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Dear Students,

Welcome to Moberly Area Community College.

Whether you are just starting higher education, or perhaps returning to complete your education, you are here at an exciting time. Many technological changes are shaping the delivery of higher education and I’m sure you will find it an interesting aspect of your education at MACC. Your options include online classes, hybrid classes where part of the instruction is provided online, and the more traditional face-to-face classes. Along with the technology needed to be successful in today's society, you will also find that MACC’s faculty and staff are very dedicated to your success. They will work with you. They will have high expectations of you, yet they will help you rise to those expectations.

MACC continues to collaborate with other educational institutions to facilitate student transfer and we continue to work with business and industry to ensure that our academic and career/technical programs deliver the knowledge and skills needed to meet evolving employment trends. As your community college, we strive for excellence in everything we do. We encourage you to strive for excellence as well.

Please use this catalog and our website as guides along your path to success. Access the student support services such as the learning centers, resource centers, tutors and advisors that are available to you. Discuss your goals and options with advisors and faculty members. Plan for your future and let us help. If you plan to transfer to a 4-year college or university, contact that institution to make sure you take the correct courses while you are at MACC. Above all, remember that we are here to help you succeed!

Sincerely,

Dr. Evelyn E. Jorgenson
President
Moberly Area Community College
Moberly Area Community College

101 College Avenue  Moberly, MO  65270
Phone: 660.263.4100   Fax: (660) 263-6252

Main Building
Academic Affairs
Access & ADA Services
Adult Education and Literacy
Alumni Museum
Blue Room
Business Office & Cashier
Columbia College Office
Institutional Development
Law Enforcement Training Center
Learning Center & Library
Student Commons/Grill
Human Resources

Andrew Komar, Jr. Hall
President's Office
Financial Aid
Marketing & Public Relations
Security
Student Services

Career Center
Allied Health
Career and Technical Education
Career and Placement Services
New Traditions
ACT Testing Center

Entrepreneurship and Business Development Center
Entrepreneurship
Workforce and Technical Education

(Parking Lot B – not pictured on the map – is behind the Main Building)
# 2012-2013 Academic Calendar

## Summer Sessions 2012

<table>
<thead>
<tr>
<th>Event</th>
<th>1st 2-Week</th>
<th>1st 4-Week</th>
<th>2nd 2-Week</th>
<th>Intercessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Enrollment for Summer/Fall Classes Begins</td>
<td>April 2</td>
<td>April 2</td>
<td>April 2</td>
<td>April 2</td>
</tr>
<tr>
<td>Open Enrollment for Summer/Fall Classes Begins</td>
<td>April 25</td>
<td>April 25</td>
<td>April 25</td>
<td>April 25</td>
</tr>
<tr>
<td>Day and Evening Classes Begin</td>
<td>June 4</td>
<td>June 4</td>
<td>July 2</td>
<td>May 21</td>
</tr>
<tr>
<td>Last Day to Register for Classes, and Drop with 100% Refund</td>
<td>June 30</td>
<td>June 30</td>
<td>July 3</td>
<td>May 21</td>
</tr>
<tr>
<td>Last Day to Drop with 90% Refund</td>
<td>June 11</td>
<td>June 11</td>
<td>July 3</td>
<td>May 21</td>
</tr>
<tr>
<td>MID-TERM</td>
<td>June 29</td>
<td>June 15</td>
<td>July 16</td>
<td>May 25</td>
</tr>
<tr>
<td>Memorial Day Holiday</td>
<td>July 4</td>
<td>July 4</td>
<td>July 4</td>
<td>July 4</td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td>July 26</td>
<td>July 26</td>
<td>July 26</td>
<td>July 26</td>
</tr>
<tr>
<td>Last Day to Drop Classes</td>
<td>July 28</td>
<td>July 28</td>
<td>July 28</td>
<td>July 28</td>
</tr>
<tr>
<td>Summer Ends</td>
<td>July 31</td>
<td>July 31</td>
<td>July 31</td>
<td>July 31</td>
</tr>
</tbody>
</table>

## Fall Sessions 2012

<table>
<thead>
<tr>
<th>Event</th>
<th>1st 2-Week</th>
<th>1st 4-Week</th>
<th>2nd 2-Week</th>
<th>LETC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Enrollment for Summer/Fall Classes Begins</td>
<td>August 19</td>
<td>August 19</td>
<td>August 19</td>
<td>NA</td>
</tr>
<tr>
<td>Open Enrollment for Summer/Fall Classes Begins</td>
<td>August 25</td>
<td>August 25</td>
<td>August 25</td>
<td>August 25</td>
</tr>
<tr>
<td>Faculty Workday</td>
<td>August 17</td>
<td>August 17</td>
<td>NA</td>
<td>August 17</td>
</tr>
<tr>
<td>Faculty Workday</td>
<td>August 24</td>
<td>August 24</td>
<td>NA</td>
<td>August 24</td>
</tr>
<tr>
<td>Day and Evening Classes Begin</td>
<td>August 20</td>
<td>August 20</td>
<td>August 20</td>
<td>August 20</td>
</tr>
<tr>
<td>Last Day to Register for Classes, and Drop with 100% Refund</td>
<td>August 28</td>
<td>August 28</td>
<td>August 28</td>
<td>August 28</td>
</tr>
<tr>
<td>Last Day to Drop with 90% Refund</td>
<td>August 28</td>
<td>August 28</td>
<td>August 28</td>
<td>August 28</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>September 3</td>
<td>September 3</td>
<td>September 3</td>
<td>NA</td>
</tr>
<tr>
<td>Columbus Day Holiday</td>
<td>October 8</td>
<td>October 8</td>
<td>October 8</td>
<td>October 8</td>
</tr>
<tr>
<td>MID-TERM</td>
<td>October 12</td>
<td>October 12</td>
<td>October 12</td>
<td>October 12</td>
</tr>
<tr>
<td>Christmas Holiday</td>
<td>November 24</td>
<td>November 24</td>
<td>November 24</td>
<td>November 24</td>
</tr>
<tr>
<td>Last Day to Drop Classes</td>
<td>December 7</td>
<td>December 7</td>
<td>December 7</td>
<td>December 7</td>
</tr>
<tr>
<td>Final Exam Day</td>
<td>December 12</td>
<td>December 12</td>
<td>December 12</td>
<td>December 12</td>
</tr>
<tr>
<td>Commencement/Graduation Ceremonies</td>
<td>December 14</td>
<td>December 14</td>
<td>December 14</td>
<td>December 14</td>
</tr>
</tbody>
</table>

*All classes that start 4:30 p.m. or later on Wednesday, November 21, will not be held. All other classes that day will meet.*

## Spring Sessions 2013

<table>
<thead>
<tr>
<th>Event</th>
<th>1st 2-Week</th>
<th>1st 4-Week</th>
<th>2nd 2-Week</th>
<th>LETC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Enrollment for Spring Classes Begins</td>
<td>October 22</td>
<td>October 22</td>
<td>October 22</td>
<td>NA</td>
</tr>
<tr>
<td>Open Enrollment for Spring Classes Begins</td>
<td>November 12</td>
<td>November 12</td>
<td>November 12</td>
<td>November 12</td>
</tr>
<tr>
<td>Final Exam Day</td>
<td>December 11</td>
<td>December 11</td>
<td>December 11</td>
<td>December 11</td>
</tr>
<tr>
<td>Commencement/Graduation Ceremonies</td>
<td>December 14</td>
<td>December 14</td>
<td>December 14</td>
<td>December 14</td>
</tr>
</tbody>
</table>

The Academic Calendar is subject to change by the Moberly Area Community College Board of Trustees. Please consult the MACC website (www.macc.edu) or contact the Office of Student Services or the nearest MACC off-campus site for the most current calendar information.

*Revised: 1/18/2013*
# 2012-2013 Allied Health Programs Calendar

<table>
<thead>
<tr>
<th>Semester</th>
<th>PH Program</th>
<th>MLT Program</th>
<th>ETA Program (2012 cohort)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2012</td>
<td>Week 1: April 2</td>
<td>Week 1: April 2</td>
<td>Week 1: April 2</td>
</tr>
<tr>
<td>Open Enrollment for Summer/Fall Classes Begins</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Final Exam</td>
<td>December 21</td>
<td>December 21</td>
<td>December 21</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 22-28</td>
<td>March 22-28</td>
<td>March 22-28</td>
</tr>
<tr>
<td>Easter Holiday</td>
<td>March 29-30</td>
<td>March 29-30</td>
<td>March 29-30</td>
</tr>
<tr>
<td>Graduation</td>
<td>May 17</td>
<td>May 17</td>
<td>May 17</td>
</tr>
<tr>
<td>Final Exam (Semester Ends May 14)</td>
<td>May 15-28</td>
<td>May 15-28</td>
<td>May 15-28</td>
</tr>
</tbody>
</table>

*All classes begin at 4:45 p.m. on Tuesday, November 27th. All classes end on Friday, December 14th. The Allied Health Programs Calendar is subject to change by the Moberly Area Community College Board of Trustees. Please consult the MACC website (www.macc.edu) or contact the Office of Student Services or the nearest MACC off-campus site for the most current calendar information.

Colleges and universities can determine if their classes meet this deadline.

*The Allied Health Programs Calendar is subject to change by the Moberly Area Community College Board of Trustees. Please consult the MACC website (www.macc.edu) or contact the Office of Student Services or the nearest MACC off-campus site for the most current calendar information.
Moberly Area Community College, a public institution of higher education, provides open admission to students and fosters excellence in learning through innovative educational programs and services that are geographically and financially accessible throughout our service region.
BRIEF HISTORY OF MACC

Moberly Junior College was founded in 1927 as a part of the Moberly Public School System and was one of the first two-year colleges of this type. Classes were initially held in temporary quarters above a downtown store. Library and laboratory facilities were shared with Moberly High School.

In the fall of 1931, the College moved into a new facility situated on 32 acres at College and Rollins Streets. Classes for junior- and senior-level high school students and junior college students continued in this building until 1968 when a new four-year high school building was completed. The availability of the Junior College building exclusively for college programs enabled an expansion of programs and services to meet the needs of a greater number of college students.

An election on April 6, 1982, officially separated the junior college and the public school district. The Junior College District of the Moberly Area was adopted. The boundaries of the junior college district remained the same as the Moberly Public School District.

On July 23, 1990, the Board of Trustees officially changed the name to Moberly Area Community College to more accurately reflect the College’s mission and service. Students and faculty refer to our College as MACC.

Today, MACC is a growing, multi-site college offering classes at seven locations as well as via the internet with online, virtual, and ITV classes. The 1927 founders would be amazed at how completely MACC is able to fulfill the original mission for its service region.


**INSTITUTIONAL PURPOSES**

In order to anticipate and respond to the changing educational needs of the various communities the College serves, MACC will pursue this mission by providing:

**Educational Programs and Services** including college transfer, academic, and career/technical programs, as well as developmental education, continuing education, and other services that prepare students to be successful in the global community. Key to MACC degree programs is a general education component that ensures breadth of knowledge and promotes intellectual inquiry.

**Support Services for Students** to facilitate the development of skills needed to achieve their educational, professional, and personal goals. These services include but are not limited to academic advisement, assessment, articulation, career planning and placement, library and learning resources, and financial aid.

**Open Admissions** to ensure access to learning opportunities for students regardless of their diverse cultural, socioeconomic, or academic background.

**Commitment to Excellence** in instruction and service by recruiting and retaining professional faculty and support staff and by providing appropriate facilities, equipment and technology.

**A Collegiate Environment** that creates opportunities for student engagement by offering co-curricular activities that enable learning and encourage student success in a safe atmosphere.

**Community Partnerships and Cooperative Efforts** with other educational institutions, business and industry, labor, governmental entities, private agencies, civic groups and organizations for educational and cultural development in the College service region. MACC provides opportunities for community participation in social, cultural and intellectual activities.

**Support of Economic Development** by offering innovative degree programs, credit and non-credit courses, entrepreneurial and small business services, workforce development activities, funding and partnership options, and the evaluation of opportunities to enhance the economic climate of our region.

**INSTITUTIONAL GOALS**

In order to address the College mission within a more definitive framework, a Central Planning Council regularly reviews and updates institutional goals. Institutional goals are maintained in the President's Office.

**VISION STATEMENT**

MACC will be a dynamic institution noted for academic excellence, accessibility, innovation, and service to students and the community.

**INSTITUTIONAL VALUES**

We value learning.
We emphasize a supportive learning environment that fosters student success. Student learning and development are central to our mission. Quality instruction and innovative instructional approaches allow all students not only to prepare for careers but also to embrace learning as a lifelong process. We recognize that learning is a holistic process involving all members of the campus community. We participate in a culture of assessment to improve the effectiveness of teaching and learning.

We value people.
We respect our students, faculty, staff, alumni, and other supporters for their personal and professional worth and dignity. We honor academic freedom and encourage professional growth, individual development, and personal initiative. We protect individual privacy and safety.

We value our reputation for excellence.
We operate with and expect academic, personal, and professional integrity and are guided by high standards. Coalescing from leadership across all levels, this excellence focuses on honesty, respect, and dedication to the quality of our service to the students, our fellow employees, and the community. We solicit regular feedback to ensure that we are maintaining our reputation for excellence.

We value accessibility.
We provide affordable, convenient, and flexible educational opportunities for all learners. An open admissions philosophy is the foundation of accessibility.

We value diversity.
We encourage respect for individual differences in cultural, academic, and socioeconomic backgrounds. We strive to create global awareness by bringing global experiences to our students, faculty, staff, and community.

We value community outreach.
We are responsive to the needs of our constituents and are committed to the development and posterity of our service region. Seamlessly linked to institutions, businesses, and other stakeholders, we work collaboratively with these entities to satisfy the educational and training needs of our service region and to improve the quality of life for the citizens we serve.

We value participatory decision-making.
We emphasize a team approach as we work to achieve our educational mission. Communication and shared governance are central to building mutual trust and respect across all levels within the institution.

We value forward thinking.
We are prepared to meet the future. Innovative thinking and state of the art technology allow us to embrace growth and change.

We value our heritage.
As one of the oldest community colleges in the state, we respect the traditions and customs of our campus community.

We value stewardship.
We embrace sound management policy and practice responsible and efficient use of federal, state, and local resources.
Moberly Area Community College is accredited by The Higher Learning Commission and is a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 800-621-7440, www.ncahlc.org. All two-year degree and 32 credit hour certificate programs are approved by the Missouri Coordinating Board for Higher Education. Specific programs within the College are approved by the Missouri Department of Elementary and Secondary Education, the Missouri State Board of Nursing, the Accreditation Council for Occupational Therapy, the National Accrediting Agency for Clinical Laboratory Sciences, and the Missouri Department of Public Safety.

Graduates of associate degree programs are generally admitted with junior standing to all public universities and colleges in Missouri and most out-of-state universities and colleges. Graduates are also admitted to the schools of engineering, colleges of education, schools of journalism, and other professional schools and colleges in the nation’s universities.

Moberly Area Community College is an active member of the Missouri Community College Association, the Council of North Central Two-Year Colleges, and the American Association of Community Colleges.

**MAIN CAMPUS FACILITIES**

The historic and stately Main Building, constructed in 1931, contains over 100,000 square feet. This building houses much of the general education program as well as the Law Enforcement Training Center, Access and ADA Services, Business Office, Adult Education and Literacy program, Majic's Hound Town Grill, and other support services departments. In 1984, a Fine Arts wing, part of the original building plan, was completed. It houses the Kate Stamper Wilhite Library, Learning Center, Auditorium, Student Commons, classrooms and offices. In spring 2002, the renovation of the gymnasium located in the north wing was completed. The Graphic Arts/Fine Arts Center and a gallery are now located there.

A major dorm expansion was completed in 2007 with the addition of a commons and men’s dorm. The complex was named the McCormick Commons and Residential Center. The former men’s dorm was renovated in 2008-09 creating an Entrepreneurship and Business Development Center which also houses continuing education classes. In 2009-10, the Kate Stamper Wilhite Library underwent major renovations to provide an enhanced learning environment for students.

In 1972, the College constructed a facility, known today as the Career Center, for career/technical programs. In 1987, a new wing was added for more classroom and office space. A second expansion project was completed in 1989 specifically for the Allied Health Department. In addition to classrooms and computer and industrial training labs, the Career Center is home to the ACT Testing Center and Career and Placement Services.

A three-story brick structure, College Hall, opened in 1993, adding approximately 29,500 square feet of space. Math and science classrooms and labs as well as faculty offices are in this building.

**ACCREDITION**

**COLLEGE HOUSING**

The McCormick Commons and Residential Center provides on-campus housing for 30 female and 24 male students. The two residential wings connect to a modern commons area that is enclosed almost completely by glass and includes a study area, computer lab, game area, and kitchen facility.

The residence halls are situated on the west end of the Main Campus, near the Activity Center. They are surrounded by green space including a beautiful wooded area and are within walking distance of one of Moberly’s finest city parks and aquatic center.

Inquiries concerning on-campus housing are received and processed by the Housing Coordinator in Student Services. Full-time students are accepted on a first-come basis. A one-time housing deposit of $150 is required to reserve a room. Students are encouraged to send the housing deposit to the Housing Coordinator located in the Office of Student Services when they apply for admission to the College. More information about dorm fees can be found on page 28 of the MACC catalog.

**VACCINATIONS**

Much publicity and concern has arisen during the past several years about college students contracting meningitis, although the disease is considered rare. Students living in residence halls may have a slightly higher risk of contracting meningitis. The American College Health Association states that all college students should consider vaccination to reduce their risk. Students should consult their family doctor or area health clinic for more information and recommendations. All students who reside in MACC’s residence halls must show proof of meningitis vaccination or sign a waiver.
**Off-Campus Sites**

MACC's off-campus sites expand access to academic and career and technical programs throughout northeast Missouri. Enrollment in college credit courses at off-campus sites is open to anyone admitted to MACC.

**Columbia**

As the city of Columbia grows, so does the demand for increased options in postsecondary education. In 1999, MACC began offering college credit courses in Columbia. The MACC - Columbia Higher Education Center moved to the Parkade Center in the summer of 2010. The 37,000 square foot facility offers a full range of academic and career and technical courses required for various degrees.

MACC offers the following degree and certificate programs at the Columbia site:

- Associate of Arts Degree
- Associate of Arts in Teaching Degree
- Associate of Applied Science Degree and Certificate Programs in Business Administration, Business and Office Technology, Marketing/Management

**Edina**

Northeast Missouri is primarily a rural region and MACC recognizes the necessity of providing education and training opportunities that are geographically and financially accessible to this area. The Jim Sears Northeast Technical Center, completed in 2001 is a 10,000 square foot facility. It houses classrooms, a welding lab, resource center and administrative offices.

MACC is approved to offer the following degree and certificate programs at the Edina site:

- Associate of Arts Degree
- Associate of Arts in Teaching Degree
- Associate of Applied Science Degree and Certificate Program in Computer Information Technology

**Hannibal**

The MACC - Hannibal Area Higher Education Center offers general education and career and technical courses. Classes are currently held in a 16,000 square foot facility on Communications Drive. Plans are underway to open a new facility on Shinn Lane in the fall of 2013.

MACC is approved to offer following degree and certificate programs at the Hannibal site:

- Associate of Arts Degree
- Associate of Arts in Teaching Degree
- Certificates of Specialization in Office Basics, Business Calculations, Early Learning Assistant, Networking, Programming, Computer Support Specialist, Systems Administration, Systems Operations, Network Security, and Web Development

**Kirksville**

The MACC - Kirksville Higher Education Center is a 28,000 square foot state-of-the-art facility that provides a modern educational facility for the College’s programs in northeast Missouri. The building houses various classrooms, computer labs, and science labs as well as the Missouri Career Center-Kirksville. MACC is committed to providing accessible educational opportunities in northeast Missouri.

MACC is approved to offer the following degree and certificate programs at the Kirksville site:

- Associate of Arts Degree
- Associate of Arts in Teaching Degree
- Associate of Applied Science Degree and Certificate programs in Drafting Design Technology, Computer Information Technology, Early Childhood Education, Marketing/Management, and Graphic Arts Technology
- Associate Degree Nursing, Accelerated Admission Option for LPN’s

**Macon**

MACC collaborates with school districts to offer classes at area high schools and vocational schools. One such collaborative effort is the MACC site located at the Macon Area Career Center. The Macon location allows students to take advantage of dual enrollment opportunities while traditional college students and working adults benefit from taking courses close to home. Classes are also offered at the Macon Area Education Center, which is a shared facility of Moberly Area Community College, Central Methodist University and the Family Literacy Center.

MACC offers the following degree and certificate programs and courses at the Macon site:

- Associate of Arts Degree
- Associate of Applied Science Degree and Certificate program in Graphic Arts Technology
- Certificate of Specialization in Graphic Arts
- General Education Courses
**Online Courses**

Online courses offer convenience and flexibility for today's student. In turn, they require discipline, self-motivation, and time-management skills for successful completion. Participating in the course on a regular basis is a must, as well as activating and utilizing your MACC (houndmail) email account. If you are competent in basic computer skills, have reliable internet access at home (or alternate means to access the internet), and need flexibility in your course scheduling, then online courses may be for you!

MACC utilizes eCollege Pearson Learning Studio to deliver online courses. Students are expected to participate in a variety of ways including posting in threaded discussions, completing online journals, reading, watching or listening to lectures, and turning in various homework assignments. There is not a set time the student must access the course. However, students must meet assignment deadlines specified by the instructor. Some online courses require proctored examinations, which are exams given at one of our sites or in a monitored setting by a pre-approved person.

MACC online students have many college resources available to them. Live online tutoring via Blackboard Collaborate is offered each semester. MACC's Kate Stamper Wilhite Library is accessible via internet and boasts several electronic databases and resources for student research. An eLibrarian is available in select online courses, offering students a direct link to library personnel.

**Hybrid Courses**

Hybrid courses combine a traditional classroom setting with an online component, meeting 50 percent of the class time in a traditional classroom setting and 50 percent of the class time online. Hybrid courses use eCollege Pearson Learning Studio to facilitate course work and virtual classroom interaction between students, their peers, and faculty members. Students may participate in threaded discussions, submit assignments online, read or watch lectures, and complete various other assignments in a hybrid course.

Hybrids offer the convenience and flexibility of online courses combined with the ability to work directly with your instructor and peers. In return for this flexibility and convenience, students take responsibility for their learning by using time management skills and staying current with readings and assignments. Logging into the course on a regular basis provides access to important class information as well as communication with fellow students and the professor.

If you are competent in basic computer skills and have reliable internet access at home (or alternate means to access the internet), then you already have the basic skills needed to succeed in a hybrid course. Students must also activate and utilize their MACC (houndmail) email account. If you are looking for the best of both worlds - both in-class and online learning - then hybrid courses are for you!

**Virtual and ITV (Interactive Television) Courses**

MACC offers two modes of synchronous (real-time) learning, Virtual and ITV.

ITV courses meet in a traditional classroom. Classes are held with one or more MACC campuses through a video conferencing connection. The instructor is either on site or viewed over live television. Both student and instructor are able to see and hear each other in real time. The two-way audio and video conferencing connection enables students to fully participate in the class, asking and responding to questions from the instructor or students at other sites. Telephones in each classroom provide instant access to the instructor for private communications. eCollege Pearson Learning Studio is used as a means to turn in work or access handouts.

Virtual courses allow students to attend class from the comfort of their own homes via Blackboard Collaborate. Blackboard Collaborate is an online instructional delivery system allowing real-time interaction between the instructor and the student from a remote location. Its features include two-way audio with microphone and speakers, text messaging, shared whiteboard, a note-taking feature, and file sharing. Students will access their virtual room through eCollege Pearson Learning Studio and may be required to retrieve or submit assignments online.

For virtual courses, students must have access to a computer with high speed Internet as well as an echo-cancelling headphone set with microphone. Headsets are available at MACC bookstores.
COLUMBIA COLLEGE

Through a cooperative agreement between Columbia College and MACC, students with an AA or AAS degree from Moberly Area Community College may complete a bachelors degree at Columbia College. Through this agreement, Columbia College maintains an office on the Moberly campus, provides advisement to students, and offers in-seat and online courses in their Bachelors degree programs. Other MACC degree and certificate programs will be evaluated on an individual basis.

ENTREPRENEURSHIP AND BUSINESS DEVELOPMENT CENTER (EBDC)

The Moberly Area Community College Entrepreneurship and Business Development Center (EBDC) empowers individuals and business communities to start, grow, and sustain business. Training, seminars, and classes are delivered, referral services provided, and meeting/counseling/training rooms are offered and utilized to promote entrepreneurship and assist individuals and businesses with startup and business operations. Located in the EBDC, the Small Business and Technology Development Center (SBTDC) is part of a statewide network of business experts uniquely qualified to help businesses develop and thrive. The center offers business counseling, business plan development, business market research, demographic profiling, and funding assistance.

Through its referral network the SBTDC offers, government contracting assistance, technology development and commercialization assistance, patent information and guidance, environmental and energy efficiency assistance, and market development assistance.

The EBDC is also home to Moberly's SCORE (Service Corps Of Retired Executives) chapter. With 370 chapters throughout the United States and its territories and 11,200 volunteers nationwide, SCORE is America's premier source of free and confidential small business advice for entrepreneurs. Business counseling and expertise is provided by working and retired executives and business owners. Through the Entrepreneurship and Business Development Center, Moberly Area Community College offers accessible and comprehensive lifelong learning to area businesses, industries, and agencies. These contracted and customized training services include training needs analysis and assessment; program design and development; instruction and training; and project management and coordination. The Entrepreneurship and Business Development Center also provides assistance in applying for funding and administering the following programs: Missouri Customized Training Program, Community College New Jobs Training Program, and Community College Job Retention Training Program. Contracted services can be provided on- or off-campus. The times, dates, training course content, and formats can be customized to fit the company, business, industry, or agency needs.

EDUCATION2Go (Ed2Go)

Non-Credit online courses are offered through the EBDC office through Education2Go. MACC offers a wide range of highly interactive courses that can be taken entirely over the internet and are generally completed in six to eight weeks. Courses are offered both for career and professional development as well as personal enrichment. All courses include expert instructors, many of whom are nationally known authors. These non-credit, online courses are affordable, fun, fast, convenient, and cover a wide range of content matter.

ACT CENTER

High-stakes examinations are administered at the MACC ACT Center. The mission of the ACT Center network is to excel at administering standardized high-stakes examinations in a uniformly secure, high-quality, service-oriented fashion. Every test administrator and proctor of an ACT Center assumes important professional responsibilities in fulfilling this mission. Successful completion of the examination leads to professional certifications or industry recognized certifications. The ACT Center offers WorkKeys skills assessments. WorkKeys offers individuals an accurate evaluation of their skills. The scores can be useful as a credibility tool when interviewing for jobs or as a benchmark to determine if additional training is needed to achieve workplace standards or career goals.

CONTINUING EDUCATION

Adult and Continuing Education courses and seminars are scheduled for short-term training or upgrading specific job skills. They can be either credit or non-credit (depending upon the situation) and are based upon requests from area businesses, industries, individuals, social services, and health care agencies. Programs include Certified Nurse Assistant, Certified Medication Technician, Clinical Supervisor, and Insulin Administration trainings. Also offered are vocational classes, short courses, workshops, seminars, special institutes, staff development courses, and occupational re-certification classes.

COMMUNITY EDUCATION

Community Education classes are designed to provide lifelong learning for adults and family members alike. These classes provide an excellent and inexpensive way to learn something new, have fun, or meet new friends. Participants will learn how to make, create, adjust, cope with, or change a situation so they or their family members can enjoy life more fully.

DISCOVER TECHNOLOGY

Free Discover Technology courses are offered at all of MACC's locations. These courses (totaling 16 hours of basic computer instruction) are free to the public as well as MACC students. Broadband access is also provided to our community service area through enrollment in these courses.
Student Consumer Information

Moberly Area Community College provides a single access point for information on the institution, financial assistance, scholarship fraud, graduation rates, athletic participation, campus security, student rights and responsibilities, and the Family Educational Rights and Privacy Act.

Below is a complete list and description of all information MACC is required to disclose to current and potential students.

**ABOUT THE MACC CATALOG**

The MACC catalog is for advisory purposes only and the information contained herein does not constitute a contractual agreement between Moberly Area Community College and enrolled or prospective students. The Board of Trustees and the Administration of Moberly Area Community College reserve the right to make changes in academic programs, policies, rules, regulations, procedures, fees, tuition, organizational structures, and faculty and staff through approved College processes at any time. Please consult the MACC website (www.macc.edu) or contact the Office of Student Services or the nearest MACC off-campus site for the most current catalog information.

**AVAILABILITY OF INSTITUTIONAL AND FINANCIAL AID INFORMATION**

If MACC is your choice for fulfilling a college career and a rewarding future, you should not be held back because of limited funds. MACC believes all students who qualify for admission should have equal access to its programs through financial aid. Although primary financial responsibility for your education rests with you and your family, Moberly Area Community College will do its best to bridge the gap between what it costs and what you can afford to pay.

Financial Aid at MACC is available in the form of grants, loans, work-study, scholarships or a combination of these. Most financial assistance is awarded to students who can demonstrate financial need, but specific awards may have additional eligibility requirements. To be eligible for financial aid, the applicant must have been accepted for admission or already be enrolled at the College, and meet the financial requirements as established by the College.

Contact information for assistance in obtaining institutional or financial aid information:

The Financial Aid Office is located in the Andrew Komar Jr. Hall on the Moberly campus. The office hours are 7:30 a.m. to 6:00 p.m., Monday through Thursday and 7:30 a.m. to 5:00 p.m. on Friday. If you have any questions, please contact us at: (660) 263-4100 ext. 11301 or (800) 622-2070, ext. 21002.

The Student Services Office is located in Andrew Komar Jr. Hall on the Moberly campus. The office ours are 7:30 a.m. to 9:00 p.m. Monday through Thursday and 7:30 a.m. to 5:00 p.m. on Friday. If you have any questions, please contact us at: (660) 263-4100 ext. 11270, or (800) 622-2070, ext. 21001.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Please see page 48 of the MACC catalog for a complete description of MACC’s FERPA policy.

**SERVICES FOR STUDENTS WITH DISABILITIES**

Please see page 50 of the MACC catalog for more information about MACC’s Office of Access and ADA Services.

**ADULT EDUCATION AND LITERACY (AEL) PROGRAM/GED TEST PREPARATION CENTER**

Please see page 50 of the MACC catalog for more information about MACC’s Adult Education and Literacy (AEL) program and GED test preparation services.

**CLASS OFFERINGS**

MACC has hundreds of courses at dozens times and delivered in formats that are perfect for your life. Make sure to meet with an advisor to ensure you are on the right track for your degree program. A current list of class offerings is available online at: www.macc.edu/course-offerings.

**STUDENT DIVERSITY**

One of MACC’s strengths is the diversity of our student body. The most recent MACC student profile report can be accessed online at: www.macc.edu/institutional-data-stats.

**PRICE OF ATTENDANCE**

A complete listing of MACC tuition and fees is printed on page 28 of the catalog. The most current tuition and fee schedule is available online at: www.macc.edu/fees-and-tuition.

**NET PRICE CALCULATOR**

Planning and financing your college education is as easy as 1-2-3. Moberly Area Community College is pleased to provide a net price calculator as a guide for early financial planning for college. The net price calculator is a tool for students and parents to use to get an estimate of what it may cost to attend Moberly Area Community College each year. The Net Price Calculator is available online at: www.macc.edu/net-price-calculator.
TUITION REFUND POLICY

College Policy requires fees and tuition to be paid in full on or before the first day of semester unless the student has guaranteed financial aid on the system. Tuition and fees may be refunded/reduced according to the MACC policy, which can be accessed online at: www.macc.edu/refund-policy.

REQUIREMENTS FOR OFFICIAL WITHDRAWAL FROM CLASS(ES)

A student is expected to complete the official withdrawal procedures in the event he or she wishes to drop a class. Failing to attend a class or calling the college does not constitute an official withdrawal. Complete instructions on how to officially withdrawal from class(es) are available on page 25 of the MACC catalog and online at: www.macc.edu/registration-withdrawal-policy.

RECALCULATION OF FINANCIAL AID AFTER WITHDRAWAL

The federal government mandates that students who withdraw from all classes may only keep the financial aid they have “earned” up to the time of withdrawal. Title IV funds that were disbursed in excess of the earned amount must be returned by MACC and/or the student to the federal government. This situation could result in the student owing aid funds to MACC, the government, or both. A complete version of this policy and an example of the Refund to Federal Aid computation are available online at: www.macc.edu/R2T4policy.

TEXTBOOK INFORMATION

The MACC Bookstore provides a list of the textbooks for all classes each semester. The booklist is available online at: www.macc.edu/book-list.

DESCRIPTIONS OF EDUCATIONAL PROGRAMS

Information about MACC’s academic programs, degree offerings, and plans for future programs is available from the Student Services Office or online at: www.macc.edu/degree-programs.

CAMPUS VISITS

A website can never convey the feel of actually being on a campus, so we invite you to visit any of the six MACC Campuses to find out what we’re really all about! To set up an appointment, contact: www.macc.edu/campus-visits.

FACULTY

Effective instruction is the passion of MACC faculty. A complete listing of faculty and staff is available online at: www.macc.edu/employee-directory.

TRANSFER OF CREDIT POLICIES

Transfer credit from any post-secondary institution will be considered if regional, national, professional and/or specialized accreditation has been awarded and recognized by the U.S. Secretary of Education or the Council for Higher Education Accreditation (CHEA). The Higher Education Directory (HED) lists the accredited, degree-granting institutions of post secondary education in the United States and its outlying areas. More information is available online at: www.macc.edu/transfer-credit.

ARTICULATION AGREEMENTS

Articulation agreements are partnerships between colleges that can help ensure that the classes you take at MACC will transfer to the school you want to attend next. These agreements are designed to build strong partnerships between community colleges and four-year institutions. A list of colleges with which MACC has established articulation agreements is available online at: www.macc.edu/articulation.

ACCREDITATION INFORMATION

Students may review copies of documents regarding entities that accredit, license, or approve the institution and its programs. Please see page 11 of the MACC catalog for additional information about MACC’s accreditation status.

COPYRIGHT INFRINGEMENT—POLICIES AND SANCTIONS

U.S. copyright law states that an author owns his or her words the minute they are “fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device” (U.S. Code: Title 17, Section 101). Students should be careful to honor copyright law especially when they are using electronic mediums of communication. Students should not electronically or otherwise publish without the permission of the copyright owner—any material that they did not write themselves.

Accusation of academic dishonesty puts the burden of proof on the student, not the instructor. Whether intentional or unintentional, all instances of academic dishonesty could have one of the following consequences (this list is not exclusive): reduction of paper/test/project grade; failure of paper/test/project with a rewrite or re-creation; failure of paper/test/project without a rewrite or re-creation; reduction of course grade; failed course grade; expulsion from the course; or expulsion from MACC.

Information about the college’s policies related to the use of copyright material can be found in the MACC Student Handbook or online at www.macc.edu/copyright-policy.
**COMPUTER USE AND FILE SHARING**

Computing resources are available to all members of the campus community for the purpose of supporting the educational mission of the College. Access to and use of Moberly Area Community College computing resources must accord with all local, state, federal and international laws and with College policies and procedures. To read the College policy online, go to: [www.macc.edu/computing-resource-policy](http://www.macc.edu/computing-resource-policy).

**STUDENT ACTIVITIES**

In addition to Greyhound Basketball, MACC students have a number of campus organizations in which they can participate. A complete list of student organizations is available on page 52 of the MACC catalog and online at: [www.macc.edu/student-organizations](http://www.macc.edu/student-organizations).

**CAREER AND JOB PLACEMENT SERVICES**

The Career Center provides FREE services to anyone residing in Northeastern Missouri desiring career direction. More information about available services can be found on page 50 of the catalog, and a complete list of services can be found online at: [www.macc.edu/career-placement](http://www.macc.edu/career-placement).

**THE WHISTLEBLOWER PROTECTION ACT**

The Whistleblower Protection Act (WPA) protects Federal employees and applicants for employment who lawfully disclose information they reasonably believe is a violation of laws, rules, or regulations, gross mismanagement, a gross waste of funds, an abuse of authority or a substantial and specific danger to public health and safety. For more information about the WPA see: [http://www2.ed.gov/about/offices/list/oig/hotline.html#whistleblower](http://www2.ed.gov/about/offices/list/oig/hotline.html#whistleblower).

**STUDENT FINANCIAL ASSISTANCE**

MACC students may receive financial assistance from Federal, State, Local, and Institutional Programs. MACC offers several institutional and endowment funded scholarship programs. In addition, MACC is authorized to participate in the Federal Pell Grant Program, the Federal Stafford Loan Program (Subsidized and Unsubsidized), the Federal College Work-Study, Federal Supplemental Education Opportunity Grant, Access Missouri Grant, Missouri A+ Scholarship, Marguerite Ross Barnett Scholarship, and Bright Flight. For a complete description of all programs see pages 33-34 of the MACC catalog or online at: [www.macc.edu/aid-types](http://www.macc.edu/aid-types).

Grants, which do not have to be repaid, are awarded to students on the basis of financial need. More information about where to find grant sources, including grants from the State of Missouri, is available online at: [www.macc.edu/grants](http://www.macc.edu/grants).

Moberly Area Community College participates in the Federal Direct Student Loan Program, which includes Subsidized Student Loans, Unsubsidized Student Loans and Parent Loans. The Federal Government is the lender in the Federal Direct Student Loan Program. Students and parents interested in federal student and parent loans will be required to apply through the Federal Direct Student Loan Program. All students must complete an MACC Student Loan Data Sheet, as well as student loan entrance counseling and a master promissory note (MPN) with the Federal Direct Student Loan Program. More information about applying for Student Loans, is available online at: [www.macc.edu/loans](http://www.macc.edu/loans).

**CONSEQUENCES OF DRUG CONVICTION WHILE RECEIVING FEDERAL STUDENT AID**

If you have been convicted of possessing or selling illegal drugs, you may not be eligible to receive federal student aid. Even if you are not eligible for federal student aid, you may still be eligible for aid from your state or college. More information is available online at: [www.macc.edu/drug-violations](http://www.macc.edu/drug-violations).

**FINANCIAL AID FOR STUDY ABROAD**

Students enrolled in an MACC-sponsored study abroad program may apply for financial aid. More information is available online at: [www.macc.edu/semester-abroad](http://www.macc.edu/semester-abroad).

**HOW TO APPLY FOR FINANCIAL AID (INCLUDING STUDENT LOANS)**

Apply for a PIN number at [www.pin.ed.gov](http://www.pin.ed.gov) to sign the FAFSA on the Web electronically, then complete the Free Application for Federal Student Aid (FAFSA) ([http://www.fafsa.gov/](http://www.fafsa.gov/)) and list MACC’s federal school code, 002491, in step six (6) on the FAFSA. More information is available online at: [www.macc.edu/financial-aid-checklist](http://www.macc.edu/financial-aid-checklist).

**GENERAL ELIGIBILITY REQUIREMENTS FOR FINANCIAL AID**

- Be seeking a degree or certificate at MACC;
- Enroll in and attend courses that are required for the declared degree or certificate;
- Have an official high school or GED transcript on file in the Student Services Office;
- Have all prior college transcripts on file in the Student Services Office;
- Be making academic progress according to MACC’s Satisfactory Academic Progress policy;
- Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) with the MACC federal school code 002491 (see financial aid program guidelines, herein, for application specific information);
- Meet additional federal financial aid compliance standards; and,
- Supply any additional information that is requested by MACC’s Financial Aid Office.

Financial aid will not be processed if one or more of the items above are not in compliance.
HOW FINANCIAL AID ELIGIBILITY IS DETERMINED AND NEED-BASED AID IS AWARDED

Eligibility for the Federal Pell Grant and other need-based aid will be determined by evaluating several factors, including, but not limited to: the Expected Family Contribution (EFC) results from the current year’s FAFSA, the number of credit hours in which the student is enrolled for the current semester, and the amount of Federal Pell Grant funds that the student has previously received. More information is available online at: www.macc.edu/faq-finaid.

ESTIMATED COSTS FOR ATTENDING MACC

The Financial Aid Office establishes standard student budgets each year as a basis for awarding financial aid funds. These budgets reflect typical “modest but adequate” expense patterns of Moberly Area Community College students. While actual expenses will vary based on your lifestyle and level of enrollment, estimated costs should assist you in planning your own budget. More information is available online at: www.macc.edu/faq-finaid.

INITIAL LOAN COUNSELING FOR STUDENT BORROWERS

ALL first-time borrowers at MACC must participate in an in-person student loan counseling session, dates and times are posted online at: http://www.macc.edu/loan-counseling. In addition, ALL first-time borrowers at MACC must complete online Student Loan Entrance Counseling. This may be completed online at: www.studentloans.gov.

EXIT COUNSELING FOR STUDENT BORROWERS

All student loan borrowers are required to completed exit counseling when before they withdraw, graduate or reduce their enrollment status to less than half time (less than six hours). MACC will notify loan borrowers of this requirement and will require Exit Counseling to be completed online at: www.studentloans.gov.

STUDENT LOAN POSTPONING PAYMENTS OPTIONS

If a student loan borrower experiences financial hardship, he or she may postpone student loan payments if he or she meets specific eligibility criteria. Postponement options are called deferment of forbearance. More information may be obtained online at: http://www2.ed.gov/offices/OSFAP/DirectLoan/postpone.html

CODE OF CONDUCT FOR STUDENT LOANS

The college adheres to a code of conduct regarding relationships with providers of private educational loans. A complete copy of the policy is available online at: www.macc.edu/student-loan-conduct.

PREFERRED LENDER LIST

Moberly Area Community College does not have Preferred Lender Arrangements.

THE STUDENT LOAN OMBUDSMAN

The Federal Student Aid Ombudsman Group is where individuals can turn after trying other ways to resolve a federal student aid dispute. Assistance request are generated from phone calls, letters and e-mails, and are classified as either general assistance or research problem assistance. Learn more about ombudsman principles online at: http://ombudsman.ed.gov/ethics.html.

SATISFACTORY ACADEMIC PROGRESS

For more information about MACC’s Satisfactory Academic progress requirements, see page 31 of the MACC catalog. A complete copy of the SAP policy is online at: www.macc.edu/Satisfactory-Academic-Guidelines.

METHOD AND FREQUENCY OF FINANCIAL AID DISBURSEMENTS

Financial aid is disbursed (released) to students in different ways depending on the type of aid and other factors. In general, the Business Office credits your financial aid to your student account as it is received by the college. Any and all monies received will be applied to your student account first to pay all outstanding charges. Federal Pell Grant funds are disbursed at approximately the midpoint of the semester. Federal Direct Loan funds are issued in payments called “disbursements.” Disbursements usually occur on the 30th day of each semester. Single-semester loans will disburse in two equal installments. The first disbursement will be no sooner than the 30th day of the semester for which you are applying. The second disbursement will be no sooner than the midpoint of the semester for which you are applying. The Financial Aid Office will notify you in writing of your expected loan disbursement and refund dates. Be aware that Pell Grant funds usually post to your student account after your loan disbursements. If you receive aid in excess of your charges, the Business Office will issue a refund check for the credit balance within fourteen days after your charges are paid in full.
TERMS/CONDITIONS OF FINANCIAL AID EMPLOYMENT

The Federal College Work-Study Program (CWSP) provides on-campus jobs for qualified students. Students are hired in offices, maintenance, the library, Learning Center Tutors, and as various faculty aids. Federal College Work Study jobs pay minimum wage.

MACC may arrange jobs on campus or at a non-profit organization off campus. Eligible students may be employed but are limited to an average of ten to 19.75 hours per week. A student must have a valid Student Aid Report (SAR) on file to be considered.

Students interested in participating in this program should contact the Financial Aid Office for an application and a list of current openings. Please see the Student's Guide to the Federal Work-Study Program for all eligibility requirements and application procedures online at: [www.macc.edu/college-workstudy](http://www.macc.edu/college-workstudy).

NATIONAL STUDENT LOAN DATABASE SYSTEM

You can find information about all your student loans—Direct Loans, FFEL Program Loans, and Federal Perkins Loans—by accessing the Department of Education's National Student Loan Data System online at: [www.nslds.ed.gov](http://www.nslds.ed.gov) or by calling toll-free (800)999-8219. You will need your federal student aid (FAFSA) PIN to access NSLDS.

TERMS OF STUDENT LOANS, INCLUDING NECESSITY OF REPAYMENT AND SAMPLE REPAYMENT SCHEDULE

Direct Loans are low-interest loans for students and parents to help pay for the cost of a student’s education after high school. The lender is the U.S. Department of Education (the Department), though the entity you deal with, your loan servicer, can be a private business. Student loans are a debt which must be repaid. You can find more information about student loans and a sample repayment schedule online at: [http://www2.ed.gov/offices/OSFAP/DirectLoan/student.html](http://www2.ed.gov/offices/OSFAP/DirectLoan/student.html).

REPAYMENT POLICY (RETURN OF TITLE IV AID)

The federal government mandates that students who withdraw from all classes may only keep the financial aid (federal Title IV grant and loan assistance) they have “earned” up to the time of withdrawal. Funds that were disbursed in excess of the earned amount must be returned by the college and/or the student to the federal government.

CONCERNS ABOUT FINANCIAL AID FRAUD

According to the Federal Trade Commission, perpetrators of financial aid fraud often use the following lines to sell their scholarship services. Therefore students should avoid any scholarship service or website that states one or all of the following:

- “This scholarship is guaranteed or your money back.”
- “You can’t get this information anywhere else.”
- “I just need your credit card or bank account number to hold this scholarship.”
- “We’ll do all the work.”
- “This scholarship will cost some money.”
- “You’ve been selected by a ‘national foundation’ to receive a scholarship” or “You’re a finalist” in a contest you never entered.

GRADUATION AND RETENTION RATES

Moberly Area Community College is committed to providing a learning environment and support system that encourage students to achieve their educational goals. Whether a student is engaged in a single course or a full program of study, MACC is dedicated to student success. For a complete report of graduation and retention rates, go online at: [http://nces.ed.gov/collegenavigator/?q=moberly+area+community+college&s=MO&id=178448#retgrad](http://nces.ed.gov/collegenavigator/?q=moberly+area+community+college&s=MO&id=178448#retgrad).

EMPLOYMENT FOR GRADUATES

Available information about job placement rates and the types of employment obtained by MACC graduates may be obtained online at: [www.macc.edu/career-placement](http://www.macc.edu/career-placement).

VOTER REGISTRATION

Missouri residents can access the forms necessary to register to vote at: [www.sos.mo.gov/elections/goVoteMissouri/register.aspx](http://www.sos.mo.gov/elections/goVoteMissouri/register.aspx).

GRADUATION AND RETENTION RATES FOR STUDENT ATHLETES

This information is provided to student-athletes, their parents, high school coaches, and guidance counselors when an athletically related student aid offer is made. The most current rates are available online at: [www.macc.edu/institutional-data-stats](http://www.macc.edu/institutional-data-stats).
ATHLETIC PROGRAM PARTICIPATION AND FINANCIAL SUPPORT

In order for a student to achieve to his/her greatest potential, regular attendance in all classes is necessary. Since Moberly Area Community College provides athletic scholarships to several young men and women, it is expected that they exert every effort to achieve to their academic potential. Therefore, guidelines for class attendance and academic progress will be followed. A copy of the Athletic Scholarship Recipient Class Attendance and Academic Progress Guidelines is attached to every athletic scholarship agreement.

As part of The Equity in Athletics Disclosure Act, information on annual participation rates and financing of men's and women's sports in intercollegiate athletic programs is available by request to students and the general public. A copy of the current disclosure is available online at: www.macc.edu/institutional-data-stats.

For more information, contact the Athletic Department at:
101 College Avenue
Moberly, MO 65270
Phone: 660-263-4100 ext. 11505
Fax: 660-263-2408

VACCINATION POLICY

For more information about MACC’s Vaccination Policy, see page 11 of the catalog.

DRUG AND ALCOHOL POLICY

Moberly Area Community College is committed to the education and development of students, faculty and staff regarding drug and alcohol use. It is the intent and obligation of the College to provide a drug/alcohol-free, healthful, safe, and secure environment. The entire text of this policy is online at: www.macc.edu/drug-alcohol.

NONDISCRIMINATION POLICY STATEMENT

For more information about MACC’s non-discrimination policy, see page 47 of the MACC catalog.

COMPLAINT POLICY

For more information about MACC’s complaint policy, see page 47 of the MACC catalog.

CAMPUS SAFETY AND SECURITY

Each year, Moberly Area Community College prepares a campus security report. The campus security report includes statistics for the previous three years concerning certain crimes reported to have occurred on campus, in off-campus buildings, and property owned or controlled by MACC, as well as public property within or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning crime prevention and the reporting of crimes.

Information regarding public safety may be obtained from the MACC Security Office, located in the Student Services Office, Andrew Komar, Jr. Hall, on the Moberly campus, or by calling (660)263-4100, extension 11247.

Crime statistics for all campuses of MACC for the past three calendar years are available on the MACC website at www.macc.edu/crime-stats.

TIMELY WARNING POLICY

Moberly Area Community College will follow the conditions of the Jeanne Cleary Act regarding the issue of timely warnings concerning crimes, reported to MACC Security or local law enforcement.

Please subscribe to our text-messaging system for sending notifications to your mobile phone about “emergencies” on campus (i.e., classes canceled because of snow, security incidences, etc.) All students, faculty and staff should use. The online form to subscribe is: www.macc.edu/e2campus.

MISSING STUDENT POLICY

Moberly Area Community College will follow the conditions of the Jeanne Cleary Act regarding issues of a missing student. For a complete copy of this policy, see: www.macc.edu/missing-student-policy.
OPEN DOOR PHILOSOPHY

The “open door” philosophy at Moberly Area Community College allows access to admission in College programs based on aptitude, interest, abilities, and specific program entrance requirements. Recognizing that all applicants are not academically qualified to enter all programs, college admission does not guarantee admission to specific programs or courses.

Skill assessment is available to assist with the identification of the basic skill levels of students as they enter the College. The primary goal of the assessment process is to assist students by indentifying their skills, needs, and educational objectives.

Advisement and assessment services are available to assist students in the evaluation of their educational goals and for placement into the appropriate courses or programs.
GENERAL ADMISSION REQUIREMENTS

1. All students enrolled in college credit classes must provide or have on file proof of high school graduation or equivalency by the completion of the first ten days of class in a 16-week semester or the equivalent in a shorter session. High school students enrolled through dual credit or dual enrollment programs and persons with proof of an associate or higher degree are excluded from this requirement. Extenuating circumstances may be appealed to the Dean of Student Services.

2. Students not meeting the above requirement may audit regular college courses or enroll in non-credit college courses and programs.

3. All beginning freshmen are admitted in good standing provided they have met all admission requirements.

4. All degree-seeking students must submit official transcripts from all colleges and universities attended. All previously earned college credits will be evaluated individually.

5. Assessment measures are required of students.

PLACEMENT ASSESSMENT PROGRAM

MACC uses several tests to assess language usage, math, algebra, and reading skills. The COMPASS or ACT placement assessment enables College personnel to place students in appropriate classes. A placement test is administered to all students who:

- Are certificate- or degree-seeking, or
- Wish to enroll in any math or composition/technical writing course.

Students enrolled in the Law Enforcement Training Center program are exempt from the placement assessment requirement. Transfer students who have successfully completed an English or math course may waive the equivalent COMPASS/ACT requirement for placement purposes. No student will be denied admission solely on the basis of a placement assessment score, except when a minimum score is required for admission to a specific program.

ADDITIONAL ADMISSION POLICIES

Dual Enrollment

Students who are juniors or seniors in high school may be admitted to regular day or evening classes during fall and spring semesters if they meet the following requirements:

- A cumulative 2.00 or better high school grade point average;
- A “Permission to Enroll” form completed and signed by the high school superintendent, principal or counselor, parent(s) or guardian(s), and the Dean of Student Services;
- An application for admission;
- Payment of tuition and fees;
- Compliance with College rules and regulations.

Students who have completed their sophomore year of high school may attend summer classes if they meet the following requirements:

- A “Permission to Enroll” form completed and signed by parent(s) or guardian(s) and the Dean of Student Services;
- An application for admission;
- Payment of tuition and fees;
- Compliance with College rules and regulations.

College credit for dual-enrollment courses will be awarded upon receipt of the high school transcript verifying graduation date.

Dual Credit

Dual credit is an option offered by Moberly Area Community College that allows eligible high school juniors and seniors to take MACC classes taught in the high school for college credit as well as for high school credit.

According to Dual Credit Policy Guidelines adopted by the Missouri Coordinating Board for Higher Education, students receiving dual credit from MACC can expect to transfer credit up to the equivalent of five courses to other Missouri colleges and universities. Students who wish to transfer more than five dual-credit courses should consult the college/university to which they intend to transfer in order to determine if the institution has a policy regarding the acceptance of dual-credit courses used for the completion of a college degree.

MACC does not limit the number of dual-credit courses that may be used for the completion of a certificate or associate degree.

Dual-credit academic and technical courses are of the same rigor and quality as all other College courses. Instructors of dual-credit courses meet the same standards required of MACC instructors. College texts and syllabi are followed for dual-credit courses.

To be eligible to enroll in dual-credit courses, students must have a minimum overall high school grade point average of 3.00 (on a 4.00 scale) or the equivalent and be recommended by the high school principal or his or her official designee.

Students’ fees may be paid by the high school district or by the student, as determined by the agreement between the high school district and Moberly Area Community College.

High school sophomores who wish to enroll in dual-credit courses must demonstrate their competency by scoring at the 90th percentile or above on the ACT (composite score), in addition to all other placement requirements. Moreover, the recommending high school counselor and high school principal must concur that a younger student can benefit from dual credit in the specific course and learn at the collegiate level. MACC does not allow freshmen to take dual-credit classes.

Admissions for Special Selection Programs

Some programs of study at Moberly Area Community College have specific admission criteria that are determined in part by state and federal guidelines, professional associations for the career field, and the rigor of the program. The following programs have specific admission criteria:

- Associate Degree in Nursing (ADN)
- Practical Nursing (PN)
- Accelerated Admissions Option for Licensed Practical Nurses into the ADN Program (AADN)
- Law Enforcement Training Center (LETC)
- Medical Laboratory Technician (MLT)
- Occupational Therapy Assistant (OTA)

Please refer to the Programs of Study section of this catalog to learn more about the admission criteria for these areas.
Admission Policies for International Students

International students may be admitted to Moberly Area Community College upon approval of the President’s Council. International students must meet the following admission requirements:

1. Complete an admissions application for Moberly Area Community College and submit a copy of the student’s passport.
2. Provide a copy of high school transcript or the certifying graduation equivalent.
3. Provide a transcript of finances (translated into American currency) proving adequate support for the full period of study at this College, accompanied by documentation. A current certified letter sent to a bank or a letter of sponsorship from a government or established organization may be used as an attachment to the certification. The minimal amount needed will be $10,000 (American dollars) or the equivalent.
4. Provide certified proof of proficiency in the English language, which may be achieved by one of the following:
   - A minimum total score of 450 (CBT 133/IBT 46) on the Test of English as a Foreign Language (TOEFL), or
   - Completion of an English program at an Intensive English Institution approved by the Dean of Student Services, or
   - A diploma from a secondary institution in English-speaking countries (U.S., Canada, England, Republic of Ireland, Australia or New Zealand) with a minimum of two years of successful full-time study with English as the medium of instruction, or
   - An ACT English score of 20 or greater.
5. All tuition and fees must be paid in full at the time the student is permitted to register for classes.
6. International students who request admission to Moberly Area Community College and reside outside of the United States must provide a $1,200 deposit (money order/cashier’s check) before the I-20 will be approved and sent to the student. This deposit will be used as payment toward tuition and fees. Upon the student’s arrival at the College, the balance of tuition and fees must be paid in full.
7. Transfer students must provide a letter of good standing from the most recent college or university attended.
8. Enroll at Moberly Area Community College as a full-time student. Exceptions may be made for students enrolled concurrently at another college or university on a full-time basis.
9. All international students (F-1 VISA) are required to carry health and accident insurance that is administered through Moberly Area Community College. The full cost of the insurance must be paid at the time the student enrolls for classes.

