreadsheet Applications - Excel (3)

Presentation and application of business functions of Excel. Topics include formulas and functions, absolute/relative cell references, templates, reports, charting/graphing, formatting, and integration of Excel and MS Word. Spring

BTC 175   Database Applications - Access (2)

Presentation and application of Access functions. Topics include: plan and design tables, query data, design and generate forms and reports, establish relationships, manage multiple databases, integrate Access with other MS Office applications. Fall

BTC 190   Planning and Design Concepts-Microsoft Publisher (3)

Prerequisites: BTC/CPT 103

FocU.S. is on preparation, planning, and design of varioU.S. desktop publishing documents using Microsoft Publisher and progresses through publishing projects that will include business and marketing items. The course will transition from introductory concepts regarding preparation, planning and design to putting that information in to practice by creating cohesive publishing projects that mimic real-world applications.

BTC 245   Administrative Procedures (3)

Prerequisites: BTC (BAS) 160 with a minimum grade of C or above.

Develop understanding of procedures in today's electronic office. Review of composition, telecommunications, electronic mail, making travel and meeting arrangements, document formatting, financial statements, records management, human relations, job application procedures, and decision-making skills. Students must be available for shadowing hours in local business. Students must earn a C or above in the course in order to graduate. Hybrid course. Fall odd years only.

BTC 247   Administrative Supervision (3)

Prerequisites: BTC(BAS) 160 with a minimum grade of C or above.

Supervision of employees, including how to handle personnel problems, hire, terminate, and promote employees. Also, budgeting, employee evaluations, and use of decision-making skills. Students must be available for shadowing hours in local business. Students must earn a C or above in the course in order to graduate. Hybrid course. Spring

BTC 250   Business Simulations (3)

Prerequisites: BTC(BAS) 103, BTC(BAS) 138, BTC(BAS) 160, BTC(BAS) 165, BTC(BAS) 170, BTC(BAS) 175 with a minimum grade of C or above.

Application of all MS Office and desktop publishing skills to complete varioU.S. office simulation projects. Use of critical thinking, time management, organizational skills, and integration of computer skills as performance standards. Implementation of a realistic work environment. Students must earn a C or above

in the course in order to graduate. Hybrid course. Spring

BTC 290 Publishing Projects-Adobe inDesign (2)
Prerequisites: BTC(BAS) 190.

This course will reinforce planning and design concepts with a focU.S. on preparing desktop publishing documents and marketing items on a project basis. Importance will be placed on real-world application of design basics and applying those while learn to use Adobe InDesign. Fall odd years only

CHEMISTRY

CHM 099 Pre-A&P Foundations in Chemistry (2)
Prerequisites: MAT 098

This course will serve as a chemistry prerequisite for Anatomy and Physiology I for students. This will not replace CHM 101/103 or CHM 106 in a degree, and does not serve as a general education course. It is assumed this is the first chemistry course taken by the student. Topics include structure of atoms, bonding, solutions, acid-base, chemical reactions, energy and gases. This course will be graded on a Pass/Fail basis.

CHM 101 Introduction to Chemistry (3)
Prerequisites:
MAT 098 with a grade of "C" or better

Corequisites: CHM 103

Introduction to basic principles of chemistry, including measurements and problem-solving, atomic theory, chemical nomenclature, chemical reactions, molecular structure, properties of gases, liquids and solids, acid-base chemistry and oxidation-reduction chemistry.

CORE 42 MOTRANSFER GUARANTEED Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR CHEM 100 – Essentials in Chemistry (Lecture Only)

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR CHEM 100L – Essentials in Chemistry with Lab (Lecture and Lab)

CHM 103 Introduction to Chemistry Laboratory (1)
Corequisites: CHM 101

Hands-on course with emphasis on proper laboratory techniques and experimental activities that illustrate concepts studied in CHM 101.

CORE 42 MOTRANSFER GUARANTEED Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR CHEM 100 – Essentials in Chemistry (Lecture Only)

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR CHEM 100L – Essentials in Chemistry with Lab (Lecture and Lab)

CHM 106 Chemistry for Allied Health (4)
Prerequisites:
MAT 098 with a grade of "C" or better

This is a one-semester lab and lecture course providing students with basic concepts in general, organic, and biological chemistry. It will assist students in problem-solving skills and significantly emphasize the applications of chemistry to human health. This is not a general education course for the AA Degree.

CHM 115 General Chemistry I (5)
Prerequisites: 1 year of High School Chemistry or CHM 101 or equivalent and MAT 121 with a grade of C or better.

Study of how compounds are formed and named, chemical equations, calculations and problem-solving involving elements, compounds and chemical equations including stoichiometry, thermochemistry; properties of gases, solids, solutions, and acids and bases. Experiments introduce basic lab skills and aspects of qualitative and quantitative analysis.

CORE 42 MOTRANSFER GUARANTEED Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR CHEM 150L – Chemistry I with Lab (Lecture and Lab)

CHM 116 General Chemistry II (5)
Prerequisites: CHM 115 with a grade of C or better; or CHM 110 & 113 with a grade of C or better; and MAT 158,160 or 162 or higher with a grade of C or better.

Continuation of Chemistry I. Includes study of chemical equilibria, acid-base chemistry, complex ions, thermodynamics, oxidation-reduction reactions, nuclear chemistry, and introduction to organic chemistry. Experiments continue to introduce and improve laboratory skills and problem solving.

CHM 222 Quantitative Analysis (4)
Prerequisites:
CHM 116, with a grade of C or better.

Principles and practice of quantitative chemistry including descriptive statistics; equilibria pertaining to acid-base, complexometric, redox and solubility; electroanalytical chemistry, gravimetric and volumetric analysis; spectrophotometric analysis and an introduction to chromatography. Fall

CHM 240 Organic Chemistry I (3)
Prerequisites:
CHM 116, with a grade of C or better.

Introduction to structure, nomenclature, properties, synthesis and reactions of aliphatic and aromatic carbon compounds.

CHM 241 Organic Chemistry II (3)
Prerequisites: CHM 240, with a grade of C or better.

Corequisites: CHM 243

Continuation of study of structure, nomenclature, properties, synthesis and reactions of aliphatic and aromatic carbon compounds with emphasis on chemistry of carbonyl compounds. Spring

CHM 243 Organic Chemistry Laboratory (2)
Prerequisites: CHM 240, with a grade of C or better or equivalent.

Corequisites: CHM 241

Hands-on introduction to laboratory techniques and procedures of organic synthesis and identification. Spring

CHILD CARE & EARLY

EDUCATION

CDC 101   Introduction to Early Childhood Education (3)

Overviews historical and contemporary early childhood programs and curriculum. Examines qualities and skills necessary for working effectively with young children. Surveys range of opportunities open to child care personnel in varioU.S. early childhood settings. Site observations are part of course work. Fall and Spring. Summer, even years.

CDC 102   Creative Activities and Play for Young Children (3)

Introduces techniques and materials to foster creativity, imagination and artistic expression. It investigates the role of play in children's development. Examines teacher's role in planning and implementing process-oriented activities. Site observations are a part of the course work. Students may not receive credit for both EDU 202 and CDC 102.

CDC 103   Literacy and Literature for Young Children (3)

Utilizes varioU.S. genres of children's literature and other materials to support emergent literacy and language development in young children. Site observations are a part of the course work.

CDC 104   Principles of Early Childhood Curriculum (3)

Prerequisites: CDC 101, CDC 112
Corequisites: CDC 105, CDC 109

Investigates theory and practice of early childhood education in variety of program settings. Includes survey of program models, teaching techniques, curriculum planning and scheduling, and classroom management. Site observations are a part of the course work. Fall

Students may not receive credit for both EDU 204 and CDC 104.

CDC 105   Early Childhood Practicum I (2)

Prerequisites: CDC 101, CDC 112

Corequisites: CDC 104, 109

Involves observation and participation, under qualified supervision, in early childhood education settings. Coordinates with course objectives from CDC 104. The practicum experience is also paired with a coordinating seminar, CDC 109. Site observations are a part of the course work.

CDC 106   Experiences in Early Childhood Education (1-3 hrs)

This course provides for variable credit for prior professional development learning experiences related to working with young children from birth to age 8. Variable credit for prior learning experience based upon evaluation by child care program director.

CDC 107   Introduction to Young Children with Special Needs (3)

Introduces characteristics of individuals with exceptionalities and overviews history and educational theories related to individuals with exceptionalities, especially children. Examines impact of disabilities and other special needs on individuals, families, schools and communities. Site observations are a part of the course work. Students cannot receive credit for both EDU 207 and CDC 107.

CDC 108   Infant and Toddler Development and Curriculum (3)

Follows development of infants and toddlers (conception to 3 years of age). Examines theories of physical, cognitive (including language), social and emotional areas of development. Emphasis on developmentally appropriate activities, materials, room arrangement, and scheduling. Guided observation, record-keeping for assessment, and interaction with infants and toddlers. Site observations are a part of the course work. Summer, odd years.

CDC 109   Early Childhood Practicum I Seminar (1)

Prerequisites: CDC 101, CDC 112

Corequisites: CDC 104, CDC 105

Provides opportunities for discussion and collaboration among students about field experiences. it supports course objectives from CDC 105. Requires concurrent enrollment in CDC 104, 105. Fall

CDC 112   Child Growth and Development I: Prenatal through Early Childhood (3)

Study of human development from conception to approximately age 6. Investigates theories related to physical, cognitive (including language), social and emotional growth and development. Examines relationship among areas of development and the connection between development and children's behaviors. Site observations are a part of the coursework.

CDC 113   Child Growth and Development II: Birth through Adolescence (3)

Prerequisites: CDC 112

Exploration of human development throughout the lifespan and investigation of theories related to physical, cognitive (including language), social and emotional growth and development. Examines relationships among areas of development as well as the connection between development and behavior. FocU.S. is also on developmental issues in childhood, adolescence and adulthood. Site observations are a part of this course work.

CDC 201   Cognitive Activities & STEM for Young Children (3)

Prerequisites: CDC 112

FocU.S. on developmentally appropriate methods and materials to enhance young children's awareness of science, technology, engineering and math concepts. Emphasizes techniques to develop observation, problem solving and thinking skills. Site observations are a part of the course work. Students may not receive credit for both CDC 201 and EDU 201.

CDC 202   Music and Movement for Young Children (3)

Explores music and movement activities to support perceptual, fine, and gross motor development. Overviews techniques to enhance creative movement and singing. Spring

CDC 203   Early Childhood Practicum II (2)

Prerequisites: CDC 101, 104, 105, 109, 112

Corequisites: CDC 206, 209, 210

Involves practical teaching experience with young children, under qualified supervision, in early childhood classroom setting. It includes lesson planning and implementation, assessment and record keeping, communicating with parents and families, and all other phases of classroom operation. Site observations are part of the course work.

CDC 204   Management of Early Childhood Programs (3)

Emphasizes operation and management of early childhood programs including issues related to staffing, curriculum and program planning, funding, facilities, public relations, and licensing and accreditation. Site observations are a part of the course work. Spring & Summer - even years.

CDC 205   Children, Families and Communities (3)

Overviews interrelationships between children, families and society. Highlights topics of home/school, communication and involvement, community resources and societal influences such as violence and divorce. Student cannot receive credit for both CDC 205 and EDU 205.

CDC 206   Early Childhood Practicum III (2)

Prerequisites: CDC 101, 104, 105, 109, 112

Corequisites: CDC 203, 209, 210

Involves comprehensive teaching experience with young children, under qualified supervision, in early childhood classroom setting. Includes lesson planning and implementation, assessment and record-keeping, communicating with parents and families, and all other phases of classroom operation. Site observations are a part of the course work.

CDC 207   Curriculum and Materials for Young Children with Special Needs (3)

Prerequisites: CDC 107

Reviews methods and techniques for planning and adapting instruction for learners with special needs. Provides experience with observing and recording, screening and assessment instruments, and other resources for implementing individualized learning plans. Site observations are a part of the course work.

CDC 208   Nutrition, Health and Safety of Children (3)

Examines nutrition, health and safety factors affecting children from birth through adolescence. Topics include dietary requirements and nutrition education, health assessment, childhood illnesses and immunizations, first aid, accident prevention and child abuse recognition and intervention. Students may not receive credit for both EDU 208 and CDC 208.

CDC 209   Early Childhood Practicum II Seminar (1)

Prerequisites: CDC 101, 104, 105, 109, 112

Corequisites: CDC 203, 206, 210

This is a co-requisite seminar that supports course objectives for CDC 203 Early Childhood Practicum II. It provides opportunities for discussion and collaboration among students about field experiences.

CDC 210   Early Childhood Practicum III Seminar (1)

Prerequisites: CDC 101, CDC 112, and one other CDC course.

Provides opportunities for discussion and collaboration among students about field experiences. The seminar supports course objectives from CDC 206.

COLLEGE DEVELOPMENT

COL 090 College Study Skills (3)

Develops, improves, and practices study skills critical to success in college. Skills include time management, concentration, memory, SQ4R textbook study method, note taking from both lecture and textbook, exam preparation and test taking.

COL 101   College Success Seminar (1)

For freshman students covering varioU.S. aspects of college life including resources and procedures, interacting with instructors, instructor expectations, critical thinking, goal setting and commitment, learning styles, development of network and support groups, value of education and philosophy of learning, identification of student interests and needs, technology used in college classes and study skills. Required of all first-time freshmen students.

COL 104   Online Information and Internet Research (1)

Skills needed to select and search online information sources. FocU.S. is on strategies for searching online catalogs, indexes, and the Internet. Includes resource comparison, evaluation and citation, and types of information.

COL 110   Career Development (1)

Assists in making career decisions through assessment of interests, values and abilities. Application of these traits to world of work to find career as appropriate combination of these three. In-depth exploration of several careers.

COL 299   Sophomore Portfolio Assessment (1)

Prerequisites: ENG 101 and Sophomore standing.

Corequisites: Students should take this course after completing 30 hours of their 42 hour AA general education transfer block.

Students will complete activities from 3 different general education discipline areas: Humanities, Social Science, and Multicultural/Valuing which will include evidence of Higher Order Thinking (HOT) and Managing Information (MI). Students may bring 1 artifact from a previoU.S. General Education course and revise it to meet the capstone criteria.

COMMUNICATION

COM 100   Pronunciation and Communication for Non-Native Speakers (4)

Corequisites: ESL 100, ESL 104 and suggested Co-requisite ESL 107

For the non-native speaker of English, this course focuses on pronunciation improvement. By learning the American style of intonation, rhythm, speech production,and syllable stress, speech will be more understandable, articulate and expressive. Small group and individual communication activities, both speaking and listening, will reinforce these skills. This course is open to non-native speakers of English who are at an intermediate level or above. Students must take the Compass ESL test. (Formerly SPE 100)

COM 101   Oral Communication (3)

FocU.S. on importance of communication competence in a variety of situations. Topics include verbal and nonverbal communication, listening, perception, self-concept, small group communication, and public speaking. Students required to prepare and present three to four graded oral presentations. (Formerly SPE 101)

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course

Number: MOTR COMM 100 – Introduction to Communications

COM 102 Introduction to Mass Communication (3)

FocU.S. on different modes of mass communication including radio, television, film, video, magazines, newspapers, publishing, advertising, public relations, photography, and telecommunications. Development of media from invention to present, effects of media on society, government controls, censorship, and other issues.

COM 103 Persuasion (3)

Skills necessary to become informed and critical consumer of persuasive messages. Persuasion examined through popular culture, advertising, politics, and mass media. Insights given into language use and symbols, nonverbal communication, and cultural and psychological approaches to persuasion. (Formerly SPE 103)

COM 104 Small Group Communication (3)

Study of process of group communication. FocU.S. on group development, group roles, decision-making, leadership, power, and conflict management. How to be more productive member of group by acquiring skills to enhance group interaction. (Formerly SPE 104)

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR COMM 125 – Small Group Communication

COM 105 Interviewing (3)

Focuses on art of interviewing in variety of contexts. Topics include types and uses of questions, common question pitfalls, listening, verbal and nonverbal communication, and specialized types of interviews such as journalistic, survey, persuasive, employment, performance review, counseling, and health care. (Formerly SPE 105)

COM 106 Public Speaking (3)

In-depth look at art of public speaking. Expands knowledge of ideas and concepts presented in SPE 101. FocU.S. on presenting additional types of speeches, including business and organizational, ceremonial, speeches of tribute, acceptance, and toasting. (Formerly SPE 102)

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR COMM 110 – Fundamentals of Public Speaking

COM 110 Interpersonal Communication (3)

How to become more informed and skillful communicators in diverse social world and more aware of how and why misunderstandings arise in communication among people whose dissimilar backgrounds and identities lead them to have different views about what communication means and does. Topics include dealing with difficult people, expression of emotions, assertiveness training, and conflict management. Formerly SPE 110)

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR COMM 120 – Interpersonal Communication

COM 112 Introduction to Radio and Television Broadcasting (3)

Introduction to broadcasting, including history, government regulations, station operation, and program development.

COM 115 Introduction to Public Relations (3)

Basic functions of public relations in public and private sector. Emphasis on history, case studies, and writing including press releases, media plans, and speeches. Media role in public relations, and role in shaping and swaying public opinion. Specific jobs and emphasis areas covered.

COM 116 Voice and Diction (3)

Prerequisites: COM 101

Study of the development and understanding of respiration, phonation, resonation, articulation, and diction. Credit not available for both SPE 115 and THE 115. (Formerly SPE 115)

COM 120 Introduction to Journalism (3)

Survey of journalism, including history and study of varioU.S. media. Emphasis is on journalistic principles, writing, editing and makeup, including work on official student publications. (Formerly JRN 120)

COM 121 Electronic News Gathering (3)

Prerequisites: COM 102

Instruction in video skills for pre-production, production, and post-production of television news. On-location, single-camera shooting will be emphasized. Includes lectures, discussions, practical applications, and evaluations. (Formerly COM-120)

COM 123 Introduction to Cinema (3)

Introduction to history, theory and criticism of film. Explores American and European film traditions. Major genres, authors and artists, and directing and production styles. Viewing of numeroU.S. films representative of varioU.S. genres and directing styles.

COM-124 History of Film (3)

History of cinema from late 19th century beginnings to present. Attention given to technological, economic and artistic issues. Classic films of varioU.S. directors and countries. Weekly viewings required.

COM 200 Argumentation and Debate (3)

Prerequisites: COM 101

The discovery, support, and critical evaluation of intelligent arguments and decisions. Studies argument, evidence, reasoning, and oral advocacy; includes investigation, research, and critical analysis of claims and establishment of truth through proof. (Formerly SPE 200)

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR COMM 220 – Argumentation & Debate

COM 201 Leadership Theory and Development (3)

Prerequisites: Take one- COM (SPE) 101, COM (SPE) 102, COM (SPE) 110 or instructor consent

Leadership, the ability to influence other's behaviors and thoughts to accomplish a goal, is a responsibility faced in a variety of personal and professional contexts. Learn what it means to be a leader, how different leadership styles are utilized and how cultural, ethical and moral pressures affect leadership. Students will identify areas for personal growth and improvement in

leadership positions as they learn and develop their own leadership skills, values, ethics and morals. Examination of leadership theory and development will be from a variety of backgrounds. (Formerly SPE 201)

COM 205 Gender Communication (3)

Answers to questions that confound women's and men's attempts to communicate with each other. Topics include gender construction through one's culture, portrayal of men and women in media, male and female approaches to conversation, role of power and empowerment in marriage and families, gender relations in workplace, and men and women in education. (Formerly SPE 205)

COM 210 Oral Interpretation (3)

Prerequisites: SPE 101 or COM 101

Basic study of the principles of oral interpretation and their application performance. Credit not available for both SPE 210 and THE 210. (Formerly SPE 210)

COM 215 Intercultural Communication (3)

Explores issues related to intercultural communication process. Considers important role of context (social, cultural, and historical) in intercultural interactions. Topics include stereotyping, prejudice, ethnocentrism, social class and religioU.S. identities, folk culture, power, and intercultural conflict. (Formerly SPE 215)

COM 225 Professional Communication (3)

Prerequisites: SPE 101 or COM 101

Role of and development of professional communication skills intrinsic to the workplace. FocU.S. is on the development of theoretical and performance competencies in interpersonal communication, small group communication, organizational communication and public communication. Includes understanding organizational diversity and ethics; improving listening skills; enhancing interviewing skills; managing group meetings and teamwork; and presentation of informational and persuasive proposals via enhancement of verbal, vocal and visual strategies (Formerly SPE 225).

COM 232 Advertising and Sales Promotion (3)

Introduction to theory, practice, and techniques of advertising. Consideration of role of advertising and sales promotion. General survey of kinds and purposes of media, psychological implications of typical appeals, and limited practice in promotional programming. Coordination of advertising display and publicity in context of realistic sales promotion programs. Course is equated to BUS 232.

COM 240 Writing for the Print Media (3)

Prerequisites:
ENG 101, minimum grade of C.

Introductory course in developing skills in writing and reporting for print media. Special attention given to news releases, feature stories, and reporting techniques. Introduction to use of photography. (Formerly JRN 240)

COM 260 Video Production for the Media (3)

Prerequisites: COM 102

Introduction to all aspects of video production. Remote and studio television production will be covered. Hands-on experience in the use of equipment to produce video projects for the media. Consists of lectures, field assignments, in-class activities, and examinations.

COM 270 Media Literacy (3)

Emphasis on the ability to access, analyze and evaluate media in a variety of media formats. Review of tools necessary to understand the role of the media as well as skills of inquiry necessary for citizens of a democracy. Media formats examined include journalism, advertising and political communications.

COM 280 Applied Communication Practicum I (3)

Prerequisites: COM 102, COM 115 or instructor's permission.

Practical application of mass media content production. Emphasizes production experience on official student publications or Public Relations projects.

COM 281 Applied Communication Practicum II (3)

Prerequisites: COM 280

Practical application of mass media content production. Emphasizes production experience on official student publications or Public Relations projects.

COM 282 Applied Communication Practicum III (3)

Prerequisites: COM 281

Practical application of mass media content production. Emphasizes production experience on official student publications or Public Relations projects.

COM 290 Topics in Mass Communication (3)

Exploration of a topic selected by the department. Topics may include examination of mass communication in a variety of contexts: presidential elections, mass communication theory, mass communication effects, impact of the Internet, etc.

COM 296 Mass Communication Internship (1-3)

Prerequisites: COM 102 or consent of instructor.

Students placed in participatory position in mass media corporation or organization. Includes assignments related to internship.

COMPUTER-AIDED DRAFTING

CDM 103 CAD Systems I (3)

Utilization of the latest version of AutoCAD to create, edit, and store introductory computer drawings. Involves draw and modify commands, layer creation, blocks, and dimensioning. Includes orthographic views, layouts, viewports, paper/model space, scaling, and lineweights. Basic design elements and drafting standards considerations are provided.

CDM 104 CAD Systems II (3)

Prerequisites: CDM 103 with a grade of "C" or better.

The latest version of AutoCAD is used to perform intermediate level CAD commands. Modifications of dimension properties and tolerancing are addressed. 3D modeling is introduced. Isometric, oblique, sectional, and auxiliary views are created. Multiple layouts,

block editing, datalinked tables, external references (XREFs), attributes, concept hand sketching, and drafting symbols are covered.

CDM 120 Descriptive Geometry (3)
Prerequisites: CDM 104

Analysis of basic shapes with successive auxiliary view and rotations. Understanding of intersections, angles, and locations of multiple planes. Problem-solving of forces using vector geometry. Understanding of bearings and azimuths. Principle coverage regarding the revolutions of points, lines, planes, and solids. Construction of 6-view multiview perspectives.

CDM 205 Architectural Drafting I (3)
Prerequisites: CDM 104

Uses the latest version of AutoCAD Architecture to perform introductory construction techniques, foundation plans, and material requirements. Basic, standardized architectural practices are involved with floor plans, exterior elevations, and specific architectural layering.

CDM 206 Architectural Drafting II (3)
Prerequisites: CDM 205

Acquisition of intermediate level architectural drafting using the most recent version of AutoCAD Architecture. Understanding of site planning, load design elements, framing methods, alternative elevations, and beam sizing. Involves knowledge attainment of millwork and cabinet technology, rendering methods, and building codes.

CDM 207 Revit Architecture I (3)
Prerequisites: CDM 104

Learning of introductory elements of the latest version of Revit CAD software. Acquisition of Building Information Modeling (BIM) knowledge. Perspectives on shared user design utilized in commercial architecture. Perform drawing designs using Revit for floor plans, elevations, sections, and rendering. Perform building estimates and schedules, and construction document sets.

CDM 208 Revit Architecture II (3)
Prerequisites: CDM-207

Utilization of most recent version of Revit software to design a three story commercial project. Understanding of practices for commercial models, view, dimensions, families, and editing. Learning of landscaping, curbing, parking, and walkway design. 3D design incorporation of foundation setting, beams, and footings. Creating of custom stairs and railings. Comprehension of intermediate level BIM practices.

CDM 209 Construction Materials (3)
Prerequisites: CDM 104

Knowledge/comprehension course involving building materials properties and structures. understanding of steel, aluminum, and concrete production/testing. Knowledge acquisition of asphalt methods and wood properties. Composite material properties (including microscopic) are covered. No computer work is involved in this class, but knowledge applies to many civil and architectural design applications.

CDM 210 HVAC Drafting (3)
Prerequisites: CDM 104

Utilizes the latest AutoCAD software to draw HVAC designs, schedules, and reference data. Knowledge acquisition of relevant HVAC scientific elements- including heat, thermodynamics, and combustion. Course topics include heating and air conditioning systems/designs.

CDM 211 Structural Drafting (3)
Prerequisites: CDM 104

Perform structural shop drawings using the most current version of AutoCAD. Achieve conceptual understanding of structural design and economic considerations. Acquire understanding of steel grades and shapes. learn framing elements, and use critical tables and reference materials for structural designs

CDM 212 Electrical/Electronic Drafting (3)
Prerequisites: CDM 104

Uses the latest version of AutoCAD Electrical to draw schematics, logic diagrams, and wire diagrams. Acquire understanding of electronics symbols, components, and references. Apply elements into CAD designs with circuit boards, wiring, and cabling. Use electrical drafting layers on a building floor plan.

CDM 221 Solid Modeling I (3)
Uses the current version of SolidWorks software to provide introductory 3D design elements. Applications are involved with basic part modeling, 3D dimensioning, assembly models and operations, introductory molds, and sheet metal parts. Vector problem-solving for 3D application is performed. The product development cycle is covered.

CDM 222 Solid Modeling II (3)
Prerequisites: CDM 221

Uses the current version of SolidWorks software for intermediate 3D modeling. Utilizes sketch tools for entities, parametric modeling, and design tables. Assembly and multiple configuration drawings are performed. Mold, sheet metal, surface, and weld designs are covered. Course items include mass properties, dimensioning, and reference geometry. Students have an opportunity to take the Certified SolidWorks Associate Exam in this class.

CDM 223 Geometric Dimensioning/Tolerance (3)
Prerequisites: CDM 104

Uses the latest AutoCAD version to apply advanced dimensioning and tolerancing. Understanding of drafting symbols, tolerance calculations, datums, material conditions, and material boundaries. Application of form, orientation, and location tolerances. Understanding of profile and runout tolerances.

CDM 227 Revit MEP (3)
Prerequisites: CDM-207

Teach concepts, principles, and applications of 3D parametric models and computer designs using Autodesk Revit software. Create, document and print mechanical, electrical, and plumbing (MEP) components in shared (multiuser) model structure. Provide applications relevant to construction, architecture, industry, and engineering.

CDM 231 Tool Path Generation (3)
Prerequisites: CDM 104

Includes short history of N/C programming, cutters, speeds and feeds, sequence of operations, tool path generation for 3-axis and multiaxis machines, tooling and machine language using Mastercam program and completion of prototypes in CNC manufacturing cell.

CDM 235 Manufacturing Processes (3)
Prerequisites: CDM 104

Focuses on processes used in manufacturing metal parts. Includes machining, stamping, extruding, swaging, grinding, casting, forging, roll forming, welding, electrical discharge machining (EDM) and threading. Finishing processes include anodizing, tempering, annealing, pickling, etc. Addresses overall process of manufacturing planning. Prerequisite waived with instructor consent.

CDM 251 Introduction to Piping Drafting (3)
Prerequisites: CDM 104

Draw piping schematics, plan views, elevations, spooling, notes, fittings, and charts using the latest version of AutoCAD. Obtain knowledge of piping processes, drafting practices, and flow diagrams. Acquire learning of piping equipment considerations (flanges, sections, fittings, valves, pumps, and vessels). Utilize math related to piping designs.

CDM 255 Civil Drafting (3)
Prerequisites: CDM 104

Utilizes the latest version of AutoCAD Civil 3D software. Demonstrate basic civil technical information, including topographic mapping, profiles/contours, highway plans, roadway/subdivision layouts, site grading, and sewer designs. Demonstrate survey point, and surface layouts. Complete roadway alignments, profiles, assemblies, and corridors. Process terrain data.

CDM 265 Sustainable Design (3)
Prerequisites: CDM-104

Use the latest version of AutoCAD to assemble a portfolio of sustainable design work. Acquire knowledge about sustainability issues and green construction. Obtain knowledge about LEED standards and certification. Review current trends in sustainable construction methods, energy, water, and waste as related to residential and commercial construction. Achieve learning about sustainable building materials, water use, and energy storage. Complete a project that converts an existing commercial structure for LEED certification.

CDM 270 Externship (3)
Prerequisites: Approval of CAD/CAM department chair and meet externship requirements.

Involves obtaining credit for workplace learning of computer-aided drafting practices, methods, and applications. Must have an existing or pending CAD learning employment situation before seeking approval by the CAD Program Coordinator. Course involves validation of workplace learning and a documented report of learning experiences.

CDM 298 CAD/CAM Capstone (1)
Corequisites: Application for graduation

Enrollment can occur during the last semester of study for a Certificate of Achievement, or during the last or next-to-last semester for an Associates Degree. Class involves meetings to organize materials and planning for employment (or future advancement) interaction with SCC Career Services Dept. is included. A portfolio of coursework drawing designs, sketches, and other drafting work is developed. Standardized assessments, including Missouri and National drafting standards, are performed.

CDM 103 Introduction to CAD Systems (2)

Utilization of the latest version of AutoCAD to create, edit, and store introductory computer drawings. Involves draw and modify commands, layer creation, blocks, and dimensioning. Includes orthographic views, layouts, viewports, paper/model space, scaling, and lineweights. Basic design elements and drafting standards considerations are provided.

CDM 104 CAD Systems II (3)
Prerequisites: CDM 103 with a grade of "C" or better.

