40 areas of study

No trust fund.
No worries.

There are 66 real solutions to pay for your college education listed in this catalog.

5 easy steps to change your life
(Enroll in college)

MACC

(800) 622 2070 MACC.edu
# Table of Contents

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**Notice to Students:** This document 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.
Dear Students,

Welcome to Moberly Area Community College.

In 2007, the College celebrated its 80th anniversary, an important milestone in its history. As we reflected on our past, we also prepared for the future by introducing exciting changes. We implemented online registration, added a web-based student portal, and opened up the wireless network to give students access to the Internet almost anywhere on campus.

While the technology we have used over the years has changed, our mission is the same. MACC is an open admission institution that provides educational programs that are geographically and financially accessible to people throughout the region. Since 1927, MACC has helped students of all ages achieve their goals.

As our economy changes and new technologies develop, MACC will continue to be responsive to local needs. We will collaborate with other educational institutions to facilitate student transfers. We will also work with business and industry to ensure that our programs deliver the knowledge and skills employers need. As your community college, we will strive for excellence in everything we do.

As you plan your educational program at MACC, use this catalog as a guide. Discuss your goals with an advisor or faculty member and access the student support services available to you. If you plan to transfer to a 4-year college or university after graduation, contact that institution to make sure you take the courses you will need. Above all, remember that we are here to help you be successful.

Whatever your goals may be, I believe you can achieve them! A brighter future for you begins today.

Sincerely,

Dr. Evelyn E. Jorgenson
President
Moberly Area Community College
Directions to MACC

From Highway 63: Take the Route EE exit; turn west on Route EE (turns into Rollins Street); Rollins Street ends at College Avenue, which runs parallel to the Main Building on the MACC campus.

From Highway 24: Turn south on Highway 63; Take the Route EE exit; turn west on Route EE (turns into Rollins Street); Rollins Street ends at College Avenue, which runs parallel to the Main Building on the MACC campus.
## Academic Calendars
### 2008-2009

#### Fall 2008

<table>
<thead>
<tr>
<th>Event</th>
<th>1st 8-week</th>
<th>16-week</th>
<th>2nd 8-week</th>
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<tbody>
<tr>
<td>Priority Registration Day for Summer / Fall Classes</td>
<td>April 7</td>
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<tr>
<td>General Registration for Summer / Fall Classes Begins</td>
<td>April 8</td>
<td>April 8</td>
<td>April 8</td>
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<tr>
<td>Day and Evening Classes Begin</td>
<td>August 20</td>
<td>August 20</td>
<td>October 15</td>
</tr>
<tr>
<td>Last Day to Register / Add Classes</td>
<td>August 22</td>
<td>August 26</td>
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<tr>
<td>Last Day to Drop with 100% Refund</td>
<td>August 22</td>
<td>August 26</td>
<td>October 17</td>
</tr>
<tr>
<td>Labor Day (holiday)</td>
<td>September 1</td>
<td>September 1</td>
<td>N/A</td>
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<tr>
<td>Last Day to Drop with 50% Refund</td>
<td>August 26</td>
<td>September 3</td>
<td>October 21</td>
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<tr>
<td>MID-TERM</td>
<td>September 16</td>
<td>October 14</td>
<td>November 11</td>
</tr>
<tr>
<td>Columbus Day (holiday)</td>
<td>October 13</td>
<td>October 13</td>
<td>N/A</td>
</tr>
<tr>
<td>No Classes ☐ Faculty Professional Development Day</td>
<td>N/A</td>
<td>October 17</td>
<td>October 17</td>
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<tr>
<td>Priority Registration Day for Spring Classes</td>
<td>November 3</td>
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<td>November 3</td>
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<tr>
<td>General Registration for Spring Classes Begins</td>
<td>November 4</td>
<td>November 4</td>
<td>November 4</td>
</tr>
<tr>
<td>Last Day to Drop Classes</td>
<td>October 3</td>
<td>November 19</td>
<td>November 26</td>
</tr>
<tr>
<td>Thanksgiving Holiday *</td>
<td>N/A</td>
<td>November 27-29</td>
<td>November 27-29</td>
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<tr>
<td>Day Classes End</td>
<td>October 14</td>
<td>December 5</td>
<td>December 5</td>
</tr>
<tr>
<td>Stop Day</td>
<td>N/A</td>
<td>December 8</td>
<td>N/A</td>
</tr>
<tr>
<td>Final Exams</td>
<td>last day of class</td>
<td>December 9, 10, 11, 12</td>
<td>December 9, 10, 11, 12</td>
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<tr>
<td>Evening Classes End</td>
<td>N/A</td>
<td>December 12</td>
<td>N/A</td>
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</table>

* All classes that start 4:00 p.m. or later on Wednesday, November 26 will not be held. All other classes that day will meet.