International students should see “Evaluation of International Credentials” on page 24 for information regarding MACC transfer policies.

Transferring Credit to MACC

MACC’s transfer policy is in place to allow for smooth transfer of credits. Transfer students must submit official transcripts to the Registrar for evaluation. Transfer credit from any post secondary institution is considered if regional, national, professional and/or specialized accreditation has been awarded and recognized by the U.S. Secretary of Education or the Council of Higher Education Accreditation (CHEA). Each course is evaluated by the Registrar and the Dean of Academic Affairs or the Dean of Career & Technical Education to determine whether it is one of the following:

- Equivalent to a specific MACC course,
- Not equivalent to an MACC course but transferable as an elective, or
- Unusable in the student’s specified MACC degree/certificate program.

Transfer credit is only granted for passing grades. Some programs may require a higher grade for credit to be awarded in certain classes. Grades earned in courses taken at other institutions that have been approved for transfer credit are included in students’ MACC cumulative grade point averages. Students may be requested to provide additional information (e.g., course syllabus) to the Registrar for review by the appropriate Dean. After transcripts have been evaluated, the MACC Registrar sends each degree-seeking student a letter stating the transfer decision for each course. Students may appeal transfer decisions to the Registrar for reconsideration by the appropriate Dean.

42-Hour General Education Block

A statewide general education policy has been developed to enhance the portability of general education among Missouri’s colleges and universities. Students who are certified by their sending institutions as having completed a 42-hour block of general education will not be required to complete any additional general education requirements that are part of the corresponding general education block at MACC.

Advanced Placement (AP) Credit

Advanced Placement Examinations are prepared by the Educational Testing Services of the College Board Programs. These examinations are administered after the AP course is offered in the upper level of high school. MACC accepts AP credit based on a review and evaluation by the Dean of Academic Affairs or the Dean of Career & Technical Programs. An AP chart, which lists the required scores to receive AP credit, is posted on the college website.

CLEP

A maximum of 30 semester hours of credit may be granted for successful scores on the General Examination and selected Subject Matter Examinations of the CLEP test. The CLEP examinations are administered through the Office of Student Services on the Main Campus in Moberly.

Credit by Certification

A student who is pursuing a 32 credit hour certificate or an Associate of Applied Science degree may qualify for credit by certification. The purpose of credit by certification is to grant college credit for nationally recognized industry certified training. Well-documented industrial trade and craft training may also be considered for this process. More information about credit by certification is available from the Dean of Career and Technical Education.
Credit by Credential
Students who have a current Child Development Associate (CDA) national credential may be awarded college credit toward the Associate of Applied Science degree in Early Childhood. The credit hours are awarded on the basis of competencies the individual has gained in the process of achieving the CDA. The following guidelines apply to the granting of college credit to students with a current CDA. The individual will:

- Meet all criteria for admissions as specified in the College catalog;
- Make application to the Dean of Career and Technical Education for college credit by current CDA credential;
- Provide official documentation of his or her current CDA national credential to the College at the time of the application for credit;
- Complete 12 credit hours of Early Childhood program courses (with the ECE or CCE prefix) and LAL 101 Composition I with a grade of “C” or better in each course before the credit for the CDA credential will be placed on the individual’s official MACC transcript. The individual’s CDA credential must remain current and be documented at the time this credit is awarded.

Credit by Examination
The purpose of credit by examination is to award college credit for knowledge, skills, and competencies obtained through non-traditional college programs. Credit will be granted for scores at or exceeding 80% for existing career and technical courses in the MACC curriculum as approved by the Dean of Career and Technical Education. Credit by examination will only be considered if reasonable proof can be provided indicating that the student has substantial education, training, and work experience related to the course for which the exam is requested. Only one opportunity will be given to test-out for credit in any one course, and the applicant must pay a test fee. Credit by examination will be awarded only after a student has completed 12 college-level credit hours toward a 32 credit hour certificate or an AAS degree. Total credit hours granted to any student for credit by examination toward a 32 credit hour certificate or an AAS degree will not exceed 50% of the individual's official MACC transcript. The individual's CDA credential must remain current and be documented at the time this credit is awarded.

Evaluation of International Credentials
Coursework completed at colleges and universities outside of the United States will be considered on an individual basis for transfer.

An official evaluation of credentials must be completed before transfer credit can be granted. The student is responsible for arranging for credential evaluation. World Education Services (WES) is an approved professional evaluation service; applications are available through the Dean of Student Services. The student is expected to pay all costs of translation and/or evaluation of international credentials. Evaluation of credentials completed by WES is subject to review and approval by the Registrar.

Military Credit
Veterans may receive academic credit for military/educational training earned while serving in the armed forces based on evaluation and recommendation from the American Council on Education (ACE). Veterans requesting credit for military experience must submit an official copy of their ACE transcript to the MACC Registrar. This information will then be evaluated by the Registrar and the Dean of Academic Affairs or the Dean of Career and Technical Education.

ARTICULATION FOR SECONDARY CAREER AND TECHNICAL PROGRAMS
Articulation is a curricular concept designed to eliminate duplication of instruction and to recognize student achievements from area career and technical schools and comprehensive high schools that are approved by the Missouri Department of Elementary and Secondary Education. Students wishing to obtain articulation credit must:

- Be seeking an Associate of Applied Science degree in the same career and technical program or one closely related to the secondary program;
- Have completed a two-year secondary career and technical program;
- Have earned a cumulative 3.00 GPA in the secondary career and technical program and a 2.00 overall cumulative GPA;
- Meet all College admission criteria as specified in the College catalog;
- Make application to the Dean of Career and Technical Education for articulation within two years following high school graduation;
- Provide official high school transcript(s) and competency documentation, if required; and
- Complete all developmental coursework and twelve college-level credit hours of 100-level or higher with at least a 2.0 GPA before credit by articulation will be transcripted.

The Dean of Career and Technical Education, the Director of Career and Technical Programs, and MACC faculty members will coordinate with area career and technical school personnel in analysis of curricular content to assist in course equivalency determination. Final determination of allowable articulation credit will be transcripted as follows: MACC course number, course title, notation of articulation credit, credit hours, and “credit” in place of a grade.

Articulation credit will not be used in grade point calculations. The articulation process with MACC must take place within two years following high school graduation.

TRANSFERRING CREDIT TO OTHER INSTITUTIONS
Educational requirements vary from one institution to another. For this reason, it is extremely important that students who plan to transfer to another institution work closely with the Office of Student Services or off-campus site office in planning their course schedules. Individual contact with college representatives from the receiving institutions and campus visits are important to prepare for a smooth transition. Transfer problems can be minimized if special consideration is given when preparing a class schedule.

42-Hour General Education Block
Completion of the 42-hour general education block is automatically noted on student transcripts upon graduation from MACC. If students complete the 42-hour general education block prior to graduation, they may request the notation on their transcripts through the Office of the Registrar.
**Transcripts**
The Office of Student Services will release an official transcript only on written authorization of the student. Financial obligations to the College must be met before a transcript is released. Written requests for transcripts shall be filed with the Registrar in the Office of Student Services. There is no charge for the regular processing and mailing of transcripts up to 5 copies. Requests for a transcript to be faxed must be accompanied by a $5 payment.

**Course Equivalencies**
Course equivalency charts and a list of articulation agreements between MACC and other institutions are posted on the College website and discussed during student advising sessions. Students should consult these resources to ensure that they are taking courses that are appropriate to their programs of study.

**GENERAL REGISTRATION INFORMATION**

1. Dates for regular registration for each semester and summer classes are announced in advance of the beginning of each term. Other off-schedule course offerings will be available in the Office of Student Services and off-campus site offices as well as publicized through the news media.

2. Total fees and tuition are due by the first day of classes. Students may request a deferred payment plan, as approved by the Director of Business Services in accordance with guidelines established and approved by the President’s Council. Details are available in the Business Office.

3. Fees and tuition for business and industry courses and adult and community education courses must be paid by the first day of class(es), unless otherwise designated, or unless guaranteed by financial aid. Additionally, fees and tuition for those courses are nonrefundable.

4. In addition to incidental fees and tuition, some courses require lab or clinical fees.

**Audit**
Students may be admitted to most courses as auditors. Requests to audit classes will be considered on an individual basis and must be approved by an advisor in the Student Services Office or off-campus site office. These requests will be considered only during the normal schedule-change period that occurs at the beginning of each semester. Auditors must be registered and must pay all fees but are not required to take examinations. Auditors receive no college credit, but the fact of attendance will be entered on the student’s permanent record.

*Note: Courses with the following prefixes may not be audited:*
- MLT - Medical Laboratory Technician
- NUR – Associate Degree Nursing
- OTA – Occupational Therapy Assistant
- PNC – Practical Nursing

**Late Registration**
Students may late-register or add classes through the first week of the 16-week semester or the equivalent period in a shorter session. A late registration fee of $75 will be charged for students enrolling in a class or classes on or after the first day of the semester. This would not apply to students who have already enrolled for the semester and are adding classes.

**How to Register**

1. Complete an Application for Admission, which is available in the Office of Student Services on the Main Campus; in the main office at the off-campus sites; and on the website at [www.macc.edu](http://www.macc.edu).

2. Submit an official transcript with graduation date noted from an accredited high school or a certificate of high school equivalency through the General Education Development (GED) test. College graduates (associate’s degree or higher) may provide college transcripts, including degree awarded and graduation date, in place of high school records. All transcripts must be on file by the completion of the first 10 days of class in a 16-week semester or the equivalent in a shorter session. Students not meeting this requirement may audit regular college courses or enroll in non-credit college courses and programs.

3. Take the COMPASS or ACT exam to determine placement in English and math courses. This requirement may be waived in some cases.

4. Once admitted, register for classes by visiting with an academic advisor. MACC encourages all students to register early to ensure the best selection of classes. When registering, students should check course schedules for class availability and the college catalog for prerequisites, corequisites, program restrictions, and other information.

5. Pay total fees and tuition by the first day of the semester. MACC offers several convenient payment options including cash, check, Visa, MasterCard, Discover, and online.

6. Students may also set up a deferred payment plan.

**How To Officially Withdraw From Class(es)**

In the event a student is unable to begin or continue attendance in the class(es) in which he or she enrolled, he or she must officially withdraw himself or herself from the class(es) according to the procedures listed below. Students may drop classes until two weeks prior to the last scheduled day of classes in a regular 16-week semester, or the equivalent proportion of class time in a shorter session. The process for withdrawing from class(es) is listed below. Students may withdraw from classes in one of two ways:

1. Obtain a schedule change/add-drop form from a Student Services representative/advisor. Present the completed form (including instructor signature) to a Student Services representative/advisor. The Student Services representative/advisor will review, process, and initial the form. Students are strongly encouraged to maintain the gold copy of the form for their records and to check what impact withdrawing from a class may have on completion of degree requirements as well as eligibility for financial aid, health insurance benefits, veteran’s benefits, scholarships, etc.

2. Send a letter to the Student Services office of Moberly Area Community College. The official date of withdrawal will be the date the letter is postmarked. The letter must clearly state the student’s course(s) to be dropped and the date the student last attended the course(s) and must include the student’s signature and student ID number or social security number. Mail the withdrawal letter to: Student Services Office, Moberly Area Community College, 101 College Avenue, Moberly, MO 65270.
Your official transcript will reflect the dropped course as “W.” You will owe tuition and fees unless you officially withdraw within the add/drop period specific to your class. Failing to attend a class, ceasing to attend a class, or calling the college does not constitute an official withdrawal.

FLEXIBLE COURSE SCHEDULING

Evening and Weekend Classes
For those who cannot attend daytime classes, evening and Saturday courses provide a convenient scheduling option. Admission requirements for evening and weekend classes are the same as for daytime classes. Normally, evening and weekend classes meet one time per week for 16 weeks.

Summer Session
The summer session consists of two consecutive four-week sessions running concurrently with an eight-week session. Taking summer classes is an excellent way for high school students and recent high school graduates to get a head start on a college education and acclimate to the style and pace of college-level instruction. Summer sessions allow students to expedite program completion, take a developmental course if needed, or prepare for admission into a specific degree program.

Intersession Classes
Intersession classes are scheduled between the spring and summer semester and between the summer and fall semester. Intersession classes are intensive because an entire semester of coursework is covered in a nine-day period. Students enrolling in Intersession classes should be prepared to move through material quickly. This is an excellent option for traditional and nontraditional students who want to move through a course of study at an accelerated pace.

Eight-Week Classes
MACC offers some classes in an eight-week format during the fall and spring semesters. These classes are listed in the online and hard copy versions of the fall and spring course schedules. Eight-week classes meet for an equivalent amount of instructional time as the traditional 16-week courses.

REPEATING COURSES
A student who receives a “C,” “D,” or “F” in any college-level course may repeat the course. The grade received for the repeated course, if higher, will cancel the first grade and will be used in computing the student’s cumulative grade point average. In extenuating circumstances, students may petition the appropriate dean to repeat a course with an A or B grade. Developmental courses may be repeated regardless of the grade obtained.

NOTES
TUITION AND FINANCIAL ASSISTANCE

Financial assistance at Moberly Area Community College is available in the form of grants, loans, work study, scholarships, or a combination of these.

Most financial assistance is awarded to students who demonstrate financial need, but specific awards may have additional eligibility requirements.

To be eligible for financial aid at MACC, the applicant must have been accepted for admission or already be enrolled at the College; and meet the financial aid satisfactory progress requirements as established by the College. Some financial aid programs may have additional criteria to determine eligibility.

In addition to the financial aid programs mentioned in this catalog, students may obtain free scholarship information through the internet.
TUITION AND FEES

Fees listed below do not include lab/clinical fees, textbooks or personal expenses. All tuition and fees listed in this catalog are subject to change without notice by the MACC Board of Trustees.

<table>
<thead>
<tr>
<th>Cost Per Credit Hour</th>
<th>MACC District Residents</th>
<th>Other Missouri Residents</th>
<th>Other U.S. Residents</th>
<th>International Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular*</td>
<td>$88</td>
<td>$122</td>
<td>$174</td>
<td>$187</td>
</tr>
<tr>
<td>Online*</td>
<td>$113</td>
<td>$147</td>
<td>$199</td>
<td>$212</td>
</tr>
<tr>
<td>Hybrid*</td>
<td>$100</td>
<td>$134</td>
<td>$186</td>
<td>$199</td>
</tr>
<tr>
<td>Dual Credit</td>
<td>$41</td>
<td>$70</td>
<td>$117</td>
<td>$127</td>
</tr>
<tr>
<td>OTA Courses</td>
<td>$194</td>
<td>$225</td>
<td>$276</td>
<td>$286</td>
</tr>
</tbody>
</table>

*These costs include Student Activity/Support Services fees of $7/credit hour and Technology Fees of $6/credit hour.

Law Enforcement Training Center Tuition and Fees:

<table>
<thead>
<tr>
<th>Tuition</th>
<th>$3,450</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firearms and Forensic Training Lab Fee</td>
<td>$300</td>
</tr>
<tr>
<td>Drivers Training and Emergency Vehicle Operation Course Lab Fee</td>
<td>$300</td>
</tr>
<tr>
<td>Total Fees and Tuition</td>
<td>$4,050</td>
</tr>
</tbody>
</table>

Allied Health clinical fees per credit hour:

<table>
<thead>
<tr>
<th>Associate Degree Nursing</th>
<th>$55</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical Nursing Program</td>
<td>$25</td>
</tr>
<tr>
<td>Medical Laboratory Technician</td>
<td>$30</td>
</tr>
</tbody>
</table>

Continuing Education Courses

Fees vary per course.

Student Activity/Support Services Fee
A student activity/support services fee of $7 per credit hour is charged to all students to help support student activities and services. Students enrolled in dual credit courses are exempt from this fee for those courses.

Technology Fee
A technology fee of $6 per credit hour is charged to students to help support technology resources. Students enrolled in dual credit courses are exempt from this fee for those courses.

Program Fees
Some courses require lab fees or other unique program fees. The student is responsible for all fees associated with individual courses.

Late Registration Fee
Students who register on or after the first day of the semester/session will be charged a late registration fee of $75.

Residence Hall Fees
Residence hall fees are $1,200 per semester. A one-time housing deposit of $150 is required in advance to reserve a room. The deposit less damages are refunded when a student moves out of the dorm.

Meal Plans
Two meal plan options are available to students. Meal Plans provide for breakfast and lunch meals during days that MajiC’s Hound Town Grill is open according to the guidelines listed below. All meal plan options are payable in advance.

Option A (Base Plan): $750/semester
- Breakfast: provides for any combination of food and drink not to exceed $4
- Lunch: provides for any combination of food and drink not to exceed $7

Option B: $900/semester
- Breakfast: provides for any combination of food and drink not to exceed $5
- Lunch: provides for any combination of food and drink not to exceed $8

Payment Information

Personal Checks/Credit Cards
Personal checks or an approved Visa, MasterCard, or Discover Card will be accepted for payment of fees, books, or other financial obligations to the College.

When paying by check, the check writer must provide his or her social security number and date of birth. The College may request a picture ID prior to accepting a check. Two party checks and counter checks will not be accepted. A student who presents a check to the College, which for any reason is not honored by the bank, will be prohibited from attending classes and will be readmitted only upon payment of the check amount plus a returned check fee. The College reserves the right not to accept checks from a student who has previously written a check not honored by the bank.

Deferred Payment Program
Moberly Area Community College offers a deferred payment program to students. This program is administered by the Director of Business Services, in accordance with guidelines established and approved by the President’s Council. A fee of $40 per semester is charged to students to participate in the interest-free deferred payment program. Additional details about the deferred payment plan are available in the Business Office or online at www.macc.edu.

Late Payment
Students with delinquent accounts will be dropped from all classes. Fees, tuition, and other charges assessed during a semester that remain unpaid shall be subject to collection efforts. Additionally, academic transcripts will be held, and students with delinquent balances will not be allowed to enroll in subsequent semesters. In addition to being held accountable for unpaid charges, students with delinquent balances will be required to reimburse the College for collection costs and pay a $75 late payment fee prior to reinstatement in good standing.

Refund Policies
Tuition and fees may be refunded according to the following policy based on a 16-week semester. Refunds for other course offerings will be prorated accordingly.

- 100% refund: Official withdrawal initiated by the student through the Office of the Dean of Student Services within the first week of classes for regular fall and spring 16-week
 Cancelling Classes

Moberly Area Community College retains the right to cancel courses when enrollment is too low to render a course educationally sound and economically efficient. Students will have the opportunity to receive a refund of tuition and fees paid for any cancelled course.

Residency Definitions

In-District Student

An in-district student is defined as one of the following:

- Students claimed as dependents who reside with their parents and whose parents have their permanent residence within the Moberly Area Community College District.
- Students who do not live with their parents but are claimed as dependents by their parents whose permanent residence is within the Moberly Area Community College District.
- Students who have established permanent residence in the Moberly Area Community College District. Students who have established permanent residence within the Moberly Area Community College District through full-time employment or other pursuits. Additionally, a student who has established residence in the Moberly Area Community College District for the purpose of attending college must reside in the district for at least 12 consecutive months prior to the first day of class.
- Students who have declared their emancipation and have established their residence within the Moberly Area Community College district by living in the district for 12 consecutive months prior to enrollment.
- Students who own and reside in a home in the MACC district.

Residency will be determined at the time of admission by the Office of Student Services according to the residency policy. Any questions concerning the policy or its interpretation should be directed to the Dean of Student Services.

Out-of-District Student

Students who have their residency outside the MACC district but have met the established criteria to be an in-district resident must apply for this residency change. MACC will not make the change automatically. If a question arises concerning the resident status of the student, the student has responsibility to prove permanent residence within the district.

Any proof that the student can provide will be evaluated on an individual basis. The following legal documents may be used to verify residency if they are issued in the student’s name, indicate current address, and are dated at least 12 months prior to enrollment:

- Tax forms (e.g., personal property, state, income, real estate)

Students who have declared their emancipation and are under 22 years of age may be required to submit a copy of their parent’s income tax form to verify that they were not claimed as dependents.
**Out-of-State Student**
An out-of-state student is one whose permanent residence and address are outside the state of Missouri. This includes the following:

- **International Student:** This is a foreign national who is in the United States on an approved visa.
- **Unemancipated Minor Student:** This is a student less than 22 years old who is still under the care, custody or support of parents/legal guardians who reside outside the state of Missouri.

**Tuition and Fee Waivers**

**Graduating Seniors Summer Start Program**
The Graduating Seniors Summer Start Program allows graduating high school seniors to enroll in up to three credit hours during the summer immediately following high school graduation. A waiver of tuition and fees (excluding lab fees for select classes), for up to three credit hours is granted upon documentation of high school graduation. Participants in the Graduating Seniors Summer Start Program are responsible for textbooks and lab fees. Classes may be taken at any instructional site of MACC. Online and Virtual courses do not qualify for this waiver. For more information, students may contact the Office of Student Services.

**Senior Citizens Higher Education Program**
All persons age 60 years or older who are residents of the Moberly Area Community College District are eligible to attend in-district college credit classes with waiver of incidental fees, technology fee, and student activity/support services fee on a space-available basis.

This waiver applies only to courses that are assessed at the standard tuition and fee rate. The cost of books, supplies and lab fees is the responsibility of the senior citizen.

**Fee Waiver for Employees of Moberly Area Community College and their Spouses**
Full-time employees and their spouses may attend up to nine hours of developmental and college classes per semester with a waiver of incidental fees and tuition, technology fee, and student activity/support services fee. Attendance is subject to approval of the employee’s supervisor/dean. The cost of books, supplies, and laboratory fees is the responsibility of the individual. Online and hybrid courses contain additional per credit hour fees, which will be the responsibility of the individual.

In addition, full-time employees are eligible to apply for participation in one Career Focus course/workshop per semester. If approved by the employee’s supervisor/dean, all fees and tuition will be waived. Books, workbooks, manuals, software, lunch and/or dinner costs must be borne by the employee.

If a supervisor/dean requests that an employee take either a Career Focus course or a regularly scheduled course in relation to the individual’s employment responsibilities, instructional materials and supplies will be provided by the College. These materials and supplies are to be returned to the respective department(s) at the end of the course.

Part-time employees, as approved by their respective supervisor/dean, are eligible for a fee and tuition waiver on an individual basis for courses or workshops that relate to Moberly Area Community College employment. Instructional materials will be provided by the College and returned to respective departments at the end of the course.

Should an employee resign or be terminated during the course of a semester in which he/she is enrolled in MACC classes, in accordance with this policy, the cost(s) of the course will be prorated to the termination date. The former employee or spouse will be responsible for the prorated amount incurred after the termination date.

**Fee Waiver for Dependents of Moberly Area Community College Employees**
Dependents of full-time employees of MACC may attend up to 12 hours of developmental and College classes per semester with a waiver of incidental fees and tuition, technology fee, and student activity/support services fee. The cost of books, supplies, and laboratory fees is the responsibility of the individual. Online and hybrid courses contain additional per credit hour fees, which will be the responsibility of the individual. Dependents are those members of the employee's family meeting the IRS definition of a dependent. Dependents using this benefit must meet federal academic progress guidelines.

Should the dependent's parent cease to be employed at MACC, whether through resignation or termination, during the course of a semester in which the dependent is enrolled at MACC, in accordance with this policy, the dependent will be allowed to complete the semester but will not be allowed to use the dependent tuition/fee waiver for future enrollment.

**Fee Waiver for Employees of the Moberly Public School District**
All full-time employees of the Moberly Public School District may attend up to nine hours of in-district college classes per semester with waiver of incidental fees, technology fee, and student activity/support services fee. All eligible employees who do not reside in the district will be required to pay out-of-district tuition. The cost of books, supplies and laboratory fees is the responsibility of the individual. Online and hybrid courses contain additional per credit hour fees, which will be the responsibility of the individual.

For the purpose of waiver of fees and tuition eligibility, “full-time” employment is defined as a full-time teaching load or a minimum of a 37 1/2-hour work week for at least 9 1/4 months per year.

**Tuition Waiver for Out-of-District Employees (Moberly)**
Employers whose primary business operation is located within the Moberly Area Community College District may request a waiver of out-of-district tuition on single course offerings for their full-time employees. Waiver requests will be considered and granted based on the following conditions:

1. A written request form from the employee's supervisor must be submitted to the Office of the President, Moberly Area Community College, at least one week prior to the course starting date.
2. A waiver may be granted on single course offerings for the purpose of upgrading or retraining the employee for continuous employment with the requesting organization.
3. Normally waivers may be granted to a maximum of six credit hours per semester (session) per person; however, in certain extenuating circumstances, the President of the College has the authority to increase the number of credit hours waived.
4. If the waiver is granted, payment for the course(s) must be made in full by check to the College from the requesting organization within 30 days of the first day of the course(s).
5. For customized and other special courses and seminars, the President of MACC has the authority to waive out-of-district fees. Final approval of the request for waiver rests with the President of MACC.
Tuition Waiver for Out-of-State Employees (Hannibal)

Employers whose primary business operation is located in Hannibal, Missouri, may request a waiver of out-of-state tuition for their full-time employees to attend classes at Moberly Area Community College’s instructional site in Hannibal. Waiver requests will be considered and granted based on the following conditions:

1. A completed request form signed by the employee’s supervisor must be submitted to the Office of the President, Moberly Area Community College, at least one week prior to the course starting date.
2. A waiver may be granted on single course offerings for the purpose of upgrading or retraining the employee for continuous employment with the requesting organization.
3. A waiver may be granted for a maximum of six credit hours per semester per person; however, under certain extenuating circumstances, the President of MACC has the authority to increase the number of credit hours approved for waiver.
4. If the waiver is granted, payment for the course(s) must be made in full to the College by the requesting organization within 30 days of the first day of the course(s).
5. For customized and other special courses and seminars, the President of MACC has the authority to waive out-of-state tuition.

The President of Moberly Area Community College will consider requests upon receipt of the waiver form. Once a decision has been made, the requesting organization will be notified by the Office of the President.

Satisfactory Academic Progress

Moberly Area Community College students receiving federal financial aid are required to meet Satisfactory Academic Progress (SAP) standards, according to federal and state laws and regulations. Being eligible to enroll in classes does not mean the student has an eligible SAP status for financial aid. Academic records are reviewed for all students receiving financial aid or being considered for financial aid from the following sources:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Missouri A+ Scholarship
- Access Missouri Grant
- Federal Direct Parent PLUS Loan
- Veterans Benefits
- Federal Work-Study Program
- MACC Scholarships and Fee Waivers
- Federal Direct Stafford Loan Program (Subsidized and Unsubsidized)

The review of a student’s SAP status is based on the entire academic record, even if the student did not receive financial aid for previous semesters of enrollment. This includes all transfer credit hours being accepted by the College and Developmental courses taken at MACC. The SAP status is monitored after each semester’s grades are posted.

After each semester has ended, a student’s SAP status will be calculated. A student who received federal aid in that semester will receive a notice from the MACC Financial Aid Office if he or she did not meet the SAP requirements. Financial aid awards for subsequent semesters will be adjusted accordingly.

A student is considered to have an eligible SAP status if he or she:

1. Maintains the required Cumulative Grade Point Average (CGPA). All MACC students are expected to maintain a cumulative grade point average of 2.00 or better. However, to remain in acceptable status, a student must maintain a cumulative GPA in his or her program of study in accordance with the following criteria:

<table>
<thead>
<tr>
<th>Number of Hours Completed</th>
<th>Minimum Cumulative Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less Than 30 Hours</td>
<td>1.85 CGPA</td>
</tr>
<tr>
<td>30 and above</td>
<td>2.00 CGPA</td>
</tr>
</tbody>
</table>

2. Satisfactorily completes enough credit hours to have a pace of completion of 2/3 or 66.67% or higher, each semester. Students are expected to complete at least 2/3 or 66.67 percent of their total attempted classes. To calculate the pace each semester, the total number of completed credit hours are divided by the number of attempted credit hours. Rounding down is not permitted. For example:

<table>
<thead>
<tr>
<th>Attempted Hours</th>
<th>Required Pace</th>
<th>Minimum Hours Required</th>
<th>Multiplication Example</th>
<th>Division Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>66.67%</td>
<td>22</td>
<td>32 x 66.67 = 21.33</td>
<td>22/32 = 68.75%</td>
</tr>
<tr>
<td>24</td>
<td>66.67%</td>
<td>16</td>
<td>24 x 66.67 = 15.67</td>
<td>16/24 = 66.67%</td>
</tr>
<tr>
<td>15</td>
<td>66.67%</td>
<td>10</td>
<td>15 x 66.67 = 10</td>
<td>10/15 = 66.67%</td>
</tr>
<tr>
<td>12</td>
<td>66.67%</td>
<td>8</td>
<td>12 x 66.67 = 8</td>
<td>8/12 = 66.67%</td>
</tr>
<tr>
<td>9</td>
<td>66.67%</td>
<td>6</td>
<td>9 x 66.67 = 6</td>
<td>6/9 = 66.67%</td>
</tr>
<tr>
<td>6</td>
<td>66.67%</td>
<td>4</td>
<td>6 x 66.67 = 4</td>
<td>4/6 = 66.67%</td>
</tr>
<tr>
<td>5</td>
<td>66.67%</td>
<td>4</td>
<td>5 x 66.67 = 3.34</td>
<td>4/5 = 80%</td>
</tr>
<tr>
<td>4</td>
<td>66.67%</td>
<td>3</td>
<td>4 x 66.67 = 2.67</td>
<td>3/4 = 75%</td>
</tr>
</tbody>
</table>

A student who receives a final grade of “A”, “B”, “C”, “D” or “P” for a course has successfully completed those credit hours. However, withdrawals from classes or a final grade of “F”, “I”, “W”, or “NR” are not considered satisfactory. Transfer hours accepted by MACC will be used in calculating the remaining semesters of financial aid eligibility and the minimum hours to be completed.

3. Will graduate within 150% of the credit hours required to complete the program.

A student who maintains the standards for academic progress is allowed to receive aid until the maximum credit hour limit is reached, or the requirements for the current declared degree are reached.
A student is not allowed to receive aid if he or she has attempted more than 150% of the credit hours required to complete a specific program. For example, a student seeking a degree requiring 64 credit hours may attempt a total of 96 credit hours. This is referred to as the “maximum-time policy”.

Financial Aid Warning
A student who has not met the minimum CGPA requirement, AND/OR has not completed the minimum credit hours will be assigned a classification of Warning for one subsequent semester. During the Warning semester a student may receive financial assistance.

Financial Aid Suspension
If a student does not attain SAP during the Warning semester, the student will be assigned a classification of Financial Aid Suspension, and consequently, is ineligible for financial aid for subsequent semesters.

Other situations that will cause Financial Aid Suspension include withdrawal from all classes, earning all “F’s”, or finishing a semester with a combination of withdrawals and “F’s”; or, suspension from the College. A student will be notified in writing if he or she is placed on Financial Aid Suspension.

Developmental Hours
A student may receive financial aid for a Developmental course if the course is required for placement into a course that is required for a student’s declared degree at MACC. Developmental courses are not considered college-level semester hours; therefore, letter grades earned in Developmental courses are designation only and are not included in any grade point average calculation. Completion of a Developmental course with a satisfactory grade will be evaluated as a completed course in the pace of progression calculation.

Repeated Courses
Students may receive most financial aid programs for repeating courses; however, if retaking a previously passed course, financial aid can only be used for one repeat of the course. Any courses that are repeated will be used in the calculation of a student’s Satisfactory Academic Progress status. A grade earned in a repeated course replaces the previously earned grade, if a higher grade is earned. The Missouri A+ Scholarship will not pay for a course more than one time.

Reinstatement of Financial Aid/ Appeal Procedures
A student who is ineligible for financial aid can become eligible for financial aid again by fulfilling one of the following conditions:

1. Enroll in a subsequent semester (at the students own expense) and: 1) completing the pace of completion requirement, and/or 2) complete enough credit hours to achieve the minimum cumulative GPA; or,
2. Successfully appeal the ineligible status by demonstrating unforeseen, documentable extenuating circumstances.

A student with unforeseen, documentable extenuating circumstances who is ineligible for financial aid may appeal in writing by obtaining an Academic Progress Appeal form from the Financial Aid Office or online. For each semester in which the student did not meet the required CGPA and/or a semester completion rate of at least 67.0%, the student must submit information and documentation explaining why the SAP standards were not met and what has changed that will allow the student to meet SAP in the future. The appeal form and all required supporting documentation must be submitted to the Financial Aid Office before an appeal will be considered. The Financial Aid Office will respond in writing to an appeal fifteen (15) to twenty (20) business days after it is received.

Circumstances for an appeal that will be considered include unexpected injury or illness of the student, work schedule change, day care or transportation problems, death of a close family member or other unforeseen extenuating circumstances. For those students who are appealing because they have exceeded the maximum time frame, in addition to the reasons already listed, the appeals committee would consider classes taken toward a second degree.

Financial Aid Probation
If a student’s appeal is approved, he/she will be placed on Financial Aid Probation. While on Probation, the student may receive financial aid for one semester. In order to be eligible for aid for subsequent semesters, the student must meet the terms of the appeal. For all Probation students this includes:

- Successfully complete all the courses attempted during the semester with no withdrawals from classes (including withdrawals after the financial aid freeze date, even if the class has not started), or a final grade of “F” (failing), “I” (incomplete), “W” (withdrawn), or NR (not recorded).
- Maintain a semester grade point average of 2.00 or higher.
- If requesting an extension of the 150% time frame, successfully complete my degree or certificate within the date listed on my appeal, and by following the academic plan and time frame provided in my appeal.
- Follow any other academic plan stipulations listed in the appeal approval notice.

Additional Information
Some financial aid programs may have specific academic progress criteria that recipients are required to maintain for eligibility in addition to the SAP standards established by MACC. For example, the A+ Program, Access Missouri Grant, and most Institutional scholarships require a minimum grade point average of 2.50 for renewal and may require a higher completion rate. Financial aid programs with specific academic progress guidelines are not eligible for reinstatement by appeal. Please refer to specific financial aid program guidelines for credit hour and GPA requirements.

Financial Aid Application Requirements
Prospective students should complete an application for admission to MACC. Degree-seeking students at MACC applying for federal, state, and institutional aid must complete the annual Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. MACC’s federal school code is 002491; this code must be provided on the FAFSA in order for MACC to receive the FAFSA results. Signed copies of tax forms and/or other documentation may be required to verify information.

The MACC Financial Aid Office will make every effort to meet the financial need of each qualified student based on eligibility criteria and the availability of federal, state, local, and institutional funds.
Because award determinations are made during the summer for the fall and spring semesters, all necessary financial aid forms should be submitted to the MACC Financial Aid Office by June 1. Applications for financial aid will be accepted at any time during the academic year. However, because some funds are limited, late applications may not receive maximum consideration and may not be processed by the first day of the semester when tuition and fees are due to the College.

Federal Financial Aid Programs

Applications for many of the following programs are available in the Financial Aid Office, at each off-campus site and online at: www.macc.edu/finaid-forms.

In order to be eligible for most types of financial aid, a student must:

- Be seeking a degree or certificate at MACC;
- Enroll in and attend courses that are required for the declared degree or certificate; financial aid will not cover courses that are not required for your degree.
- Some financial aid programs have minimum credit hour requirements (i.e. student loans require enrollment in at least six (6) credit hours);
- Have an official high school or GED transcript on file in the Student Services Office;
- Have all prior college transcripts on file in the Student Services Office;
- Be making academic progress according to MACC’s Satisfactory Academic Progress policy;
- Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov with the MACC federal school code;
- Meet additional federal financial aid compliance standards as established for specific programs; and,
- Supply any additional information that is requested by MACC’s Financial Aid Office.

Federal Pell Grant

The Federal Pell Grant is the largest federally funded grant program. The Federal Pell Grant provides a foundation of financial aid to which other aid may be added and for which a student may apply for assistance. Federal Pell Grant awards range from approximately $694 to $5,550 for each academic year. To be eligible for a Federal Pell Grant a student must complete the current year Free Application for Federal Student Aid (FAFSA). The award amount is based on the student’s enrollment status and the Expected Family Contribution (which is the result of the FAFSA). Students who have earned a Bachelor’s or Professional Degree are not eligible for a Federal or State Grant. More information is available at www.fafsa.gov.

A student’s eligibility to receive a Federal Pell Grant is limited to twelve (12) full-time semesters (or its equivalent). This provision applies to all Federal Pell Grant eligible students effective with the 2012-2013 award year. The duration of eligibility will include all years of the student’s receipt of Federal Pell Grant funding.

Federal Supplemental Educational Opportunity Grant (SEOG)

This grant is awarded to students demonstrating exceptional financial need. Students must qualify for a Pell Grant to be eligible for SEOG and priority is given to students with a zero (0) EFC (per the FAFSA results). The typical award is $150 per semester to eligible recipients and funding for this grant is contingent upon MACC’s SEOG allocation from federal funding.

Federal Work Study Program

The Work-Study Program provides campus jobs for eligible students. Students may be hired in offices, maintenance, cafeteria, the library, as Learning Center tutors, elementary school tutors, and as assistants at our off-campus sites. MACC students can work up to 19.75 hours per week (depending on eligibility) and are paid minimum wage.

A student must have a valid Free Application for Federal Student Aid (FAFSA) on file to be considered for a position. To apply for a work-study job students MUST complete a separate application, which is available in the Financial Aid Office (FAO) or online at www.macc.edu/finaid-forms. Upon receipt of the completed application, the FAO will review the eligibility and will notify student by letter. Federal Work-Study jobs are limited and selection is made by the supervisor in each department on a first-come, first-served basis.

Federal Student Loans

Federal Direct Student Loans (Subsidized and Unsubsidized) are available to students who qualify. To apply, a student must complete a Student Loan Data Sheet in addition to the Free Application for Federal Student Aid (FAFSA). At least part-time enrollment (6 credit hours) is required. A student may be eligible for up to the annual maximum based on grade level and dependency status, but actual eligibility is also based on the cost of education and the expected family contribution.

Student Loan entrance counseling is required for all first time borrowers at MACC. The counseling will consist of an in person and online session. A Federal Direct Loan Master Promissory Note must also be completed prior to the loan being processed.

The Federal Direct Subsidized Loan is based on financial need. Eligibility is determined by the Financial Aid Office from the results of the Free Application for Federal Student Aid (FAFSA). The government pays the interest on these loans while the student is in school at least half-time. Once the student drops to less than half-time attendance, or leaves school, repayment will begin after a six-month grace period, at which time interest will begin to accrue. The interest rate is 6.8%.

The Federal Direct Unsubsidized Loan is not need-based. Eligibility is determined by the Financial Aid Office from the results of the FAFSA. The government does not subsidize this loan. The student is responsible for the interest that accrues during in-school, grace, and deferment periods. You may choose to make interest payments while you are in school or you may defer (and accumulate) the interest until repayment. The interest rate is 6.8%.

Several payment plans are available; typically a student enrolls in the Standard Repayment Plan which is a set amount each month for a maximum of 10 years.

Federal Direct Parent Loans (PLUS) are available for parents of dependent children enrolled at least half-time (6 credit hours). Eligibility is based on the cost of education minus financial aid the student is receiving. A successful credit check is required. To apply, a PLUS Loan Data Sheet is required in addition to the Free Application for Federal Student Aid (FAFSA).
A Federal PLUS Loan Master Promissory Note is required prior to the loan being processed. Repayment begins 60 days after the loan is first disbursed. The interest rate is 7.9%

**Tax Benefits for Education**

There are a variety of tax credits, deductions and savings plans available to taxpayers to assist with the expense of higher education.

- A tax credit reduces the amount of income tax you may have to pay.
- A deduction reduces the amount of your income that is subject to tax, thus generally reducing the amount of tax you may have to pay.
- Certain savings plans allow the accumulated interest to grow tax-free until money is taken out (known as a distribution), or allow the distribution to be tax-free, or both.
- An exclusion from income means that you won’t have to pay income tax on the benefit you’re receiving, but you also won’t be able to use that same tax-free benefit for a deduction or credit.

For more information about the American Opportunity Credit, Hope Credit and Lifetime Learning Credit, please visit the Internal Revenue Service website, www.irs.gov.

**State Scholarships and Grants**

Applications for many of the following programs are available in the Financial Aid Office, at each off-campus site and online at: www.macc.edu/finaid-forms.

**Access Missouri Financial Assistance Program**

This grant is available to undergraduate students who have submitted their Free Application for Federal Student Aid (FAFSA) by April 1 preceding each academic year for which financial aid is being sought, and the FAFSA results must determine that the Expected Family Contribution (EFC) is $12,000 or less. Students must be working toward their first baccalaureate degree and be residents of the state of Missouri attending an approved Missouri school. Students must be enrolled in a minimum of 12 credit hours, make satisfactory academic progress, and maintain a 2.50 cumulative grade point average. Although award amounts will vary depending on the EFC, type of school and funding from the state legislature, MACC student awards may range between $300 and $1000 each year.

**Marguerite Ross Barnett Scholarship**

This scholarship is available to students who are employed and compensated for at least 20 hours per week while attending school at least part time (6 to 11 credit hours). Applicants must be at least 18 years old, demonstrate financial need, be residents of Missouri, attend an approved Missouri school, make satisfactory academic progress and maintain a 2.5 cumulative grade point average. Students must complete the Free Application for Federal Student Aid (FAFSA) and apply by April 1 preceding the school year.

The maximum amount of the scholarship is the lesser of the following: the actual tuition charged, the amount of tuition charged to a part-time student in the same class level at the University of Missouri, or the demonstrated financial need.

**Missouri Higher Education Academic Scholarship (“Bright Flight”)**

The Bright Flight scholarship is awarded to students who have a composite score on the ACT or the SAT in the top 5% of all Missouri students taking those tests. The Missouri Department of Higher Education (MDHE) receives ACT and SAT composite scores and will send an approval letter to each eligible student, and notifies the student’s high school and each college or university that the student provided on the ACT or SAT application. Recipients must be a United States citizen or an eligible non-citizen, a Missouri resident graduating from high school, home schooled students or those who have obtained a certificate of high school equivalency by passing the General Educational Development (GED) examination are eligible for consideration, who plan to enroll as a first-time, full-time student at a participating Missouri school.

Eligible students must receive the scholarship during the academic year immediately following their senior year of high school or after obtaining a certificate of high school equivalency to maintain eligibility. The scholarship may be renewed annually for up to 10 semesters or until the student completes his/her first bachelor’s degree. Recipients must maintain continuous enrollment (excluding summer terms), continually receive the scholarship at an approved Missouri school, and maintain satisfactory academic progress with a 2.50 cumulative grade point average. The scholarship is worth up to $2,000 per year ($1,000 per semester) and is not available during summer terms. The actual award amount is dependent on the amount of funds allocated for the program during the legislative session.

**Outside Aid and Scholarships**

**Vocational Rehabilitation**

Students who have a disability that may preclude them from having normal full-time employment may be eligible to receive benefits from the State of Missouri Rehabilitation Office. Students should contact the Division of Vocational Rehabilitation in Jefferson City, Missouri, or contact the MACC Business Office for more information.

**Workforce Investment Act (WIA)**

Prospective students who will be pursuing a degree or a one-year vocational training program and have economic barriers to education may qualify for assistance through the Workforce Investment Act (WIA). Information may be obtained from the student’s local Workforce Development Center.

**Gamm Vocational Training Program**

Tuition and fee assistance is available to qualifying adult students who need to acquire a marketable skill through a community college. Grant amounts are determined by a sliding scale based on the client’s income, family size, and current employment status. More information may be obtained by contacting Gamm, Incorporated at 800-866-9021.

**Student Nurse Loan Forgiveness Program**

The Moberly Regional Medical Center (MRMC) and Moberly Regional Health Foundation (MRHF) have developed a financial aid loan program for students attending the Moberly Area Community College Associate Degree Nursing Program. This Loan Forgiveness Program is available to those students who are interested in a professional nursing career with health care providers in Randolph, Monroe, Chariton, Shelby, Macon, Linn, and Audrain counties. Health care providers include hospitals, nursing homes, physician offices, health departments, home health agencies, etc.
The loan is valued at $1,000 per semester. Recipients must be actively pursuing an Associate Degree in Nursing at MACC.

To qualify for loan forgiveness, recipients must graduate from the program, pass the state board exam, gain employment, and remain employed for 24 consecutive months with a health care provider within one of the designated counties. Applications are available in the Financial Aid Office, at each off-campus site and online.

**Veterans’ Benefits**

Moberly Area Community College is approved for certification of students eligible to receive educational assistance from the Department of Veterans Affairs (DVA). Eligibility for the various VA Educational Benefits Programs is determined by your date of enlistment. In all cases, the final determination of eligibility is made by the DVA. Veterans (and dependents of veterans) who want to apply for MGIB Benefits must complete and submit the appropriate VA Application for Education Benefits which corresponds with the chapter of benefits the veteran (veterans’ dependent) is seeking and are available from the Financial Aid Office. In addition, the student must complete a MACC Veterans Registration Form and submit it to the School Certifying Official (SCO) in the Financial Aid Office with the veteran’s DD-214 (member 4 copy), NOBE, Letter of Eligibility and deployment orders (contact the SCO for required paperwork by chapter). Students receiving VA benefits must satisfy all admissions criteria and maintain Satisfactory Academic Progress (SAP) as defined by MACC’s academic policy.

**The Missouri Returning Heroes’ Education Act**

The Missouri Returning Heroes’ Education Act reduces the student’s eligible tuition to a maximum of $50 per credit hour for Missouri Combat Veterans who served after September 11, 2001, and were honorably discharged. The veteran’s DD-214 (member 4 copy) is required. Contact the Financial Aid Office for additional information.

**Tuition Assistance Programs**

You must contact your Unit Commander to see if you qualify for state or federal tuition assistance (TA). Tuition assistance is paid directly to the school. The student is responsible for applying for tuition assistance prior to the 1st day of classes. Federal tuition assistance will cover up to 100% of the student’s eligible tuition and fees. State tuition assistance covers up to 100% of the student’s eligible tuition only. The student is responsible for payment of tuition and fees not covered by TA. Contact the Financial Aid Office for additional information.

**A+ Schools Program**

The A+ Schools Program provides post-secondary financial benefits for students who graduate from a public Missouri high school that has been designated as an A+ School by the Missouri State Board of Education. Students must meet all A+ Schools Program requirements.

The benefit includes reimbursement of tuition and most fees for the required courses of the certificate or degree that eligible students are seeking while attending full-time at any Missouri public community college or vocational/technical school.

Students must apply for federal funding by completing the Free Application for Federal Student Aid (FAFSA) each academic year and provide additional paperwork, if requested, to the school. If a student is eligible for federal grants, they must be applied to the students’ eligible charges before the A+ Program is billed for remaining charges.

A+ eligible students must enroll in programs of study leading to a Certificate, Associate of Applied Science Degree, Associated Degree in Nursing, Associate of Science Degree, Associate of Arts in Teaching, or Associated of Arts Degree. Students are required to maintain a cumulative 2.50 GPA and maintain Satisfactory Academic Progress per MACC’s academic policy.

Students are required to submit official transcripts from all colleges previously attended, including dual credit, and transfers from eligible or ineligible institutions, for the credit evaluation and determination of the students cumulative GPA for eligibility for the program.

The request for A+ funding is initiated when the student submits an official high school transcript which includes the State’s official A+ stamp to the Student Services Office and completes the A+ Enrollment Form. Students are required to submit required documentation by the imposed deadlines as published in the A+ Program Guidelines. MACC cannot guarantee reimbursement of allowable charges for students missing these deadlines. For additional information regarding the A+ Schools Program, contact the Financial Aid Office.

**Institutional Scholarships and Awards**

Moberly Area Community College offers scholarships, awards and fee waivers that are administered through the President’s Office, the Financial Aid Office, the Office of Student Services, and individual departments. To be eligible for MACC institutional scholarships, recipients must be degree-seeking and admitted to or already enrolled at the College. Some scholarships may have additional criteria.

Students shall receive only one institutional scholarship award, or fee waiver per semester and must abide by all rules and regulations of the College and of the respective scholarship, award, or fee waiver. Students receiving a scholarship, award or fee waiver should be advised that, in the event they withdraw from classes or fail to abide by the rules and regulations of the respective scholarship, award, fee waiver, or of the College, renewal privileges will be denied.

Unless otherwise noted, institutional scholarships, awards, and fee waivers are applied to tuition and fees only at Moberly Area Community College. Cash refunds and/or book vouchers cannot be given for institutional scholarships.

In addition, scholarships, awards, and fee waivers are not applicable toward Business and Industry Training and Continuing Education courses, dual-credit courses, or assessed fees such as activity/support services, lab, clinical, or technology fee, unless otherwise noted. Developmental courses do not apply toward grade point average. Recipients are required to maintain a minimum of 12 college-level credit hours for certain scholarships. Developmental courses are not college-level courses.

In compliance with Missouri State law, all recipients of institutional scholarships and awards must provide proof of United States citizenship, permanent residency, or other lawful presence in the United States. The following documents, in hard copy or electronic form, may be used to document that a recipient is a United States citizen, permanent resident, or is lawfully present in the United States:
• The annual Free Application for Federal Student Aid (FAFSA)
• A state-issued driver's license;
• A state-issued non-driver's identification card;
• Documentary evidence recognized by the department of revenue when processing an application for a driver's license or non-driver's identification card;
• A United States birth certificate;
• A United States military identification card; or,
• Any document issued by the federal government that confirms an alien's lawful presence in the United States

Priority will be given to applications submitted by April 1 for fall semester and full academic-year awards and November 1 is the priority deadline for spring semester awards.

Applications are available in the high school counselor's office, the Financial Aid Office, the Student Services Office, at each off-campus site and on-line at: www.macc.edu/finaid-forms.

Guidelines of each scholarship, award and fee waiver are outlined below.

**Board of Trustees Scholarship**
The Board of Trustees Scholarship recipients will be selected through a competitive application process. A maximum of eight (8) awards will be made each year to applicants demonstrating citizenship and academic excellence, ranking in the top 25% of their high school graduating class, and having a 3.00 (or equivalent) high school grade point average.

This scholarship is valued at $500 and is applied to educational expenses charged at Moberly Area Community College, including fees, tuition, housing, meal plan, and/or books and supplies. The scholarship must be used at MACC the fall semester immediately following high school graduation. Applications and certification are initiated in the high school principal's or counselor's office.

Scholarship recipients must be enrolled in a minimum of 12 college-level credit hours per semester. The scholarship is renewable for one consecutive semester if a cumulative 3.00 grade point average is maintained each semester and 12 college-level credit hours are completed.

**Presidential Ambassador’s Award**
The Presidential Ambassador’s Award is a special recognition awarded at the discretion of the College President. Recipients shall demonstrate an attitude that favorably reflects the good citizenship and academic attributes characterized by the MACC tradition and have a minimum 2.00 GPA (or equivalent GED score) or higher upon initial application. This award is valued at $500 per semester and is applied to tuition and fees at Moberly Area Community College the semester immediately following the award date. A maximum of 15 Presidential Ambassador’s Awards may be presented annually.

Recipients must be enrolled in a minimum of nine (9) college-level hours per semester. This award is renewable for three consecutive semesters if the recipient maintains a cumulative 2.50 GPA, completes nine (9) college-level credit hours, and provides a minimum of 10 hours of assistance in College related activities.

**Superintendent’s Scholarship**
The Superintendent’s Scholarship is awarded by area superintendents to graduating high school seniors. Recipients must have a minimum 2.50 high school GPA. This scholarship is valued at $300 per semester and is applied to tuition and fees at MACC for the fall semester immediately following high school graduation. A minimum of two graduating seniors may be selected from each high school. Scholarship recipients must be enrolled in a minimum of 9 credit hours per semester. This scholarship is renewable for one consecutive semesters if a cumulative 2.50 grade point average is maintained each semester and 12 credit hours are completed.

**Academic Department Scholarships**
One scholarship will be awarded from each Academic Department (currently 7) to students who are actively pursuing an Associate of Arts, Associate of Arts in Teaching, or Associate of Science degree at Moberly Area Community College. These scholarships are valued at $500 each and are applied toward tuition and fees at Moberly Area Community College the fall semester immediately following the award date. Recipients must be enrolled in a minimum of nine college-level credit hours per semester. This scholarship is renewable for one consecutive semester if a cumulative 2.50 grade point average is maintained and nine college-level credit hours are completed.

**Career/Technical Division Scholarships**
Two scholarships will be awarded from each Career and Technical program. These scholarships are awarded to students who are actively pursuing an Associate of Applied Science degree, Associate Degree in Nursing, or Certificate. These scholarships are valued at $500 each semester and will be applied to tuition and fees the fall semester immediately following the award date at Moberly Area Community College.

Recipients must be enrolled in a minimum of nine college-level credit hours each semester. This scholarship is renewable for one consecutive semester if a cumulative 2.50 grade point average is maintained each semester and nine college-level credit hours are completed.

**New Traditions Scholarship**
The New Traditions Scholarship is awarded to a student who is a member of a special population actively pursuing a degree or certificate at MACC. Special populations include single parents, displaced homemakers, dislocated workers, and individuals with disabilities, economic disadvantages, or limited English proficiency. This scholarship is valued at $500 per semester and is applied to tuition and fees at Moberly Area Community College for the semester immediately following the award date. A maximum of five New Traditions Scholarships may be awarded annually. Applications are available at the Financial Aid Office and the Career and Placement Services department located in the Career Center.

Scholarship recipients must be enrolled in a minimum of nine college-level credit hours per semester. This scholarship is renewable for one consecutive semesters if a cumulative 2.50 grade point average is maintained each semester and nine college-level credit hours are completed.

**Adult Education and Literacy**
The Adult Education and Literacy (AEL) Scholarship is available to persons who score 2,650 points or above on the General Educational Development (GED) Examination. This scholarship is valued at $500 per semester and is applied to tuition and fees at MACC the semester immediately following the award date. A maximum of five AEL scholarships may be awarded annually. Applications are available in the Financial Aid Office and the AEL Office.
Scholarship recipients must be enrolled in a minimum of nine college-level credit hours per semester. This scholarship is renewable for one consecutive semester if a 2.50 grade point average is maintained and nine college-level credit hours are completed.

**Vocal Music Award**
Vocal Music Awards are awarded on a competitive basis upon the recommendation of the Moberly Area Community College Music Director. To be eligible for the award, students must audition and enroll in the vocal music program and actively participate as instructed by the Music Director. Each year, eight Vocal Music Awards are granted. The Vocal Music Award is valued at 100% of the in-district fee and/or out-of-district tuition for twelve (12) to fifteen (15) hours per semester; and must be utilized the semester immediately following the award date. Award recipients must be enrolled in a minimum of twelve credit hours per semester.

This scholarship is renewable for three consecutive semesters if a cumulative 2.00 grade point average is maintained each semester and twelve credit hours are completed. The award will be prorated if the recipient fails to abide by the rules and regulations of the scholarship or the College.

**Art Award**
Two non-renewable Art Awards are granted to outstanding art students each semester. This scholarship is valued at $500 and is applied to tuition and fees at MACC. Selection is based upon the recommendation of the lead Art instructor. To be eligible for the award, students must complete an application, provide a portfolio of work, and enroll in nine credit hours, including at least one three-hour art class. The award will be prorated if the recipient fails to abide by the rules and regulations of the scholarship or the College.