The latest version of AutoCAD is used to perform intermediate level CAD commands. Modifications of dimension properties and tolerancing are addressed. 3D modeling is introduced. Isometric, oblique, sectional, and auxiliary views are created. Multiple layouts, block editing, datalinked tables, external references (XREFs), attributes, concept hand sketching, and drafting symbols are covered.

CDM 120 Descriptive Geometry (2)
Prerequisites: CDM 104

Analysis of basic shapes with successive auxiliary view and rotations. Understanding of intersections, angles, and locations of multiple planes. Problem-solving of forces using vector geometry. Understanding of bearings and azimuths. Principle coverage regarding the revolutions of points, lines, planes, and solids. Construction of 6-view multi-view perspectives.

CDM 205 Architectural Drafting I (3)
Prerequisites: CDM 104

Uses the latest version of AutoCAD Architecture to perform introductory construction techniques, foundation plans, and material requirements. Basic, standardized architectural practices are involved with floor plans, exterior elevations, and specific architectural layering.

CDM 206 Architectural Drafting II (3)
Prerequisites: CDM 205

Acquisition of intermediate level architectural drafting using the most recent version of AutoCAD Architecture. Understanding of site planning, load design elements, framing methods, alternative elevations, and beam sizing. Involves knowledge attainment of millwork and cabinet technology, rendering methods, and building codes.

CDM 207 Revit Architecture I (3)
Prerequisites: CDM 104

Learning of introductory elements of the latest version of Revit CAD software. Acquisition of Building Information Modeling (BIM) knowledge. Perspectives on shared user design utilized in commercial architecture. Perform drawing designs using Revit for floor plans, elevations, sections, and rendering. Perform building estimates and schedules, and construction document sets.

CDM 208 Revit Architecture II (3)
Prerequisites: CDM-207

Utilization of most recent version of Revit software to design a three story commercial project. Understanding of practices for commercial models, view, dimensions, families, and editing. Learning of landscaping, curbing, parking, and walkway design. 3D design incorporation of foundation setting, beams, and footings. Creating of custom stairs and railings. Comprehension of intermediate level BIM practices.

CDM 209 Construction Materials (3)
Prerequisites: CDM 104

Knowledge/comprehension course involving building materials properties and structures. Understanding of steel, aluminum, and concrete production/testing. Knowledge

acquisition of asphalt methods and wood properties. Composite material properties (including microscopic) are covered. No computer work is involved in this class, but knowledge applies to many civil and architectural design applications.

CDM 210 HVAC Drafting (3)
Prerequisites: CDM 104

Utilizes the latest AutoCAD software to draw HVAC designs, schedules, and reference data. Knowledge acquisition of relevant HVAC scientific elements- including heat, thermodynamics, and combustion. Course topics include heating and air conditioning systems/designs.

CDM 211 Structural Drafting (3)
Prerequisites: CDM 104

Perform structural shop drawings using the most current version of AutoCAD. Achieve conceptual understanding of structural design and economic considerations. Acquire understanding of steel grades and shapes. Learn framing elements, and use critical tables and reference materials for structural designs.

CDM 212 Electrical/ Electronic Drafting (3)
Prerequisites: CDM 104

Uses the latest version of AutoCAD Electrical to draw schematics, logic diagrams, and wire diagrams. Acquire understanding of electronics symbols, components, and references. Apply elements into CAD designs with circuit boards, wiring, and cabling. Use electrical drafting layers on a building floor plan.

CDM 221 Solid Modeling I (3)
Prerequisites: CDM 103

Uses the current version of SolidWorks software to provide introductory 3D design elements. Applications are involved with basic part modeling, 3D dimensioning, assembly models and operations, introductory molds, and sheet metal parts. Vector problem-solving for 3D application is performed. The product development cycle is covered.

CDM 222 Solid Modeling II (3)
Prerequisites: CDM 221

Uses the current version of SolidWorks software for intermediate 3D modeling. Utilizes sketch tools for entities, parametric modeling, and design tables. Assembly and multiple configuration drawings are performed. Mold, sheet metal, surface, and weld designs are covered. Course items include mass properties, dimensioning, and reference geometry. Students have an opportunity to take the Certified SolidWorks Associate Exam in this class.

CDM 223 Geometric Dimensioning/Tolerance (3)
Prerequisites: CDM 104

Uses the latest AutoCAD version to apply advanced dimensioning and tolerancing. Understanding of drafting symbols, tolerance calculations, datums, material conditions, and material boundaries. Application of form, orientation, and location tolerances. Understanding of profile and runout tolerances.

CDM 227 Revit MEP (3)
Prerequisites: CDM-207

Teach concepts, principles, and applications of 3D parametric models and computer designs using Autodesk Revit software. Create, document and print mechanical, electrical, and plumbing (MEP) components in shared (multiuser) model structure. Provide applications relevant to construction, architecture, industry, and engineering.

CDM 231 Tool Path Generation (3)
Prerequisites: CDM 104

Includes short history of N/C programming, cutters, speeds and feeds, sequence of operations, tool path generation for 3-axis and multi-axis machines, tooling and machine language using Mastercam and completion of prototypes in CNC manufacturing cell.

CDM 235 Manufacturing Processes (3)
Prerequisites: CDM 104

Focuses on processes used in manufacturing metal parts. Includes machining, stamping, extruding, swaging, grinding, casting, forging, roll forming, welding, electrical discharge machining (EDM) and threading. Finishing processes include anodizing, tempering, annealing, pickling, etc. Addresses overall process of manufacturing planning. Prerequisite waived with instructor consent.

CDM 251 Introduction to Piping Drafting (3)
Prerequisites: CDM 104

Draw piping schematics, plan views, elevations, spooling, notes, fittings, and charts using the latest version of AutoCAD. Obtain knowledge of piping processes, drafting practices, and flow diagrams. Acquire learning of piping equipment considerations (flanges, sections, fittings, valves, pumps, and vessels). Utilize math related to piping designs.

CDM 255 Civil Drafting (3)
Prerequisites: CDM 104

Utilizes the latest version of AutoCAD Civil 3D software. Demonstrate basic civil technical information, including topographic mapping, profiles/contours, highway plans, roadway/subdivision layouts, site grading, and sewer designs. Demonstrate survey point, and surface layouts. Complete roadway alignments, profiles, assemblies, and corridors. Process terrain data.

CDM 265 Sustainable Design (3)
Prerequisites: CDM-104

Use the latest version of AutoCAD to assemble a portfolio of sustainable design work. Acquire knowledge about sustainability issues and green construction. Obtain knowledge about LEED standards and certification. Review current trends in sustainable construction methods, energy, water, and waste as related to residential and commercial construction. Achieve learning about sustainable building materials, water use, and energy storage. Complete a project that converts an existing commercial structure for LEED certification.

CDM 270 Externship (3)
Prerequisites: Approval of CAD/CAM department chair and meet externship requirements.

Involves obtaining credit for workplace learning of computer-aided drafting practices, methods, and applications. Must have an existing or pending CAD learning employment situation before seeking approval by the CAD Program Coordinator. Course involves validation of workplace learning and a documented report of learning experiences.

CDM 298
CAD/CAM Capstone (1)

Corequisites: Application for graduation

Enrollment can occur during the last semester of study for a Certificate of Achievement, or during the last or next-to-last semester for an Associates Degree. Class involves meetings to organize materials and planning for employment (or future advancement) interaction with SCC Career Services Dept. is included. A portfolio of coursework drawing designs, sketches, and other drafting work is developed. Standardized assessments, including Missouri and National drafting standards, are performed.

COMPUTERS

CPT 103   Microcomputer Applications (3)

Introduces use of business applications in word processing, spreadsheets, databases, and presentations. Windows application package used for each application. (PC-based software only)   Keyboarding skills recommended. (Students may not receive credit for both BAS 103 and CPT 103.)

CPT 104   Introduction to Programming for Animation and Computer Games (3)

Prerequisites: Take CPT-135 and CPT-165 or Permission of Instructor

The course examines the proper steps in the creation of animation and game design. It covers history of gaming, game genre, story and character development, and game management. The creation of simple games will also be examined using the GameMaker development tool.

CPT 105   Ethics in Technology (3)

Introductory survey of classical and contemporary ethical theories related to technology use today and problems with an emphasis on case studies and examples. Course fulfills AA general education requirements. (formerly CPB 105) Students may not receive credit for both BUS 105 and CPT 105.

CPT 106
Operating Systems (3)

Introduction to the concepts of computer operating systems, including DOS, Linux and Windows 7. Covers the three types of interfaces: command line, menu, and graphical. Operating concepts of file, disk, and other resource management.

CPT 115   Introduction to Data Processing (3)

Introduction to computer systems with topics that include system components, data storage techniques, binary arithmetic, operating systems, device characteristics and programming. Course fulfills AA general education requirements.

CPT 121   Basics of Data Communications (3)

Understanding and appreciation of data communications from user's perspective. Overview of data communications concepts to address data communications issues in contemporary home or business environment. Online only (formerly CPC 120).

CPT 125   Introduction to Project Management (3)

This course will introduce the students to the basic principles of Project Management. The students will be taught five of the ten Knowledge Areas of the Project Management Body of Knowledge (PMBOK).

CPT 130   Introduction to UNIX Operating System (3)
Prerequisites: CPT 106

Introduction to UNIX operating system. Covers essential components of operating system, concept of shell, and basic editing techniques. Includes file structures, file access, linking files, and script files.

CPT 135   Programming in Python (3)
Prerequisites:
CPT-165 previoU.S. or concurrent

Learning good problem-solving techniques using the Python programming language. Object-oriented concepts are included.

CPT 140   Data Visualization (3)
Prerequisites: CPT 165, CPT 135, BTC 170, MAT 175, CPT 181

Introduction to key concepts in data visualization and reporting. Includes concepts and methods used in graphical representation of data, exploration and reporting of data, and basic linear regression methods. Upon completion, students should be able to effectively use graphical tools to communicate insights about data.

CPT 160   Mobile Apps Development (3)
Prerequisites: CPT-135 and CPT-165 or Instructor Permission

Developing applications for mobile devices on varioU.S. platforms.

CPT 165   Computer Programming Logic (3)

Understanding and appreciation of computer problem solving methods. Applies knowledge of specific characteristics of computer language and coding mechanics to logical solution of given problem. Logic and programming techniques apply to any of machine-oriented or high-level languages currently available. Students will also cover the basics of project management and the project life cycle.

CPT 172   FORTRAN Programming (3)
Prerequisites: MAT 121

Corequisites: Recommended corequisite: CPT 165.

Continues development of good programming style using FORTRAN language. Emphasis is on development and use of single and multi-dimensional arrays and on development and use of subroutines and functions.

CPT 174   COBOL Programming I (3)
Corequisites: Recommended corequisite: CPT 165

General orientation to concept of structured COBOL programming and the use of COBOL language features and programming techniques. Taught on IBM-compatible PC.

CPT 175   COBOL Programming II (3)
Prerequisites: CPT 174

Continuation of COBOL Programming I. Introduces programs of increased complexity, using advanced features of COBOL language, including sorts, indexed files, and subroutines. Taught on IBM-compatible PC.

CPT 181   SQL Basics (3)

Prerequisites: CPT 103 or Instructor Permission

Extensive hands-on activities using in-class SQL-based relational database to transform request into SQL query. How to create and test increasingly complex queries, how to build tables using data definition capabilities of SQL, how to create views for querying and manipulating data, and how to index in SQL database (formerly CPB 240). Fall

CPT 182   Beginning Programming in C++ (3)

Prerequisites: CPT 135 and CPT 165 or instructor permission

Working knowledge of object-oriented programming using C++ language. Features extensive hands-on programming development using C++ compiler on IBM-compatible system.

CPT 185   Programming in C# (C Sharp) (3)

Prerequisites: CPT-135 and CPT-165 or permission of instructor

Object-oriented approach to programming as well as the C# programming language.

CPT 187   Visual Basic.NET (3)

Prerequisites: CPT-135 and CPT-165 or Permission of Instructor

Using Visual Basic.NET, design effective user interfaces using appropriate controls, properties and coding.

CPT 189   Java Programming (3)

Prerequisites: CPT-135 and CPT-165 or permission of instructor

This class will provide students with the opportunity to master basic fundamentals of the Java programming language, to understand Object Oriented Design (OOD) and Object Oriented Analysis (OOA).

CPT 198   Computer Science Internship (1-3 hrs)

Requires prior approval of department chair or dean. Students placed in a position in business to gain practical experience and learn specific operational technologies.

CPT 200   Systems Analysis and Design (3)

Prerequisites: Take 1 group: CPT-182 & CPT-186, CPT-280 & CPT-282, CPT-284 & CPT-287, CPT-240 & CPT-260 or permission of instructor (note: two groups are better)

Orientation to the development of computer-based man-machine information systems. Study of system life cycles, development of logical systems specification, data collection techniques, human factors design and standards for documentation.

CPT 201   Introduction to Database Management (3)

Prerequisites: CPT 103 or Permission of Instructor

Practical foundation for the design, implementation and management of database systems. Includes the Internet's impact on how databases are designed, implemented and used (formerly CPB 201).

CPT 204   Advanced Applications (3)

Prerequisites: CPT 103

Continuation of topics covered in elementary applications course. Emphasis on spreadsheet macros, functions, graphics, and database form development, modeling, and merging features using word processor (formerly CPB 101).

CPT 207   Career Development for Technology Professionals (1)

Learn from industry leaders the best way to interact with peers, management, upper management, customers and subordinates. Attend weekly talks with technology leaders either in person, via video conferencing, and in prerecorded interviews to learn the best way to navigate the working environment.

CPT 210   Analytical Tools and Methods (3)

Prerequisites: CPT-165, CPT-135, BTC-170, MAT-175, CPT-181

FocU.S. is on the advanced statistical and analytic tools for use in decision-making. Included, an overview of data mining, unsupervised machine learning techniques, analysis of semi-structured and unstructured data, and text analytics. Upon completion, students should be able to analyze complex data with modern analytical tools and methods.

CPT 220   Data Integration Techniques (3)

Prerequisites: CPT 204

Creation and use of custom menus, forms, and other features in spreadsheet and database environments, and use of logic structures, control loops and other branching techniques. Emphasis on handling data by defining properties and by creating value trees, event trees, and data links to external data files (formerly CPB 220).

CPT 225   Advanced Topics in Project Management (3)

Prerequisites: CPT 125

This course is an extension of the CPT-125 Introduction to Project Management and will introduce the students to more advanced concepts. The students will be introduced to the remaining five of the ten Knowledge Areas of the Project Management Body of Knowledge (PMBOK). The students will also run a simulated project.

CPT 230   Advanced UNIX (3)

Prerequisites: CPT 130

In-depth look at UNIX operating system and how it works. Advanced file access and programming in shell. Covers basic system administration and close look at security administration (formerly CPC 230).

CPT 235   Understanding Big Data w/Spark (3)

Prerequisites: CPT 165, CPT 135, BTC 170, MAT 175, CPT 181

Introduction to Apache Spark and its use in analyzing big data with algorithms written in Python. Perform statistical data analysis, data visualization, predictive modeling, and build scalable data products or solutions. Also introduces R and Scala as alternate development languages.

CPT 243   Intranets and E-Commerce (3)

Prerequisites: CPT 115

Definition of E-Commerce, Intranets and Extranets. Exploration of major business opportunities, limitations, issues, and risks of all these technologies as well as how they are conducted and managed (formerly CPC 220). Online only.

CPT 245   Telephony (3)
Prerequisites: CPT 115

Coverage of signaling protocols used in telephony and the convergence of the telephone network with data networks (formerly CPC 280). Online only.

CPT 246   Computer Security (3)
Prerequisites: CPT 121

Exploration of LAN and WAN network security issues and varioU.S. resolutions to the problems (formerly CPC 282). Online only.

CPT 249   Network Architecture and Protocol (3)
Prerequisites: CPT 121

Terminology, operating systems, network topology, computer network architecture and hardware, and introduction to network protocols. Protocols covered include block-oriented send and wait protocols and streaming protocols. Includes introduction to Internet working protocols (formerly CPC 200). Online only.

CPT 250   Database Programming (3)
Prerequisites: CPT 135 and CPT-165 or Permission of Instructor

Special topics course about how to program in a commercially popular database language and integrating databases for the Web.

CPT 260   Oracle Programming (3)
Prerequisites: CPT 181 or Permission of Instructor

In-depth coverage of Oracle's current Programming Language/ Structured Query Language (PL/SQL) bringing all benefits and capabilities of a high-level programming language to the database environment.

CPT 265   DB2 Programming (3)
Prerequisites: CPT 165, CPT 201, CPT 240

Production of application programs manipulating DB2 databases in a UNIX, Windows NT, Windows 95, or OS/2 environment. Emphasis on embedding static SQL statements and preparing programs for execution.

CPT 271   Programming in Perl (3)
Prerequisites: CPT 130, CPT 165, CPT 201

Quick prototyping, systems utilities, software tools, database access and www programming. Perl modules and extensions greatly reduce development time for any given task. Perl scripting included. Role of Perl in bioinformatics.

CPT 281   Advanced Programming in C++ (3)
Prerequisites: CPT 182

Advanced programming topics using the C++ language. Emphasis on data structures and file handling.

CPT 282   Advanced Visual Basic.NET (3)
Prerequisites: CPT 187

Advanced Visual Basic.NET topics include object-oriented programming, database integration, functions, and procedures.

CPT 287   Introduction to Data Structures (3)
Prerequisites: CPT 182 or CPT 189

This class will provide students with the opportunity to master advanced programming techniques to obtain a higher level understanding of Object Oriented Design (OOD), and Object Oriented Analysis (OOA).

COMPUTERS/ MULTIMEDIA

CPM 120   Windows Multimedia (3)

Use of Windows operating system to present multimedia applications and theory to create kiosks, DVDs, presentations and Web pages with text, graphics, sound, video and animations. Emphasis on windows multimedia techniques such as application software integration, embedding sounds, graphics and videos, working with different file formats and resolutions, sound and video capture, and using varioU.S. editing software for different multimedia applications. Computer literacy recommended.

CPM 160   Introduction to HTML (3)

Creation of Web pages using HTML scripting covering tags, frames, tables, hypertext, graphics, sound and gif animations. Advanced topics include Cascading Style Sheets and new areas of HTML. Computer literacy recommended.

CPM 170   Computer Graphics (Adobe Illustrator) (3)

Introduction to computer graphics software to create multimedia and presentation graphics. Emphasis on use of tools and menU.S. to create special effects and to scale, stretch, rotate, group, and layer graphics.

CPM 190   Dynamic Programming Languages (3)
Prerequisites: CPT 165

Introduction to tools and skills required to build and maintain WWW server sites, using a variety of languages. Online only.

CPM 200   XML (3)
Prerequisites: CPM 160

Creation of Web pages using XML (eXtensible Markup Language) documents including Internal and External Document Type Definitions, creation of XML schemas, creating XML namespaces for use with two different schemas, and using data types to define specific attributes and elements as well as the extraction of the XML data into other programs. Online only.

CPM 210   Digital Photo Editing (Adobe Photoshop) (3)

Edit and enhance digital photos with special techniques and tools using popular software. Prepare photos, backgrounds, and buttons for Web pages; restore old photos and create photo composites.

CPM 220   3D Animation (3)

Creation of 2-3 dimensional animation and its playback as part of multimedia demonstration. Concepts and tools involved in computer animation and graphics.

CPM 230   Social Media Marketing (3)

Examines how to develop an effective strategy for communicating to a targeted audience using the accelerated tools available in an online market. Will touch on the use of Social Media, Email Marketing, Blogging, SEO and PPC advertisements to create engagement. It will also cover the use of Google Analytics to track performance.

CPM 240   Web Design (Adobe Dreamweaver) (3)

Introduction to Web editors and techniques used to design Web pages. Developed concepts include frames, tables, cascading style sheets, embedding java script code, and database integration. Emphasis on principles of good Web design and navigation.

CRJ 250   Web Animation (Adobe Flash) (3)

Design and integration of graphics, text, and audio sources to create animations and Web pages for the Internet. Utilization of current Web application software.

CPM 260   Content Management Systems (CMS) (3)

FocU.S. on Web-based content management systems that provide website authoring, collaboration and administration tools to create and manage website content for users with little knowledge of Web programming or markup languages.

CPM 270   Digital Video Editing (Adobe Premiere) (3)

Hardware and software tools to capture audio, still, and full-motion video including scanners and video capture boards. Covers techniques used to edit and play captured audio/video. Discussion of data compression methods.

CPM 280   Javascript (3)
Prerequisites: CPM 160

Writing script through use of Javascript programming language to create interactivity and animation for Web pages. Online only.

CPM 290   Topics in Multimedia (3)

Appropriate prerequisite course(s); Instructor's permission required. Independent in-depth study on multimedia topics or software. Topics can include Advanced PhotoShop, Advanced Illustrator, cartoon and game animation using Flash, Using Lingo With Director or Authorware incorporating a series of software packages to be presented within a portfolio.

CPM 295   Beyond HTML/ Portfolios (Capstone) (3)
Prerequisites: CPM 160

Beyond basic Web design, course focuses on responsive design (design for mobile devices), search engine optimization, analytics and implementing jQuery. Students will create a Web-based portfolio and utilize project management tools.

CRIMINAL JUSTICE

CRJ 101   Introduction to Victimology (3)

Introduces psychological impact incurred by crime victims. Basic crisis intervention techniques, working with and understanding special populations of victims and their needs, i.e. family violence, sexual assault victims, child victims, homicide survivors and response of criminal justice system, current laws and review of history of victim movement. Fall.

CRJ 103   Addictive Disease Concepts (3)

Explores addiction from historical and theoretical background to current concepts. Variety of addictive behaviors examined with special focU.S. on psychoactive drug dependency. Fall.

CRJ 104   Treatment: Alcohol and Drug Abuse (3)

FocU.S. on treatment of alcohol and drug abuse as a continuum of processes from intervention through rehabilitation. Incorporates ways to address needs of people suffering from alcohol and drug abuse. Spring.

CRJ 110   Criminal Investigations (3)

Introductory perspective on the tactics, strategies, and techniques of criminal investigations.

CRJ 140   Introduction to Criminal Justice System (3)

Overview of criminal justice system, including historical development, present status, and suggested reforms. Includes detailed descriptions of duties and functions of specific actors in system, including victim, offender, police, prosecuting and defense attorneys, courts and corrections.

CRJ 165   Introduction to Security (3)

Survey of security systems and techniques, security surveys, and economic factors related to security.

CRJ 170   Criminal Law and Procedure (3)

Analysis of substantive criminal law and criminal procedure. Specific attention given to Missouri Criminal Code and cases that interpret Missouri laws. Fall.

CRJ 171   Rules of Criminal Evidence (3)

Basic rules of evidence applicable to criminal and other related police duties. Examines fundamental questions of evidence and theories of proof, including hearsay, documentary proof, self-incrimination, relevance, and presumptions. Spring.

CRJ 175   Criminology (3)

Study of varioU.S. explanations of crime: classical psychological, sociological, critical, and interactionist. Examines array of responses available to system, including punishment by incarceration and other alternatives.

CRJ 201   Criminal Justice: Politics and Policy (3)
Prerequisites: CRJ 140

Examination of the conflicting and converging needs and skills of social roles necessary for sound criminal justice system in society. Objectives, activities and skills of citizen, criminal justice professional, and social scientist identified and analyzed. Spring.

CRJ 202   Correctional Institutions (3)

Detailed examination of American correctional institutions, including roles of detainees or inmates, correctional officers, and administration. Topics include classification schemes, prison life and violence, and conflict between custody and treatment functions of institution.

CRJ 205   Juvenile Justice Systems (3)

Examines justification for juvenile court system and looks at organization, functions, and jurisdiction of juvenile agencies. Specific attention given to Missouri juvenile system and court cases interpreting these laws.

CRJ 210   Crime Victimization: Policies and Procedures (3)

Concepts, dynamics, and policies of programs for victims of crime, including their historical

development, techniques for intervention, and response of criminal justice system. Model victim witness programs evaluated for strengths, weaknesses, and needed changes. Spring.

CRJ 224
Constitutional Law (3)

Examines United States Constitution and relationship to American Society as a whole and criminal justice system in particular. Fall.

CRJ 230
Crisis Intervention (3)

Introduction to theories and practices related to intervening and mediating in and defusing crises, and referral of people in crises. Spring.

CRJ 240   Probation and Parole (3)

Historical development, relative merits and disadvantages of these programs, and analysis of their success as applied in all types of probational systems. Spring.

CRJ 250   Police Administration (3)

Analyzes organization and administration of police departments and systems, highlighting peculiar characteristics of police organizations and personnel, budgeting for police departments, control and responsibility of police departments and relation of police department to other public agencies and general principles of public administration. Fall.

CRJ 260   Police-Community Relations (3)

Studies development of police-community relations units, analyzes current police-community relations programs in large cities, and engages in hands-on development and observation of programs in action. General Education Skills Assessment is embedded. Spring.

CRJ 265   Internship (1-6 hrs)

Prerequisites: Instructor's permission (Usually students seeking an internship with SCC have attained sophomore standing, have completed at least 9 credit hours in CRJ prefix courses with a minimum of a 2.33 GPA in those courses and a 2.0 GPA overall at SCC for all courses taken. Students are expected to be free of any record of academic dishonesty or criminal record of any kind excluding minor violations such as traffic tickets. Students themselves are expected to initially contact

agencies directly to apply for the internship). Students placed in participative position in criminal justice agency.

CRJ 266   Internship II (1-6 hrs)

Prerequisites: CRJ 265

Students enroll in Criminal Justice Practicum a second time.

CRJ 280   Comparative Criminology and Criminal Justice (3)

Prerequisites: Completion of 24 credit hours of 100 level or above, prior to enrollment.

Analysis of criminal justice systems and crime in other cultures and how other cultures define and respond to criminal behavior.

CRJ 290   Special Topics in Criminal Justice (1-3 hrs)

Credit for individual study or selected classes in subjects such as role of women in the criminal justice system, poverty and crime, or police civil liability. Instructor's approval required.

CRJ 291   Mock Trial (1-3 hrs)

Clarifies working roles in legal establishment. Students portray each of courtroom principals: judge, prosecutor, defense attorney, defendant, and juror. Study hypothetical case through research and work with attorney instructors in courtroom setting. Procedures and working knowledge of judicial system. Fall.

CRJ 292   Mock Trial Competition (1-3 hrs)

Prerequisites: CRJ 291

Students compete in American Mock Trial Association Regional Tournament. Spring.

CRJ 298   Criminal Justice Capstone (1)

Culminating experience integrating Criminal Justice Associate of Applied Science program course work. Required for Criminal Justice AAS degree-seeking students in the final semester before graduation.

DIVERSITY

DC 299   Diversity Portfolio (1)

Prerequisites: Completion of the 4 classes or study abroad required for completion of Diversity Certificate

For students who completed a semester study-abroad program or four courses denoted as diversity courses (as one of three choices for the second part of the certificate). Students will work with the Academic Diversity Initiatives Lead in an independent study. Student will write a paper/response about diversity from three scholarly articles, a film, book, or speech/festival, event or performance that explores diversity.

ECONOMICS

ECO 100   Survey Economics (3)

Prerequisites: One of the following must be completed: MAT 096, ASMNT A120.

Introduction to basic economic decision-making at both micro and macro levels. Overview of topics relating to aggregate economic activity and to individual economic activity of households and firms.

 Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR ECON 100 – Survey Economics

ECO 110   Principles of Macroeconomics (3)

Prerequisites: One of the following must be completed: MAT 098, ASMNT A121

Introduction to determination of aggregate measures of economic activity, price level, employment and national output. Topics include inflation, unemployment and economic growth; money and banking system; and formulation of fiscal and monetary policies in pursuit of economic stabilization.

 Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR ECON 101 – Introduction to Macroeconomics

ECO 120   Principles of Microeconomics (3)

Prerequisites: One of the following must be completed: MAT 098, ASMNT A121

Introduction to determination of prices in product and factor markets. Topics include individual decision-making behavior of households and firms; interactions in markets of varying degrees of competition; and effects of such markets on allocation of scarce resources and distribution of income.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR ECON 102 – Introduction to Microeconomics

ECO 220 Money and Banking (3)

Prerequisites: ECO 110

Examination of nature of money and factors influencing money stock; introduction to monetary theory and policy; and impact of monetary phenomena on employment, production, prices and balance of payments.

EDUCATION

EDU 125 Teaching Literacy Through Storytelling (3)

Learn to communicate through the magic of storytelling. An auditory form of learning that can enhance curricula.

EDU 201 Cognitive Activities and STEM for Young Children (3)

Prerequisites: CDC 112

FocU.S. on developmentally appropriate methods and materials to enhance young children's awareness of science, technology, engineering and math concepts. Emphasizes techniques to develop observation, problem solving and thinking skills. Site observations are a part of the course work. Students may not receive credit for both EDU 201 and CDC 201.

EDU 202 Creative Activities and Play for Young Children (3)

Introduces techniques and materials to foster creativity, imagination and artistic expression. It investigates the role of play in children's development. Examines teacher's role in planning and implementing process-oriented activities. Site observations are a part of the course work. Students may not receive credit for both EDU 202 and CDC 102.

EDU 204 Principles of Early Childhood Education (3)

Prerequisites: CDC 101 and CDC 112

Investigates theory and practice of early childhood education in variety of program settings. Includes survey of program models, teaching techniques, curriculum planning and scheduling, and classroom management. Site observations are a part of the course work. Students may not receive credit for both EDU 204 and CDC 104.

EDU 205 Children, Families and Communities (3)

Overviews interrelationships between children, families and society. Highlights topics of home/school, communication and involvement, community resources and societal influences such as violence and divorce. Students cannot receive credit for both CDC 205 and EDU 205.

EDU 207 Introduction to Young Children with Special Needs (3)

Introduces characteristics of individuals with exceptionalities and overviews history and educational theories related to individuals with exceptionalities, especially children. Examines impact of disabilities and other special needs on individuals, families, schools and communities. Site observations are a part of the course work. Students cannot receive credit for both EDU 207 and CDC 107.

EDU 208 Nutrition, Health and Safety of Children (3)

Examines nutrition, health and safety factors affecting children from birth through adolescence. Topics include dietary requirements and nutrition education, health assessment, childhood illnesses and immunizations, first aid, accident prevention and child abuse recognition and intervention. Students may not receive credit for both EDU 208 and CDC 208.

EDU 211 Foundations of Education (3)

Prerequisites: ENG 101

Examination of the historical, philosophical, sociological, political, economic, and legal foundations of the American public education system. Nature of school environments, design, and organization of school curricula and characteristics of effective schools and instruction in grades P-12 will be explored. Educational structures, practices, and projections for the future will be studied.