#### Spring 2009

<table>
<thead>
<tr>
<th>Event</th>
<th>1st 8-week</th>
<th>16-week</th>
<th>2nd 8-week</th>
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<tbody>
<tr>
<td>Day and Evening Classes Begin</td>
<td>January 12</td>
<td>January 12</td>
<td>March 11</td>
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<tr>
<td>Last Day to Register / Add Classes</td>
<td>January 14</td>
<td>January 16</td>
<td>March 13</td>
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<tr>
<td>Last Day to Drop with 100% Refund</td>
<td>January 14</td>
<td>January 16</td>
<td>March 13</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day (holiday)</td>
<td>January 19</td>
<td>January 19</td>
<td>N/A</td>
</tr>
<tr>
<td>Last Day to Drop with 50% Refund</td>
<td>January 16</td>
<td>January 26</td>
<td>March 24</td>
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<td>President’s Day (holiday)</td>
<td>February 16</td>
<td>February 16</td>
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<td>MID-TERM</td>
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<td>March 10</td>
<td>April 15</td>
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<td>March 16-21</td>
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<tr>
<td>Priority Registration Day for Summer / Fall Classes</td>
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<td>April 13</td>
<td>April 13</td>
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<tr>
<td>General Registration for Summer / Fall Classes Begins</td>
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<td>Last Day to Drop Classes</td>
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<td>April 28</td>
<td>May 5</td>
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<tr>
<td>Evening Classes End</td>
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<td>May 11</td>
<td>N/A</td>
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<tr>
<td>Day Classes End</td>
<td>March 10</td>
<td>May 12</td>
<td>May 12</td>
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<tr>
<td>Stop Day</td>
<td>N/A</td>
<td>May 13</td>
<td>N/A</td>
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<tr>
<td>Final Exams</td>
<td>last day of class</td>
<td>May 14, 15, 18, 19</td>
<td>May 14, 15, 18, 19</td>
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<tr>
<td>Commencement</td>
<td>May 21</td>
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<td>May 21</td>
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#### Summer 2009

<table>
<thead>
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<th>Event</th>
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<th>16-week</th>
<th>2nd 8-week</th>
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</thead>
<tbody>
<tr>
<td>Day and Evening Classes Begin</td>
<td>May 26</td>
<td>August 3</td>
<td>June 8</td>
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<tr>
<td>Last Day to Register, Add Classes, and Drop with 100% Refund</td>
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<tr>
<td>Last Day to Drop with 50% Refund</td>
<td>May 27</td>
<td>August 4</td>
<td>June 10</td>
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<tr>
<td>MID-TERM</td>
<td>June 1</td>
<td>August 7</td>
<td>June 19</td>
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<tr>
<td>Independence Day (holiday - observed)</td>
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<td>N/A</td>
<td>July 3</td>
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<tr>
<td>Last Day to Drop Classes</td>
<td>June 4</td>
<td>August 12</td>
<td>June 29</td>
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<tr>
<td>Classes End</td>
<td>June 5</td>
<td>August 13</td>
<td>July 2</td>
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</table>

*All classes that start 4:00 p.m. or later on Wednesday, May 26 will not be held. All other classes that day will meet.*
### Fall 2009

<table>
<thead>
<tr>
<th>Event</th>
<th>1st 8-week</th>
<th>16-week</th>
<th>2nd 8-week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Registration Day for Summer / Fall Classes</td>
<td>April 13</td>
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<td>April 14</td>
<td>April 14</td>
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<tr>
<td>Day and Evening Classes Begin</td>
<td>August 19</td>
<td>August 19</td>
<td>October 14</td>
</tr>
<tr>
<td>Last Day to Register / Add Classes</td>
<td>August 21</td>
<td>August 25</td>
<td>October 16</td>
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<td>Last Day to Drop with 100% Refund</td>
<td>August 21</td>
<td>August 25</td>
<td>October 16</td>
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<tr>
<td>Last Day to Drop with 50% Refund</td>
<td>August 25</td>
<td>September 1</td>
<td>October 20</td>
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<tr>
<td>Labor Day (holiday)</td>
<td>September 7</td>
<td>September 7</td>
<td>N/A</td>
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<tr>
<td>Columbus Day (holiday)</td>
<td>October 12</td>
<td>October 12</td>
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<tr>
<td>MID-TERM</td>
<td>September 15</td>
<td>October 13</td>
<td>November 10</td>
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<tr>
<td>No Classes □ Faculty Professional Development Day</td>
<td>N/A</td>
<td>October 16</td>
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<tr>
<td>Priority Registration Day for Spring Classes</td>
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<td>November 2</td>
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<td>General Registration for Spring Classes Begins</td>
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<tr>
<td>Last Day to Drop Classes</td>
<td>October 5</td>
<td>November 18</td>
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<td>Thanksgiving Holiday *</td>
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<td>December 4</td>
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<tr>
<td>Stop Day</td>
<td>N/A</td>
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<td>N/A</td>
</tr>
<tr>
<td>Final Exams</td>
<td>last day of class</td>
<td>December 8, 9, 10, 11</td>
<td>December 8, 9, 10, 11</td>
</tr>
<tr>
<td>Evening Classes End</td>
<td>N/A</td>
<td>December 11</td>
<td>N/A</td>
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* All classes that start 4:00 p.m. or later on Wednesday, November 25 will not be held. All other classes that day will meet.