**Theatre Award**
The Theatre Award is given to outstanding theatre/drama students at Moberly Area Community College. Selection of Theatre Award recipients is on a competitive basis upon the recommendation of the Moberly Area Community College lead Theatre/Drama instructor. To be eligible for the award, students must complete an application, audition, and/or provide a resume/portfolio. In addition, recipients are required to take a leadership role (either acting or technical) in the drama production during the semester in which the award is given. Two $500 Theatre Awards are granted on a semester basis and are non-renewable. This award is applied to tuition and fees at Moberly Area Community College. Recipients must be enrolled in nine credit hours, including at least one three-hour theatre/drama class. The award will be pro-rated if the recipient fails to abide by the rules and regulations of the scholarship or the College.

**Journalism Award**
The Journalism Award is presented to the student who serves as the editor of the Moberly Area Community College newspaper. This award is valued at $500 each semester and is applied to tuition and fees at Moberly Area Community College the semester immediately following the award date. Award recipients must be enrolled in a minimum of nine credit hours per semester, and have a minimum 2.50 high school or college grade point average (or equivalent GED score). This award is renewable for one semester if a cumulative 2.50 grade point average is maintained, nine credit hours are completed, and upon the recommendation of the newspaper sponsor. The award will be prorated if the recipient fails to abide by the rules and regulations of the scholarship or the College.

**Athletic Awards**
Athletic awards are available to athletes participating in the men’s or women’s basketball program. The awards are arranged on an individual basis through the Athletic Office with approval of the Director of Athletics.

**Student Basketball Manager Award**
The Student Basketball Manager Award is presented to the individual who serves as the student manager for the Greyhound or Lady Greyhound basketball teams, one per team. This award is valued at $1,000 and is applied to educational expenses incurred at Moberly Area Community College, including fees and tuition, housing, meal plan, and/or books and supplies purchased from MACC. Recipients are recommended by coaches to the Dean of Student Services.

This award is renewable for one semester if a cumulative 2.00 grade point average is achieved and 12 credit hours are completed. Award recipients must be enrolled in a minimum of 12 credit hours per semester. The award will be pro-rated if the recipient fails to abide by the rules and regulations of the scholarship or the College.

**Cheerleader Award**
The Cheerleader Award is made available to a maximum of eight students and is awarded on a competitive basis. This award is valued at 100% of the in-district fee and/or out-of-district tuition for twelve (12) to fifteen (15) credit hours per semester; and the award must be utilized the semester immediately following award date. Award recipients must be enrolled in a minimum of twelve credit hours per semester. The award is renewable for one semester if a cumulative 2.00 grade point average is maintained, twelve credit hours are completed, and other designated criteria are satisfied. The award will be pro-rated if the recipient fails to abide by the rules and regulations of the scholarship or the College.

**Greyhound Mascot Scholarship**
The Greyhound Mascot Scholarship will be awarded on a competitive basis. The award is valued at a maximum of $500 per semester and is restricted to fees and tuition only. The award is renewable for one semester if a cumulative 2.00 grade point average (or “pass” in the case of pass/fail courses) is maintained, and other designated criteria are satisfied. The award will be pro-rated if the recipient fails to abide by the rules and regulations of the scholarship or the College.

**William A. Edens Student Body President Award**
The William A. Edens Student Body President Award was established in memory of William A. Edens who was Student Body President (1998–99) and a graduate of Moberly Area Community College. While serving his country in Iraq as a 2nd Lieutenant, he lost his life in April 2005.

The Student Body President Award is presented to the student who is elected as the Moberly Area Community College Student Body President. This award is valued at $500 per semester and is applied to tuition and fees at MACC the semester immediately following election results. The recipient of the award is expected to demonstrate leadership qualities and abide by the regulations of Moberly Area Community College and the Student Government Association.

Award recipients must be enrolled in a minimum of twelve credit hours per semester. This scholarship is renewable for one semester if a cumulative 2.50 grade point average is achieved and 12 college credit hours are completed. The award will be prorated if the recipient fails to abide by the rules and regulations of the scholarship or the College.
Guidelines and applications for the following scholarships are available online at www.macc.edu/scholarship-types; or may also be found in the Financial Aid Office, Student Services Office, unless otherwise specified.

Moberly Area Community College Alumni Association Scholarship
The Alumni Association Scholarship is awarded to graduating high school seniors through a competitive selection process. The award may be used for the purchase of books and/or supplies from the MACC Bookstore. Recipients may be receiving other scholarships for tuition and fees, but still be eligible for the Alumni Scholarship. The amount of the scholarship may vary, but cannot exceed $200 per semester, and is renewable for three semesters if the criteria are met.

Leon Egly and Jason Acton Peace Officers Memorial Scholarship
This scholarship was established in memory of Leon Egly and Jason Acton who were killed in the line of duty in Randolph County in 2000. Jason Acton was a graduate of the MACC Law Enforcement program. A cash award is provided to assist students in the Law Enforcement or Criminal Justice program. Scholarship applications are available in the Law Enforcement Training Center Office.

Louise Anderson Trust Fund
The Louise Anderson Trust Fund scholarship is awarded annually to a student attending MACC and majoring in the field of education. Students at MACC who, at the end of the spring semester, have completed thirty credit hours and will be sophomores are eligible to apply. Consideration will be given to applicants who demonstrate an interest and capability in the field of education. Applicants will be: (1) Attending Moberly Area Community College; (2) Enrolled in at least 12 college credit hours with a 3.00 cumulative GPA; (3) Majoring in education; and (4) Must have completed enough courses to be considered a sophomore (30 hours or more) before the upcoming fall semester. The scholarship is awarded for the sophomore year and renewable for four subsequent semesters at a four year institution if all renewal requirements have been fulfilled. Approximate scholarship value is $375 per semester.

Moberly Branch AAUW Eula Baker Scholarship
The Moberly Branch AAUW Scholarship was established in 1944 and has been maintained by the organization. In October of 1990, the scholarship funds were presented to MACC for use in awarding scholarships to senior high school graduates from Moberly, Higbee, Huntsville, Cairo, Jacksonville, and Madison.

Mrs. Louise H. Roach Memorial Scholarship Fund
This scholarship was established in memory of Mrs. Louise H. Roach, a registered nurse and former Director of the Practical Nursing program at Moberly Area Community College. The scholarship applicant must be a graduate of the MACC Practical Nursing program.

Dean R. and Hazel R. Boyd Memorial Scholarship
This scholarship was established in memory of Dean R. Boyd by family and friends. Dean Boyd was a Moberly businessman, member of the MACC Board of Trustees for 20 years, and Board secretary. Hazel R. Boyd passed away in 2005 and her name was added to the scholarship in 2006. The scholarship fund was created to provide financial assistance and motivation to students planning to attend MACC.

Guidelines for the awarding of the scholarship are: 1) Recent high school graduate with a satisfactory academic record (minimum 2.50 out of a 4.00 high school cumulative grade point average) at time of application; 2) Must be a high school graduate from Moberly, Higbee, Westran, Cairo-Jacksonville, or Madison. Approximate scholarship value is $120 per semester.

Mr. White Scholarship
This scholarship was established by Mr. George White to assist students planning to attend MACC.

The Moberly Branch AAUW Scholarship was established in 1944 and has been maintained by the organization. The scholarship is awarded annually to a high school senior planning to attend MACC.

Guidelines for the awarding of the scholarship are: 1) Recent high school graduate from Moberly, Higbee, Westran, Cairo-Jacksonville, or Madison. Approximate scholarship value is $120 per semester.

Mrs. Louise H. Roach Memorial Scholarship Fund
This scholarship was established in memory of Mrs. Louise H. Roach, a registered nurse and former Director of the Practical Nursing program at Moberly Area Community College. The scholarship applicant must be a graduate of the MACC Practical Nursing program.

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Guidelines for the awarding of the scholarship are: 1) Recent high school graduate with a satisfactory academic record (minimum 2.50 out of a 4.00 high school cumulative grade point average) at time of application. ACT score is strongly recommended; 2) Must be a high school graduate from Moberly, Higbee, Westran, Cairo-Jacksonville, or Madison. Approximate scholarship value is $120 per semester.

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Guidelines for the awarding of the scholarship are: 1) Recent high school graduate with a satisfactory academic record (minimum 2.50 out of a 4.00 high school cumulative grade point average) at time of application. ACT score is strongly recommended; 2) Must be a high school graduate from Moberly, Higbee, Westran, Cairo-Jacksonville, or Madison. Approximate scholarship value is $120 per semester.
The scholarship is awarded for the fall semester and is eligible for renewal during the spring semester immediately following, if full-time enrollment and a 2.00 cumulative grade point average are achieved. The selection criteria are based on financial need, good moral character and academic achievement. The approximate value of this scholarship is $3,000 per semester.

Byland Family Foundation Scholarship
The Byland Family Foundation Scholarship was established for students pursuing a career in coaching basketball and who wish to participate in the Greyhound basketball program. The scholarship is open to graduating high school seniors. Each applicant must present a typed statement outlining his coaching career aspirations accompanied by a letter of recommendation from his high school basketball coach. Approximate scholarship value is $1,500 per semester and is renewable for three (3) subsequent semesters.

Jack Conroy Scholarship
The Jack Conroy Scholarship provides financial assistance to students who have earned at least twelve credit hours at MACC with a minimum cumulative 3.00 college grade point average. Preference is given to students majoring in the Humanities or Social Sciences. Consideration will be given to applicants demonstrating financial need. Applicants must be enrolled in a minimum of twelve credit hours at MACC to be eligible for the scholarship. Applicants must also submit an essay of approximately 500 words explaining how their educational or career goals align with the following quotes of Jack Conroy: 1) To live life with conviction of heart, mind, and hands. 2) To not let words put the message in my heart, but let my heart put words on paper. 2) To help usefully and without envy aspiring writers and workers from every background. Applicants may consult the Office of Student Services.

Robert Lee and Margie Lou Dudley Memorial Scholarship
This scholarship was established in 2003 to honor Robert Lee and Margie Lou Dudley; both were students at MACC and were active in many college organizations and activities. It is intended to provide financial assistance to students enrolled full-time at MACC who are majoring in business and taking business courses and plan to continue their education in business administration at the University of Missouri in Columbia, Missouri. Criteria selection includes academic promise, community service and financial need. Applicants must complete the most current Free Application for Federal Student Aid (FAFSA) and submit a copy of the results (called the Student Aid Report), and must submit a written statement which includes the extent of their financial need, career goals and service to the community. The scholarship is awarded for the fall semester and is eligible for renewal the spring semester immediately following, if full-time enrollment is maintained. The approximate value of this scholarship is $500 per semester.

The Charles Edward and Margaret Alice Funk Memorial Fund
A $3,000 donation was made in 1980 by the family of Charles Edward and Margaret Alice Funk to provide scholarships for Moberly and other Randolph County students attending MACC. The donation was placed in a trust with the interest accrued from the principal to be used for the scholarship. To be eligible for the scholarship, the applicant must demonstrate financial need and complete an application. The applicant’s eligibility for the scholarship is based on academic achievement and financial need.

1) Resident of Randolph County; and, 2) The financial need and academic accomplishments of the applicant will be considered in the selection process. Approximate scholarship value is $75 for the fall semester only.

Benjamin M. Glassen Memorial Scholarship
This scholarship was initiated through funding provided by the family of Benjamin M. Glassen who was an interested and prominent member of the Moberly community. His work in the community and service to various organizations contributed to Moberly’s stability and growth. Mr. Glassen served on the MACC Board of Trustees for 12 years and held the offices of President and Vice President.

The Benjamin M. Glassen Memorial Scholarship is a one-time award given to the recipient during the fall semester immediately following high school graduation. The scholarship shall be awarded to students based on financial need, academic achievement, and service to school and community. Additionally, the student must pursure a business-oriented course of study and be recommended by the high school principal or his or her official designee. Approximate scholarship value is $150 per year.

Tom L. Hackward Memorial Scholarship
The Tom L. Hackward Memorial Scholarship was established in May 1988 as a memorial to Mr. Tom L. Hackward, graduate of Moberly Junior College and lifelong resident of the Moberly area. Financial need and academic accomplishments of the applicants will be considered in the selection process and preference is given to students majoring in Journalism. Applicants must have a minimum 2.50 out of a 4.00 high school cumulative grade point average at the time of application. Approximate scholarship value is $150 per semester.

Grace Forrest Hahn Memorial Scholarship
This scholarship was created in 1998 in memory of Grace Forrest Hahn to provide scholarships to students pursuing careers in teaching or nursing. Selection criteria are based on financial need and academic achievement. The scholarship is awarded for the fall semester and is eligible for renewal during the spring semester immediately following, if full-time enrollment and a 2.50 cumulative grade point average are achieved. The approximate value of this scholarship is $500 per semester.

Charles E. and Margaret L. Hartig Scholarship
The Charles E. and Margaret L. Hartig Scholarship was established by a trust fund from the estate of Charles E. and Margaret L. Hartig, long-time residents of Moberly. Mr. Hartig bequeathed the sum of $10,000, the interest from which may be used to financially assist nursing students attending MACC.

John Harold and Bernice Hutsell Memorial Award
This is an annual gift to the Moberly Area Community College men’s basketball program in honor of an outstanding student/athlete in the program. This recognition is based on the student’s contribution to the team, class work, and representation of the program in the community. Scholarship guidelines and applications are available in the Office of Student Services.

Helen Louise Mallett Memorial Scholarship
The Helen Louise Mallett Memorial Scholarship was established in November 1990 by Delbert Mallett as a living memorial to his wife, Helen Louise Mallett. This scholarship provides an annual award to Associate Degree Nursing students at MACC.
Dr. W. H. McCormick Award
The Dr. W. H. McCormick Award was established through contributions received from the estate, family, and friends of Dr. McCormick for the development of a fund to provide financial assistance to Moberly Area Community College students. The fund is financed through the interest accrued from the initial investment of $11,642 and any other contributions.

The guidelines for the award state that the scholarship applicant shall meet the following requirements: 1) The principle requirement shall be financial need and academic promise; 2) The scholarship shall be renewable for the second semester if a 2.50 grade point average is maintained; 3) This scholarship is renewable for the recipient’s sophomore year at Moberly Area Community College. Approximate scholarship value is $400 per semester.

Gladys Mikesell Memorial Scholarship
This award of $750 is presented annually in memory of Gladys Mikesell. Applicants must be full-time nursing students who have completed their first year of the ADN program at MACC.

Cleo A. Noel, Jr. Scholarship
The Cleo A. Noel, Jr. Scholarship was established by friends and family as a memorial to Cleo A. Noel, Jr., a graduate of Moberly Junior College, who was assassinated in March 1973 while serving as the United States Ambassador to the Sudan. The scholarship fund was established to financially assist students who have obtained sophomore status and are currently attending MACC. Preference is given to applicants demonstrating interest and capabilities in the area of social science or related studies. The scholarship applications are presented to the Cleo A. Noel, Jr. Scholarship Committee at its annual spring luncheon. Approximate scholarship value is $200.

Austin and Rilla Mae Pierce Scholarship
The Austin and Rilla Mae Pierce Scholarship, established in 1983, was made possible through contributions by the friends of Austin and Rilla Mae Pierce. The scholarship was developed to financially assist students attending Moberly Area Community College. Candidates must be first-semester freshmen at MACC, demonstrate financial need, and satisfy other scholarship criteria. Approximate scholarship value is $100 per semester.

Jeffrey Alan Twenter Memorial Scholarship Fund
This scholarship was established in memory of Jeffrey Alan Twenter by family and friends. The scholarship fund provides financial assistance to students enrolled in the Law Enforcement Training Center at MACC. Scholarship applications are available in the Law Enforcement Training Center Office.

Nellie M. Whitaker Memorial Scholarship
This scholarship was established in memory of Nellie M. Whitaker. Selection criteria are based on financial need and academic accomplishments. The scholarship is awarded for the fall semester and is eligible for renewal during the spring semester immediately following, if full-time enrollment and a 2.50 cumulative grade point average are achieved. The approximate value of this scholarship is $1,500 per semester.

Altrusa Club Scholarship
This scholarship is available for females transferring from Moberly Area Community College to a four-year institution. The applicant must be a resident of Randolph County, but there are no restrictions on major course of study. The Altrusa Club selects its recipient, and one award is presented each year.

Richard J. Chamier Memorial Award
The Richard J. Chamier Memorial Award was established in 1987 by Elizabeth Williams Chamier and Suzanne Chamier Wixson in memory of Richard J. Chamier, husband and father. The award fund is financed through income accrued on the initial investment and additional contributions from family and friends. The guidelines, applications, information, and conditions governing the award of the Richard J. Chamier Scholarship are available in the Office of Student Services.

Raymond and Lorene Elsbury Scholarship
Raymond and Lorene Elsbury, long-time residents of Moberly, established this scholarship to assist graduating MACC sophomores in continuing their education at a four-year institution. Two scholarships will be awarded each year in the amount of $750 per semester.

Alfred and Hazel Parrish Award
This award was established in memory of Alfred and Hazel Parrish. One student will be selected for an annual cash award. Student selection is based on academic excellence, leadership skills, and community service.

James D. Phelan Scholarship
The James D. Phelan Scholarship is awarded annually to a sophomore graduating from MACC. The scholarship shall be used to help defray expenses of attending a four-year college for one year. The scholarship is renewable for a second year contingent upon satisfaction of award criteria, which includes scholastic achievement, financial need, and good moral character.

David W. Stamper Memorial Scholarship
The David W. Stamper Memorial Scholarship was created by Mr. and Mrs. H. H. Stamper, Howard A. Stamper, and Frances Anne Stamper in memory of their son and brother, David W. Stamper, a graduate of Moberly Junior College, who lost his life on May 16, 1943, while in the service of his country. The scholarship is financed through interest accrued on the initial investments and additional contributions. The David W. Stamper Memorial Scholarship is available to graduating sophomores majoring in science or a related area.

Scholarship applications and renewals are presented to the David W. Stamper Memorial Scholarship Committee for their consideration at the annual spring meeting. The initial David W. Stamper Memorial Scholarships are awarded at the MACC commencement.

ADDITIONAL SCHOLARSHIPS
To encourage and support attendance at Moberly Area Community College, benefactors, organizations, and businesses within the area have established both partial and full scholarships. Inquiries concerning available scholarships should be directed to the Dean of Student Services or the Financial Aid Office.
**COLLEGE UNITS**

The semester credit hour is the unit of measure for college credit coursework. The Carnegie unit is generally the guideline used to determine credit hour worth, with one hour of credit equated to 50 minutes of classroom instruction per week for a total of 15 weeks. For traditional courses, MACC meets or exceeds the Carnegie unit guidelines. Additional hours are required for laboratory courses, some career/technical courses, studio art classes, and music performance courses in which additional instructional time is required to achieve learning objectives.

For distance learning courses (e.g., online and hybrid), the Carnegie unit is applicable in the sense that students are meeting the same objectives as those delivered in traditional coursework; therefore, students are expected to spend comparable amounts of time in achieving these objectives. However, because learning is difficult to quantify in terms of minutes and hours in online and hybrid courses, more emphasis is placed upon evidence of student learning. In order to earn credit hours, students must meet stated learning outcomes at a satisfactory level.

**ACADEMIC COURSE LOAD**

For the fall and spring semesters, a student enrolled in a minimum course load of 12 semester hours is considered full-time. The maximum load for the fall and spring semesters is 18 semester hours. An overload in the fall and spring semesters is defined as more than 18 hours. In order to complete an associate’s degree in two years, the recommended load for a full-time student is 16 hours per semester. However, some degrees may require completion of more than 16 hours in a semester as well as summer coursework due to the total hours required within the degree.

A student taking six semester hours in any summer session is also considered full time. An overload in the summer session is defined as more than six semester hours during any 4-week session, nine semester hours for any 8-week session, or three semester hours over any intersession. For overload purposes, intersession courses are considered separate from the 8-week and 4-week summer sessions.

When requesting a course overload, students are expected to demonstrate evidence of prior academic success. Students who have a college cumulative grade point average of 3.00 or higher and have earned a minimum of 15 college-level credit hours may be approved by their advisor to enroll in up to 21 hours in a fall or spring semester or 12 hours in an eight-week session. Students who do not meet this prerequisite must obtain permission from the Dean of Academic Affairs or Dean of Career and Technical Education, as determined by the student’s major, to enroll in more than the maximum semester hours defined for any given semester (see previous paragraph).

A student will be classified as a sophomore after the satisfactory completion of 30 college-level semester hours.

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**GRADING**

Grade reports giving the letter grade earned in each course attempted are available to students after the completion of each semester. Grade point averages are calculated by grade points per credit hour. Grade points are assigned as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
<th>Grade Points Per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior Work</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average Work</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing Work</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>Not Computed</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>Not Computed</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete Work</td>
<td>Not Computed</td>
</tr>
</tbody>
</table>

Cumulative grade point average (CGPA) is calculated by dividing the total grade points by the total hours carried. The example below assumes that this student has completed only the 16 semester hours shown.

**Examples of calculating grade points:**

5 hours of “A” \[5 \times 4 = 20 \text{ grade points}\]
3 hours of “B” \[3 \times 3 = 9 \text{ grade points}\]
3 hours of “C” \[3 \times 2 = 6 \text{ grade points}\]
5 hours of “D” \[5 \times 1 = 5 \text{ grade points}\]

By dividing the total number of grade points, 40, by the total number of hours attempted, 16, the CGPA is 2.50. As the student completes additional hours, the grade points and hours are included in the CGPA calculation. With the exception of the first session a student completes, the GPA for the session and the CGPA, which includes all sessions, will probably not be identical.

All college-level credits earned at MACC, as well as those transferred in from other colleges, are used when calculating a student’s CGPA. Because developmental courses are not considered college-level semester hours, letter grades earned in developmental courses are by designation only and are not included in any grade point average calculations.

**Grade Appeal Procedure**

Assignment of grades is the responsibility of the instructor and presumes fairness and best professional judgment. Students who choose to appeal a grade must assume the burden of proof concerning any believed error in the grade assigned. Procedures for grade appeals are outlined in the Student Handbook.
**POLICIES**

**ATTENDANCE AND SCHEDULE CHANGE**

**PRESIDENT'S AND DEAN'S LISTS**

At the conclusion of each session, the Office of Student Services compiles the President's and Dean's Lists. The lists of qualifying students are given to the Director of Institutional Development, Marketing, and Public Relations for publication in newspapers serving the students' home towns. A copy of the lists accompanied by an informational memo is sent to the President, Vice President for Instruction, Dean of Academic Affairs, Dean of Career and Technical Education, and the Dean of Student Services. Pass/Fail and developmental courses are not included in the calculations of the grade point average for determination of the Presidents and Dean's Lists.

The President's List recognizes students who have achieved a grade point average of 4.00 for 12 or more semester hours completed in the fall or spring session or the equivalent number of full-time hours in the summer session. Qualifying students each session earn the honor of being placed on the prestigious President's List for that semester.

The Dean's List recognizes those students who have achieved a grade point average of 3.50 to 3.99 for 12 or more credit hours completed in the fall or spring session or the equivalent number of full-time hours in the summer session. Qualifying students each session earn the honor of being placed on the esteemed Dean's List for that semester.

**STUDENT ATTENDANCE**

Student attendance must be defined in a different manner for online, hybrid, and virtual courses. Student attendance in these courses is defined as active participation in the course. Online, hybrid, and virtual courses will, at a minimum, have weekly mechanisms for student participation, such as any or all of the following methods:

1. Completion of quizzes or exams
2. Submission of assignments
3. Participation in threaded discussions
4. Communication with the instructor

A student who does not participate in an online, hybrid, or virtual course for two consecutive weeks will be dropped by the instructor unless acceptable justification is supplied. As with ground courses, a student's attendance rate in online courses will also be calculated based upon the first day of the semester. If a student does not demonstrate active participation in the online course within the first two weeks (or the equivalent proportion of class time during a short session), the student will be dropped as “never attended.” Simply logging into an online class does not constitute active participation. Students should be aware that their dropping a course and their last date of attendance in the course may impact their financial aid.

**Adding Classes**

Students may register for and add classes through the first week of a 16-week semester or the equivalent proportion of class time during a shorter session. Students who register for classes on or after the first day of the semester will be charged a late fee.

**Dropping Classes**

1. Students may drop classes until two weeks prior to the last scheduled day of classes in a regular 16-week semester, or the equivalent proportion of class time in a shorter session, by picking up a schedule change form from the Office of Student Services, taking it to the instructor for his or her signature, and returning it to the Office of Student Services. A student may also drop classes by sending a letter, which clearly states the student's course(s) to be dropped and the date the student last attended the course(s), to the Dean of Student Services, Moberly Area Community College, 101 College Avenue, Moberly, MO 65270. The official date of withdrawal will be the date the letter is postmarked. The student's signature and student ID number or social security number must be included in the letter of withdrawal. **Phone calls will not be accepted in lieu of the written letter and failing to attend a class or ceasing to attend a class does not constitute an official withdrawal. Students will owe tuition and fees unless they officially withdraw within the add/drop period specific to their class. Failing to attend a class or ceasing to attend a class does not constitute an official withdrawal.** The student's official transcript will reflect the dropped course as "W." Students are strongly encouraged to maintain the gold copy of the form for their records and to check what impact withdrawing from a class may have on completion of degree requirements as well as eligibility for financial aid, health insurance benefits, veteran's benefits, scholarships, etc.

2. Students may drop classes, or be administratively dropped, during the last two weeks of classes or the equivalent of class time in a shorter session only due to extenuating circumstances as approved by the Vice President for Instruction, the Dean of Academic Affairs, the Dean of Career and Technical Education, the Dean of Student Services, or the Dean of Off-Campus Programs and Instructional Technology.

3. Students will be dropped from the next class in a course sequence if they fail to earn the required grade in the prerequisite course.

4. Students who wish to appeal a drop must meet with the instructor and one of the following: the Vice President for Instruction, Dean of Student Services, Dean of Academic Affairs, Dean of Career and Technical Education, the Dean of Off-Campus Programs and Instructional Technology, or an appropriate designee.
STUDENT FINANCIAL OBLIGATIONS

Students who fail to meet financial obligations to the College within the financial agreement guidelines will be dropped from classes.

Students who drop classes or are administratively dropped for any reason may still have financial obligations to Moberly Area Community College.

OTHER ACADEMIC REGULATIONS

Student Code of Conduct

Students enrolled at MACC are responsible for supporting the academic integrity of the institution. This applies to personal honesty in all aspects of collegiate work, all student records, and all contacts with the faculty and staff. Academic dishonesty will not be tolerated.

Academic Dishonesty

Academic dishonesty by students damages institutional credibility and unfairly jeopardizes honest students; therefore, it will not be tolerated in any form. Incidents of dishonesty regarding assignments, examinations, classroom/laboratory activities, and/or the submission of misleading or false information to the College will be treated seriously. The procedure for handling academic dishonesty is outlined in the Student Handbook.

MACC students are expected to be respectful of the rights of other students, staff, and instructors to create a safe, peaceful atmosphere conducive to the educational goals of an institution of higher learning. Rude or disruptive behavior will not be tolerated.

Student actions that do not adhere to the MACC Student Code of Conduct will be addressed according to College policies regarding academic dishonesty and disruptive behavior.

Student Conduct Policy

MACC expects student conduct to be appropriate, ethical, and legal at all times. Students who exhibit rude or disruptive behavior may be dropped from one or all of their classes, placed on probation, or suspended for a period of time determined by the Vice President for Instruction, Dean of Student Services, Dean of Academic Affairs, Dean of Career and Technical Education, or the Dean of Off-Campus Programs and Instructional Technology.

The following steps will be taken when students exhibit inappropriate behavior:

1. The instructor/staff member will attempt to discuss the behavior with the student and will provide documentation of the incident to the appropriate dean. In cases of extremely disruptive or flagrantly disrespectful student conduct, the instructor/staff member may immediately dismiss the student from the current setting and will provide documentation of the incident to the appropriate dean.

2. The dean's office will send the student a letter indicating disciplinary sanctions to be imposed for his or her inappropriate conduct, up to and including probation, suspension, or expulsion from one or more classes or campus settings.

3. If another offense occurs in any campus setting, the instructor/staff member may dismiss the student for that day and notify the appropriate dean. The dean will send the student a letter indicating disciplinary sanctions to be imposed for his or her inappropriate conduct, up to and including probation, suspension, or expulsion from one or more classes or campus settings.

4. The student has the right of appeal through the Student Due Process Grievance Procedure.

5. If the instructor/staff member perceives that a student poses a physical threat to himself or herself or others in the class or on campus, the instructor/staff member may take immediate action and notify the dean and/or the appropriate authorities.

6. The dean's office will forward copies of all documentation regarding student conduct to the Vice President for Instruction's Office. Should a pattern of disruptive behavior become evident, the Vice President for Instruction will request a meeting with the student to discuss his or her conduct and resulting disciplinary sanctions.

Probation and Suspension

Students attempting six or more credit hours who fall below a 1.75 cumulative grade point average will be placed on academic probation for one semester. Students on academic probation will not be allowed to enroll in more than 16 credit hours. Students not achieving a 1.75 or higher cumulative grade point average during the probationary semester will be placed on academic suspension and will not be allowed to enroll in classes during the subsequent spring or fall semester. A student on academic suspension may request permission to enroll in classes from the Dean of Academic Affairs or Dean of Career and Technical Education, as determined by the student's major. A student suspended for academic reasons will be eligible to reenroll after one semester.

ASSESSMENT OF STUDENT LEARNING

Moberly Area Community College is committed to the ongoing, systematic assessment of student learning as a measure of the effectiveness of instructional programs. MACC students are assessed upon entry to the College by means of the COMPASS or ACT tests for placement purposes.

MACC graduates are assessed at the end of their course by several different means including completion of the Work Keys test (Certificate and Associate of Applied Science programs), the College Basic Academic Subjects Examination (CBASE) exam (Associate of Arts in Teaching program), and the Health Education Systems Incorporated (HESI) exam (Nursing programs). In addition, the Collegiate Assessment of Academic Proficiency (CAAP) test is administered in selected general education courses each spring to assess general education competencies of currently enrolled students.

Other common methods of assessment utilized within MACC degree programs are licensure/certification tests, capstone courses, and internship experiences that are evaluated by the employer. Thus, learning is assessed at various times throughout the student's college experience: at entry, during the course of study, and at completion of a degree or certificate program.

Each degree program has a statement of purpose or philosophy that clearly articulates the broad learning objectives of the program. Specific student outcomes are also assessed as part of each program’s assessment plan. All degree programs at MACC contain a core general education component.
General education is typically defined as that body of knowledge essential for all college-educated adults. At MACC, the Associate of Arts (AA) degree comprises the student's general education requirement necessary for entry into baccalaureate degree programs. The AA degree is composed of the following areas of study: communications, humanities, social and behavioral sciences, physical and biological sciences, mathematics, and life skills. The following is a list of expected general education outcomes.

I. The student will demonstrate effective written and oral communication skills:
   A. The student will demonstrate effective written and/or oral communication considering audience and situation through invention, arrangement, drafting, revision, and delivery.
   B. The student will construct logical and ethical arguments with evidence to support the conclusions.
   C. The student will conform to the rules of Standard English.
   D. The student will analyze, synthesize, and evaluate a variety of course material and points of view.
   E. The student will accept academic responsibility for all work language regarding issues of copyright, plagiarism, and fairness.

II. The student will demonstrate an understanding of scientific principles and computational skills and how to use them to solve problems and make informed decisions:
   A. The student will demonstrate knowledge of basic principles of life and physical science.
   B. The student will demonstrate ability to collect, analyze data, and interpret results in problem solving.
   C. The student will apply knowledge of principles to make informed decisions about the natural world.
   D. The student will demonstrate the ability to use math and/or logic as formal symbolic systems in computation and/or analytical thinking.

III. The student will assess and appreciate artifacts in language, art, music, or philosophy and be able to evaluate those artifacts as representations of form, cultural context, and individual expression:
   A. The student will recognize genres, theories, periods, and conventional and experimental forms.
   B. The student will create cultural artifacts that exhibit craftsmanship, innovation, and ingenuity.
   C. The student will demonstrate critical thought in the evaluation of artifacts of diverse culture.

IV. The student will demonstrate knowledge of how history has shaped society and culture, understand how the individual relates to society and culture, appreciate cultural diversity, understand human behavior and mental processes, and understand human development:
   A. The student will identify social and cultural changes over time.
   B. The student will compare cultures.
   C. The student will analyze the reciprocal relationship between the individual and the culture.
   D. The student will have knowledge of the major theories of human behavior, mental processes, and
   E. Human development and will apply that knowledge to him/herself and others.

General education outcomes are assessed through an ongoing annual process. Faculty members in each discipline develop assessment plans to measure student progress toward the outcomes. Evidence about student learning is collected via a sampling of artifacts generated in various courses that address the general education outcomes. Faculty evaluate these artifacts holistically in terms of the four outcome statements using internally developed rubrics. Results are used to set measurable goals for improvement of student learning, to guide instructional strategies, and to inform program decisions.

OTHER COLLEGE POLICIES

A few MACC policies that generally concern students are summarized in this section of the catalog. More information about these and other policies is located in the Student Handbook and the Policy Handbook. Other policies and procedures may be described throughout the catalog.

Americans with Disabilities Act
It is the intent of the Board of Trustees that compliance with the Americans with Disabilities Act shall be a high priority of the institution. Appropriate changes will be made and accommodation provided to qualified individuals with disabilities, unless doing so would pose an undue burden on the institution’s resources or would fundamentally alter the nature of a program.

Consumer Information
In compliance with the Student Right-to-Know Act, Public Law 101-542, MACC reports a graduation rate each year to the U.S. Secretary of Education. The graduation rate is based on a fall class of full-time, degree- or certificate-seeking students who have not previously enrolled at MACC or any other institution of higher education. The graduation rate reflects the percentage of students in the group who completed or graduated from their respective programs within three years of enrollment. Students may request the current graduation rate in the Office of Student Services.

The Student Right-to-Know Act also enables access to information about campus safety. All students have access to a brochure containing information about campus safety and security regulations. This brochure is updated annually and includes a summary of any crimes that have occurred on the Main Campus and at each Off-Campus site. This brochure is also available to any prospective student, parent, or other interested person upon request from the Office of Student Services.

The Student Right-to-Know Act is designed to provide better consumer information to students and their families. Additional student consumer information can be found on pages 15-20 of the MACC catalog.

Drugs and Alcohol
Moberly Area Community College is committed to providing an educational and work environment free of drugs and alcohol. Drug and alcohol abuse is a potential danger to the health, safety, and security of MACC students, faculty, and staff. Students and employees who need assistance regarding drug and alcohol problems or threats are encouraged to contact the Office of Student Services or the main office at off-campus sites.
Nondiscrimination Policy
Moberly Area Community College is committed to a policy of nondiscrimination on the basis of race, color, national origin, gender, disability, age, marital or parental status, religion, genetics, ancestry, or veteran status in admissions, educational programs, activities, and employment.

Inquiries concerning Section 504 of the Rehabilitation Act of 1973, which guarantees access to education regardless of disability, should be directed to:

Cate Cooper
Coordinator of Access and ADA Services
101 College Avenue, Moberly, Missouri 65270
660-263-4100, ext. 11240

All other inquiries concerning nondiscrimination, including equal opportunity and Title IX, should be directed to one of the following people:

Dr. Jeff Lashley
Vice President for Instruction
101 College Avenue, Moberly, MO 65270
660-263-4100, ext. 11264

Patricia Twaddle
Director of Career and Placement Services
101 College Avenue, Moberly, MO 65270
660-263-4100, ext. 11232

Parking
All vehicles operated and/or parked on campus in Moberly by students must be registered, regardless of ownership. Vehicle registration forms are available from the Director of Security on the Main Campus. Upon registration of the vehicle(s), one parking permit will be issued to the student. The permit should be attached to the rearview mirror of the registered vehicle, but may be transferred to any vehicle registered under that student’s name with the Director of Security. Replacement permits can be obtained from the Director of Security for a fee.

Campus parking permits are valid for one college year for enrolled students. The registered holder of a parking permit is at all times responsible for that motor vehicle.

The owner and operator of any vehicle that will be operated or parked on the campus, at off-campus sites, or in parking areas provided by the College, will assume all the risks of loss or damage to such vehicle and its contents. The College is not responsible for the safety, care and protection of vehicles or their contents.

Sexual Harassment
MACC strives to provide a positive work and educational environment free of discrimination. MACC does not condone or tolerate sexual harassment. Incidents of sexual harassment may be resolved through informal or formal complaint procedures as outlined in the full sexual harassment policy. Two sexual harassment advisors are appointed by the President of the College. Currently, the appointed sexual harassment advisors at the College are:

Dr. Jeff Lashley
Vice President for Instruction
101 College Avenue
Moberly, MO 65270
660-263-4100, ext. 11264

Patricia Twaddle
Director of Career and Placement Services
101 College Avenue
Moberly, MO 65270
660-263-4100, ext. 11232

Tobacco Free Policy
Moberly Area Community College is committed to providing a healthy educational setting and workplace for our students and employees. No tobacco use of any kind will be permitted at any of our campus sites (Moberly, Edina, Kirksville, Mexico, Macon, Hannibal and Columbia). Tobacco products affected by this policy include, but are not limited to, cigarettes, cigars, pipes and smokeless/spit tobacco (also known as dip, chew, or snuff). As an educational institution, it is our obligation to lead by example and provide a healthy educational environment for all.

Student Due Process Grievance Procedure
The purpose of the Student Grievance Procedure is to resolve, in a fair and equitable manner, misunderstandings, disagreements, and questions that might arise. The Student Grievance Procedure is on file in the Office of Student Services and may be obtained upon request.

Student ID’s
Photo identification cards may be obtained/validated in the Office of Student Services on the Main Campus or in the main office at other campus sites. The first ID card is issued free, but there is a charge of $5 for subsequent cards. The ID serves as a library card and allows the student access to MACC computer labs, athletic events, and student activities. Identification cards are the property of MACC and must be produced upon request of a College official.

MACC Complaint Policy
The MACC Complaint Policy is available to students and other stakeholders who have a complaint regarding the College not covered by existing academic policies, student conduct policy, sexual harassment policy, etc. When possible, an individual with a complaint should attempt to resolve the concern with the personnel having direct responsibility at the source of the complaint. If the complaint is not resolved through this informal process, the complaint should be put in writing using the MACC Complaint Form. The completed Complaint Form and supporting documentation as appropriate should be sent to the Vice President for Instruction for review and resolution, which may include forwarding the complaint to the appropriate department for action. The office of the Vice President for Instruction will keep a log of all complaints and record the date received, the name of the complainant, a brief description of the complaint, and the date and nature of its disposition, as relevant.

The College also has a formal Due Process Grievance Procedure for students who claim they have been mistreated in some aspect of their educational plan, and for employees who claim there has been a violation, misinterpretation, or misapplication of contract terms of any established policy or practice, or of the right to equitable treatment. The Grievance Procedure is located in the MACC Policy Manual.
Family Educational Rights and Privacy Act (FERPA)
Public Law 93-380, Family Educational Rights and Privacy Act of 1974 (FERPA), affords students certain rights with respect to their education records. These rights include:

I. The right to inspect and review the student’s education records within 45 days of the day Moberly Area Community College receives a request for access.

Students should submit to the Registrar, Dean, head of academic department, or other appropriate official a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

II. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

III. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

According to federal law, the College may, for a valid reason, release directory information without the student’s consent. Directory information includes name, address, telephone number, email address, photograph/video, full/part-time status, major field of study, college activities or sports in which the student participates, the height and weight of a student engaging in athletics, the dates the student has attended the College, degrees and honors the student receives, and the name of the school the student attended immediately before enrolling at the College. Directory information cannot include student identification number or social security number. Students who do not wish to have directory information released by MACC should make such a request in writing to the Dean of Student Services.

IV. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Moberly Area Community College to comply with the requirement of FERPA.

FERPA is administered by the following office:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

The text of the federal law as well as relevant policies and regulations is available in the Office of Student Services.

Use of Computing Resources
Computing resources are available to all members of the campus community for the purpose of supporting the educational mission of the College. Access to and use of MACC computing resources must accord with all local, state, federal, international laws and with College policies and procedures. Inappropriate conduct, including any use determined to be unlawful, abusive, or unethical, or other misuse of computing resources may result in the revocation of privileges, probation, expulsion, civil litigation, or criminal prosecution.
Tips for College Success

1. Go to class. The first day of class is especially important because that’s when the instructor will go over the course syllabus, review course expectations, and discuss assignments and grading. Missing this class can put you behind for the rest of the semester.

2. Prepare for class. Most instructors expect students to do assigned readings before class and be prepared to discuss the assignment. It is very difficult to fully understand the lecture and discussion without completing the assigned reading.

3. Study. Don’t expect a study guide or in-class review for tests in college. Generally speaking, you should spend two hours studying outside of class for every hour you spend in class.

4. Take advantage of campus resources. Use the Learning Center/Resource Centers and Library for studying, doing research, and getting help from tutors. Know your academic advisor and make time to thoroughly discuss your course options and your future plans. Visit with Career and Placement Services for help writing a terrific résumé. Get involved with a club or activity, attend a basketball game, and make new friends on campus. Most of all, ask for assistance when you need it.

5. Take care of yourself. Eat healthy, exercise, and get plenty of sleep. Then, channel your extra energy into doing well in your classes.
**STUDENT SUPPORT SERVICES**

**Access and ADA Services**
The Office of Access and ADA Services provides assistance and services to MACC students with disabilities to ensure that they have access to the College's educational programs. Students who have disabilities are invited to contact the staff in Access and ADA Services to discuss eligibility and the process for obtaining services. A specialist will work out a plan with eligible students to provide reasonable accommodations based on the specifics of their individual disabilities and needs.

Accommodations and other services are determined on an individual basis, and are supported by disability documentation that students submit from qualified medical or psychological professionals. Examples of academic accommodations might include: extended time for testing, out-of-class testing, alternative textbook formats, peer note-takers, or assistive technology. Other types of services provided by ADA Services specialists might include acting as a liaison with instructors, Vocational Rehabilitation or other agencies, or disability-related counseling in an effort to help students succeed in their educational careers.

**Academic Advising**
Students must meet with an Academic Advisor before they enroll for their first semester at MACC. Degree seeking students may enroll online after taking SKL101 and creating an Academic Plan. Career & Technical students are assigned a faculty advisor in addition to an Academic Advisor.

Advisors are also available to assist students with academic and career planning decisions. The scores on the COMPASS and ACT tests are used for advising and placement purposes. Students interested in exploring their abilities and interests, as well as securing vocational, educational, or professional guidance may be given appropriate tests and provided with interpretations of the results by a staff member in Career and Placement Services.

**Adult Education and Literacy**
Moberly Area Community College has offered free Adult Education and Literacy (formerly Adult Basic Education and Literacy) classes for several decades. Adult Education and Literacy (AEL) provides a flexible classroom setting where adults who are at least 17 (with some state-guided restrictions) have the opportunity to learn at their own pace. AEL offers individualized learning assistance for a variety of interests.

Many students who participate in the AEL program are preparing for the General Education Development (GED) test. Other students may receive instruction in English as a Second Language (ESL) or study to improve basic skills in reading and math. This program is funded by the state and federal governments and is free to students.

**Bookstore**
The College Bookstore is owned and operated by Moberly Area Community College. The Bookstore is the best place to purchase new and used textbooks. Bookstore staff communicate with faculty to make sure that the books students need are in stock.

The Bookstore also has a variety of art and school supplies and study aids to help students make the most of their college experience. Students can purchase MACC memorabilia and clothing, such as jackets and T-shirts. An MACC coffee mug or plush Greyhound stuffed animal make great gifts, too. Check out the Bookstore located on the south end of the Main Campus. Bookstores are also located at each off-campus site.

**Career and Placement Services**
Career and Placement Services (CAPS) offers career counseling to MACC students and residents of the service area. Staff members are available to assist with each step of the career exploration process. Many assessments and resources are available to help individuals plan careers that offer job satisfaction and security.

Students may also participate in career development and life skills workshops, learn how to conduct a job search, and access student support groups.

Career and Placement Services is a joint effort of New Traditions and the MACC Placement Office. The CAPS office is located in the Career Center.

**Developmental Education**
MACC’s developmental courses represent a broad spectrum of classes in the areas of reading, writing, and math. For students with skill deficiencies, these courses are specifically designed to help develop and/or refresh academic skills as well as study skills necessary to complete college courses. Before students enroll in math or composition courses, their skills will be assessed to ensure appropriate placement. Placement is determined by ACT and/or COMPASS test scores. (MACC's placement guidelines are located on the MACC website under Student Services.) Sometimes students voluntarily enroll in developmental courses because they realize their skills may be insufficient, or they may be unsure of their present proficiencies. Whether through placement scores or voluntary enrollment, selecting courses to match a student’s present level of abilities is a vital part of a successful and engaging educational experience.

The developmental courses in each area are carefully sequenced, and MACC offers diverse class structures to best meet each student’s individual needs and learning style. MACC offers traditional classroom settings, online courses, paired classes, and mastery-based, technology enhanced classes. Developmental courses are designed to promote mastery of the subject matter and to encourage confidence in academic abilities.

Developmental education courses are given a prefix of DEV and a numerical assignment of 000-099 to indicate they are not part of the college-level curriculum. Developmental course grades are not calculated into a student’s grade point average. They are not applicable toward degree requirements or electives, and they do not count toward minimum credit hour requirements for certain scholarships. They are, however, counted toward full-time enrollment status.

At MACC, the Learning Center on the Moberly campus and Resource Centers at off-campus sites are hubs where both developmental and non-developmental students are provided learning support.

**GED Testing**
MACC is a GED Testing Center. The GED (or General Educational Development) tests are a group of five tests. When these tests are passed, they certify that the taker has achieved high school level academic skills. The GED Testing Center is a proctored environment. All testing sessions take place with very specific rules, times, and security measures.

**Learning Center/Off-Campus Resource Centers**
The Learning Center on the Moberly campus and the Resource Centers at off-campus sites provide academic support to MACC students. Professional and peer tutors are available to provide individual and small-group tutoring assistance with math classes and writing assignments across the curriculum, as well as to provide help in other subjects. Virtual tutoring is available to students who cannot make it to any of MACC’s locations for face-to-face
Library
The Kate Stamper Wilhite Library provides students, faculty, and staff with information, materials, and technology to support the academic and career/technical areas of study. The College library is a charter member of the MOBIUS Library Consortium that maintains a statewide academic common library system, which includes holdings of 64 college and university libraries in Missouri, with public libraries currently being added to the system. MACC students, faculty, and staff have access to over 23 million titles in this web-based library system that is supported by a statewide daily delivery system and direct patron borrowing.

Holdings of the MACC library include approximately 20,000 book titles and access to nine multi-disciplinary electronic databases in index and full-text format, and audio-visual materials and equipment to support the curriculum. Access to the internet is provided on computers in the library.

The library also houses the Jack Conroy American Studies Collection, which contains materials from the private collection of the late Moberly author, Jack Conroy. The American Studies Collection includes books written by Conroy, reviews he wrote for books by other authors, and a small collection of American women's fiction dating from the late 1800's through early 1900's.

Library services and training are also provided to students at off-campus sites via basic reference collections at each site, electronic access to information, bibliographic instruction sessions, and delivery of books and materials requested by students or faculty at each site.

Special attention is given to assisting students and instructors in areas such as library research skills, electronic retrieval of information, electronic communication skills, and utilization of the various library reference databases.

Library renovations began in 2009 to provide an updated learning environment and to better meet student service needs. In fall 2012, the Learning Center was relocated to the library to give students increased access to study materials.

**MajiC's Hound Town Grill**
MajiC’s Hound Town Grill is located in the lower level of the Main Building. The Grill serves a continental style breakfast from 7:30 a.m. to 10:30 a.m. Patrons can choose from a variety of pastries, have a yogurt, breakfast sandwich, or just get a coffee to go.

The lunch menu includes a variety of selections. The popular grill serves up favorites such as hamburgers, cheeseburgers, chicken strips, french fries, nachos, and cheese sticks everyday from 10:30 a.m. to 1:45 p.m. A lunch special is served daily from 11 a.m. to 1:15 p.m. and includes an entree, potato, and vegetable. A salad bar and a selection of sandwiches is also available for the health enthusiast!

To finish off the meal, homemade desserts are available to satisfy even the most stubborn sweet tooth. MajiC’s Hound Town Grill offers spacious seating and is a good place to meet friends, study, or even enjoy a few quiet and relaxing moments between classes.

**New Traditions**
New Traditions is part of a statewide network of resource centers which provides free vocational and educational counseling for people pursuing careers that are non-traditional for their gender, as well as other special populations such as single parents, dislocated workers, displaced homemakers, and individuals with disabilities, economic disadvantages, or limited English proficiency. MACC has sponsored this initiative in northeast Missouri since the Department of Elementary and Secondary Education created it over 35 years ago.

Services include scholarships, tuition waivers, individualized career counseling, vocational assessment, information and referral, and workshops to foster career development, career management, and academic success.

**Placement Office**
The MACC Placement Office assists students, recent graduates, and alumni in conducting a successful job search. Services include assistance in résumé writing, interviewing techniques, and access to a reference library of resource materials. The Career and Placement Services computer lab houses a range of multimedia and printed resources. Computers have internet access, word processing programs for creating professional résumés, online career management applications, and specialized career development software. The Director of Career and Placement Services maintains contact with area businesses and industry in order to sustain a flow of career opportunities which are displayed on a job opportunities bulletin board, kept on file, and accessible online from the College website.

**Student Retention**
Moberly Area Community College is committed to providing a learning environment and support system that encourage students to achieve their educational goals. Whether a student is engaged in a single course or a full program of study, MACC is dedicated to student success. MACC encourages all students to seek assistance when needed. The Office of Student Services on the Main Campus and the off-campus site offices can help students access a variety of support services.

**Technology at MACC**

**myMACC**
The myMACC portal (http://my.macc.edu) allows students, faculty, and staff secure web access to pertinent information, including College calendars, announcements, class lists, online registration, grade entry/grades, financial information, and online resources. Online forums (e.g., Discussion with the President), chat rooms, announcements, bulletin boards, and campus groups are a part of the portal and allow online students the ability to be actively involved in campus discussions and to be informed about College developments, events and activities.

**Houndmail**
Student email at MACC is called Houndmail. When students enroll with an Academic Advisor the first time, they are given a password and email address. Students are responsible for checking their houndmail on a regular basis. MACC Houndmail is the College’s primary form of communication to students. **Financial aid information, billings, faculty and staff correspondence, enrollment dates, and other important information will be sent by houndmail ONLY.**
MACC’s Learning Management System
Every course at MACC has an online course shell in our learning management system that instructors may use to share syllabi or other course documents. They may also include a grade book for students to review. Login information is give to students at their Academic Advising session and further information is included in the MACC redbook.

STUDENT ORGANIZATIONS

Affiliate of the Missouri Association for the Education of Young Children
Missouri-AEYC is an organization for adults who are interested in working with children. The group meets to address educational issues, presents programs on topics related to child care, develops and fosters leadership skills, and organizes a variety of social activities for parents and children.

Art Club
The Art Club is an organization that encourages an interest in art. All MACC students are eligible to join.

Brothers Ox
Brothers Ox was established in 1928 as the first honorary service organization of the College. It was organized with the purpose of increasing College spirit, sponsoring worthy projects for the benefit of the student body, suppressing undesirable incidents which might arise in college life, and creating traditions worthy of MACC. Brothers Ox is exclusively an honorary service organization. Seven sophomore men are eligible for membership, and their selection by the faculty is dependent upon service to the College.

Cheerleaders
Greyhound cheerleaders attend and cheer for all home games of the men’s and women’s Greyhound basketball teams. The squad is selected each spring for the upcoming school year. Men and women are welcome to go through the tryout process by submitting an application and a letter of recommendation from their high school coach. Each applicant will complete an interview with the MACC cheerleader sponsor and demonstrate required cheering abilities in front of a panel of judges. A total of eight scholarships are awarded; however, more than eight cheerleaders may be selected through the tryout process.

Collegiate DEKA
Collegiate DEKA, formerly known as Delta Epsilon Chi (DEX), is a student business organization. Membership is open to all MACC students who are interested in marketing or business management.

Education Club
The MACC Education Club is open to all MACC students in all degree areas who possess an intent to grow both professionally and personally. Recognizing that many degree programs train individuals to be leaders in their respective fields, the MACC Education Club provides opportunities for its members to network with other students with similar interests. The semester meetings highlight contemporary topics of interest, and activities include - but are not limited to - school visits, community service, and social gatherings.

MACC Alumni Association
Moberly Area Community College has one of the most active two-year college alumni associations in the state, giving students the opportunity to stay connected with MACC for a lifetime. The Alumni Office publishes the quarterly MACC Alumni Newsletter and hosts the Alumni and Friends Banquet every spring.

Multicultural Student Club
The MACC Multicultural Student Club (MCSC) is a welcoming social structure that facilitates the integration of MACC’s international and American students’ cultural backgrounds. The club is a place where students come together to explore, understand, and appreciate different cultures and customs that underlie a rich diversity. Activities include social gatherings, participation in the fall MACC International Education Week, and the spring International Fair. All MACC American and international students are welcome to join.

NGN
This organization is an exclusive honorary service group. It was organized for the purpose of increasing college spirit, sponsoring worthy projects for the benefit of the student body, suppressing undesirable incidents which might arise in College life, and creating traditions worthy of MACC. Seven sophomore women are chosen by the faculty for membership; their selection by the faculty is dependent upon service to the College.

Phi Theta Kappa
Phi Theta Kappa (PTK) has recognized academic excellence in the two-year college since 1918 and has become the largest and the most prestigious honor society serving two-year colleges around the world. MACC’s Alpha Tau Chapter of Phi Theta Kappa was organized in 1931. Its purpose is to recognize and encourage scholarship and service, develop character and leadership, and cultivate fellowship. While participation is optional, members have opportunities for hands-on leadership experience by planning and implementing chapter activities. To be eligible for membership, a student must have at least a 3.50 cumulative grade point average and have completed 12 credit hours at MACC (excluding developmental courses). A letter of invitation to join Phi Theta Kappa is sent to all eligible students.

Student Government Association
The Student Government Association (SGA) acts as liaison between MACC students and the College’s faculty and administration. Through SGA, students can express themselves collectively in coordinating student activities and making recommendations to President’s Council on matters that benefit the student body and the College. Student representatives and officers are elected at the fall and spring picnics held on the Main Campus in Moberly. The Dean of Student Services sponsors this organization.
**Student Nurse Association**
Membership in the Student Nurse Association (SNA) is limited to students currently in the Associate Degree Nursing program at MACC. SNA provides nursing students with an avenue for input into standards of nursing education and an opportunity to develop collaborative relationships with nursing and health-related organizations. This organization is affiliated with the Missouri Student Nurse Association and the National Student Nurse Association.

**Student Practical Nurse Association**
This Missouri State Association of Licensed Practical Nurses (MoSALPN) is the recognized professional representative of Practical Nurses. MACC Practical Nursing students are required to be active members of this organization. MoSALPN keeps the student aware of nursing and legislative issues, lobbies for the promotion of practical nurses, and publishes an official newsletter. MoSALPN offers the student opportunities for scholarships, attendance at a yearly educational conference, recognition through awards and an essay competition, professional fellowship, and development of character and leadership qualities.

**Notes**

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**Student Support Services and Organizations**

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Programs of Study

- Associate of Arts
- Associate of Arts in Teaching
- Associate of Science
- Allied Health Programs
  - Associate Degree Nursing
  - Practical Nursing
  - Medical Laboratory Technician
  - Occupational Therapy Assistant
- Career and Technical Education Programs
  - Associate of Applied Science Degrees
  - Certificate Programs
  - Certificates of Specialization
  - Law Enforcement Training Center
CONDITIONS FOR GRADUATION

To meet the requirements for graduation from Moberly Area Community College, a student must meet the requirements of the degree and

A. Complete 15 of the last 30 semester hours of college level credit at Moberly Area Community College, OR complete a minimum of 30 semester hours of college level credit at Moberly Area Community College;

B. Complete the recommended course sequence for the degree or certificate program;

C. Achieve a minimum of 2.00 grade point average;

D. Submit an application for graduation;

E. Participate in graduation ceremonies (requests to be excused from commencement ceremonies will be reviewed by the Dean of Student Services); and

F. Pay in full all fees due to Moberly Area Community College.

G. Associate of Arts in Teaching Degree graduates must also meet the following requirements:
   • achieve a minimum 2.50 grade point average;
   • achieve a minimum score of 235 on each section of the C-BASE exam; and
   • achieve at least a “C” or higher in all required education (EDU) core courses.