EDU 212 Foundation of Education in a Diverse Society (3)

Prerequisites: ENG 101

Examine educational practice from diverse historical, philosophical, sociological, economic, and legal perspectives, Emphasis will be on educational equity, sociocultural influences on teaching and learning, and how teachers and schools can contribute to interpersonal and intercultural understanding and respect, social justice and democratic citizenship. Explore the nature of school environments, the fundamental goals of education in the American public school, English Language Learners, the relationship between school and diverse society, the organization of school curricula, and characteristics of effective schools and instruction in grades P-12. In addition, students will complete 8 hours of observations/presentations in K-12 classrooms in the community, during regular K-12 school day hours.

EDU 220 Technology for Teachers (3)

Prerequisites: EDU 211 or EDU 212 with a minimum grade of C or department permission

FocU.S. on integration of instructional technology into the P-12 classrooms. Variety of software programs, presentation technology and telecommunication tools. Concentration on social, ethical, legal and human issues surrounding the use of technology. Course fulfills A.A. general education requirement for computer literacy.

EDU 222 Educational Technology (3)

Prerequisites: ENG 101 and EDU 211 or EDU 212 with a minimum grade of C or better or permission of instructor

Learn how to integrate instructional technology into P-12 classrooms, through a variety of software programs, presentation technology, telecommunication tools, and assistive technology. FocU.S. will also be on social, ethical, legal, and human issues surrounding the use of technology. In addition, students will complete 5 hours of observation in K-12 classrooms in the community, during regular K-12 school day hours.

EDU 225 Literature for Children (3)

Prerequisites: EDU-211 or EDU-212 or Department permission

Study of children's literature from preschool to eighth grade, with best forms of literature for children and to develop standards of judgment in selection of reading materials for children. Recommended for elementary education majors. Students will complete 8 hours of

observations/presentations in K-12 classrooms in the community, during regular K-12 school day hours.

EDU 240 Educational Psychology (3)

Prerequisites: EDU 211 or EDU 212 with a minimum grade of C, or department permission and PSY 101, ENG 101 or assess into ENG 102

Relation of psychological principles to teaching, learning, and assessment, and the educational practice in P-12 classrooms. Focusing 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.

EDU 242 Art for Children (3)

Prerequisites: ENG 101 or higher and EDU 211 or EDU 212 or department permission

Experience in teaching techniques of varioU.S. appropriate media of visual arts and uses in elementary and middle school curricula. In addition, students will have one off campU.S. meeting that will take place at the St. Louis Art Museum.

EDU 244 Physical Education for Elementary Grades (3)

For education majors. Understanding of child's total development with special emphasis on physical motor development. Overview of play, movement activities, teaching techniques, discipline, and working with individual differences.

EDU 245 Integrating Movement and the Arts in Elementary Education (3)

Prerequisites: EDU 211 or EDU 212

Provides methods for pre-service teachers to integrate movement and the arts (physical and kinesthetic activity as well as literary) and fine arts into traditional classroom disciplines (communication arts, math, science and social studies).

EDU 246 Music for Children (3)

Prerequisites: EDU-211 or EDU-212 or Department Permission

For elementary education majors with no previoU.S. musical training. Introduction to methods to teach music through singing, playing the piano and other simple instruments, and rhythmic response to music. Emphasizes creative nature of music, with introduction to materials functional in classroom setting.

EDU 247 Multicultural Education (3)

Prerequisites: ENG 101

Examines the multicultural context of education and prepare students to understand and teach learners from diverse backgrounds, with diverse characteristics, and with differing social identities. The course 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 justice, and democratic citizenship.

EDU 250 Education of Exceptional Learners (3)

Prerequisites: Minimum grade of C or better in both EDU 240, and EDU 211 or EDU 212

Introduction to exceptional learners and their education in grades PK-12. Knowledge, skills and dispositions that will enable students to work effectively with exceptional learners in general education or special education will be covered. Students will complete 20 hours of observations in K-12 classrooms in the community, during regular K-12 school day hours.

EDU 252 Autism Spectrum Disorders (3)

Prerequisites: EDU 211 or EDU-212, EDU 250 or Department Permission

Corequisites: EDU 250

Focuses on a broad overview of autism spectrum disorders with particular emphasis on characteristics, definition, educational aspects and contemporary issues in the field of special education. It is designed to provide students with a firm grounding in the foundations of teaching persons with autism, methods to enhance classroom functioning and skill acquisition and expose them to recent developments in the field. Special emphasis will be given to selecting evidence-based practices and enhancing collaboration among individuals with ASD, their families and supporting professionals.

EDU 255 Social Communication and Sensory Integration (3)

Prerequisites: EDU 211 or EDU-212, and EDU 250 or Department Permission

Provides students with an overview of the components of communication and issues and strategies to increase an individual's communication abilities, with emphasis on visual aspects of language. Sensory systems, sensory processing and sensory motor development and the implications of sensory processing when working with students with autism spectrum disorders. It will include emphasis on strategies for team building, planning, data-based decision making and evaluation.

EDU 280 Practicum for Paraprofessionals (2)

Prerequisites: EDU 211or EDU-212, and EDU 220, EDU 240, EDU 250, EDU 252, EDU 285

Corequisites: EDU 285

Culminating course for the A.A.S. for Paraprofessional degree. This course has been designed to acquaint students with the day-to-day realities of classroom life and expose them to varioU.S. professional and instructional issues in order to provide a realistic understanding of being a Paraprofessional. Students will complete 45 practicum hours in PK-12 classrooms, in the community. Investigation and discussion will relate to the profession. Students must be available to participate in local PK-12 classrooms during the regular school day.

EDU 285 Teaching Profession with Field Experience (3)

Prerequisites: ENG-101, and EDU-211 or EDU-212 and EDU-220, EDU-240 with a grade of "C" or better in the EDU courses.

This course has been designed to acquaint students with the day-to-day realities of classroom life and expose them to varioU.S. professional and instructional issues in order to provide a realistic understanding of the teaching profession. Students will complete 45 practicum hours in K-12 classrooms in the community. Generally, the hours are completed as 5-8 hours each week, two days per week, on alternate days from the class meeting days. The SCC student will perform a variety of activities such as: providing small group instruction, tutoring individuals, assisting students with assignments, providing whole class instruction, proctoring exams, and more while under the guidance of a Pre-K-12th grade classroom teacher. Furthermore, the course instructor from SCC observe our students in action as he/she is fulfilling their practicum experience in community classrooms.

EDU 290   Portfolio Assessment in Education (1)

Prerequisites: EDU 285, and EDU 211 or EDU 212, and EDU 220, and EDU 240 with grade "C" or better and completion of all sections of the MEP State Exam and successful passage of all sections of the MoGEA State Exam indicated by a score of 220 or higher in each area.

Corequisites: EDU 285

Compilation by pre-service teachers of portfolios of observations, descriptions, and reflections upon their studies in professional education as required by the Missouri Department of Elementary and Secondary Education mid-preparation benchmarks of the MoSPE/MIPEC standards. Portfolios will be retained by the Education program as assessment evidence for accrediting bodies.

ELECTRONICS

ETC 101   Fundamentals of Electronics (3)

Introductory course in electricity and electronics. Topics include a study of resistors, Ohm?s law, series and parallel circuits, voltage and current dividers, DC meters, Kirchoff?s laws, conductors and insulators, and capacitors. Emphasis is on direct current circuitry and troubleshooting. Course includes lecture material and laboratory practice. A basic understanding of algebra is necessary.

ENGINEERING

EGR 100   Introduction to Engineering (1)

Introduction to the profession of engineering within the scope of overall technical occupations. Course includes resources for major exploration (incorporating regional professional societies, guest seminars, and university transfer information). Emphasis is placed on emerging trends in field practice (globalization, computerization, nanotechnology, renewable energy, bio engineering, and contract engineering). Content focuses on distinguishing aspects of practice (advanced math/science application, planning, analysis, communication) critical to the profession.

EGR 104   Engineering Design (3)

Prerequisites: MAT 121

Introduction to technical project management involving team activities with project planning, physical design with CAD, data analysis, and communication. Planning topics covered include project scoping, scheduling, budgeting, decision analysis, and risk reduction. Data analysis includes basic charting/ statistics, data interpretation, and measurement science. Communication learning involves novel methods for effectiveness both with technical and non-technical audiences. A team project is involved necessitating significant team member interaction outside of class. AutoCAD, Excel, Word, and PowerPoint are learned and utilized.

EGR 170   Engineering Mechanics I - Statics (3)

Prerequisites: MAT-230, PHY-250

Corequisites: MAT-240

Application of principles of mechanics to engineering problems of equilibrium. Includes resultants, equilibrium, friction, trusses, center of gravity and moment of inertia.

EGR 210   Engineering Mechanics II - Dynamics (3)

Prerequisites: EGR 170

Application of principles of mechanics to engineering problems of motion and acceleration. Topics include plane motion; force, mass and acceleration; work and energy; and impulse and momentum.

EGR 220   Electrical Circuits (3)

Prerequisites: MAT 230

Application of advanced mathematics (Calculus and differential equations) to the understanding of circuits and circuit elements. Topics include network components and properties, node voltages and mesh currents, signal models, first order circuits, and second order circuits. The final exam will be administered via the Missouri University of Science and Technology.

EGR 221   Electrical Circuits I Laboratory (1)

Prerequisites: MAT 230

Corequisites: EGR 220

Laboratory to accompany Electrical Circuits I.

EGR 296   Engineering Internship (3)

Prerequisites: EGR 100, ASMNT-INS

Participatory position placement in a local engineering firm. May require specialized training. Requires reflective paper on the experience. 12 credits in A.S. Pre-Engineering Program is required.

ENGLISH

ENG 095   Developmental Writing I (3)

Prerequisites: Writing Placement Score 1-2/Place in RDG 092 or higher.

Remediates basic writing weaknesses such as basic grammar and sentence structure. FocU.S. on construction of developed paragraphs. Course is ungraded and may be repeated.

ENG 096   Developmental Writing II (3)

Prerequisites: Placement or ENG 095 with pass grade

Pre-college-level writing class focusing on basic writing skills. Includes review of sentence structure, grammar, punctuation, and paragraph structure. May require assignments in ACE Center. Course does not count toward most degrees. Some sections offered as ESL friendly, i.e. taught by instructor trained to work with students for whom English is not primary language. Course grade on pass (P), repeat (R), or fail (F) basis.

ENG 101   English Composition I (3)

Prerequisites: Meet 1 of the following: 1.) Assess into ENG-101; 2.) Pass ENG-096; 3.) Grade of C or better in ESL-109 and a grade of C or better in ESL-106 (or assess out of ESL-106).

College-level writing course required for all other college-level writing classes. Emphasizes essay structure, ways of organizing information, and use of sources. Basic research skills and critical thinking skills as integral part of course.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR ENGL 100 – Composition I

ENG 102   English Composition II (3)

Prerequisites: C grade in ENG 101

Advanced college-level writing course emphasizing analysis and in-depth research. Critical reading and thinking skills as well as library skills are integral part of course.

CORE 42 MOTRANSFER GUARANTEED
Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR ENGL 200 – Composition II

ENG 115 Technical Writing (3)
Prerequisites: ENG 101

Required course for some technical programs. Writing skills applied to technical reports and summaries. Emphasizes special language, information, and audience demands of technical subjects and audiences. Students must receive a minimum grade of ?C? in ENG 101 to register for course.

CORE 42 MOTRANSFER GUARANTEED
Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR ENGL 110 – Technical Writing

ENG 125 Business Writing (3)
Prerequisites: C or better in ENG 101

Required course for some business majors. Writing skills applied to varioU.S. types of business communications including business correspondence. Emphasis on demands of special audiences and types of communications.

ENG 200 Book Writing Workshop (3)

Student should have excellent writing skills and be proficient in the English language. Skills and methods required to professionally write a fiction or nonfiction book. Students will complete the framework and a minimum of three chapters for possible submission to a publisher.

ENG 201 Introduction to Creative Writing (3)

Exploration of varioU.S. forms and processes of creative writing.

ENG 202 Creative Writing II (3)
Prerequisites: ENG 201

An extension of ENG 201, with emphasis placed on advanced techniques for writing poetry, fiction, nonfiction and drama. Student work will undergo regular workshopping, and significant attention will be paid to learning about the world of publishing literary journals, both through the lens of potential submitters and as editors of a magazine.

ENG 203 Self-Publishing Workshop (3)

From manuscript preparation to media marketing, presentation of how to publish books for bookstore shelves or for family history. Guest speakers enhance course with expertise in industry. Instructor is published professional writer.

ENG 206 Fiction Writing (3)

Advanced creative writing with emphasis on guided editing and revision of narrative forms including essay, fiction, and creative non-fiction.

ENG 207 Poetry Writing (3)

Advanced poetry writing with emphasis on open discussion of student work and individualized critique by instructor and peers.

ENG 208 Writing for Stage and Screen (3)

Advanced drama and screenplay writing with emphasis on open discussion of student work and individualized critique by instructor and peers. Additional emphasis on formatting and industry expectations.

ENG 209 Writing Creative Nonfiction (3)

Advanced writing of varioU.S. forms of creative nonfiction, including but not limited to memoir, autobiography, travel writing, lyric and meditative essay, and others, with emphasis on open discussion of student work and individualized critique by instructor and peers.

ENG 210 Writing Science Fiction, Fantasy, and Surrealism (3)

An examination of the technique and craft of writing fiction through the specific lens of writing science fiction, fantasy and surrealism, three of the most popular genres in American writing. Includes genre trends as the back drop for developing their abilities as writers of short fiction.

ENG 249 Editing the Literary Publication (1)

By serving as assistant readers for a literary journal, students will learn the industry practices and standards of literary publishing by reading and evaluating work submitted by writers and assisting in design and production. Note: Completion of ENG 201 recommended.

ENG 250 Advanced Creative Writing Workshop (3)
Prerequisites: ENG 206, 207, 208, or 209 or permission of instructor

An advanced creative writing workshop for students who have completed either Fiction Writing, Poetry Writing, Writing for Stage and Screen, or Writing Creative Nonfiction, in which students will further hone their skills and polish their work in a workshop setting. Instructor and class-wide feedback will be the primary form of response.

ENG 280 Linguistics: The Science of Words (3)
Prerequisites: ENG 101

Introduction to linguistics, the study of how language forms and changes. Includes phonetics, phonology, morphology, syntax, and semantics, along with language acquisition and development, and pragmatics.

ENG 298 Creative Writing Portfolio (1)

As a culmination of creative writing studies, students will work one-on-one with the instructor to create a portfolio of polished manuscripts. Required materials will be determined by the instructor.

ENG 299 Topics in Creative Writing (3)

Special topics writing class. Topics vary semester to semester.

ENGLISH AS A SECOND LANGUAGE

ESL 100 SCC Success and Skills for Non-Native Speakers (3)

Corequisites: Placement in ESL 104(RDG 104), ESL 107(101) or equivalent skill level, ESL 199(unless a student has previously attended a semester at a U.S. college and has taken an equivalent course or the student has been a resident for more than two years).

Advanced instruction for non-native speaking students regarding key strategies and skills needed to be successful in an American college, including listening, speaking, note taking, test taking, time management and basic written communication. Student must take the Compass ESL test.

ESL 103   Pronunciation, Communication, and Listening for Non-Native Speakers (4)

Corequisites: ESL 100, ESL 104, Suggested co-requisite: ESL 107 (101) or equivalent skill level (not required).

Instruction in pronunciation for non-native speakers. By learning the American style of intonation, rhythm/speech production and syllable stress, students will be better understood and more articulate and expressive. Small group and individual communication activities will focU.S. on speaking and listening. Open to non-native speakers of an intermediate level or above. Student must take the Compass ESL test.

ESL 104   College Reading for Non-Native Speakers (4)

Corequisites: ESL 100, ESL 103, and suggested corequisite of ESL 107.

Directed practice in college reading skills emphasizing vocabulary, comprehension, critical thinking, reading efficiency and reading across the curriculum for non-native speaking students. Student must take the Compass ESL test. Student may not receive credit for both RDG 104 and ESL 104.

ESL 105   Advanced Conversation and Speaking Skills for Non-Native Speakers (3)

Prerequisites: ESL 103/SPE 100 or equivalent skill level, ESL 104 with a minimum grade of C

Corequisites: ESL 106, and a suggested Corequisite ESL 108

This course will include both verbal and nonverbal communication, both small group and public speaking, with three or four graded oral presentations. This course is designed to build speaking and listening skills for non-native speakers who have had some fluency instruction in speaking English, but need guided practice in refining conversation, making presentations and listening in a variety of situations. Other topics to be discussed include self-concept, others' perceptions, and the importance of being able to communicate in a variety of situations. Because this class is aimed at international students and non-native speakers, it will definitely include readings, communication, films and conversation about international and multicultural issues. Student

must take the Compass ESL test. (This course is equivalent to COM-101 - Oral Communication.)

ESL 106   Advanced College Reading for Non-Native Speakers (3)

Prerequisites: Complete ESL 103, ESL 104 (RDG 104), ESL 100 with a grade of C

Corequisites: ESL 105 and the suggested corequisites of ESL 108

Directed practice in advanced college reading skills emphasizing discipline specific vocabulary, advanced comprehension, higher level critical thinking skills, improved reading efficiency and reading across the curriculum for second-language students. Student must take the Compass ESL test. Student may not receive credit for both RDG 106 and ESL 106.

ESL 107   Intensive Grammar Review for Non-Native Speakers (4)

Corequisites: ESL 100, ESL 103 and suggested corequisite of ESL 104

College-level review of grammar and vocabulary for ESL students, emphasizing target grammar concepts, sentences and paragraph structure, vocabulary, idioms and reading skills. Student must take Compass ESL test.

ESL 108   Intermediate Composition for Non-Native Speakers (3)

Prerequisites: ESL-107 (ESL-101), ESL-104 (RDG-104) or equivalent, minimum grade of C

Corequisites: ESL 100, ESL 105, and the suggested corequisite of ESL 106

Advanced instruction for non-native-speaking students in developing college level writing skills in English. Students will work on essential composition skills, including sentence, paragraph, and essay skills, as well as advanced grammar skills. Students will also be required to read, discuss and analyze short essays and selections as the foundation of discussion and writing.

ESL 109   Research Writing for Non-Native Speakers (3)

Prerequisites: ESL 105, 106, 108 with a minimum grade of C; (ESL 105 can be waived with Program Coordinator approval)

Students will build skills in composition with a focU.S. in skills necessary for writing research papers: familiarity with using the library, online databases, integrating research into essays, MLA form, while advancing reading skills, grammar, and sentence structure. Reading and writing assignments will be enhanced with classroom discussion, peer editing, and conferencing.

ESL 112   Academic Vocabulary Across the Disciplines (1)

Prerequisites: INE-101, INE-102, INE-199, ESL-100 or placement into ESL

Corequisites: RDG-111 recommended but not required

Improve academic vocabulary beyond what is commonly taught in ESL 100. Explore the meaning, pronunciation, collocation and usage of number words in course areas that may be taken as part of general education classes, including science, psychology, math, literature, etc. as well as chosen majors.

ESL 113   Advanced Vocabulary for Special Purposes (for Non Native Speakers) (1)

Prerequisites: INE 101, INE 102, INE 199 or placement in ESL classes

Corequisites: Recommended but not required ESL 106, ESL 108, ESL 109

Concentration on teaching students vocabulary for one interest or career area, they will delve deeply into the usage, connotations, meanings, spelling and context of specialized words, slang or jargon. Online learning will be included. Recommended to be taken with ESL 299.

ESL 115   Community as Classroom Lab (0)

Corequisites: Corequisite to all classes that begin with ESL/INE prefixes or are cross-listed with classes that have ESL prefixes. Once enrolled in ESL, the students should be automatically put in this zero credit course.

This course includes writing and conversation labs that provide extra practice with difficult classroom concepts, from grammar and vocabulary to fluency and conversation, and in addition features field trips, opportunities for campU.S. interaction, tutoring, guest speakers, independent work in the community, and practice on ESL computer learning platforms. Although some workshops/labs may be required, in this course students may choose

ESL-FRN

opportunities best tailored to their needs and schedules.

ESL 116   ESL Conversation and Current Events (1)

Prerequisites: INE 101, INE 102, INE 199, placement above INE level or ESL Chair approval

Conversation development based on current events, cultural issues and academic concerns. Vocabulary, spoken grammar skills and listening comprehension, will be emphasized.

ESL 120   Success in Health Care Careers for Non-Native Speakers (3)

Prerequisites: ESL 105 or equivalent skill level (permission of coordinator/instructor) and ESL(RDG)106, minimum grade of C;

Corequisites: ESL 108(102)

For non-native speakers entering health care programs in American colleges. Includes communicating in health care facilities, reading health care textbooks, medical records, and professional literature, learning in labs and clinicals, medical terminology and culture in American health care.

ESL 199   Study of U.S. Culture and Community (1)

Prerequisites: Students must take the ESL assessments prior to entry unless this course is the only course they will be taking.

Corequisites: ESL 100 (co-requisite may be waived in some cases)

This course will increase students' awareness of cultural, socio-economic and life style differences between the United States and other countries, as well as provide ample opportunity for non-native speakers to practice speaking, listening, reading and writing. Students will also learn more about the varioU.S. regions and cultural-ethnic groups in this country. Students will learn new vocabulary and idioms, make an oral presentation, and write a short paper by the finish of the class.

ESL 299   Academic English for Special Purposes (3)

Prerequisites: ESL Instructor or Chair Approval

Focuses on practice of all four ESL skills of

listening, reading, writing and speaking in a specific area, such as business, culinary skills, etc. Emphasis on application of English skills in mock real-life situations that ESL students may encounter in chosen field. Critical thinking and cultural differences will also be addressed. May be paired with a vocabulary class that addresses special topics as well. Recommended to be taken with ESL 113.

FRENCH

FRN 101   French Language and Culture I (4)

Beginning French course that presents basic language skills of speaking, listening comprehension, reading and writing, with emphasis on effective linguistic functioning in real situations. Includes culture unit on Paris. Opportunity provided for audio-lingual practice outside of class.

CORE 42 MOTRANSFER GUARANTEED   Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LANG 101 – French I

FRN 102   French Language and Culture II (4)

Prerequisites: FRN 101 or 1 to 1 1/2 years minimum high school language study Continuation of French 101, including culture unit on France.

CORE 42 MOTRANSFER GUARANTEED   Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LANG 102 – French II

FRN 190   Topics in French Language and Culture (1-3 hrs)

Prerequisites: Dependent on topic.

Corequisites: Dependent on topic.

Exploration of special topics and/or activities in 100 level French language and culture. Prerequisite and corequisite dependent on topic.

FRN 195   French Language and Civilization (1-9 hrs)

Involves travel and/or study in Francophone or French culture area. May have prerequisites and may be repeated for credit. Will not satisfy General Education requirements.

FRN 201   French Language and Culture III (4)

Prerequisites: FRN 102 or 1 1/2 to 2 years minimum high school language study. A grade of C or better in the prerequisite course is recommended

Follow up to French 102. Provides expanded opportunities for listening to, speaking, reading, and writing French. Continues exploration of culture, with emphasis on Francophone world. Emphasis remains on linguistic functioning in real situations.

FRN 202   French Conversation and Composition (4)

Prerequisites: FRN 201 or 2 years minimum high school language study. A grade of C or better in the prerequisite course is recommended.

Intensive one-semester course focusing on conversational skills, grammar review, and composition. Exploration of role of French in North America.

FRN 210   Introduction to French Cinema (3)

Study of the history and artistic elements of French cinema through critical examination of directors, themes, and techniques. Lectures in English with films in French with English subtitles. French students must complete selected assignments in French. Credit for both FRN 210 and GLC 210 not allowed.

FRN 215   Reading in French (3)

Prerequisites: FRN 201 or two years minimum high school language study. A grade of C or better in the prerequisite course is recommended.

Reading and discussion of varioU.S. short selections and at least one complete work in the original French. Reading strategies specific to French language, including vocabulary building, reading for comprehension, and use of literary tenses.

FRN 220   French Culture and Civilization (3)

Prerequisites: One of the following must be completed: FRN 201, FRN 202, FRN 215, or three to four years high school language study. A grade of C or better in the prerequisite course is recommended

Survey of history of French civilization and influence throughout world, with emphasis on culture of present-day France and Quebec. Exercises and activities to practice and improve French language skills. (Taught in French.)

FRN 290 Topics in Intermediate French Language and Culture (1-6 hrs)

Exploration of special topics in 200 level French language and culture. Prerequisite and corequisite dependent on topic.

GEOGRAPHY

GEO 100 Principles of Geography (3)

Covers the major areas of geographic study, both physical and cultural, and how each is distributed globally. Promotes understanding of a multicultural world and the differing values held by people throughout that world.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR GEOG 101 – World Regional Geography

GEO 101 Geography: The Eastern World (3)

Survey of Asia, Africa, the Middle East, Australia, and Pacific World. Emphasis on topographical, physical, human and cultural factors.

GEO 102 Geography: The Western World (3)

Survey of the continents of Europe, North America, and South America. Emphasis on topographical, physical, human and cultural factors.

GEO 110 Geography for Educators (3)

Prerequisites: Must be a declared Education major or completed EDU 210

Corequisites: or enrolled in EDU 210

Review of National Geography Standards, the DESE Common Core Standards for geographic studies, and the general education assessment review topics for the geographic area of social sciences, broken into three grade levels (fourth, eighth and 12th). Review which geographic concepts should be taught at which age and with what level of complexity. Major geographic areas will be included: maps and mapping techniques; cultural differences; political boundaries; global economic variations; urban design and purpose; population distribution; climate; environmental issues including the relationships between humans and the earth; natural resource distribution; topography; geomorphology; research and presentation methods.

GEO 115 Geography of North America (3)

Survey of physical, topographical, economic, and cultural factors of United States and Canada.

GEO 120 Introduction to GIS (Geographic Information Systems) (3)

Introduction to the concepts and experiences in Geographic Information Systems (GIS). Examines how to manipulate and analyze spatial data with exploration of practical uses of GIS. Includes using GIS technology and software through hands-on exercises and projects to solve real-world problems. Focus on developing skills in the use of visual maps and written communication in GIS.

GEO 220 GIS Internship (1-3 hrs)

Prerequisites: GEO 120 and permission of instructor.

Application of geographic technique and information learned in GIS class through work force experience.

GEO 221 GIS Internship II (1-3 hrs)

Prerequisites: GEO 220 and permission of instructor.

Application of advanced geographic techniques and information learned in GIS class through workforce experience.

GEO 222 GIS Internship III (1-3 hrs)

Prerequisites: GEO 221 and permission of instructor. Application of advanced geographic techniques and information learned in GIS class through workforce experience.

GEO 225 Advanced GIS (3)

Prerequisites: GEO 120 or permission of instructor.

Exploration of increasingly complex geographic concepts using computer and analytical methods to solve spatial problems. Sophisticated GIS technology used to find and explain spatial patterns. ESRI products and GPS technology used to create data and maps.

GEO 299 Topics in Geography (3)

Prerequisites: Instructor's permission.

Exploration of topic selected by department. Introduction to research techniques and seminar approach as integral part of scholarship.

GERMAN

GRM 101 German Language and Culture I (4)

Beginning German course that presents basic language skills of speaking, listening comprehension, reading and writing, with emphasis on effective linguistic functioning in real situations. Opportunity provided for audio-lingual practice outside of class.

GRM 102 German Language and Culture II (4)

Prerequisites: GRM 101 or 1 to 1 1/2 years minimum high school language study. A grade of C or better in the prerequisite course is recommended. Continuatio n of German 101.

GRM 190 Topics in German Language and Culture (1-3 hrs)

Prerequisites: Dependant on topic.

Exploration of special topics and/or activities in German language and culture.

GRM 19 5 German Language and Civilization Experience (1-9 hrs)

Involves travel and/or study in German speaking or German culture area. May have prerequisites and may be repeated for credit. Will not satisfy general education requirements.

GRM 201   German Language and Culture III (4)

Prerequisites: GRM 102 or 1 1/2 to 2 years minimum high school language study. A grade of C or better in the prerequisite course is recommended.

Intensive course with emphasis on conversational proficiency. Grammar review and expansion. Variety of literary and cultural readings used for vocabulary building and as basis for classroom discussion. Opportunity provided for audio-lingual practice outside of class.

GRM 202   German Conversation and Composition (4)

Prerequisites: GRM 201 or two years minimum high school language study. A grade of C or better in the prerequisite course is recommended. Continuation and completion of materials presented in German 201.

GRM 215   Reading in German (3)

Prerequisites: GRM 201 or two years minimum high school language study. A grade of C or better in the prerequisite course is recommended.

Reading and discussion of short selections and at least one complete work in the original German. Exploration of reading strategies specific to German language, including vocabulary building, reading for comprehension, and the use of literary tenses. Summer.

GRM 290   Topics in Intermediate German Language and Culture (1-3 hrs)

Prerequisites: Dependant on topic.

Corequisites: Dependant on topic.

Exploration of special topics in 200 level German language and culture. Prerequisite and corequisite dependant on topic.

GLOBAL CULTURE

GLC 105   Family History Research Practicum (1)

Research trip to major genealogical collection. Introduction to library research for the family historian, including research organization, trip planning, conducting actual on-site research, and post-trip follow-up and analysis. Emphasis on historical research method, patterns of social and cultural identity, and migration.

GLC 133   Cultures of Central America and the Caribbean (1-3 hrs)

Explores cultures of Central America and the Caribbean Basin in the context of a study tour (or study abroad) in one or more locations in that region of the world. Investigates cultural characteristics and values and compares and contrasts the nature of diverse cultures. Explores biases and cultural influences that affect a persons perception of these cultures.

GLC 135   Cultures of the Amazon and Andes (1-3 hrs)

Explores the cultures of the upper Amazon and the Andes in the context of study tour to Peru. Investigates questions related to cultural characteristics and values with comparison and contrast of the nature of diverse cultures. Provides opportunities to understand biases and cultural influences that affect perceptions of Amazonian and Andean cultures. Specific course objectives, strategies, and evaluation procedures outlined in a learning agreement with the instructor. Summer.

GLC 140   Celtic History and Contemporary Culture (1-3 hrs)

Field course with focU.S. on Celtic political and cultural history from prehistoric to modern times. Experiential approach that combines study tours of varioU.S. Celtic sites with readings, films, writing assignments, and/or other activities. Specific course objectives, strategies, and evaluation procedures defined in individual learning agreement with the instructor.