### Spring 2010

<table>
<thead>
<tr>
<th>Event</th>
<th>1st 8-week</th>
<th>16-week</th>
<th>2nd 8-week</th>
</tr>
</thead>
<tbody>
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<td>Day and Evening Classes Begin</td>
<td>January 11</td>
<td>January 11</td>
<td>March 10</td>
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<tr>
<td>Martin Luther King, Jr. Day (holiday)</td>
<td>January 18</td>
<td>January 18</td>
<td>N/A</td>
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<td>January 15</td>
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<tr>
<td>President's Day (holiday)</td>
<td>February 15</td>
<td>February 15</td>
<td>N/A</td>
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<tr>
<td>MID-TERM</td>
<td>February 8</td>
<td>March 9</td>
<td>April 14</td>
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<tr>
<td>Spring Break</td>
<td>N/A</td>
<td>March 15-20</td>
<td>March 15-20</td>
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<td>Easter Holiday</td>
<td>N/A</td>
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<td>Priority Registration Day for Summer / Fall Classes</td>
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<tr>
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<td>April 27</td>
<td>May 4</td>
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<td>May 10</td>
<td>N/A</td>
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<tr>
<td>Day Classes End</td>
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<td>May 11</td>
<td>May 11</td>
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<tr>
<td>Stop Day</td>
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<td>May 12</td>
<td>N/A</td>
</tr>
<tr>
<td>Final Exams</td>
<td>last day of class</td>
<td>May 13, 14, 17, 18</td>
<td>May 13, 14, 17, 18</td>
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<tr>
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### Summer 2010

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<tr>
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<td>June 7</td>
<td>June 7</td>
<td>July 6</td>
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<td>Last Day to Register, Add Classes, and Drop with 100% Refund</td>
<td>May 24</td>
<td>August 2</td>
<td>June 8</td>
<td>June 9</td>
<td>July 7</td>
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<td>August 3</td>
<td>June 9</td>
<td>June 11</td>
<td>July 18</td>
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<td>MID-TERM</td>
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<td>N/A</td>
<td>July 5</td>
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<td>June 29</td>
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<td>June 4</td>
<td>August 13</td>
<td>July 2</td>
<td>July 30</td>
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</tr>
</tbody>
</table>
**About Your College**

**Our Mission**

The mission of Moberly Area Community College is to foster excellence in learning. As a publicly supported institution of higher education, MACC will provide open admission to educational programs and services that are geographically and financially accessible throughout northeast Missouri.
### Telephone Numbers

<table>
<thead>
<tr>
<th>Service Region</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus - Moberly</td>
<td>660-263-4100</td>
</tr>
<tr>
<td>Activity Center (on Main Campus)</td>
<td>660-263-1045</td>
</tr>
<tr>
<td>Advanced Technology Center - Mexico</td>
<td>573-582-0817</td>
</tr>
<tr>
<td>Jim Sears Northeast Technical Center</td>
<td>660-397-2522</td>
</tr>
<tr>
<td>MACC - Columbia Higher Education Center</td>
<td>573-234-1067</td>
</tr>
<tr>
<td>MACC - Hannibal Area Higher Education Center</td>
<td>573-231-0941</td>
</tr>
<tr>
<td>MACC - Kirksville Higher Education Center</td>
<td>660-665-0345</td>
</tr>
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</table>

### Extensions on the Main Campus

- Academic Affairs: 397
- Activity Center: 507
- Adult Education and Literacy: 307
- Allied Health: 250
- Alumni Services: 255
- Bookstore: 501
- Business Office: 217
- Career and Placement Services: 232
- Career and Technical Education: 286
- Central Processing: 254
- Computer Services: 555
- Continuing Education: 233
- Development: 261
- Finance Office: 294
- Financial Aid: 301
- Instruction Office: 216
- Instructional Technology: 212
- Law Enforcement Training Center: 279
- Learning Center: 310
- Library: 245
- Marketing and Public Relations: 261
- Off-Campus Programs: 212
- Personnel: 294
- Plant Operations: 206
- President's Office: 222
- Registrar: 277
- Security: 247
- Student Services: 270
- Tech Prep: 285
- Workforce and Technical Education: 233