H. Associate Degree Nursing graduates must also meet the following requirements:
   • complete the HESI exam before or during the last semester of enrollment prior to completion of the ADN degree;
   • earn a total of 75 hours of credit; and
   • earn a grade of “C” or above in all courses required in the ADN curriculum.

I. Graduates in the Medical Laboratory Technician Associate of Applied Science degree program must also meet the following requirements:
   • have a total of 70 hours of credit, and
   • earn a grade of “C” or above in all required courses that are part of the MLT curriculum.

J. Graduates in the Occupational Therapy Assistant Associate of Applied Science Degree program must meet also meet the following requirements:
   • have a minimum total of 78 hours of credit;
   • have a minimum cumulative grade point average of 2.50;
   • earn a grade of “C” or above in all science coursework;
   • earn a grade of “C” or above in all professional coursework once accepted into the program.

K. Career and Technical Education Certificate of Specialization, Certificate and Associate of Applied Science Degree graduates (with the exception of Practical Nursing, Associate Degree Nursing and Occupational Therapy Assistant graduates) are required to take the three ACT WorkKeys exams for the National Career Readiness Certificate (NCRC) prior to or during their last semester in order to graduate in their declared certificate or degree field. Graduates who have received the NCRC in the last 12 months and who earned a score of four (4) or greater are not required to retake these exams. Individuals with previous scores of six (6) are also exempt from this requirement.

L. Certificate of Specialization graduates ARE NOT eligible to participate in commencement.

COLLEGE CATALOG

The requirements for graduation at Moberly Area Community College are those specified in the College catalog at the time a student first enrolls in the College.

Students who wish to meet degree requirements put forth in the catalog at the time of their initial enrollment may do so provided the student enrolls in at least one fall or spring term each academic year (August - May) AND the catalog was issued no more than seven years prior to the date the degree is to be conferred. (An exception may be granted to those whose education is interrupted by military service.) If a student fails to successfully complete at least one fall or spring term each academic year, the student must then meet the degree requirements of the catalog in effect when he or she resumes attending classes.

A student may also choose to meet degree requirements as specified in subsequent catalogs published after the student’s initial enrollment. If the student changes programs, he or she will be expected to meet the graduation requirements of the catalog in effect at the time of the program change. In the case of curriculum changes, instructional deans may make adjustments to the individual degree/certificate plans to meet program requirements.

Every effort will be made to consider 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.
### Associate of Arts

The Associate of Arts degree (AA) is designed as the statewide general studies transfer degree, indicating the completion of a student’s lower-division general education requirements. This degree is structured for entry into the general range of baccalaureate degree programs offered by a four-year college or university. Completion of this degree requires completion of the model general education program listed below.

<table>
<thead>
<tr>
<th>Degree Requirements</th>
<th>TOTAL</th>
<th>64 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Communications</td>
<td>9 hours</td>
<td></td>
</tr>
<tr>
<td>Composition I (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Composition II (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Speaking (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II. Literature</td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td>III. Humanities</td>
<td>9 hours</td>
<td></td>
</tr>
<tr>
<td>IV. Social and Behavioral Sciences</td>
<td>9 hours</td>
<td></td>
</tr>
<tr>
<td>V. Physical and Biological Sciences</td>
<td>9 hours</td>
<td></td>
</tr>
<tr>
<td>VI. Mathematics</td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td>VII. Computer Literacy</td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td>VIII. Life Skills</td>
<td>1 hour</td>
<td></td>
</tr>
<tr>
<td>IX. Recommended Courses for Major/Electives</td>
<td>21 hours</td>
<td></td>
</tr>
</tbody>
</table>

### Choosing Electives

For some degree programs, recommended elective choices are listed with the suggested curriculum. For other programs, electives will be based on the student’s area of interest. Students should always see an advisor for assistance in choosing appropriate electives.

Veterans may receive two credit hours of physical education for military training programs according to eligibility, application, and submission of qualifying documentation.

Career/technical courses which will transfer to a four-year institution may be taken as electives. Students must present written proof from the receiving institution guaranteeing acceptance prior to career/technical courses being counted as electives.

Career and technical courses accepted as electives in MACC’s AA degree program that do not require transfer approval from the receiving institution include the following:

- ACC 101 Elementary Accounting I
- ACC 102 Elementary Accounting II
- BUS 100 Introduction to Business
- BUS 112 Principles of Management
- BUS 113 Human Relations in Management
- BUS 120 Business Law I
- BUS 121 Business Law II
- CIT 102 Introduction to Information Technology
- CIT 105 Programming I
- CIT 106 IT Essentials I
- CIT 107 IT Essentials II
- CIT 135 Object Oriented Programming I
- CIT 140 Intro HTML/Web Page Design
- CIT 145 Web Design I
- CIT 150 Linux Admin I
- CIT 151 Linux Admin II
- CIT 201 Relational Database Systems
- CIT 205 Programming II
- CIT 208 Data Structures I
- CIT 216 Data Structures II
- CIT 242 Web Design II
- CIT 250 Linux Admin II
- CIT 251 Object Oriented Programming II
- CIT 255 Network Security
- ECN 101 Macroeconomics
- ECN 102 Microeconomics
- HSC 120 Health and Hygiene
- HSC 121 First Aid
- HSC 171 Medical Terminology
- MKT 105 Principles of Marketing
- PED 101 Life Sports
- PED 140 Methods and Techniques of Officiating I
- PED 141, 142, 241, 242 Varsity Sports/Basketball
- PED 145 Coaching Football
- PED 150 Coaching Basketball
- PED 201 Introduction to Physical Education
Transfer Guides

The following pages list suggested curriculum for common AA majors. While these suggested curricula are a good starting point for degree planning, students who intend to transfer to a 4-year institution should check with the transfer college/university for requirements specific to that institution. Transfer requirements will vary and it is the student’s responsibility to research those requirements.

Liberal/General Studies

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAL 101 Composition I ........................................ 3</td>
<td>LAL 102 Composition II ........................................ 3</td>
<td>PHY 120 Foundations of Chemistry ¹ (or other PHY science elective) ............... 5</td>
<td>SOC 101 Sociology (or other Social/Behavioral elective) ....................... 3</td>
</tr>
<tr>
<td>MTH 140 College Algebra ........................................ 3</td>
<td>SPK 101 Public Speaking I ......................................... 3</td>
<td>ART 101 Art Survey &amp; Appreciation I (or other Humanities elective) ............. 3</td>
<td>ACC 102 Elementary Accounting II</td>
</tr>
<tr>
<td>HST 105 American History to 1865 .............................. 3</td>
<td>CIT 101 Computer Essentials ..................................... 3</td>
<td>PSY 101 General Psychology (or other Humanities elective) ........................ 3</td>
<td>ACC 101 Elementary Accounting I</td>
</tr>
<tr>
<td>PHI 150 Introduction to Philosophy (or other Humanities elective) ............. 3</td>
<td>BIO 101 Biology (or other BIO science elective) ................. 4</td>
<td>Electives (or other Social/Behavioral elective) .................................. 3</td>
<td>BIO 151 Introductory Plant Biology</td>
</tr>
<tr>
<td>SKL 101 College Orientation .................................... 1</td>
<td>Elective ........................................................................ 3</td>
<td>Electives ................................................................. 6</td>
<td>MTH 138 Finite Math</td>
</tr>
<tr>
<td>16</td>
<td>16</td>
<td>17</td>
<td>15</td>
</tr>
</tbody>
</table>

¹ Either the Biological Science or the Physical Science must have a lab.

Agriculture

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101 Art Survey &amp; Appreciation I (or other Humanities elective) ................. 3</td>
<td>BIO 101 Biology (or other BIO science elective) ................. 4</td>
<td>PHY 122 General Chemistry II ........................................ 5</td>
<td>PHY 263 Geology</td>
</tr>
<tr>
<td>EEC 101 Microeconomics ........................................ 3</td>
<td>ECN 102 Composition II ........................................ 3</td>
<td>PSY 101 General Psychology ........................................ 3</td>
<td>ACC 101 Elementary Accounting I</td>
</tr>
<tr>
<td>HST 105 American History to 1865 .............................. 3</td>
<td>LAL 102 Composition I ........................................ 3</td>
<td>SPK 101 Public Speaking I ........................................ 3</td>
<td>ACC 102 Elementary Accounting II</td>
</tr>
<tr>
<td>LAL 101 Composition I ........................................ 3</td>
<td>PHI 140 College Algebra ........................................ 3</td>
<td>Electives ................................................................. 4-6</td>
<td>BIO 150 General Zoology</td>
</tr>
<tr>
<td>PHY 264 Atmospheric Science .................................... 3</td>
<td>MUS 102 Music Appreciation (or other Humanities elective) ................. 3</td>
<td>Electives ................................................................. 9</td>
<td>BIO 151 Introductory Plant Biology</td>
</tr>
<tr>
<td>SKL 101 College Orientation .................................... 1</td>
<td>16</td>
<td>Electives ................................................................. 17</td>
<td>MTH 138 Finite Math</td>
</tr>
<tr>
<td>16</td>
<td>16</td>
<td>17</td>
<td>15-17</td>
</tr>
</tbody>
</table>

Recommended Electives

Electives should be carefully selected with the help of an advisor to meet transfer emphasis area requirements.

<table>
<thead>
<tr>
<th>Recommended Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101 Elementary Accounting I</td>
</tr>
<tr>
<td>ACC 102 Elementary Accounting II</td>
</tr>
<tr>
<td>BIO 150 General Zoology</td>
</tr>
<tr>
<td>BIO 151 Introductory Plant Biology</td>
</tr>
<tr>
<td>MTH 138 Finite Math</td>
</tr>
<tr>
<td>MTH 201 Analytic Geometry &amp; Calculus I</td>
</tr>
<tr>
<td>PHY 263 Geology</td>
</tr>
<tr>
<td>SOC 101 Sociology</td>
</tr>
</tbody>
</table>
## Business Administration

### Suggested Curriculum

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Third Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAL 101 Composition I ...........................................</td>
<td>LAL 120 American Literature Survey to 1870</td>
</tr>
<tr>
<td>MTH 140 College Algebra ........................................</td>
<td>(or other Literature course) ......................</td>
</tr>
<tr>
<td>PSC 105 Functions &amp; Policies of American Govt. ..........</td>
<td>BUS 100 Introduction to Business ...................</td>
</tr>
<tr>
<td>ECN 101 Macroeconomics .........................................</td>
<td>BIO 101 Biology* (or other BIO science elective)</td>
</tr>
<tr>
<td>SPK 101 Public Speaking I .......................................</td>
<td>ACC 101 Elementary Accounting I ....................</td>
</tr>
<tr>
<td>SKL 101 College Orientation ....................................</td>
<td>Humanities Elective ....................................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 105 Programming I or</td>
<td>LAL 120 American Literature Survey to 1870</td>
</tr>
<tr>
<td>CIT 135 Object Oriented Programming I ....................</td>
<td>(or other Literature course) ......................</td>
</tr>
<tr>
<td>LAL 102 Composition II .........................................</td>
<td>BUS 100 Introduction to Business ...................</td>
</tr>
<tr>
<td>ECN 102 Microeconomics ........................................</td>
<td>BIO 101 Biology* (or other BIO science elective)</td>
</tr>
<tr>
<td>PHI 152 Introduction to Ethics ...............................</td>
<td>ACC 101 Elementary Accounting I ....................</td>
</tr>
<tr>
<td>MTH 201 Analytic Geometry &amp; Calculus I ...................</td>
<td>Humanities Elective ....................................</td>
</tr>
</tbody>
</table>

1 Either the Biological Science or the Physical Science must have a lab.

## Criminal Justice

### Suggested Curriculum

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAL 101 Composition I ...........................................</td>
<td>ECN 101 Macroeconomics ...............................</td>
</tr>
<tr>
<td>MTH 140 College Algebra ........................................</td>
<td>MTH 160 Elementary Statistics ........................</td>
</tr>
<tr>
<td>SOC 150 Intro to Criminal Justice Systems ...............</td>
<td>SOC 170 Introduction to Corrections, Probation, &amp; Parole Systems</td>
</tr>
<tr>
<td>PSY 101 General Psychology ....................................</td>
<td>BIO 101 Biology* (or other BIO Science elective)</td>
</tr>
<tr>
<td>PHI 152 Introduction to Ethics ...............................</td>
<td>Humanities Elective ....................................</td>
</tr>
<tr>
<td>SKL 101 College Orientation ....................................</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Recommended Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAL 102 Composition II .........................................</td>
<td>ART 221 Creative Photography</td>
</tr>
<tr>
<td>SOC 101 Sociology ................................................</td>
<td>SOC 211 Sociology of the Family</td>
</tr>
<tr>
<td>PSC 103 American Government ..................................</td>
<td>PSY 221 Psychology of Personality Adjustment</td>
</tr>
<tr>
<td>PHY 120 Foundations of Chemistry* (or other PHY science elective)</td>
<td>PSY 205 Human Lifespan Development</td>
</tr>
</tbody>
</table>

1 Either the Biological Science or the Physical Science must have a lab.
**First Semester**
- LAL 101 Composition I ............................................. 3
- MTH 140 College Algebra ........................................... 3
- CIT 101 Computer Essentials ........................................ 3
- ART 101 Art Survey & Appreciation I ............................. 3
- SKL 101 College Orientation ........................................... 1
- Elective ........................................................................ 3

**Second Semester**
- HST 105 American History to 1865 .............................. 3
- LAL 102 Composition II ............................................. 3
- BIO 101 Biology¹ (or other BIO science elective) ............. 4
- ART 102 Art Survey & Appreciation II ........................... 3
- Elective ........................................................................ 3

**Third Semester**
- PHY 120 Foundations of Chemistry ¹ (or other PHY science elective) ........................................... 5
- PHI 150 Introduction to Philosophy (or other Humanities elective) ........................................ 3
- PSY 101 General Psychology (or other Social/Behavioral elective) ........................................ 3
- SPK 101 Public Speaking I ............................................. 3
- Suggested Electives ....................................................... 3

**Fourth Semester**
- LAL 120 American Literature Survey to 1870 (or other Literature course) ........................................ 3
- HST 105 American History to 1865 .............................. 3
- ECN 102 Microeconomics ............................................. 3
- PHY 263 Geology .......................................................... 4
- BIO 105 Introductory Conservation Biology ..................... 3

¹ Either the Biological Science or the Physical Science must have a lab.

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**Fisheries and Wildlife**

**First Semester**
- LAL 101 Composition I ............................................. 3
- BIO 101 Biology ......................................................... 4
- MTH 140 College Algebra ........................................... 3
- CIT 102 Introduction to Information Technology .............. 3
- PSY 101 General Psychology ........................................... 3
- SKL 101 College Orientation ........................................... 1

**Second Semester**
- LAL 102 Composition II ............................................. 3
- MTH 145 College Trigonometry ........................................ 3
- PHY 121 General Chemistry I ........................................ 5
- SPK 101 Public Speaking I ............................................. 3
- Humanities Elective ..................................................... 3

**Third Semester**
- PHI 152 Introduction to Ethics ........................................ 3
- ECN 101 Macroeconomics ............................................. 3
- PHY 122 General Chemistry II ....................................... 5
- MTH 201 Analytic Geometry & Calculus I ......................... 5

**Fourth Semester**
- LAL 120 American Literature Survey to 1870 (or other Literature course) ........................................ 3
- HST 105 American History to 1865 .............................. 3
- ECN 102 Microeconomics ............................................. 3
- PHY 263 Geology .......................................................... 4
- BIO 105 Introductory Conservation Biology ..................... 3
### Hotel and Restaurant Management

**First Semester**
- LAL 101 Composition I ................................................................. 3
- PHI 152 Introduction to Ethics .......................................................... 3
- MTH 140 College Algebra ................................................................. 3
- CIT 101 Computer Essentials ........................................................... 3
- MUS 130 MACC Singers (or other MUS elective) ................................. 4
- MUS 120 Private Voice ..................................................................... 3
- Music Electives .................................................................................. 4

**Second Semester**
- LAL 102 Composition II ................................................................. 3
- MUS 102 Music Appreciation ............................................................. 3
- PSC 103 American Government ......................................................... 5
- MUS 131 MACC Singers (or other MUS elective) ................................. 4
- MUS 121 Private Voice ..................................................................... 1
- Music Electives .................................................................................. 4

**Third Semester**
- PHY 121 General Chemistry I (or other PHY science elective) .......... 5
- PSY 101 General Psychology ............................................................. 3
- SPK 101 Public Speaking ................................................................. 3
- MUS 230 MACC Singers (or other MUS elective) ................................. 4
- MUS 220 Private Voice ..................................................................... 1
- Foreign Language Elective ................................................................. 2

**Fourth Semester**
- LAL 120 American Literature Survey to 1870 (or other Literature course) 3
- SOC 101 Sociology ........................................................................... 3
- MUS 231 MACC Singers (or other MUS elective) ................................. 4
- MUS 221 Private Voice ..................................................................... 1
- Foreign Language Elective ................................................................. 5

### Music

**First Semester**
- LAL 101 Composition I ................................................................. 3
- MTH 140 College Algebra ................................................................. 3
- CIT 101 Computer Essentials ........................................................... 3
- SKL 101 College Orientation ............................................................. 1
- MUS 130 MACC Singers (or other MUS elective) ................................. 4
- MUS 120 Private Voice ..................................................................... 1
- Music Electives .................................................................................. 4

**Second Semester**
- LAL 102 Composition II ................................................................. 3
- MUS 102 Music Appreciation ............................................................. 3
- PSC 103 American Government ......................................................... 5
- MUS 131 MACC Singers (or other MUS elective) ................................. 4
- MUS 121 Private Voice ..................................................................... 1
- Music Electives .................................................................................. 4

**Third Semester**
- PHY 121 General Chemistry I (or other PHY science elective) .......... 5
- PSY 101 General Psychology ............................................................. 3
- SPK 101 Public Speaking ................................................................. 3
- MUS 230 MACC Singers (or other MUS elective) ................................. 4
- MUS 220 Private Voice ..................................................................... 1
- Foreign Language Elective ................................................................. 2

**Fourth Semester**
- LAL 120 American Literature Survey to 1870 (or other Literature course) 3
- SOC 101 Sociology ........................................................................... 3
- MUS 231 MACC Singers (or other MUS elective) ................................. 4
- MUS 221 Private Voice ..................................................................... 1
- Foreign Language Elective ................................................................. 5

### Nutritional Fitness/Pre-Dietetics

**First Semester**
- LAL 101 Composition I ................................................................. 3
- MTH 140 College Algebra ................................................................. 3
- BIO 101 Biology .............................................................................. 4
- PHY 121 General Chemistry I .......................................................... 5
- SKL 101 College Orientation ............................................................. 1

**Second Semester**
- LAL 102 Composition II ................................................................. 3
- PHY 122 General Chemistry II .......................................................... 5
- BIO 151 Introductory Plant Biology ................................................... 5
- SPK 101 Public Speaking ................................................................. 3

**Third Semester**
- ART 101 Art Survey & Appreciation I ............................................. 3
- PSC 103 American Government ......................................................... 5
- SOC 101 Sociology ........................................................................... 3
- ECN 101 Macroeconomics .................................................................. 3
- Elective .............................................................................................. 3

**Fourth Semester**
- LAL 120 American Literature Survey to 1870 (or other Literature course) 3
- MTH 160 Elementary Statistics ......................................................... 3
- CIT 102 Introduction to Information Technology ............................... 3
- MUS 102 Music Appreciation ........................................................... 3
- PED 121 First Aid .............................................................................. 2
- PSY 101 General Psychology ............................................................. 3

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**Suggested Curriculum**
- MOBERLY AREA COMMUNITY COLLEGE
### Parks, Recreation, and Tourism

#### First Semester
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### Pre-Health Sciences

The Pre-Health Sciences curriculum prepares students for transfer into four-year health science programs, such as Physical Therapy, Occupational Therapy, Health Information Management, or Pre-medicine. Students interested in the two-year AAS Occupational Therapy program should see pages 75-76 of the MACC catalog.

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### Pre-Journalism

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#### Recommended Electives
- JRN 120 Principles of American Journalism
- JRN 140 Newspaper Production I
- JRN 141 Newspaper Production II
- JRN 299 Special Studies in Journalism
- PHI 150 Introduction to Philosophy
- PHI 151 Introduction to Logic
- PHI 152 Introduction to Ethics
- PHI 251 Religions of the World
- HST 106 American History from 1865
- ECN 102 Microeconomics
- MUS 102 Music Appreciation
- ART 101 Art Survey & Appreciation I
- PSY 100 General Psychology

1 Either the Biological or the Physical Science must have a lab.
### Pre-STEM

The Pre-STEM curriculum prepares students for transfer into four-year programs in Science, Technology, Engineering, or Mathematics (STEM). Students should consult with an advisor in selecting courses for their specific area and institution of transfer.

**First Semester**
- **CIT 101** Computer Essentials ................................................................. 3
- **LAL 101** Composition I ............................................................................. 3
- **MTH 201** Analytic Geom & Calculus I ........................................................ 5
- **PHY 121** General Chemistry I ................................................................. 5
- **SKL 101** College Orientation .................................................................. 1

**Second Semester**
- **LAL 102** Composition II .......................................................................... 3
- **MTH 202** Analytic Geom & Calculus II ................................................... 5
- **PHY 122** General Chemistry II ............................................................... 5
- **SPK 101** Public Speaking I ....................................................................... 3

**Third Semester**
- **PHY 121** General Chemistry I ................................................................ 5
- **MTH 201** Analytic Geom & Calculus I .................................................... 5
- **LAL 102** Composition II ........................................................................... 3

**Fourth Semester**
- **ART 101** Art Survey & Appreciation I ................................................... 3
- **BIO 151** Introductory Plant Biology or other STEM elective .................. 4-5
- **LAL 121** American Literature from 1870 .............................................. 3
- **PSY 101** General Psychology .................................................................. 3
- **SOC 101** Sociology .................................................................................. 3

**Suggested Curriculum**

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**Recommended Electives**

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<td>SOC 210</td>
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<td>SOC 215</td>
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1 Either the Biological or the Physical Science must have a lab.

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### Psychology

**First Semester**
- **FLN 101** Elementary Spanish (or other Foreign Language elective) ....... 5
- **HST 105** American History to 1865 .................................................... 3
- **LAL 101** Composition I ........................................................................ 3
- **PSY 101** General Psychology .............................................................. 3
- **SKL 101** College Orientation .............................................................. 1

**Second Semester**
- **CIT 101** Computer Essentials ............................................................. 3
- **LAL 102** Composition II ......................................................................... 3
- **FLN 102** Intermediate Spanish (or other Foreign Language elective) ..................................................................................... 5
- **MTH 140** College Algebra ..................................................................... 3
- **PHY 221** Psychology of Personality Adjustment .................................... 2

**Third Semester**
- **PSY 205** General Psychology .............................................................. 3
- **LAL 102** Composition II ........................................................................ 3

**Fourth Semester**
- **PSY 221** Psychology of Personality Adjustment .................................... 3
- **LAL 102** Composition II ........................................................................ 3

**Suggested Curriculum**

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**Recommended Electives**

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### Social Work

**First Semester**
- **LAL 101** Composition I ........................................................................ 3
- **SPK 101** Public Speaking I .................................................................. 3
- **CIT 101** Computer Essentials ............................................................. 3
- **PHI 150** Introduction to Philosophy (or other Humanities elective) .... 3
- **PHI 152** Introduction to Ethics ............................................................ 3
- **SOC 101** Sociology ................................................................................ 3
- **SKL 101** College Orientation .............................................................. 1

**Second Semester**
- **LAL 102** Composition II ......................................................................... 3
- **MTH 140** College Algebra ..................................................................... 3
- **PSY 101** General Psychology .............................................................. 3
- **HST 105** American History to 1865 .................................................... 3
- **BIO 101** Biology (or other BIO science elective) .................................. 4

**Third Semester**
- **HST 105** American History to 1865 .................................................... 3
- **LAL 120** American Literature Survey to 1870 (or other Literature course) .......... 3
- **PSY 205** Human Lifespan Development ............................................. 3
- **SOC 105** Introduction to Social Work and Social Welfare ................... 3

**Fourth Semester**
- **MTH 160** Elementary Statistics ............................................................ 3
- **SOC 211** Sociology of the Family ....................................................... 3
- **PSY 221** Psychology of Personality Adjustment .................................... 3
- **HST 102** Western Civilization II ......................................................... 3
- **SOC 210** Victimology ........................................................................... 3
- **SOC 215** Social Deviance ..................................................................... 3

**Recommended Electives**

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<td>SOC 210</td>
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1 Either the Biological Science or the Physical Science must have a lab.
Global Education

To encourage international literacy, MACC offers the Semester Abroad Program and the Global Studies Certificate. Additionally, shorter, individual opportunities for educational travel during school breaks are offered on a regular basis.

Global Studies Certificate

The mission of the Global Studies Certificate is to provide students with theoretical and practical knowledge for living and working in a global society, focusing on major issues and influences shaping the contemporary world. Completion of the certificate will assist students in developing a sense of international literacy.

Students who meet the following course requirements will receive a Global Studies Certificate upon graduation with an Associate’s degree. Although global studies courses will typically transfer to a four-year institution, the Global Studies Certificate is not a stand-alone transfer program.

I. General Education Courses 12 credits
Courses that meet both the requirements of a “general education” and an “international/global” course.

II. Global Studies Seminar 3 credits

III. Foreign Language 6-10 credits
Minimum of a two-semester sequence in the same language.

IV. Geography 3 credits
Must include other than U.S.

V. Electives 3-6 credits
Selected from list of “international/global” courses below.

Program Total 30-31 credits

The following courses have been designated as International/Global courses and may be used to fulfill certificate requirements:

ART 101 Art Survey & Appreciation I
ART 102 Art Survey & Appreciation II
ART 115 Cultural Studies in Art
BIO 206 Microbiology
DRM 115 Cultural Studies in Theater
DRM 120 Theater Appreciation
FLN 101 Elementary Spanish
FLN 102 Intermediate Spanish
FLN 111 Elementary French
FLN 112 Intermediate French
FLN 115 Cultural Studies in Spanish
FLN 121 Elementary Arabic
FLN 122 Intermediate Arabic
FLN 201 Spanish Readings
GEO 101 World Geography I
GEO 102 World Geography II
GLS 201 Global Studies Seminar

Semester Abroad

MACC offers a semester abroad program in cooperation with the Missouri Consortium for Global Education. The program has been carefully designed to provide an educational experience with several aspects. Students spend a semester at Canterbury Christ Church University College, an accredited British College of Higher Education which hosts students from over 50 countries. Students must meet qualifying criteria for participation in the semester abroad program.

Honors Program

The Honors curriculum consists of special sections of courses in academic disciplines. Students wishing to participate in the program must meet one of the following criteria:

1. Have an ACT composite score of 23, or
2. Have a high school cumulative grade point average of 3.50 or higher (on a 4.00 scale), or
3. Have a college cumulative grade point average of 3.50 or higher (on a 4.00 scale) based on 12 or more semester hours of college work (not including developmental course work).

In order to receive an Honors Certificate, a student must complete 12 semester hours of Honors courses with a minimum 3.00 cumulative grade point average in those courses. The courses must represent a minimum of two disciplines. In addition, a student must achieve a cumulative grade point average of 3.50 or higher. Students who meet the above requirements will receive an Honors Certificate upon graduation with the Associate’s degree.
## Degree Requirements

### I. General Education
Statewide general education core\(^1\) ........................................... 42 hours

General education credits should be carefully selected with the help of an advisor whenever possible to meet degree requirements and prerequisites, to prepare for the C-BASE, and to address level and area of teacher preparation.

\(^1\) EDU 235 Technology for Teachers fulfills the computer literacy requirement of the 42-hour general education core.

### II. Life Skills
SKL101 College Orientation ......................................................... 1 hour

### III. Statewide Required Teacher Education Core Courses
- EDU 220 Foundations of Education ........................................ 3 hours
- EDU 225 Teaching Profession w/ Field Experience .......... 3 hours
- EDU 235 Technology for Teachers\(^2\) ........................................ 3 hours
- EDU 245 Educational Psychology ........................................... 3 hours

Total Required Core Courses .................................................. 12 hours

\(^2\) EDU 235 Technology for Teachers replaces (but is not replaced by) CIT 101 Computer Essentials in the 42-hour general education block.

### IV. MACC Required Teacher Education Core Courses
EDU 295 Education Capstone ..................................................... 1 hour

### V. Electives
Electives or other institutional requirements ......................... 6 hours

Electives may be selected from education electives, content areas or any other courses. They should be carefully selected with the help of an advisor to meet degree requirements, prerequisites, preparation for the C-BASE, and planned level and area of teacher preparation.

Total Required Hours for AAT Degree ................................. 62 hours

### IV. Other Requirements

1. Students must achieve a minimum cumulative grade point average of 2.75.
2. Students must achieve a minimum score of 235 on each section of the C-BASE.
3. Students must achieve minimum 2.75 cumulative grade point average and earn a grade of “C” or better in all required Teacher Education core courses.

4. Four-year transfer institutions may have additional requirements including higher grade point average or C-BASE scores. Students are encouraged to work closely with an advisor from the receiving institution so that they may understand and prepare to meet all entrance requirements.

## Suggested Curriculum

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<td>Fourth Semester</td>
<td>EDU 245</td>
<td>Educational Psychology 3</td>
</tr>
<tr>
<td></td>
<td>EDU 295</td>
<td>Education Capstone 1</td>
</tr>
<tr>
<td></td>
<td>PHY 120</td>
<td>Foundations of Chemistry(^1) (or other PHY science with lab) 5</td>
</tr>
<tr>
<td></td>
<td>ECN 101</td>
<td>Macroeconomics 3</td>
</tr>
<tr>
<td></td>
<td>MTH 160</td>
<td>Elementary Statistics or Elective 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

\(^1\) Both the Biological Science and the Physical Science courses must have a lab.
## Degree Requirements

### I. Communications

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Elective Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition I (3)</td>
<td>Public Speaking (3)</td>
</tr>
<tr>
<td>Composition II (3)</td>
<td></td>
</tr>
</tbody>
</table>

### II. Humanities

<table>
<thead>
<tr>
<th>Any Humanities Course (3)</th>
</tr>
</thead>
</table>

### III. Social & Behavioral Sciences

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Elective Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Am History to 1865 (3)</td>
<td>Microeconomics (3)</td>
</tr>
<tr>
<td>Macroeconomics (3)</td>
<td>General Psychology (3)</td>
</tr>
</tbody>
</table>

### IV. Physical and Biological Sciences

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Elective Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Chemistry I (5)</td>
<td>General Chemistry II (5)</td>
</tr>
<tr>
<td>College Physics I (5)</td>
<td>Quantitative Analysis (5)</td>
</tr>
<tr>
<td>College Physics II (5)</td>
<td>Organic Chemistry I (5)</td>
</tr>
<tr>
<td></td>
<td>Geology (4)</td>
</tr>
<tr>
<td></td>
<td>Biology (4)</td>
</tr>
<tr>
<td></td>
<td>General Zoology (5)</td>
</tr>
</tbody>
</table>

### V. Mathematics

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Elective Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analytic Geom &amp; Calc I (5)</td>
<td>Differential Equations (3)</td>
</tr>
<tr>
<td>Analytic Geom &amp; Calc II (5)</td>
<td>Elementary Statistics (3)</td>
</tr>
<tr>
<td>Analytic Geom &amp; Calc III (5)</td>
<td>Intro to Prob &amp; Stats (3)</td>
</tr>
<tr>
<td></td>
<td>College Trigonometry (3)</td>
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</tbody>
</table>

### VI. Computer Information Technology

<table>
<thead>
<tr>
<th>Required Course</th>
<th>Elective Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programming I (3)</td>
<td>Programming II (3)</td>
</tr>
</tbody>
</table>

### VII. Drafting Design Technology

<table>
<thead>
<tr>
<th>Required Course</th>
<th>Elective Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering Drawing (3)</td>
<td>Computer-Aided Design (3)</td>
</tr>
</tbody>
</table>

### VIII. Engineering and Accounting

<table>
<thead>
<tr>
<th>Elective Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statics (3)</td>
</tr>
<tr>
<td>Elementary Accounting I (3)</td>
</tr>
<tr>
<td>Elementary Accounting II (3)</td>
</tr>
</tbody>
</table>

### IX. Life Skills

<table>
<thead>
<tr>
<th>Required Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Orientation (1)</td>
</tr>
</tbody>
</table>

### X. Electives

Electives may be selected from the designated courses in the above disciplines (12)

**Total Required for AS Degree**: 64

Many of the math and science courses are sequential and offered only in certain semesters. Calculus, Chemistry, and Physics need to be taken in designated semesters to complete the Associate of Science degree in a timely manner.
### Suggested Curriculum

#### First Semester (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 201</td>
<td>Analytic Geometry &amp; Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>PHY 121</td>
<td>General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>LAL 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 145</td>
<td>College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>SKL 101</td>
<td>College Orientation</td>
<td>1</td>
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<tr>
<td></td>
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</table>

#### Second Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 202</td>
<td>Analytic Geometry &amp; Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>PHY 122</td>
<td>General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>LAL 102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CIT 105</td>
<td>Programming I</td>
<td>3</td>
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<td></td>
<td></td>
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</table>

#### Third Semester (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 203</td>
<td>Analytic Geometry &amp; Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>PHY 201</td>
<td>College Physics I</td>
<td>5</td>
</tr>
<tr>
<td>ECN 101</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>DDT 101</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

#### Fourth Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 250</td>
<td>Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>SPK 101</td>
<td>Public Speaking or other elective</td>
<td>3</td>
</tr>
<tr>
<td>PHY 202</td>
<td>College Physics II</td>
<td>5</td>
</tr>
<tr>
<td>HST 105</td>
<td>American History to 1865</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

1 Required only in selected engineering programs.

### MU Degree Programs

- Biological Engineering
- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Computer Science
- Electrical Engineering
- Industrial Engineering
- Mechanical Engineering
- Naval Sciences

### Missouri S&T Degree Programs

- Aerospace Engineering
- Architectural Engineering
- Ceramic Engineering
- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Engineering Management
- Environmental Engineering
- Geological Engineering
- Interdisciplinary Engineering
- Manufacturing Engineering
- Mechanical Engineering
- Metallurgical Engineering
- Mining Engineering
- Nuclear Engineering
- Petroleum Engineering

### NOTES
Associate Degree Nursing

The two-year Associate Degree in Nursing program, housed at the Main Campus in Moberly, provides a combination of subject matter and clinical experiences designed to prepare a person to provide high-quality, safe, effective, patient-centered care to individuals or groups of individuals with well-defined health problems.

Upon successful completion of the program, the student is eligible to apply to take the National Council of Licensing Examination for Registered Nurses. Missouri Nursing Practice Act, Section 335.006, provides additional criteria for eligibility to apply for licensure to practice nursing. Successful completion of the program does not guarantee eligibility to take the licensing exam. Satisfactory performance on the examination will qualify the student for licensure as a registered nurse.

The program is fully approved by the Missouri State Board of Nursing and is approved by the Coordinating Board for Higher Education and the Department of Elementary and Secondary Education, Division of Career Education.

Admission Criteria

- Complete all admission requirements for Moberly Area Community College.
- A composite ACT score of 20 is required to apply. The ACT must be repeated if completed five years or more before the date of entry into the ADN program. Test dates are available from Student Services.
- If the ACT math sub-score is 18 or below, an applicant must have taken and completed Fundamentals of Math successfully prior to admission into the program.
- Submit official transcripts of high school, GED transcript, previous college and/or schools of nursing, if applicable, to Student Services.
- Each prospective student must complete and return a notarized Revocation of Licensure form to the Allied Health Office prior to or on December 1 or March 15.
- Each prospective student must complete and return a notarized Essential Qualifications form to the Allied Health Office prior to or on December 1 or March 15.
- Submit to and pass a criminal background check as well as the review of the Employee Disqualification List through the Department of Health and Senior Services. (This will be checked by the Allied Health Office.)
- Three reference forms must be submitted. The individual score on each category must be no higher than 2.00. These may not be completed by a personal friend or relative. Obtain from Allied Health Office.
- A cumulative grade point average of 2.50 from high school or college. All university or college coursework attempted will be considered when determining a student’s cumulative grade point average. College transcript supersedes high school transcript.
- Once accepted into the program, students must maintain a 2.50 cumulative grade point average.
- A TOEFL score of 560 on the written exam or a score of 86 on the TOEFL IBT exam, or an ACT English score of 20 or greater, or a “C” or better in Composition I for students for whom English is a second language.

These are the minimum application criteria for this program and do not guarantee admission.

Transfer students must meet the admission criteria established for all MACC ADN students. Qualified transfer students will be admitted on a space-available basis.

Admission Process

Applicants whose records indicate the greatest potential for successful achievement in nursing will be selected for admission into the program. A weighted admission process is utilized to select qualified candidates for acceptance into the Associate Degree in Nursing program. This process takes place once in the winter and once in the spring. Students earning at least 26 points on the MACC Associate Degree Admission Process Score Sheet and meeting all other minimum admission requirements will be automatically admitted, pending seat availability. Those students not meeting automatic admission criteria, but still meeting minimum criteria, will go to the Associate Degree Nursing Admissions Committee for a competitive selection process. Incomplete packets will not be considered. The specific process for selection is outlined in the admission packet. After annual updates are complete, admission packets are available at the Allied Health office in Moberly and online.

In the event of an unusual situation concerning an applicant, an admissions committee will make the decision to accept or decline admission. The committee will consist of the Vice President for Instruction, the Dean of Academic Affairs, the Dean of Career and Technical Education, the Dean of Student Services, the Director of Nursing and Allied Health Programs, Nursing Faculty, a member of the science faculty, and a member of the health care community.

The Allied Health Division of Moberly Area Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, and marital or parental status in admissions, programs and activities, and employment.

LPNs may be eligible for advanced standing in the nursing program. (Refer to the Accelerated Admissions Option.)

Students may receive credit for required non-nursing courses by CLEP testing or by transfer of credits, which will be evaluated on an individual basis. CLEP credit is not awarded for Anatomy, Physiology, Microbiology, Composition II, or General Psychology.
# Required Curriculum

## First Semester (Fall)
- PSY 101 General Psychology ........................................................... 3
- NUR 101 Fundamentals of Nursing Practice ...................................... 6
- BIO 205 Human Anatomy ................................................................. 4
- LAL 101 Composition I ....................................................................... 3
- NUR 100 Medication Administration................................................ 1

## Second Semester (Spring)
- NUR 111 Mental Health Nursing ..................................................... 4
- NUR 112 Adult Health Nursing ........................................................ 6
- BIO 209 Physiology ............................................................................. 4
- SPK 101 Public Speaking I ............................................................... 3

## Summer Semester
- NUR 204 Managing Intravenous Therapies ................................... 1
- LAL 102 Composition II ...................................................................... 3
- MTH 140 College Algebra ................................................................... 3

## Third Semester (Fall)
- NUR 206 Nursing Issues ................................................................. 3
- NUR 210 Nursing of Women and Newborns .................................... 4
- NUR 212 Child Health Nursing .......................................................... 4
- BIO 206 Microbiology ........................................................................ 4
- PSY 205 Human Lifespan Development ......................................... 3

## Fourth Semester (Spring)
- NUR 220 Adult Health Nursing II ...................................................10
- HST 105 American History to 1865 or
- PSC 105 Functions & Policies of Am Govt ....................................... 3
- SOC 101 Sociology .............................................................................. 3

### Additional recommended courses
- CIT 101 Computer Essentials
- MTH 160 Elementary Statistics
- PHI 153 Bioethics
- PHY 121 General Chemistry I

The nursing component of the degree is composed of five nursing courses taken in four semesters. Each course includes classroom and clinical experiences. Clinical experiences will be provided at hospitals, nursing homes, clinics, and other selected facilities. The student should anticipate additional time for preparation in nursing courses as well as in the non-nursing courses.

Students must maintain a letter grade of “C” or above in all required courses to continue in the ADN program.

Physiology and Microbiology must be repeated if completed five years or more before the date of entry into the program.

Prior to clinical experience, a physical examination, urine drug screen, documentation of immunizations, and a cardiopulmonary resuscitation (CPR) course are required.

Students are expected to provide their own transportation to clinical sites. Clinical sites are located throughout Central and Northeast Missouri.
ADN Accelerated Admissions Option

The one-year ADN Accelerated Admissions Option is available in Moberly, Kirksville and Mexico, Missouri. Articulation between nursing education programs facilitates the education of nurses with the advanced preparation necessary to meet current and future nursing needs. The advanced placement of licensed practical nurses is an accelerated admissions option to the ADN program that builds on the basic practical nursing education program. This program is offered in a combination of face-to-face, virtual, and online delivery methods that combines the benefits of a web-based, real time instructional delivery platform that brings the education to the students at one of our off-campus locations, along with the benefits of hands on classroom/lab experiences, face to face faculty engagement, experience with state of the art simulation equipment and real-life clinical experiences, all in the students' local community.

Admission Criteria

- Complete all admission requirements for Moberly Area Community College.
- Complete developmental courses prior to admission into the Accelerated Admissions Option Program.
- A composite ACT score of 20 or above is required to apply. The ACT must be repeated if completed five years or more before the date of entry into the ADN program. Test dates are available from Student Services.
- Submit official transcripts of high school, GED transcript, previous college and/or schools of nursing, if applicable, to Student Services.
- Each prospective student must complete and return a notarized Revocation of Licensure form to the Allied Health Office prior to or on July 1.
- Each prospective student must complete and return a notarized Essential Qualifications form to the Allied Health Office prior to or on July 1.
- Submit to and pass a criminal background check as well as the review of the Employee Disqualification List through the Department of Health and Senior Services. (This will be checked by the Allied Health Office.)
- Three reference forms must be submitted. The individual score on each category must be no higher than 2.00. These may not be completed by a personal friend or a relative. Obtain from Allied Health Office. Submit completed application forms to the Allied Health Office.
- Provide proof of graduation and a GPA of 2.50 or above from a state-accredited program of Practical Nursing.
- Provide a copy of current Practical Nursing License in Missouri.
- Have a “C” or better in all required courses that are part of the ADN curriculum.
- A cumulative 2.50 grade point average from high school or college. All university or college coursework attempted will be considered when determining a student's cumulative grade point average. College transcript supersedes high school transcript.
- Once accepted into the program, students must maintain a 2.50 cumulative grade point average.
- A TOEFL score of 560 on the written exam or a score of 86 on the TOEFL IBT exam, or an ACT English score of 20 or greater, or a “C” or better in Composition I for students for whom English is a second language.
- Admission of Graduate Practical Nurses will be contingent upon successful passage of the NCLEX exam for Practical Nurses.

These are the minimum application criteria for this program and do not guarantee admission.
**Suggested Curriculum**

The advanced placement policy provides a curriculum design that allows the student to build on past accomplishments. It provides flexibility in meeting the academic requirements while concentrating on the nursing course sequence within a one-year period. Each student's schedule will be designed in consultation with a faculty advisor.

Six credit hours of Fundamentals of Nursing will be awarded upon successful completion of Adult Health Nursing I. One credit hour of advanced standing will be awarded for Medication Administration upon successful completion of Adult Nursing I. Advanced standing of four credit hours will be awarded upon successful completion of the National League of Nursing (NLN) Challenge Exam and subsequent completion of Maternal-Child Studies.

Physiology and Microbiology must be repeated if completed five years or more before the date of entry into the program.

Prior to clinical experience, a physical examination, urine drug screen, and a cardiopulmonary resuscitation (CPR) course are required.

Students are expected to provide their own transportation to clinical sites, many of which are located outside of Moberly.

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**Required Pre-Entry Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 205</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIO 209</td>
<td>Physiology</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 205</td>
<td>Human Lifespan</td>
<td>3</td>
</tr>
</tbody>
</table>

**Other Recommended Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAL 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 140</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credit hours to be completed prior to entry into Accelerated ADN program** 23

**First Semester (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUA 111</td>
<td>Mental Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUA 202</td>
<td>Maternal Child Studies</td>
<td>4</td>
</tr>
<tr>
<td>BIO 206</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>NUA 204</td>
<td>Managing Intravenous Therapies</td>
<td>1</td>
</tr>
</tbody>
</table>

**Second Semester (Summer)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUA 112</td>
<td>Adult Health Nursing I</td>
<td>6</td>
</tr>
<tr>
<td>NUA 200</td>
<td>Professional Perspectives</td>
<td>3</td>
</tr>
<tr>
<td>LAL 102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPK 101</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**Third Semester (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUA 220</td>
<td>Adult Health Nursing II</td>
<td>10</td>
</tr>
<tr>
<td>HST 105</td>
<td>American History to 1865</td>
<td>3</td>
</tr>
<tr>
<td>PSC 105</td>
<td>Functions &amp; Policies of Am Govt</td>
<td>3</td>
</tr>
</tbody>
</table>

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**Practical Nursing Certificate**

Practical Nursing is a full-time, one-year certificate program, with programs located both at the Main Campus in Moberly and at the Advanced Technology Center in Mexico, Missouri. Upon successful completion of the program, graduates are eligible to apply to take the National Council of Licensing Examination for Practical Nurses. The State of Missouri Nurse Practice Act, Section 335.066, provides additional criteria for eligibility to apply for licensure as a practical nurse. Successful completion of the program does not guarantee eligibility to take the licensing exam. Satisfactory performance on this examination will qualify the student for licensure as a practical nurse. The MACC Practical Nursing program is fully approved by the Missouri State Board of Nursing and is approved by the Coordinating Board for Higher Education and the Missouri Department of Elementary and Secondary Education, Division of Career Education.

**Admission Criteria**

If applying to the Moberly Practical Nursing program, students should return the forms to the Allied Health Office. If applying to the Mexico Practical Nursing program, students should return the forms to the Nursing Administration Office at the Advanced Technology Center.

- Complete application forms for Moberly Area Community College and the Practical Nursing program.
- Official high school transcript or GED transcript, if applicable, on file in Student Services. It is the responsibility of the student to check on the status of their transcripts in Student Services.
- Official college or university transcripts on file in Student Services. This includes transcripts from any nursing schools attended, if applicable. **It is the responsibility of the student to check on the status of their transcripts in Student Services.**
- A TEAS-V exam is required with a minimum score of 58%.
- ACT or COMPASS scores must be submitted prior to June 1.
- Each prospective student must complete and return a notarized Essential Qualifications form prior to June 1.
- Each prospective student must complete and return a notarized Revocation of Licensure form prior to June 1.
- Each prospective student must complete and mail the notarized Caregiver Background Screening form to the Jefferson City, MO address on the back of the form prior to June 1. **The Caregiver Screening form is excluded for the Mexico Practical Nursing Program.**
- Submit to and pass a criminal background check. Complete the “Request for Criminal Record Check” form and enclose a $10.00 check or money order with the form. This should be made out to “State of Missouri, Criminal Record System” and mailed to the Missouri State Highway Patrol, Criminal Records and Identification Division, Post Office Box 9500, Jefferson City, MO, 65102.
- Submit and pass the review of Employee Disqualification List through the Department of Health and Senior Services. (The Employee Disqualification be checked by the Allied Health Office.)
- Three reference forms must be submitted. The individual score on each category must be no higher than 2.00. These may not be completed by a personal friend or relative. **If the student has attended the MACC ADN program within the last two years, one of the three references must be from the Director of Nursing and Allied Health.**
- A cumulative grade point average of 2.00 from high school or college. All university and college coursework attempted will be considered when determining a student’s cumulative grade point average. College transcript supersedes high school transcript.
- Once accepted into the program, students must maintain a 2.00 cumulative grade point average.
- A TOFEL score of 560 on the written exam or a score of 86 on the TOFELIBT exam, an ACT English score of 20 or greater, or a “C” or better in English Composition is required for students for whom English is a second language.

*Please remember that these are the minimum application criteria for this program and do not guarantee admission.*

Students are expected to provide their own transportation to clinical sites. Clinical sites for the Moberly program are primarily located in Moberly, Macon, and Columbia. Clinical sites for the Mexico program are primarily located in the Mexico vicinity.

**NOTES**
Admission Process

Applicants whose records indicate the greatest potential for successful achievement in nursing will be selected for admission into the program. A weighted admission process is utilized to select qualified candidates for acceptance into the Practical Nursing program. Students earning at least 10.5 points on the MACC Practical Nursing Admission Process Score Sheet and meeting all other minimum admission requirements will be automatically admitted, pending seat availability. Those students not meeting automatic admission criteria, but still meeting minimum criteria, will go to the Practical Nursing Admissions Committee for a competitive selection process. Incomplete packets will not be considered. The specific process for selection is outlined in the admission packet. After annual updates are complete, admission packets are available at the Allied Health office on the main campus in Moberly, at the Advanced Technology Center in Mexico and on-line.

In the event of an unusual situation concerning an applicant, an admissions committee will make the decision to accept or decline admission. The committee will consist of the Dean of Career and Technical Education, the Dean of Student Services, the Director of Nursing and Allied Health Programs, the Practical Nursing Coordinator, Nursing Faculty, a member of the science faculty, and a member of the health care community.

No advanced placement is given within the Practical Nursing program for CNA, EMT, Paramedic, CMT, or other health-related credentialing at this time. Physiology must be repeated if completed five years or more before the date of entry into the program. Nursing courses taken at other schools of nursing or at MACC will not be accepted for transfer after two years. No student is admitted after five class days have passed.

Required Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNC 103</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PNC 104</td>
<td>Life Span</td>
<td>1</td>
</tr>
<tr>
<td>PNC 105</td>
<td>Fundamentals of Nursing</td>
<td>11</td>
</tr>
<tr>
<td>PNC 106</td>
<td>Personal &amp; Vocational Concepts</td>
<td>3</td>
</tr>
<tr>
<td>PNC 125</td>
<td>Medication Administration</td>
<td>2</td>
</tr>
<tr>
<td>BIO 205</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
</tbody>
</table>

**First Semester (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNC 111</td>
<td>Medical-Surgical Nursing I</td>
<td>9</td>
</tr>
<tr>
<td>PNC 123</td>
<td>Pediatric Nursing</td>
<td>3</td>
</tr>
<tr>
<td>BIO 209</td>
<td>Physiology</td>
<td>4</td>
</tr>
</tbody>
</table>

**Second Semester (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PNC 112</td>
<td>Pharmacology</td>
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<tr>
<td>PNC 122</td>
<td>Medical-Surgical Nursing II</td>
<td>11</td>
</tr>
<tr>
<td>PNC 124</td>
<td>Geriatrics</td>
<td>3</td>
</tr>
<tr>
<td>PNC 126</td>
<td>Mental Health Nursing</td>
<td>1</td>
</tr>
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</table>

**Third Semester (Summer)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNC 113</td>
<td>Maternal-Newborn Nursing</td>
<td>3</td>
</tr>
<tr>
<td>PNC 122</td>
<td>Medical-Surgical Nursing II</td>
<td>11</td>
</tr>
<tr>
<td>PNC 124</td>
<td>Geriatrics</td>
<td>3</td>
</tr>
<tr>
<td>PNC 126</td>
<td>Mental Health Nursing</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 61

Students must maintain a letter grade of “C” or above in each class to continue in the PN program. There is a clinical fee assessed per credit hour for each nursing course.

Prior to clinical experience, a physical examination and a cardiopulmonary resuscitation (CPR) course are required.
Medical Laboratory Technology

The two-year Associate of Applied Science Medical Laboratory Technician (MLT) degree, housed in the Advanced Technology Center in Mexico, Missouri, provides theoretical information and practical training to prepare a person to function competently in most areas of medical laboratories. MLT clinical courses may only be taken after students have successfully completed prerequisite courses.

The MLT program is nationally accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Thus, when students have successfully completed the MLT program, they are eligible to take a national certification examination such as that offered by the American Society for Clinical Pathology (ASCP). An additional resource for information regarding MLT program curriculum and student training can be obtained from the:

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 N. River Rd.
Suite 720
Rosemont, IL 60018-5119
(847) 939-3597
(773) 714.8880
info@naacls.org
http://www.naacls.org

Programs of Study

Admission Criteria

- Complete all admission requirements for Moberly Area Community College.
- Submit official transcripts from high school (or GED) and official college and university transcripts to Student Services.
- A composite ACT score of 19, COMPASS scores of 59 in writing, 74 in reading, and 55 in algebra, or 12 hours of 2.50 GPA in the program prerequisite science and mathematics courses is required. The prerequisite courses include the following: College Algebra, Anatomy, General Chemistry I (with lab), Microbiology, and Physiology (with lab).
- Have a cumulative 2.50 GPA from high school or college. All university or college coursework attempted will be considered when determining a student’s cumulative grade point average. College transcripts supersede high school transcript.
- Once accepted into the program, students must maintain a 2.50 cumulative grade point average.
- Complete, sign, and return the notarized Essential Qualifications form by May 31.
- Submit three references using the forms supplied by the MLT program. The composite score of each must be no higher than 2.00. References may not be completed by a personal friend or relative.
- Complete Physiology and Microbiology with a grade of “C” or better. These courses must be repeated if completed five years or more before the date of entry into the program.
- Submit to and pass a criminal background check.
- A TOEFL score of 560, or an ACT English score of 20 or greater, or a grade of “C” or better in English I for students for whom English is a second language.

These are the minimum application criteria for this program and do not guarantee admission.

Admission Process

Applicants whose records indicate the greatest potential for successful achievement in the medical laboratory environment will be selected for admission into the program. All applications will be presented to an admission committee for acceptance decisions. The committee will consist of the Director of Nursing and Allied Health Programs, the Dean of Career and Technical Education, a representative of the Advanced Technology Center, a Student Services representative or a science instructor, Member(s) of the MLT advisory committee and/or clinical affiliates, and the MLT Program Coordinator. Qualified applicants not admitted will be placed on a waiting list for the current academic year. If no position becomes available, these applicants must reapply for the next academic year.

Completed application packets must be received by the office of the MLT Program Coordinator by the application deadline in order to proceed to admission committee. It is suggested that all applicants schedule a meeting with the MLT Coordinator for advisement before the beginning of the spring semester.

Students may receive credit for certain general education courses by CLEP testing or by transfer of credits, which will be evaluated on an individual basis. CLEP credit is not awarded for Anatomy, Physiology, or Microbiology.

Transfer students must meet the entrance requirements established for all MLT students, and they must have earned a grade of 78% or “C” in any transferring MLT coursework. Transfer students will be admitted to the MLT program on a space available basis.

Continuation in the program is contingent upon completion of General education courses in fall and spring semester prior to beginning the program in the summer.
Required Curriculum

First Semester (Fall)
- BIO 205 Human Anatomy ........................................ 4
- LAL 101 Composition I ........................................... 3
- MTH 140 College Algebra ........................................ 3
- PHY 121 General Chemistry I (with lab) ...................... 5
- SKL 101 College Orientation ..................................... 1

Second Semester (Spring)
- BIO 206 Microbiology ............................................ 4
- BIO 209 Physiology .................................................. 4
- HSC 171 Medical Terminology .................................... 3
- Humanities Elective (Intro to Ethics recommended) ....... 3

Summer Semester
- MLT 150 Lab Methods & Management ....................... 3
- PSC 105 Functions & Policies of Am Govt or HSC 171 Medical Terminology .......................................................... 3

Third Semester (Fall)
- MLT 210 Immunology (with clinicals) ........................ 2
- MLT 230 Urinalysis & Body Fluids (with clinicals) ......... 2
- MLT 250 Hematology (with clinicals) .......................... 5
- MLT 260 Phlebotomy (with clinicals) ........................... 2
- MLT 290 Parasitology, Mycology, Virology .................. 1
- MLT 291 Clinical Hematology Practicum ..................... 2

Fourth Semester (Spring)
- MLT 220 Clinical Chemistry ........................................ 5
- MLT 270 Immunohematology (with clinicals) ............... 4
- MLT 280 Clinical Microbiology (with clinicals) .......... 5

Summer Semester
- MLT 292 Clinical Chemistry Practicum ...................... 2
- MLT 293 Clinical Microbiology Practicum ................. 2
- MLT 294 Immunohematology Practicum ...................... 2

To successfully complete an MLT course, students must achieve a minimum score of 78% or “C” in both the didactic and clinical components.