GLC 145   The Theatre in London (1)

Immersion trip into the theatre in London, England, through play performances, museum visits, backstage tours, and lectures and discussions led by experts in theatrical arts and crafts to introduce the best English-speaking theatre in the world.

GLC 155   Central European History and Cultures (1-3 hrs)

Field course with focU.S. on European political and cultural history. Exploration of history and cultures in context of study tour to Central Europe . Among cultural issues deals with question of what is ?Europe.? Specific course objectives, strategies, and evaluation procedures outlined in a learning agreement with the instructor.

GLC 170   African Culture (1-3 hrs)

Field course with a focU.S. on contemporary culture in a specific region of the African continent. Experiential approach that combines study tours of varioU.S. African sites with readings, films, writing assignments, and other activities. Specific course objectives, strategies, and evaluation procedures outlined in learning agreement with the instructor.

GLC 180   Australian Culture (1-3 hrs)

Field course with a focU.S. on contemporary culture in a specific region of the Australian continents. Experiential approach combining study tours of varioU.S. Australian sites with readings, films, writing assignments, and other activities. Specific course objectives, strategies, and evaluation procedures defined in individual learning agreement with the instructor.

GLC 190   Introductory Comparative Culture Study (1)

Introductory comparative study between U.S. culture and other cultures around the world through real conversation and interaction with people from around the world. Includes comparative research on an aspect of U.S. culture and another culture around the world, represented by someone in the class. Class will include a service aspect, with native speakers or experienced second language speakers taking on a mentoring role with international students new to the country. Students will articulate their viewpoints about American culture along with their perceptions of international cultures. Class may be taken by American students, students from English-speaking countries, or ESL students whose country's governments require them to take non-ESL prefix classes.

GLC 210   Introduction to French Cinema (3)

Study of the history and artistic elements of French cinema through critical examination of directors, themes, and techniques. Lectures in English with films in French with English subtitles. French students must complete selected assignments in French. Credit for both GLC 210 and FRN 210 not allowed.

GLC 215   Intercultural Communication (3)

Explores issues related to intercultural communication process. Considers important role of context (social, cultural, and historical) in intercultural interactions. Topics include stereotyping, prejudice, ethnocentrism, social class and religioU.S. identities, folk culture, power, and intercultural conflict.

GLC 290   Special Topics in Global Culture (3)

Prerequisites: Permission of instructor

Exploration of a humanities-based global topic selected by department. Global events, current or historical information, and geographical knowledge will be included.

GLOBAL STUDIES

GLS 101   Introduction to Global Studies (3)

Introductory course to develop global awareness and exposure to different cultures. Provides interdisciplinary approach to international and intercultural issues.

GLS 290   Special Topics in Global Studies (3)

Prerequisites: Permission of instructor.

Exploration of a non-humanities-based global topic selected by department. Global events, current or historical information, and geographical knowledge will be included.

HEALTH INFORMATION MANAGEMENT

HIM 110 Medical Terminology (3)

Introduction to medical terminology focusing on building anatomical and pathophysiologic terms through identification and interpretation of Latin and Greek roots, prefixes, and suffixes. Pronunciation, spelling, and transcribing basic terms relating to body systems, medical specialties, and common diseases.

HIM 115   Pharmacology (3)

Emphasis on commonly prescribed drugs by body system including route of administration, drug form and government regulations.

HIM 120   Health Care Data (3)

Prerequisites: Acceptance into HIM

Program. CPT/BTC 103, ENG 101

Corequisites: HIM 121.

Introduction to health information management including health care delivery systems; health information management profession; health care data, collection, quality, access and retention.

HIM 121   Health Care Data Laboratory (0)

Corequisites: HIM 120

Case studies, projects and hands on activities to reinforce concepts from HIM 120.

HIM 125   Health Care Technologies (3)

Prerequisites: HIM 120, HIM 121

Corequisites: HIM 126

Continuation of HIM 120 with emphasis on indexes and registries, computer-based patient record, and health information systems.

HIM 126   Heath Care Technology Laboratory (0)

Prerequisites: HIM 120,HIM 121

Corequisites: HIM 125

Special projects, guest speakers, and field trips to reinforce principles taught in Health Care Technologies lecture.

HIM 140   Anatomy & Physiology for Allied Health (5)

Prerequisites: High School Biology or BIO 095

Foundation for the normal structure and function of human anatomy systems, focusing on the relationships between systems for students in Health Information Management and allied health programs. Fundamentals include anatomical and physiological terminology and homeostatic mechanisms. Note: This course does not meet the requirements for biology, nursing or OTA majors.

HIM 141   Pathophysiology for Allied Health (3)

Prerequisites: HIM 110 recommended but not required

Study of pathology and general health management of diseases, conditions and injuries by body systems across the life span. Included: etiology, symptoms, signs, diagnosis, treatment, prognosis and outcomes of diseases, conditions and injuries. Course is not transferable. Students planning on continuing to a four-year university should take BIO 265.

HIM 150 Directed Practicum (1)

Prerequisites: HIM 120, HIM 121.

Corequisites: HIM 125, HIM 126.

Introduction to medical records department in variety of hospitals and alternative settings.

HIM 220   ICD Coding (3)

Prerequisites: HIM 140

Corequisites: HIM 221 and HIM 141

Study of classification systems with major emphasis on inpatient coding using ICD-10-CM, ICD 10 PCS and reimbursement methodologies, specifically DRGs.

HIM 221   ICD Coding Laboratory (0)

Prerequisites: HIM 140

Corequisites: HIM 220, HIM 141

Special projects to reinforce principles taught in ICD Coding lecture.

HIM 230   Healthcare Data Analysis (3)

Techniques to extract, analyze, and interpret healthcare data from the electronic health record and public data sources using database querying and data mining techniques. Methods covered will include Access relational databases, Excel spreadsheets, pivot tables, and SQL queries.

HIM 238   Healthcare Legal & Ethical Issues (3)

A history of ethics with a focU.S. on legal and ethical issues in the health care field including procedures involved in court disclosure of medical records, laws pertaining to release of information from medical records, and medical record requirements for accrediting, approving, licensing and certifying agencies. Learn laws and regulations governing preparation and use of medical records, ethical practice standards, fraud and abuse, and other medical ethical/legal issues.

HIM 241   Health Care Statistics (3)

Prerequisites: HIM 120, HIM 121, HIM

125, HIM 126, must assess into MAT 121 or have earned a C or higher in MAT 098

In-depth study of hospital statistics, sources, definitions, collection and reporting of data.

HIM 242   Health Care Management (3)

Prerequisites: HIM 120/121 HIM 125/126

Principles of organization and strategic planning including workforce decisions, finance and budgeting, leadership techniques and team building to identify and manage process improvement.

HIM 243   Quality Management and Performance Improvement (3)

Prerequisites: HIM-120, HIM-121, HIM-125, HIM-126

A basic overview of quality performance improvement processes, function, applications, and utilization review.

HIM 250 Applied Practicum (3)

Prerequisites: HIM 150

Advanced student practice emphasizing targeted skill sets and building skills applied in a specific health care setting. Program capstone experiences included.

HIM 251   Medical Billing/ Coding Clinical (2)

Prerequisites: Final Semester Course, Program Director Approval

Supervised learning experience in a health care facility and/or virtual lab setting enabling the student to apply skills in basic billing and coding procedures and practices. Emphasis is on students achieving entry-level proficiency in billing and coding medical records and physicians office diagnoses and procedures, and the application of policies, standards and guidelines.

HIM 252   Certified Coding Associate (CCA) Exam Review (2)

Prerequisites: Program Director Approval, Final Semester Course

Review of the coding competencies and skills in preparation of a coding certification exam.

HIM 260   Health Information Management Seminar (2)

Prerequisites: This course must be taken in the final semester of the HIM program and with HIM Director approval.

Offers a comprehensive program review, job search techniques, in-depth preparation for RHIT Exam, test taking skills and exam registration. This course must be taken in the final semester of the HIM program and with HIM Director approval.

HIM 270   CPT Coding (3)

Prerequisites: HIM 140

Corequisites: HIM 271, HIM 141

Outpatient coding guidelines and reimbursement with major emphasis on CPT coding.

HIM 271   CPT Coding Laboratory (0)

Prerequisites: HIM 140

Corequisites: HIM 270, HIM 141

Application of outpatient coding guidelines and reimbursement with major emphasis on CPT coding, to reinforce principles taught in lecture component, HIM 270.

HIM 280   Healthcare Billing and Reimbursement Issues (2)

Prerequisites: HIM 120, HIM 121, HIM 125, HIM 126

Healthcare billing and reimbursement issues will be covered. Included: payor categories, APCs and other prospective payment systems, the revenue cycle, chargemaster, RBRVS, regulatory guidelines, billing processes, etc.

HIM 290   Advanced Coding (3)

Prerequisites: HIM 220, HIM 221

Corequisites: HIM 291, HIM 270, HIM 271

This course is a continuation of HIM 220/221, focusing on assigning diagnosis and procedural codes from actual patient scenarios and determining the validity of CAC assigned codes.

HIM 291   Advanced Coding Laboratory (0)

Prerequisites: HIM 220, HIM 221

Corequisites: HIM 290, HIM 270, HIM 271

Application of coding guidelines with major emphasis on actual case scenarios, to reinforce principles and cases from HIM 290.

HISTORY

HIS 101 U.S. History to 1877 (3)

Survey of historical, cultural, political, economic, and institutional forces and events that shaped United States history through period of Reconstruction. HIS 101 complies with provisions of Section 170.011 RsMo.

 Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR HIST 101 – American History I

HIS 102   U.S. History Since 1877 (3)

Survey of the historical, cultural, political, economic, and institutional forces and events that shaped United States history from 1877 to present. HIS 102 complies with provisions of Section 170.011 RsMo.

 Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR HIST 102 – American History II

HIS 105   Family History Research Practicum (1)

Research trip to major genealogical collection. Introduction to library research for the family historian, including research organization, trip planning, conducting actual on-site research, and post-trip follow-up and analysis. Emphasis on historical research method, patterns of social and cultural identity, and migration.

HIS 115   U.S. History Since 1945 (3)

Survey of United States from end of WWII to present. Special attention placed on historical, political, social, and cultural forces that have influenced the nation. Covers constitutional and judicial changes since 1945. HIS 115 complies with provisions of Section 170.011 RsMo.

HIS 145   Western Civilization: Ancient and Medieval Heritage (3)

Introduction to ancient civilizations of Eastern Mediterranean, classical civilizations of Greece, Rome, and Western European society up to the Renaissance.

 Missouri Higher Education Core Curriculum Transfer (CORE 42) Course

Number: MOTR WCIV 101 – Western Civilization I

HIS 146   Western Civilization: Modern European Heritage (3)

Beginning with Renaissance, survey of history of Western civilization through post-WWII period.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course

Number: MOTR WCIV 102 – Western Civilization II

HIS 160   Native American History (3)

Introduction and survey of Native American History from prehistoric to the present. Attention placed on tribal histories and their social and political relationships with varioU.S. European powers and the United States.

HIS 202   Southwestern Asia: The Islamic World & India (3)

Survey of social, cultural and political history of the Middle East and India.

HIS 203   Eastern Asia: China and the Pacific Rim (3)

Survey of social, cultural and political history of East Asia and South Asia.

HIS 230   Film as History (3)

Selected historical topics discussed against how film has presented them for general audiences. View at least six feature films representing historical issues and through required readings, presentations, and discussions, evaluate and critique the fact or fiction.

HIS 240   Europe Since 1914 (3)

Beginning with events leading up to WWI, survey of political, economic, and social history of Europe. Special attention given to Russian Revolution, Soviet State, Nazi Germany and collapse of the Soviet Empire in the 1990s.

HIS 270 History of Missouri (3)

Emphasis on events in Missouri as a way to understand the development of America. Covers national trends and problems such as immigration, westward expansion, industrialization, and racial issues from the perspective of impact on Missouri. Examination of prominent Missourians is included. This course complies with provisions of Section 170.011 RsMo.

HIS 280   Modern British History (3)

Introduction to political/social life in modern Britain: social stratification, the historic evolution of the political infrastructure, and dealing with published materials on the historical context of British social and political issues.

HIS 296   History Internship (3)

Prerequisites: Approval from the history department chair. In addition, one of the following must be completed: HIS 101, HIS 102.

Students placed in participatory position in a government agency, museum/archives, or community organization. Requires research paper relating to some aspect of the internship.

HIS 299   Topics in History (3)

Prerequisites: Instructor's permission.

Exploration of topic selected by the department. Introduction to historical research techniques and seminar approach as integral part of scholarship.

HONORS

HON 100   Inquiries in Composition and History (3)

Prerequisites: Admission to the Honors Program.

Interdisciplinary Honors course dealing with topics in English and History. Students will explore connections between the disciplines of English and History, while meeting the requirements and objectives of an English 102 or History 102. Topics will vary. Admissions to the Honors program required.

HON 101   Inquiries in English and History (3)

Prerequisites: Admission to the Honors Program

Interdisciplinary Honors course dealing with topics in English and History. Students will explore connections between the disciplines of English and History, while meeting the requirements and objectives of an English 102 or History 299 course. Topics will vary. Admissions to the Honors program required.

HON 102   Inquires in Psychology and Political Science (3)

Prerequisites: Admissions to the Honors Program

An introductory overview of the intersection of psychology and political science. it is an examination of behavioral, cognitive, psychoanalytic, humanistic and biological viewpoints in psychology. The course includes learning principles and applications, motivation, emotions, stress, psychobiology, personality, abnormal behavior and approaches to therapy as well as the workings of the federal, state, and local governments in the United States. This course will also give students a broad overview of the issues that underlie our political system, as well as how citizens and government interact with one another. Admissions to the Honors program required.

HON 103   Inquiries in Political Science and Communications (3)

Prerequisites: Admission to the Honors Program

Interdisciplinary Honors course dealing with topics in political science and communications. Explore connections between the disciplines of political science and communications. Topics will vary. Student can count this as credit for COM 102 or POL 299. Admissions to the Honors program required.

HON 104   Inquiries in Literature, Composition and Anthropology (3)

Prerequisites: Admissions to the Honors program

Interdisciplinary Honors course dealing with topics in literature and anthropology. Students will explore connections between the disciplines of literature, composition and anthropology. Topics will vary. Students can use the course to meet the requirement of LIT 200, ENG 102 or ANT 181. Admissions to the Honors program required.

HON 105   Inquiries in Philosophy and Math (3)

Prerequisites: Admission to the Honors Program and completion of MAT 158, 160, or 162

Interdisciplinary honors course dealing with topics in philosophy and math. Exploration

of the connections between the disciplines of philosophy and math. Topics will vary. Admissions to the Honors program required.

HON 106 Biology and Psychopharmacology (3)

Overview of the intersection of biology and psychopharmacology. Emphasis will be on issues related to the use of specific psychoactive drugs in human culture. Students will become more informed about the bio-psychological factors that underlie drug use and abuse. Course will include a survey of human body structure and function for the non-science major while meeting the requirements of BIO 110 (Human Biology) for students pursuing an Associates of Arts degree.

HON 107 Inquiries in Composition and Sociology (3)

Explore connections between the disciplines of composition and sociology while meeting the requirements and objectives of an English 102 or Sociology 101 course. Topics will vary. Admissions to the Honors Program required.

HON 108 Inquiries in Literature and Philosophy (3)

Interdisciplinary Honors course dealing with topics in literature and philosophy. Students will explore connections between the disciplines of literature and philosophy. Topics will vary.

HUMAN SERVICES

MS 100 Introduction to Human Services (3)

Survey introduction to human and community needs and to concepts of helping profession. Examination of community resources, relationship of agencies and bureaucracies to total community, and worker's role and responsibility in helping profession.

HMS 101 Human Services: Theories and Skills (3)

Overview of methodology used in helping profession. Includes analysis of helping relationships, study of interpersonal skills and practice techniques. Emphasizes process-oriented approach to solving individual, family, and community problems. Spring

HMS 102 Human Services: Policy and Politics (3)

Analysis of political process involved in formulation of social welfare policies from a historical point of view. Federal, state, and local programs examined in terms of skills and knowledge to effect program planning and delivery. Fall

HMS 103 Addictive Disease Concepts (3)

Explores addiction from historical and theoretical background to current concepts. Variety of addictive behaviors examined with special focU.S. on psychoactive drug dependency.

HMS 104 Treatment: Alcohol and Drug Abuse (3)

Emphasizes concept of treatment of alcohol and drug abuse as a continuum of processes from intervention through rehabilitation. Incorporation of integral parts of continuum and ways in which it addresses needs of people suffering from alcohol and drug abuse.

HMS 106 Introduction to Youth Services Management (3)

Introduction to a wide variety of available youth services including, but not limited to Outpatient, Intensive Outpatient, and Residential levels of care. Addresses needs and issues of potentially and presently employed residential treatment workers, including philosophy of residential services, observation and recording skills, problem-solving, group skills, and team approach. Includes topics of Ethics, Assessment and Treatment Planning, Family Systems and Case Management.

HMS 151 Gerontology (3)

Overview of normal effects of aging including physical, psychological, and social changes. Problems associated with aging, such as increased dependence, loss of health, financial constraints, loss of friends and spouse, and altered living arrangements. Content presented from perspective of aging person and society as a whole.

HMS 195 Human Services: Professional Field Skills (3)

Builds on theories presented in core HMS classes. Professional skill sets, such as case management, and informational/motivational/interviewings will be emphasized, allowing students to refine these skills prior to enrolling in practicum courses. Students will participate in evaluative efforts to measure preparedness to work as human services.

HMS 201 Human Services Practicum I (3)

Prerequisites: HMS 100, HMS 101

Corequisites: Concurrent enrollment in HMS 203 required.

Field work experience in social, educational, law enforcement (corrections), or other community service organization. Supervision by practicum site professional and college faculty member. Ten or more hours of work experience each week.

HMS 202 Human Services Practicum II (3)

Prerequisites: HMS 201, HMS 203

Corequisites: Concurrent enrollment in HMS 204 required.

Continuation of HMS 201. Depending on student objectives, Human Services Practicum II may be in the same organization or different one. Ten or more hours of work experience each week.

HMS 203 Human Services Practicum Seminar I (3)

Prerequisites: HMS 100, HMS 101

Corequisites: Concurrent enrollment in HMS 201 required.

Discussion and analysis in small groups of the human services practicum experience. Special learning objectives related to kind of work student will do in organization after completion of program.

HMS 204 Human Services Practicum Seminar II (3)

Prerequisites: HMS 201, HMS 203

Corequisites: Concurrent enrollment in HMS 202 is required.

Continuation of HMS 203 with different learning objectives. Related to work student will do after completion of programs.

HMS 205 Disability and Society (3)

Overview of disabilities: cognitive, psychiatric and physical. History of disability, major legislation that impacts persons with disabilities, resources in the community and how disability impacts the person and society.

HMS 230
Crisis Intervention (3)

Introduction to theories and practices related to intervening and mediating in and defusing crisis, and referral of people in crisis. Spring

HMS 290   Special Topics in Human Services (3)

Individual study or selected classes focused on specific Human Services topics which will vary each semester and by instructor. Students may suggest topics of interest.

HMS 298   Human Services Capstone (1)

Culminating experience integrating Human Services Associate of Applied Science program course work. Required for Human Services AAS degree-seeking students in the final semester before graduation.

INFORMATION TECHNOLOGY

CPC 107
IT Technical Support (A+) (3)

Preparation to meet the requirements of the CompTIA A+ certification exam. How to build, configure, upgrade and troubleshoot PCs and mobile devices. Combination of lectures, demonstrations, discussions and hands-on labs.

CPC 125   Windows Desktop Operating Systems (3)

In-depth introduction to current Windows desktop operating systems including installation, resource use, hardware devices and drivers, system performance and reliability, network protocols and services, desktop, security and troubleshooting. Emphasis on supporting end users. Combination of lectures, demonstrations, discussions and hands-on labs. Preparation for Microsoft certification.

CPC 155   Programming for System Administrators (3)

Introduction and survey of modern programming and scripting languages with an orientation towards cyber security needs. Offered in an online or hybrid format only.

CPC 160   Security Fundamentals (3)

Fundamentals of security and preparation for the CompTIA Security + certification exam. Combination of hands-on labs, lectures and demonstrations.

CPC 161
Computer Forensics (3)

Prerequisites: CPC 160

Corequisites: CPC 155

Explore use of analytical and investigative techniques to identify, collect, examine and preserve evidence or electronically stored information. Combination of hands-on labs, lectures and demonstrations. Fall

CPC 162   Ethical Hacking (3)

Prerequisites: CPC 160

Determine weaknesses and vulnerabilities in target systems using the same tools and knowledge as a malicioU.S. hacker (in a lawful way) in order to increase security. Preparation for CEH certification. Combination of hand-on labs, lectures and demonstrations. Fall

CPC 170   CCNA1 (4)

First course in a four-course sequence that prepares student for Cisco Certified Network Administrator (CCNA) certification and the job market. Over the four-course sequence learn networking fundamentals, routing and switching protocols, router and switch configuration in the LAN and WAN, security issues and solutions, and wireless technologies. Combination of hands-on labs, lectures, and demonstrations.

CPC 171   CCNA2 (4)

Prerequisites: CPC 170

Second course in a four-course sequence that prepares student for Cisco Certified Network Administrator (CCNA) certification and the job market. Over the four-course sequence learn networking fundamentals, routing and switching protocols, router and switch configuration in the LAN and WAN, security issues and solutions, and wireless technologies. Combination of hands-on labs, lectures, and demonstrations.

CPC 172   CCNA3 (4)

Prerequisites: CPC 171 or CCENT certification

Third course in a four-course sequence that prepares student for Cisco Certified Network Administrator (CCNA) certification and the job market. Over the four-course sequence learn networking fundamentals, routing and switching protocols, router and switch configuration in the LAN and WAN, security issues and solutions, and wireless technologies. Combination of hands-on labs, lectures, and demonstrations.

CPC 173   CCNA4 (4)

Prerequisites: CPC 172

Fourth course in a four-course sequence that prepares student for Cisco Certified Network Administrator (CCNA) certification and the job market. Over the four-course sequence learn networking fundamentals, routing and switching protocols, router and switch configuration in the LAN and WAN, security issues and solutions, and wireless technologies. Combination of hands-on labs, lectures, and demonstrations.

CPC 180   Introduction to Linux (3)

Introduction to Linux, installation, users and groups, package management, permissions and general network configuration. This is one of two classes required to prepare for the Red Hat Certified System Administrator certification. Combination of lectures, demonstrations, discussions and hands-on labs.

CPC 202   Windows Server and Active Directory (3)

Prerequisites: CPC 125

In-depth study of the latest Windows Server operating system including installation, managing a server environment, access to resources, disaster recovery, IP addressing, name resolution, routing and remote access and network security. Combination of lectures, demonstrations, discussions and hands-on labs. Preparation for Microsoft certifications. Spring

CPC 224   Microsoft SQL Server (3)

Prerequisites: CPC 202, CPC 203

Preparation to meet certification requirements to become Microsoft Certified Professional (MCP) or Microsoft Certified Systems Engineer (MCSE). How to design and implement database solution using Microsoft SQL Server. Combination of lectures, demonstrations, discussions, online assignments, and hands-on labs.

CPC 225 Microsoft Exchange Server (3)

Prerequisites: CPC 202

Preparation to meet certification requirements to become Microsoft Certified Professional (MCP) or Microsoft Certified Systems A. How to implement, administer, and troubleshoot information systems that incorporate Microsoft Exchange Server. Combination of lectures, demonstrations, discussions, online assignments, and hands-on labs.

CPC 240 Wireless LANs (5)

Prerequisites: CPC 171 or CCENT certification.

Introduction to Wireless LANs. Topics include IEEE 802.11 standard, wireless radio technology, wireless topologies, access points, bridges, antennas, security, site survey preparation, troubleshooting, and emerging technologies. Combination of lectures, demonstrations, discussions, online assignments, and hands-on labs.

CPC 245 CCNA Security (4)

Prerequisites: CPC 171 or CCENT Certification

In-depth introduction to network security based on router firewalls and security appliances. Topics include Access Control Lists (ACLs), AAA security, intrusion detection, monitoring, and securing Virtual Private Networks (VPNs). Combination of lectures, demonstrations, discussions, online assignments, and hands-on labs. Preparation for security-related industry certifications. Spring

CPC 246 Network Security II (5)

Prerequisites: CPC 245 or computer networking instructor permission.

Second course in a series of security classes providing in-depth study of network security based on firewall security devices. Topics include router and security appliance ACLs, AAA, advanced protocols and intrusion detection, failover and system maintenance, VPNs, and device management. Combination of lectures, demonstrations, discussions, online assignments, and hands-on labs. Preparation for security-related industry certifications.

CPC 247 Voice Over IP (5)

Prerequisites: CPC 173 or CCNA Certification.

Introduction to Voice over IP including a discussion of converged networks, gateways and trunks, and call management. Combination of lectures, demonstrations, discussions, and hands-on labs.

CPC 260 Linux Administration (3)

Prerequisites: CPC 180

Learn what a Linux administrator needs to know to support a Linux server. Includes DNS, DHCP, mail services, Web and SQL services, file and print sharing, backup and recovery, monitoring and optimization, and configuration management. This is the second of two classes required to prepare for the Red Hat Certified System Administrator certification. Combination of lectures, demonstrations, discussions and hands-on labs.

CPC 261 Penetration Testing (3)

Prerequisites: CPC-162 or Instructor Permission

Learn the practice of testing computer systems, networks, and web applications to find vulnerabilities that an attacker could exploit. Combination of hand-on labs, lectures and demonstrations.

CPC 262 CISSP (3)

Prerequisites: CPC-160 or Instructor Permission

Preparation for the Certified Information Systems Security Professional (CISSP) industry certification.

CPC 270 CCNP1 (4)

Prerequisites: CPC 173 or CCNA R & S certification

First course in a series that prepares students for CCNP cerrtification. Reference Cisco System's Web site (www.cisco.com/certification) for specific competencies addressed. Combination of hands-on labs, lectures and demonstrations. Students passing CCNA R & S Certification are eligible to take this course.

CPC 271 CCNP2 (4)

Prerequisites: CPC 173 or CCNA R & S Certification

Second course in a series that prepares students for CCNP certification. Reference Cisco System's Web site (www.cisco.com/certification) for specific competencies addressed. Combination

of hands-on-labs, lectures and demonstrations. Students passing the CCNA R & S certification are eligible to take this course.

CPC 272 CCNP3 (4)

Prerequisites:

CPC 173 or CCNA R & S Certification

Third course in a series that prepares students for CCNP certification. Reference Cisco System's Web site (www.cisco.com/certification) for specific competencies addressed. Combination of hands-on labs, lectures and demonstrations. Students passing CCNA R & S certification are eligible to take this course.

CPC 273 CCNP4 (4)

Prerequisites:

CPC 173 or CCNA R & S Certification.

Fourth course in a series that prepares students for CCNP certification. Reference Cisco System's Web site (www.cisco.com/certification) for specific competencies addressed. Combination of hands-on labs, lectures and demonstrations. Students passing CCNA R & S certification are eligible for enrollment.

CPC 290 Virtualization Technologies (3)

Prerequisites: CPC -170 and CPC-180 or Instructor Permission

Corequisites: CPC-202

Introduction to virtualization technologies and use in current corporate environments. Heavy emphasis on VMware and other products like Hyper V. Combination of lectures, demonstrations and hands-on labs. Fall

CPC 299 Topics in Information Technology (3)

Advanced IT topics including current trends and important skill sets. Combination of lectures, demonstrations and hand-on labs when appropriate.

INTENSIVE ENGLISH

INE 101 Intensive English: Reading and Writing (3)

Prerequisites: TOEFL score of over 50, or permission of Chair of ESL Department

Corequisites: INE 102

Instruction for non-native-speaking students in developing emerging reading and writing skills in English. Students will work on essential

writing skills at sentence level composition, and they will study vocabulary and idioms. Students will also be required to read, discuss and analyze short selections. Culture sharing and acclimation to the environment in the United States will also make up some of the reading and writing assignments.

INE 102   Intensive English: Listening and Speaking for NNS (3)

Prerequisites: TOEFL score of over 50, or permission of Chair of ESL Department

Corequisites: INE 101

Instruction for non-native-speaking students to develop emerging English listening and speaking skills in both academic and life-skills based situations. Activities will build students' confidence in speaking English. Students will practice pronunciation and listen to English at word level, sentence level and in simple conversations. Vocabulary, terminology, idioms, slang, grammar and syntax will be taught implicitly and explicitly. Students will discuss, interpret and analyze short readings or videos. Both culture sharing and everyday conversational strategies and topics will be included.

INE 111   Emerging Vocabulary I for Non-Native Speakers (1)

Corequisites: INE 101, INE 102, INE 109 are recommended but not required

Basic class to immerse students in vocabulary appropriate level of Intensive English. Also focuses on use of vocabulary in conversation and writing. Word recognition and spelling will be addressed. Note: This class will begin to focU.S. on vocabulary that may arise in academic settings, but will also include words from everyday life to increase students' tools for operating in American society. To take this course student must place into Intensive English or ESL classes.

INE 112   Emerging Vocabulary II for Non-Native Speakers (1)

Corequisites: INE 101, INE 102, INE 199 recommended but not required.

Students will be immersed in vocabulary appropriate to their level of Intensive English. Also focuses on use of vocabulary in conversation and writing. Word recognition and spelling will be addressed. Note: This class will begin to focU.S. on vocabulary that may arise in academic settings, but also includes words

from everyday life to increase students' tools for operating in American society. Increase emphasis on word connotations, vocabulary expansion with word trees, grammatical forms and collocations. Placement into Intensive English or ESL classes and INE 111 or testing out of this class required.

INE 199 Phonics and Fluency (2)
Prerequisites:

Placement by ESL or Reading Chair

Corequisites: ESL 101, ESL 102, unless waived by ESL or Reading Chair

FocU.S. will be on improving pronunciation and fluency, especially when reading aloud. Activities include spelling and phonics instruction as well as speaking and reading exercises designed to increase reader's fluency and natural voice when reading. A grade of "C" or better is needed to move into the next ESL class, ESL 104. Emphasis will be on speaking although writing will be part of the class curriculum as well.

LITERATURE

LIT 200   World Mythology (3)

Prerequisites: ENG 101

Survey of central myths of Greece, Middle East, Africa, India, Native America, and China. Emphasis on how myths have shaped varioU.S. cultures.

LIT 201   Mythology in Western Culture (3)
Prerequisites: ENG-101

This class focuses on the pervading influence of Western mythological traditions in literature and culture.

LIT 205   Introduction to Literature (3)
Prerequisites: ENG 101

An introductory survey of major literary works, with special attention given to terminology and critical analysis.