### Fax Numbers on the Main Campus

<table>
<thead>
<tr>
<th>Service Region</th>
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<tbody>
<tr>
<td>Academic Affairs</td>
<td>660-263-6448</td>
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<tr>
<td>Activity Center</td>
<td>660-263-2408</td>
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<tr>
<td>Bookstore</td>
<td>660-263-7437</td>
</tr>
<tr>
<td>Career and Technical Education</td>
<td>660-263-7563</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>660-269-9538</td>
</tr>
<tr>
<td>Off-Campus Office</td>
<td>660-263-0253</td>
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<tr>
<td>President's Office</td>
<td>660-263-6252</td>
</tr>
<tr>
<td>Student Services</td>
<td>660-263-2406</td>
</tr>
</tbody>
</table>

### Community College Service Regions

Missouri has a unique and efficient community college system that is designed to give academic opportunities to people throughout the state. There are twelve community colleges in Missouri, each providing education and training within their service region. MACC's service region is comprised of sixteen counties in northeast Missouri: Adair, Audrain, Boone, Chariton, Clark, Howard, Knox, Lewis, Macon, Marion, Monroe, Ralls, Randolph, Schuyler, Scotland, and Shelby.

### 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. Today, students and faculty fondly refer to our College as MACC.
**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 and technical programs, developmental and continuing education, and other services that prepare students to fulfill their role 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** that facilitate the achievement of 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, financial aid, innovative instruction, and co-curricular activities.

**Commitment to Excellence** in instruction and service by recruiting and retaining professional faculty and support staff.

**Open Admissions** to ensure access to learning opportunities for students of diverse cultural, socio-economic, and academic backgrounds.

**A Collegiate Environment** that includes appropriate facilities, equipment, and staffing to enable learning and encourage student success.

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

---

**Institutional Goals**

In order to address the College mission within a more definitive framework, a Central Planning Council annually 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 value diversity.**

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

**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 community outreach.**

We are responsive to the needs of our constituents and are committed to the development and posterity of northeast Missouri. 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 of northeast Missouri.

**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 cutting edge technology allow us to embrace growth and change.

**We value our reputation for excellence.**

We operate with 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 our heritage.**

We respect the traditions and customs of our campus community.
**ACCREDITATION**

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, (312) 263-0456. All two-year degree and one-year 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, 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 national 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, Learning Center, Business Office, Financial Aid Office, Adult Education and Literacy program, Cafeteria, 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, Auditorium, Student Commons, and classrooms and offices. In spring 2002, the renovation of the old gymnasium located in the north wing was completed; the Graphic Arts/Fine Arts Center and a gallery are now located there.

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, Career and Placement Services, Tech Prep/School-to-Work, and Workforce and Technical Education.

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. Student Services is located on the first floor while the President’s Office and the Office of Institutional Development, Marketing, and Public Relations are on the third floor. In 1996, College Hall was renamed Andrew Komar, Jr., Hall to honor Dr. Komar, President Emeritus.

The Bookstore moved into its own facility in 1996, allowing for expanded services to students and faculty. The Multimedia/TV instruction center opened in 1997, permitting MACC to connect to locations across the globe via satellite.

The 57,000 square-foot Activity Center was completed in 1998. The Activity Center is a valuable resource for the College and the community; it is the home of the Greyhound and Lady Greyhound basketball teams and it is a venue for other sporting events, trade shows, exhibitions, concerts, and theater productions. In summer 2006, the arena inside the Activity Center was named the MACC Fitzsimmons-John Arena in honor of two former coaches -- Cotton Fitzsimmons and Maurice John.

**COLLEGE HOUSING**

The McCormick Commons and Residential Center provide 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 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 the municipal swimming pool.

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 housing deposit is required to reserve a room. Students are encouraged to send the housing deposit to Student Services when they apply for admission to the College.

**VACCINATIONS**

Much publicity and concern have arisen during the past several years about college students contracting meningitis, although the disease is considered rare. According to the Centers for Disease Control and Prevention, just over 100 cases among college students were reported in 2003.

Students living in residence halls may have a higher risk of contracting meningitis. The American College Health Association states that all college students should consider vaccination to reduce their risk. Your family doctor and area health clinics can give you more information and make recommendations. All MACC students who reside in our residence halls must show proof of meningitis vaccination or sign a waiver.

**College Housing**

As faculty offices are in this building, Student Services is located on the first floor while the President's Office and the Office of Institutional Development, Marketing, and Public Relations are on the third floor. In 1996, College Hall was renamed Andrew Komar, Jr., Hall to honor Dr. Komar, President Emeritus. The Bookstore moved into its own facility in 1996, allowing for expanded services to students and faculty. The Multimedia/TV instructional center opened in 1997, permitting MACC to connect to locations across the globe via satellite. The 57,000 square-foot Activity Center was completed in 1998. The Activity Center is a valuable resource for the College and the community; it is the home of the Greyhound and Lady Greyhound basketball teams and it is a venue for other sporting events, trade shows, exhibitions, concerts, and theater productions. In summer 2006, the arena inside the Activity Center was named the MACC Fitzsimmons-John Arena in honor of two former coaches -- Cotton Fitzsimmons and Maurice John.
Off-Campus Sites

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

Mexico

The Advanced Technology Center is the result of a cooperative effort among MACC, Linn State Technical College, University of Missouri Extension, and the City of Mexico. The facility and the recently-completed Christopher S. Bond Annex house classrooms, instructional and science labs, a resource room, student commons, offices and faculty workroom, a Telecommunications Community Resource Center (TCRC), and an interactive television (ITV) laboratory.