Prior to clinical experience, a physical examination, current drug test, program-required inoculations, and a TB test are required. Students are responsible for the cost of these as well as the cost of background checks.

A significant portion of the MLT program involves experience in affiliate laboratories. Students are expected to provide their own transportation to clinical sites. Affiliate laboratories are located throughout Central and Northeast Missouri.

Certificate of Specialization in Phlebotomy

In addition to the two-year Associate of Applied Science degree in Medical Laboratory Technology, MACC also offers a Certificate of Specialization in Phlebotomy. MACC’s Phlebotomy coursework prepares students for the ASCP certification examination. The Certificate of Specialization in Phlebotomy gives the graduate additional information necessary to be more successful in this field. The program curriculum covers vascular anatomy and physiology, blood collection theory and handling; safety, and applicable laws and regulations governing phlebotomy. In addition, students learn to draw blood in a variety of ways in the classroom and at affiliate sites. Completion of this certificate may allow a student to gain employment and work part-time in the lab setting while continuing their AAS degree in Medical Laboratory Technology.

Admission Requirements

- Prior to taking MLT 260 and MLT 261, a physical examination, current drug test, program-required inoculations, and a TB test are required. Students are responsible for the cost of these as well as the cost of background checks. A complete list is available from the Medical Laboratory Technician Program Coordinator.
- Students must have a “C” or above grade in the lecture portion of MLT 260 and a “Pass” in the clinical training portion in order to progress to MLT 261.
- Students who wish to take MLT 261 without having taken MLT 260, may only do so with instructor approval after they have passed an comprehensive examination covering the MLT 260 curriculum.
- Students must complete, sign, and return the notarized Essential Qualifications form.
- Students must submit three references using the forms furnished by the MLT Program Coordinator. The composite score of each must be no higher than 2.00. References may not be completed by a personal friend or relative.
- Completed applications forms, references, inoculation, background checks, and drug screen must be received in the office of the Coordinator for the Medical Laboratory Technician (MLT) program.

Required Courses
- BIO 205 Human Anatomy ........................................ 4
- HSC 171 Medical Terminology .................................... 3
- MLT 260 Phlebotomy (with clinicals) .......................... 2
- MLT 261 Advanced Phlebotomy (with clinicals) .......... 2
- SKL 101 College Orientation ..................................... 1
- LAL 101 Composition I .......................................... 3
- Directed Elective* .................................................. 2-3

*Students select one directed elective from the following courses:

*Directed Electives
- CIT 101 Computer Essentials .................................... 3
- HSC 121 First Aid ..................................................... 2
- PSY 101 General Psychology .................................... 3

GAINFUL EMPLOYMENT INFORMATION FOR THE PHLEBOTOMY PROGRAM CAN BE FOUND ON THE MACC WEBSITE AT WWW.MACC.EDU/ GAINFULEMPLOYMENT. THIS INFORMATION IS UPDATED AND REPORTED ANNUALLY TO THE DEPARTMENT OF HIGHER EDUCATION AND IS ALSO AVAILABLE IN PRINT FORM UPON STUDENT REQUEST. FOR THE MOST CURRENT GAINFUL EMPLOYMENT INFORMATION, PLEASE SEE THE MACC WEBSITE (WWW.MACC.EDU) OR THE FINANCIAL AID OFFICE.
Occupational Therapy Assistant

The AAS in Occupational Therapy Assistant is a one-plus-one degree program which prepares students to practice as a certified occupational therapy assistant (COTA) after meeting certification and state licensure standards. Moberly Area Community College is one of five colleges in the Missouri Health Professions Consortium (MHPC) currently selected to offer the program coordinated through the University of Missouri, School of Health Professions. MACC will offer and enroll students in the general education coursework; sophomore level (professional level) coursework will be taught to MACC students at a classroom located on the University of Missouri–Columbia campus. Interactive television and internet based technologies will also be readily utilized to convey course content. Through the combination of general education, professional level coursework, classroom and laboratory practice, and clinical fieldwork experiences, students will learn the profession of occupational therapy assistant. The Professional Year does not run on a traditional MACC academic cycle. Classes will begin the Monday after New Year’s Day and will run through the end of the Fall Semester. Completion of professional year coursework takes one full calendar year.

The MHPC OTA Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). A copy of the evaluator’s Report of On-Site Evaluation (ROSE) that indicates the program is in compliance with each accreditation standard as well as lists the program strengths and suggestions for program enhancement can be obtained by contacting the MHPC OTA office at (573) 884-5689. Following successful completion of coursework and passing of the national certification exam, individuals will be a Certified Occupational Therapy Assistant (COTA). In addition, Missouri requires licensure to practice; however, acquisition of a state license is based on the results of the NBCOT Certification Examination. A felony conviction may affect a student’s ability to secure a clinical fieldwork rotation and/or graduate’s ability to sit for the NBCOT Certification Exam or attain State Licensure.

For more information regarding the accreditation process, please contact the American Occupational Therapy Association:

Accreditation Council for Occupational Therapy Education
PO Box 31220 Bethesda, MD 20824-1220
Phone: 301-652-2682 TDD: 800-377-8555
accred@aoa.org

Admission Criteria

Students are required to submit all application materials to the Missouri Health Professions Consortium OTA Program office in Columbia, by the deadline of May 31 for the cohort class that starts the following January. Selection committees comprised of the program director and community college personnel will evaluate applicants for admission to the MHPC OTA Program.

In order to apply to the Missouri Health Professions Consortium (MHPC) Occupational Therapy Assistant (OTA) Program at Moberly Area Community College students must:

- Meet all requirements for admission to the College, including a completed student admissions file.
- Enroll in and be on schedule to complete the general education coursework (see page 74 of this catalog for a complete list) with a minimum cumulative grade point average of 2.50 and a C or better in all science coursework. For entry into the program, students must complete all general education coursework (with the exception of the Capstone course) PRIOR to entry into the professional level in Spring semester. Students may complete coursework in the Fall; under these circumstances, program admission would be contingent upon successful completion and the required GPA. All science courses must be no older than 5 years.
- Students who are completing prerequisites at colleges other than Moberly Area Community College must send an official transcript documenting completion of, or enrollment in, prerequisite coursework for those courses to be recognized as complete/in-progress in the selection process. All prerequisites must be completed prior to beginning the program at the “professional level.”
- Understand that a criminal background screening and drug screening will be required if accepted into the program. Please arrange to meet with the Program Director if you have any questions about the implication of such a screening. A felony conviction may affect a graduate’s ability to sit for the NBCOT Certification Exam or attain State Licensure.
- Complete the Occupational Therapy Assistant (OTA) program Application for Admission.
- Arrange to observe an occupational therapist or occupational therapy assistant for a minimum of eight hours at the clinical site(s) of your choice. Read and complete the Applicant Observation form which requires the occupational therapy practitioner’s signature for verification.
- Submit two letters of recommendation using the recommendation form included with the admission packet. Each letter should be written by professional reference, other than a relative, who can attest to your character and work ethic. Letters may be submitted separately but must be received by the application deadline.
- Students must be in a state of physical and mental health compatible with the responsibilities of a career in occupational therapy assistant and in general, working with individuals in a healthcare or other provider environment. A physical examination, including selected diagnostic tests and immunizations, is required after acceptance (a form will be provided).
- Submit a 1-2 page typed essay (double spaced, 12 point font) on why you want to join the occupational therapy profession. Include in this essay reflections of your observation at the occupational therapy clinical site.
- Complete and/or collect the required documents, place in one large envelope and submit to the MHPC OTA Program office address listed below prior to the May 31st application deadline. Be sure to follow instructions on all forms. Please note: Recommendation forms may be mailed separately; however, application packets will not be reviewed until both recommendation forms are received. Applications will be considered “incomplete” if recommendation forms do not arrive by the deadline.
- Submit application materials to:
  Missouri Health Professions Consortium
  OTA Admissions Office
  203 Clark Hall
  Columbia, MO 65211
Admission Process

Enrollment in the MHPC Occupational Therapy Assistant Program is selective and an informational packet with application materials is available from the College. Students must complete all general education coursework PRIOR to entry into the professional level program. However, students can complete coursework in the semester prior to the start of the program; under these circumstances, program admission would be contingent upon successful completion of general education prerequisite coursework and maintenance of the required 2.50 GPA.

Transcript evidence of satisfactory completion of general education/prerequisite coursework must be received with the application packet. MACC may not be able to offer admission to all qualified applicants. Only students meeting all admission criteria and submitting completed application packets to the Selection Committee within the established timeframe will be considered. The Selection Committee meetings are conducted the summer before the start of the Professional Year. Admission decisions of the Selection Committee are final. Applicants will receive a letter regarding admissions status following committee review.

Program Prerequisites/General Education Courses (Year One):

Prior to entering the program, students must complete the following courses and meet the required grade point average:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 205</td>
<td>Human Anatomy w/ Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIO 209</td>
<td>Human Physiology w/ Lab</td>
<td>4</td>
</tr>
<tr>
<td>HSC 171</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HST 105</td>
<td>American History to 1865 or PSC 105 Functions and Policies of American Government</td>
<td>3</td>
</tr>
<tr>
<td>LAL 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 100</td>
<td>Intermediate Algebra (or higher)</td>
<td>3</td>
</tr>
<tr>
<td>SPK 101</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 205</td>
<td>Human Lifespan Development</td>
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*Directed Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 101</td>
<td>Computer Essentials or</td>
</tr>
<tr>
<td>PHI 152</td>
<td>Introduction to Ethics or</td>
</tr>
<tr>
<td>SKL 101</td>
<td>College Orientation or</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Sociology</td>
</tr>
</tbody>
</table>

* Recommended Elective: SOC 100 General Sociology (3)

**All science courses must be no older than five years.

Professional Requirements (Year Two):

**First Semester (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>OTA 200</td>
<td>Foundations of Occupational Therapy</td>
<td>4</td>
</tr>
<tr>
<td>OTA 205</td>
<td>Medical Conditions in Occupational Therapy</td>
<td>3</td>
</tr>
<tr>
<td>OTA 210</td>
<td>Analysis of Occupations</td>
<td>2</td>
</tr>
<tr>
<td>OTA 215</td>
<td>Mental Health and Psychosocial Practice</td>
<td>4</td>
</tr>
<tr>
<td>OTA 220</td>
<td>Pediatric and Adolescent Practice</td>
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</table>

**Second Semester (Summer)**

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>OTA 250</td>
<td>Functional Kinesiology</td>
<td>2</td>
</tr>
<tr>
<td>OTA 255</td>
<td>Physical Disabilities Practice</td>
<td>4</td>
</tr>
<tr>
<td>OTA 260</td>
<td>Community Practice</td>
<td>3</td>
</tr>
<tr>
<td>OTA 265</td>
<td>Ethics, Management, and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>OTA 270</td>
<td>Professional Skills/Case Management</td>
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</table>

**Third Semester (Fall)**

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>OTA 290</td>
<td>Level II A Fieldwork</td>
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</tr>
<tr>
<td>OTA 295</td>
<td>Level II B Fieldwork</td>
<td>8</td>
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</table>

Total Professional Credits: 48
Career and Technical Education Programs

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science degree (AAS) is a two-year occupation-oriented degree. The primary purpose of this degree is to prepare a student for entry into a particular occupation upon completion. It is not intended as a transfer degree into a four-year program, although some AAS degrees are transferable through articulation agreements with other educational institutions. In the event of transfer to a four-year institution, a student should expect the receiving institution to evaluate each course in terms of its applicability to the requirements of the student’s major field of baccalaureate study.

Although the recommended course sequences begin with each fall semester, students may enter in either term. Students are encouraged to follow their recommended sequence as closely as possible and complete all prerequisite courses as early as they can. Full-time associate degree students typically complete degree requirements in four semesters. Degree completion for part-time students is dependent on how many credits are taken during each semester.

The AAS degree requires between 62 and 72 credit hours. Students must complete hours in Communications, Humanities, Social and Behavioral Sciences, Biological and Physical Sciences, Mathematics, and Life Skills in addition to the core requirements of the program area.

32 CREDIT-HOUR CERTIFICATE PROGRAMS

To provide a wider variety of post-secondary educational services for students, a 32 credit hour certificate may be granted within many career and technical education programs upon completion of selected courses that total 32 credit hours. In selecting the courses for a 32 credit hour certificate, all prerequisites listed in the course description section of this catalog apply.

The course choices for the certificate option for Career and Technical Education programs are listed on the following pages.

Certificates are granted upon successful completion of all required courses plus directed elective courses totaling a minimum of 32 credit hours.

CERTIFICATES OF SPECIALIZATION

Certificates of Specialization are for the student who desires specific training or skills in a focused area, typically related to their current employment. Specific certificate requirements must be completed as listed under each program area in the catalog. Certificates of Specialization can usually be completed in a short period of time, typically requiring only one or two semesters. Credit hours earned with these certificates can be applied toward a 32 credit hour certificate or the Associate of Applied Science degree in the related field.

A Certificate of Specialization typically ranges from a minimum of 12 to a maximum of 18 credit hours.

VIRTUAL COURSE DELIVERY

Virtual courses allow students to attend class live from the comfort of their own homes via Blackboard Collaborate. This symbol identifies programs with virtual course delivery options. Blackboard Collaborate is an online instructional delivery system allowing real-time interaction between the instructor and the student from a remote location. Its features include two-way audio with microphone and speakers, text messaging, shared whiteboard, a note-taking feature, and file and desktop sharing. Students will access their virtual room through eCollege Pearson Learning Studio and may be required to retrieve or submit assignments online.

Students must have access to a computer with at least a DSL Internet connection as well as a USB headphone set with microphone. The USB headset is available at MACC bookstores.

Questions about Virtual courses? Call 660-263-4110 x11303 or email us at int@macc.edu.

This symbol identifies courses with virtual delivery options.

GAINFUL EMPLOYMENT INFORMATION FOR MACC CAREER AND TECHNICAL EDUCATION CERTIFICATE PROGRAMS CAN BE FOUND ON THE MACC WEBSITE AT WWW.MACC.EDU/GAINFULEMPLOYMENT. THIS INFORMATION IS UPDATED AND REPORTED ANNUALLY TO THE DEPARTMENT OF HIGHER EDUCATION AND IS ALSO AVAILABLE IN PRINT FORM UPON STUDENT REQUEST. FOR THE MOST CURRENT GAINFUL EMPLOYMENT INFORMATION, PLEASE SEE THE MACC WEBSITE (WWW.MACC.EDU) OR THE FINANCIAL AID OFFICE.
The Certificate of Specialization in Business Calculations provides the student with basic business calculation skills to enable him/her to secure an entry-level position in the accounting field. Completion of this certificate may allow a student to gain employment in the field, and the small class sizes make this program a perfect fit for those people wanting to begin their career in the world of finance. Students gain valuable knowledge in the areas of elementary, managerial, cost, federal, and computerized accounting as well as an understanding of business and marketing strategies.

**AAS Degree**

**First Semester (Fall)**
- ACC 101 Elementary Accounting I .................................................. 3
- BOE 261 Spreadsheet Applications .................................................... 3
- BUS 100 Introduction to Business ...................................................... 3
- BUS 112 Principles of Management .................................................. 3
- LAL 101 Composition I ....................................................................... 3
- SKL 101 College Orientation ............................................................... 1
- MTH 140 College Algebra* .................................................................... 3
- Biological Science or Physical Science ................................................. 3
- Humanities Elective ............................................................................. 3

**Second Semester (Spring)**
- ACC 102 Elementary Accounting II .................................................. 3
- ACC 214 Computerized Accounting Applications ............................ 3
- BOE 152 Business Math/Electronic Calculations or MTH 140 College Algebra*
- ACC 214 Computerized Accounting Applications ............................ 3
- ACC 215 Business Accounting Technology Capstone ........................ 3
- BUS 120 Business Law I ....................................................................... 3
- BUS 150 Business Communication .................................................... 3
- ECN 101 Macroeconomics .................................................................. 2
- ECN 102 Microeconomics .................................................................. 3
- MKT 250 Entrepreneurship .................................................................. 3
- SKL 101 College Orientation ............................................................... 1
- SKL 250 Employment Seminar ............................................................ 1

**Third Semester (Fall)**
- ACC 210 Federal Income Tax Accounting ........................................... 3
- ACC 211 Managerial Accounting .......................................................... 3
- BUS 121 Business Law II ...................................................................... 3
- BUS 150 Business Communication .................................................... 3
- ECN 101 Macroeconomics .................................................................. 2
- ECN 102 Microeconomics .................................................................. 3
- MKT 250 Entrepreneurship .................................................................. 3
- SKL 101 College Orientation ............................................................... 1
- SKL 250 Employment Seminar ............................................................ 1

**Fourth Semester (Spring)**
- ACC 213 Cost Accounting .................................................................. 3
- ACC 215 Business Accounting Technology Capstone ........................ 3
- BUS 121 Business Law II ...................................................................... 3
- BUS 150 Business Communication .................................................... 3
- ECN 101 Macroeconomics .................................................................. 2
- ECN 102 Microeconomics .................................................................. 3
- MKT 250 Entrepreneurship .................................................................. 3
- SKL 101 College Orientation ............................................................... 1
- SKL 250 Employment Seminar ............................................................ 1

**Directed Electives**
- ACC 295 Accounting Internship .......................................................... 3
- BOE 263 Business Software Applications ............................................ 3
- BUS 113 Human Relations in Management ......................................... 3
- ECN 102 Microeconomics .................................................................. 3
- MKT 250 Entrepreneurship .................................................................. 3
- SKL 101 College Orientation ............................................................... 1
- SKL 250 Employment Seminar ............................................................ 1
- Directed Elective* .................................................................................. 3

**Certificate is granted upon successful completion of all required courses plus directed elective courses totaling a minimum of 32 credit hours.**

Virtual course delivery is available for a number of classes required in this degree program. See page 77 for more information regarding virtual courses, and talk to your program advisor to learn which courses are offered in the virtual delivery format.

**Certificate of Specialization in Business Calculations**

The Certificate of Specialization in Business Calculations provides the student with basic business calculation skills to enable him/her to secure an entry-level position in the accounting field. Completion of this certificate may allow a student to gain employment in the field and work part-time in a business/accounting setting while continuing either the Business Accounting Technology 32 credit hour certificate or AAS degree.

**Required Courses**
- ACC 101 Elementary Accounting I .................................................... 3
- BOE 152 Business Math/Electronic Calculations ................................ 3
- BOE 261 Spreadsheet Applications or MTH 140 College Algebra*
- BUS 100 Introduction to Business ...................................................... 3
- SKL 101 College Orientation ............................................................... 1
- Directed Elective* .................................................................................. 3

**Students select one directed elective from the following courses:**

**Directed Electives**
- ACC 210 Federal Income Tax Accounting ........................................... 3
- ACC 211 Managerial Accounting .......................................................... 3
- ACC 213 Cost Accounting .................................................................. 3
- ACC 214 Computerized Accounting Applications ............................ 3

GAINFUL EMPLOYMENT INFORMATION FOR THE BUSINESS ACCOUNTING TECHNOLOGY PROGRAM CAN BE FOUND ON THE MACC WEBSITE AT WWW.MACC.EDU/GAINFULEMPLOYMENT. THIS INFORMATION IS UPDATED AND REPORTED ANNUALLY TO THE DEPARTMENT OF HIGHER EDUCATION AND IS ALSO AVAILABLE IN PRINT FORM UPON STUDENT REQUEST. FOR THE MOST CURRENT GAINFUL EMPLOYMENT INFORMATION, PLEASE SEE THE MACC WEBSITE (WWW.MACC.EDU) OR THE FINANCIAL AID OFFICE.
The MACC Business and Office Technology program options are designed to provide the student with the knowledge and skills necessary to begin a career as an administrative office professional. The student chooses the area of specialization desired: Executive, Legal, or Medical. With the education and hands-on experience obtained in this program, successful graduates are prepared to work in positions such as legal administrative assistant, executive administrative assistant, medical receptionist, medical office assistant, receptionist, secretary, data entry clerk, as well as many other office support positions. MACC also offers a 32 credit hour certificate and a Certificate of Specialization option in this field.

AAS Degree - Executive Option

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AAS Degree - Legal Option

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AAS Degree - Medical Option

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Business and Office Technology

32 Credit Hour Certificate Legal/Executive

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<th>Required Courses</th>
<th>32 Credit Hour Certificate Medical Office</th>
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<tbody>
<tr>
<td>BOE 106 Business and Office Technology Essentials</td>
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<td>BOE 110 Intermediate Word Processing</td>
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<tr>
<td>BOE 120 Customer Service</td>
<td>BOE 112 Business Math/Electronic Calculations</td>
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<tr>
<td>BOE 151 Records Management</td>
<td>BOE 151 Records Management</td>
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<tr>
<td>BOE 152 Business Math/Electronic Calculations</td>
<td>BOE 261 Spreadsheet Applications</td>
</tr>
<tr>
<td>BOE 155 Digital Document Processing</td>
<td>BOE 261 Spreadsheet Applications</td>
</tr>
<tr>
<td>BOE 156 Business Software Applications</td>
<td>BOE 263 Business Software Applications</td>
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<tr>
<td>BOE 157 Database Management</td>
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<tr>
<td>BOE 158 Advanced Word Processing</td>
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<tr>
<td>BOE 159 Business Math/Electronic Calculations</td>
<td>BOE 284 Professional Transcription</td>
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<tr>
<td>BOE 160 Business and Office Technology Internship</td>
<td>BOE 285 Business and Office Technology Internship</td>
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<tr>
<td>ACC 100 Small Business Accounting</td>
<td>ACC 100 Small Business Accounting</td>
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<tr>
<td>BUS 150 Business Communication</td>
<td>BUS 150 Business Communication</td>
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<td>SKL 101 College Orientation</td>
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<tr>
<td>SKL 250 Employment Seminar</td>
<td>SKL 250 Employment Seminar</td>
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</table>

Certificate is granted upon successful completion of all required courses plus directed elective courses totaling a minimum of 32 credit hours.

Certificate of Specialization in Office Basics

The Certificate of Specialization in Business Calculations provides the student with basic business calculation skills to enable him/her to secure an entry-level position in the accounting field. Completion of this certificate may allow a student to gain employment in the field and work part-time in a business/accounting setting while continuing either the Business Accounting Technology 32 credit hour certificate or AAS degree.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>&quot;Students select one directed elective from the following courses:</th>
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<tbody>
<tr>
<td>BOE 106 Business and Office Technology Essentials</td>
<td>BOE 165 Presentation Software</td>
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<tr>
<td>BOE 108 Word Processing Concepts</td>
<td>BOE 152 Business Math/Electronic Calculations</td>
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<tr>
<td>BOE 110 Intermediate Word Processing</td>
<td>BOE 261 Spreadsheet Applications</td>
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<td>BOE 120 Customer Service</td>
<td>BOE 263 Business Software Applications</td>
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<td>BOE 151 Records Management</td>
<td>BOE 264 Database Management</td>
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<tr>
<td>BOE 152 Business Math/Electronic Calculations</td>
<td>BOE 284 Professional Transcription</td>
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<tr>
<td>BOE 153 Office Basics</td>
<td>ACC 100 Small Business Accounting</td>
</tr>
<tr>
<td>BOE 154 Business and Office Technology Internship</td>
<td>BUS 150 Business Communication</td>
</tr>
</tbody>
</table>

Virtual course delivery is available for a number of classes required in this degree program. See page 77 for more information regarding virtual courses, and talk to your program advisor to learn which courses are offered in the virtual delivery format.

GAINFUL EMPLOYMENT INFORMATION FOR THE BUSINESS OFFICE TECHNOLOGY PROGRAM CAN BE FOUND ON THE MACC WEBSITE AT WWW.MACC.EDU/GAINFULEMPLOYMENT. THIS INFORMATION IS UPDATED AND REPORTED ANNUALLY TO THE DEPARTMENT OF HIGHER EDUCATION AND IS ALSO AVAILABLE IN PRINT FORM UPON STUDENT REQUEST. FOR THE MOST CURRENT GAINFUL EMPLOYMENT INFORMATION, PLEASE SEE THE MACC WEBSITE (WWW.MACC.EDU) OR THE FINANCIAL AID OFFICE.
## AAS Degree - Networking Option

Networks drive the speed of business. The demand for information in the global economy requires consistent and robust network connectivity. Networking professionals provide this ever-increasing need. MACC offers a path to this exciting career through our nationally recognized Cisco Academy. In two semesters, an individual can prepare to become a Cisco Certified Network Associate (CCNA) and also be eligible for the widely recognized A+ certification. For those who wish to pursue the full Networking degree, MACC offers coursework in Linux Administration and Windows Server Management. Networking graduates are prepared to enter the field or transfer to a four-year institution. MACC also offers a 32 credit hour certificate and multiple Certificates of Specialization in this field.

### First Semester (Fall)

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>CIT 106</td>
<td>IT Essentials I (1st 8-week)</td>
<td>3</td>
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<tr>
<td>CIT 107</td>
<td>IT Essentials II (2nd 8-week)</td>
<td>3</td>
</tr>
<tr>
<td>CIT 135</td>
<td>Object Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIT 145</td>
<td>Web Design I</td>
<td>3</td>
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<tr>
<td>LAL 101</td>
<td>Composition I</td>
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### Second Semester (Spring)

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<th>Course</th>
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<tbody>
<tr>
<td>CIT 150</td>
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<tr>
<td>CIT 152</td>
<td>Fund. of Networking (1st 8-week)</td>
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<tr>
<td>CIT 153</td>
<td>Beginning Router Configuration (2nd 8-week)</td>
<td>3</td>
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<tr>
<td>MTH 140</td>
<td>College Algebra</td>
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<tr>
<td>Biological or Physical Science (with lab)</td>
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### Third Semester (Fall)

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<td>CIT 238</td>
<td>Windows Server Management</td>
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<td>CIT 252</td>
<td>Advanced Routers &amp; Switching (1st 8-week)</td>
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<td>CIT 253</td>
<td>Internetworking Technologies (2nd 8-week)</td>
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<td>Linus Administration II</td>
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<td>HST 105</td>
<td>American History to 1865</td>
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<td>CIT 255</td>
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<tr>
<td>Humanities (Ethics or Logic recommended)</td>
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### Virtual delivery format

Virtual course delivery is available for all “CIT” classes required in this degree program and for many other required classes. See page 77 for more information regarding virtual courses, and talk to your program advisor to learn which courses are offered in the virtual delivery format.

### AAS Degree - Programming Option

Computer programmers are the unsung heroes in the IT field. Every system must run at its optimum performance to deliver information vital to doing business. Programmers provide the means to retrieve that data. MACC trains programmers in several languages to meet the world’s IT needs. Visual Basic, Java and C++ are the core languages. Individuals also learn SQL, a database query language used in database management and more. Concepts are delivered to provide maximum transfer of knowledge to other languages. Programming graduates are prepared to enter the field as entry-level programmers or transfer to a four-year institution. MACC also offers a 32 credit hour certificate and multiple Certificates of Specialization in this field.

### First Semester (Fall)

<table>
<thead>
<tr>
<th>Course</th>
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<td>CIT 145</td>
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<td>CIT 153</td>
<td>Beginning Router Configuration (2nd 8-week)</td>
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### Third Semester (Fall)

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<td>Linux Admin I</td>
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<td>CIT 242</td>
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<td>SKL 250</td>
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<td>CIT 295</td>
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<td>SPK 101</td>
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### Fourth Semester (Spring)

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<td>PSC 105</td>
<td>Functions &amp; Policies of Am Govt or</td>
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<tr>
<td>HST 105</td>
<td>American History to 1865</td>
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## 32 Credit Hour Certificate - Networking

### Required Courses

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<td>CIT 107</td>
<td>IT Essentials II</td>
<td>3</td>
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<td>CIT 152</td>
<td>Fundamentals of Networking</td>
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<tr>
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<tr>
<td>CIT 238</td>
<td>Windows Server Management</td>
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### Directed Electives

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<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 145</td>
<td>Web Design I</td>
<td>3</td>
</tr>
<tr>
<td>CIT 150</td>
<td>Linux Admin I</td>
<td>3</td>
</tr>
<tr>
<td>CIT 201</td>
<td>Relational Database Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIT 250</td>
<td>Linux Admin II</td>
<td>3</td>
</tr>
<tr>
<td>CIT 252</td>
<td>Advanced Routers and Switching</td>
<td>3</td>
</tr>
<tr>
<td>CIT 253</td>
<td>Internetworking Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CIT 260</td>
<td>Systems Project</td>
<td>2</td>
</tr>
<tr>
<td>CIT 295</td>
<td>Computer Information Tech Internship</td>
<td>2-3</td>
</tr>
<tr>
<td>ACC 101</td>
<td>Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 150</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>SKL 101</td>
<td>College Orientation</td>
<td>1</td>
</tr>
<tr>
<td>SKL 250</td>
<td>Employment Seminar</td>
<td>1</td>
</tr>
</tbody>
</table>

Certificate is granted upon successful completion of all required courses plus directed elective courses totaling a minimum of 32 credit hours.

---

## Certificate of Specialization - Computer Support Specialist

Computer Support Specialists are an integral part of any business in today's technology-driven world. Support specialists troubleshoot, install software, upgrade and provide users front line support. This certificate offers the basic skills to gain employment in this area. IT Essentials I and II provide preparatory coursework to receive the industry-recognized A+ certification.

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 101</td>
<td>Computer Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CIT 106</td>
<td>IT Essentials I</td>
<td>3</td>
</tr>
<tr>
<td>CIT 107</td>
<td>IT Essentials II</td>
<td>3</td>
</tr>
<tr>
<td>CIT 135</td>
<td>Object Oriented Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CIT 145</td>
<td>Web Design I</td>
<td>3</td>
</tr>
<tr>
<td>CIT 150</td>
<td>Linux Administration I</td>
<td>3</td>
</tr>
</tbody>
</table>

## Certificate of Specialization in Network Security

As the business world depends on electronic storage for all of their crucial data, the need for skilled Network Security Specialists who know how to protect this information is greater than ever. The Certificate of Specialization in network security provides the graduate the necessary skills to begin work in this exciting career pathway. MACC offers this focus through our nationally-recognized Cisco Academy, plus coursework that covers Security+ certification preparation. Completion of this certificate may allow a student to gain employment and work part-time in an IT security setting while continuing either the Computer Information Technology 32 credit hour certificate or AAS degree.

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 152</td>
<td>Fundamentals of Networking</td>
<td>3</td>
</tr>
<tr>
<td>CIT 153</td>
<td>Beginning Router Configuration</td>
<td>3</td>
</tr>
<tr>
<td>CIT 201</td>
<td>Relational Database Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIT 252</td>
<td>Advanced Routers and Switching</td>
<td>3</td>
</tr>
<tr>
<td>CIT 253</td>
<td>Internetworking Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CIT 255</td>
<td>Network Security</td>
<td>3</td>
</tr>
</tbody>
</table>

## Certificate of Specialization in Networking

Networks and computer networking drive the speed of business. The demand for information in the global economy requires consistent and robust network connectivity. Networking professionals provide this ever-increasing need. MACC offers a path to this exciting career focus through our nationally recognized Cisco Academy. In two semesters an individual can prepare to become a Cisco Certified Network Associate (CCNA). Completion of this certificate may allow a student to gain employment and work part-time in an IT networking setting while continuing either the Computer Information Technology 32 credit hour certificate or AAS degree.

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<td>IT Essentials I</td>
<td>3</td>
</tr>
<tr>
<td>CIT 107</td>
<td>IT Essentials II</td>
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<tr>
<td>CIT 150</td>
<td>Linux Administration I</td>
<td>3</td>
</tr>
<tr>
<td>CIT 152</td>
<td>Fundamentals of Networking</td>
<td>3</td>
</tr>
<tr>
<td>CIT 153</td>
<td>Beginning Router Configuration</td>
<td>3</td>
</tr>
<tr>
<td>CIT 238</td>
<td>Windows Server Management</td>
<td>3</td>
</tr>
</tbody>
</table>
Certificate of Specialization in Programming

Every computer system must run at its optimum performance to deliver information vital to doing today’s business. Programmers provide the means to retrieve that data. The Certificate of Specialization in Programming is designed to train programmers in several languages so they can begin to meet the world’s IT needs. Visual Basic, C#, Java and C++ are the core languages. Individuals also learn SQL, a database query language used in database management. Concepts are delivered to provide maximum transfer of knowledge to other languages. Completion of this certificate may allow a student to gain employment and work part-time in an IT programming setting while continuing either the Computer Information Technology 32 credit hour certificate or AAS degree.

Certificate of Specialization in Systems Administration

System Administrators keep information systems running. The demand for highly skilled IT professionals knowledgeable of system administration is essential to doing business in today’s world. The Certificate of Specialization in System Administration offers a path to this exciting career focus through course work in Windows Server management, Linux Administration I and II, and Network Security. Completion of this certificate may allow a student to gain employment and work part-time in an IT setting while continuing either the Computer Information Technology 32 credit hour certificate or AAS degree.

Certificate of Specialization in Systems Operations

System operations keep users productive. In the IT field system operations can mean the difference in gaining the edge or losing it. The Certificate of Specialization in System Operations offers a path to this exciting career focus through our nationally recognized Cisco Academy. Course work in IT Essentials I and II, along with Linux and Windows, graduates meet this need. Completion of this certificate may allow a student to gain employment and work part-time in an IT setting while continuing either the Computer Information Technology 32 credit hour certificate or AAS degree.

Certificate of Specialization in Web Development

The Internet provides the portal for doing business today. Web programmers and developers are in high demand. The Certificate of Specialization in Web Development trains web specialists in languages congruent to up-to-date web technology. Visual Basic, C#, Java and PHP all have web capabilities. Individuals also learn SQL, a database query language used in database management. Concepts using web server technology are delivered through Linux and Windows courses. Completion of this certificate may allow a student to gain employment and work part-time in a web development setting while continuing either the Computer Information Technology 32 credit hour certificate or AAS degree.

Virtual course delivery is available for all “CIT” classes required in this degree program and for many other required classes. See page 77 for more information regarding virtual courses, and talk to your program advisor to learn which courses are offered in the virtual delivery format.

Note for all Computer Information Technology AAS degrees and certificates (32 credit hour and Certificates of Specialization): A grade of “C” or better must be achieved in all required CIT courses (course prefix “CIT”) to earn an AAS degree. 32 credit hour certificate, or Certificate of Specialization.

GAINFUL EMPLOYMENT INFORMATION FOR THE COMPUTER INFORMATION TECHNOLOGY PROGRAM CAN BE FOUND ON THE MACC WEBSITE AT WWW.MACC.EDU/GAINFULEMPLOYMENT. THIS INFORMATION IS UPDATED AND REPORTED ANNUALLY TO THE DEPARTMENT OF HIGHER EDUCATION AND IS ALSO AVAILABLE IN PRINT FORM UPON STUDENT REQUEST. FOR THE MOST CURRENT GAINFUL EMPLOYMENT INFORMATION, PLEASE SEE THE MACC WEBSITE (WWW.MACC.EDU) OR THE FINANCIAL AID OFFICE.
MACC offers an Associate of Applied Science degree in Drafting Design Technology. This program prepares graduates to enter employment in a variety of settings from residential to industrial to civil specialty areas as well as general drafting positions. MACC also offers a 32 credit hour certificate option and a Certificate of Specialization in this field. Working with state-of-the-art equipment and software, students gain valuable knowledge and experience in areas such as: engineering and technical drawing, beginning, intermediate and advanced Computer Aided Design (CAD), as well as civil and architectural design. Learning the skills implemented in this program, students gain the competitive advantage of having hands-on experience and a strong portfolio of work when entering the workforce.

### AAS Degree

<table>
<thead>
<tr>
<th>First Semester (Fall)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DDT 101 Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>DDT 112 Computer-Aided Design I</td>
<td>3</td>
</tr>
<tr>
<td>IND 104 Industrial Materials and Processes</td>
<td>3</td>
</tr>
<tr>
<td>IND 203 Measurements and Instruments</td>
<td>3</td>
</tr>
<tr>
<td>IND 120 Technical Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>LAL 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>SKL 101 College Orientation</td>
<td>1</td>
</tr>
<tr>
<td>Humanities Elective</td>
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</tr>
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<td><strong>Total Credits:</strong></td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Second Semester (Spring)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>DDT 102 Technical Drawing</td>
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</tr>
<tr>
<td>DDT 211 Computer-Aided Design II</td>
<td>3</td>
</tr>
<tr>
<td>DDT 225 Architectural Design I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130 Technical Mathematics or</td>
<td>3</td>
</tr>
<tr>
<td>MTH 140 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SPK 101 Public Speaking</td>
<td>3</td>
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<td><strong>Total Credits:</strong></td>
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<table>
<thead>
<tr>
<th>Third Semester (Fall)</th>
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</thead>
<tbody>
<tr>
<td>DDT 223 Civil Engineering Design</td>
<td>3</td>
</tr>
<tr>
<td>DDT 226 Architectural Design II</td>
<td>3</td>
</tr>
<tr>
<td>DDT 228 Structural Drafting &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>MSP 101 Machine Tool I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 135 Advanced Technical Math or</td>
<td>3</td>
</tr>
<tr>
<td>MTH 145 College Trigonometry</td>
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<td><strong>Total Credits:</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester (Spring)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DDT 227 Architectural Design III</td>
<td>3</td>
</tr>
<tr>
<td>DDT 232 Drafting Design Capstone Project</td>
<td>3</td>
</tr>
<tr>
<td>DDT 250 Design Concepts</td>
<td>3</td>
</tr>
<tr>
<td>IND 108 Technical Physics</td>
<td>4</td>
</tr>
<tr>
<td>PSC 105 Functions &amp; Policies of Am Govt or</td>
<td>3</td>
</tr>
<tr>
<td>HST 105 American History to 1865</td>
<td>3</td>
</tr>
<tr>
<td>SKL 250 Employment Seminar or</td>
<td>3</td>
</tr>
<tr>
<td>DDT 295 Drafting Design Technology Internship</td>
<td>1-2</td>
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<tr>
<td><strong>Total Credits:</strong></td>
<td><strong>17-18</strong></td>
</tr>
</tbody>
</table>

### 32 Credit Hour Certificate

<table>
<thead>
<tr>
<th>Required Courses</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>DDT 101 Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>DDT 102 Technical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>DDT 112 Computer-Aided Design I</td>
<td>3</td>
</tr>
<tr>
<td>DDT 211 Computer-Aided Design II</td>
<td>3</td>
</tr>
<tr>
<td>DDT 225 Architectural Design I</td>
<td>3</td>
</tr>
<tr>
<td>DDT 232 Drafting Design Capstone Project</td>
<td>3</td>
</tr>
<tr>
<td>DDT 250 Design Concepts</td>
<td>3</td>
</tr>
<tr>
<td>IND 120 Technical Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130 Technical Mathematics or</td>
<td>3</td>
</tr>
<tr>
<td>MTH 140 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td><strong>32</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Directed Electives</th>
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<tbody>
<tr>
<td>DDT 223 Civil Engineering Design</td>
<td>3</td>
</tr>
<tr>
<td>DDT 226 Architectural Design II</td>
<td>3</td>
</tr>
<tr>
<td>DDT 228 Structural Drafting &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>DDT 295 Drafting Design Tech. Internship</td>
<td>2-3</td>
</tr>
<tr>
<td>IND 104 Industrial Materials and Processes</td>
<td>3</td>
</tr>
<tr>
<td>IND 108 Technical Physics</td>
<td>4</td>
</tr>
<tr>
<td>IND 203 Measurements and Instruments</td>
<td>3</td>
</tr>
<tr>
<td>SKL 101 College Orientation</td>
<td>3</td>
</tr>
<tr>
<td>SKL 250 Employment Seminar</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td><strong>32</strong></td>
</tr>
</tbody>
</table>

*Certificate is granted upon successful completion of all required courses plus directed elective courses totaling a minimum of 32 credit hours.*

Virtual course delivery is available for almost all “DDT” required in this degree program and for many other required classes. See page 77 for more information regarding virtual courses, and talk to your program advisor to learn which courses are offered in the virtual delivery format.

### Certificate of Specialization in Drafting Design Technology

The Certificate of Specialization in Drafting Design Technology provides the student with basic drafting and Computer Aided Design (CAD) skills to enable the graduate to secure an entry-level position in the drafting/CAD field. Completion of this certificate may allow a student to gain employment in the field and work part-time while continuing either the Drafting Design Technology 32 credit hour certificate or AAS degree.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DDT 101 Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>DDT 102 Technical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>DDT 112 Computer-Aided Design I</td>
<td>3</td>
</tr>
<tr>
<td>IND 107 Machinery’s Handbook</td>
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<tr>
<td>SKL 101 College Orientation</td>
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<tr>
<td>Directed Elective*</td>
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</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

*Students select one directed elective from the following courses:

*Directed Electives

<table>
<thead>
<tr>
<th>Directed Electives</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DDT 211 Computer-Aided Design II</td>
<td>3</td>
</tr>
<tr>
<td>DDT 223 Civil Engineering Design</td>
<td>3</td>
</tr>
<tr>
<td>DDT 225 Architectural Design I</td>
<td>3</td>
</tr>
<tr>
<td>DDT 228 Structural Drafting and Design</td>
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</tbody>
</table>

GAINFUL EMPLOYMENT INFORMATION FOR THE DRAFTING DESIGN TECHNOLOGY PROGRAM CAN BE FOUND ON THE MACC WEBSITE AT WWW.MACC.EDU/GAINFULEMPLOYMENT. THIS INFORMATION IS UPDATED AND REPORTED ANNUALLY TO THE DEPARTMENT OF HIGHER EDUCATION AND IS ALSO AVAILABLE IN PRINT FORM UPON STUDENT REQUEST. FOR THE MOST CURRENT GAINFUL EMPLOYMENT INFORMATION, PLEASE SEE THE MACC WEBSITE (WWW.MACC.EDU) OR THE FINANCIAL AID OFFICE.
Early Childhood Education

The MACC Early Childhood Education program prepares graduates to support children and families by providing responsive care and quality education as a teacher/caregiver or director in childcare center, family childcare home, a Head Start, or Early Head Start program. Successful graduates can also be parent educators, enter public schools as a paraprofessional, or continue their education in this field. MACC Early Childhood Education classes are offered in the evening for the convenience of the working student. The Early Childhood Education program also offers a 32 credit hour certificate, a Certificate of Specialization and the Child Development Associate credential.

Virtual course delivery is available for the majority of "ECE" classes required in this degree program and for many other required classes. See page 77 for more information regarding virtual courses, and talk to your program advisor to learn which courses are offered in the virtual delivery format.

GAINFULLYEMPLOYMENT INFORMATION FOR THE EARLY CHILDHOOD EDUCATION PROGRAM CAN BE FOUND ON THE MACC WEBSITE AT WWW.MACC.EDU/GAINFULLYEMPLOYMENT. THIS INFORMATION IS UPDATED AND REPORTED ANNUALLY TO THE DEPARTMENT OF HIGHER EDUCATION AND IS ALSO AVAILABLE IN PRINT FORM UPON STUDENT REQUEST. FOR THE MOST CURRENT GAINFULLYEMPLOYMENT INFORMATION, PLEASE SEE THE MACC WEBSITE (WWW.MACC.EDU) OR THE FINANCIAL AID OFFICE.

AAS Degree

First Semester (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECE 110</td>
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<tr>
<td>ECE 130</td>
<td>3</td>
</tr>
<tr>
<td>BOE 152</td>
<td>3</td>
</tr>
<tr>
<td>MTH 100</td>
<td>3</td>
</tr>
<tr>
<td>LAL 101</td>
<td>3</td>
</tr>
<tr>
<td>PSC 105</td>
<td>3</td>
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<tr>
<td>HST 105</td>
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<tr>
<td>SKL 101</td>
<td>1</td>
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<tr>
<td></td>
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</table>

Second Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ECE 120</td>
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<tr>
<td>ECE 140</td>
<td>3</td>
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<td>ECE 150</td>
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<td>ECE 160</td>
<td>3</td>
</tr>
<tr>
<td>ECE 210</td>
<td>3</td>
</tr>
<tr>
<td>Biological</td>
<td>3-5</td>
</tr>
<tr>
<td>or Physical</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15-18</td>
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</table>

Third Semester (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECE 170</td>
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<tr>
<td>ECE 175</td>
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<td>ECE 220</td>
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<td>ECE 230</td>
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<td>ECE 240</td>
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<tr>
<td>Humanities</td>
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<tr>
<td>Elective</td>
<td></td>
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<td></td>
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</table>

Fourth Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>ECE 260</td>
<td>3</td>
</tr>
<tr>
<td>ECE 270</td>
<td>3</td>
</tr>
<tr>
<td>ECE 290</td>
<td>3</td>
</tr>
<tr>
<td>ECE 296</td>
<td>3</td>
</tr>
<tr>
<td>Directed</td>
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</tr>
<tr>
<td>Electives</td>
<td></td>
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<td></td>
<td>16</td>
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</table>

Recommended Humanities

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACC 100</td>
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<td>BUS 112</td>
<td>3</td>
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<td>PSY 101</td>
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<td>PSY 205</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>3</td>
</tr>
<tr>
<td>SOC 211</td>
<td>3</td>
</tr>
<tr>
<td>Any course</td>
<td></td>
</tr>
<tr>
<td>from the</td>
<td></td>
</tr>
<tr>
<td>42-hour</td>
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<tr>
<td>general</td>
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<tr>
<td>education</td>
<td></td>
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<tr>
<td>block</td>
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</tbody>
</table>

Note: A grade of “C” or better must be achieved in all required Early Childhood Education courses (prefix “ECE”) to earn an AAS or Certificate in Early or an Early Learning Assistant Certificate.

32 Credit Hour Certificate

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECE 110</td>
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<tr>
<td>ECE 120</td>
<td>3</td>
</tr>
<tr>
<td>ECE 130</td>
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<td>ECE 140</td>
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<td>ECE 150</td>
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</tr>
<tr>
<td>ECE 160</td>
<td>2</td>
</tr>
<tr>
<td>ECE 170</td>
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<td>ECE 165</td>
<td>1</td>
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<td>ECE 210</td>
<td>3</td>
</tr>
<tr>
<td>ECE 230</td>
<td>3</td>
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</tbody>
</table>

Directed Electives

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ECE 175</td>
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</tr>
<tr>
<td>ECE 220</td>
<td>3</td>
</tr>
<tr>
<td>ECE 240</td>
<td>3</td>
</tr>
<tr>
<td>ECE 250</td>
<td>3</td>
</tr>
<tr>
<td>ECE 260</td>
<td>3</td>
</tr>
<tr>
<td>ECE 270</td>
<td>3</td>
</tr>
<tr>
<td>SKL 101</td>
<td>1</td>
</tr>
<tr>
<td>SKL 250</td>
<td>1</td>
</tr>
</tbody>
</table>

Certificate is granted upon successful completion of all required courses plus directed elective courses totaling a minimum of 32 credit hours.

Certificate of Specialization - Early Learning Assistant

The Early Childhood Education Certificate of Specialization prepares Early Learning Assistant graduates to support children and families by providing responsive care and quality education under the supervision of Early Childhood teachers in childcare, Head Start, Early Head Start, and public school programs. Completion of this certificate may allow a student to gain employment in the field and work part-time while continuing either the Early Childhood Education 32 credit hour certificate or AAS degree.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKL 101</td>
<td>1</td>
</tr>
<tr>
<td>ECE 110</td>
<td>3</td>
</tr>
<tr>
<td>ECE 120</td>
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<td>ECE 130</td>
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<td>ECE 140</td>
<td>3</td>
</tr>
<tr>
<td>Choice of</td>
<td>2</td>
</tr>
<tr>
<td>Lab*</td>
<td></td>
</tr>
<tr>
<td>Choice of</td>
<td>1</td>
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<tr>
<td>Assessment*</td>
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Recommended Humanities

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ACC 100</td>
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</tr>
<tr>
<td>BUS 112</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
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<tr>
<td>PSY 205</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
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</tr>
<tr>
<td>SOC 211</td>
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</tr>
<tr>
<td>FLN 101</td>
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</tr>
<tr>
<td>PHI 152</td>
<td>3</td>
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<tr>
<td>PHI 251</td>
<td>3</td>
</tr>
</tbody>
</table>

Virtual course delivery is available for the majority of “ECE” classes required in this degree program and for many other required classes. See page 77 for more information regarding virtual courses, and talk to your program advisor to learn which courses are offered in the virtual delivery format.

**ECE 160 Beginning Lab in Infant/Toddler Settings ..................2
**ECE 170 Beginning Lab in Preschool ..................................2
**ECE 150 CDA Seminar ....................................................2
**ECE 165 Assessment in Early Childhood I ..........................1
**ECE 175 Assessment in Early Childhood II ..........................1
**ECE 220 Working with Families & the Community ...............3
**ECE 240 Emergent Language & Literacy ..............................3
**ECE 250 Curriculum & Planning in Early Childhood ............3
**ECE 260 Professional Issues in Early Childhood .................3
**ECE 270 Management of Early Childhood Programs ................3
**ECE 210 Early & Middle Childhood ...................................3
**ECE 230 Guidance and Inclusion ......................................3
**Students select one lab and one assessment course from the following:

Lab/Assessment Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>**ECE 160</td>
<td>2</td>
</tr>
<tr>
<td>**ECE 170</td>
<td>2</td>
</tr>
<tr>
<td>**ECE 150</td>
<td>2</td>
</tr>
<tr>
<td>**ECE 165</td>
<td>1</td>
</tr>
<tr>
<td>**ECE 175</td>
<td>1</td>
</tr>
</tbody>
</table>

GAINFULLYEMPLOYMENT INFORMATION FOR THE EARLY CHILDHOOD EDUCATION PROGRAM CAN BE FOUND ON THE MACC WEBSITE AT WWW.MACC.EDU/GAINFULLYEMPLOYMENT. THIS INFORMATION IS UPDATED AND REPORTED ANNUALLY TO THE DEPARTMENT OF HIGHER EDUCATION AND IS ALSO AVAILABLE IN PRINT FORM UPON STUDENT REQUEST. FOR THE MOST CURRENT GAINFULLYEMPLOYMENT INFORMATION, PLEASE SEE THE MACC WEBSITE (WWW.MACC.EDU) OR THE FINANCIAL AID OFFICE.

COLLEGE CATALOG 2012-2014 85
Graphic Arts Technology

The Graphic Arts Technology program prepares tech-savvy students for the multitude of positions available in the graphic arts industry. Students who enroll in this program gain competencies in various graphic related technologies that support the production and manipulation of graphic and text content. Much of the curriculum is devoted to the hands-on, practical use of image manipulation and image creation software to produce a wide variety of projects such as flyers, posters and T-shirts. Graduates also walk away with an understanding of how to work with different file formats, document preparation and image development for a designated workflow.

MACC also offers a 32 credit hour certificate and a Certificate of Specialization option in this field.

### AAS Degree

**First Semester (Fall)**
- GRA 100 Orientation to Graphic Arts ............................................... 1
- GRA 110 Graphic Arts I ................................................................. 3
- ART 105 2-Dimensional Design or... ............................................. 3
- ART 112 3-Dimensional Design ....................................................... 3
- CIT 123 Macintosh: Use & Troubleshooting ..................................... 3
- LAL 101 Composition I .................................................................... 3
- SKL 101 College Orientation ........................................................... 1
- SPK 101 Public Speaking I .............................................................. 3

**Second Semester (Spring)**
- GRA 120 Graphic Arts II ................................................................. 3
- GRA 215 Advanced Illustrator or .................................................... 3
- GRA 235 Product Design ................................................................ 3
- BUS 150 Business Communication or ........................ ................. 3
- LAL 102 Composition II .................................................................. 3
- ART 101 Art Survey & Appreciation I or ................................. 3
- ART 102 Art Survey & Appreciation II ............................................... 3
- CIT 140 Introduction to HTML/Web Page Design ........................ 1

**Third Semester (Fall)**
- GRA 210 Graphic Arts III ............................................................... 3
- GRA 225 Digital-Media Development ............................................ 3
- GRA 245 Pre-Press Production ........................................................ 3
- BOE 152 Business Math/Electronic Calculations or ........................ 3
- MTH 140 College Algebra .............................................................. 3
- PSC 105 Functions & Policies of Am Govt or ................................. 3
- HST 105 American History to 1865 ................................................. 3

**Fourth Semester (Spring)**
- GRA 255 Screen Printing ................................................................ 3
- GRA 290 Portfolio Development ..................................................... 3
- SKL 250 Employment Seminar or .................................................. 3
- GRA 295 Graphics Arts Internship .................................................... 1
- Biological Science or Physical Science* ......................................... 4-5
- Directed Elective ............................................................................. 3

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*Either the Biological Science or the Physical Science must have a lab.

### 32 Credit Hour Certificate

**Required Courses**
- GRA 100 Orientation to Graphic Arts .................................................. 1
- GRA 110 Graphic Arts I ................................................................. 3
- GRA 120 Graphic Arts II ................................................................. 3
- GRA 235 Product Design ................................................................ 3
- GRA 245 Pre-Press Production ........................................................ 3
- *GRA 210 Graphic Arts III (3cr) & .................................................. 3
- *GRA 216 Advanced Photoshop (3cr) .............................................. 3
- OR
- *GRA 215 Advanced Illustrator (3cr) & ............................................ 3
- *GRA 255 Screen Printing (3cr) ......................................................... 3
- CIT 123 Macintosh: Use & Troubleshooting ................................... 3

**Directed Electives**
- GRA 225 Digital-Media Development ............................................ 3
- GRA 290 Portfolio Development ..................................................... 3
- GRA 295 Graphic Arts Internship .................................................... 2-3
- ART 105 2-Dimensional Design ....................................................... 3
- ART 110 Drawing & Composition .................................................... 3
- ART 112 3-Dimensional Design ....................................................... 3
- ART 130 Beginning Printmaking ..................................................... 3
- ART 135 Digital Photography .......................................................... 3
- ART 221 Creative Photography ....................................................... 3
- ART 222 Photography II ................................................................. 3
- MTK 105 Principles of Marketing .................................................... 3
- SKL 101 College Orientation ........................................................... 1
- SKL 250 Employment Seminar ........................................................ 1
- MTK 250 Entrepreneurship ............................................................. 3

* Six-hour block, not used in required courses, can be used as directed electives.

Certificate is granted upon successful completion of all required courses plus directed elective courses totaling a minimum of 32 credit hours.

### Certificate of Specialization in Graphic Arts

The Graphic Arts Certificate of Specialization focuses on developing technical skill and creative artistry in digital imaging and file creation. Students learn professional applications for Adobe Photoshop, Illustrator and InDesign utilizing digital imaging and vector drawing tools. Course projects include digital art formatting, retouching, compositing, illustration, identity design, color matching and composition studies, photorealistic imaging, color correction and digital file production.

**Required Courses**
- GRA 100 Orientation to Graphic Arts .................................................. 1
- GRA 102 Graphics Software ............................................................. 3
- GRA 120 Graphic Arts II ................................................................. 3
- GRA 225 Digital-Media Development ............................................ 3
- GRA 235 Product Design ................................................................ 3
- GRA 245 Pre-Press Production ........................................................ 3

*The art course (ART 105 or ART 112) that is not taken as a required course may be taken as a directed elective option.