LIT 207   Introduction to the Bible as Literature - The Old Testament: Genesis through Malachi (3)
Prerequisites: ENG 101

A review of Biblical significance and influence in secular literature. Biblical literacy is assumed

by such authors as Chaucer, Keats, Shakespeare, Asimov, Kemp, and Atwood. Cultural touchstones of morality, humanity, and sexuality grounded in Biblical texts will be examined in literature.

LIT 210   American Literature From 1620-1865 (3)
Prerequisites: ENG 101

Study of development of U.S. literary tradition beginning with early colonists through Civil War. Reading and discussion of major authors of poetry, fiction, drama and historical documents.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LITR 101A – American Literature – Pre-Civil War

LIT 215   Introduction to Poetry (3)
Prerequisites: ENG 101

A close study of poetry with special emphasis on the varieties of poetic form and the means of interpretation and evaluation. The works studied will be international in nature and from at least three different centuries.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LITR 100P – Introduction to Literature - Poetry

LIT 216   Dramatic Literature (3)
Prerequisites: ENG 101

Introductory course in dramatic literature stressing the influences of the past upon modern theatre, the commonality and differences between theatrical and filmed drama, and the process on how the written script becomes a live or filmed production.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LITR 100D – Introduction to Literature - Drama

LIT 218   Literature about Place (3)
Prerequisites: ENG 101

With increasing mobility and blending of cultures, ideas about place and setting are even

more crucial to identity than in the past.

LIT 220   American Literature From 1865-present (3)
Prerequisites: ENG 101

Survey of American literature beginning with the period after the Civil War to the present. Major American writers in poetry, fiction, and drama will be read and discussed in relation to the development of intellectual thought and literary theory. Includes writers who reflect diverse voices (Native American, African American, Asian American, Latin American, etc.) who make America unique.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LITR 101B – American Literature – Post-Civil War

LIT 221   The American Dream and the 20th Century (3)
Prerequisites: ENG 101

A multi-discipline course focusing on the concept of the American Dream in history, literature and film. This course emphasizes the American Era from the end of WWI to the present.

LIT 222   Native American Literature (3)
Prerequisites: ENG 101

A multi-disciplined study of the contribution of non-Europeans upon the national culture.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LITR 105NA – Multicultural Literature – Native-American

LIT 223   African American Literature (3)
Prerequisites: ENG 101

Survey of African-American literature from colonial America to present day United States. Includes slave narratives, essays speeches, music, poetry, short fiction, novels and drama/film, as well as a focU.S. on their historical contexts.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LITR 105AA

– Multicultural Literature – African-American

LIT 230   Contemporary Fiction (3)
Prerequisites: ENG 101

Introduction to American and international fiction written from 1960 to the present. Includes short and long fiction with major emphasis on the similarities and differences of the cultural narratives that reflect the global village.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LITR 100F – Introduction to Literature - Fiction

LIT 236   Science Fiction (3)
Prerequisites: ENG 101

FocU.S. on interplay between society and scientific theories, advances and fears of change. Beginning in the romantic period, examines societal reactions to challenges presented by scientific discovery and the resulting changes in world view. Course uses fiction and film.

LIT 237   Detective Fiction (3)
Prerequisites: ENG 101

Among the most popular type of genre fiction, beginning with E.A. Poe. Reflecting values and fears of the society and provides entertainment and insight into cultures past and present. Classic writers of detective fiction, contemporary practitioners and film examples are used.

LIT 238   Horror Fiction (3)
Prerequisites: ENG 101

Examination of classic and contemporary writing in order to explore the human fascination with the monstrous, the supernatural, and states of psychological consciousness. Includes the evolution of the horror genre and examine its place in the literary cannon.

LIT 239   Humor in Literature (3)
Prerequisites: ENG 101

Explores humor in varioU.S. media, including written sketches, short stories, novels, film by varioU.S. writers, and the evolution of the humor genre, as well as the value it holds both

historically and presently.

LIT 240   Contemporary Literature (3)
Prerequisites: ENG 101

Survey of post-modern literature from 1946 to the present. Includes reading and discussion of poems, essays, short stories, plays, and novels representative of the global and multicultural nature of contemporary society.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LITR 100 – Introduction to Literature

LIT 241   Sociology Through Literature (3)
Prerequisites: ENG 101, SOC 101

Application of sociological concepts to literature to analyze socio-historical events.

LIT 242   Post Colonial Literature (3)
Prerequisites: ENG 101

From Australia to Asia, from the Middle East to Africa, writers in the former colonies of the British empire found a unique voice to explore their lives and their countries. Focuses on the voices of post-colonial literature in the 20th century as they deal with issues of power, gender and politics.

LIT 250   English Literature Before 1800 (3)
Prerequisites: ENG 101

Overview of earliest works written in English. Traces development of varioU.S. forms of literature from beginnings in early Anglo-Saxon poetry through Shakespeare's plays and Romantic Poets.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LITR 102A – British Literature – Beginning to 18th Century

LIT 252   Introduction to Shakespeare (3)
Prerequisites: ENG 101

Introductory course of Shakespeare's insights into human behavior, the conflict inherent

within societies, and his use of language.

LIT 260   English Literature After 1800 (3)
Prerequisites: ENG 101

Overview of English literature beginning with Romantics and continuing through Modern Age. Includes poetry, drama, fiction, and essays.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LITR 102B – British Literature – Late 18th Century to Present

LIT 262   Gothic Literature (3)
Prerequisites: ENG 101

Focuses on a broad reading of novels, films, stories, and poems in the Gothic literary sensibility. Unlike horror fiction, which focuses on grisly detail, Gothic is primarily concerned with fear of the unknown and resulting paranoia.

LIT 265   Fiction to Film (3)
Prerequisites: ENG 101

Investigates fiction and film with emphasis on their uniqueness and relationship, their common narrative elements that convince reader and viewer of their correspondence to life, and of the process of translation from one narrative form to another.

LIT 267   Film as Literature (3)
Prerequisites: ENG 101

This course seeks to read film from a literary perspective; discussions and readings are rooted in literary concepts such as character, theme, narrative structure, genre, motif, symbol, literary theory and adaptation. Sections of the course may generally survey this topic or be focused on a particular topic such as a single director, genre, or discourse.

LIT 271   Literature and Contemporary Cultures (3)
Prerequisites: ENG 101

Introduction to prose, poetry, drama, and film from around the globe by authors from 1900 to Present.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LITR 200 – World Literature

LIT 272   World Literature - Ancient World Through the Renaissance (3)
Prerequisites: ENG 101

Survey course in the foundations of world literary traditions from pre-Classical and Classical World through Middle Ages and Renaissance.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LITR 200A – World Literature – Begins with Antiquity and Ends Around 1660

LIT 273   World Literature - Enlightenment to 20th Century (3)
Prerequisites: ENG 101

Survey course in the foundations of world literary traditions from the European Enlightenment through the 20th century.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LITR 200M – World Literature – Begins Around 1660 and Extends to Present Day

LIT 274   Evolution of the Tragedy: Tragic Heroes and Heroines (3)
Prerequisites: ENG 101

Overview of the evolution of dramatic tragedy from Greek to Modern theatre.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LITR 100 – Introduction to Literature

LIT 275   Holocaust Literature (3)
Prerequisites: ENG 101

Study of novels, essays, poetry, and other art centered on genocide in the Second World War and the post-Holocaust world. Explores matters of Jewish particularity as well as global implications of the Holocaust.

LIT 280   Gender Issues in Literature (3)
Prerequisites:
ENG 101 with a grade of C or better.

Through the reading of fiction and non-fiction texts, this class introduces students to literary, cultural, political and historical issues that shape gender and identity.

LIT 289   Writing about Literature (3)
Prerequisites: ENG 101

This course focuses on different ways of reading literature, using varioU.S. theoretical lenses. Read the words of literary theorists and then apply their analysis along to novels, poems, short stories, drama, and films.

LIT 299   Topics in Literature (3)
Prerequisites: ENG 101

Variety of special literature studies offered.

LOGISTICS

LGM 101   Logistics and Supply Chain I (3)

Foundational knowledge needed to understand the world of supply chain logistics and related core competencies including: safety, quality control, communications, teamwork, good workplace conduct, and familiarity with computer systems that support supply chain operations.

LGM 210   Logistics and Supply Chain II (3)
Prerequisites: LGM 101

Emphasis on mid-level technical knowledge needed to understand the world of supply chain logistics and related core competencies. Includes product receiving, product storage, order processing, packaging, shipment, inventory control, safe handling of hazardoU.S. materials, evaluation of transportation modes, custom, and dispatch and tracking operations. Certified Logistics Associate (LGM 101) (MSSC) is a prerequisite to taking this course. Prepares students for MSSC/CLT. Includes a required certified exam upon class completion.

MANUFACTURING

MFG 101
Principles of Safety (3)

Introduction to the manufacturing world including specific instruction to facilitate safe work practices in industrial environment.

MFG 105   Employment Strategies (1)

This course will assist students in securing employment. Students will develop an awareness of personal and academic skills as related to the job-seeking process.

MFG 111   Principles of Quality Practices (3)

Prerequisites: MFG 101

Provides knowledge and skills related to effective quality processes and practices used in today's manufacturing industry.

MFG 141   Principles of Green Production (3)

Introduction to the sustainability principles of "green" production, defined as workplace activities across all industries within the manufacturing sector that require the use of equipment, technologies, and processes to improve the environmental performance of manufacturing companies.

MFG 201   Principles of Manufacturing Processes and Production (3)

Prerequisites: MFG 101 and MFG 111

A broad overview of manufacturing sub-industries and their related products, processes, challenges and best practices.

MFG 205   Manufacturing Process Controls (3)

Provides students with current practices associated with production planning, production scheduling, and controlling production.

MFG 215   Problem Solving Tactics in Manufacturing (3)

Training in problem solving is emphasized as well as how to establish a culture of continuoU.S. improvement in a proactive environment.

MFG 220   Principles of Maintenance Awareness (3)

Prerequisites:
MFG 101, MFG 111 or MFG 201

Insights into the basics of good maintenance practices for manufacturing through an understanding of electrical, mechanical and fluid power systems.

MFG 225   Supervisor Skills (3)

Foundational training for leaders at all levels including how to solve problems, set goals, and manage the conflict within an organization using hands on, interactive concepts.

MFG 230   Manufacturing Measurement (3)

Emphasis on use of instrumentation and process control. Concepts and measurement of physical variables and brief descriptions of individual process and combination of processes used in industry, such as go/no go, plug gauges, flatness, and coordinate measuring machine (CMM), control plans, and fixtures will be covered. Theory of operation and application of associated process instruments included.

MATH

MAT 055   Supplement to Contemporary College Math (2)

Prerequisites: Placement into MAT 155 or placement into MAT 155 corequisite model.

Corequisites: MAT 155

Coursework provides a supplement that reinforces prerequisite concepts and skills necessary for success in MAT 155.

MAT 056   Supplement to College Algebra - Educators (2)

Prerequisites: Placement into MAT 156 or placement into MAR 156 corequisite model.

Corequisites: MAT 156

Coursework provides a supplement that reinforces prerequisite concepts and skills necessary for success in MAT 156.

MAT 057   Supplement to College Statistics - General Education (2)

Prerequisites: Placement into MAT 157 or placement into MAT 157 corequisite model.

Corequisites: MAT 157

Coursework provides a supplement that reinforces prerequisite concepts and skills necessary for success in MAT 157.

MAT 058   Supplement to College Algebra - General Education (2)

Prerequisites: Placement into Math 158 or placement into Math 158 corequisite model.

Corequisites: MAT 158

Provides a supplement, which will reinforce prerequisite concepts and skills necessary for success in Math 158.

MAT 062   Supplement to College Algebra - STEM (2)

Prerequisites: Placement into MAT 162

Corequisites: MAT 162

Provides a supplement, which will reinforce prerequisite concepts and skills necessary for success in Math 162.

MAT 096   Pre-Algebra (4)

Prerequisites: Placement in MAT 096.

Topics include percents, conversions, area and volume, signed numbers, algebraic expressions, linear equations, statistical graphs, mean, median, mode and their applications. Pass/fail course; does not count toward graduation.

MAT 098
Beginning Algebra (4)

Prerequisites: Grade of P (pass) in MAT 096 or placement in MAT 098.

Topics include linear equations and inequalities, quadratic equations, operations on polynomials, exponent properties, factoring, Pythagorean Theorem, operations on rational expressions, graphs of points and linear equations, systems of two equations in two variables, square roots and applications.

MAT 105   Applied Math (3)

Prerequisites: Grade of P (pass) in MAT 096 or ASMNT MAT 098.

For career students to develop quantitative reasoning skills. Includes basic logic, financial decision-making, probability, statistical reasoning, linear and exponential modeling, and right triangle applications. Relevance of mathematics discussed as it relates to

other disciplines.

MAT 108   Understanding K-8 Mathematics (3)

Prerequisites: Grade of P (pass) in MAT 096 or ASMNT MAT 098.

Basic concepts of the K-8 math curriculum. Concepts experienced through multiple representations ? numerically, algebraically, geometrically, and verbally.

MAT 121   Intermediate Algebra (4)

Prerequisites: Grade of C or better in MAT 098, MAT 098C or placement in MAT 121.

Topics include linear, quadratic, absolute value, rational, exponential, and radical forms and related expressions, equations, inequalities, and applications; relationship between graph and equation of first/second degree and exponential functions; systems of equations in two or three variables; and equations and graphs of circles.

MAT 122 Euclidean Geometry (3)

Prerequisites: Grade of C or better in MAT 098 or ASMNT MAT 121.

Study of geometrical properties and formal Euclidean proofs developed from definitions, postulates, theorems, and corollaries. Topics include intersecting and parallel lines, triangles, quadrilaterals, circles, area and volume, and coordinate geometry.

MAT 147   Statistics - Allied Health (4)

Prerequisites: MAT-098 or MAT-098C with a minimum grade of B or assessed into Intermediate Algebra

Topics include graphs, qualitative and qualitative data, descriptive statistics, percentiles, counting techniques, probability, probability distributions, expected value, confidence interval estimates, hypothesis testing, simple linear regression, one-way ANOVA, and interpretation of statistical outcomes. This course is designed for OTA students.

MAT 150   Trigonometry (3)

Prerequisites: Grade of C or better in MAT 121 or assess into MAT 150.

Grade of C or better in MAT 160 College

Algebra strongly recommended. Study of trigonometric functions and applications. Topics include angles, length of arc, trigonometric functions, law of cosines, law of sines, identities, trigonometric equations, inverse trigonometric functions, complex numbers, and polar coordinates. Students may not receive credit for both MAT 150 and MAT 171.

MAT 152   Algebra Bridges to Calculus & Analytic Geometry I (2)

Prerequisites: MAT 158 with a grade of C or better

Course bridges the gap between MAT 158 and MAT 162. It is for students who have taken MAT 158 as a general education course and are now STEM majors seeking a path into MAT 180. A grade of C or better in both MAT 152 and MAT 158 will satisfy the algebra prerequisite for MAT 180. MAT 180 has a trigonometry prerequisite that may be satisfied by a grade of C or better in MAT 150 or equivalent transfer course.

MAT 155   Contemporary College Math (4)

Prerequisites: MAT 121 with a minimum grade of C or better or ASMNT MAT 155

This course satisfies the general education requirement for the AA degree. Topics include: inductive and deductive reasoning, set theory, Venn diagrams, truth tables and logic, Geometry and Trigonometry, sequences and series, mathematics of finance, probability, statistics, and applications.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR MATH 120 – Mathematical Reasoning & Modeling

MAT 156   College Algebra - Educators (4)

Prerequisites: Grade of C or better in MAT 121 or assess into MAT 156.

This course satisfies the general education requirement for the AAT degree for Education majors. Topics include linear and quadratic equations and inequalities, systems of linear equations, polynomials, functions and their graphs, sequences and series, perimeter, circumference, area, surface area, volume, similarity, congruence, Pythagorean Theorem, Trigonometric ratios, analyzing geometric proofs, coordinate geometry, statistical graphs,

counting and probability techniques, sampling, inference, and descriptive statistics including measures of central tendency and spread, and applications.

MAT 157   College Statistics - General Education (4)

Prerequisites: MAT 121 with a minimum grade of C or assess into MAT 155

Topics include constructing and interpreting graphs, descriptive statistics, sampling techniques, counting techniques, probability, probability distributions, confidence interval estimates, hypothesis testing, correlation, regression, and ANOVA. Students may not receive credit for both Math 157 and Math 175. This course is recommended for non-STEM majors.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR MATH 110 – Statistical Reasoning

MAT 158   College Algebra - General Education (4)

Prerequisites: Grade of C or better in MAT 121 or assess into MAT 158.

This course satisfies the general education requirement for the AA degree. Designed for Non-STEM (non-Science, non-Technology, non-Engineering, non-Mathematics) majors. Topics include linear and quadratic equations and inequalities; complex numbers and solution of higher degree polynomial equations; systems of linear equations; matrices; graphing functions including exponential, logarithmic, rational and polynomial functions, sequences, and series. Students may not receive credit for both MAT 158 and MAT 160 or MAT 162 or MAT 171.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR MATH 130 – Pre-CalculusAlgebra

MAT 162   College Algebra - STEM (4)

Prerequisites: Grade of C or better in MAT 121 or ASMNT MAT 162

This course satisfies the general education requirement for the AA degree. Designed for students in STEM (Science, Technology, Engineering, Mathematics) transfer programs.

Topics include linear and quadratic equations and inequalities; complex numbers and solution of higher degree polynomial equations; systems of linear equations; matrices; graphing functions including exponential, logarithmic, and rational polynomial functions; conic sections; sequences, series, and binomial theorem. Students may not receive credit for both MAT 162 and MAT 158 or MAT 160 or MAT 171.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR MATH 130 – Pre-CalculusAlgebra

MAT 171   Pre-Calculus Mathematics (6)

Prerequisites: Grade of B or better in MAT 121 or ASMNT MAT 171.

Unified study of College Algebra and Trigonometry provides necessary background for Calculus. Includes linear, quadratic, rational, and higher degree polynomial equations and inequalities; systems of equations; relations and functions along with graphs and equations; exponentials and logarithms; inverse; degree and radian measure; trigonometric functions; identities; triangles; vectors; polar coordinates; complex numbers; matrices and determinants; sequences and series; binomial theorem; mathematical induction; and applications. Students may not receive credit for MAT 171 and either MAT 150 and MAT 160. Students not planning to take Calculus may satisfy mathematics requirement for A.A. degree with MAT 160 or MAT 165 in lieu of MAT 171.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR MATH 150 – Pre-Calculus

MAT 175   Introductory Statistics (3)

Prerequisites: Grade of C or better in MAT 158, or MAT 160, or MAT 162; or ASMNT MAT 175.

Topics include descriptive statistics, sampling techniques, counting techniques, probability, probability distributions, confidence interval estimates, hypothesis testing, simple linear regression, and one-way ANOVA.

MAT 180   Calculus and Analytic Geometry I (5)

Prerequisites: Grade of C or better in MAT 171 or MAT 150, MAT 152 and MAT 158 with a grade of C or better or both MAT 150 and MAT 162 with a grade of C or better, or ASMNT MAT 180.

First in a sequence of three courses including analytic geometry, differential calculus, and integral calculus. Recommended for majors in mathematics, computer science, physical sciences, or engineering. Includes analytic geometry, functions, limits, continuity, the derivative and differentials, applications of the derivative and differentials, antidifferentiation, indefinite and definite integrals, and applications of definite integral.

MAT 201   Structure of Math Systems I (3)

Prerequisites: Grade of C or better in one of the following: MAT 156, or MAT 158, or MAT 160 or MAT 162 or ASMNT MAT 180.

For potential elementary teachers. Topics include sets, logic, number bases, systems of numeration, system of whole numbers, systems of integers, system of rational numbers, development of real number system, field properties, algorithms for whole numbers, and terminology of mathematics. Fall

MAT 202   Structure of Math Systems II (3)

Prerequisites: Grade of C or better in MAT 156 or MAT 158 or MAT 160 or MAT 162 or ASMNT MAT 180.

Intuitive study of elementary geometry, including constructions, congruence, similarity, motion geometry tessellation, and deductive theory of geometry. Study of measurement, including area and volumes. Introduction to concepts of probability and statistics. Spring

MAT 210   Survey Calculus (4)

Prerequisites: Grade of C or better in MAT 158 or MAT 160 or MAT 162 or ASMNT MAT 210.

Recommended for business, life sciences, and social science majors. FocU.S. on techniques of differential and integral Calculus with application to business, life sciences, and social sciences. Trigonometry not used.

MAT 230   Calculus and Analytic Geometry II (5)

Prerequisites: Grade of C or better in MAT 180 or ASMNT MAT 230.

Second course in sequence of three

recommended for majors in mathematics, computer science, physical sciences, or engineering. Topics include transcendental functions, techniques of integration, indeterminate forms, improper integrals, infinite series, and polar curves.

MAT 240   Calculus and Analytic Geometry III (5)

Prerequisites:
Grade of C or better in MAT 230.

Third course in sequence of three recommended for mathematics, computer science, physical science, or engineering majors. Topics include Calculus of vectors in two or three dimensions, partial derivatives, multiple integrals and their applications; and introductory topics from differential equations.

MAT 242   Introductory Linear Algebra (3)

Prerequisites: MAT 230 with a grade of C or better.

A first course in linear algebra intended for mathematics, computer science, science, and engineering majors. Topics include matrix algebra, determinants, and vector spaces, linear transformations, and eigenvalues and eigenvectors. Fall

MAT 250   Differential Equations (3)

Prerequisites:
Grade of C or better in MAT 240.

First course in differential equations for mathematics, science, and engineering majors. Topics include solution and application of ordinary differential equations including n-th order nonhomogeneoU.S. equations with variable coefficients and simultaneoU.S. differential equations. Methods used include Laplace transform, power series, variation of parameter, matrix methods and introduction to numerical solutions. Spring

MAT 260   A Transition to Theoretical Mathematics (3)

Prerequisites:
Grade of C or better in MAT 230.

First course in theoretical mathematics for mathematics, computer science, engineering and science majors. Includes logic and proofs, set theory, relations and functions, cardinality, introductory abstract algebra and introductory real analysis. Spring

MEDICAL ASSISTING

MDA 115   Pharmacology and Administration of Medications (3)
Corequisites: HIM 110

Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant.

MDA 120 Administrative Procedures (3)
Prerequisites: HIM 110, HIM 140, HIM 141

FocU.S. is on medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, coding, billing, collecting, third party reimbursement, credit arrangements and computer use in the medical office.

MDA 121 Medical Insurance (3)
Corequisites: MDA 120

Emphasis is on medical office coding procedures for payment and reimbursement by patient or third-party payers for ambulatory care settings.

MDA 140   Procedures in a Clinical Setting (3)
Corequisites: MDA 120

Emphasis is on patient assessment, examination and treatment as directed by physicians. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures and other treatments as appropriate for ambulatory care settings.

MDA 150   Medical Assisting Clinical/Externship (3)
Prerequisites: Completion of all coursework

Health-related work-based learning experience enables students to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional (faculty or preceptor) generally in a clinical setting. Clinical education is unpaid learning experience.

MUSIC

MUS 021   Recital and Concert Attendance (0)

Attendance and/or participation at musical performances and master classes, repeated until degree requirement is satisfactorily met.

MUS 101   Foundations of Music (3)

Study in clefs, notation, rhythm, scale structures, pitch, and melodic writing. Basic introduction with no previoU.S. experience necessary.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR MUSC 101 – Music Fundamentals

MUS 102 Accompanying (0.25)
Prerequisites:
MUS 151 and consent of instructor

Practical experience and working knowledge of basic and advanced techniques for successful piano accompanying.

MUS 105   SCC Singers I (1)

Performance class; students will work on music culminating in public performances. May be repeated for up to 3 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PERF 102C – Music Performance – Choir

MUS 106   SCC Singers II (1)

Second enrollment of MUS 105.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PERF 102C – Music Performance – Choir

MUS 107   SCC Singers III (1)

Third enrollment of MUS 105.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PERF 102C – Music Performance – Choir

MUS 108   SCC Singers IV (1)

Fourth enrollment of MUS 105.

MUS 109   American Popular Music (3)

Survey of American popular music from 1840 to the present. Examination of the types, styles, and influential musicians of American pop music.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR MUSC 100RP – Music Appreciation – Rock/Pop

MUS 110   American Music Appreciation (3)

Emphasis on American music as a panorama of distinct yet parallel streams-popular, folk, sacred, and classical-that reflect the uniquely diverse character of the United States. Musical styles will be compared and contrasted across regions and time, delivering a vision of American music both exuberant and inventive, a music that arises out of the history and musical traditions of many immigrants.

MUS 111   Music Appreciation (3)

Introductory course for non-music majors. Presents main elements of music, how they develop and change throughout history, and the role of music in society. Emphasis on understanding musical elements and aural applications. Attendance required at live performances.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR MUSC 100 – Music Appreciation

MUS 112   Jazz Appreciation (3)

Explores the earliest origins of jazz from Creole roots in Louisiana through blues, ragtime, Dixieland, big band, swing, be-bop, cool jazz, avante garde, Latin jazz, and fusion. Students taking this course may not receive credit for MUS 234.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR MUSC 100J

– Music Appreciation - Jazz

MUS 113 Musical Theatre Appreciation I (3)

Study of musical theatre from its beginnings through Rodgers & Hammerstein. Students taking this course may not receive credit for MUS 229/ THE 229.

MUS 114 Musical Theatre Appreciation II (3)

Study of musical theatre from Rodgers and Hammerstein to the present. Students taking this course may not receive credit for MUS 230/ THE 230.

MUS 115 Chamber Choir (1)

Prerequisites: Audition with instructor approval.

Select choral ensemble specializing in chamber, madrigal, and show choir literature, culminating in public performance. May be repeated for up to 3 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PERF 102C – Music Performance – Choir

MUS 116 Chamber Choir II (1)

Prerequisites: MUS 115

Select choral ensemble specializing in chamber, madrigal, and show choir literature, culminating in public performance. May be repeated for up to 3 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PERF 102C – Music Performance – Choir

MUS 117 Chamber Choir III (1)

Prerequisites: MUS 116

Select choral ensemble specializing in chamber, madrigal, and show choir literature, culminating in public performance. May be repeated for up to 3 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PERF 102C – Music Performance – Choir

MUS 118 Chamber Choir IV (1)

Prerequisites: MUS 117

Select choral ensemble specializing in chamber, madrigal, and show choir literature, culminating in public performance. May be repeated for up to 3 credit hours.

MUS 119 Piano Proficiency I (1)

Corequisites: MUS 131 and MUS 133

Entry-level piano course for music majors with little knowledge of basic rudiments and grand staff reading. The first of a four-course sequence needed to prepare music education majors to meet Missouri piano proficiency requirements for certification to teach in public schools.

MUS 120 Piano Proficiency II (1)

Prerequisites: MUS 119 or Piano Skills Exam.

Continuation of MUS 119.

MUS 121 Piano Class I (2)

Develops basic skills and techniques in piano playing, applicable to varioU.S. types of music. No previoU.S. keyboard experience required.

MUS 122 Piano Class II (2)

Prerequisites: MUS 121

Continuation of MUS 121.

MUS 123 Voice Class I (1)

Fundamentals of tone production, diction, posture, and breathing. Includes simple songs and part singing.

MUS 124 Voice Class II (1)

Prerequisites: MUS 123

Continuation of MUS 123.

MUS 125 Guitar Class I (1)

Basic guitar skills through a classic method, including first-position notes and scales, root chords, and accompaniment patterns while developing solo and ensemble skills. Corequisite: MUS 101 or basic theory knowledge. Recommended materials: Classic Guitar.

MUS 126 Guitar Class II (1)

Second enrollment of MUS 125.

MUS 127 Guitar Class III (1)

Third enrollment of MUS 125 and 126.

MUS 128 Guitar Class IV (1)

Fourth enrollment of MUS 125, 126, and 127.

MUS 129 Percussion Class I (1)

Open to students with little or no previoU.S. formal training. Note-reading and basic percussion playing techniques for snare drum, timpani, xylophone/marimba, orchestral percussion instruments, drum set, and Latin percussion instruments (bongos, congas, timbales, etc.) will be included. Selected works for each instrument will be studied.

MUS 130 Percussion Class II (1)

Prerequisites: MUS 129

Open to students with little or no previoU.S. formal training. Note-reading and basic percussion playing techniques for snare drum, timpani, xylophone/marimba, orchestral percussion instruments, drum set, and Latin percussion instruments (bongos, congas, timbales, etc.) will be included. Selected works for each instrument will be studied.

MUS 131 Music Theory I (3)

Prerequisites: MUS 101 or permission of instructor.

Corequisites: MUS 133.

Study of basic rhythm, melody, principal triads and inversions, dominant seventh chords, cadences, non-harmonic tones, part-writing, and keyboard harmony.

MUS 132 Music Theory II (3)

Prerequisites: MUS 131

Corequisites: MUS 134

Continuation of MUS 131 including secondary triads, seventh chords, secondary dominants, elementary modulation, figured bass, and keyboard harmony.

MUS 133 Ear Training and Sightsinging I (1)

Prerequisites: MUS 101 or music assessment test.

Corequisites: MUS 131

Study of rhythmic, melodic, and harmonic dictation in major and minor scales and sight singing in treble and bass clefs.

MUS 134   Ear Training and Sightsinging II (1)

Prerequisites: MUS 133

Corequisites: MUS 132

Continuation of MUS 133 involving more complex rhythmic, melodic, and harmonic dictation and sightsinging.

MUS 135 Women's Chorale I (1)

Treble voiced choral ensemble; students work on music culminating in public performance. Not limited to women but is only for singers with treble voices.

136 Women's Chorale II (1)

Second enrollment of MUS 135.

MUS 137 Women's Chorale III (1)

Third enrollment of MUS 135.

MUS 138 Women's Chorale IV (1)

Fourth enrollment of MUS 135.

MUS 139 Percussion Class III (1)

Prerequisites: MUS 129

Third semester of percussion class.

MUS 140 Percussion Class IV (1)

Prerequisites: MUS 139

Fourth semester of Percussion Class.

MUS 141   Show Choir I (1)

Prerequisites: Audition

Select choral ensemble presenting choreographed numbers from musical theatre and contemporary popular music.

MUS 142   Show Choir II (1)

Prerequisites: Audition

Second enrollment of MUS 141.

MUS 143   Show Choir III (1)

Prerequisites: Audition

Third enrollment of MUS 141

MUS 144   Show Choir IV (1)

Prerequisites: Audition

Fourth enrollment of MUS 141.