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

- Associate of Arts Degree
- Associate of Applied Science Degree in Medical Laboratory Technology
- Associate of Applied Science Degree and Certificate programs in Computer Information Technology, Drafting Design Technology, and Early Childhood
- Certificate in Practical Nursing

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 spring 2001, brings college opportunities to Edina and surrounding communities.

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

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

Columbia

As the city of Columbia grows, so does the demand for increased options in postsecondary education. The MACC - Columbia Higher Education Center expanded services in 2006. The larger building has a panoramic view of Stephens Lake and is near a city walking trail. The Columbia site also offers expanded bookstore services and more common areas for students to use for studying and group work.

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

- Associate of Arts Degree
- Associate of Applied Science Degree and Certificate program in Early Childhood

Hannibal

The MACC - Hannibal Area Higher Education Center offers general education and career/technical courses. Classes are currently held in the Hannibal Regional Office Center, although the College is working with community members to raise funds for construction of a new building.

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

- Associate of Arts Degree
- Associate of Applied Science Degree and Certificate programs in Early Childhood and Graphic Arts Technology

Kirksville

The MACC - Kirksville Higher Education Center opened in spring 2002 providing a modern educational facility for the College’s programs in the Kirksville area. MACC is committed to providing accessible educational opportunities in north central Missouri.

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

- Associate of Arts Degree
- Associate of Applied Science Degree and Certificate programs in Computer Information Technology, Drafting Design Technology, Early Childhood, and Graphic Arts Technology

Macon

MACC collaborates with school districts to offer classes at area high schools and vocational schools. One such successful collaborative effort is the permanent MACC site located at the Macon Area Vocational Technical School. High school students can take advantage of dual credit and dual enrollment opportunities while traditional college students and working adults benefit from taking courses close to home.

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

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

Interactive Television Courses

Some courses at off-campus sites meet in traditional classrooms, but are taught by an instructor at another location. Using ITV (Interactive Television) technology, classes can be held simultaneously at multiple campuses through a video conferencing connection. The students and the instructor can see and hear each other in real time, which enables students to fully participate in the class.

Telephones in each classroom provide instant access to the instructor for private communications. In-room FAX machines and mailboxes facilitate movement of materials to and from the instructor. With ITV technology, MACC can offer a wider variety of courses at locations that may be more accessible to students.
Admissions & Registration

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 identifying 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 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.

Transcripts should be sent to Moberly Area Community College prior to the beginning of the first semester of enrollment. Failure to submit official college transcripts in a timely fashion will result in a delay of financial aid and evaluation of credit by the Registrar.

PLACEMENT ASSESSMENT PROGRAM

MACC uses several tests to assess language usage, math, algebra, and reading skills. The COMPASS, ASSET, 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
• Have enrolled in 14 or more credit hours, or
• Have accumulated 14 credit hours at Moberly Area Community College, or

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/ASSET/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 2.0 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 vocational 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 3.0 (on a 4.0 scale) or the equivalent, and be recommended by the high school principal or his or her official designee.
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.

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.

**GRADUATING SENIORS SUMMER START PROGRAM**

The Graduating Seniors Summer Start Program is available to high school seniors during the summer immediately following their high school graduation. All graduating high school seniors are eligible to participate. This program is a non-renewable, one-time-only opportunity for eligible participants.

a. This program will waive the incidental fee for up to and including three credit hours of summer classes for all eligible participants.

b. Non-district students will pay only the out-of-district tuition; out-of-state students will pay only the out-of-state tuition.

c. All students will be responsible for purchasing textbooks and paying for any miscellaneous fees.

d. This program applies to college credit courses and developmental courses offered at all instructional sites of Moberly Area Community College. Online and hybrid courses are not eligible for this fee waiver.

e. Participants in this program must provide proof of high school graduation or, if registering prior to graduation, must provide proof of pending graduation.

**VETERANS’ BENEFITS**

Students who are eligible for veterans’ benefits should contact the Moberly Area Community College Financial Aid Office or their local Veterans Administration Office. Veterans’ benefits may be affected if the minimum standards of progress as required by the Veterans Administration and Public Law 94-502 are not met.

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

**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.

**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
- Medical Laboratory Technician
- Law Enforcement Training Center (LETC)

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

**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 3.0 GPA in the secondary career and technical program and a 2.0 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 made by MACC.