Gainful employment information for the Graphic Arts Technology program can be found on the MACC website at www.macc.edu/gainfulemployment. This information is updated and reported annually to the Department of Higher Education and is also available in print form upon student request. For the most current gainful employment information, please see the MACC website www.macc.edu or the financial aid office.

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Industrial Technology

AAS Degree - Machine Tool Option

The Machine Tool option of MACC's Associate of Applied Science in Industrial Technology prepares students for a career in the metalworking industry as a tool and die maker, tool inspector machinist, or CNC operator. Courses include hands-on experience on modern industrial-quality CNC machining centers, milling machines, lathes, grinders, and drill presses; students are also trained in producing machine code and Computer-Assisted Manufacturing (CAM) post processing.

First Semester (Fall)
MSP 101 Machine Tool I .................................................................3
DDT 101 Engineering Drawing .........................................................3
IND 104 Industrial Materials & Processes .........................................3
IND 120 Technical Report Writing or
BUS 150 Business Communication ...............................................3
SKL 101 College Orientation ..........................................................1
WLD 101 Welding I ............................................................................3

Second Semester (Spring)
MSP 102 Machine Tool II .................................................................3
IND 103 Industrial Safety & Health ....................................................3
MTH 130 Technical Mathematics or
MTH 140 College Algebra ................................................................3
SPK 101 Public Speaking I .................................................................3
Humanities Elective ............................................................................3

Third Semester (Fall)
MSP 210 Machine Tool III ...............................................................3
MSP 215 Tool & Diemaking ..............................................................3
DDT 112 Computer-Aided Design I ..................................................3
IND 107 Machinist's Handbook .......................................................3
IND 203 Measurements & Instruments ...........................................3
MTH 135 Advanced Technical Math or
MTH 145 College Trigonometry .....................................................2

Fourth Semester (Spring)
MSP 221 Special Problems in Machine Tool ..................................3
MSP 222 CNC Machining .................................................................3
IND 108 Technical Physics .............................................................4
IND 202 Metallurgy & Heat Treating ................................................3
PSC 105 Functions & Policies of Am Govt or
HST 105 American History to 1865 ..................................................3
SKL 250 Employment Seminar or
IND 295 Industrial Technology Internship ....................................1-2
WLD 102 Welding II ........................................................................17-18

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AAS Degree - Industrial Maintenance Option

MACC’s Associate of Applied Science degree in Industrial Technology-Industrial Maintenance program prepares the student for entry into the general industrial maintenance field. Courses provide skills in basic electrical circuits, electric motor controls, machining, fluid power, welding, maintenance management, predictive maintenance, quality control, and production planning. Most courses involve hands-on experience with up-to-date, high-technology equipment found in current manufacturing operations.

First Semester (Fall)
IND 101 Fundamentals of Industrial Maintenance .......................3
DDT 101 Engineering Drawing .......................................................3
EET 100 DC/AC Electronics .........................................................3
MSP 101 Machine Tool I .................................................................3
SKL 101 College Orientation ..........................................................1
WLD 101 Welding I ............................................................................3

Second Semester (Spring)
IND 105 Fluid Power Principles ....................................................3
IND 120 Technical Report Writing or
BUS 150 Business Communication ...............................................3
DDT 110 Blueprint Reading ..............................................................3
MSP 102 Machine Tool II .................................................................3
MTH 130 Technical Mathematics or
MTH 140 College Algebra ..............................................................3

Third Semester (Fall)
IND 104 Industrial Materials & Processes .....................................3
IND 107 Machinery's Handbook .....................................................3
IND 203 Measurements & Instruments ...........................................3
MTH 135 Advanced Technical Math or
MTH 145 College Trigonometry .....................................................3
SPK 101 Public Speaking I .................................................................3
Humanities Elective ............................................................................3

Fourth Semester (Spring)
IND 103 Industrial Safety & Health ................................................3
IND 108 Technical Physics .............................................................4
EET 111 Electric Motor Controls .....................................................3
PSC 105 Functions & Policies of Am Govt or
HST 105 American History to 1865 ..................................................3
SKL 250 Employment Seminar or
IND 295 Industrial Technology Internship ....................................1-2
WLD 102 Welding II ........................................................................17-18

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Gainful Employment Information for the Industrial Technology program can be found on the MACC website at [www.macc.edu/gainfulemployment](http://www.macc.edu/gainfulemployment). This information is updated and reported annually to the Department of Higher Education and is also available in print form upon student request. For the most current Gainful Employment information, please see the MACC website ([www.macc.edu](http://www.macc.edu)) or the Financial Aid Office.
AAS Degree - Mechatronics Option*

MACC’s Associate of Applied Science degree in Industrial Technology-Mechatronics prepares students to be electrical and mechanical technicians who can troubleshoot, maintain, and repair mechanical equipment for today’s highly integrated and automated manufacturing facilities. Courses include intensive hands-on lab components and are designed to create a cross-trained technician with skills in electrical systems, motor control, hydraulics and pneumatics, programmable logic controllers, safety, and quality control.

First Semester – Fall
IND 100   Introduction to Manufacturing ....................................... 3
IND 101   Fundamentals of Industrial Maintenance .................. 3
IND 103   Industrial Safety & Health................. 3
EET 100   DC/AC Electronics.................................................. 3
MTH 130   Technical Math or
MTH 140   College Algebra.................................................. 3
SKL 101   College Orientation .................................................. 1

Second Semester – Spring
IND 104 Industrial Materials and Processes................. 3
EET 101 Industrial Electricity .................................................. 3
IND 105 Fluid Power Principles ........................................... 3
IND 120 Technical Report Writing or
BUS 150 Business Communication .................................................. 3
SPK 101 Public Speaking I.......................................................... 3
CIT 101 Computer Essentials .................................................. 3

Third Semester – Fall
EET 111 Electric Motor Controls .................................................. 3
IND 109 Mechatronics Blueprint Reading ........................................... 3
EET 214 Programmable Logic Controls or
WLD 101 Welding I ................................................................. 3
IND 108 Technical Physics...................................................... 4
Humanities Elective................................................................. 3

Fourth Semester – Spring
EET 213 Process Control and Instrumentation................. 3
MSP 101 Machine Tool I or........... 3
EET 216 Advanced PLC .................................................................. 3
IND 203 Measurements & Instruments ........................................... 3
IND 200 Plant Operations ............................................................. 3
PSC 105 Functions & Policies of Am Govt or
HST 105 American History to 1865........................................... 3
SKL 250 Employment Seminar or
IND 295 Industrial Technology Internship ............... 1-2

Certificate is granted upon successful completion of all required courses plus directed elective courses totaling a minimum of 32 credit hours.

*Pending CBHE Approval

32 Credit Hour Certificate Mechatronics*

Required Courses
IND 100   Introduction to Manufacturing ....................................... 3
IND 101   Fundamentals of Industrial Maintenance .................. 3
IND 103   Industrial Safety & Health................. 3
CIT 101   Computer Essentials .................................................. 3
MTH 130 Technical Mathematics or
MTH 140 College Algebra.................................................. 3
EET 100 AC/AC Circuits .................................................. 3
IND 105 Fluid Power Principles ........................................... 3
EET 101 Industrial Electricity .................................................. 3
IND 104 Industrial Materials and Processes................. 3
IND 109 Mechatronics Blueprint Reading ........................................... 3

Directed Electives
IND 295 Industrial Technology Internship ............... 1-2
SKL 101 College Orientation .................................................. 1
SKL 250 Employment Seminar .................................................. 1

Certificate of Specialization in Mechatronics*

Required Courses
IND 100   Introduction to Manufacturing ....................................... 3
IND 101   Fundamentals of Industrial Maintenance .................. 3
IND 103   Industrial Safety & Health................. 3
CIT 101   Computer Essentials .................................................. 3
MTH 130 Technical Mathematics or
MTH 140 College Algebra.................................................. 3
EET 100 AC/AC Circuits .................................................. 3

*Pending CBHE Approval
# Programs of Study

## 32 Credit Hour Certificate Industrial Technology

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 103</td>
<td>Industrial Safety &amp; Health</td>
<td>3</td>
</tr>
<tr>
<td>IND 104</td>
<td>Industrial Materials &amp; Processes</td>
<td>3</td>
</tr>
<tr>
<td>CIT 102</td>
<td>Introduction to Info. Technology</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130</td>
<td>Technical Mathematics or MTH 140</td>
<td>College Algebra</td>
</tr>
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### Directed Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 101</td>
<td>Fundamentals of Industrial Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>IND 105</td>
<td>Fluid Power Principles</td>
<td>3</td>
</tr>
<tr>
<td>IND 107</td>
<td>Machinist’s Handbook</td>
<td>3</td>
</tr>
<tr>
<td>IND 108</td>
<td>Technical Physics</td>
<td>4</td>
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<tr>
<td>IND 203</td>
<td>Measurements and Instruments</td>
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</tr>
<tr>
<td>IND 295</td>
<td>Industrial Technology Internship</td>
<td>2-3</td>
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<tr>
<td>BUS 150</td>
<td>Business Communication or IND 120</td>
<td>Technical Report Writing</td>
</tr>
<tr>
<td>DDT 101</td>
<td>Engineering Drawing</td>
<td>3</td>
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<td>DDT 112</td>
<td>Computer-Aided Design I</td>
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</tr>
<tr>
<td>EET 100</td>
<td>DC/AC Electronics</td>
<td>3</td>
</tr>
<tr>
<td>EET 101</td>
<td>Industrial Electricity</td>
<td>3</td>
</tr>
<tr>
<td>EET 104</td>
<td>Electrical Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>EET 111</td>
<td>Electric Motor Controls</td>
<td>3</td>
</tr>
<tr>
<td>MSP 101</td>
<td>Machine Tool I</td>
<td>3</td>
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<tr>
<td>MSP 102</td>
<td>Machine Tool II</td>
<td>3</td>
</tr>
<tr>
<td>MSP 215</td>
<td>Tool and Diemaking</td>
<td>3</td>
</tr>
<tr>
<td>MSP 222</td>
<td>CNC Machining</td>
<td>3</td>
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<td>SKL 250</td>
<td>Employment Seminar</td>
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<tr>
<td>WLD 101</td>
<td>Welding I</td>
<td>3</td>
</tr>
<tr>
<td>WLD 102</td>
<td>Welding II</td>
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</tbody>
</table>

Certificate is granted upon successful completion of all required courses plus directed elective courses totaling a minimum of 32 credit hours.

## 32 Credit Hour Certificate Industrial Electrical Technician

### Required Courses

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 100</td>
<td>DC/AC Electronics</td>
<td>3</td>
</tr>
<tr>
<td>EET 101</td>
<td>Industrial Electricity</td>
<td>3</td>
</tr>
<tr>
<td>EET 104</td>
<td>Electrical Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>EET 111</td>
<td>Electric Motor Controls</td>
<td>3</td>
</tr>
<tr>
<td>CIT 102</td>
<td>Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>CIT 105</td>
<td>Programming I</td>
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</tr>
</tbody>
</table>

Note: It is recommended that students take CIT102 prior to enrolling in CIT105

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDT 112</td>
<td>Computer-Aided Design I</td>
<td>3</td>
</tr>
<tr>
<td>IND 101</td>
<td>Fundamentals of Industrial Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>IND 105</td>
<td>Fluid Power Principles</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130</td>
<td>Technical Mathematics</td>
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### Directed Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 103</td>
<td>Industrial Safety and Health</td>
<td>3</td>
</tr>
<tr>
<td>IND 104</td>
<td>Industrial Materials and Processes</td>
<td>3</td>
</tr>
<tr>
<td>IND 295</td>
<td>Industrial Technology Internship</td>
<td>2-6</td>
</tr>
<tr>
<td>MSP 101</td>
<td>Machine Tool I</td>
<td>3</td>
</tr>
<tr>
<td>MSP 102</td>
<td>Machine Tool II</td>
<td>3</td>
</tr>
<tr>
<td>SKL 101</td>
<td>College Orientation</td>
<td>1</td>
</tr>
<tr>
<td>SKL 250</td>
<td>Employment Seminar</td>
<td>1</td>
</tr>
</tbody>
</table>

Certificate is granted upon successful completion of all required courses plus directed elective courses totaling a minimum of 32 credit hours.
Marketing/Management

The MACC Associate of Applied Science degree in Marketing/Management prepares graduates to work in a variety of occupations such as: marketing and sales managers, sales representative, advertising and promotions, public relations, and more. MACC is an active member in College DECA and students in this program have won multiple state and national awards. MACC also offers a 32 credit hour certificate option and several Certificates of Specialization in marketing. This specialized curriculum is designed to give graduates a sound base of skills in marketing, management, business, advertising, accounting, business law, and the soft skill necessary to work in many of the vast employment opportunities that exist in this industry.

AAS Degree

<table>
<thead>
<tr>
<th>First Semester (Fall)</th>
<th></th>
<th>32 Credit Hour Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 105 Principles of Marketing</td>
<td>3</td>
<td>Required Courses</td>
</tr>
<tr>
<td>ACC 101 Elementary Accounting I</td>
<td>3</td>
<td>MKT 105 Principles of Marketing ........................................</td>
</tr>
<tr>
<td>BUS 100 Introduction to Business</td>
<td>3</td>
<td>MKT 110 Advertising ................................................................</td>
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<tr>
<td>LAL 101 Composition I ..........</td>
<td>3</td>
<td>BUS 100 Introduction to Business .........................................</td>
</tr>
<tr>
<td>SKL 101 College Orientation</td>
<td>1</td>
<td>BUS 112 Principles of Management ..........................................</td>
</tr>
<tr>
<td>SPK 101 Public Speaking I</td>
<td>3</td>
<td>BUS 113 Human Relations in Management .....................................</td>
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<tr>
<td>Directed Elective</td>
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<td>BUS 120 Business Law I ................................................................</td>
</tr>
<tr>
<td>Biological Science or Physical</td>
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<td>Directed Electives</td>
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<tr>
<td>Science</td>
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<td>MKT 295 Marketing/Mgt. Internship ........................................</td>
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<tr>
<td></td>
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<td>ACC 101 Elementary Accounting I ............................................</td>
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<tr>
<td></td>
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<td>ACC 102 Elementary Accounting II ...........................................</td>
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<tr>
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<td>CIT 101 Computer Essentials ................................................</td>
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<td>MKT 250 Entrepreneurship ......................................................</td>
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<td>ECN 101 Macroeconomics ................................................................</td>
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<td>ECN 102 Microeconomics ................................................................</td>
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<td>BUS 150 Business Communication ...............................................</td>
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<tr>
<td>BUS 100 Business Law I</td>
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<td>LAL 101 Composition I or ......................................................</td>
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<td></td>
<td>BUS 121 Business Law II ................................................................</td>
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<td>BOE 152 Business Math/Electronic Calculations</td>
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<td>BOE 165 Presentation Skills</td>
<td>3</td>
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<td>MTH 160 Elementary Statistics</td>
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<td></td>
<td>MKT 105 Principles of Marketing ............................................</td>
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<td>Certificate is granted upon successful completion of all required</td>
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<tr>
<td></td>
<td></td>
<td>courses plus directed elective courses totaling a minimum of 32</td>
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<tr>
<td></td>
<td></td>
<td>credit hours.</td>
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<td>Certificate of Specialization as Customer Service Representative</td>
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<td>Required Courses</td>
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<td></td>
<td></td>
<td>BOE 108 Word Processing Concepts ..........................................</td>
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<td>BOE 120 Customer Service ....................................................</td>
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<td></td>
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<td>BUS 100 Introduction to Business ..........................................</td>
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<td>BUS 150 Business Communication ..........................................</td>
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<td>CITE 101 Computer Essentials .............................................</td>
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<td>MKT 105 Principles of Marketing ...........................................</td>
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<td>Certificate of Specialization as Customer Service Representative</td>
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<td>Required Courses</td>
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<td>BOE 108 Word Processing Concepts ..........................................</td>
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<td>BOE 120 Customer Service ....................................................</td>
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<td>BUS 150 Business Communication ..........................................</td>
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<td></td>
<td></td>
<td>CITE 101 Computer Essentials .............................................</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MKT 105 Principles of Marketing ...........................................</td>
</tr>
</tbody>
</table>

Certificate of Specialization as Customer Service Representative

The Customer Service Representative Certificate of Specialization provides the student with business and relationship skills along with knowledge of technological applications related to customer relations to enable the graduate to secure an entry-level position as a customer service representative. Completion of this certificate may allow a student to gain employment in the field and work part-time in the business setting while continuing either the Marketing/Management 32 credit hour certificate or AAS degree.
Certificate of Specialization in Entrepreneurship

The Certificate of Specialization in Entrepreneurship provides the student with entrepreneurial business skills to enable the graduate to secure an entry-level position in the field or to pursue a personal entrepreneurial venture. Completion of this certificate may allow a student to work part-time in a business setting or pursue entrepreneurial activities while continuing either the Marketing/Management 32 credit hour certificate or AAS degree.

**Required Courses**
- ACC 101 Elementary Accounting I ................................................... 3
- BUS 100 Introduction to Business ................................................... 3
- BUS 120 Business Law I or .................................................................. 3
- BUS 121 Business Law II ...................................................................... 3
- ECN 102 Microeconomics ................................................................... 3
- MKT 105 Principles of Marketing....................................................... 3
- MKT 250 Entrepreneurship ................................................................. 3
- Total: 18

Certificate of Specialization in Management

The Certificate of Specialization in Management provides the student with business management skills to enable the graduate to secure an entry-level position in the management industry. Completion of this certificate may allow a student to gain employment and work part-time in a business setting while continuing either the Marketing/Management 32 credit hour certificate or AAS degree.

**Required Courses**
- ACC 101 Elementary Accounting I ................................................... 3
- BUS 100 Introduction to Business ................................................... 3
- BUS 112 Principles of Management ............................................... 3
- BUS 113 Human Relations in Management ................................ 3
- BUS 120 Business Law I or .................................................................. 3
- BUS 121 Business Law II ..................................................................... 3
- BUS 150 Business Communication ................................................. 3
- BUS 150 Business Communication ................................................. 3
- Total: 18

Certificate of Specialization in Marketing

The Certificate of Specialization in Marketing provides the student with business marketing skills to enable the graduate to secure an entry-level position in the marketing industry. Completion of this certificate may allow a student to gain employment and work part-time in a business setting while continuing either the Marketing/Management 32 credit hour certificate or AAS degree.

**Required Courses**
- MKT 105 Principles of Marketing....................................................... 3
- MKT 110 Advertising .............................................................................. 3
- BUS 100 Introduction to Business ................................................... 3
- BUS 120 Business Law I or .................................................................. 3
- BUS 121 Business Law II ..................................................................... 3
- BUS 150 Business Communication ................................................. 3
- SKL 101 College Orientation .............................................................. 1
- Total: 18

Virtual course delivery is available for the majority of all “MKT” classes required in this degree program and for many other required classes. See page 77 for more information regarding virtual courses, and talk to your program advisor to learn which courses are offered in the virtual delivery format.

GAINFUL EMPLOYMENT INFORMATION FOR THE MARKETING/MANAGEMENT PROGRAM CAN BE FOUND ON THE MACC WEBSITE AT WWW.MACC.EDU/GAINFULEMPLOYMENT. THIS INFORMATION IS UPDATED AND REPORTED ANNUALLY TO THE DEPARTMENT OF HIGHER EDUCATION AND IS ALSO AVAILABLE IN PRINT FORM UPON STUDENT REQUEST. FOR THE MOST CURRENT GAINFUL EMPLOYMENT INFORMATION, PLEASE SEE THE MACC WEBSITE (WWW.MACC.EDU) OR THE FINANCIAL AID OFFICE.
The MACC Welding and Metals Technology program was developed to live up to the standards required by the American Welding Society (AWS), and is AWS certified. Standards such as safety protocols and basic usage of equipment are all taught to students. In addition, graduates will have hands-on experience with multiple welding processes and will have worked with many different kinds of materials both common and exotic. Special attention is given to provide problem-solving experience to handle any project.

### AAS Degree

<table>
<thead>
<tr>
<th>First Semester (Fall)</th>
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</thead>
<tbody>
<tr>
<td>WLD 101 Welding I</td>
<td>3</td>
</tr>
<tr>
<td>DDT 101 Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>IND 107 Machinery's Handbook</td>
<td>3</td>
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<tr>
<td>IND 120 Technical Report Writing or</td>
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</tr>
<tr>
<td>BUS 150 Business Communication</td>
<td>3</td>
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<tr>
<td>MSP 101 Machine Tool I</td>
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<td>SKL 101 College Orientation</td>
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<table>
<thead>
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<th>Second Semester (Spring)</th>
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<tbody>
<tr>
<td>WLD 102 Welding II</td>
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<tr>
<td>DDT 110 Blueprint Reading</td>
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</tr>
<tr>
<td>MSP 102 Machine Tool II</td>
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</tr>
<tr>
<td>MTH 130 Technical Mathematics or</td>
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</tr>
<tr>
<td>MTH 140 College Algebra</td>
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<td>SPK 101 Public Speaking I</td>
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<thead>
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<th>Third Semester (Fall)</th>
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<tbody>
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<td>IND 104 Industrial Materials and Processes</td>
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<tr>
<td>IND 203 Measurements &amp; Instruments</td>
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</tr>
<tr>
<td>MTH 135 Advanced Technical Mathematics or</td>
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<tr>
<td>MTH 145 College Trigonometry</td>
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<td>PSC 105 Functions &amp; Policies of American Govt. or</td>
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<td>HST 105 American History to 1865</td>
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<td>Humanities Elective</td>
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<td>17-18</td>
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</table>

<table>
<thead>
<tr>
<th>Fourth Semester (Spring)</th>
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<tbody>
<tr>
<td>WLD 202 Welding IV</td>
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<tr>
<td>WLD 280 Welding &amp; Metals Technology Capstone</td>
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</tr>
<tr>
<td>IND 103 Industrial Safety &amp; Health</td>
<td>3</td>
</tr>
<tr>
<td>IND 108 Technical Physics</td>
<td>4</td>
</tr>
<tr>
<td>IND 202 Metallurgy &amp; Heat Treating</td>
<td>3</td>
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<tr>
<td>SKL 250 Employment Seminar or</td>
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</tr>
<tr>
<td>WLD 295 Welding Internship</td>
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<td>17-18</td>
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### 32 Credit Hour Certificate

<table>
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<th>Required Courses</th>
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<tbody>
<tr>
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<tr>
<td>WLD 102 Welding II</td>
<td>3</td>
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<tr>
<td>DDT 101 Engineering Drawing</td>
<td>3</td>
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<tr>
<td>DDT 110 Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>DDT 112 Computer-Aided Design I</td>
<td>3</td>
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<tr>
<td>IND 103 Industrial Safety &amp; Health</td>
<td>3</td>
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<tr>
<td>IND 104 Industrial Materials &amp; Processes</td>
<td>3</td>
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<tr>
<td>IND 107 Machinery's Handbook</td>
<td>3</td>
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<tr>
<td>IND 108 Technical Physics</td>
<td>4</td>
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<tr>
<td>IND 202 Metallurgy &amp; Heat Treating</td>
<td>3</td>
</tr>
<tr>
<td>SKL 101 College Orientation</td>
<td>1</td>
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<tr>
<td>SKL 250 Employment Seminar</td>
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</tbody>
</table>

Certificate is granted upon successful completion of all required courses plus directed elective courses totaling a minimum of 32 credit hours.

Gainful Employment Information for the Welding and Metals Technology Program can be found on the MACC Website at [WWW.MACC.EDU/GAINFULEMPLOYMENT](http://WWW.MACC.EDU/GAINFULEMPLOYMENT). This information is updated and reported annually to the Department of Higher Education and is also available in print form upon student request. For the most current Gainful Employment Information, please see the MACC Website ([WWW.MACC.EDU](http://WWW.MACC.EDU)) or the Financial Aid Office.
The Moberly Area Community College Law Enforcement Training Center (LETC) is approved by the Missouri Department of Public Safety Peace Officers Standards and Training (POST) to provide the Class A Peace Officer Basic Training course. The LETC also offers continuing education, contract training, and customized training seminars.

The Class A Basic Training course teaches all aspects of law enforcement. Course topics range from reporting, control and treatment of offenders, instruction in how to conduct an investigation, administrative tasks, traffic stops and defensive tactics. This 20-week course meets Monday through Friday from 8:00 a.m. to 5:00 p.m.

Applications for MACC’s Class A Peace Officer Basic Training course can be obtained by contacting:

Law Enforcement Training Center
Moberly Area Community College
101 College Avenue
Moberly, MO 65270-1304
660-263-4100, ext. 11279
LETC@macc.edu

Application Process

Complete and return the following to MACC Student Services:

- MACC application for admission
- Official high school transcripts or copy of GED
- Official college and/or university transcripts

Complete and return the following forms to the Law Enforcement Training Center:

- LETC Application
- Missouri Peace Officer License Legal Questionnaire

To be considered for admission to the Class A Basic Peace Officer Training Academy, applicants must meet the following qualifications:

1. Applicant must be eighteen years of age or older
2. Applicant must be a United States Citizen
3. Applicant must pass a background check
4. Applicant can have no driving while intoxicated, or driving with excessive blood/alcohol content, or possession of controlled substances within three years of date of application.

Upon successful completion of the LETC Class A Peace Officer Basic Training course, graduates will receive a 32 credit hour Law Enforcement certificate from Moberly Area Community College and 32 college credit hours that may be applied toward the attainment of an advanced degree. LETC Graduates are then eligible to sit for the Missouri Peace Officer Licensure Exam. Upon passing the state licensure exam, individuals may apply for licensure as a Missouri Peace Officer. State Licensure must be obtained prior to employment as a Missouri Peace Officer.
Course Descriptions

General Information about Course Descriptions

All courses are not offered each semester. Students will be assisted in making choices of course work by advisors who are assigned according to the student-declared major.

The designation of “FA,” “SP,” and/or “SU” following each course description indicates whether the course is offered during the fall, spring, and/or summer terms. “IN” indicates the course is offered infrequently. MACC will make reasonable effort to offer courses as listed. At the College’s discretion, however, the schedule may be changed.

The interpretation of course numbers used at Moberly Area Community College is as follows:

- Three letters which indicate a specific teaching area of instruction are followed by three digits indicating the level of the course.
- Numbers 000 to 099 are developmental and are not considered college level; numbers 100 to 199 are considered freshman-level courses; and numbers 200 to 299 are considered sophomore-level courses.

Any course may be taken at either the freshman or sophomore level except those in sequenced programs (i.e., nursing program) or those requiring prerequisites.

One asterisk (*) appearing next to a course title indicates the course meets the Humanities requirement.

Two asterisks (**) appearing next to a course title indicate the course meets the Missouri Constitutional requirement.

A ** appearing next to a course title indicates the course meets the Literature requirement.

Key to Course Descriptions

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<td>ACC 211</td>
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</table>

Prerequisites and Corequisites

Prerequisites and Corequisites

Session(s) offered

Legend

- ACC: Accounting
- ART: Art
- BIO: Biological Science
- BOE: Business and Office Technology
- BUS: Business
- CIT: Computer Information Technology
- DDT: Drafting Design Technology
- DEV: Developmental
- DRM: Drama
- ECE: Early Childhood
- EDU: Education
- EEM: Emergency Medical Technology
- GEO: Geography
- GLS: Global Studies
- GRA: Graphic Arts Technology
- HSC: Health Sciences
- HST: History
- IND: Industrial Technology
- JRN: Journalism
- LAL: Language and Literature
- LEN: Law Enforcement
- MKT: Marketing/Management
- MGT: Medical Laboratory Technology
- MS: Military Science
- MSP: Machine Tool
- MTH: Mathematics
- MUS: Music
- NUA: Accelerated Associate Degree Nursing
- NUR: Associate Degree in Nursing
- PED: Physical Education
- PHI: Philosophy
- PHY: Physical Science
- PNC: Practical Nursing
- PSC: Political Science
- PSY: Psychology
- SKL: Life Skills
- SOC: Sociology
- SPK: Speech
- WLD: Welding

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Two asterisks (**) appearing next to a course title indicate the course meets the Missouri Constitutional requirement.

A ** appearing next to a course title indicates the course meets the Literature requirement.
ACCOUNTING

ACC 100  3-0-3
Small Business Accounting
This is an introductory accounting course for students who are not accounting majors. It is designed to provide a working knowledge of basic accounting areas, such as the accounting cycle, payroll, payables and receivables, etc. The emphasis will be on application of this knowledge using problems and practice sets. This is not a transfer course. (FA)

ACC 101  3-0-3
Elementary Accounting I
ACC 101 is a beginning course introducing fundamental principles of accounting. Course content includes the accounting cycle, analysis of the balance sheet and income statement, payroll, calculation of interest and discounts, depreciation, and recording of accrued and deferred items. (FA, SP)

ACC 102  3-0-3
Elementary Accounting II
ACC 102 is a continued study of accounting principles and procedures. This study includes partnerships and corporations, revenue concepts and statement analysis, accounting for plant assets, and introduces managerial accounting concepts. Prerequisite: ACC 101. (FA, SP)

ACC 110  3-0-3
Personal Finance
This is an introductory course to acquaint students with the basic terms and concepts of financial planning and investment management. (IN)

ACC 210  3-0-3
Federal Income Tax Accounting
This course focuses on federal income tax law as applied to individual taxpayers. Emphasis is on basic tax laws and concepts and application of those laws and concepts in tax return preparation and tax planning. A computerized income tax package is introduced. Prerequisite: ACC 101 or instructor approval. (SP)

ACC 211  3-0-3
Managerial Accounting
This course involves basic application of costing methods, financial statements and their interpretation, and analysis for long-range planning. Prerequisite: ACC 101. (FA)

ACC 213  3-0-3
Cost Accounting
This course involves determining and controlling costs of material, labor, and overhead; budgets; forecasting; standards; job order and process cost methods; and variance analysis. Prerequisite: ACC 101. (SP)

ACC 214  3-0-3
Computerized Accounting Applications
Students will learn to use an integrated accounting computer program to do basic areas of accounting, such as payables, receivables, payroll, depreciation, inventory, etc., and to prepare accounting statements and reports. Students will learn through problem solving and practice sets to establish a set of computerized books for a new business or for an existing business that has been utilizing a manual accounting system. Prerequisite: ACC 100 or ACC 101. Corequisite: BOE 261. (FA)

ACC 215  3-0-3
Business Accounting Technology Capstone
This course is designed as the capstone for the Business Accounting Technology program. This course involves preparation of a company’s accounting books using a computerized accounting software package. The course emphasizes current payroll accounting laws and procedures using a computerized payroll package. Students will complete an end-of-course assessment of accounting skills using an industry-standard exam. Prerequisites: ACC 210, ACC 211, and ACC 214. Corequisite: ACC 213. (SP)

ACC 295  0-(6-18)-(2-6)
Accounting Internship
This course is designed to provide students real-life work experiences through on-the-job training with a field-related cooperating employer in the student’s declared major. Students will be supervised by the business/industry sponsor and report to the Director of Career and Technical Programs or assigned faculty member. The position may be paid or unpaid. Students must complete a minimum of 45 contact hours per credit hour per semester. Course is variable credits and may be repeated for up to six credit hours. Prerequisites: SKL 240, minimum of 30 credit hours, with at least 18 credits of core classes in the program area. 2.50 GPA, and/or approval from the Dean of Career and Technical Education or the Director of Career and Technical Programs. (FA, SP, SU)

ACC 299  (1 to 6)-0-(1 to 6)
Special Studies in Business Accounting Technology
This course will consist of specialized study in areas of the department, which are not covered in-depth in other courses. Students may take no more than six credit hours of special studies in any one discipline. (IN)

ART

* Meets Humanities requirement

ART 100  3-0-3
Color Theory
This course is a foundational core course including studio projects and lectures to explore individual scholarly research in color aesthetics, science and psychology, and design principles. Supplies required for this course are the responsibility of the student. (FA, SP)

ART 101  3-0-3
*Art Survey and Appreciation I
ART 101 is a slide/lecture course examining the visual arts from prehistoric times through the 17th century. Content includes a study of style, design, technique, iconography, and function of art in Western and non-Western culture. (FA, SP, SU)

ART 102  3-0-3
*Art Survey and Appreciation II
ART 102 is a slide/lecture course examining the visual arts from the 18th century to the present. Content includes a study of style, design, technique, iconography and function of art in Western and non-Western culture. (FA, SP, SU)

ART 105  2-4-3
2-Dimensional Design
This is a basic art course concerned with the study and use of elements and principles of 2-dimensional design. Students will be involved with design projects that will help them appreciate and understand the organization of lines, shapes, forms, spaces, color and textures. Supplies required for this course are the responsibility of the student. (FA, SP)

ART 110  2-4-3
Drawing and Composition I
This is a basic free-hand drawing course that introduces the student to various graphic processes. The class investigates various drawing media such as pencil, charcoal, pen, and ink. Subject matter includes life, still life, and landscape. Supplies required for this course are the responsibility of the student. (FA)
ART 111  2-4-3
Drawing and Composition II
ART 111 is a continuation of Drawing and
Composition I with special emphasis placed
on design, proportions, and anatomy of the
human figure. Supplies required for
this course are the responsibility of the
student. Prerequisite: ART 110. (FA)

ART 112  2-4-3
3-Dimensional Design
This is a basic art course concerned with
the study and application of elements and
principles of 3-dimensional design. De-
sign projects will help the student appreci-
ate and understand 3-dimensional tech-
niques, materials, processes, and concepts.
Supplies required for this course are the
responsibility of the student. (SP)

ART 115  3-O-3
Cultural Studies in Art
This course offers intense immersion in art
through touring art galleries, architectural
sites, cultural museums, and other places of
artistic interest abroad. Focus will be on the
visual arts and how they reflect the culture,
history, and levels of aesthetic appreciation
in diverse cultures. Prerequisite: ART 101 or
ART 102. (IN)

ART 124  2-4-3
Beginning Sculpture
This course introduces representations and
abstract modeling, mold-making, additive
and subtractive sculpture techniques,
general history of sculpture, and modern
trends. The class includes all media and
techniques that students would need to
master in sculpture should they wish to
continue in a four-year art program.
Supplies required for this course are the
responsibility of the student. (FA, SP)

ART 125  2-4-3
Sculpture II
A continuation of Beginning Sculpture, this
course stresses a more creative approach
in terms of materials and techniques.
Emphasis is placed on individual
exploration and development in the 3D
medium. Supplies required for this course
are the responsibility of the student.
Prerequisite: ART 124. (FA, SP)

ART 130  2-4-3
Beginning Printmaking
This course explores technical, compositional,
and conceptual construction of prints and the relationship
to various printmaking media. Mediums covered include monotype, lino block,
etching, and silkscreen. Supplies for this course are the responsibility of the student.

ART 135  2-2-3
Digital Photography
This course is an introduction to the theoretical and practical aspects of digital
photography. Using Adobe Photoshop, students will learn to control, modify, and
manipulate digital photographic images for creative purposes. Basic photographic
composition and design will also be studied. Students must have access to a
digital camera. Additional supplies required for this course are the responsibility of the student. Basic knowledge of Mac computers is preferable. (SP)

ART 136  2-2-3
Introduction to Video
This course introduces basic Digital Video
technology, production, and editing. It
 teaches students to plan, shoot, and edit
video projects, with emphasis on themes
and the creative process. Basic knowledge of Mac computers is recommended. (IN)

ART 201  2-4-3
Painting I
This course explores conceptual and compositional construction of painting and the relationship to various media. Supplies required for this course are the responsibility of the student. Prerequisite: ART105, ART110, two years of high school art classes, or instructor approval. (SP)

ART 202  2-4-3
Painting II
This course is a concentrated exploration of painting ideas with emphasis on personal expression, criticism, and discussion. Supplies required for this course are the responsibility of the student. Prerequisite: ART 201. (SP)

ART 205  2-4-3
Ceramics I
ART 205 covers a series of basic
earthenware pottery problems concerned with the discovery of form
through involvement with the media. Supplies required for this course are the
responsibility of the student. (FA, SP)

ART 206  2-4-3
Ceramics II
ART 206 is a further exploration in ceramics with projects centered on function and ceramic design. Supplies required for this course are the responsibility of the student. Prerequisite: ART 205 or instructor approval. (FA, SP)

ART 221  2-2-3
Black and White Film Photography I
This is a basic course that covers the fundamentals of photography, as well as developing and printing applied to photography. Basic photographic composition and design will also be studied. Students must have access to a manually adjustable 35 mm camera and should anticipate spending a significant amount of time in the darkroom outside of regularly-scheduled class time. Additional supplies required for this course are the responsibility of the student. (FA, SP, SU)

ART 222  2-2-3
Black and White Film Photography II
This course is an advanced study of photographic methods and darkroom processes with an emphasis on camera compositional techniques. Students must have access to a 35 mm camera and should anticipate spending a significant amount of time in the darkroom outside of regularly-scheduled class time. Supplies required for this course are the responsibility of the student. Pre- or Corequisite: ART221. (FA, SP, SU)

ART 225  3-O-3
Art for the Elementary Teacher
The purposes and philosophies of
elementary art education will be examined.
This course will orient the student to the
elementary art teacher's role, giving the
student an opportunity to develop lesson
plans and to work with various media
and processes used in the elementary art
program. This course may be taken for pre-
professional education credit. (IN)

ART 299  (1 to 6)-0-(1 to 6)
Special Studies in Art
This course will consist of specialized study
in areas of the department, which are
not covered in-depth in courses already
offered. Students may take no more than
three Special Studies courses in any one
discipline. (IN)
BIOLOGICAL SCIENCE

The AA degree requires at least one lab science course in either Biological or Physical Sciences. Any of the following BIO courses with lab hours may be used to fulfill that requirement. Lab hours are denoted by the middle number in the three-number sequence preceding each course title.

BIO 101  3-2-4
Biology
This course is designed to provide each student with an understanding and appreciation of the diversity of living things and their cell structure, chemistry, genetics, evolution, and ecological relationships. (FA, SP, SU)

BIO 105  3-0-3
Introductory Conservation Biology
This course involves a study of the earth's ecosystems and biodiversity as well as historical and current human impacts on these systems. The importance of conserving the earth's biodiversity is also discussed. (FA, SP, SU)

BIO 105H  3-0-3
Introductory Conservation Biology Honors
This course involves a study of the earth's ecosystems and biodiversity as well as historical and current human impacts on these systems. The importance of conserving the earth's biodiversity is also discussed. Honors sections of Conservation Biology stress critical thinking and analytical writing. Prerequisite: Student must meet criteria for admission to Honors program. (IN)

BIO 150  4-2-5
General Zoology
This course involves a comparative study of animal life and the anatomical adaptations that enable animals to inhabit nearly all ecological niches. Extensive lab work and some field trips are required. (FA, SP)

BIO 151  4-2-5
Introductory Plant Biology
This course examines general biological principles with emphasis on the structures, reproduction, and ecology of seed plants. Course includes lab work and field trips. (FA, SP)

BIO 205  3-2-4
Human Anatomy
Human Anatomy is a general study of the structure and function of the human body and considers all major organ systems. Significant laboratory work is required to identify various systems of the human body by flag-spotting. Dissection is included in this course. (FA, SP)

BIO 206  3-2-4
Microbiology
This course studies the role of bacteria and other microorganisms in nature. The principles of the subject can be related to agriculture, domestic science, and nursing. Extensive lab work is required. Students perform simple, Gram, and special stain procedures on bacteria. Prerequisite: BIO 205 or instructor approval. (FA, SP, SU)

BIO 209  3-2-4
Physiology
This course studies metabolic functions of the cell; diffusion physiology; and the nervous, muscular, respiratory, digestive, excretory, reproductive, and endocrine systems. Physiology lab is a very important part of this course. Prerequisite: BIO 205 or instructor approval. (FA, SP, SU)

BIO 299  (1 to 6)-0-(1 to 6)
Special Studies in Biology
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

BUSINESS & OFFICE TECHNOLOGY

BOE 100  3-0-3
Keyboarding
This course is a beginning course in keyboarding for non-Business and Office Technology majors that includes mastery of the keyboard; basic word processing applications; and an introduction to business letters, memos, reports, and tables. (IN)

BOE 106  3-0-3
Business and Office Technology Essentials
This course provides students with an introduction to the Business and Office Technology program and an incoming assessment of student skills using the Office Proficiency Assessment and Certification (OPAC) software. Students will learn basic computer concepts to support their career pursuits. Additionally, students will review essential Business English skills including grammar, punctuation, style, usage, and proofreading. Prerequisite or corequisite: BOE 108 or instructor approval. (FA)

BOE 108  3-0-3
Word Processing Concepts
This course is a beginning course for Business and Office Technology majors. Emphasis is given to development of a touch keyboarding skill and/or continued speed development. Basic word processing concepts will be taught including an introduction to business letters, memos, reports, and tables. (FA)

BOE 110  3-0-3
Intermediate Word Processing
BOE 110 is an intermediate course in keyboarding and word processing with emphasis on development of speed and accuracy. Expanded formatting practice is given in business letters, memos, tables, and formal reports. Prerequisite: BOE 108 or instructor approval. (SP)

BOE 120  3-0-3
Customer Service
This course will provide a hands-on approach to teaching the critical skills necessary for providing customer service in today's professional environment. Data entry skills, telephone skills, and other customer service skills will be covered. Prerequisite: BOE 108. (SP)

BOE 151  3-0-3
Records Management
This course is a study of the principles and methods of filing systems and the development of management aspects of records control. Prerequisite: Touch keyboarding skills are required. (SP)

BOE 152  3-0-3
Business Math/Electronic Calculations
Business math applications and calculator skills are studied and practiced as they relate to accounting, finance, management, economics, and retailing. Students are introduced to solving problems using a computerized spreadsheet. Prerequisite: Eligible placement score, grade of “C” or higher in DEV 010, or successful completion of Module 8 in the Computer Assisted Prealgebra class(es). (SP)
BOE 165  3-0-3
Presentation Skills
Students will learn basic and advanced presentation software skills needed in the professional environment and to obtain Microsoft PowerPoint Certification. Topics to be covered include creating simple to complex slides, applying office themes, transitions and custom animation effects, inserting sound, music and video files, and creating a self-running slideshow. Students will also develop a professional business presentation to be delivered to the class. Successful completion of BOE 165 prepares students to take the Microsoft PowerPoint Certification Exam. (SP)

BOE 175  3-0-3
Medical Office Coding
This course is designed for entry-level coders who plan to work for insurance companies, hospitals, or in other health care settings. The activities require the use of ICD-10 and include some CPT coding. The course may also serve as a refresher for experienced coders. Prerequisite: HSC 171 and BIO 205 or instructor approval. (FA)

BOE 181  3-0-3
Legal Terminology
This course provides vocabulary necessary for employment in work environments such as law, real estate, leasing, and banking, which require knowledge of legal terminology. Prerequisite or corequisite: BOE 108 or instructor approval. (FA)

BOE 195  3-0-3
Digital Tools
This course is designed to teach a variety of digital tools found in the professional office environment. Using Microsoft Outlook, students will learn personal information management strategies, including efficient creation, management, and organization of emails, contact lists, calendars, schedules, and tasks. Utilization of a handheld digital device, speech recognition software, and note taking software will be included to build student's proficiencies in alternative digital input devices. This course also emphasizes speed and accuracy in further developing touch keying skills. Successful completion of BOE 195 prepares students to take the Microsoft Outlook Certification Exam. Prerequisite: BOE 106 and BOE 110. (FA)

BOE 261  3-0-3
Spreadsheet Applications
This course is designed to teach spreadsheet skills needed in the professional environment and to obtain Microsoft Excel Certification. Students will edit and format data, construct simple to complex formulas and functions, interpret charts and utilize database features such as filters, subtotals and sorting. Other topics to be covered will include manipulation of PivotTables, linking and embedding worksheets, summarizing data, developing validation rules, and writing macros. Successful completion of BOE 261 prepares students to take the Microsoft Excel Certification Exam. (FA)

BOE 263  3-0-3
Business Software Applications
This course provides instruction and competency-based performance in an integrated program of a word processor, database, spreadsheet, and presentation. Touch keyboarding ability is required. (SP)

BOE 264  3-0-3
Database Management
This course is designed to teach database skills needed in the professional environment and to obtain Microsoft Access Certification. Topics to be covered include creating relational databases with multiple tables, writing queries such as crosstab, append, delete and update, enforcing referential integrity, creating simple and complex forms and reports, and developing a switchboard. Successful completion of BOE 264 prepares students to take the Microsoft Access Certification Exam. (SP)

BOE 266  3-0-3
Advanced Word Processing
This course teaches advanced word processing skills needed in the professional environment and to obtain Microsoft Word Certification. The course includes styles, table of contents, indexes, master documents, section breaks and complex header and footer usage, advanced mail merge features, online forms, and collaboration techniques. A desktop publishing unit is also included to integrate the use of word processing and graphics to design and produce professional looking publications. Successful completion of BOE 266 prepares students to take the Microsoft Word Certification Exam. Prerequisite: BOE 106 and BOE 110 or instructor approval. Prerequisite or corequisite: BOE 195. (FA)

BOE 273  3-0-3
Medical Office Insurance
The purpose of this course is to learn features of public and private health care payment plans. Experience will be provided in applying medical and diagnostic terms and insurance abbreviations in abstracting data from the patient record for coding of professional services necessary for the completion of health insurance billing in the medical office. Prerequisites: HSC 171 or instructor approval, and BOE 175. (SP)

BOE 284  3-0-3
Professional Transcription
Students will develop skills in machine transcription using materials specifically related to their emphasis area: medical, legal, or executive office setting. Prerequisites: BOE 110, HSC 171 for medical emphasis; BOE 181 for legal or executive emphasis. (FA)

BOE 292  3-0-3
Business and Office Technology Capstone
The purposes of this capstone course are to train the student in general office procedures, encourage professional behavior, demonstrate the ability to efficiently integrate a suite of software, effectively work in a team situation, and develop decision-making abilities. Students will complete an outgoing assessment of student skills using the Office Proficiency Assessment and Certification (OPAC) software and complete an employment portfolio as a final project. Prerequisites: BOE 151, BOE 195, BOE 261, BOE 266, and BOE 284. Pre- or Corequisite: BOE 264. (SP)

BOE 295  0-(6-18)-(2-6)
Business and Office Technology Internship
This course is designed to provide students real-life work experiences through on-the-job training with a field-related cooperating employer in the student's declared major. Students will be supervised by the business/industry sponsor and report to the Director of Career and Technical Programs or assigned faculty member. The position may be paid or unpaid. Students must complete a minimum of 45 contact hours per credit hour per semester. Course is variable credits and may be repeated for up to six credit hours. Prerequisites: SKL 240, minimum of 30 credit hours, with at least 18 credits of core classes in the program area, 2.50 GPA, and/or approval from the Dean of Career and Technical Education or the Director of Career and Technical Programs. (FA, SP, SU)
BUSINESS

BUS 100 3-0-3
Introduction to Business
This is a survey course designed to provide students with general knowledge of the business world. Topics include economics, management, marketing, accounting, computer information systems, human resource management, finance, and risk management. (FA, SP)

BUS 112 3-0-3
Principles of Management
Students explore the planning, organization, and operation of a business. The course uses a study approach to selecting, combining, and applying techniques of management to realistic business problems. (FA, SP)

BUS 113 3-0-3
Human Relations in Management
The course includes supervisory applications and text study of relationships and communications between employees and first-line supervisors, employees and top management, middle management and subordinates, and middle management and top management. (SP)

BUS 120 3-0-3
Business Law I
BUS 120 is a study of those features of law that pertain to the conduct of business in today's global economy. The course concentrates on legal background material, contracts, and commercial paper. (FA)

BUS 121 3-0-3
Business Law II
This course of study concentrates on sales, real and personal property, trusts, estates, corporations, and partnerships. Prerequisite: BUS 120 or instructor approval. (SP)

BUS 125 3-0-3
Business Communication
Students review grammar, sentence structure, and punctuation and study business letter, memo, and technical report writing as well as other verbal and nonverbal communications and systems. Prerequisite: COMPASS, ASSET, or ACT required. Composition I and touch keyboarding skills are recommended. (FA, SP). Note: Prior to fall 2010, this course was listed as BOE 150.