MUS 145   Jazz Band I (1)

Performance course; students rehearse with semester performance as culmination. Must supply own instrument. May be repeated for up to 3 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PERF 102B – Music Performance – Band

MUS 146   Jazz Band II (1)

Prerequisites: MUS 145

Performance course; students rehearse with semester performance as culmination. Must supply own instrument. May be repeated for up to 3 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PERF 102B – Music Performance – Band

MUS 147   Jazz Band III (1)

Prerequisites: MUS 146

Performance course; students rehearse with semester performance as culmination. Must supply own instrument. May be repeated for up to 3 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PERF 102B – Music Performance – Band

MUS 148   Jazz Band IV (1)

Prerequisites: MUS 147

Performance course; students rehearse with semester performance as culmination. Must supply own instrument. May be repeated for up to 3 credit hours.

MUS 162   English/Italian Diction (1)

Basic study of International Phonetic Alphabet and comprehensive study of rules, phonetics, and techniques of English and Italian diction in performance.

MUS 163 German/French Diction (1)

Basic study of International Phonetic Alphabet and comprehensive study of rules, phonetics, and techniques of German and French diction in performance.

MUS 164 Jazz Improvisation (2)

Prerequisites: MUS 101 or instructor's approval.

Explores all aspects of improvisation from beginning to intermediate level. Includes varioU.S. playing techniques and application of basic theory. PrevioU.S. playing experience required. Must supply own instrument.

MUS 165   Instrumental Chamber Ensemble I (1)

Prerequisites: Audition

Performance class; students study music and performance techniques through rehearsals culminating in public performances. Must supply own instrument.

MUS 166   Instrumental Chamber Ensemble II (1)

Second enrollment of MUS 165

MUS 167   Instrumental Chamber Ensemble III (1)

Prerequisites: MUS 166

Third enrollment of MUS 165

MUS 175   Concert Band I (1)

Students study music techniques through rehearsals culminating in public performances. Must supply own instrument.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PERF 102B – Music Performance – Band

MUS 176   Concert Band II (1)

Prerequisites: MUS 175

Second enrollment of MUS 175

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PERF 102B – Music Performance – Band

MUS 177   Concert Band III (1)

Prerequisites: MUS 176

Third enrollment of MUS 175

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PERF 102B – Music Performance – Band

MUS 178   Concert Band IV (1)

Prerequisites: MUS 177

Fourth enrollment of MUS 175

MUS 185   Orchestra I (1)

Prerequisites: Must be able to read music and be proficient on an orchestral instrument.

Preparation and performance techniques through the study of orchestral repertoire with emphasis on rehearsal disciplines and musical interpretations. Final performance at end of the semester. Enrollment subject to instrumentation.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PERF 102O – Music Performance – Orchestra

MUS 186   Orchestra II (1)

Prerequisites: MUS 185

Second enrollment of MUS 185

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PERF 102O – Music Performance – Orchestra

MUS 187   Orchestra III (1)

Prerequisites: MUS 186

Third enrollment of MUS 185

Missouri Higher

Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PERF 102O – Music Performance – Orchestra

MUS 188   Orchestra IV (1)

Prerequisites: MUS 187

Continuation of MUS 185

MUS 195   Wind Ensemble I (1)

Prerequisites: Audition with instructor's approval.

Corequisites: Concert Band.

A select 12-20 piece ensemble; students prepare music culminating in public performance.

MUS 196   Wind Ensemble II (1)

Prerequisites: MUS 195

Corequisites: Concert Band.

Second Enrollment of MUS 195.

MUS 197 Wind Ensemble III (1)

Prerequisites: MUS 196

Corequisites: Concert Band.

Third enrollment of MUS 195.

MUS 198 Wind Ensemble IV (1)

Prerequisites: MUS 197

Corequisites: Concert Band.

Fourth enrollment of MUS 195

MUS 210 Music Typography (2)

Prerequisites: MUS 101

Introduction to the art of music notation using notation software.

MUS 219 Piano Proficiency III (1)

Prerequisites:
MUS 120 or Piano Skills Exam.

Intermediate level piano class for music majors who possess a knowledge of all basic rudiments.

MUS 220 Piano Proficiency IV (1)

Prerequisites: MUS 219 or Piano Skills Exam.

Continuation of MUS 219 to prepare music majors for piano proficiency exam.

MUS 225   Elements of Conducting (3)

Prerequisites: Take one of the following courses: MUS-101, MUS-131, MUS-132, MUS-281 or MUS-282

Introduction to baton techniques and elements of interpretation in conducting choral and instrumental music.

MUS 229   History of American Musical Theatre I (3)

Study of American musical theatre from its origins through Rodgers & Hammerstein. Students taking this course may not receive credit for MUS 113.

MUS 230   History of American Musical Theatre II (3)

Study of American musical theatre from Rodgers & Hammerstein to the present. Students taking this course may not receive credit for MUS 114.

MUS 231   Music History I (3)

Survey of development of Western music from the ancient Greeks through the Baroque period. More in-depth coverage of art music than MUS 111.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR MUSC 103 – Music History I

MUS 232   Music History II (3)

Corequisites:
Recommended prerequisite: MUS 231.

Continuation of MUS 231. Survey of music from 1600-1827.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR MUSC 104 – Music History II

MUS 234   Jazz History (3)

Explores earliest origins of Jazz from Creole roots in Louisiana, big band, swing, cool jazz, bebop, avant-garde, Latin jazz, and fusion. For students planning to major in music. Students

taking this course may not receive credit for MUS 112.

MUS 235 Music in the Americas (3)

Survey of music cultures found in the Americas focusing on the imported and indigenoU.S. music along with select music such as African-American music and Latin-American music. Appropriate for general students and music students.

MUS 250 Music Audio Production I (3)

Basic background for working principles of audio and audio production in the music industry. Introduction to basic audio production techniques and theory. Topics include: microphones, speakers, mixing console operation, and audio editing. Students will complete projects independently and in small groups.

MUS 251 Music Audio Production II (3)

Prerequisites: MUS 250

Expands on recording curriculum explored in Audio 1 by increased focU.S. on fundamentals and stereo recording. Concentration is on multi-track recording and in-depth use of Digital Audio Workstation software.

MUS 259 Music Theatre Workshop I (1)

Corequisites: MUS 229

Performance-oriented workshop experience that studies acting styles as applied to a song. Covers varioU.S. styles and periods of musical theatre.

MUS 260 Music Theatre Workshop (1)

Corequisites: MUS 230

Performance-oriented workshop experience that studies acting styles as applied to a song. Covers varioU.S. styles and periods of musical theatre.

MUS 264 Jazz Improvisation II (2)

Prerequisites: MUS 164

Continuation of concepts and techniques learned in Jazz Improvisation I. Explore stylistic trends and developments of jazz improvisation.

MUS 270 Musical Theatre Practicum (1-3)

A performing ensemble workshop emphasizing individualized training and performance of musical theatre literature. Musical coaching/rehearsal, stage movement, character development, and technical stage training may be included.

MUS 281 Music Theory III (3)

Prerequisites: MUS 132

Corequisites: MUS 283

Continuation of MUS 132. Including secondary functions 1 and 2, modulations, Binary and Ternary Form.

MUS 282 Music Theory IV (3)

Prerequisites: MUS 281

Corequisites: MUS 284

Continuation of MUS 281

MUS 283 Ear Training and Sightsinging III (1)

Prerequisites: MUS 134

Corequisites: MUS 281

Continuation of MUS 134

MUS 284 Ear Training and Sightsinging IV (1)

Prerequisites: MUS 283

Corequisites: MUS 282

Continuation of MUS 283

MUS 285 Woodwind Methods (2)

Prepare to teach woodwind instruments to elementary and middle school level students. Techniques for successful beginning woodwind instruction and performance are studied, along with instructional planning, procedures, and resource materials. Students' teaching and playing competencies will be centered on the flute, clarinet, and saxophone. Students will also become familiar with the oboe and bassoon.

MUS 286 Brass Methods (2)

Prepare to teach brass instruments to elementary and middle school level students. Techniques for successful beginning brass instruction and performance are studied, along with instructional planning, procedures, and resource materials. Students' teaching and playing competencies will be on the trumpet, French horn, trombone, euphonium and tuba.

MUS 287 String Methods (2)

Prepare to teach string instruments to elementary and middle school level students. Techniques for successful beginning string instruction and performance are studied, along with instructional planning, procedures, and resource materials. Students' teaching and playing competencies will be on the violin, viola, cello and bass.

MUS 288 Percussion Methods (2)

Prepare to teach the major instruments found in the percussion family to elementary and middle school level students. Techniques for successful beginning percussion instruction and performance are studied, along with instructional planning, procedures, and resource materials. Students' teaching and playing competencies will be on the major instruments found in the percussion family.

MUS 295 Opera Theatre Workshop (1-3)

Prerequisites: Instructor Permission

A performing ensemble workshop emphasizing training and performance of operatic literature. Musical coaching/rehearsal, staging, stage movement, character development and technical stage training are included.

MUS 299 Sophomore Recital (0)

Prerequisites: Completion of at least three (3) semesters of applied instrumental or vocal instruction (e.g. MUS 154).

Solo presentation (with accompaniment) in a recital-type setting of at least 30 minutes. Music

PRIVATE LESSONS - BRASS

MVB 101 Trumpet Lessons I (1-2 hrs)

Individual Trumpet Lessons, starting at the appropriate level.

MVB 102 Trumpet Lessons II (1-2 hrs)

Prerequisites: MVB 101

Second enrollment of MVB 101.

MVB 103   Trumpet Lessons III (1-2 hrs)

Prerequisites: MVB 102

Third enrollment of MVB 101.

MVB 104   Trumpet Lessons IV (1-2 hrs)

Prerequisites: MVB 103

Fourth enrollment of MVB 101.

MVB 111   French Horn Lessons I (1-2 hrs)

Individual French Horn Lessons, starting at the appropriate level

MVB 112   French Horn Lessons II (1-2 hrs)

Prerequisites: MVB 111

Second enrollment of MVB 111.

MVB 113   French Horn Lessons III (1-2 hrs)

Prerequisites: MVB 112

Third enrollment of MVB 111.

MVB 114   French Horn Lessons IV (1-2 hrs)

Prerequisites: MVB 113

Fourth enrollment of MVB 111.

MVB 121   Trombone Lessons I (1-2 hrs)

Individual Trombone Lessons, starting at the appropriate level.

MVB 122   Trombone Lessons II (1-2 hrs)

Prerequisites: MVB 121

Second enrollment of MVB 121.

MVB 123   Trombone Lessons III (1-2 hrs)

Prerequisites: MVB 122

Third enrollment of MVB 121.

MVB 124   Trombone Lessons IV (1-2 hrs)

Prerequisites: MVB 123

Fourth enrollment of MVB 121.

MVB 131   Euphonium Lessons I (1-2 hrs)

Individual Euphonium Lessons, starting at the appropriate level.

MVB 132   Euphonium Lessons II (1-2 hrs)

Prerequisites: MVB 131

Second enrollment of MVB 131.

MVB 133   Euphonium Lessons III (1-2 hrs)

Prerequisites: MVB 132

Third enrollment of MVB 131.

MVB 134   Euphonium Lessons IV (1-2 hrs)

Prerequisites: MVB 133.

Fourth enrollment of MVB 131.

MVB 141   Tuba Lessons I (1-2 hrs)

Individual Tuba Lessons, starting at the appropriate level.

MVB 142   Tuba Lessons II (1-2 hrs)

Prerequisites: MVB 141

Second enrollment of MVB 141.

MVB 143   Tuba Lessons III (1-2 hrs)

Prerequisites: MVB 142

Third enrollment of MVB 141.

MVB 144   Tuba Lessons IV (1-2 hrs)

Prerequisites: MVB 143

Fourth enrollment of MVB 141.

MUSIC/PRIVATE LESSONS - GUITAR

MVG 101   Guitar-Classical Lessons I (1-2 hrs)

Individual Guitar-Classical Lessons, starting at the appropriate level.

MVG 102   Guitar-Classical Lessons II (1-2 hrs)

Prerequisites: MVG 101

Second enrollment of MVG 101.

MVG 103   Guitar-Classical Lessons III (1-2 hrs)

Prerequisites: MVG 102

Third enrollment of MVG 101.

MVG 104   Guitar-Classical Lessons IV (1-2 hrs)

Prerequisites: MVG 103

Fourth enrollment of MVG 101.

MVG 111   Guitar-Jazz Lessons I (1-2 hrs)

Individual Guitar-Jazz Lessons, starting at the appropriate level.

MVG 112   Guitar-Jazz Lessons II (1-2 hrs)

Prerequisites: MVG 111

Second enrollment of MVG 111.

MVG 113   Guitar-Jazz Lessons III (1-2 hrs)

Prerequisites: MVG 112

Third enrollment of MVG 111

MVG 114   Guitar-Jazz Lessons IV (1-2 hrs)

Prerequisites: MVG 113

Fourth enrollment of MVG 111

MVG 121   Guitar-Bass Lessons I (1-2 hrs)

Individual Guitar-Bass Lessons, starting at the appropriate level.

MVG 122   Guitar-Bass Lessons II (1-2 hrs)

Prerequisites: MVG 121

Second enrollment of MVG 121

MVG 123   Guitar-Bass Lessons III (1-2 hrs)

Prerequisites: MVG 122

Third enrollment of MVG 121

MVG 124   Guitar-Bass Lessons IV (1-2 hrs)

Prerequisites: MVG 123

Fourth enrollment of MVG 121.

MVG 221   Guitar-Bass Lessons V (2-Jan)

Prerequisites: MUS 124

Fifth enrollment of MUS 121.

MUSIC/PRIVATE LESSONS - PERCUSSION

MVP 101   Percussion Lessons I (1-2 hrs)

Individual Percussion Lessons, starting at the appropriate level.

MVP 102   Percussion Lessons II (1-2 hrs)

Prerequisites: MVP 101

Second enrollment of MVP 101.

MVP 103   Percussion Lessons III (1-2 hrs)

Prerequisites: MVP 102

Third enrollment of MVP 101.

MVP 104   Percussion Lessons IV (1-2 hrs)

Prerequisites: MVP 103

Fourth enrollment of MVP 101.

MVP 201   Percussion Lessons V (1-2 hrs)

Prerequisites: MVP 104

Fifth enrollment of MVP 101.

MVP 202   Percussion Lessons VI (1-2 hrs)

Prerequisites: MVP 201

Sixth enrollment of MVP 101.

MVP 203   Percussion Lessons VII (1-2 hrs)

Prerequisites: MVP 202

Seventh enrollment of MVP 101.

MVP 204   Percussion Lessons VIII (1-2 hrs)

Prerequisites: MVP 203

Eighth enrollment of MVP 101

MUSIC/PRIVATE LESSONS - PIANO

MVK 101   Keyboard Lessons I (1-2 hrs)

Individual Keyboard Lessons, starting at the appropriate level.

MVK 102   Keyboard Lessons II (1-2 hrs)

Prerequisites: MVK 101

Second enrollment of MVK 101.

MVK 103   Keyboard Lessons III (1-2 hrs)

Prerequisites: MVK 102

Third enrollment of MVK 101.

MVK 104   Keyboard Lessons IV (1-2 hrs)

Prerequisites: MVK 103

Fourth enrollment of MVK 101.

MVK 111   Organ Lessons I (1-2 hrs)

Individual Organ Lessons, starting at the appropriate level.

MVK 112   Organ Lessons II (1-2 hrs)

Prerequisites: MVK 111

Second enrollment of MVK 111.

MVK 113   Organ Lessons III (1-2 hrs)

Prerequisites: MVK 112

Third enrollment of MVK 111.

MVK 114   Organ Lessons IV (1-2 hrs)

Prerequisites: MVK 113

Fourth enrollment of MVK 111.

MVK 201   Keyboard

Lessons V (1-2 hrs)

Prerequisites: MVK 104

Fifth enrollment of MVK 101.

MVK 202   Keyboard Lessons VI (1-2 hrs)

Prerequisites: MVK 201

Sixth enrollment of MVK 101.

MVK 203   Keyboard Lessons VII (1-2 hrs)

Prerequisites: MVK 202

Seventh enrollment of MVK 101.

MVK 204   Keyboard Lessons VIII (1-2 hrs)

Prerequisites: MVK 203

Eighth enrollment of MVK 101

MUSIC/PRIVATE LESSONS - STRING

MVS 131   Violin Lessons I (1-2 hrs)

Individual Violin Lessons, starting at the appropriate level.

MVS 132   Violin Lessons II (1-2 hrs)

Prerequisites: MVS 131

Second enrollment of MVS 131

MVS 133   Violin Lessons III (1-2 hrs)

Prerequisites: MVS 132

Third enrollment of MVS 131.

MVS 134   Violin Lessons IV (1-2 hrs)

Prerequisites: MVS 133

Fourth enrollment of MVS 131.

MVS 141 Viola Lessons I (1-2 hrs)

Individual Viola Lessons, starting at the appropriate level.

MVS 142 Viola Lessons II (1-2 hrs)

Prerequisites: MVS 141

Second enrollment of MVS 141

MVS 143
Viola Lessons III (1-2 hrs)

Prerequisites: MVS 142

Third enrollment of MVS 141

MVS 144
Viola Lessons IV (1-2 hrs)

Prerequisites: MVS 143

Fourth enrollment of MVS 141

MVS 151
Cello Lessons I (1-2 hrs)

Individual Cello Lessons, starting at the appropriate level.

MVS 152
Cello Lessons II (1-2 hrs)

Prerequisites: MVS 151

Second enrollment of MVS 151

MVS 153
Cello Lessons III (1-2 hrs)

Prerequisites: MVS 152

Third enrollment of MVS 151

MVS 154
Cello Lessons IV (1-2 hrs)

Prerequisites: MVS 153

Fourth Enrollment of MVS 151

MVS 161
Bass Lessons I (1-2 hrs)

Individual Bass Lessons, starting at the appropriate level

MVS 162
Bass Lessons II (1-2 hrs)

Prerequisites: MVS 161

Second enrollment of MVS 161

MVS 163
Bass Lessons III (1-2 hrs)

Prerequisites: MVS 162

Third enrollment of MVS 161.

MVS 164
Bass Lessons IV (1-2 hrs)

Prerequisites: MVS 163

Fourth enrollment of MVS 161.

MVS 231
Violin Lessons V (1-2 credits)

Prerequisites: MVS-134

Fifth enrollment of MVS 131.

MVS 232   Violin Lessons VI (1-2 credits)

Prerequisites: MVS-231

Sixth Enrollment of MVS -131.

MUSIC/PRIVATE LESSONS - VOCAL

MVV 101
Voice Lessons I (1-2 hrs)

Individual Voice Lessons, Starting at the appropriate level.

MVV 102
Voice Lessons II (1-2 hrs)

Prerequisites: MVV 101

Second enrollment of MVV 101.

MVV 103
Voice Lessons III (1-2 hrs)

Prerequisites: MVV 102

Third enrollment of MVV 101.

MVV 104
Voice Lessons IV (1-2 hrs)

Prerequisites: MVV 103

Fourth enrollment of MVV 101.

MVV 201
Voice Lessons V (1-2 hrs)

Prerequisites: MVV 104

Fifth enrollment of MVV 101.

MVV 202
Voice Lessons VI (1-2 hrs)

Prerequisites: MVV 201

Sixth enrollment of MVV 101.

MVV 203
Voice Lessons VII (1-2 hrs)

Prerequisites: MVV 202

Seventh enrollment of MVV 101

MVV 204   Voice Lessons VIII (1-2 hrs)

Prerequisites: MVV 203

Eighth enrollment of MVV 101.

MUSIC/PRIVATE LESSONS - WOODWIND

MVW 101   Flute/Piccolo Lessons I (1-2 hrs)

Individual Flute/Piccolo Lessons, starting at the appropriate level.

MVW 102   Flute/Piccolo Lessons II (1-2 hrs)

Prerequisites: MVW 101

Second enrollment of MVW 101.

MVW 103   Flute/Piccolo Lessons III (1-2 hrs)

Prerequisites: MVW 102

Third enrollment of MVW 101

MVW 104   Flute/Piccolo Lessons IV (1-2 hrs)

Prerequisites: MVW 103

Fourth enrollment of MVW 101.

MVW 111
Oboe Lessons I (1-2 hrs)

Individual Oboe Lessons, starting at the appropriate level.

MVW 112
Oboe Lessons II (1-2 hrs)

Prerequisites: MVW 111

Second enrollment of MVW 111.

MVW 113
Oboe Lessons III (1-2 hrs)

Prerequisites: MVW 112

Third enrollment of MVW 111.

MVW 114
Oboe Lessons IV (1-2 hrs)

Prerequisites: MVW 113

Fourth enrollment of MVW 111.

MVW 121
Clarinet Lessons I (1-2 hrs)

Individual Clarinet Lessons, starting at the appropriate level.

MVW 122
Clarinet Lessons II (1-2 hrs)

Prerequisites: MVW 121

Second enrollment of MVW 121.

MVW 123
Clarinet Lessons III (1-2 hrs)

Prerequisites: MVW 122

Third enrollment of MVW 121

MVW 124   Clarinet Lessons IV (1-2 hrs)

Prerequisites: MVW 123

Fourth enrollment of MVW 121

MVW 131
Bassoon Lessons I (1-2 hrs)

Individual Bassoon Lessons, starting at the appropriate level.

MVW 132   Bassoon Lessons II (1-2 hrs)

Prerequisites: MVW 131

Second enrollment of MBW 131.

MVW 133   Bassoon Lessons III (1-2 hrs)

Prerequisites: MVW 132

Third enrollment of MVW 131

MVW 134   Bassoon Lessons IV (1-2 hrs)

Prerequisites: MVW 133

Fourth enrollment of MVW 131

MVW 141   Saxophone Lessons I (1-2 hrs)

Individual Saxophone Lessons, starting at the appropriate level.

MVW 142   Saxophone Lessons II (1-2 hrs)

Prerequisites: MVW 141

Second enrollment of MVW 141.

MVW 143   Saxophone Lessons III (1-2 hrs)

Prerequisites: MVW 142

Third enrollment of MVW 141.

MVW 144   Saxophone Lessons IV (1-2 hrs)

Prerequisites: MVW 143

Fourth enrollment of MVW 141

NURSING

NUR 100   Exploration of Nursing (1)

Exploration of nursing from a broad view: nursing as a profession; educational requirements; advanced degree opportunities; the variety of roles in nursing practice; factors that promote student and professional success; and observation.

NUR 101   Tools for Success in an ADN Program (1)

Prerequisites: Acceptance into the Nursing Program

Key strategies and skills needed to be successful in an RN nursing program. Included time management, note-taking regarding nursing texts, labs, clinicals, videos, listening, critical thinking, and clinical preparation. Attendance is mandatory for all four days to receive a passing grade.

NUR 102   LPN Bridge to ADN Program (1)

Prerequisites: ENG-102, SOC-101 and one of HIS-101, HIS-102, HIS-115, HIS-270 POL-101 or POL-102, and CHM-101/103 or CHM-106

LPN Bridge to ADN Program will review fundamentals of nursing as they relate to the role transition from licensed professional nurse to registered nurse. Content will be reviewed including nursing process, professional ethics, interdisciplinary relationships, therapeutic communication, nutrition, pharmacology, assessment, medication administration, sterile technique and medication mathematics.

NUR 103   Nursing of Adult and Children I (9)

Prerequisites: ASMNT. NURS.

Corequisites: BIO 240, BIO 243, ENG

101, CHM 101, CHM 103, NUR 113, NUR 123. Effective 2013, any required science course with a "B" or better.

Each human being is presented as a unique individual, constantly responding to internal and external stimuli. The nursing process is emphasized as students apply principles of physical, biological, and social sciences. Basic nutrition and pharmacology are introduced. Nursing history and elements of health and disease are presented. Professional ethics and interpersonal relations are integrated throughout the course. Basic concepts of nursing are introduced and basic nursing skills are taught and practice in the nursing lab. The student will learn health assessment techniques, with an emphasis on therapeutic communication.

NUR 104   Nursing of Adults and Children II (11)

Prerequisites: BIO 240, BIO 243, CHM 101, CHM 103, ENG 101, NUR 103, NUR 113, NUR 123, PSY 101

Corequisites: BIO 241, BIO 244, NUR 114, NUR 124

Human growth and development is emphasized while studying human adaptive and maladaptive responses to disturbances in nutrition and fluid balance. Illnesses that interfere with these processes throughout the life span are presented with focuses on physiological, psychosocial, and spiritual aspects during each stage of development. Adaptive and maladaptive responses to stressors that interfere with psychosocial homeostasis are presented. Current treatment modalities are emphasized with a historical overview of psychiatric therapy.

NUR 107   Pharmacology (3)

Prerequisites: BIO 240, BIO 241.

Elective on-line course that presents concepts of drug actions and how they affect varioU.S. body systems and disease conditions. Provides concentrated, intentional opportunity for students to learn pharmacological principles and how they apply to care for humans.

NUR 113   Introduction to Nursing Laboratory (0)

Corequisites: NUR 103, NUR 123

Students gain comprehensive knowledge and ability to safely and accurately perform nursing skills in a safe learning environment using multimedia, textbooks, self-direction,

demonstrations and lab staff assistance. Included: vital signs, hygiene and medical asepsis, assessment, mobility, medication administration, sterile technique, dressing changes and fundamental medication math.

NUR 114   Nursing of Adults and Children I Laboratory (0)

Prerequisites:
NUR 103, NUR 113, NUR 123.

Corequisites: NUR 104, NUR 124.

Students gain comprehensive knowledge and ability to safely and accurately perform nursing skills in a safe learning environment using multi-media, textbooks, self-direction, demonstrations and lab staff assistance. Included: urinary catheterization, intravenoU.S. fluids administration, nasogastric insertion, enteral feeding, ostomy care, medication administration synthesis and intermediate medication math.

NUR 123   Introduction to Nursing Clinical (0)

Corequisites: NUR 103, NUR 113

Students care for patients in the nursing home and/or hospital/health care center. Ten clinical laboratory hours per week.

NUR 124   Nursing of Adults and Children I Clinical (0)

Prerequisites: NUR 103, NUR 113, NUR 123

Corequisites: NUR 104, NUR 114

Students plan, administer, and evaluate nursing care to patients in pediatric, geriatric, medical and surgical units. Observation of developmental stages is provided in schools, hospitals/health care centers, and nursing homes. Thirteen clinical laboratory hours per week.

NUR 200   Registered First Nurse Assistant (3)

This AORN-approved class follows the core curriculum for the RN First Assistant. Six credit hours are awarded upon completion of the course. Three credits are earned through classroom/ theory presentation and internship. For eligibility requirements and registration packet, call (636) 922-8280.

NUR 220   RNFA Certification Clinical (3)

Prerequisites: NUR 200

Supervised practice by surgeon mentor during actual surgical procedures. Documentation of procedures and activities is required. Must meet minimum clock hours to meet regulating guidelines.

NUR 253   Nursing of Adults and Children III (10)

Prerequisites: BIO 240, BIO 243, CHM 101, CHM 103, ENG 101, NUR 103, NUR 113, NUR 123, BIO 241, BIO 244, NUR 104, NUR 114, NUR 124, PSY 101, BIO 245, BIO 247.

Corequisites: NUR 263, NUR 273, any two of the following: SOC 101, Literature or ENG 102, and U.S. History or Government.

The individual is considered as a part of a social unit, the family. The development of sexual roles is presented and the physical, psychosocial and ethno cultural factors that influence it are considered. Adaptive and maladaptive responses of the mother, the neonate and other family members to pregnancy and the birth process are examined. The human body's responses to interferences with oxygenation of tissue are studied as it relates to respiratory, hematological and cardiac systems. Psychological adaptive and maladaptive responses to change in family dynamics and health conditions are considered.

NUR 254   Nursing of Adults and Children IV (11)

Prerequisites: BIO 240, BIO 243, BIO 241, BIO 244, BIO 245, BIO 247, CHM 101, CHM 103, ENG 101, ENG 102 or any LIT, PSY 101, SOC 101, NUR 103, NUR 113, NUR 123, NUR 104, NUR 114, NUR 124, NUR 253, NUR 263, NUR 273

Corequisites: NUR 264. NUR 274.

The patient with problems related to mobility, perception, metabolism and body defense mechanisms is discussed, with emphasis on nurse and patient functioning on a health illness continuum. Included: assessment and neurological, endocrine, integumentary, musculoskeletal and sensory systems. Professional development is continued, as nursing leadership, ethical aspects of nursing care and the legal-professional role of the nurse are discussed.

NUR 263   Nursing of Adults and Children III Laboratory (0)

Prerequisites: BIO 240, BIO 243, CHM 101, CHM 103, ENG 101, NUR 103, NUR 113, NUR 123, BIO 241, BIO 244, NUR 104, NUR 114, NUR 124, PSY 101, BIO 245, BIO 247

Corequisites: NUR 253, NUR 273.

Students gain comprehensive knowledge and ability to safely and accurately perform nursing skills in a safe learning environment using multi-media, textbooks, self-direction, demonstrations and lab staff assistance. Included: peripheral intravenoU.S. therapy, central venoU.S. catheters, respiratory care, ECG basics, blood product administration and advanced medication mathematics.

NUR 264   Nursing of Adults and Children IV Laboratory (0)

Prerequisites: BIO-240, BIO-243, CHM-101, CHM-103, ENG-101, NUR-103, NUR-113, NUR-123, BIO-241, BIO-244, BIO-245, BIO-247, PSY-101, NUR-104, NUR-114, NUR-124, NUR-253, NUR-263, NUR-273, SOC-101, ENG-102;

Corequisites: NUR 254, NUR 274.

Students gain comprehensive knowledge and ability to safely and accurately perform nursing skills in a safe learning environment using multi-media, textbooks, self-direction, demonstrations and lab staff assistance. Included: communication in the health care setting and prioritizing, delegation and comprehensive medication mathematics.

NUR 273   Nursing of Adults and Children III Clinical (0)

Prerequisites: BIO 240, BIO 243, CHM 101, CHM 103, ENG 101, NUR 103, NUR 113, NUR 123, BIO 241, BIO 244, NUR 104, NUR 114, NUR 124, PSY 101, BIO 245, BIO 247.

Corequisites: NUR 253, NUR 263.

Students plan, administer, and care for patients in labor and delivery, postpartum, and nursery units as well as in medical and surgical units in area hospital/health care facilities. Twelve clinical laboratory hours per week.