Articulation credit will be transcripted as follows: MACC course number, course title, notation of articulation credit, credit hours, and ÜcreditÖ in place of a grade. Articulation credit will not be used in grade point calculations.
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. This waiver applies only to courses that are assessed at the standard tuition and fee rate.

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, luncheon 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 departments 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 costs 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

Effective summer 2006 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. The waiver applies only to courses that are assessed at the standard tuition and fee rate. 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. This waiver applies only to courses that are assessed at the standard tuition and fee rate. The cost of books, supplies, and laboratory fees is 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® 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 thirty 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.

Admission Policies for International Students

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

a. Complete an admissions application for Moberly Area Community College and submit a copy of the student’s passport.

b. Provide a copy of high school transcript or the certifying graduation equivalent.

c. Provide a certificate 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 from 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.

d. Provide certified proof of proficiency in the English language, which may be achieved by one of the following:
   (1) A minimum total score of 450 (CBT 133/IBT 46) on the Test of English as a Foreign Language (TOEFL), or
   (2) Completion of an English program at an Intensive English Institution approved by the Dean of Student Services, or
   (3) 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
   (4) An ACT English score of 20 or greater.

e. All tuition and fees must be paid in full at the time the student is permitted to register for classes.

f. 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.

g. Transfer students must provide a letter of good standing from the most recent college or university attended.

h. 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.

i. 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.

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.
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 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 and Accounting 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.

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 $25 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 web site at 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 ten 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, ASSET, 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, and Discover. Students may also set up a deferred payment plan with the Business Office.
# Tuition and Fees

For Regular College Programs (Cost per credit hour)

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<th>MACC District Residents</th>
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<th>Non-Missouri Residents (Out-of-state)</th>
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The expenses listed above do not include lab/clinical fees, textbooks, or personal expenses.

## Audit (Cost per credit hour)

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<td>In-district</td>
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<td>Out-of-state</td>
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## Online Courses (Cost per credit hour)

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<th>Out-of-state</th>
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<tr>
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<tr>
<td>International students</td>
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## Hybrid Courses (Cost per credit hour)

<table>
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<th>Out-of-state</th>
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<tr>
<td>International students</td>
<td></td>
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</tr>
</tbody>
</table>

All tuition and fees listed in this catalog are subject to change without notice by the MACC Board of Trustees.

## Student Activity/Support Services Fee

A student activity/support services fee of $6 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 $5 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.

## Late Registration Fee

Students who register on or after the first day of the semester will be charged a late registration fee of $25.
Residency Definitions

1. In-District Student
An in-district student is defined as one of the following:

a. Students claimed as dependent who reside with their parents and whose parents have their permanent residence within the Moberly Area Community College District.

b. 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.

c. Students who have established permanent residence in 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 twelve consecutive months prior to the first day of class.

d. Students who have declared their emancipation and have established their residence within the Moberly Area Community College district by living in the district for twelve consecutive months prior to enrollment.

e. Students who own and reside in a home in the MACC district.

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

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 twelve months prior to the student’s enrollment:

- Contracts for purchase of property
- Lease or rental agreements
- Utility contracts (including 1-year certificates)
- Bank statements
- Tax forms (e.g., personal property, state, income, real estate)

Students who have declared their emancipation and are under twenty-two years of age may be required to submit a copy of their parents’ income tax form to verify that they were not claimed as dependents.

2. Out-of-District Student
An out-of-district student is one whose permanent residence and address are within the state of Missouri but not within the College district. In addition, if the student is not living with his or her parents, the student must be twenty-two years of age or emancipated (student is not under the care, custody or support of parents or legal guardians).

3. 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 twenty-two years old who is still under the care, custody or support of parents/legal guardians who reside outside the state of Missouri.
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.

1. 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 semesters or the equivalent ratio of regularly scheduled two-, four-, or eight-week sessions—100% refund;

2. Official withdrawal initiated by the student through the Office of the Dean of Student Services within the second week of classes for regular fall and spring 16-week semesters or the equivalent ratio of regularly scheduled two-, four-, or eight-week sessions—50% refund;

3. Withdrawals after the first two weeks of classes for regular fall and spring 16-week semesters or the equivalent ratio of regularly scheduled two-, four-, or eight-week sessions—No refund;

4. Students unable to begin classes after they have enrolled must officially withdraw from class to be eligible for a reduction of tuition and fees charged;

5. Refunds for students called to military service are authorized on an individual basis by the President of the College;

6. Refunds will not be given for business and industry courses and adult and community education courses;

7. An international student who has not yet enrolled in classes will be eligible for a 100% refund of the $1,200 deposit upon his/her release of the I-20 which the College provided to the student. If the student is unable to obtain the original I-20 document, a signed statement by the student declaring his/her intent not to enroll at Moberly Area Community College will be required. Upon receipt of this letter (declaration of intent) the College will provide a 100% refund of the student’s deposit. This declaration of intent will be forwarded to Immigration and Naturalization Service (INS) in order to change his/her visa status. An international student who has enrolled in classes is subject to the refund policy as stated in the catalog. Additionally, these students should be approved by the Dean of Student Services prior to dropping any or all courses registered for that semester.