COMPUTER INFORMATION TECHNOLOGY

CIT 101 3-0-3
Computer Essentials
This computer literacy course, intended for non-CIS majors, is designed as a computer user's guide to familiarize students with fundamental computer concepts including computer terminology, hardware, and software. Internet usage for research and online education will be explored as well as the ethical use of computers and the impact computers and associated technologies have on individuals and society. Hands-on experiences with word processing, spreadsheet, presentation, and operating system software provide the student with a practical exposure to computer usage in an educational context. Touch keyboarding skills are required. (FA, SP)

CIT 102 3-0-3
Introduction to Information Technology
This course covers the fundamental computing concepts that are part of the digital age, including software, hardware, data, people, and procedures. The course centers on educating today's technology consumer, using themes of ethics, the internet, and communications to demonstrate how the changing world of technology influences lives and decisions. (FA, SP)

CIT 105 3-0-3
Programming I
This course involves problem solving on the introductory level. Structured and object oriented programming methodologies are introduced. The student is exposed to sequence, selection, repetition and subprograms forming a strong foundation in Dykstra's constructs for later course work. A modern high-level language is used as a vehicle for mastering these concepts. Prerequisite: intermediate algebra skills recommended. (FA)

CIT 106 3-0-3
IT Essentials I
Students learn the functionality of hardware and operating systems components. Through hands on activities and labs, students learn how to assemble and configure a computer; install operating systems, software, and printers; and troubleshoot hardware and software problems. After completion, students will develop the necessary skills to build a computer. Successful completion of both CIT 106 and CIT 107 prepares students to take the A+ industry certification exam. (FA)

CIT 107 3-0-3
IT Essentials II
This course is an intensive introduction to the multi-user, multi-tasking networking operating systems. Characteristics of the Linux, Windows 2000, NT, XP and Vista network operating systems will be discussed. Students will explore a variety of topics including installation procedures, security issues, back up procedures and remote access. Successful completion of both CIT 106 and CIT 107 prepares students to take the A+ industry certification exam. (FA)

CIT 123 3-0-3
Macintosh: Use & Troubleshooting
Students are introduced to the operating system found on the Apple Macintosh. Techniques for managing, operating, maintaining, and networking clusters of computers are covered. Students will work with Terminal window and command line interface. (FA)

CIT 135 3-0-3
Object Oriented Programming I
This course introduces students to object-oriented programming. Student will use an object-oriented development environment such as: Microsoft Visual Basic, Borland J-Builder or Python. Object-oriented programming and object-oriented design concepts are introduced and applied throughout the course. (FA)
Introduction to HTML/Web Page Design
This course introduces the basics of HTML, the language for creating World Wide Web pages. Students learn the basic HTML document elements, tags, and structures. Topics include titles, headings, paragraphs, list tags, ordered lists, unordered lists, definition lists, horizontal rules, line breaks, physical formatting, style formatting, changing text appearance, and special character encoding. Other topics include copyright issues, file structures, simple graphics, hypertext links, and anchors. Students will also explore options for publishing HTML documents. Prerequisite: Computer and internet knowledge. (SP)

Web Design I
This course involves development and maintenance of an interactive website. Students will learn the essential concepts of HTML, XHTML, and DHTML. They will begin by developing a basic Web page and move on to developing a dynamic website. Students will also work with page design, tables, and frames. Students will create Web page forms, work with cascading style sheets and use multimedia on the Web. Students will learn about XHTML and the use of JavaScript. Topics such as working with objects, special effects, windows, and frames will also be covered. Students will also explore working with forms, regular expressions and event models. The last section will explore working with dynamic content and styles. (SP)

Linux Admin I
This course is designed to introduce students the Linux operating system. Basic commands and procedures for entry-level management and administration are covered. Student will use command-line and graphical user interface tools included in the Linux operating system. File system management, printer management, user management, and package installation will be the primary focus of the course. Concepts presented are preparation for the second course, Linux Admin II. Successful completion of CIT 150 prepares students to take the Linux+ industry certification exam. (FA)

Fundamentals of Networking
This course is a theory and laboratory course in CISCO networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, topologies, access methods, and networking hardware and software. The student will identify and use network transmission media; explain the OSI model; and recognize the primary network topologies/protocols, identify their characteristics, and determine which would be most appropriate for a proposed network. Successful completion of both CIT 152 and CIT 153 prepares students to take the CISCO CCENT industry certification exam. (SP)

Beginning Router Configuration
This course contains theory and laboratory exercises that emphasize knowledge of CISCO router and switching technologies, beginning router and switching configurations, and network management. Basic router configurations will be emphasized using the routing information protocol (RIP). This includes, but is not limited to, configuring IP addresses, host names, telnet procedures, IP traces, Ethernet port addresses, serial port addresses, router commands, router modes, troubleshooting, password recovery, and making physical connections at various ports. Successful completion of both CIT 152 and CIT 153 prepares students to take the CISCO CCENT industry certification exam. Prerequisite: CIT 152. (SP)

Relational Database Systems
This course introduces relational database design and programming. The relational database model will be compared with other database models. Creation of database applications for end-users will be stressed. Prerequisite: CIT 105. (SP)

Programming II
This course is a higher level of programming with advanced problem solving. The following concepts are covered: user defined types and data abstraction, dynamic memory allocation, inheritance, and polymorphism. Prerequisite: CIT 105 or instructor approval. (SP)

Data Structures I
This course covers advanced concepts in computer programming including composite data types, enumerated data types, logical array implementations, stacks, queues, and trees. Efficient use of data is stressed. Prerequisite: CIT 105. (IN)

Data Structures II
This course covers advanced concepts in computer programming using object-oriented programming techniques. Prerequisites: CIT 105 and CIT 208. (IN)

Windows Server Management
This course provides a detailed overview of managing Windows Server computing networks. General network services, installation of servers, installation of clients, cabling issues, printer management, data security, network security, and LAN to WAN connections are covered. Prerequisite: CIT 152 or instructor approval. (SP)

Web Design II
This course is a continued look at advanced web technologies using rapid application development tools. Students will learn duties required to maintain a multi-tiered website using content management systems. Prerequisite: CIT 145. (FA)

Linux Admin II
This course is designed to take an in-depth look at Linux server management. The course adopts a practical hands-on approach to system administration using Linux. Students will use advanced features of the Linux operating system including management shell scripts, configuring services and managing system security. Prerequisite: CIT 150 or instructor approval. (SP)
CIT 251  3-0-3  
Object Oriented Programming II  
This course introduces students to advanced features in object oriented programming. After a quick review students are introduced to graphical user interfaces, web applications, and database connectivity. Concepts are designed to provide maximum transfer of knowledge to any web oriented development platform. Prerequisites: CIT 153 and CIT 145. (SP)  

CIT 252  2-2-3  
Advanced Routers and Switching  
This course emphasizes advanced CISCO routing and switching technologies and network management. Areas of emphasis include laboratory experience with virtual LANS, data link layer network design, simple network management protocol, interior gateway routing protocol, enhanced interior gateway routing protocol, classless IP, and wide area networking. Successful completion of both CIT 252 and CIT 253 prepares students to take the CISCO CCNA industry certification exam. Prerequisite: CIT 153. (FA)  

CIT 253  2-2-3  
Internetworking Technologies  
This course covers advanced experimental activities and final preparation for the CISCO CCNA certification exam. Students synthesize knowledge from previous semesters to create various types of networks for different situations. Trends and new developments in the field of networking are also examined. Successful completion of both CIT 252 and CIT 253 prepares students to take the CISCO CCNA industry certification exam. Prerequisite: CIT 252. (FA)  

CIT 255  3-0-3  
Network Security  
This course covers tools and techniques network security professionals use to protect computer networks. The course provides a structured knowledge base for preparing security professionals to discover vulnerabilities and recommend solutions for tightening network security, protecting data from potential attackers, and creating policies and practices within organizations to promote a secure environment. Prerequisites: CIT 152 or Instructor Approval. (SP)  

CIT 260  2-0-2  
Systems Project  
The student will develop a specialized project in a particular area of interest. The instructor will judge the worthiness of the project. Prerequisite: Program Advisor Approval. (SP)  

CIT 295 0-(6-18)-(2-6)  
Computer Information Technology Internship  
This course is designed to provide students real-life work experiences through on-the-job training with a field-related cooperating employer in the student’s declared major. Students will be supervised by the business/industry sponsor and report to the Director of Career and Technical Programs or assigned faculty member. The position may be paid or unpaid. Students must complete a minimum of 45 contact hours per credit hour per semester. Course variable credits and may be repeated for up to six credit hours. Prerequisites: SKL 240, minimum of 30 credit hours, with at least 18 credits of core classes in the program area. 2.50 GPA and/or approval from the Dean of Career and Technical Education or Director of Career and Technical Programs. (FA, SP, SU)  

CIT 299  (1-6)-0-(1-6)  
Special Studies in Computer Information Technology  
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than 6 credit hours of special studies courses in any one discipline. (IN)  

DDT 101  2-2-3  
Technical Drawing  
Technical Drawing is a continuation of Engineering Drawing. The student is expected to build on the skills previously acquired and acquire new skills in the areas of working drawings and details. Comprehensive drawings will be assigned that utilize the students’ acquired skills and knowledge of drafting conventions and the operation of CAD. Assignments will be completed on the computer and plotted for grading. This class is primarily a mechanical design class. Prerequisites: DDT 101 and DDT 112. (SP)  

DDT 110  3-0-3  
Blueprint Reading  
This course covers how to read blueprints, diagrams, and symbols commonly found in the industrial maintenance setting. Topics include use of measuring tools, shop math review, orthographic projections, auxiliary views, lines, surfaces, and title blocks. Additional topics covered are dimensions and tolerances, sectional views, pictorial drawings and specifications, welding prints, instrumentation and control fluid power diagrams, tables, and symbols used in industrial mechanical maintenance. (SP)  

DDT 112  2-2-3  
Computer-Aided Design I  
CAD I is an introductory computerized drafting course using CAD software. Software is used to create, modify, store, and manage drawings and related files. Students will have extensive hands-on instruction using microcomputers, printers, plotters, and CAD software. (FA, SP)  

DDT 120  2-2-3  
Introduction to Geographic Information Systems  
This course prepares students with the fundamentals to link database information to map information. Students are introduced to ArcView software for visualizing, manipulating, and displaying map-based data. The student will also understand the characteristics of both Raster and Vector data in developing digital map data. (IN)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDT 211</td>
<td>2-2-3</td>
<td>Computer-Aided Design II&lt;br&gt;DDT 211 is a continuation of computerized drafting using CAD software. The course includes advanced features of software and an introduction to 3D drawings. Students will have extensive hands-on instruction using microcomputers, printers, plotters, and CAD software. Prerequisite: DDT 112. (SP)</td>
</tr>
<tr>
<td>DDT 217</td>
<td>2-2-3</td>
<td>Pro/Engineer CAD&lt;br&gt;This course introduces new users to Pro/Engineer and to the basic functionality of Pro/E. The student will develop a feel for the design philosophy and methods embedded in Pro/E. Prerequisite: DDT 211 or instructor approval. (FA)</td>
</tr>
<tr>
<td>DDT 220</td>
<td>2-2-3</td>
<td>Special Projects in Computer-Aided Drafting&lt;br&gt;This course provides for amplification of skills in computer-aided drafting and the exploration of advanced capabilities of CAD software by students. Prerequisite: DDT 211 or instructor approval. (IN)</td>
</tr>
<tr>
<td>DDT 221</td>
<td>2-2-3</td>
<td>Computer-Aided Design III&lt;br&gt;This course is based on the customization of CAD and an introduction to 3D modeling. The student will learn to utilize template drawings, slide shows, Autolisp, Visual Lisp, Diesel, and the customization of menus, toolbars, image tiles, buttons, etc. Instruction also includes modeling, surface modeling, solid modeling, and rendering. Prerequisite: DDT 211 or instructor approval. (FA)</td>
</tr>
<tr>
<td>DDT 223</td>
<td>2-2-3</td>
<td>Civil Engineering Design&lt;br&gt;This course is an introduction to civil drafting technology in order to provide the student with theories, concepts, and skills that form the foundation work done by civil engineering companies. Prerequisite: DDT 112 or instructor approval. (FA)</td>
</tr>
<tr>
<td>DDT 225</td>
<td>2-2-3</td>
<td>Architectural Design I&lt;br&gt;This course will build on skills acquired in beginning drafting classes. The student will utilize CAD equipment and software in a thorough study of all aspects of residential construction: space requirements, materials and methods of construction, ecotecture, mechanical and electrical, non-conventional construction, building codes, and cost estimating. Prerequisite: DDT 112 or instructor approval. (SP)</td>
</tr>
<tr>
<td>DDT 226</td>
<td>2-2-3</td>
<td>Architectural Design II&lt;br&gt;Architectural CAD II is a continuation of Architectural CAD I. The student will learn residential electrical applications, plumbing, climate control, new products and methods of construction, and perspective and presentation drawings, along with career opportunities in the architectural field. Students will utilize CAD in adding these components to house plans. Prerequisite: DDT 225. (FA)</td>
</tr>
<tr>
<td>DDT 227</td>
<td>2-2-3</td>
<td>Architectural Design III&lt;br&gt;This course has been designed to give the student an introduction to essential commands and features of architectural software. The student will gain knowledge and experience with examples and applications of commands for development of both residential and commercial buildings. Prerequisite: DDT 226 or instructor approval. (SP)</td>
</tr>
<tr>
<td>DDT 228</td>
<td>2-2-3</td>
<td>Structural Drafting and Design&lt;br&gt;This course is designed to provide students with a basic understanding of the tools, experience and confidence needed to succeed in a structural consulting engineering firm and/or architectural/engineering firm as a structural technician. The students will gain an understanding of proper structural drafting and design techniques involving steel, wood, and concrete. Prerequisites: DDT 112 and MTH 130. (FA)</td>
</tr>
<tr>
<td>DDT 232</td>
<td>2-2-3</td>
<td>Drafting Design Capstone Project&lt;br&gt;This course will introduce the theory and practical applications of project management. The student will develop, plan, manage, and present a final project. The student will be required to develop a complete set of professional-quality working drawings in conjunction with the application of project management. A portfolio of the student’s completed work from all other courses will be developed and presented with the final project. Prerequisites: DDT 150, MTH 135, and DDT 229. (SP)</td>
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<tr>
<td>DDT 250</td>
<td>2-2-3</td>
<td>Design Concepts&lt;br&gt;This course is designed to provide students with an understanding of design concepts and processes involved in developing a sound product. The student will participate in solving design problems following the proper process and documenting their solutions as they develop a product. The student will understand the tools needed to develop an efficient design process regardless of the product being developed. Products will be designed utilizing 3D Models which will then be developed into prototypes. Prerequisites: MTH 130 or MTH 140, DDT 101, and DDT 211. (SP)</td>
</tr>
<tr>
<td>DDT 295</td>
<td>0-(6-18)-(2-6)</td>
<td>Drafting Design Internship&lt;br&gt;This course is designed to provide students real-life work experiences through on-the-job training with a field-related cooperating employer in the student’s declared major. Students will be supervised by the business/industry sponsor and report to the Director of Career and Technical Programs or assigned faculty member. The position may be paid or unpaid. Students must complete a minimum of 45 contact hours per credit hour per semester. Course is variable credits and may be repeated for up to six credit hours. Prerequisites: SKL 240, minimum of 30 credit hours, with at least 18 credits of core classes in the program area, 2.50 GPA, and/or approval from the Dean of Career and Technical Education or Director of Career and Technical Programs. (FA, SP, SU)</td>
</tr>
<tr>
<td>DDT 299</td>
<td>(1-6)-(0-1-6)</td>
<td>Special Studies in Drafting Design Technology&lt;br&gt;This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than 6 credit hours of special studies in any one discipline. (IN)</td>
</tr>
</tbody>
</table>
Placement scores may be viewed at www.macc.edu/placementscores by ACT and/or COMPASS test scores. Developmental courses are determined by ACT and/or COMPASS test scores. Placement scores may be viewed at www.macc.edu/placementscores.

DEVS 010 3-0-3
Fundamentals of Mathematics
Fundamentals of Math is designed to review and/or establish basic arithmetic skills with integers, fractions, decimals, and percents. Students are introduced to variables, basic linear equations, and geometry formulas prior to entry into Fundamentals of Algebra, Business Mathematics/Electronic Calculations, or Technical Math. (FA, SP, SU)

DEVS 011 3-0-3
Fundamentals of Algebra
Fundamentals of Algebra is designed for the student who lacks the necessary algebraic skills to undertake college level courses in mathematics and science. It includes the study of the real number system, basic linear equations and inequalities as well as their applications. Linear equations in two variables are covered with graphing, writing equations of lines, and solving systems of linear equations. Exponents are studied along with the operations of addition, subtraction, multiplication and division of polynomials. Prerequisite: Eligible placement score, grade of “C” or higher in DEVS 010, or completion of appropriate module in DEVS 10, DEVS 15, or DEVS 16. (FA, SP, SU)

DEVS 015 3-0-3
Developmental Technical Mathematics
This course is designed to provide an introduction and/or review of mathematics concepts and skills for students entering technical programs. The emphasis will be on direct technical applications rather than theoretical mathematics. Topics include integers, decimals, fractions, measurement (U.S. and metric), angles area, perimeter, volume, linear equations, polynomials, and graphs. (FA)

DEVS 016 3-0-3
Computer Assisted Pre-Algebra I
This course is designed for students who lack the necessary arithmetic and/or algebraic skills to undertake courses in mathematics and science. This course emphasizes individualized instruction and computer-assisted learning. Concepts are divided into modules which students must master to progress in the course. Students who complete module 16 have met the prerequisite for MTH100. Students who pass module 8 have met the prerequisites for any class for which DEVS 010 is a prerequisite. (FA, SP, SU)

DEVS 017 3-0-3
Computer Assisted Pre-Algebra II
This course is a continuation of DEVS 016. Students who complete module 16 have met the prerequisite for MTH100. Students who pass module 8 have met the prerequisites for any class for which DEVS 010 is a prerequisite. Prerequisite: A grade of “C” or higher in DEVS 016. (FA, SP, SU)

DEVS 018 3-0-3
Computer Assisted Pre-Algebra III
This course is a continuation of DEVS 017. Students who pass module 16 have met the prerequisite for MTH100. Prerequisite: A grade of “C” or higher in DEVS 017.

DEVS 019 0-1-1
Computer Assisted Pre-Algebra Supplement
Successful completion of module 8 satisfies the prerequisite for any math class for which DEVS 010 is a prerequisite and successful completion of module 16 satisfies the prerequisite for any class for which DEVS 011 is a prerequisite. (FA, SP, SU)

DEVS 020 3-0-3
Fundamentals of Writing
Fundamentals of English is designed as a preparation for Composition I, the college-level English course. It will serve as a review of the basic skills necessary in composition, usage, spelling, and writing mechanics necessary for entry into Composition I. (FA, SP, SU)

DEVS 021 3-0-3
Technology Enhanced Fundamentals of Writing I
Fundamentals of Writing is designed as a preparation for Composition I, the college-level English course. It will serve as a review of the basic skills necessary in composition, usage, spelling, and writing mechanics necessary for entry into Composition I. This course emphasizes individualized instruction and mastery-based learning in a computer lab setting. Concepts are divided into modules which students must master to progress in the course. Students who master module 12 have met the prerequisite for LAL101. Successful mastery of module 8 meets the prerequisite for DEVS 024. (FA, SP, SU)

DEVS 022 3-0-3
Fundamentals of Critical Reading
Fundamentals of Critical Reading is designed to provide students with basic reading and study skills necessary for critical reading and comprehension. (FA, SP, SU)

DEVS 024 2-0-2
Technology Enhanced Fundamentals of Writing II
This course is a continuation of DEVS 023. Students who complete module 12 have met the prerequisite for LAL101. Prerequisite: A grade of “C” or higher in DEVS 023. (FA, SP, SU)

DEVS 031 3-0-3
Fundamentals of Critical Reading
Fundamentals of Critical Reading is designed as a preparation for Composition I, the college-level English course. It will serve as a review of the basic skills necessary in composition, usage, spelling, and writing mechanics necessary for entry into Composition I. (FA, SP, SU)

DEVS 032 3-0-3
Reading in the Content Area
This reading course is paired with an entry-level content course and provides assistance in reading and comprehending material. The content area class acts as the impetus for discussion and a device for practicing study skills. Students who enroll in this course must concurrently enroll in the content course. (IN)

DRAMA

* Meets Humanities requirement

DRM 115 3-0-3
Cultural Studies in Theater
This course provides intense immersion in theater through viewing live theater, touring theater buildings, and meeting with theater professionals while traveling in the U.S. or abroad. The focus is on theater history, criticism, and production and its cultural variations. Prerequisite: DRM 120 or instructor approval. (IN)
EARLY CHILDHOOD EDUCATION

Before the first day of classes, students enrolling in the Early Childhood Education program must complete and submit the following:

- Medical Examination Report for Childcare Providers/Staff with Tuberculosis (TB) Risk Assessment Form
- Proof of registration in or application to the Missouri Family Care safety Registry, showing no disqualifying criminal record or substantiated child abuse or neglect.

Early Childhood majors must be able to work with children and adults. They must be in good physical condition and have the stamina to care for and interact with children.

The courses required for the Infant/Toddler CDA credential must be completed with a grade of "C" or higher in all CDA courses. Pre- or Co-requisites: DRM 120, DRM 150, DRM 160, or instructor approval. (SP)

Dr. Martin Luther King Jr. Day: No classes

#ECE 130 3-0-3
Essentials of Infant/Toddler Care
This course guides the student through the essentials of providing a developmentally appropriate, stimulating learning environment, which also supports the social/emotional development of infants and toddlers, ages birth to 3 years. (SP). Note: Prior to fall 2010, this course was listed as CCE 109.

#ECE 140 3-0-3
Play as Learning
This course explores Developmentally Appropriate Practice in Early Childhood and guides the student through the essentials of providing a developmentally appropriate, stimulating learning environment, which also supports the social/emotional development of the child. (FA). Note: Prior to fall 2010, this course was listed as CCE 105.

#ECE 150 1-20-2
CDA Seminar
ECE150 CDA Seminar is an opportunity to practice implementing nurturing, stimulating learning environments in the workplace. Students will receive consultation and support to develop their Family Child Care Home, Center—Preschool, or Center—Infant/Toddler setting in line with CDA Standards. Students must complete all requirements to be eligible to apply for the Child Development Associate (CDA) through the National Council for Professional Recognition by the end of this course, including working a minimum of 20 hours per week in a qualified setting and earning a grade of "C" or higher in all CDA courses. Pre- or Co-requisites: ECE110 or ECE120, ECE130 or ECE140, and ECE165 or ECE175. Must have worked a minimum of 480 hours in a regulated childcare work setting prior to beginning this course and continue to work in the same setting until completion of the course. May substitute for ECE160 or ECE170. (FA, SP) Note: Prior to fall 2010, this course was listed as CCE 105.

#ECE 105 1-20-2
Child Development Associate (CDA) Seminar
This course guides the student through the essentials of providing a developmentally appropriate, stimulating learning environment, which also supports the social/emotional development of the child. (FA). Note: Prior to fall 2010, this course was listed as CCE 105.

#ECE 106 1-20-2
Child Development Associate (CDA) Seminar
This course guides the student through the essentials of providing a developmentally appropriate, stimulating learning environment, which also supports the social/emotional development of the child. (FA). Note: Prior to fall 2010, this course was listed as CCE 105.

#ECE 109 1-20-2
Child Development Associate (CDA) Seminar
This course guides the student through the essentials of providing a developmentally appropriate, stimulating learning environment, which also supports the social/emotional development of the child. (FA). Note: Prior to fall 2010, this course was listed as CCE 105.

#ECE 110 1-20-2
Child Development Associate (CDA) Seminar
This course guides the student through the essentials of providing a developmentally appropriate, stimulating learning environment, which also supports the social/emotional development of the child. (FA). Note: Prior to fall 2010, this course was listed as CCE 105.

#ECE 115 1-20-2
Child Development Associate (CDA) Seminar
This course guides the student through the essentials of providing a developmentally appropriate, stimulating learning environment, which also supports the social/emotional development of the child. (FA). Note: Prior to fall 2010, this course was listed as CCE 105.

#ECE 120 3-0-3
Nutrition, Safety, and Health
This course provides current information on health, safety, and nutrition as it relates to the young child. It will enable the Early Childhood professional to provide a safe, healthy learning environment as well as assist young children to develop a healthy lifestyle. (SP). Note: Prior to fall 2010, this course was listed as CCE 120.
ECE 160  1-3-2  
Beginning Laboratory in Infant/Toddler Settings  
This course provides an opportunity to experience the daily routines and challenges of a program designed specifically for infants and toddlers (birth to 3 years) and practice implementing stimulating environments. Students will complete 45 hours of field experience in an approved program, submit weekly online assignments, and attend two on-campus seminars. Pre- or Corequisites: ECE 110 and ECE 130. (FA, SP). Note: Prior to fall 2010, this course was listed as CCE 108.

ECE 165  1-0-1  
Assessment in Early Childhood I  
This beginning course provides an overview of assessment in early childhood. It emphasizes the authentic assessment of children's growth through observation and documentation of the individual child's growth and development. Prerequisite: ECE 130. Corequisite: ECE 160 or instructor approval. (SP)

ECE 170  1-3-2  
Beginning Laboratory in Preschool  
This course provides an opportunity to experience the daily routines and challenges of a preschool (3 to 6 years) program and practice implementing stimulating learning environments. Students will complete 45 hours of field experience in an approved program, submit weekly online assignments, and attend two on-campus seminars. Pre- or Corequisites: ECE 110 and ECE 140. (FA, SP). Note: Prior to fall 2010, this course was listed as CCE 107.

ECE 175  1-0-1  
Assessment in Early Childhood II  
This course builds on the observation skills learned in ECE 165 Assessment in Early Childhood I. Students will continue to hone authentic assessment skills, learning to collect and organize assessment evidence for student and program evaluation and planning. Formal assessment such as screening and diagnostic instruments will be introduced. Prerequisite: ECE 140. Corequisite: ECE 170 or instructor approval. (FA)

ECE 170 or ECE 150 or CDA credential; and LAL 101. (FA) Note: Prior to fall 2010, this course was listed as CCE 105.

ECE 210  3-0-3  
Early and Middle Childhood  
This course explores theories of child growth and development as they are applied in early care and education settings. The emphasis is on development from birth to 12 years of age and includes in-depth exploration of current brain research as it relates to theories of learning. Students will collect developmental summaries based on research and real life observations. Pre- or Corequisites: ECE 170 or ECE 160 or ECE 150 or CDA credential; and LAL 101. (SP). Note: Prior to fall 2010, this course was listed as CCE 215.

ECE 230  3-0-3  
Guidance and Inclusion in Early Childhood  
This course explores developmental strengths, challenges, and special needs that impact the child's success in the Early Childhood setting. Individual and classroom strategies to guide all children toward emotional, moral, and social competence are emphasized. Prerequisites: ECE 170 or ECE 160 or ECE 150 or CDA credential; and LAL 101. (FA) Note: Prior to fall 2010, this course was listed as CCE 235.

ECE 240  3-0-3  
Emergent Language and Literacy  
This course examines the emergence of language and literacy in young children as a dynamic process requiring support of receptive and expressive language skills, both oral and written. Students will learn to assess language development and literacy learning and analyze and select appropriate literature and other learning materials for diverse learners, including linguistic diversity. Prerequisites: ECE 170 or ECE 160 or ECE 150 or CDA credential; and LAL 101. (FA) Note: Prior to fall 2010, this course was listed as CCE 240.

ECE 250  3-0-3  
Curriculum and Planning in Early Childhood  
This advanced curriculum course integrates the material from previous courses into a cohesive individual philosophy and methodology of Early Childhood Care and Education. It emphasizes integrating subject areas to attain a stimulating learning environment that provides emotional security and optimal development for each child. Modern theory as it is encapsulated in current curriculum models will be examined. Prerequisite: ECE 210. Pre- or Corequisites: ECE 220, ECE 230 and ECE 240. (FA). Note: Prior to fall 2010, this course was listed as CCE 245.

ECE 260  3-0-3  
Professional Issues in Early Childhood  
This course investigates the roles and responsibilities of the Early Childhood professional. The student's personal development will be enhanced through the critical exploration of ethics, advocacy, and leadership. Prerequisites: LAL 101 and 15 credit hours in ECE. (SP) Note: Prior to fall 2010, this course was listed as CCE 250.

ECE 270  3-0-3  
Management of Early Childhood Programs  
Management of Early Childhood programs including homes, group homes, and centers will be examined in this course, which encompasses administration, marketing, personnel issues, parent and community involvement, and legal responsibilities. Prerequisites: ECE 250; and MTH 100 or BOE 152. (SP). Prior to fall 2010, this course was listed as CCE 255.

ECE 290  1-10-3  
Early Childhood Practicum  
This final field experience reinforces the skills learned throughout the program and provides an opportunity to integrate skills and competencies into an individual philosophy and methodology of Early Childhood care and education. This course extends the experiences of the earlier laboratories, requiring participation in planning and implementing all classroom routines during a total of 150 hours of field experience in an approved setting. Prerequisites: ECE 250. Pre- or Corequisites: ECE 260 and ECE 270. (SP). Note: Prior to fall 2010, this course was listed as CCE 265.
ECE 296  1-0-1
Early Childhood Capstone
The student will prepare a portfolio to showcase development and integration of knowledge, self-reflection, and application of course work using NAECY Standards for Early Childhood Professionals. Depending upon future goals, students may align their reflections to Missouri Standards (e.g. MoSTEP or OPEN). Application and interview skills will also be addressed. Pre- or Corequisite: ECE 290. (SP). Note: Prior to fall 2010, this course was listed as CCE 296.

ECE 299   (1-6)-(0)-(1-6)
Special Studies in Early Childhood
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than six credit hours of special studies in any one discipline. (IN). Note: Prior to fall 2010, this course was listed as CCE 299.

ECONOMICS

ECN 101  3-0-3
Macroeconomics
This course includes a study of basic concepts relating to supply, demand, business organization, income, taxation, money and banking, consumption, and savings and investment. This course applies these concepts and their interrelationships to such problems as the general level of economic activity, employment and unemployment, inflation and monetary and fiscal policies, and economic growth and development. (FA)

ECN 102  3-0-3
Microeconomics
ECN 102 is a description and analysis of the behavior of households and business firms in the economy. The course includes the analysis of supply and demand, price and output determination in competitive and noncompetitive markets, cost of production of goods and services, resourcemarkets, economic institutions, and international trade. A suggested course sequence: ECN 101 prior to ECN 102. (SP)

EDUCATION

EDU 225  2-2-3
Teaching Profession with Field Experience
This course provides students an opportunity to observe teaching and learning for 32 hours or more in P-12 classrooms. Students are introduced to the requirements for teacher preparation and certification. Students will examine characteristics of effective teaching. The course is designed to assist students in determining if a career in teaching is an appropriate goal. Prerequisites: LAL 101 and EDU 220. (FA, SP)

EDU 235  3-0-3
Technology for Teachers
In this course students will learn how to integrate instructional technology into the P-12 classroom. Students will study a variety of software programs, presentation technology, and telecommunication tools. The focus will also be on social, ethical, legal, and human issues surrounding the use of technology. This course replaces CIT 101 for students accepted into the Preliminary Candidacy program. Prerequisite: LAL 101. Pre- or Corequisite: EDU 220. (FA, SP)

EDU 245  3-0-3
Educational Psychology
This course is designed to help students relate the application of psychological principles to teaching, learning, and assessment and the educational practice in P-12 classrooms. It will focus 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. Prerequisites: PSY 101 and LAL 101. (FA, SP)

EDU 295  1-0-1
Education Capstone
This course serves as a capstone course for the MACC Associate of Arts in Teaching. Students will prepare their portfolio for evaluation and transfer to one or more target institutions. Students will finalize their transfer plans and will take the C-Base test. This course must be taken in the semester of graduation. Pre- or Corequisite: EDU 245. (FA, SP)

INDUSTRIAL ELECTRONICS/ELECTRICITY TECHNOLOGY

EET 100  2-2-3
DC/AC Electronics
This course provides the fundamental principles of DC/AC electrical and symbols as well as construction techniques in the use of electrical cables, conduit, and busways. Reference to the National Electric Code will be used throughout the course to provide proper safety and application techniques. The course also includes construction, control, and maintenance of AC and DC motors, generators, and transformers. Classroom projects will involve quoting and project costing using electrical supply catalogs, engineering specifications, and examples of standard operating procedures used in the industrial environment. (FA)

EET 104  3-0-3
Electrical Print Reading
Participants will learn to read and interpret electrical drawings, symbols, material specifications, and diagrams used in residential, commercial, and industrial applications. Topics include reading and interpreting the symbols, abbreviations, schematics, ladder logic, and control diagrams used in residential, commercial, and industrial settings. Basic pneumatic and hydraulic symbols and circuits will also be covered. Prerequisite: EET 100 or instructor approval. (SP)

EET 111  2-2-3
Electric Motor Controls
Participants will learn the practical application of electrical motor control principles used for installation, troubleshooting, and maintenance in an industrial setting. Topics include interpretation of electrical symbols, drawings, relay, and ladder logic diagrams; motor starters, contactors, timers, and relays; solenoids and switches; AC single- and multi-phase motors; transformers and overcurrent protection; electrical distribution and switching; and solid-state signaling and control devices. This course includes both theory and hands-on practical lab experiences. Prerequisites: EET 100. (FA, SP)

EET 213  2-2-3
Process Control and Instrumentation
This course will provide students with a basic understanding of process control and instrumentation as it relates to industrial applications. Emphasis will be given to use of symbols, drawings, control measurement, tuning, and maintenance of these systems. Hands-on experience supporting the emphasized areas will be gained via lab sessions utilizing MACC's
instrumentation and controls trainer. Prerequisite: EET 214 or instructor approval. (SP)

EET 214 2-2-3
Programmable Logic Controllers
In this lecture/lab course, participants will learn the basic concepts, capabilities, hardware and system architecture, ladder logic programming, editing, and troubleshooting of programmable logic controllers. Emphasis is on knowledge and skills required by industrial maintenance technicians in an industrial environment. Prerequisite: EET 111. (FA)

EET 216 2-2-3
Advanced Programmable Logic Controllers
This course will provide an understanding of the enhanced instructions/functionality of programmable logic controllers (PLCs). Students will be introduced to the math, file, sequencer, and shift register instructions as they are applied in an industrial PLC based control systems. Also, analog input/output configuration and programming will be covered. Hands-on experience supporting these enhanced instructions/functions will be gained. Prerequisite: EET 214 or instructor approval. (SP)

EMERGENCY MEDICAL TECHNOLOGY

EMT 100 7-0-7
Basic Emergency Medical Technician
This course emphasizes emergency medical services in a job-related context. Recognition of the nature and categorizing the seriousness of patients’ illnesses/injuries, administration of appropriate care, and the movement or handling of patients are included. State certification examinations are taken after completion of the course. Current CPR certification is required. (FA)

EMT 101 3.5-2-3.5
Emergency Medical Technician Re-entry
This course provides instruction to facilitate the re-licensure of emergency medical personnel. The state re-licensure exam is a requirement of the course. Current CPR and EMT certifications are required. (FA)

EMT 200 9-10-12
Advanced Emergency Medical Technician
The Advanced Emergency Medical Technician course prepares successful students to provide emergency, pre-hospital medical care to individuals who have sustained potentially life-threatening illnesses and injuries. Instruction includes classroom, laboratory, and clinical experiences to prepare students for a role in emergency care. The coursework follows the National Standard curriculum developed by the Department of Transportation’s National Highway Traffic Safety Administration, and provides the foundation for future progression into a paramedic certificate training program. Successful completion of EMT 200 qualifies students to take the Advanced Emergency Medical Technician (AEMT) examination. Prerequisites: Student must be licensed as a Basic Emergency Medical Technician with the State of Missouri and have current BLS certification. (SP)

ENGINEERING

EGN 201 3-0-3
Statics
Students will apply principles of mechanics to engineering problems of equilibrium. Topics include resolution and composition of forces, moments of inertia, and analysis of structure and machines. Prerequisites: PHY 201 and MTH 202. (IN)

FOREIGN LANGUAGE

*Meets Humanities requirement

FLN 111 5-0-5
*Elementary French
This course is an introduction to the French language and will include pronunciation, vocabulary, grammar, and culture. The focus will be learning to speak, understand, read, and write in French. (IN)

FLN 112 5-0-5
*Intermediate French
This course is a continuation of Elementary French. Prerequisite: FLN 111 or two years of high school French. (IN)

FLN 115 3-0-3
Cultural Studies in Spanish
This course is an intensive immersion in Spanish culture through visiting museums, touring historical sites, and interacting with native speakers abroad. Focus will be on history, literature, and art. Prerequisite: FLN 101. (IN)

FLN 121 5-0-5
*Elementary Arabic
Elementary Arabic teaches beginning Arabic to English-speaking students, following a culturally oriented method. It offers a unique blend of standard English for explanation by investing in the Arabic vocabulary learned in Elementary Arabic, and by creating simple situational dialogues and narratives. The ultimate goal is to enable students to read texts on familiar topics, learn the meaning of new words from context, and write paragraphs on familiar topics. Prerequisite: FLN 121. (SP)

FLN 201 3-0-3
*Spanish Readings
This course introduces students to Spanish culture and literature with a review of grammar and vocabulary. Prerequisite: FLN 102 or instructor approval. (IN)

FLN 211 3-0-3
*French Readings
This course provides an introduction to French culture and literature with a review of grammar and vocabulary. Prerequisite: FLN 112 or instructor approval. (IN)

FLN 299 (1-6)-0-(1-6)
Special Studies in Languages
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

GEOGRAPHY

GEO 101 3-0-3
World Geography I
GEO 101 is a survey of conditions in Europe, the former Soviet Union, the Middle East, South Asia, and Japan, emphasizing each region’s importance to the world as a whole. The physical, cultural, and economic characteristics of each region are included. (FA, SP)

GEO 102 3-0-3
World Geography II
GEO 102 is a continuation of regional studies of the world with emphasis on physical, cultural, and economic characteristics in the regions of East Asia, the Pacific Islands, Latin America, the United States, and Canada. (SP)

GEO 299 (1-6)-0-(1-6)
Special Studies in Geography
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

GLOBAL STUDIES

GLS 201 3-0-3
Global Studies Seminar
PHI 201 Global Studies Seminar is a required course, along with PHI 101 Topics in Global Studies, for students interested in earning the Global Studies Certificate. Through modes such as lecture, projects, film, and discussion, this course will
provide an overview of global studies that will include such topics as art, music, philosophy, religion, and literature. Students will be challenged to see their place in the world outside of the United States of America. (FA, SP)

**GRAPHIC ARTS TECHNOLOGY**

GRA 100  1-0-1  
**Orientation to Graphic Arts**  
An introduction and overview of developments, trends and projections in the Graphic Arts Industry. The course highlights the different opportunities and industries served by this program, and covers the production steps any printed material must go through before completion. Basic units of measurement and industry standards are discussed. Students use trade publications and research current trends. (FA)

GRA 102  3-0-3  
**Graphics Software**  
An introductory class that concentrates on the software used for design, layout, typography, illustration, and imaging. Students are introduced to the basic tools and techniques using various programs essential in desktop publishing and web design. Upon completion students should be able to: Understand and use the computer as a fundamental design and production tool, be able to open and save files in the correct format, and design basic graphival components utilizing the correct software for the project. (IN)

GRA 110  3-0-3  
**Graphic Arts I**  
Students address fundamentals of image creation using the basics tools of Photoshop, Illustrator and InDesign. Concepts of color space and file format are studied. Desktop Publishing formatting techniques using Photoshop, Illustrator and InDesign are utilized in creating DTP designs. Students will create projects with an understanding of raster and vector formats and select the best program suited for each application. Students will continue to use trade publications to research current trends. (FA)

GRA 120  2-2-3  
**Graphic Arts II**  
Advanced image creation using Photoshop, Illustrator and InDesign is covered in a series of production projects. Advanced projects include the layout of two-page and multi-page newsletter, large format ad layout, and other page layout techniques. A simulated production environment is created as students design projects and use industry standards and procedures. Emphasis is placed on design and production of multi-color, single color, and spot color layouts. (SP)

GRA 210  2-2-3  
**Graphic Arts III**  
The major areas of production used in the printing industry are applied. This includes graphic design, job planning, page layout, halftones, direct to film, direct to plate, image assembly, proofing, plate-making, presswork and bindery/finishing. Students apply each of the production processes to multiple projects. Students will follow projects from pre-production through production and post-production stages. (FA)

GRA 215  3-0-3  
**Advanced Illustrator**  
Advanced Illustrator techniques are covered through design and production. Digitized and original images are manipulated in a series of projects utilizing Illustrator, additional hardware and other Adobe software. Emphasis is placed on creativity, concept development and the final output of each piece. Projects are critiqued for aesthetics and technical performance and may become elements of the student's professional portfolio. Pre- or Corequisite: GRA 120 Graphics Arts II or Instructor Approval. (SP)

GRA 216  3-0-3  
**Advanced Photoshop**  
Advanced Photoshop continues the student's exploration of Photoshop with in-depth attention to efficient and exacting production techniques. Topics of emphasis include masks, channel manipulations, color management, Adobe Bridge integration, advanced layer techniques, new features and output to print. Assignments will be technically and conceptually complex. Prerequisite: GRA 120 Graphics Arts II or Instructor Approval. Corequisite: GRA 210 Graphics Arts II or Instructor Approval. (SP)

GRA 225  3-0-3  
**Digital-Media Development**  
An introduction to image design for digital reproduction. Based on latest technologies, the course offers an overview of Adobe Flash and the development of a variety of digital-media projects. Student will create a basic presentation, an animation and an interactive presentation for both web-based media and CD-ROM. Students will begin creation of their digital portfolio that will be expanded and refined in Portfolio Design. (FA)

GRA 235  3-0-3  
**Product Design**  
An intermediate study of product design and branding. Students will create product labels, boxes, posters, magazine covers and a variety of product packaging concepts. Recommended for students interested in photo-manipulation, typography and product package development. This course integrates design and production to create prototypes. Course projects may become elements of the student's professional portfolio. Prerequisite: GRA 110 Graphics Arts I or Instructor Approval. (SP)

GRA 245  3-0-3  
**Pre-Press Production**  
Pre-press production procedures are indentified and used. Students will create impositions, write job specifications, convert files, utilize color management techniques, calculate resolutions and identify production requirements. Print production procedures are applied to specific projects using current hardware and software. Emphasis is on pre-press details. Students will pre-flight files, determine correct color space, use spot colors, and determine specific job requirements. Prerequisite: GRA 120 Graphics Arts II or Instructor Approval. (FA)

GRA 255  3-0-3  
**Screen Printing**  
This course is an introduction to the basic techniques and processes of screen-printing. Students will solve imaging challenges from a commercial standpoint using both traditional and commercial production equipment. This course requires knowledge of Adobe Illustrator and Photoshop. Students will create single color and multi-color projects utilizing photo emulsions, vellum originals, and Imagesetter film. Pre- or Corequisite: GRA 210 Graphics Arts III or Instructor Approval. (SP)

GRA 290  3-0-3  
**Portfolio Design**  
Students will plan and prepare a professional portfolio using advanced graphic techniques. A traditional portfolio and a digital portfolio in web or multimedia format is created. It is recommended that students take this course in their last semester of study and have developed a series of 25-50 images consisting of print, web and multimedia work. Electronic and printed production techniques will be utilized. At the conclusion of the semester, students will professionally present portfolio work for review. Pre- or Corequisite: GRA 210 Graphics Arts III or Instructor Approval. (SP)
GRA 295  0-(6-18)-(2-6)
Graphic Arts Technology Internship
This course is designed to provide students real-life work experiences through on-the-job training with a field-related cooperating employer in the student's declared major. Students will be supervised by the business/industry sponsor and report to the Director of Career and Technical Programs or assigned faculty member. The position may be paid or unpaid. Students must complete a minimum of 45 contact hours per credit hour per semester. Course is variable credits and may be repeated for up to six credit hours. Prerequisites: SKL 240, minimum of 30 credit hours, with at least 18 credits of core courses in the program area, 2.50 GPA, and/or approval from the Dean of Career and Technical Education or Director of Career and Technical Programs. (FA, SP, SU)

GRA 299  (1-6)-0-(1-6)
Special Studies in Graphic Arts Technology
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than six credit hours of special studies in any one discipline. (IN)

Health Sciences

HSC 120  (2 or 3)-0-(2 or 3)
Health and Hygiene
Health and Hygiene is a study of personal health issues with the goal of developing decision-making skills. An emphasis is placed on health behavior and health decision-making dealing with consumer choices, personal habit choices, sexual choices, and chemical choices. (FA, SP) Note: Prior to fall 2012, this course was listed as PED 120.

HSC 121  2-0-2
First Aid
This course provides instruction in emergency first aid procedures, including basic life support; resuscitations; control of bleeding; and treatment of shock, wounds, and fractures. Additional instruction is provided in procedures to follow in other medical emergencies and environmental emergencies. (FA) Note: Prior to fall 2012, this course was listed as PED 121.

HSC 171  3-0-3
Medical Terminology
This course provides vocabulary necessary for employment in Allied Health careers such as medical records technician and medical office assistant through the study of body systems and anatomical terms, diseases, tumors, and surgical procedures. Basic computer skills recommended prior to enrolling in this course. (FA) Note: Prior to fall 2012, this course was listed as BOE 171.

HISTORY

* Meets Humanities requirement
** Meets Missouri Constitution requirement

HST 101  3-0-3
Western Civilization I
This introductory course acquaints students with Western heritage, beginning with a study of the early Middle Eastern civilizations of Mesopotamia and progressing through the civilizations of Egypt, Greece, Rome, and Europe of the Middle Ages, Renaissance, and Reformation. The political, economic, social, cultural, and religious aspects of each of these cultures are examined. (FA, SP, SU)

HST 102  3-0-3
Western Civilization II
Students are introduced to Western culture beginning with the Renaissance and Reformation and progressing through the Scientific Revolution, the Enlightenment, the Age of Revolution, the Industrial Revolution, and the major events of the nineteenth and twentieth centuries. Humanism, secularism, human rights, the doctrine of progress, liberalism, conservatism, totalitarianism, socialism, Darwinism, and many other ideological concepts are examined. (SP)

HST 105  3-0-3
**American History to 1865
This course is a survey of the economic, social, and diplomatic aspects of the United States from 1492 to the Civil War. A study of the federal and Missouri constitutions is included. (FA, SP, SU)

HST 105H  3-0-3
**American History to 1865 Honors
This course is a survey of the economic, social, and diplomatic aspects of the United States from 1492 to the Civil War. A study of the federal and Missouri constitutions is included. Honors sections of American History to 1865 stress critical thinking and analytical writing. Credit may not be received for both HST 105 and HST 105H. Prerequisite: Student must meet the criteria for admission into the Honors Program. (IN)

HST 106  3-0-3
American History from 1865
This course is a survey of the economic, social, and diplomatic aspects of the United States from 1865 to the present. Special attention is given to the period after 1945. (FA, SP)

HST 106H  3-0-3
American History from 1865 Honors
This course is a survey of the economic, social, and diplomatic aspects of the United States from 1865 to the present. Honors sections of American History from 1865 stress critical thinking and analytical writing. Credit may not be received for both HST 106 and HST 106H. Prerequisite: Student must meet the criteria for admission into the Honors Program. (IN)

HST 151  3-0-3
African-American History I
This course is a survey of the role played by African-Americans in the United States from the beginning of the slave trade until the Civil War in such areas as economics, politics, religion, art, and culture. Special emphasis is placed on studying the African background of American heritage. (IN)

HST 201  3-0-3
American Women, American Times
This course surveys the history and development of the role of women in American society, beginning with colonial times. While attention is given to the “great women” in America’s past, emphasis is placed on contributions made by African-Americans during this period in the areas of economics, education, medicine, the westward movement, the military, sports, art, and culture. Special attention is given in this course to the Civil Rights and Black Protest Movements. (IN)

HST 201H  3-0-3
American Women, American Times Honors
This course surveys the history and development of the role of women in American society, beginning with colonial times. While attention is given to the “great women” in America’s past, emphasis is strongly placed on the historical theme of women’s ever-changing positions in society as family members, workers, voters, and contributors to American culture. (SP)

HST 206  3-0-3
American History from 1865
This course is a survey of the economic, social, and diplomatic aspects of the United States from 1865 to the present. Special attention is given to the period after 1945. (FA, SP)

HST 206H  3-0-3
American History from 1865 Honors
This course is a survey of the economic, social, and diplomatic aspects of the United States from 1865 to the present. Honors sections of American History from 1865 stress critical thinking and analytical writing. Credit may not be received for both HST 206 and HST 206H. Prerequisite: Student must meet the criteria for admission into the Honors Program. (IN)
Prerequisite: Student must meet the criteria for admission into the Honors Program. (IN)

**HST 209**  
**British History Survey**  
Description: This course provides a broad overview of the main themes and issues in British history from the High Middle Ages through the Stuart period. Areas of focus include the Norman Conquest, Magna Charta, the English Reformation, the age of Elizabeth, the Puritan Revolution, the Restoration, and the Glorious Revolution. (SP)

**HST 215**  
**America in Vietnam**  
This is a survey of the Vietnam War (1945-1975) with emphasis on U.S. involvement in the 1960s. Focus is on military history as it relates to the social and political history of the period. Vietnam will be seen as a case study in U.S. foreign policy. (FA, SP)

**HST 215H**  
**America in Vietnam Honors**  
This is an in-depth examination of the Vietnam War (1945-1975) and related issues including a discussion of Southeast Asia history and Cold War international relations with an emphasis on U.S. involvement in the 1960s. Focus is on military history as it relates to the social and political history of the period. Vietnam will be seen as a case study in U.S. foreign policy. Prerequisite: Student must meet the criteria for admission into the Honors Program. (IN)

**HST 220**  
**America On Screen I**  
This course explores the portrayal of American history and culture in the movies from early colonial days to the 1920s. Prerequisite: HST 105, HST 106, PSC 103, or PSC 105 with a grade of C or above; a good background in American history is encouraged. (FA)

**HST 221**  
**America On Screen II**  
This course explores the portrayal of American history and culture in the movies from the Great Depression to recent history and future visions of America and the world. Prerequisite: HST 105, HST 106, PSC 103, or PSC 105 with a grade of C or above; a good background in American history is encouraged. (SP)

**HST 230H**  
**Modern British History Honors**  
This course is a study of Britain from the 1832 Reform Act. It covers the rise of democracy, the society and culture of the Victorian era, the expansion and loss of the British Empire, the origins and impact of World War I and II, and the evolution of the welfare state. Britain and the European Union. The course emphasizes critical thinking and analytical writing. Prerequisite: Student must meet the criteria for admission into the Honors Program. (IN)

**HST 299**  
**Special Studies in History**  
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

### INDUSTRIAL TECHNOLOGY

**IND 101**  
**Fundamentals of Industrial Maintenance**  
This course provides a basic survey of industrial and preventive maintenance concepts and practices used by industrial maintenance mechanics in the installation, troubleshooting, and repair of mechanical systems and machines found in industry. Topics include mechanics’ tools, practices, and safety; basic types; operating concepts and principles of mechanical equipment and systems; gears, bearings, seals, mechanical drive systems; and basic fluid power. Course includes selection and use of proper lubricants by application, mechanical troubleshooting, and methods of scheduling preventive maintenance. (FA)

**IND 103**  
**Industrial Safety and Health**  
This industrial safety course includes safety organization, fire safety, materials handling, federal regulations, and current issues in industrial safety. The health portion includes overviews of industrial hygiene, air and noise monitoring, ventilation, and hazardous materials. (FA, SP)

**IND 104**  
**Industrial Materials and Processes**  
The student is introduced to common industrial materials, physical properties, common applications, cost effectiveness, and production capability. A study of modern manufacturing processes provides an understanding of the principles and practices, applications, limitations, and efficiency as related to industry. (FA, SP)

**IND 105**  
**Fluid Power Principles**  
This course addresses the practical application of fluid power principles used in the installation, maintenance, and troubleshooting of industrial hydraulic and pneumatic systems and equipment. Topics include basic hydraulic and pneumatic principles and theory, identification of systems components and equipment, interpretation of fluid power symbols and drawings, and the application of fluid power knowledge and skills to industrial maintenance and troubleshooting. (SP)

**IND 106**  
**Industrial Lifting and Rigging**  
This course covers techniques and safeguards that are typically used in an industrial environment to move heavy plant equipment and maintain plant utilities. Other topics include fundamentals of industrial lifting and rigging and uses of wire rope and slings, chain and metal-mesh slings, fiber rope and webbing slings, industrial hoists and cranes, scaffolds and ladders, and general safety and operating practices of lifting and rigging. (IN)

**IND 107**  
**Machinery’s Handbook**  
This course prepares the student for effective use of the Machinery’s Handbook reference for solutions to various machine shop problems. The course covers topics such as logarithms; trigonometry; break-even analysis; ISO9000 Standards in tooling and tool-making; strength of materials; properties of metals, plastics, and fasteners; and references for thread-cutting CNC machining. Students will spend considerable time in applied use of this reference while selecting proper tooling, materials, feeds, and speeds for machining operations and in making machine shop calculations using the many reference tables included in the manual. (FA)

**IND 108**  
**Technical Physics**  
This course investigates the general principles of mechanics, heat, sound, magnetism, electricity, light, and atomic physics as they apply to engineering technology. This course includes a lab. Prerequisite: MTH 130 or a higher level math course. (SP)

**IND 109**  
**Mechtronics Blueprint Reading**  
This course presents an overview of methods used in presenting and interpreting a variety of industrial blueprints and schematics. This course will include dimensions and tolerances, sectional views, pictorial drawings and specifications, welding prints, instrumentation and control fluid power diagrams, tables, and symbols used in industrial mechanical maintenance. In addition, it will involve interpretation of electrical drawings, schematics, symbols, abbreviations, ladder logic, and control diagrams. Prerequisite: EET 100, IND 100, and IND 101 or instructor approval. (FA)
IND 120

Technical Report Writing

IND 120 covers techniques of collecting and presenting scientific data for formal and informal reports. Technical papers are studied, and presentation skills are developed. Prerequisite: COMPASS, ASSET, or ACT exam required. (FA, SP)

IND 125

Power Plant Systems

This introductory course will give a general overview of power plant operations, functions, and terminology. The course will prepare the student to describe the operations of most power plant systems and have a working knowledge of the terminology concerning those systems. Topics will include fossil fuels, boilers, turbines, feedwater heaters, ash removal, condensate, controls, and instrumentation. (FA)

IND 130

Plant Boilers and Operations

This course introduces the student to various aspects of boiler operation and will cover the types of boilers, startup and shutdown procedures, monitoring systems, and emergency procedures. This course is appropriate for Power Plant Technology majors or other interested students. Prerequisite: IND 125. (SP)

IND 200

Plant Operations

2-2-3

This course will prepare the student to understand, maintain, troubleshoot, and repair the operations within most manufacturing plants including water treatment, boiler, chiller operations, and other common maintenance functions within a manufacturing facility. The course would include lab time within local industries and could be customized to a particular company. (FA)

IND 202

Metallurgy and Heat Treating

3-0-3

This course involves both classroom and hands-on experience in examination of the physical and chemical properties of various types of metals. It will also consist of study of the applications and appropriate uses of metals in industrial processes. (SP)

IND 203

Measurements and Instruments

3-0-3

This course provides a working knowledge of many measuring instruments used in industry. Instruments such as linear scales, micrometers, calipers, gauges, electrical instruments, and manometers will be studied. (FA, SP)

IND 221

Industrial Supervision

3-0-3

This course includes the basics of supervision to prepare new or potential first-line supervisors to lead and manage work and workers in industry. The course focus is on change in the business world and how to efficiently use resources to accomplish management objectives. Ethical issues are presented as well as problems in training, hiring, discipline, and promotion. This course combines management theory, practical application, and realistic case examples. (IN)

IND 255

Steam Turbines and Generators

3-0-3

This course will cover the operation of power turbines, the basic turbine components, and turbine driven generators. Discussions will also cover fuel requirements, maintenance requirements, engine controls, and emergency procedures. The course is appropriate for Power Plant Technology majors or other Industrial Technology students. Prerequisite: IND 125. (FA or SP)

IND 260

Power Plant Cycles

3-0-3

Upon successful completion of this course, the student will be able to describe the steam water cycle in a steam generation plant. Topics will include maintenance operations of boilers, turbines, feedwater heaters, condensers, cooling towers and auxiliary equipment. This course is appropriate for Power Plant Technology majors or other interested students. Prerequisite: IND 125. (FA or SP)

IND 265

Power Plant Chemistry

3-0-3

This course introduces the water treatment and environmental protection systems for power plants. Basic water treatment systems, demineralization, water pollutants, wastewater treatment, and recovery systems will be covered in lecture and discussions. Internet research, written requirements and oral presentations will be used throughout the course. Prerequisite: IND 125. (FA or SP)

IND 295

Industrial Technology Internship

0-(6-18)-(2-6)

This course is designed to provide students real-life work experiences through on-the-job training with a field-related cooperating employer in the student's declared major. Students will be supervised by the business/industry sponsor and report to the Director of Career and Technical Programs or assigned faculty member. The position may be paid or unpaid. Students must complete a minimum of 45 contact hours per credit hour per semester. Course is variable credits and may be repeated for up to six credit hours. Prerequisites: SKL 240, minimum of 30 credit hours, with at least 18 credits of core classes in the program area. 2.50 GPA, and/or approval from the Dean of Career and Technical Education or Director of Career and Technical Programs. (FA, SP, SU)

JRN 101

3-0-3

News I

News 101 is a study of the basic principles and practical application of news gathering and news writing. The course includes emphasis on correct writing which includes study of AP style and grammar and usage. Participation in the college newspaper, The Greyhound Express, is required. (FA, SP)

JRN 102

3-0-3

News II

News II is a continued study of the basic principles and practical application of news gathering and news writing. This course will include practice in other kinds of news writing, editing, and research in the field of journalism. This course continues the emphasis of correct writing which includes study of AP style and grammar and usage. Participation in the college newspaper, The Greyhound Express, is required. Prerequisite: JRN 101. (FA, SP)

JRN 120

3-0-3

Principles of American Journalism

Principles of American Journalism will focus on fundamental concepts of journalism in American society. Students will be introduced to the principles and practices of American journalism. They will explore the functions of American journalism in society and in a global context. Study will include readings and writings of current issues and problems facing journalists in the digital age. (FA, SP)
**LAL 101**  3-0-3
**Composition I**
This course teaches the process of writing, from prewriting to revision. Focus is on reading and critical thinking, essay writing, and literary analysis. Course provides practice in computer-assisted writing and oral communication. Prerequisite: Eligible placement score or satisfactory completion of developmental sequence. (FA, SP, SU)

**LAL 102**  3-0-3
**Composition II**
Students are introduced to research writing through originality, organization, and persuasion. Focus is on critical thinking when conducting research, considering sources, and synthesizing information. Prerequisites: LAL 101 or instructor approval. (FA, SP, SU)

**LAL 102H**  3-0-3
**Composition II Honors**
This course is designed to reflect an emphasis on research writing rather than news writing. The course will include practical application for both print and online formats which will better suit the needs of the college and the journalism department. The course will allow more students to take the course as an elective. (FA, SP)

**JRN 140**  3-0-3
**Newspaper Production I**
JRN 140 is designed to reflect an emphasis on research writing through originality, organization, and persuasion. Focus is on critical thinking when conducting research, considering sources, and synthesizing information. Honors sections of Composition II will require student to think in more depth about topics, research with a greater emphasis on scholarly sources, and write more specifically about the course topics. Prerequisites: LAL 101 or instructor approval and students must meet the criteria for admission into the Honors Program. (IN)

**JRN 141**  2-0-2
**Newspaper Production II**
JRN 141 is a continuation of JRN 140. Students will gain additional experience in the practical application of newspaper design and production as well as layout in an online format. Students will produce the college newspaper, The Greyhound Express. Other media projects may include internships in marketing or radio broadcasting. Prerequisite: JRN 140 (FA, SP)

**JRN 299**  (1-6)-0-(1-6)
**Special Studies in Journalism**
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

**LAL 105H**  3-0-3
**Literature of the American South**
This course is a study of American literature from the mid-19th century to the present, emphasizing reading, interpretation, and criticism of works by major authors. (FA, SP)

**LAL 107H**  3-0-3
**Introduction to Creative Nonfiction Honors**
This course is a study of techniques of creative nonfiction writing. Students examine historical and contemporary essay writing in order to develop publishable work. Focus is on invention, execution, and revision of essays through a variety of examples and assignments. (IN)

**LAL 115**  3-0-3
**Introduction to Fiction Writing**
LAL 115 is a study of techniques of fiction writing through historical and contemporary short story writing in order to develop publishable student work. Focus is on invention, execution, and revision of stories through a variety of examples and assignments. (FA)

**LAL 116**  3-0-3
**Introduction to Poetry Writing**
LAL 116 is an introduction to techniques of poetry writing through historical and contemporary poems in order to develop publishable student work. Focus is on invention, execution, and revision of poems through a variety of examples and assignments. (SP)

**LAL 117**  3-0-3
**Introduction to Creative Nonfiction**
This course is a study of techniques of creative nonfiction writing. Students examine historical and contemporary essay writing in order to develop publishable work. Focus is on invention, execution, and revision of essays through a variety of examples and assignments. (FA, SP)

**LAL 117H**  3-0-3
**Introduction to Creative Nonfiction Honors**
This course is a study of techniques of creative nonfiction writing. Students examine historical and contemporary essay writing in order to develop publishable work. Focus is on invention, execution, and revision of essays through a variety of examples and assignments. Emphasis will also be placed on opportunities to critically examine issues and controversies in creative nonfiction. Prerequisite: Student must meet criteria for admission to Honors Program. (FA, SP)

**LAL 120**  3-0-3
**American Literature Survey to 1870**
This course is a study of American literature from the colonial period to the late 19th century, emphasizing reading, interpretation, and criticism of works by major authors. (FA, SP)

**LAL 121**  3-0-3
**American Literature Survey from 1870 to Present**
This course is a study of American literature from the late 19th century to the present, emphasizing reading, interpretation, and criticism of works by major authors. (FA, SP)

**LAL 125**  3-0-3
**African-American Literature**
This course is a study of African-American literature through the examination of historical implications and genre contributions of major African-American writers. Course emphasizes the reading, interpretation, and criticism of major works. (IN)

**LAL 125H**  3-0-3
**African-American Literature Honors**
This course is a study of African-American literature through the examination of historical implications and genre contributions of major African-American writers. Course emphasizes the reading, interpretation, and criticism of major works. This course uses minimal instructor lecture and emphasizes student participation and discussion. Prerequisite: Student must meet the criteria for admission into the Honors Program. (IN)

**LAL130**  3-0-3
**Literature of the American South**
This course will examine the literary, expression and cultural identity of the American South. Students will consider how Southern writers approach the topics of race, gender, class, and religion. Also, students will consider the South as both a part of America and a fiercely independent region. The course will trace these issues from the Old South of the 19th century, the Civil War, Reconstruction, the Southern Renaissance, to the Modern South of the mid 20th century. (SP)
LAL 130H  3-0-3  *  Literature of the American South Honors
This course will examine the literary expression and cultural identity of the American South. Students will consider how Southern writers approach the topics of race, gender, class, and religion. Also, students will consider the South as both a part of America and a fiercely independent region. The course will trace these issues from the Old South of the 19th century, the Civil War, Reconstruction, the Southern Renaissance, to the Modern South of the mid 20th century. This course will emphasize critical thinking and analysis. Special emphasis will be given to student led discussions and presentations as well as opportunities for students to further explore and examine issues in Southern American Literature. Prerequisites: Student must meet criteria for admission into the Honors Program. (IN)

LAL 150  3-0-3  *  English Literature Survey to 1750
This course surveys English literature from the Anglo-Saxon to the Neoclassical period, emphasizing reading, interpretation, and criticism of works by major authors. (FA, SP)

LAL 151  3-0-3  *  English Literature Survey from 1750 to Present
This course surveys English literature from the Romantic, Victorian, Modernist, and Postmodern periods. (FA, SP)

LAL 151H  3-0-3  *  English Literature Survey from 1750 to Present Honors
This course surveys English literature from the Romantic, Victorian, Modernist, and Postmodern periods. Honors sections of English Literature Survey from 1750 require extensive reading, the writing of literary analyses, and class presentations beyond nonhonors sections of the course. Prerequisite: Student must meet criteria for admission to Honors Program. (IN)

LAL 153  3-0-3  *  Introduction to Contemporary Literature
This course focuses on the appreciation of contemporary literature with particular emphasis on surveying a diverse scope of genres [short stories, poetry, drama]. It focuses on terminology, techniques, and critical interpretation of literature written in the last 30 years. (FA, SP, SU)

LAL 210  3-0-3  *  A Survey of Western Literature I
This course is a survey of world literature from Semitic and Greek epics to 18th century literature. (IN)

LAL 211  3-0-3  *  A Survey of Western Literature II
This course surveys the genres and masterworks of world literature from the 18th century to the present. (IN)

LAL 216  3-0-3  *  Intermediate Poetry Writing
LAL 216 offers an in-depth guide to the practice of poetry writing. Through workshop, lecture, and discussion, students will focus on the sustained production of publishable work. Prerequisite: LAL 116 or instructor approval. (SP)

LAL 222  3-0-3  *  Masterpieces
This course is a study of masterpieces from world literature. Focus is given to American, English, and Continental literature. (IN)

LAL 250  3-0-3  *  History and Development of the Short Story
This course introduces the general reader with the literary genre of short stories, tracing the history and development of the short story. (FA, SP)

LAL 251  3-0-3  *  Science Fiction
Students explore science fiction and fantasy through study of short stories, novels, and films. (SP)

LAL 252  3-0-3  *  Children’s Literature for the Elementary Teacher
LAL 252 is an introduction to children's literature, including materials and pedagogical methods for children's literature. Focus is on a brief historical survey, theories of child development, principal literary genres, evaluation of literature, and educational methodology. Course may be taken for preprofessional education credit. (FA)

LAL 275  3-0-3  *  Classical Mythology
The student is introduced to the subject of classical mythology with emphasis placed on its relevance to interpretation of both literature and art. (IN)

LAL 299  (1-6)-0-(1-6)  Special Studies in English
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

MARKETING/MANAGEMENT

MKT 105  3-0-3  Principles of Marketing
This is a basic course on the principles, practices, and processes required to move commodities from the producer to the consumer. (FA)

MKT 110  3-0-3  Advertising
Advertising is a course in selecting and utilizing advertising media and in the techniques of layout construction, copywriting, and evaluation of results. Prerequisite: MKT 105. (SP)

MKT 205  3-0-3  Salesmanship
Salesmanship is a study of proper sales techniques for presenting merchandise to wholesalers, retailers, and consumers as well as closing the sale. The course also addresses methods of organization, training, and management of the sales force. Prerequisite: SPK 101 or instructor approval. (IN)

MKT 206  3-0-3  Retailing
Retailing is a study of the general principles of retail store operations, which includes organization, location, buying, pricing, sales promotion, customer service, and inventory control. Prerequisites: BUS 112 and MKT 105. (IN)

MKT 250  3-0-3  Entrepreneurship
This course examines the role of the entrepreneur in the economy. Participants study the rewards and challenges of entrepreneurship from conception of the idea through marketing, customer identification, and financing to management practices necessary for success. Students will complete and present a fully developed business plan. Prerequisite: Instructor approval. (IN)
Prerequisites: HSC 171, BIO 205, BIO 209

MKT 299  (1-6)-0-(1-6)
Special Studies in Marketing/ Management
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than six credit hours of special studies in any one discipline. (IN)

MEDICAL LABORATORY TECHNOLOGY

A grade of “C” must be maintained in all required courses to continue in the MLT program.