NUR 274   Nursing of Adults and Children IV Clinical (0)

Prerequisites: BIO 240, BIO 243, CHM 101, CHM 103, NUR 103, NUR 113, NUR 123, BIO 241, BIO 244, BIO 245, BIO 247, PSY 101, NUR 104, NUR 114, NUR 124, NUR 253, NUR 263, NUR 273, SOC 101, ENG 101, ENG 102 or any LIT

Corequisites: NUR 254, NUR 264.

Gaining independence, students plan, administer, and evaluate total nursing care to patients and begin supervising others giving care. Emphasis is placed upon the nurse and patient functioning in a homeostatic milieu, with consideration of physical, psychosocial,

OCCUPATIONAL THERAPY

OTA 100 Fundamentals of Occupational Therapy Assistant I (4)

Prerequisites:
BIO 270 (taken previously or concurrently) BIO 250A/B(BIO 240/243), ENG 101

Corequisites: BIO 270 (taken previously or concurrently), OTA 103

Acceptance in the OTA Program. Introduction to occupational therapy, including its history, philosophy, and practice base in relation to treatment in psychosocial dysfunction, physical disabilities, and developmental pediatrics. Theories guiding occupational therapy practice, values and ethics of the profession. Exploration of oral and written communication skills. Overview of occupational therapy process and the OTA role in screening, assessment, treatment planning, treatment implementation, and discharge. Examination of role of occupational therapy personnel in variety of treatment settings, including concepts related to client-practitioner interaction and communication and the importance of collaboration with clients, caregivers, and other health care professionals. Level I Fieldwork opportunities to apply basic occupational therapy principles and techniques and observe roles of OTs and other allied health professionals. Four lecture hours and three hours per week. Level I fieldwork beginning week six for six weeks. Fall

OTA 102 Fundamentals of Occupational Therapy Assistant II (3)

Prerequisites: OTA 100

Corequisites: OTA 112, OTA 104/114, OTA 207/217

Introduction of beginning skills in occupational therapy treatment in psychosocial dysfunction. Major theories guiding occupational therapy practice in psychosocial treatment and their application to sensory motor, psychosocial, and cognitive development through the life span. Emphasis on group leadership and facilitation, development of communication and observation skills, and use of self as a therapeutic modality. Examination of issues related to death and dying. Exploration of occupational therapy process of assessment, treatment planning and treatment implementation and discontinuation of intervention in relation to psychosocial practice issues and concerns. Discussion of concepts of psychosocial intervention with other areas of practice. Role of the OTA in prevention, health maintenance, and quality of life of the individual with psychosocial dysfunction. Three lecture hours. Spring

OTA 103 Adaptive Activities I (2)

Prerequisites: BIO 270(taken previously or concurrently) BIO 250 A/B (BIO 240/243), ENG 101.

Corequisites: BIO 270 (taken previously or concurrently), OTA 100.

Acceptance into the OTA program. Use of activities in occupational therapy with primary emphasis on the performance area of play/leisure including, those that address sensory motor, cognitive, and psychosocial performance components. Introduction to common therapeutic media used in OT practice. Introduction to acquisition of basic skills, concepts of activity analysis, instruction of individuals and groups, problem-solving, equipment maintenance, and cost and supply factors. Four lab hours per week. Fall

OTA 104 Adaptive Activities II (1)

Prerequisites: OTA 100

Corequisites: OTA 102/112, OTA 114, OTA 207/217.

Continuation of use of activities in OT with a primary emphasis on the performance area of work/productive activities that address sensory motor, cognitive, and psychosocial performance components. Activities, strategies, and techniques that emphasize the use of purposeful activities and occupation to enhance role function. Introduction to standardized and non-standardized evaluations using activity based format. Development of more advanced skills that focU.S. on grading and adapting purposeful activities and instructing individuals and groups for therapeutic interventions. One lecture hour per week. Spring

OTA 105 Fundamentals of OTA I (12)

Prerequisites: ENG 101, MAT 098

Corequisites: OTA 115, OTA 125

Introduction to occupational therapy, including history, philosophy and foundational skills required for OT practice. Context is offered based on the fundamental skills needed in psychosocial dysfunction, physical and cognitive dysfunction, and pediatrics using the Occupational Therapy Practice Framework. Theories guiding OT practice, values, and ethics of the profession discussed.

OTA 106 Fundamentals of OTA II (12)

Prerequisites: OTA 105, OTA 115, OTA 125

Corequisites: OTA 116, OTA 126 MATH Stats for Allied Health

Build on foundation skills needed for OT practice and focuses on fundamental assessment and intervention skills in occupational therapy in psychosocial, physical, cognitive and pediatric dysfunction. Understanding of the OT process of assessment, treatment planning and implementation, transitions and discontinuation of OT services is addressed using the OTPF as a guide.

OTA 112 Fundamentals of Occupational Therapy Assistant II Lab (1)

Prerequisites: OTA 100

Corequisites: OTA 102, OTA 104/114, OTA 207/217

Lab course complement to OTA 102. Provides hands-on laboratory experience, reinforcing material covered in the lecture component. Two hours per week. Spring

OTA 114 Adaptive Activities II Lab (1)

Prerequisites: OTA 100

Corequisites: OTA 102/112, OTA 104, OTA 207/217

Lab course complement to OTA 104. Provides hands-on laboratory experience, reinforcing material covered in the lecture component. Two hours per week. Spring

OTA 115 Kinesiology/ Functional A & P (0)

Prerequisites: ENG 101, MAT 098

Corequisites: OTA 105, OTA 125

Foundation in the biological, physical, and physiological application in the practice of occupational therapy. Students will demonstrate understanding and knowledge of the structure and function of the human body including the musculoskeletal, nervous, cardiovascular, pulmonary, and endocrine systems. Students will apply knowledge for foundational practice skills such as ROM, assessment of muscle control, transfers, vital signs, body mechanics, client positioning and safe handling techniques.

OTA 116   Applied A & P in Health & Disease (0)

Prerequisites: OTA 105, OTA 115, OTA 125

Corequisites: OTA 106, OTA 126, Math Stats for Allied Health

Continuation of the foundational skills practiced in previoU.S. coursework. Students use of meaningful activities as defined by OTPF focusing on performance areas that specifically address performance skills such as sensory motor, cognitive and psychosocial components. Assessment and intervention strategies and techniques that emphasize the use of purposeful activities and occupation to enhance role function will be the focU.S. of practical application of these skills.

OTA 125   Occupation Based Activities I (0)

Prerequisites: ENG 101, MAT 098

Corequisites: OTA 105, OTA 115

Introduction of occupation-based activities and the essential role occupation plays in the delivery of occupational therapy services. Primary emphasis is on the Occupational Therapy Practice Framework and its application in activity analysis and implementation of services.

OTA 126   Occupation Based Activities II (0)

Prerequisites: OTA 105, OTA 115, OTA 125

Corequisites: OTA 106, OTA 116, Math Stats for Allied Health

Builds on foundational skills and concepts of occupation-based activities and the essential role occupation plays in the delivery of occupational therapy services. The Occupational Therapy Practice Framework and its focU.S. on activity analysis is the basis of practical application for assessment and

intervention in clinical and nonclinical settings.

OTA 203   Fundamentals of Occupational Therapy III (4)

Prerequisites: OTA 102

Corequisites: OTA 213, OTA 204/214, OTA 209, OTA 218

Occupational therapy process related to physical dysfunction evaluation and treatment procedures including self-care, therapeutic exercise, home management, use of adaptive equipment, work and play-leisure skills. Introduction to remediation in movement difficulties and practiced in the laboratory. Administration of standardized and non-standardized tests and evaluations, and need for demonstrating service competency. Activity analysis, documentation, formulation of goals and objectives, collaboration with occupational therapist on treatment implementation, assessment/ reassessment, and termination of treatment. Level I fieldwork introduces application of occupational therapy procedures under close supervision. Three lecture hours. Three hours Level 1 Fieldwork beginning week four for nine weeks or one week of 30 hours. Fall

OTA 204   Fundamentals of Occupational Therapy IV (3)

Prerequisites: OTA-102

Corequisites: OTA 203/213, OTA 214, OTA 209, OTA 218.

Evaluation and treatment of pediatric population appropriate to role of OTA including development and perceptual motor skills, self-care, design and use of adaptive equipment, and play/leisure issues are explored in relation to normal sensory motor, psychosocial, and cognitive development. Interventions using age appropriate activities. Examination of cultural factors on treatment and treatment implementation, including the importance of collaboration and inclusion of family, care givers, and others in the OT process. Laboratory experiences arranged at on-site daycare center for typically developing and special needs children. Field trip to be arranged. Three lecture hours. Fall

OTA 205   Fundamentals of OTA III (13)

Prerequisites: OTA 106, OTA 116, OTA 126

Corequisites: OTA 215, OTA 225

Builds on foundational and fundamental skills needed for entry-level occupational

therapy practice related to psychosocial, physical, cognitive and pediatrics. Understanding of entry-level competency skills and implementation of OT treatment for demonstrating service competency is emphasized.

OTA 206   OTA Capstone (2)

Prerequisites: OTA 205, OTA 215, OTA 225

Corequisites: OTA 226, OTA 227

Final phase of professional development and cullminating experiences for students in the Occupational Therapy Assistant Program. Provides an opportunity for reflection on the integration of academic coursework and fieldwork experiences and prepares the OTA student to enter the professional realm.

OTA 207 Health and Disease (3)

Prerequisites: OTA 100

Corequisites:
OTA 102/112, OTA 104/114, OTA 217

Overview of disease conditions commonly seen for treatment by occupational therapy practitioners. Etiology, symptoms and physical and psychological reactions to these conditions. Basic influences contributing to healthy living. Includes medical terminology and procedures commonly used in occupational therapy. Spring

OTA 209   Health Occupations Seminar (2)

Prerequisites: OTA 102

Corequisites: OTA 203/213, OTA 204/214, OTA 218.

Current trends and issues in the health care system, including legal and ethical components of practice, cultural diversity; OTR-OTA role delineation; supervision; documentation to ensure accountability and reimbursement requirements; community resources; multi-disciplinary approach to treatment; and employability skills. Examination of OTA as director of activity program in relation to assessment, treatment planning, and treatment implementation needs. Issues of continuing professional competency, research and program development, involvement in professional organizations and political advocacy. Exploration of quality assurance and measurement of treatment outcomes as well as credential requirements, compliance with regulations, and the use of non-professional personnel. Two lecture/seminar hours per week. Fall

OTA 210 Occupational Therapy Assistant Practicum I (4)

Prerequisites: OTA 203

Corequisites: OTA 298

Prerequisites: Satisfactory completion of all courses and Level I fieldwork through the fifth semester and GPA of 2.5; free of infectioU.S. diseases; current certification in CPR and First Aid; proof of personal accident insurance.

Development of professional skills through supervised application of treatment principles. Fieldwork experience in the treatment of geriatric clients, physically disabled children or adults, or clients with psychosocial dysfunction. Student under direct supervision from an occupational therapy practitioner in all aspects of occupational therapy practice. Requires completion of full time caseload as defined by accreditation standards and the assigned facility. Specific objectives developed by the fieldwork site educator in collaboration with OTA academic fieldwork coordinator. Students are required to complete two full time practicums usually of eight weeks duration. Spring

OTA 211 Occupational Therapy Assistant Practicum II (4)

Prerequisites: OTA 203

Corequisites: OTA 298

Prerequisites: Satisfactory completion of all courses and Level I Fieldwork through the fifth semester and GPA of 2.5; free of infectioU.S. diseases; current certification in CPR and First Aid; proof of personal accident insurance.

Development of professional skills through supervised application of treatment principles. Fieldwork experience in the treatment of geriatric clients, physically disabled children or adults, or clients with psychosocial dysfunction. Student under direct supervision from an occupational therapy practitioner in all aspects of occupational therapy practice. Requires completion of full time caseload as defined by accreditation standards and the assigned facility. Specific objectives developed by the fieldwork site educator in collaboration with OTA academic fieldwork coordinator. Students are required to complete two full time practicums usually of eight weeks duration. Spring

OTA 213 Fundamentals of Occupational Therapy III Lab (1)

Prerequisites: OTA 102

Corequisites: OTA 203, OTA 204/214, OTA 209, OTA 218

Lab course complement OTA 203. Provides hands-on laboratory experience, reinforcing material covered in the lecture component. Two hours per week. Fall

OTA 214 Fundamentals of Occupational Therapy IV Lab (1)

Prerequisites: OTA 102

Corequisites: OTA 203/213, OTA 204, OTA 209, OTA 218

Lab course complement to OTA 204. Provides hands-on laboratory experience, reinforcing material covered in the lecture component. Two hours per week. Fall

OTA 215 Professional Development/Clinical Competency (0)

Prerequisites: OTA 106, OTA 116, OTA 126, Stats for Allied Health

Corequisites: OTA 205, OTA 225

Builds on foundational and fundamentals skills needed for entry-level competency. Provides specific hands-on laboratory experience focused on demonstrating entry-level competency through student presentations, lab practical examinations and collaborative activities which reinforce foundational and fundamental skills previously practiced.

OTA 217 Health & Disease Lab (1)

Prerequisites: OTA 100

Corequisites: OTA 102/112, OTA 104/114, OTA 207

Lab course complement to OTA 207. Provides hands-on laboratory experience, reinforcing material covered in the lecture component. Spring

OTA 218 Adaptive Living Skills (4)

Prerequisites: OTA 102

Corequisites: OTA 203/213, OTA 204/214, OTA 209.

Skills required for designing and fabricating adaptive equipment. Adaptive activities with a primary emphasis on performance area of activities of daily living as applied to seating, positioning, splinting, functional tasks, functional mobility, and environmental barriers. Communication with clients, families, care givers, and other health-care professionals in relation to benefits and use of adaptive equipment, its function, care, and precautions. Four hours per week. Fall

OTA 225 Occupation Based Activities III (0)

Prerequisites: OTA 106, OTA 116, OTA 126, Stats for Allied Health

Corequisites: OTA 205, OTA 215

Builds on fundamental competency skills and concepts of entry-level practice using occupation-based activities and the essential role occupation plays in the delivery of occupational therapy services. The Occupational Therapy Practice Framework and the AOTA Fieldwork Performance Evaluation will be the basis of practical application for understanding entry-level competency in varioU.S. clinical and non-clinical settings.

OTA 226 OTA Practicum I (4)

Prerequisites: OTA 205, OTA 215, OTA 225

Corequisites: OTA 206

Level II Fieldwork is the opportunity to practice in the field under direct supervision of a clinical fieldwork educator. Practice emphasis uses the Occupational Therapy Practice Framework as it relates to documentation, facilitation of activities of daily living performance, ROM/MMT, positioning, splinting, functional activities, functional mobility/transfers, treatment planning and addressing environmental barriers.

OTA 227 OTA Practicum II (4)

Prerequisites: OTA 205, OTA 215, OTA 225

Corequisites: OTA 206

Level II Fieldwork is the opportunity to practice in the field under direct supervision of a clinical fieldwork educator. Practice emphasis uses the Occupational Therapy Practice Framework as it relates to documentation, facilitation of activities of daily living performance, ROM/MMT, positioning, splinting, functional activities, functional mobility/transfers, treatment planning and addressing environmental barriers.

OTA 298   Occupational Therapy Capstone (1)

Prerequisites: OTA 203

Corequisites: OTA 210, OTA 211

Completion of program-culminating experiences for the Occupational Therapy Assistant Associate's degree. Provides an opportunity for application and integration of academic course work into fieldwork experiences. Requires reflection of how the role of occupational therapy and the occupational therapy assistant are demonstrated and delineated in each fieldwork facility. Allows for problem solving approach for adjusting to varioU.S. work sites and handling feedback from supervisors. Requirements for college standardized testing, state licensure and national certification examination are reviewed. Completes development of professional resume and cover letter for employment. Spring

PHILOSOPHY

PHL 101   Introduction to Philosophy (3)

Introduction to philosophical inquiry and historically important philosophical ideas discussed by classical and/or modern philosophers. Topics may include the nature of love, the foundation of ethical action, the nature and limits of knowledge, the essence of truth, and the meaning of technology in contemporary culture.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PHIL 100 – Introduction to Philosophy

PHL 102   Introduction to Logic (3)

Study of techniques and methods for identifying, classifying, clarifying, and evaluating varioU.S. kinds of reasoning and related uses of language.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PHIL 101 – Introduction to Logic

PHL 160   Ethics (3)

Introductory survey of classical and contemporary theories in field of ethics. Questions considered regarding ideal moral life, nature of good and evil, principles for distinguishing right from wrong, and ethical relativism versU.S. objectivism. Discusses selected moral dilemmas of modern living.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PHIL 102 – Introduction to Ethics

PHL 201   World Religion (3)

Introduction to basic doctrines and stories of seven major religions of the world: Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR RELG 100 – World Religion

PHL 260 Reason and Religion (3)

Prerequisites: ENG 101

Introduction to Western philosophy of religion. Topics include the character and reliability of religioU.S. experience, arguments for and against God?s existence, the meaningfulness of religioU.S. language, the problem of evil, and life after death.

PHL 290 Topics in Philosophy (3)

Seminar style course reflecting specializations in fields of philosophy. Titles may include: The Modern and the Postmodern, Democracy and Philosophy, Phenomenology and Existentialism, and and Aesthetics.

PHYSICAL EDUCATION

PHE 102   Concepts: Drugs (2)

Organized to provide a measure of sequential development and interrelatedness of subjects pertaining to psychoactive drugs and drug-taking behaviors. Sections include overview of drug problems in America, examination of effects of varioU.S. drugs such as alcohol, cocaine, hallucinogens, prescription drugs, and others on the human body, and insight into drug abuse prevention efforts employed in variety of settings.

PHE 103   Concepts: Health (3)

Study of vital health principles and problems. Personal and community health issues discussed. Overall objective to favorably influence habits, attitudes, and knowledge related to individual and community health. Offered on campU.S. and Web.

PHE 105   First Aid/Safety (2)

First aid practices to give appreciation of good safety habits. Practical application of basic first aid methods. CPR certification included.

PHE 106   Personal Wellness (2)

Focuses on development of positive lifestyle by using combination of classroom/activity. Experiences include concepts of fitness, lifetime sports, stress management techniques, leisure well being, contemporary threats, and nutrition. Completion allows current SCC students to continue use of the SCC Fitness Center.

PHE 107   Selected Health Topics (0.5)

Variable content designed to develop positive health practices for a lifetime of wellness. Topics vary with interest and need. Limit of 2 credit hours (four topics) may be used toward graduation credit.

PHE 108 Stress Management (3)

Explores the nature of stress and the physiological and psychological effects upon the body due to prolonged stress responses. Short and long term somatic and behavioral techniques for applied stress control (i.e. exercise, nutrition, relaxation, visualization, meditation, goal setting, and time management) will be examined.

PHE 109   Nutrition for Weight Management (3)

Understanding the role of nutritional quality and quantity of food intake, exercise and fitness levels and how they relate to body image, eating disorders, and obesity.

PHE 113   Volleyball (1)

Basic rules, techniques, and safety. Activity class with emphasis on skill building through participation. Appropriate for beginners and experienced players.

PHE 114   Dance Aerobics I (1)

Development of fitness and aerobic capacity by performing simple dance steps and other moves to music. Choreographed exercise. A written component will be included.

PHE 118   Fitness Center I (1)

Orientation to selectorized weight equipment and cardiovascular equipment to utilize all major muscle groups. Based upon fitness assessment, students are taught how to monitor personal progress under instructor supervision. Completion of the course allows student to use the Fitness Center during open hours without instructor supervision.

PHE 121   Step and Muscle Conditioning (1)

Combines step aerobics and free weights. A written component may be required.

PHE 122   Yoga (1)

Based on the principles of Hatha Yoga movements, students will increase in physical fitness, strength, flexibility, and balance. Breathing and meditation techniques will be used to assist the student in making the mind/body/spirit connection so yoga can be incorporated into daily life.

PHE 124   Pilates (1)

Emphasis on exercises for the core muscles of the body by using balls, weighted bars, body weight postural cues, and breathing techniques to challenge muscles. Follows the Stotts method.

PHE 125   Walking Fitness (1)

Principles of fitness development are developed using the activity of walking. Strength and endurance are targeted and an understanding of walking activity to weight management is emphasized.

PHE 126   Boot Camp (1)

The total body is targeted by toning and strengthening the major muscles of the upper and lower body while challenging the cardiovascular system through fast-paced cardiovascular exercises.

PHE 127 Cardio Core Strength (1)

A combination of Yoga, Pilates, and weighted fitness activities on the stability ball to challenge and develop cardio and muscle strength.

PHE 128   Disc Golf (1)

Disc Golf is a lifetime recreational game suitable for youth to senior citizens. It is played on disc golf courses using elevated baskets as holes, tee areas and varioU.S. weight flying discs as drivers and putters. The structure of the game is the same as golf. The objective is to throw at each hole using the fewest attempts and is completed when the putt lands in the basket. The score is recorded and players move to the next tee to attempt the next hole. The player with the lowest score at the end of the course, wins the game.

PHE 129   Pickleball (1)

Pickleball is a lifetime recreational court game suitable for youth to senior citizens. It is played inside or out on a court using paddles, balls and a low net. The structure of the game court is the same size as a doubles badminton court.

PHE 130   Beginning Rock Climbing (1)

Safety and rock climbing techniques using indoor artificial cliff. All climbing done while wearing safety harness.

PHE 133   Beginning Cardio Kickboxing (1)

Muscle conditioning and cardiovascular endurance gained through martial arts and boxing moves. Choreographed to music. Written component may be required.

PHE 135 Ballet Conditioning (1)

Principles of fitness are developed using varioU.S. ballet conditioning exercises. Strength and endurance are targeted as well as an understanding of body alignment and muscle balance are emphasized.

PHE 137   Scuba (1)

Safety and scuba diving techniques both in classroom and indoor pool. Course does not earn certification, but students can earn certification immediately afterward by paying for and passing open-water check-out dive. Students should know they might be asked to get further approval from a physician before being allowed to participate.

PHE 140   Introduction to Dance (3)

Historical overview of dance as social and artistic form of expression with emphasis on understanding contemporary dance. Covers importance of dance in American society. No dance training required. Lecture and activity components.

PHE 141   Stretch and Strengthen (1)

Stretching and strengthening exercises from dance world appropriate for dancers and sports enthusiasts. A written component may be required.

PHE 143   Tap Dance I (1)

Basic steps of tap technique. Tap combinations will develop an understanding of coordination, rhythmic variations, and performance skills. Tap shoes are required.

PHE 144   Modern Dance I (1)

Basic movement course emphasizing beginning and essential elements of dance. Explores technique and terminology. Excellent course for beginning dancers, theatre students, and those who wish to teach creative movement or dance.

PHE 145   Jazz Dance I (1)

Jazz techniques designed to give a firm grasp of basic movement, musicality, and strength.

PHE 146   Modern Dance II (1)

Prerequisites: PHE 144

Applies principles of dance techniques to performance movement and varioU.S. modern dance techniques. Also good for experienced dancers trying modern dance.

PHE 147   Jazz Dance II (1)

Prerequisites:
PHE 145 or permission from instructor.

Techniques and movements developed further to facilitate performance ability or just for fun.

PHE 160   Golf (1)

Safety, rules, course etiquette, grip, stance, and swing. Time spent on practice putting green, driving range, and in actual play.

PHE 165   Current Topics: Selected Activities (1)

Variable content to develop lifetime skills in sports, fitness, and/or leisure activities. Activities vary every eight weeks, reflecting newest trends. Same activity may be taken no more than twice for graduation credit.

PHE-PHE

PHE 204 Introduction to Recreation and Leisure (3)

Introductory exploration of the recreation and leisure industry, including its history and philosophy. Students will explore the scope, values, professional responsibilities and career opportunities of the field.

PHE 205 Foundations of Physical Education, Health and Sport (3)

Introductory professional course for those exploring the fields of physical education, health and sport. Designed to provide opportunities to explore history, scope, values, professional responsibilities, and career opportunities.

PHE 206 Foundations of Sport Management (3)

The course is designed to introduce students to the field of sport management. Students will be exposed to areas of within the sport management profession which include human resources management, ethics, law, facility management, marketing, economics, and finance and event management. Students will also be introduced to academic and career opportunity in the sport management profession.

PHE 208 Outdoor Recreation and Leadership (3)

An introduction to outdoor recreation. Identifies and demonstrate an understanding of the value, meaning and benefits of outdoor recreation experience. Includes outdoor adventure leadership experiences. Natural resources, state and federal agencies, governmental and private-sector impacts will be explored as well as outdoor activity and safety skills attained.

PHE 211 Tennis (1)

PHE 213 Circuit Training (1)
Prerequisites: PHE 118
Muscle strengthening using series of exercise machines.

PHE 214 Racquetball (1)

Game played on indoor court using racquet and hard rubber ball. Eye protection recommended.

PHE 215 Step Aerobics (1)
Prerequisites: PHE 118

Develops fitness and aerobic capacity by stepping on and off small raised platform repeatedly. Written component may be required.

PHE 216 Muscle Conditioning (1)

Muscle strengthening using available techniques and materials. Written component may be required.

PHE 218 Fitness Center II (1)
Prerequisites: PHE 118

Continued use of selectorized weight equipment and cardiovascular equipment upon review of individual progress in Fitness Center I. Exploration of varioU.S. fitness variables such as Body Mass Index, body fat analysis, strength levels, and flexibility range will help each to understand fitness level and develop personal program. These activities fulfill the written component.

PHE 220 Dance Aerobics II (1)
Prerequisites: PHE 114

Continuation of PHE 114. Challenge will include more complicated patterns and higher intensity work level. Written component may be required.

PHE 221 Self-Defense I (1)

Unarmed response to dangeroU.S. situations using basic fundamentals of defense. Equal time given to mental preparedness and emotional coping with acts of violence. Flexibility and physical conditioning as it applies to self defense. May require written component.

PHE 222 Beginning Tae Kwon Do (1)

Basic instruction in group setting by master of this ancient form of discipline and self-defense. Written component may be required.

PHE 230 Intermediate Rock Climbing (1)
Prerequisites: PHE 130
Continuation of PHE 130.

PHE 231 Self-Defense II (1)
Prerequisites: PHE 221

Follow-up class to Self Defense I. More advanced situational responses utilizing fundamental skills learned in PHE 221. May require written component.

PHE 232 Intermediate Tae Kwon Do (1)
Prerequisites: PHE 222

Continuation of PHE 222. Written component may be required.

PHE 250 History and Philosophy of Physical Education and Sport (3)

History and philosophy of physical education and sport from ancient civilization to the 21st century. Explores changing thought regarding the physical body and the development of physical education.

PHE 252 Nutrition for Sports Performance (3)

Concept and components of nutrition as it relates to physical activity, exercise, and the athlete. A personalized sports specific nutrition action plan will be developed.

PHE 270 Sociological Aspects of Physical Education and Sport (3)

Introduction to diverse aspects of sports and sports studies. Study of how culture, values, society, and physical education/sport influence one another. Applied issues include legal, political, economic, cultural, and educational aspects of physical education and sport programs in schools and society.

PHE 275 Psychological Aspects of Physical Education and Sport (3)

Introduction to applied sport psychology, mental aspects of sports, and contemporary performance enhancement techniques. Includes theory and practice of sport psychology with mental aspects of training and competition, mental training techniques for psychomotor performance, and basic issues of performance psychology. Study of the following aspects of psychology as they influence performance: learning, practice, motivation, anxiety, perception, motor control, social facilitation, cohesion, retention, transfer, reinforcement, and leadership

PHE 280 Women's Fast-Pitch Varsity Softball (1)
Prerequisites: Permission of instructor.

Enrollment limited to members of varsity team.

PHE 282   Women's Fast Pitch Varsity Softball II (1)

Prerequisites:

Permission of instructor, PHE 280

Women's Fast-Pitch Varsity Softball II is limited to second year members of the varsity team. Credit awarded for varsity athletes during required practices/game season.

PHE 283   Women's Varsity Soccer (1)

Prerequisites: Permission of instructor

Limited to members of the women's varsity soccer team. Awards credit for varsity athletes during the required practices/game season.

PHE 284   Women's Varsity Soccer II (1)

Prerequisites:

Permission of instructor, PHE 283

Continuation of PHE 283. Women's Varsity Soccer II is limited to second year members of the varsity team. Credit awarded for varsity athletes during the required practices/game season.

PHE 290   Men's Varsity Baseball (1)

Prerequisites: Permission of instructor.

Enrollment limited to members of varsity team.

PHE 292   Men's Varsity Baseball II (1)

Prerequisites:

Permission of instructor, PHE 290

Continuation of PHE 290. Men's Varsity Baseball II is limited to second year members of the varsity team. Credit awarded for varsity athletes during required practices/game season.

PHE 293   Men's Varsity Soccer (1)

Prerequisites: Permission of instructor.

Limited to members of the men's varsity soccer team. Awards credit for varsity athletes during required practices/game season.

PHE 294   Men's Varsity Soccer II (1)

Prerequisites:

Permission of instructor, PHE 293

Continuation of PHE 293. Men's Varsity Soccer II is limited to second year members of the varsity team. Credit awarded for varsity athletes during required practices/game season.Continuation of PHE 222. Written component may be required.

PHYSICAL SCIENCE

PHY 105   Environmental Geology (3)

Examination of geologic processes and hazards that influence human activities and the geologic aspects of pollution and waste-disposal.

 Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR GEOL 100 - Geology (Lecture Only)

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR GEOL 100L – Geology with Lab (Lecture and Lab)

PHY 107   Environmental Geology Laboratory (1)

Corequisites:

PHY 105-Environmental Geology.

Exercises focU.S. on environmental and social issues relevant to environmental problems and the effects of human interaction in geologic processes.

 Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR GEOL 100 - Geology (Lecture Only)

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR GEOL 100L – Geology with Lab (Lecture and Lab)

PHY 111   Introduction to Physical Science (3)

Introduces the basics in a variety of scientific disciplines including classical (Newtonian) physics, energy, matter and heat, wave behavior, electricity and magnetism, modern physics (the atom and nucleus), geology, and astronomy. Basic high school math/algebra is utilized in portions of this course.

 Missouri Higher Education Core Curriculum Transfer(CORE 42) Course Number: MOTR PHYS 110 – Essentials in Physical Sciences (Lecture Only)

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PHYS 110L – Essentials in Physical Sciences with Lab (Lecture and Lab)

PHY 113   Introduction to Physical Science Laboratory (1)

Corequisites: Preceded or accompanied by PHY 111.

Laboratory reinforces topics discussed in Physical Science lecture (PHY 111) by utilizing hands-on experimentation.

 Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PHYS 110 – Essentials in Physical Sciences (Lecture Only)

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PHYS 110L – Essentials in Physical Sciences with Lab (Lecture and Lab)

PHY 125   Introduction to Physical Geology (3)

Introduces a basic understanding of topics in physical geology including the unifying theory of plate tectonics, discussions of Earth materials (rocks and minerals), internal processes (volcanism, earthquakes), surface processes (surface and ground water, weathering, erosion), and geologic time. CampU.S. outings will be incorporated to emphasize Missouri geology.

 Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR GEOL 100 - Geology (Lecture Only)

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR GEOL 100L – Geology with Lab (Lecture and Lab)

PHY 127   Introduction to Physical Geology Laboratory (1)

Corequisites: Preceded or accompanied by PHY 125.

Laboratory reinforces topics discussed in Physical Geology lecture (PHY 125) by utilizing practical experimentation and observations.

 Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR GEOL 100 - Geology (Lecture Only)

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR GEOL 100L – Geology with Lab (Lecture and Lab)

PHY 130 Astronomy (3)

Nonmathematical introduction to astronomy designed primarily for non-science majors. Topics include the history and cultural impact of astronomy, properties of solar system, and stellar structures. Supplemented by occasional hours of evening observation.

 Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR ASTR 100 – Astronomy (Lecture Only)

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR ASTR 100L – Astronomy with Lab (Lecture and Lab)

PHY 131 Astronomy Laboratory (1)

Corequisites: Preceded or accompanied by PHY 130 - Astronomy.

Analysis and interpretation of astronomical data and observations with telescopes. No prior knowledge of astronomy assumed.

 Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR ASTR 100 – Astronomy (Lecture Only)

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR ASTR 100L – Astronomy with Lab (Lecture and Lab).

PHY 145 Historical Geology (3)

Corequisites: PHY 147

Introduces an understanding of the history of Earth"s development including identification and interpretation of sediments, sedimentary rocks and rock structures, environments of deposition, major tectonic and depositional events of North America, and the evolution of life. CampU.S. outings will be incorporated to emphasize Missouri geology.

PHY 147 Historical Geology Laboratory (1)

Corequisites: PHY 145

Exercises in interpreting Earth's history by examination of sediments, sedimentary rocks, geologic time, and identification and taxonomic classification of fossils.

PHY 150 General Physics I (3)

Prerequisites: MAT 150 or MAT 158 or MAT 162

Corequisites: PHY 153

Survey of kinematics, dynamics, energy, momentum, rotational motion, fluids, and thermodynamics. Non-Calculus in approach. Three hours of lecture-recitation and two hours of laboratory per week.

 Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PHYS 200L – Advanced Physics I with Lab (Lecture & Lab)

PHY 151 General Physics II (3)

Prerequisites: PHY 150, PHY 153

Corequisites: PHY 154

Begins with wave motion, but emphasis on electricity and magnetism. Treats geometric and wave optics. Non-Calculus in approach. Three hours of lecture-recitation and two hours of laboratory per week.

PHY 153 General Physics I Laboratory (1)

Corequisites: PHY 150

Experimental component of PHY 150.

 Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PHYS 200L – Advanced Physics I with Lab (Lecture and Lab)

PHY 154 General Physics II Laboratory (1)

Prerequisites: PHY 150, PHY 153

Corequisites: PHY 151

Experimental component for PHY 151.

PHY 250 Engineering Physics I (5)

Prerequisites: MAT 180

Calculus-based course that teaches fundamentals of mechanics, heat and sound. First of a two-semester sequence required for physical sciences and engineering degrees.

 Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PHYS 200L – Advanced Physics I with Lab (Lecture and Lab)

PHY 251 Engineering Physics II (5)

Prerequisites: MAT-230 and PHY-250

A calculus-based course that teaches that fundamentals of electricity, magnetism and optics. Second in a two-semester sequence required for physical sciences and engineering degrees.

PHY 290 Undergraduate Research (1-3 hrs)

Prerequisites: Consent of Instructor.

Introduction to research techniques and methods used in scientific experimentation. Summer

POLITICAL SCIENCE

POL 101 American Government (3)

Basic concepts of political science with major emphasis on origin, principles, organization, and nature of American federal system and its politics. POL 101 complies with provisions of Section 170.011 RsMo.

 Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR POSC 101 – American Government

POL 102 State and Local Government (3)

Examines structure, functions, and operation of American state and local government within context of federalism. POL 102 complies with provisions of Section 170.011 RsMo.

POL 201
International Relations (3)
Prerequisites: Any POL, HIS, or GEO.

Study of factors shaping relationships among nations with emphasis upon developing nations and economic, political and environmental issues.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR POSC 201 – International Relations

POL 210
Comparative Politics (3)
Prerequisites: Any POL, HIS, or GEO.

Analysis of ideologies, political cultures, and governmental structures of several different countries. Political systems of variety of nations chosen for study.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR POSC 202 – Introduction to Comparative Politics

POL 220
Middle Eastern Politics (3)

Survey of Middle Eastern countries as well as regional issues and conflicts. Explores political development of the region, including discussions of Islam, nationalism, and international intervention.

POL 255   European Politics and Cultures (3)

Field course about European politics, history, and cultures in the context of a study tour. Explores the history of Europe and future of the European and future of the European Union through readings, films, writing assignments, and other activities. Among cultural issues, deals with the questions of what is Europe? Specific course objectives outlined in learning agreement with the instructor.

POL 280   Modern Britain (3)

An introduction to the major aspects of political/social life in modern Britain: social stratification, the British political infrastructure, and dealing with published materials on British socio-political issues.

POL 296

Political Science Internship (3)
Prerequisites: POL 101 or POL 102, and instructor's permission.

Corequisites: 2.5 GPA and sophomore standing.

Students placed in participatory position in government office or community organization. Requires research paper relating to some aspect of internship.

POL 299   Topics in Political Science (3)
Prerequisites: Instructor's permission.

Exploration of one topic selected by department. Introduction to research techniques and seminar approved as integral part of scholarship.

PRACTICAL NURSING

NPN 100   Personal and Vocational Concepts (1)
Prerequisites: Acceptance into practical nursing program.

Corequisites: NPN 101, NPN 111, NPN 121

Role of LPN in relationship to other members of health care team is presented. Includes nursing history, professional ethics, and interpersonal relations in today's health care setting.

NPN 101
Fundamentals of Nursing (7)
Prerequisites: Acceptance into practical nursing program.

Corequisites: NPN 100, NPN 111, NPN 121, BIO 250A(240), BIO 250B(243), and ENG 096 or ENG 101.

Emphasis is on the nursing process as students apply principles of physical, biological, and social sciences. Introduction of basic nutrition and pharmacology is included. Elements of health and disease and basic concepts of nursing are presented.

NPN 102
Maternal-Child Nursing (6)
Prerequisites: BIO 250A(240), BIO 250B(243), ENG 096 or ENG 101, NPN 100, NPN 101, NPN 111, NPN 121.

Corequisites: NPN 112

Family centered approach to pregnancy,

birth, and adaptation to extrauterine life is presented. Stressors involved in labor and delivery, human sexuality and its role in growth and development, diseases common to the pediatric client are explored. The impact of psychosocial, physical, and spiritual stressors, as well as common issues and problems encountered in individual, family, and community living are presented. Environmental and social health factors as related to appropriate developmental stages are discussed.

NPN 111   Fundamentals of Nursing Laboratory (0)
Corequisites: NPN 100, NPN 101, NPN 121.

Students gain comprehensive knowledge and ability to safely and accurately perform nursing skills in a safe learning environment using multi-media, textbooks, self-direction, demonstrations and faculty assistance. Skills included are: vital signs, hygiene and medical and surgical asepsis, partial ongoing assessment (shift assessment), mobility and medication administration.

NPN 112   Maternal-Child Nursing Laboratory (0)
Corequisites: NPN 102

Students gain comprehensive knowledge and ability to safely and accurately perform nursing skills in a safe learning environment using multi-media, textbooks, self-direction, demonstrations and faculty assistance. Skills included are: sterile technique, dressing changes, urinary elimination, pediatric care and obstetrical care.

NPN 121   Fundamentals of Nursing Clinical (0)
Corequisites: NPN 101, NPN 111.

Students care for patients in nursing home, health care center, or hospital for a total of 80 clinical hours. Administration of medications is a part of clinical experience. Included in clinical hours is one hour for post conference for each day of clinical experience.

NPN 151   Medical Surgical Nursing I (11)
Prerequisites: BIO 250A(240), BIO 250B(243), ENG 096 or ENG 101, NPN 100, NPN 101, NPN 102, NPN 111, NPN 112, NPN 121.

Corequisites: NPN 161, NPN 171,

BIO 251A(241), BIO 251B(244), PSY 101.

Emphasis on human growth and development while studying human adaptive and maladaptive responses to disturbances in nutrition and fluid balance, gastrointestinal, and other body systems. Presents illnesses that interfere with these processes throughout life span with focuses on physiological, psychological, psychosocial, and spiritual aspects during each stage of development.

NPN 152
Medical Surgical Nursing II (8)

Prerequisites: BIO 251A(241), BIO 251 B (244), PSY 101, NPN 151, NPN 161, NPN 171.

Corequisites: NPN 162, NPN 172.

Continuation of study of adaptive and maladaptive responses to internal and external stressors that interfere with wellness and require nursing care. Includes beginning management as well as disturbances in endocrine, reproductive, and other body systems. Presents illnesses that interface with these processes throughout the life span with focuS. on physiological, psychological, psychosocial, and spiritual aspects during each stage of development.

NPN 161   Medical Surgical Nursing I Laboratory (0)
Corequisites: NPN 151, NPN 171

Students gain comprehensive knowledge and ability to safely and accurately perform nursing skills in a safe learning environment using multi-media, textbooks, self-direction, demonstrations and faculty assistance. Skills included are: peripheral intravenoU.S. therapy, nasogastric insertion, central venoU.S. catheters, enteral feedings and ostomy care.

NPN 162   Medical Surgical Nursing II Laboratory (0)
Corequisites: NPN 152, NPN 172

Students gain comprehensive knowledge and ability to safely and accurately perform nursing skills in a safe learning environment using multi-media, textbooks, self-direction, demonstrations and faculty assistance. Included: tracheostomy care and respiratory suctioning.

NPN 171   Medical Surgical Nursing I Clinical (0)
Corequisites: NPN 151, NPN 161

Students plan, administer, and evaluate nursing care to patients in both acute and extended care facilities. Observation experiences provided in operating room, recovery room, emergency room, and other hospital settings. Included in clinical hours is one post conference hour, for each day of clinical experience. A total of 182 clinical hours.

NPN 172   Medical Surgical Nursing II Clinical (0)
Corequisites: NPN 152, NPN 162

Students learn beginning management skills to plan, administer, and evaluate nursing care to patients. Precepted hours in a health care facility are included. Clinical hours total are 112.

PSYCHOLOGY

PSY 101   Introduction to Psychology (3)

Examination of behavioral, cognitive, psychoanalytic, humanistic, and biological viewpoints in psychology. Includes learning principles and applications, perception, motivation, emotions, stress, psychobiology, personality, abnormal behavior, and approaches to therapy.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PSYC 100 – General Psychology

PSY 201   Child Psychology (3)
Prerequisites: PSY 101

Study of human development from conception to adolescence, emphasizing both current and historical approaches to research and theory, genetic and environmental influences on development, and sequence and timing of physical, mental, and personality development throughout years of childhood.

PSY 210   Human Growth and Development (3)

Prerequisites: PSY 101

Survey of basis of human growth and development. Review of emotional, mental, physical, and social needs of children, adolescents, and adults. Analysis of multiple factors that influence and shape behavior and personality.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PSYC 200 – Life Span Human Development

PSY 215   Adolescent Psychology (3)
Prerequisites: PSY 101

Introduction to physical, mental, personality, and social developments unique to adolescence. FocU.S. mainly on factors influencing normal development, but some abnormal behaviors discussed. Biological, psychological, cultural, and historical perspectives considered.

PSY 216
Abnormal Psychology (3)
Prerequisites: PSY 101

Survey of abnormal/deviant behavior, including causes and theories of anxiety disorders, psychoses, mental retardation, drug abuse, sexual disorders, criminal behavior, and other selected topics. Includes discussion of diagnosis, prevention, and treatment of these disorders.

PSY 220   Personality Theories (3)
Prerequisites: PSY 101

Study of major theories of personality with emphasis on developmental influence and integration of behavior. Theories surveyed represent dynamic, humanistic, cognitive, and behavioral perspectives. Issues such as self-concept, structure of personality, social adjustment, self-management, and maladjustment and therapy are considered within context of each theoretical system.

PSY 225
Psychology of Aging (3)
Prerequisites: PSY 101

Examination of psychological processes of aging involving sensory, sexual, intellectual, and personality changes in later life with some attention to common mental disorders in the aged.

PSY 230   Social Psychology (3)
Prerequisites: PSY 101

Study of social interaction of individuals and psychological principles and concepts involved in these relationships. Discussion of social perceptions, values, attitudes, prejudice, social influence, group dynamics, leadership, and other group processes.

PSY 240   Introduction to Applied Behavior Analysis (3)
Prerequisites: PSY 101

This course is an introduction to applied behavior analysis and the application of behavioral principles and procedures to social challenges. The students will learn about the causes of behavior, basic principles and procedures, and then apply this information to specific content areas or populations.

PSY 250   Drugs and Behavior (3)
Prerequisites: PSY 101

This course will address the many issues related to the use of psychoactive drugs. Students will learn about the biopsychological factors that underlie drug use and abuse while they examine specific individual drugs therapeutic psychoactive properties but also how long-term and/or excessive use modifies brain function. Students will learn how to distinguish between the science of psychopharmacology and the unsubstantiated claims of media, advertising and/or drug culture.

PSY 255   Brain and Behavior (3)
Prerequisites: PSY 101

Examination of the human nervoU.S. system focusing on the central nervoU.S. system, the development and function of nerve cells and the relation between the brain and behavior. Topics include motivation, learning, sensation and perception, movement, emotions and brain dysfunction.

PSY 290   Special Topics in Psychology (1-3 hrs)

Selected studies in the field of psychology. Topics may include: psychological aspects of death, gender, issues in forensic psychology, diversity studies, preparation for marriage, child-rearing practices, and varioU.S. other issues. Course may be repeated as topics vary by semester.

READING

RDG 080   Spelling I (2)

Individualized course of study presenting words with basic spelling patterns, complicated consonant patterns, and complicated vowel patterns. Word families and rules for addition of word endings included. Programmed learning techniques utilized.

RDG 081   Spelling II (2)

Individualized course of study presenting words with basic spelling patterns, complicated consonant patterns, and complicated vowel patterns. Word families and rules for addition of word endings included. Programmed learning techniques utilized.

RDG 083   Vocabulary Improvement (2)

Individualized course that provides programmed learning to guide through elements of vocabulary development. Includes directed practice in context clues, working with visually similar words and homonyms, and learning commonly misunderstood words.

RDG 084   Introduction to College Vocabulary (3)

Individualized, comprehensive course that provides programmed learning to guide through elements of college-level vocabulary. Includes Latin and Greek derivatives as well as words from fiction, drama, poetry, general literature, psychology, and foreign expressions. Emphasizes communication skills, and includes vocabulary as applied to rhetoric, figures of speech and clear, concise writing.

RDG 085   Reading Fundamentals (3)
Prerequisites: reading assessment test.

This course is designed to help students expand the range of their reading comprehension and vocabulary skills with direct practice.

RDG 090   Vocabulary for College Reading (3)

Directed practice in college vocabulary skills emphasizing communication skills, figures of speech, rhetoric, and clear and concise writing. Course is ESL friendly.

RDG 092   Reading Improvement (3)
Prerequisites: Course required based on assessment test reading scores or pass RDG085

Directed practice in college reading skills; emphasizes word comprehension skills including context clues, dictionary use, and word components as well as paragraph comprehension skills including locating and inferring information.

RDG 093   Introduction to College Reading (3)
Prerequisites: Course required based on assessment test reading scores or pass RDG 092.

Provides directed practice in development of college reading skills, emphasizing vocabulary skills, comprehension skills, advanced reading skills, and reading for study. Vocabulary skills include dictionary use, word components and etymology, context clues, and multiple meanings of words. Comprehension skills include main ideas and support words signaling key concepts. Advanced reading skills include critical reading and reading efficiency. Reading for study includes effective textbook study methods, outlining, study mapping, summarizing, and textbook graphics.

RDG 104   Reading for Non-Native Speakers (4)
Prerequisites: Accuplacer ESL Listening Test score of 67 to 79 plU.S. placement with the oral interview as required by the Academic ESL Program Coordinator.

Corequisites: ESL 100, ESL 103 required and a suggested corequisite of ESL 107.

Directed practice in college reading skills emphasizing vocabulary, comprehension, critical thinking, reading efficiency and reading across the curriculum for non-native speakers.

RDG 106   Advanced Reading for Non-Native Speakers (3)
Prerequisites: ESL 103/SPE 100,and ESL 104 with a minimum grade of C or better and ESL 100

Corequisites: ESL-105, and ESL-108 recommended

Directed practice in advanced college reading skills emphasizing discipline specific vocabulary, advanced comprehension, higher level critical thinking skills, improved reading efficiency and reading across the curriculum for second-language students.

RDG 111 Reading Across the Disciplines (3)

Prerequisites: ACT reading test score of 19 OR Accuplacer reading test score of 80 OR Nelson/Denny reading test score of 204 required.

FocU.S. is on improving reading and thinking skills through skill instruction and extensive guided-practice with academic discipline-based readings.

RDG 199 Phonics and Fluency (2)

Prerequisites: Placement by ESL Chair or Reading Chair

Corequisites: ESL 101, ESL 102, unless waived by ESL or Reading Chair

FocU.S. will be on improving pronunciation and fluency, especially when reading aloud. Activities include spelling and phonics instruction as well as speaking and reading exercises designed to increase reader's fluency and natural voice when reading. A grade of "C" or better is needed to move into the next ESL class, ESL 104. Emphasis will be on speaking although writing will be part of the class curriculum as well.

SOCIOLOGY

SOC 101 Introduction to Sociology (3)

Examines relationship between individual and society in social structure of modern society. Introduction to way in which sociologists interpret and research human behavior. Covers patterns of social interaction and social influences on individual conduct.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR SOCI 101 – General Sociology

SOC 102 Introduction to Sociological Theory (3)

Examination of key figures in sociology. Introduction to history of sociology, sociologists, theoretical perspectives, and the classical and contemporary sociological theory and the application of theory to social groups, social interaction, and social institutions.

SOC 151 Gerontology I (3)

Overview of normal effects of aging including physical, psychological, and social changes.

Problems associated with aging, such as increased dependence, loss of health, financial constraints, loss of friends and spouse, and altered living arrangements. Content presented from perspective of aging person and society as a whole.

SOC 201 Contemporary Social Issues (3)

Prerequisites: SOC 101

Study of major social problems facing human groups in modern society such as deviance, inequality, war, and overpopulation. Emphasis placed on social problems that arise as result of institutional fluctuations in economy, family, government, religion, science, and technology.

SOC 210 Sociology of Health and Healthcare (3)

Prerequisites: SOC 101 or equivalent

Examination of the social, economic, cultural and individual factors in age related health issues. Topics include epidemiology, social structuring of age, healthcare services, policies and programs, as well as relationships between doctors and patients.

SOC 215 Marriage and the Family (3)

Prerequisites: SOC 101

Reviews historical development of the family and patterns of intimate relationships in modern society. Analysis of institution of family in terms of relationship to other institutions in society. Specific topics include love, dating, parenting, families in crisis, and alternative lifestyles.

SOC 221 Sociology of Art (3)

Prerequisites: SOC 101, ENG 101

Corequisites:
Suggested corequisite: ART 101 or ART 150.

Major trends in art examined in relationship to socio-historical developments. Art seen as both comment on and reflection of society. Team taught by sociology instructor and art instructor.

SOC 224 Sex, Gender, and Society (3)

Prerequisites: SOC 101

FocU.S. on analysis of women and men in society and culture. Multiple disciplines examined as means to study social processes through which sex roles develop and are acquired. Examines individual and social consequences of sex

differences and sex inequality.

SOC 241 Sociology Through Literature (3)

Prerequisites: SOC 101, ENG 101

Application of sociological concepts to literature to analyze literature as social commentary. Variety of literary selections used to analyze socio-historical events and movements.

SOC 251 Aspects of Aging (3)

Prerequisites: SOC 101

FocU.S. on social variables and forces that affect the aging process. Topics include sociological theories of aging, technological and social change and effects on environment of older people, and prejudice and discrimination against elderly.

SOC 290 Readings in Sociology (3)

Prerequisites: SOC 101, ENG 101

FocU.S. on specific social phenomenon. Topic varies depending on semester and instructor. Students encouraged to suggest topics of interest.

SPANISH

SPN 101 Spanish Language and Culture I (4)

Beginning Spanish course that presents basic language skills of speaking, listening comprehension, reading and writing, with emphasis on effective linguistic functioning in real situations. Opportunity provided for audio-lingual practice outside of class.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LANG 103 – Spanish I

SPN 102 Spanish Language and Culture II (4)

Prerequisites: SPN 101 or 1 to 1 1/2 years minimum high school language study. A grade of C or better in the prerequisite course is recommended.

Continuation of Spanish 101.

Missouri Higher

Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LANG 104 – Spanish II

SPN 190
Topics in Spanish Language and Culture II (1-3 hrs)

Exploration of special topics and/or activities in 100 level Spanish language and culture. Prerequisite and corequisite dependent on topic.

SPN 195   Spanish Language and Civilization Experiences (1-9 hrs)

Involves travel and/or study within Hispanic or Latin American culture area. May have prerequisites and may be repeated for credit.

SPN 201   Spanish Language and Culture III (4)

Prerequisites: SPN 102 or 1 1/2 to 2 years minimum high school language study. A grade of C or better in the prerequisite course is recommended.

Follow up to SPN 102. Provides expanded opportunities for listening, speaking, reading, and writing. Opportunity provided for audio-lingual practice outside of class.

SPN 202
Spanish Conversation and Composition (4)

Prerequisites: SPN 201 or two years minimum high school language study. A grade of C or better in the prerequisite course is recommended.

Intensive one-semester course focusing on conversational skills, grammar review and composition. Exploration of role of Hispanic world.

SPN 215
Reading in Spanish (3)

Prerequisites: SPN 201 or two years of high school Spanish. A grade of C or better in the prerequisite course is recommended.

Reading and discussion of varioU.S. short selections and at least one complete work in the original Spanish.

SPN 220   Latin American Culture and Civilization (3)

Prerequisites: SPN 202 or three to four years high school language study. A grade of

C or better in the prerequisite course is recommended.

Overview of history, geography, culture and social development of peoples of Latin America Exercises and activities reinforce and develop Spanish language skills. (Taught in Spanish.)

SPN 230   Spanish Culture and Civilization (3)

Prerequisites: SPN 202 or three to four years high school language study. A grade of C or better in the prerequisite course is recommended.

Overview of history, geography, culture, and social development of peoples of the Iberian Peninsula. Exercises and activities reinforce and develop Spanish language skills. (Taught in Spanish.)

SPN 290   Topics in Intermediate Spanish Language and Culture (1-6 hrs)

Prerequisites: Dependant on topic.

Corequisites: Dependant on topic.

Exploration of special topics in 200 level Spanish language and culture. Prerequisite and corequisite dependent on topic.

THEATER/FILM

THE 115
Voice and Diction (3)
Prerequisites: SPE 101

Study of the development and understanding of respiration, phonation, resonation, articulation, and diction. Credit not available for both SPE 115 and THE 115.

THE 122
Introduction to Theater (3)

Emphasizes appreciation of theater as one of living arts. Surveys theater history and dramatic theory from Greeks to present Broadway. Includes lectures, films and discussions on the practitioners and work. Requires attendance at live theater productions.

CORE 42 MOTRANSFER GUARANTEED Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR THEA – 100A – Theater Appreciation

THE 123
Introduction to Cinema (3)

Introduction to history, theory and criticism of film. Explores American and European film traditions. Major genres, authors and artists, and directing and production styles. Viewing of numeroU.S. films representative of varioU.S. genres and directing styles.

THE 124   History of Film (3)

History of cinema from late 19th century beginnings to present. Attention given its technological, economic and artistic issues. Classic films of varioU.S. directors and countries. Weekly viewings required.

THE 126   Major Themes in Film (3)

FocU.S. on film theme. Among possibilities are genre films such as gangster film, the western film and the musical.

THE 128   Acting I (3)

Introduction to developing oral and physical communication through exercises, improvisation and scene work. Theories of acting introduced. Attendance at live theatre productions required.

THE 140   Stagecraft (3)

Introduction to basic fundamentals of stagecraft in scenery, lighting, costumes, and other areas of technical theatre. Emphasis on practical application, with expectation to participate in technical production of college plays.

THE 143   Tap Dance I (1)

A beginning dance course that covers the basic tap dance techniques. Tap dance step combinations are used to develop an understanding of coordination, rhythmic variations and performance skills. Tap shoes are required.

THE 144   Modern Dance I (1)

A basic movement course emphasizing beginning and essential elements of dance. Course explores specific technique and terminology. Emphasis is placed on expression and creativity through dance movement.

THE 145   Jazz Dance I (1)

Using the basic elements of jazz dance, movements designed to increase range of motion, strength, endurance, agility, coordination, stability, line and spacial awareness will be emphasized. The dance elements of time, force, space, dynamics, expression and more will be incorporated.

THE 210
Oral Interpretation (3)
Prerequisites: SPE 101

Basic study of the principles of oral interpretation and their application performance. Credit not available for both SPE 210 and THE 210.

THE 220   Stage Makeup (3)

An introduction to the complexities of stage makeup. Utilizing a hands-on approach, students will become familiar with basic makeup procedures and techniques and will apply the techniques through a series of projects.

THE 228   Acting II (3)
Prerequisites: THE 128

Continuation of introduction to acting class. More advanced scene work and polishing of audition techniques. Attendance at live theatre production required.

THE 229   History of American Musical Theatre I (3)

Study of American musical theatre from its origins through Rodgers & Hammerstein. Students taking this course may not receive credit for MUS 113.

THE 230   History of American Musical Theatre II (3)

Study of American musical theatre from Rodgers and Hammerstein to the present.

THE 240   Introduction to Theatre Design (3)
Prerequisites: THE 140

Introduction to theatre design in areas of scenery, lighting, and costume design. Exploration of fundamentals of design conception and communication through analysis, research, writing and project work.

THE 259   Music Theatre Workshop I (1)
Corequisites: MUS/THE 229

Performance-oriented workshop experience that studies acting styles as applied to a song. Covers varioU.S. styles and periods of musical theatre.

THE 260   Music Theatre Workshop (1)
Corequisites: THE 230/MUS 230

Performance-oriented workshop experience that studies acting styles as applied to a song. Covers varioU.S. styles and periods of musical theatre.

THE 261   Introduction to Theatre Management (3)

Examines the principles of theatre and other performing arts management as it relates to profit and non-profit entities. Emphasis will be placed on the practical and contemporary aspects of the field, including facility management, budgeting, programming, audience development, fundraising, marketing, staffing and leadership.

THE 270   Acting Practicum (1-3 hrs)
Prerequisites:
THE 128 and instructor's signature

Theories and techniques of acting and stagecraft applied in college productions.

THE 271   Stagecraft Practicum I (1-3 hrs)
Prerequisites: THE 140 and instructor's signature

Practical application of technical theatre to college productions.

THE 299
Topics in Theatre (1-3)

This course will be offered on an as needed basis to accommodate special projects.

WELDING

WLD 101   Introduction to Welding (3)
Corequisites: WLD 111, WLD 121, WLD 125

This covers basic work, health and safety information involved in the profession of welding, including the interpretation of welding symbols and sketches or drawings, and fabricating parts from sketches or drawings.

WLD 111   Thermal Cutting (2)
Corequisites: WLD 101, WLD 121, WLD 125

In this course students will learn to set up and perform straight square edge, shape square edge and straight bevel edge manual oxyfuel gas cuts (OFC) and plasma arc cuts (PAC) on varioU.S. metals, perform OFC scarfing and gouging operations on carbon steel, and inspect and repair equipment used in cutting operations.

WLD 121   Shielded Metal Arc Welding I (4)
Corequisites: WLD 101; WLD 111, WLD 125

In this course students will learn the basic skills and knowledge needed to set up Shielded Metal Arc Welding (SMAW) equipment, choose appropriate electrodes, and perform SMAW operations on carbon steel.

WLD 122   Shielded Metal Arc Welding II (4)
Prerequisites: WLD 121

This course expands on the techniques learned in WLD 121. Advanced welding techniques in Shielded Metal Arc Welding (SMAW) required of AWS Advanced level welders will be covered.

WLD 125   Welding Inspection and Testing (2)
Corequisites: WLD 101; WLD 111; WLD 121

This welding class covers weld inspections and weld testing practices for the new welder; including how to examine cut surfaces and edges of prepared base metal parts; how to examine tack, root passes, intermediate layers, and completed welds.

WLD 131   Gas Metal Arc Welding I (4)
Prerequisites: WLD 101; WLD 111, WLD 121, WLD 125

In this course students will learn the basic skills and knowledge needed to set up Gas Metal Arc Welding (GMAW) equipment, choose appropriate electrodes, and perform GMAW-S and GMAW (spray) operations on carbon steel.

WLD 132   Gas Metal Arc Welding II (4)
Prerequisites: WLD 131

This course expands on the techniques learned in WLD 131. Advanced welding techniques in Gas Metal Arc Welding (GMAW) required of AWS Advanced level welders will be covered.

WLD 141   Flux Cored Arc Welding I (4)

Prerequisites: WLD 101; WLD 111, WLD 121, WLD 125

In this course students will learn the basic skills and knowledge needed to set up Flux Cored Arc Welding (FCAW) equipment, choose appropriate electrodes, and perform FCAW-G/GM and FCAW-S operations on carbon fuel.

WLD 142   Flux Cored Arc Welding II (4)

Prerequisites: WLD 141

This course expands on the techniques learned in WLD 141. Advanced welding techniques in Flux Cored Arc Welding (FCAW) required of AWS Advanced level welders will be covered.

WLD 151   Gas Tungsten Arc Welding I (4)

Prerequisites: WLD 101; WLD 111, WLD 121, WLD 125

In this course students will learn the basic skills and knowledge needed to set up Gas Tungsten Arc Welding (GTAW) equipment, choose appropriate electrodes and perform GTAW operations on carbon steel, austenitic stainless steel, and aluminum.

WLD 152   Gas Tungsten Arc Welding II (4)

Prerequisites: WLD 151

This course expands on the techniques learned in WLD 151. Advanced welding techniques in Gas Tungsten Arc Welding (GTAW) required of AWS Advanced level welders will be covered.