8. If a student receives financial aid from federal Title IV programs (Federal Pell, Federal SEOG, Federal Stafford Loans) and withdraws from all classes prior to completing 60% of the enrollment period, he or she may be required to return federal Title IV funds. Under the Reauthorization of the Higher Education Amendments of 1998, the amount of a student’s federal aid is adjusted, based on the length of time that a student is enrolled. Students will be required to repay aid they have received that exceeds the adjusted federal aid amount.

9. In the event of extreme extenuating circumstances and with proper written documentation, a partial or total refund may be granted to a student beyond the standard refund terms. Such refund requests will be reviewed by the President of the College and a determination made on a case-by-case basis.
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.
Satisfactory Academic Progress Requirements

Federal regulations require that a student must maintain “satisfactory academic progress” in order to be eligible to receive aid from federal educational aid and entitlement programs, including Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Work Study, Federal Family Educational Loan Program, and Veterans Educational Benefits.

Satisfactory progress is based on four criteria:
1) minimum number of hours of enrollment;
2) minimum number of hours completed;
3) maximum time to complete degree/certificate, and
4) minimum cumulative grade point average.

Students who attempt 12 or more hours must complete at least 9 hours. Students who attempt 9 to 11.5 hours must complete at least 6 hours. Students who attempt 6 to 8.5 hours must complete at least 5 hours. Earned credits include all courses in which students earn a grade of “A” through “D.” Developmental classes DO apply toward the credit hours required for academic progress but are NOT applicable to credit hours required for a degree. Developmental classes are NOT counted in a student’s grade point average.

Additionally, to remain eligible for financial aid, students must maintain an acceptable cumulative grade point average. Students who have completed less than 30 hours must maintain at least a 1.85 grade point average. Students who have completed 30 hours or more must maintain a 2.0 grade point average.

Students who maintain the above standards for academic progress are allowed to receive aid until the maximum credit limit is reached or the requirements for the current degree are reached. Students are not allowed to receive aid if they have attempted more than 150% of the credits required to complete a specific program.

Financial Aid Application Requirements

Prospective students should complete an application for admission to MACC. Degree-seeking students at MACC applying for federal and state aid or other need-based assistance must complete the annual Free Application for Federal Student Aid (FAFSA) through the Internet (http://www.fafsa.ed.gov). Paper applications are also available from the MACC Financial Aid Office. 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 30. 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: http://www.macc.edu/~finaid/forms.html.

Federal Pell Grant

The Federal Pell Grant makes funds available to eligible students in order for them to attend college. Applications are available at the Financial Aid Office and area high schools. Applications must be submitted directly to the processor, the U.S. Department of Education or online at www.fafsa.ed.gov.

In order to apply, a student must complete the Free Application for Federal Student Aid (FAFSA) each academic year. In order to be eligible, a student must be enrolled in the appropriate number of hours, owe a refund on a federal grant, or be in default on a federal education loan. A U.S. citizen or eligible non-citizen, be registered with Selective Service (if required), be working toward a degree or certificate at MACC, be making satisfactory academic progress, and have financial need. The amount of grant assistance that a student may receive is based on the amount of family contribution determined by the FAFSA results and the cost of attendance.

Academic Competitiveness Grant

An Academic Competitiveness Grant (ACG) is a federal grant awarded in addition to the student’s Federal Pell Grant award. The ACG will provide up to $750 for the first year of undergraduate study and up to $1,300 for the second year of undergraduate study to full-time students who are U.S. citizens, eligible for a Federal Pell Grant, and who had successfully completed a rigorous high school program, as determined by the state or local education agency and recognized by the Secretary of Education. Second year students must also have maintained a cumulative grade point average (GPA) of at least 3.0. The program will be available for first year students who graduated from high school after January 1, 2006 and for second year students who graduated from high school after January 1, 2005.

Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) is for students with extreme financial need who would otherwise be unable to obtain a college education. A student must have a valid Student Aid Report (SAR) on file and meet the financial need criteria.
FEDERAL WORK STUDY PROGRAM
The purpose of the Federal Work Study Program (FWS) is to afford part-time employment to academically qualified students who need financial assistance to defray the costs of higher education. Funds for the payment of wages earned by participating students are provided by the federal government and Moberly Area Community College.

Students may apply even if they are enrolled less than half time. MACC may arrange jobs on campus or at non-profit organizations off campus. Eligible students may be employed but are limited to an average of ten to twenty hours per week. To be considered, a student must have a completed Free Application for Federal Student Aid (FAFSA) and have a Federal Work-Study Application on file in the Financial Aid Office.