MLT 150  2–2–3
Laboratory Methods and Management
This course introduces the student to the laboratory environment. Students will receive lectures as well as hands-on experience in laboratory maintenance and safety, use of basic equipment, record keeping, testing procedures, and preparation of various media for testing. Included are visits to area medical and life sciences related laboratories. Prerequisite: PHY 121 or instructor approval. (SU)

MLT 210  1–4–2
Immunology (with clinicals)
The course covers concepts and applications of immunology, the immune system, and how to perform and interpret associated tests. The student must satisfactorily perform in a laboratory setting as well as pass written tests. Prerequisites: HSC 171, BIO 205, BIO 209 and MLT 150. (FA)

MLT 220  3–8–5
Clinical Chemistry
The course consists of laboratory methods and analysis used in determining chemical levels within the body, testing and interpreting results. Prerequisites: HSC 171, BIO 205, BIO 209, MLT 210, and PHY 121. (SP)

MLT 230  1–4–2
Urinalysis and Body Fluids (with clinicals)
The course covers various aspects of urinalysis including terminology, physical, microscopic and chemical exam, and current screening tests offered by laboratories. The course also studies various body fluids and associated analysis techniques. The student will learn and perform various tests and analysis procedures employed by laboratories. Prerequisites: HSC 171, BIO 205, BIO 209, and MLT 150. (FA)

MLT 250  3–8–5
Hematology (with clinicals)
The course covers blood cells and normal and abnormal cell development, alterations present in diseases, and coagulation factors. The student will learn and perform tests employed in the hematology and coagulation laboratory. Prerequisites: HSC 171, BIO 205, BIO 209, and MLT 150. (FA)

MLT 260  1–4–2
Phlebotomy (with clinicals)
The course covers various procedures in drawing blood and laboratory techniques in handling blood. The student must satisfactorily perform in a laboratory setting as well as pass written tests. Prerequisites: BIO 205 OR instructor approval. (FA, SP)

MLT 261  1–4–2
Advanced Phlebotomy
This course reviews techniques and concepts learned in MLT 260 Phlebotomy and continues the clinical experience. The focus is on clinical assay types and professional issues including interpersonal communication, professional behavior, quality assurance, phlebotomy department management, and government regulations that pertain to phlebotomy. Successful completion of MLT 261 prepares students to sit for the ASCP national phlebotomy exam. Prerequisite: MLT 260. (SP)

MLT 270  2–8–4
Immunohematology (with clinicals)
The course covers concepts and applications of immunohematology, blood banking concepts, procedures for grouping, testing, screening, and identification. The student must satisfactorily perform in a laboratory setting as well as pass written tests. Prerequisites: HSC 171, BIO 205, BIO 209, and MLT 210. (SP)

MLT 280  3–8–5
Clinical Microbiology
This course covers the role bacteria and other microorganisms play in relation to human health and disease. Laboratory work emphasizes bacterial culturing, differentiation, and identification of human normal flora and disease-causing microorganisms. Prerequisites: HSC 171, BIO 205, BIO 206, BIO 209, and MLT 210. (SP)

MLT 290  1–0–1
Parasitology, Mycology, and Virology
The course covers parasites, fungi, yeasts, and viruses that cause human infections or that humans may harbor. Instruction includes organism transmission, laboratory specimen requirements, life cycles, characteristic structures, identification methods, and simple practical identification techniques. Prerequisites: BIO 206. (FA)

MLT 291  0–8–2
Clinical Hematology Practicum
In this course the student will spend 42.5 hrs. per week for 3 weeks (15 8.5-hour days) in the Clinical Hematology department of a clinical affiliate. The time will include both observation and performance of tests under the supervision of an assigned preceptor. The departments offer practice in routine hematology, but the student may also perform testing for urinalysis, body fluids, coagulation, and serology if they are practiced in that department. Prerequisites: MLT 210, MLT 220, MLT 230, and MLT 250. (FA)

MLT 292  0–8–2
Clinical Chemistry Practicum
In this course the student will spend 42.5 hrs. per week for 3 weeks (15 8.5-hour days) in the Clinical Chemistry department of a clinical affiliate. The time will include both observation and performance of tests under the supervision of an assigned preceptor. The departments offer practice in routine chemistry but the student may also perform testing for urinalysis, body fluids, and serology if they are practiced in that department. Prerequisites: MLT 210, MLT 220, and MLT 230. (SU)
MLT 293 0–8–2
Clinical Microbiology Practicum
The student will spend 42.5 hrs. per week for 3 weeks (15 8.5-hour days) in the Clinical Microbiology department of a clinical affiliate. The time will include both observation and performance of tests under the supervision of an assigned preceptor. The departments offer practice in routine microbiology but the student may also perform testing for serology if it is performed in that department. Prerequisites: BIO 206, MLT 210, and MLT 280. (SU)

MLT 294 0–8–2
Immunohematology Practicum
In this course the student will spend 42.5hrs. per week for 3 weeks (15 8.5-hr. days) in the Immunohematology department of a clinical affiliate. The time will include both observation and performance of tests under the supervision of an assigned preceptor. The departments offer practice in routine blood banking. Prerequisites: MLT 210, MLT 270. (SU)

MILITARY SCIENCE

MS100 1–0–1
Introduction to Military Science I
MS100 is a lecture course that provides an overview of the mission and roles of the US Army, the Reserve Officers Training Corps, the National Guard, the Army Reserves, and the Department of Defense in support of the Constitution. MS100L is a lab that may be taken in conjunction with the lecture for an additional credit hour. Lab activities include physical training and field exercises. (FA)

MS101 1–0–1
Introduction to Military Science II
MS101 is a lecture course that teaches students the principles of war, basic small unit tactics, basic map reading, and treatments of hot and cold injuries. Basic leadership principles are also emphasized. MS101L is a lab that may be taken in conjunction with the lecture for an additional credit hour. Lab activities include physical training and field exercises. (SP)

MS200 2–2–2
Perspectives in Leadership I
Emphasis is on developing leadership skills and self-confidence. Students learn and practice leadership techniques and study communications skills, human behavior, motivation, ethics, counseling, and general principles of organizational and individual leadership. Students also study American Military History from the French and Indian War to the War of 1812. Prerequisites: MS100, MS101, prior military service, or instructor approval. (FA)

MS201 2–2–3
Perspectives in Leadership II
Emphasis is on continued practice and refinement of leadership skills. Students also learn effective military writing and speaking. Small unit tactics and American Military History from the War of 1812 to the Mexican-American War are also studied. Prerequisites: MS100, MS101, prior military service, or instructor approval. (SP)

MACHINE TOOL

MSP 101 2–2–3
Machine Tool I
This is an introductory course in the study of various metalworking machines with emphasis on the lathe and lathe operations. The course also includes an introduction to the milling machine and surface grinder. (FA)

MSP 102 2–2–3
Machine Tool II
MSP 102 is a further study of metalworking machines and their operation with emphasis on the surface grinder and milling machine. The student will have an opportunity to create, select, plan, and construct projects and instructional material. Prerequisite: A grade of “C” or higher in MSP 101 or instructor approval. (SP)

MSP 210 2–2–3
Machine Tool III
MSP 210 includes additional study of metalworking machines with emphasis on cutting threads, indexing, and precision surface grinding. Prerequisite: A grade of “C” or higher in MSP 102 or instructor approval. (FA)

MSP 215 3–0–3
Tool and Diemaking
This course will provide students with the basics of die development and construction. Primary die components such as punches, punch plates, die blocks, strippers, etc. are discussed as individual entities in addition to their function as part of the complete die. A method of achieving efficient stock-strip layouts is explained, and the reasoning, which determines the optimum choice of stock-strip configurations, is discussed. Prerequisite: A grade of “C” or higher in MSP 102 or instructor approval. Pre- or Co-requisite: MSP 210 Machine Tool III. (FA)

MSP 221 2–2–3
Special Problems in Machine Tool
This course is designed to meet special instructional needs of the student and the program area. A student may take the course two times for a maximum of six credit hours. A grade of “C” or higher in MSP 102 or instructor approval. (SP)

MSP 222 2–2–3
CNC Machining
This course is an introduction to computer numerical Control programming and machining utilizing G and M coding as well as canned cycles. Course includes laboratory work in writing, developing, verifying, and executing part programs on CNC machine tools. Prerequisites: A grade of “C” or higher in MSP 102 and MTH 130 or a higher level math and instructor approval. (SP)

MATHEMATICS

Placement into math courses is determined by ACT and/or COMPASS test scores. Placement scores may be viewed at www.macc.edu/placementscores.

MTH 100 3–0–3
Intermediate Algebra
Intermediate Algebra is a continuation of Fundamentals of Algebra. Study includes factoring of polynomials, solving quadratic equations and their applications, solving both linear and quadratic rational equations, graphing, introduction to relations and functions, solving both absolute value equations and inequalities, and simplifying roots/radicals (including rational powers) expressions and solving equations. Prerequisite: Eligible placement score, grade of “C” or higher in DEVOL l, or successful completion of Module 16 in the Computer Assisted Prealgebra class(es). (FA, SP, SU)

MTH 130 3–0–3
Technical Mathematics
Technical Mathematics includes topics in right triangle trigonometry; quadratic equations; trig. identities, functions and graphing; vectors; and analytic geometry necessary for students in technical programs. Prerequisite: Eligible placement score or grade of “C” or higher in DEV 011 or DEV 015 or successful completion of Module 16 in the Computer Assisted Prealgebra class(es). (SP)

MTH 138 3–0–3
Finite Mathematics
Topics include solving systems of linear equations, Leontief models, linear programming, mathematics of finance, set theory, and probability theory. Prerequisite: Eligible placement score or grade of C or better in DEV 011. (IN)
MTH 140  3-0-3
College Algebra
Topics include a review of basic algebra: various functions and their graphs, including polynomial and rational functions and exponential and logarithmic functions; and an introduction to analytic geometry. The course includes systems of equations and inequalities. Prerequisite: Eligible placement score or grade of "C" or higher in MTH 100. (FA, SP, SU)

MTH 141  3-0-3
Contemporary College Mathematics
This course contains selected topics from number theories, algebra, geometry, probability, and statistics with emphasis on application of mathematics. Prerequisite: Eligible placement score or MTH 100. (IN)

MTH 145  3-0-3
College Trigonometry
This course includes angle-based trigonometric functions and their inverses, multiple angle formulas, identities, trigonometric equations, radian measure, arc length, angular velocity, graphs of trigonometric functions, and solution of right triangles. This course does not meet the math requirement for the AA degree. Prerequisite: Eligible placement score, or MTH 100, or MTH 140, or MTH 141. (FA, SP)

MTH 160  3-0-3
Elementary Statistics
MTH 160 includes elementary probability and statistical inference, descriptive statistics, testing hypotheses and estimation, t-distribution, chi-square distribution, correlation, and significance. This course does not meet the math requirement for the AA degree. Prerequisite: Eligible placement score, or MTH 140, or MTH 141. (FA, SP)

MTH 201  5-0-5
Analytic Geometry & Calculus I
Students are introduced to plane analytic geometry, including limits, continuity, derivative for functions of a single variable, differentials, indefinite and definite integrals, and applications of the derivative and integral. Prerequisites: Eligible placement score, or MTH 140 (required) with a grade of C or higher and MTH 145 (strongly recommended), or instructor approval. (FA, SP)

MTH 202  5-0-5
Analytic Geometry & Calculus II
This course is a continuation of MTH 201 with the addition of integral calculus; conic sections; transformation of axes; infinite series; parametric and polar equations and their derivatives; and graphs, area, and arc length in polar coordinates. Prerequisite: MTH 201. (SP)

MTH 203  5-0-5
Analytic Geometry & Calculus III
This course is a study of analytic geometry in three dimensions and includes functions of more than one variable and their calculus, directional and partial derivatives, vector functions and their calculus, two- and three-dimensional applications, multiple integrals, and line integrals. Prerequisite: MTH 202. (FA)

MTH 215  3-0-3
Introduction to Probability and Statistics
This course is designed primarily for students seeking a degree in business. Probability theory, random variables, expectations, continuous and discrete probability distributions, descriptive statistics, sampling distributions, estimation, and hypothesis testing are covered. Prerequisite: MTH 201. (IN)

MTH 250  3-0-3
Differential Equations
This is an advanced course for pre-engineering students. Topics include differential equations of first order and first degree, applications of first order, first degree differential equations, homogeneous linear differential equations with constant coefficients, Laplace transforms, power series, series solutions, and numerical solutions of differential equations. Prerequisite: MTH 203 or instructor approval. (SP)

MTH 299  1-6-0-(1-6)
Special Studies in Mathematics
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

MUSIC

*MUSIC 101  3-0-3
Fundamentals of Music
MUS 101 is a study of notation of melody, rhythm, meter, and musical terminology, as well as the writing, playing, and singing of intervals, scales, and triads. This is an elective for the non-music major and for the music major with insufficient background and for theory. (IN)

MUS 102  3-0-3
Music Appreciation
This course is an introduction to music, emphasizing the various phases of musical beauty, designed to furnish a rational basis for intelligent listening to music. Focus is on basic elements of music and listening techniques, representational Renaissance, Classicism, Romanticist, and Post-Romanticist composers and their music; and discussion of extra-musical factors that bear upon lives and works. (FA, SP, SU)

MUS 103  3-0-3
History of Rock n Roll
After looking closely at the elements of Rhythm and Blues, students will examine the history of rock music from the 1950s through the current trends in rock. (SP)

MUS 105  3-0-3
"Music of America"
This course is designed to study the music of the American music stage, ragtime, jazz, big band, leading American composers, and American film music. (SP)

MUS 110  3-0-3
Elementary Harmony I
This course introduces the student to the melodic, rhythmic, and harmonic elements of music and the necessary preparation for the higher theoretical subjects. Major, minor, diminished, augmented triads, keys, scales, elementary figured bass, intervals, and non-harmonic tones are studied. Corequisite: MUS 112. (IN)

MUS 111  3-0-3
Elementary Harmony II
MUS 111 is a continuation of Elementary Harmony I. Focus is on part writing of simple chord progressions, cadence structure, and the harmonization of given basses and sopranos involving root positions and inversions. Prerequisite: MUS 110. Corequisite: MUS 113. (IN)

MUS 112  2-0-2
Elementary Musicianship I
This course is a study in singing, playing, and dictation of the same materials studied in Elementary Harmony I. Rhythmic training, including the study of time durations, simple and compound meters, and rhythmic reading and dictation, is an important part of the course. Corequisite: MUS 110. (IN)

MUS 113  3-0-3
Elementary Musicianship II
MUS 113 is a continuation of Elementary Musicianship I. Prerequisite: MUS 112. Corequisite: MUS 111. (IN)

MUS 115  2-0-2
Fundamentals of Singing
This group instructional class is designed for beginning voice students and focuses on proper breathing techniques, diction, stage presence, and tone production. English as well as Italian and German songs will be taught. (SP)
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<tr>
<th>Course Code</th>
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</table>
| MUS 116     | 2-0-2 | Basic Piano Skills
Group instruction is provided for students who want to learn the piano. Focus is on the keyboard through proper technique, note reading, and simple chords. (FA, SP) |
| MUS 118     | 2-0-2 | Basic Piano Skills II
A continuation of MUS 116. Focus will be on major/minor scales, technical studies, modulation, chord progressions, and playing classical/jazz repertoire. Prerequisite: MUS 116 with a grade of C or higher or by audition. (SP) |
| MUS 221     | 1-0-1 | Private Voice
Individual vocal study is scheduled by arrangement with the instructor. Course may be repeated for credit four times. Prerequisite: An acquired ability in vocal techniques through previous training. (FA, SP) |
| MUS 124     | 1-0-1 | Private Piano
Individual piano study is scheduled by arrangement with the instructor. Course may be repeated for credit four times. Prerequisite: An acquired ability through previous training. (FA, SP) |
| MUS 125     | 1-0-1 | Private Woodwind
Individual woodwind study is scheduled by arrangement with the instructor. Course may be repeated for credit four times. Prerequisite: An acquired ability for the instrument techniques through previous training. (IN) |
| MUS 126     | 1-0-1 | Private Brass
Individual brass study is scheduled by arrangement with the instructor. Course may be repeated for credit four times. Prerequisite: An acquired ability for the instrument techniques through previous training. (IN) |
| MUS 127     | 1-0-1 | Private Percussion
Individual percussion study is scheduled by arrangement with the instructor. Course may be repeated for credit four times. Prerequisite: An acquired ability for the instrument technique through previous training. (IN) |
| MUS 137     | 1-0-1 | Community Band
This course is an instrumental performing ensemble made up of musicians of all ages and abilities. The purpose of the course is to offer students a chance to perform concerts in the community and advance their music skills. Students should have a basic prior knowledge of how to play their respective instruments. Each course may be taken one time. (IN) |
| MUS 130     | 0-3-1 | MACC Singers
This course emphasizes vocal technique and good choral literature. Membership is by audition only, and personnel are selected on the basis of musicianship as well as singing ability. The laboratory requirement for this course will be through performing in several concerts each year, taking tours in the surrounding area, and performing on numerous other occasions. MUS 130, MUS 131, and MUS 230 are to be taken in sequence and may be taken only one time. MUS 231 may be repeated for credit indefinitely. (FA, SP) |
| MUS 135     | 0-3-1 | MACC Jazz Ensemble
Students will study and apply the fundamentals of the various styles of Jazz Music. Historical and theoretical aspects associated with the performance of Jazz will be incorporated into each rehearsal. Performances will be an integral part of the class and vital to student success. Performances will be scheduled for selected home basketball games, community events and other opportunities. The course may be repeated for credit four times. (IN) |
| MUS 205     | 3-0-3 | *World Music
This course will study music from various regions of the world. (FA) |

**ASSOCIATE DEGREE NURSING**

A grade of “C” must be maintained in all required courses to continue in the ADN/AADN program.

*Courses with an NUA prefix are only taken by students in the Accelerated Associate Degree Nursing Program.

<table>
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<tr>
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</table>
| NUR 100     | .5-1-1| Medication Administration
Safe, effective nursing care requires basic knowledge of mathematics, as well as the ability to utilize numbers and measuring systems. Students will learn basic principles and methods for medication administration. This course reviews basic math operations before introducing more specific concepts. Topics covered are as follows: drug measures, medication labels, syringe utilization, insulin administration, medication administration systems, other dosage calculations, and documentation of medication administration. Corequisite: NUR 101. (FA) |
NUA 202, NUA 204, BIO 205
Accelerated ADN Program Corequisites:
to the accelerated ADN program, BIO 205.

ADN Program Prerequisites: Admission
100, NUR 101, and BIO 205.
Program Prerequisites or Corequisites: NUR
ADN Program Prerequisites: PSY 101.

This course addresses the physiological and
psychosocial integrity of the client with a
specific focus on the psychosocial aspects.
Self-assessment and self-awareness are
couraged to enhance self-development and
foster therapeutic relationships with an
emphasis on multicultural diversity.
Consideration is given to clients past and
present patterns of behavior as they
impact on alterations of mental well
being. Communication skills are further
developed using theories of interpersonal
relationships as a foundation. Student
communication evolves from basic to
therapeutic. With assistance a student
learns to provide a milieu that is both safe
and therapeutic. Students use the nursing
process as a tool for critical thinking in
organizing, prioritizing, and managing
individual plans of care. Students are
assisted to address ethical and legal
dilemmas in their roles as client advocates.
ADN Program Prerequisites: PSY 101. ADN
Program Prerequisites or Corequisites: NUR
100, NUR 101, and BIO 205. Accelerated
ADN Program Prerequisites: Admission to
the accelerated ADN program, BIO 205
Accelerated ADN Program Corequisites:
NUA 202, NUA 204, BIO 205 (FA, SP, SU)

NU 205
Professional Perspectives
This course focuses on making the
transition from a licensed practical nurse
to a registered professional nurse. Role
development of the registered nurse as a
provider and manager of care and a member
of the professional nurse community are
emphasized. Communication skills
utilizing technology, providing supervision,
avocacy, and collaboration will be
expanded. Students will learn to consider
ethical, legal, financial, and cultural issues
while organizing, setting priorities, and
deleagating nursing care. Social and political
influences on nursing practice and health
care delivery will be explored. Accelerated
ADN Program Prerequisites: NUA 111,
NUA 202, NUR 204, and BIO 206.
Accelerated ADN Program Corequisites:
NUA 112 (SU)

NU 206
Managing Intravenous Therapies
The ability to perform intravenous therapy
related skills, manage client issues related
to intravenous therapy, and incorporate
the values of safe, ethical practice is
absolutely critical for the practicing
registered nurse. In this course, associate
degree nursing students will begin to
acquire intravenous therapy skills in the
lab and classroom. Topics include: ethical-
legal issues associated with intravenous
therapy, fluid and electrolyte balance,
intravenous solutions and equipment,
central venous access devices and care,
total parenteral nutrition (TPN), blood
products and administration, principles
of infection control/asepsis, potential
complications of intravenous therapy and
prevention, and intravenous medication
administration. This course is not intended
as an IV therapy certification course but as
a component of the associate degree
nursing program. This course does not meet
the requirements for the Missouri State
Board of Nursing IV Therapy certification.
ADN Program Prerequisites: NUR 111,
NUR 112, and BIO 209. Accelerated ADN
Program Prerequisites: Admission to
the Accelerated ADN program, BIO 206.
Accelerated ADN Program Corequisites:
NUA 111, NUA 202, and BIO 206 (SU)

NU 210
Nursing of Women and Newborns
This course is designed to provide a
basis for beginning-level competency in
maternal-newborn nursing. The primary
emphasis of the course is the nursing
process in the child-bearing cycle of
development. Prerequisites: NUR 111 and
NUR 112. Corequisites: NUR 212, PSY 205,
and BIO 206. (FA, SP)
### Occupational Therapy Assistant

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>OTA 200</td>
<td>3-3-4</td>
<td>Foundations of Occupational Therapy</td>
</tr>
<tr>
<td>OTA 215</td>
<td>2-6-4</td>
<td>Mental Health and Psychosocial Practice</td>
</tr>
<tr>
<td>OTA 220</td>
<td>1-9-4</td>
<td>Pediatric and Adolescent Practice</td>
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</tbody>
</table>

OTA 200  Foundations of Occupational Therapy
This course presents an introduction to occupational therapy, including history, philosophical base, values, ethics, practice framework and clinical reasoning. Students will learn selected theories and frames of reference as they pertain to interventions in mental health, physical disabilities, pediatrics, and community practice areas. An overview of the occupational therapy process, including assessment, treatment planning, treatment implementation and discontinuation of intervention will be presented. The role of occupational therapy in health care, community-based, and educational systems will be explored. Role delineation and collaboration of the occupational therapy assistant with other occupational therapy and health care personnel are discussed. This course includes visits to a variety of occupational therapy settings. Prerequisite: Admission to the MHPC OTA Program through MACC. Corequisites: OTA 205, OTA 210, OTA 215, and OTA 220. (FA)

OTA 215  Mental Health and Psychosocial Practice
This course presents the role of the Occupational Therapy Assistant in the psychosocial area of Occupational Therapy practice. Students will learn selected frames of reference, and explore the effects of psychosocial dysfunction on areas of occupation. Students will learn skills necessary to assess, implement and document intervention in a variety of mental health settings. Client factors, including culture and diversity, therapeutic interactions and methods are studied. Students will develop skills in administering individual and group interventions, professional communication, conflict negotiation, and advocacy. Lab activities, site visits and Level I fieldwork opportunities will enable students to participate in and apply psychosocial principles to practice. Prerequisite: Admission to the MHPC OTA Program through MACC. Corequisites: OTA 200, OTA 205, OTA 210, and OTA 220. (FA)

OTA 220  Pediatric and Adolescent Practice
Treatment of pediatric and adolescent conditions. Normal and delayed development of the infant, child and adolescent are explored. The lab component incorporates theoretical principles and provides opportunities for students to develop assessment, intervention planning and implementation, and documentation skills to address a range of childhood sensory-motor, cognitive, and psychosocial performance deficits. Students will learn to adapt the environment, tools, materials, and occupations to meet the self-care, work/play, and leisure needs of the pediatric and adolescent population. Lab activities, site visits and Level I fieldwork opportunities will enable students to participate in and apply pediatric and adolescent treatment principles to practice. Prerequisite: Admission to the MHPC OTA Program through MACC. Corequisites: OTA 200, OTA 205, OTA 210, and OTA 215. (FA)
OTA 255 1-9-4
Physical Disabilities Practice
The course provides in-depth opportunities for students to develop assessment, intervention planning, intervention, and documentation skills to address a wide range of adult and geriatric physical disabilities and conditions typically treated by occupational therapy and occupational therapy assistants. Topics include but are not limited to stroke, spinal cord injury, fractures and joint replacements, head injury, dementias. The use of splinting, orthotics, modalities, and assistive technology in treatment will also be presented. Students will learn to adapt the environment, tools, materials, and occupations to meet the self-care, work/ play, and leisure needs of the adult and geriatric population. Lab activities, site visits and Level I fieldwork opportunities will enable students to participate in and apply physical disabilities treatment principles to practice. Prerequisites: A grade of “C” or higher in all previous OTA required courses. Corequisites: OTA 250, OTA 260, OTA 265, and OTA 270 (SP)

OTA 260 1-6-3
Community Practice
Lab activities, site visits and Level I fieldwork opportunities will enable students to participate in and apply occupational therapy assessment and intervention principles to a wide range of community settings including vocational, vocational rehabilitation, home health, and emerging community practice areas. Emphasis will be on community settings in the students’ state and geographic region. The course also provides a broad exposure to the social, political, legislative, economic and cultural factors that influence service delivery. Prerequisites: A grade of “C” or higher in all previous OTA required courses. Corequisites: OTA 250, OTA 255, OTA 265, OTA 270 (SP)

OTA 265 2-3-3
Ethics, Management and Leadership
This course focuses on the OTA role in managing and directing occupational therapy services. It covers ethical provision of services, departmental operations, program development, supervisory requirements, personnel development and supervision, professional team building, quality assurance, compliance with regulations, reimbursement, and national and state credentialing requirements. Techniques for developing a resume and job interview skills are practiced. The importance and responsibility for ongoing OTA professional development, ethical practice, contributing to research and evidence based practice, attention to emerging practice issues and areas, and international perspectives are explored.

Prerequisites: A grade of “C” or higher in all previous OTA required courses. Corequisites: OTA 250, OTA 255, OTA 260, and OTA 270. (SP)

OTA 270 1.5-4.5-3
Professional Skills
This course is designed to foster practical professional skills in critical thinking, using literature to make evidence based practice decisions and recommendations, and using theory to guide practice. Practical skills needed for assessment, goal planning, intervention planning, documentation, discharge planning, other professional written and verbal communication skills, therapeutic use of self, consumer and professional advocacy, and ethics in daily practice will be emphasized. Prerequisites: A grade of “C” or higher in all previous OTA required courses. Corequisites: OTA 250, OTA 255, OTA 260, and OTA 265. (SP)

OTA 290 0-40-8
Level II Fieldwork A
Full-time clinical fieldwork experience in mental health, physical disabilities, geriatric, pediatric and/or community based practice working under the supervision of an OTR and/or COTA. Focus is on achieving entry-level competence in planning and implementing interventions. Requires 40 hours per week for 8 weeks for Level II Fieldwork A must be completed within 18 months following completion of academic coursework. All academic and fieldwork courses must be completed prior to graduation. Prerequisites: A grade of “C” or higher in all previous OTA required courses. Corequisite: OTA 295. (SU)

OTA 295 0-40-8
Level II Fieldwork B
Full-time clinical fieldwork experience in mental health, physical disabilities, geriatric, pediatric and/or community based practice working under the supervision of an OTR and/or COTA. Focus is on achieving entry-level competence in planning and implementing interventions. Requires 40 hours per week for 8 weeks in an area of clinical practice that is different from Level II Fieldwork A. Level II Fieldwork B must be completed within 18 months following completion of academic coursework. All academic and fieldwork courses must be completed prior to graduation. Prerequisites: A grade of “C” or higher in all previous OTA required courses. Corequisite: OTA 290. (SU)

PHYSICAL EDUCATION

PED 101 0-2-1
Life Sports
This course is an introduction to activities such as, but not limited to, golf, dancing, bowling, and net games. Emphasis will be placed on developing lifelong habits of physical fitness. (FA, SP)

PED 140 3-0-3
Methods and Techniques of Officiating I
This course focuses on qualifications, rules, and practical work in officiating basketball, softball, and baseball. (SP)

PED 241

PED 242 0-4-.5
Varsity Sports/Basketball
This course is designed for the experienced player. Techniques of shooting, passing, dribbling, and rebounding are used in actual game situations. Course may be repeated to a maximum of two semester hours. Prerequisite: Approval of the Athletic Director. (FA, SP)

PED 145 3-0-3
Coaching Football
This course examines coaching football as a possible profession and career with emphasis on offensive and defensive systems, fundamentals, coaching/ teaching techniques, and building and developing a team. The role of the teacher/coach will be discussed as it relates to the total educational process and the development of a coaching philosophy. (IN)
PED 150
Coaching Basketball
This course provides insight into the requirements and skills needed to coach basketball at any level. The course will cover offensive and defensive systems of play, the teaching of fundamentals, and organizational skills needed to succeed in the coaching profession. The role of the teacher/coach will be discussed as it relates to each student developing a coaching philosophy. (FA)

PED 201
Introduction to Physical Education
This course addresses the philosophy, principles, problems, and professional outlook on physical education. It is designed for students majoring or minoring in physical education. (FA, SP)

PHILOSOPHY

* Meets Humanities requirement

PHI 150
*Introduction to Philosophy
This course will familiarize the student with the major categories of classic, Western philosophical tradition, ranging from antiquity to the modern era. Students will explore the positions of major philosophical thinkers as they comment on the categories under discussion. Interpretation and communication of the philosophical works of each writer are analyzed. (FA, SP, SU)

PHI 150H
*Introduction to Philosophy Honors
This course will familiarize the student with the major categories of classic, Western philosophic tradition, ranging from antiquity to the modern era. Students will explore the positions of major philosophical thinkers as they comment on the categories under discussion. Interpretation and communication of the philosophical works of each writer are analyzed. Honors sections of PHI 150 stress critical thinking and require completion of a significant project. Prerequisite: Student must meet criteria for admission to Honors program. (IN)

PHI 151
*Introduction to Logic
PHI 151 is an introduction to the principles and methods of logic. Deduction, induction, informal fallacies, and other means of valid reasoning are emphasized. (FA, SP)

PHI 152
*Introduction to Ethics
Students will examine various moral philosophers' attempts to prescribe ethical norms applicable to humanity. This course also focuses on the fundamental principles of moral right and wrong and their applications. (FA, SP, SU)

PHI 153
*Bioethics
This course will philosophically investigate issues arising in the field of bioethics. Theoretical issues will include basic ethical theory, focusing especially on autonomy, justice, beneficence, and nonmaleficence. Topics may include reproduction, euthanasia, informed consent, medical experimentation on human beings, genetic engineering, cloning, stem cell research. (FA, SP, SU)

PHI 155
*Introduction to the Bible
This course examines the Bible through historical, literary, and philosophical perspectives. Principles and methodology necessary for the academic study of scripture are introduced. (FA, SP)

PHI 157
*War, Peace, and Religion
This course examines the religious philosophies of Judaism, Christianity, Islam, Hinduism, and Buddhism concerning the issues of war and peace, including the concepts of just war theory and pacifism. (FA)

PHI 251
*Religions of the World
This course focuses on the impact that religions have had on history and humanity. The basic beliefs and lifestyles of Hinduism, Buddhism, Islam, Judaism, and Christianity are presented. (FA, SP)

PHI 299
(1-6) O-(1-6)
Special Studies in Philosophy
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

PHYSICAL SCIENCE

The AA degree requires at least one lab science course in either Biological or Physical Sciences. Any of the following BIO courses with include lab hours may be used to fulfill that requirement. Lab hours are denoted by the middle number in the three-number sequence preceding each course title.

PHY 110
Survey of Modern Physics
3-0-3
Ideas from traditional branches of physics like mechanics, heat, wave motion and electricity and magnetism are reviewed and placed within the context of modern developments, including quantum physics, atomic and nuclear physics, relativity, and grand unification of forces. Applications of modern physics and other fields like chemistry, astronomy, medicine, and digital technology will be examined. Lectures will be supplemented by videos and in-class demonstrations. Pre- or Corequisite: MTH 100. (FA, SP)

PHY 120
Foundations of Chemistry
4-2-5
This course provides an introduction to the principles of chemistry: measurement, atomic theory, periodic relations, chemical formulas, chemical equations, and calculations based on chemical equations, atomic and molecular structure, and the gas laws. Prerequisite: DEV 011, MTH 130, eligible placement scores for MTH 100, or successful completion of Module 16 in Computer-Assisted Pre-Algebra courses. (FA, SP)

PHY 121
General Chemistry I
3-4-5
This course is an introductory course dealing with the fundamental principles of chemistry. Topics include classification of matter and lab measurements, atomic composition of elements, molecular and ionic compounds, chemical reactions, and the manifestation of intermolecular forces in the gaseous, liquid, and solid states of matter. In comparison to Foundations of Chemistry, Chemistry I places greater emphasis upon heat transfer and quantum chemistry. This course is designed for pre-med, science, and engineering majors but is open to all students who have met the prerequisite. Prerequisite: Two years of high school algebra or must be enrolled in or have completed MTH 140. (FA, SP)
PHY 122  3-4-5
General Chemistry II
PHY 122 is a continuation of General Chemistry I with the laboratory being dedicated to the study of qualitative analysis. Prerequisite: PHY 121. (SP)

PHY 125  4-2-5
Foundations of Physics
This course is designed for liberal arts students and emphasizes mechanics, heat, light, sound, electricity, magnetism, and some modern developments. Lecture/ demonstration methods and labs to be performed by students are used in teaching the class. Pre- or Co-requisite: MTH100, MTH130, or eligible placement score for MTH140. (FA)

PHY 201  3-4-5
College Physics I
This course covers general principles of mechanics, heat, and sound as they apply to the field of engineering. Prerequisites: MTH 145 and MTH 201, or MTH 201 and the eligible placement score for MTH 201. (FA)

PHY 202  3-4-5
College Physics II
A continuation of PHY 201, this course covers the general principles of magnetism, electricity, light, and atomic physics as they apply to engineering. Prerequisite: PHY 201. (SP)

PHY 221  (3-5)-0-(3-5)
Quantitative Analysis
This course provides individualized study with an emphasis on volumetric and gravimetric analysis and an introduction to spectrophotometric and electrochemical techniques. Prerequisite: PHY 122. (IN)

PHY 222  4-2-5
Organic Chemistry I
PHY 222 is an introductory course in organic chemistry. Topics include nomenclature, reaction mechanisms & products, molecular geometry, and organic chemistry's relevance to the life sciences. Prerequisite: PHY 121. (IN)

PHY 260  3-0-3
Earth Science
Earth Science is an interdisciplinary science which incorporates contributions from chemistry, physics, atmospheric science, astronomy, biology, and oceanography. Topics include historical geology, comparative planetology, the history of life on Earth, physical geology, the composition and structure of the Earth, and Earth's atmosphere and hydrosphere. (FA)

PHY 262  3-0-3
General Astronomy
This course surveys history and ideas of astronomy. Focus is on cosmologies, the universe, galaxies, stars, solar systems, and man's role in space exploration. (FA, SP)

PHY 263  3-2-4
Geology
PHY 263 is a survey of Earth's materials, forms, and processes through the study of Earth's history, life on Earth, mountain formations, rock and mineral types, and the physical processes operating to shape Earth's land forms. Designed for the non-science major; this course includes student labs and class demonstrations. (SP)

PHY 264  3-0-3
Atmospheric Science
This course is an introductory course dealing with the fundamental principals of meteorology and provides insight into atmospheric phenomena including weather, optical effects, and physical forces influencing air circulation in earth's atmosphere. (SP)

PHY 299  (1-6)-0-(1-6)
Special Studies in Physical Science
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

PRACTICAL NURSING

PNC 103  3-0-3
Nutrition
This course is designed to give a practical knowledge of good nutrition as applied to health and disease throughout the life span. Emphasis is placed on promoting good nutrition and the concept of planning modified diets on the basis of the nutritionally adequate normal diet. Corequisites: BIO 205, PNC 104, PNC 105, PNC 106, and PNC 125. (FA)

PNC 104  1-0-1
Life Span
This course is designed to learn about the normal growth and development of the whole person from birth through middle adulthood. Emphasis is placed on the role of the practical nurse in meeting the needs of the individual at each age level. The practical nurse will be able to recognize abnormal growth and development patterns and illnesses through his/her understanding of the normal patterns. Corequisites: BIO 205, PNC 103, PNC 105, PNC 106, and PNC 125. (FA)

PNC 105  8-6-11
Fundamentals of Nursing
This course presents to the student those basic nursing skills, attitudes, and understandings essential to becoming a practical nurse. Basic skills will be approached from an holistic point of view considering psychological and environmental effects on individualized patient-oriented nursing care. Preventive and restorative nursing care will be stressed throughout the course. This course progresses from the simple to the more complex functions of the practical nurse. Prerequisite: CPR certification. Corequisites: BIO 205, PNC 103, PNC 104, PNC 106, and PNC 125. (FA)

PNC 106  3-0-3
Personal and Vocational Concepts
This course is designed to reflect today's role of the licensed practical nurse in delivering humanistic nursing care. This course includes an orientation to the Practical Nursing educational program with emphasis on stress management and study skills. Course includes a review of nursing history and trends with emphasis on the development of practical nursing, a study of ethical and legal obligations and responsibilities of the practical nurse as a health team member, a description of and the functions of nursing organizations stressing the importance of membership and responsibilities to the organization, and career opportunities for the practical nurse. Corequisites: BIO 205, PNC 103, PNC 104, PNC 105, and PNC 125. (FA)

PNC 111  6-12-9
Medical-Surgical Nursing I
This course is designed to introduce the student to disease conditions affecting selected body systems. It includes terminology, etiology, symptoms, diagnosis, nursing care, and treatment of each condition. It consists of theory, clinical practice, clinical conference, and the development of nursing care plans for selected patients. Prerequisites: BIO 205 and PNC 125. Corequisites: PNC 112, PNC 123, and BIO 209. (SP)
PNC 112 Pharmacology
This course prepares the student to learn about drug classifications, sources, actions, side effects, adverse reactions, contraindications, and dosage. Client teaching is incorporated. Prerequisites: BIO 205 and PNC 125. Corequisites: PNC 111, PNC 122, and BIO 209. (SP)

PNC 113 Maternal-Newborn Nursing
This course is designed to give the practical nursing student a beginning level of competency in maternal-newborn care. Primary emphasis is placed on preparing the individual to function in prenatal care, labor, delivery, postpartum, and newborn care in a family-centered environment. A clinical component is included to give the student an opportunity for practical application of classroom-acquired knowledge and skill. To maintain enrollment in this course, the student must earn at least a "C" in BIO 209. Prerequisites: PNC 123 and PNC 125. Corequisites: PNC 113, PNC 122, and PNC 126. (SU)

PNC 122 Medical-Surgical Nursing II
This course introduces the student to disease conditions affecting selected body systems. It includes terminology, etiology, symptoms, diagnosis, nursing care, and treatment of each condition. This course consists of theory, clinical, clinical conference, and the development of nursing care plans for selected clients. To maintain enrollment in this course, the student must earn at least a "C" in BIO 209. Prerequisites: PNC 123 and PNC 125. Corequisites: PNC 113, PNC 124, and PNC 126. (SU)

PNC 123 Pediatric Nursing
This course provides PN students with a beginning framework to deliver pediatric care. A brief review of child growth and development is included. The major focus is on the fundamental principles of the nursing care of children, prevention of disease, and the more common disease conditions of pediatric clients, including signs and symptoms, etiology, diagnostic measures, and usual treatment and nursing care. It includes theory, clinical practice, and clinical conference. Prerequisites: BIO 205 and PNC 125. Corequisites: PNC 111, PNC 112, and BIO 209. (SP)

PNC 124 Geriatrics
This course introduces the student to the special adaptation of nursing fundamentals necessary in the care of the older adult and gives him/her additional information applicable to this age group. As attitudes are different in long-term care facilities, a concurrent clinical rotation through this type of facility is included. To maintain enrollment in this course, the student must earn at least a "C" in BIO 209. Prerequisites: PNC 123 and PNC 125. Corequisites: PNC 113, PNC 122, and PNC 126. (SU)

PNC 125 Medication Administration
This course is designed to prepare the student to administrate medications with concern for safety, accuracy, and attention to physiological factors. It includes basic mathematics review as it relates to dosage calculations. Corequisites: BIO 205, PNC 103, PNC 104, PNC 105, and PNC 106. (FA)

PNC 126 Mental Health Nursing
This course is designed to provide fundamental knowledge of mental health concepts and interactional techniques for the beginning practical nurse. The roles, emotions and stress play in the behavior of the client and client's family are discussed for the nurse's better understanding of his/her own behavior. Therapeutic communication is the foundation of this course in viewing the psychological and physical aspects of mental health maintenance and deviations. To maintain enrollment in this course, the student must earn at least a "C" in BIO 209. Prerequisites: PNC 123 and PNC 125. Corequisites: PNC 113, PNC 122, and PNC 124. (SU)

PSY 100 Interpersonal Relations
This course is designed to provide students with an opportunity to explore the field of human relations and to learn what research and theory reveal about interpersonal relationships and communication. Students will examine the dynamics of verbal and nonverbal communication; the art of listening; perception and presentation of self to others; the initiation, maintenance, and dissolution of interpersonal relationships; and interpersonal conflicts and their resolution. (IN)

**FUNCTIONS AND POLICIES OF AMERICAN GOVERNMENT**
This course covers the study of American government, including its organization, functions, and policies. Detailed attention is given to the policy-making process and to the roles of various government functions. Attempts are made to relate government to everyday life. The course identifies major problems of American society affecting the policy-making process. A study of the federal and Missouri constitutions is included in this course. (FA, SP)

PSC 150 International Relations
PSC 150 is a study of contemporary international affairs, including the family of nations; the control of national foreign policies; and competition and cooperation in the legal, political, economic, and social fields. (IN)

**PSYCHOLOGY**

PSY 100 Interpersonal Relations
This course is designed to provide students with an opportunity to explore the field of human relations and to learn what research and theory reveal about interpersonal relationships and communication. Students will examine the dynamics of verbal and nonverbal communication; the art of listening; perception and presentation of self to others; the initiation, maintenance, and dissolution of interpersonal relationships; and interpersonal conflicts and their resolution. (IN)
PSY 101  3-0-3
General Psychology
This course is an introduction to the nature and scope of the field of psychology as a scientific and human endeavor. Focus is on the historic development of the field: biological and developmental processes; consciousness and perceptions; learning, remembering, and thinking; motivation and emotion; personality and individuality; social behavior; stress and coping; and psychopathology and psychotherapy. (FA, SP, SU)

PSY 201  3-0-3
Child Growth and Development
This course presents the development of children from the point of conception through adolescence. Focus is on biological, cognitive, and emotional processes, and the social contexts of development. The framework of the course is topical, examining physical, perceptual, cognitive, language, emotional, and social development from conception through adolescence. Prerequisite: PSY 101. (FA, SP)

PSY 205  3-0-3
Human Lifespan Development
This course is designed to present the study of human development throughout the life span. Study includes the three domains of development: physical, cognitive, and psychosocial. Major theories, the influence of genetics, and prenatal development will be examined. The framework of the course is chronological, dividing the life span into seven parts: infancy, early childhood, middle childhood, adolescence, young adulthood, middle adulthood, late adulthood, and the end of life. Prerequisite: PSY 101. (FA, SP)

PSY 210  3-0-3
Introduction to Social Psychology
PSY 210 presents an overview of social behavior and cognitive processes with emphasis on such topics as the person in the situation, social cognition, the self, persuasion, social influence, affiliation and friendship, love and romantic relationships, prosocial behavior, aggression, prejudice, group behavior, and social dilemmas. Prerequisite: PSY 101. (SP)

PSY 215  3-0-3
Health Psychology and Bio-Feedback
This course is an overview of the educational, scientific, and professional contributions of psychology to the promotion and maintenance of health and the prevention and treatment of illness. It explores the biopsychosocial model of health in relation to how people stay healthy, why they become ill, and how they respond to illness. It will also introduce students to bio-feedback via actual training with bio-feedback equipment. Prerequisite: PSY 101. (SP)

PSY 221  3-0-3
Psychology of Personality
Adjustment
PSY 221 is an introduction to contemporary and classic theories of personality and an exploration of how each theory explains the psychological process of adjustment. Students examine basic approaches to personality, including trait, biological, psychoanalytical, phenomenological, behaviorist, and cognitive, and examine basic research methodology employed by personality theorists. Prerequisite: PSY 101. (SP)

PSY 230  3-0-3
Cross-Cultural Psychology
This course covers issues of culture as related to topics in psychology. It includes the study of several cultures and the effect of culture on psychological processes including but not limited to personality, language, cognition, sex and gender, parenting, intelligence, education, neural development, and counseling. The course explores the relationship between culture, behavior, and human development. Research methodology will also be covered. This course will occasionally incorporate a cross-cultural experience. Prerequisite: PSY 101. (IN)

PSY 240  3-0-3
Experimental Psychology
An introduction to the scientific methods of psychological research designed to advance the student’s knowledge of research design, methods of research, and writing research reports. The student will design and conduct a psychological experiment or study and write a scientific research report. Research ethics will be covered. Prerequisite: PSY 101. (IN)

PSY 250  3-0-3
Abnormal Psychology
This course is an introduction and overview of a wide range of psychological disorders. Focus is on the history and definition of psychological disorders, theoretical perspectives on psychological disorders, and the causes, symptoms, and treatment of psychological disorders. Prerequisites: PSY 101. (SP)

PSY 299   (1-6)-0-(1-6)  
Special Studies in Psychology
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

LIFE SKILLS

SKL 101   1-0-1
College Orientation
This first semester course provides an orientation to Moberly Area Community College and assists students in clarifying their educational and career goals. Designed to emphasize strategies that promote student retention and academic success, topics of exploration include acclimation to college, introduction to college resources, and utilization of information technology such as course management software. Other topics include preparation of a personal academic plan, time and stress management, study skills, and career development. This course may be waived as a degree requirement for graduation for students transferring with an Associate or higher degree. 45 credit hours with a 2.0 GPA completed within the last five years, or who have taken a comparable course/experience at another institution. (FA, SP, SU)

SKL 240   1-0-1
Internship Development
This course prepares students to locate, secure, complete and evaluate an internship experience. Topics include: clarifying goals and objectives; writing résumés, cover letters, and business correspondences; networking, locating and researching employment opportunities; and developing professional interviewing skills and appropriate business behaviors. (Open to all students.) (FA, SP, SU)

COLLEGE CATALOG 2012-2014  125
**SOCIOLOGY**

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<td>Introduction to Criminal Justice Systems</td>
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<td>SOC 160</td>
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<td>Introduction to Juvenile Justice Systems</td>
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<td>SOC 215</td>
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<td>SOC 229</td>
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**SPEECH**

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<td>SPK 201</td>
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<td>SPK 210</td>
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<td>Oral Interpretation</td>
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</table>
SPK 299  (1-6)-0-(1-6)
Special Studies in Speech Communication
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

WELDING

WLD 101  2-2-3
Welding I
This beginning level welding course involves instruction and practice in the safe operation of Oxy-acetylene welding and cutting, Shielded Metal Arc Welding (SMAW), AC/DC, and an overview of welding methods. This class utilizes certified American Welding Society (AWS) curriculum. Successful completion of WLD 101, WLD 102, WLD 201, and WLD 202 prepares students to take WLD 280 and the AWS certification exam. Prerequisite: A grade of “C” or higher in WLD 101 or instructor approval. (FA, SP)

WLD 102  2-2-3
Welding II
This course is a continuation of Welding I and a study of welding processes including: Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Carbon-arc cutting. This class utilizes certified American Welding Society (AWS) curriculum. Successful completion of WLD101, WLD 102, WLD 201, and WLD 202 prepares students to take WLD 280 and the AWS certification exam. Prerequisite: A grade of “C” or higher in WLD 101 or instructor approval. (FA, SP)

WLD 201  2-2-3
Welding III
A further continuation of Welding I and II, this course focuses on Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW) and Flux Cored Arc Welding (FCAW). Both ferrous and non-ferrous welding materials are utilized. This class utilizes American Welding Society (AWS) curriculum. Successful completion of WLD101, WLD 102, WLD 201, and WLD 202 prepares students to take WLD 280 and the AWS certification exam. Prerequisite: A grade of “C” or higher in WLD 102 or instructor approval. (FA, SP)

WLD 202  2-2-3
Welding IV
This advanced level welding course is a continuation of Welding I, II, and III, with instruction focusing on Gas Tungsten Arc Welding (GTAW), plasma cutting, and bend-tests for Shielded Metal Arc Welding (SMAW). This class utilizes certified American Welding Society (AWS) curriculum. Successful completion of WLD101, WLD 102, WLD 201, and WLD 202 prepares students to take WLD 280 and the AWS certification exam. Prerequisite: A grade of “C” or higher in WLD 201 or instructor approval. (FA, SP)

WLD 220  2-2-3
Special Problems in Welding
This course involving special projects is designed to meet the special instructional needs of the Industrial Technology or Welding and Metals major. The student may take the course two times for a maximum of six credit hours. Prerequisites: instructor approval. (WLD 220 FA, WLD 221 SP)

WLD 221  2-2-3
Welding IV
This course is a continuation of Welding I and II, a study of welding processes including: Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Carbon-arc cutting. This class utilizes certified American Welding Society (AWS) curriculum. Successful completion of WLD101, WLD 102, WLD 201, and WLD 202 prepares students to take WLD 280 and the AWS certification exam. Prerequisite: A grade of “C” or higher in WLD 101 or instructor approval. (FA, SP)

WLD 280  2-2-3
Welding and Metals Technology Capstone
This course is designed as the capstone for the Welding and Metals Technology AAS degree program. Students use the welding knowledge and skills learned to prepare for and take the American Welding Society (AWS) Level I certification exam. Students are allotted time to take the written portion of the exam as well as prepare and assemble necessary weld coupons required for the bend test and the welding process module. Students who successfully pass all of the written portions of the AWS examination, the bend test, and one welding process module will receive their AWS Level I Entry Welder certification card. Prerequisite: WLD 201 or instructor approval. Corequisite: WLD 202. (FA, SP)

WLD 295  0-(6-18)-(2-6)
Welding/Metals Internship
This course is designed to provide students real-life work experiences through on-the-job training with a field-related cooperating employer in the student’s declared major. Students will be supervised by the business/industry sponsor and report to the Director of Career and Technical Programs or assigned faculty member. The position may be paid or unpaid. Students must complete a minimum of 45 contact hours per credit hour per semester. Course is variable credits and may be repeated for up to six credit hours. Prerequisites: SKL 240, minimum of 30 credit hours, with at least 18 credits of core classes in the program area, 2.50 GPA, and/or approval from the Dean of Career and Technical Education or Director of Career and Technical Programs. (FA, SP, SU)

WLD 299  (1-6)-0-(1-6)
Special Studies in Welding and Metals Technology
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than six credit hours of special studies in any one discipline. (IN)
Jump off the starting block this summer.

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MSEd Northwest Missouri State University

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MPH AT Still University
MHA AT Still University
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BS University of Missouri - Columbia
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Michelle Frey ........................................... Nursing Instructor/Coordinator
MACC-Kirksville Higher Education Center
BSN University of Iowa
MSN University of Iowa

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BA Graceland University, Lamoni, Iowa

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BS Middle Tennessee State University

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