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

FEDERAL Stafford LOANS
Federal Stafford Loans (subsidized and unsubsidized) are available to students who qualify and are enrolled in at least a half-time course of study (defined as six (6) credit hours). A separate loan data sheet application is required for the loan program, and a completed Free Application for Federal Student Aid (FAFSA) must be on file and applicants must complete student loan entrance counseling at www.mappingyourfuture.org before a loan will be processed. These loans are available from participating lending agencies such as banks, credit unions, and other approved lending institutions. A student may borrow up to the maximum of the appropriate grade level in the loan program based on the cost of education and the expected family contribution. This amount may include a subsidized and unsubsidized portion of the loan. The government pays the interest that accrues on a subsidized loan for the period that a student is enrolled in school; on the unsubsidized portion of the loan, the student incurs the expense of the interest. A freshman grade level classification is given for having less than thirty hours toward the student’s degree program. Thirty hours or more toward a degree program classify the student as a sophomore.

Loan repayment for a subsidized or unsubsidized loan begins six months after a student has graduated or drops below half-time status. A maximum of ten years will be processed. These loans are available from participating lending agencies such as banks, credit unions, and other approved lending institutions. A student may borrow up to the maximum of the appropriate grade level in the loan program based on the cost of education and the expected family contribution. This amount may include a subsidized and unsubsidized portion of the loan. The government pays the interest that accrues on a subsidized loan for the period that a student is enrolled in school; on the unsubsidized portion of the loan, the student incurs the expense of the interest. A freshman grade level classification is given for having less than thirty hours toward the student’s degree program. Thirty hours or more toward a degree program classify the student as a sophomore.

Loan repayment for a subsidized or unsubsidized loan begins six months after a student has graduated or drops below half-time status. A maximum of ten years is allocated for the repayment of the loan.

FEDERAL Parent (PLUS) Loans
These loans are available for parents of dependent children enrolled in at least six credit hours. Eligibility is based on the cost of attendance minus any financial aid a student has received. The interest rate is variable, and repayment begins sixty days after the loan is guaranteed.

HOPE SCHOLARSHIP AND LIFETIME LEARNING CREDITS
The Hope Scholarship is a tax credit of up to $1,500 per tax year for each eligible student for up to two tax years. The actual amount of the credit depends on the family’s income, the amount of qualified tuition and fees paid, and the amount of certain scholarships and allowances subtracted from tuition. This credit is student based.

The Lifetime Learning credit is a tax credit of up to $2,000 per tax year for the taxpayer, taxpayer’s spouse, or any eligible dependents for an unlimited number of tax years. The actual amount of the credit depends on the family’s income, tuition, and the amount of certain scholarships and allowances subtracted from tuition. This credit is family based (i.e., $1,000 per family).

The Hope credit applies to expenses paid on or after January 1998 for education furnished after that date. Students and families who pay for expenses after January 1 could be eligible for the Hope credit. The Lifetime Learning credit applies to expenses paid after June 30, 1998 for education furnished after that date.

STATE SCHOLARSHIPS AND GRANTS
Applications for many of the following programs are available in the Financial Aid Office, at each off-campus site and on-line at: http://www.macc.edu/~finaid/forms.html.

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 2.5 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 $1,000 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.
Grants

State

Scholarships &
Grants

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 3% 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 a 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 an approved Missouri college.

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 ten semesters or until the student completes their 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 2.5 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.

Missouri Teacher Education Scholarship

The Missouri Teacher Education Scholarship was established in 1983 by the Missouri Legislature and is administered by the Missouri Department of Elementary and Secondary Education. Approximately 230 Missouri Teacher Education Scholarships are awarded throughout the state each year. The scholarship is funded equally by the State and by participating institutions. Valued at $3,000 per year and is renewable. The scholarship is a non-renewable award to be used in one academic year. The recipient's obligation is to earn a Missouri teaching certificate and teach in Missouri public schools for five years. If a scholarship recipient does not complete teacher training or does not fulfill the five-year teaching requirement, the scholarship converts to a loan and the state's portion ($2,000) must be repaid. The obligation for repayment is reduced by one-fifth for each year of teaching.

Missouri Minority Teaching Scholarship

The Missouri Department of Elementary and Secondary Education administers the Missouri Minority Teaching Scholarship, which was established in 1995 by the Missouri Legislature. A total of 200 scholarships are available throughout the state. The scholarship is valued at $3,000 per year and is renewable. The recipient's obligation is to earn a Missouri teaching certificate and teach at a Missouri public school for five years. If a scholarship recipient does not complete teacher training or does not fulfill the five-year teaching requirement, the scholarship converts to a loan and the state's portion ($2,000) must be repaid. The obligation for repayment is reduced by one-fifth for each year of teaching.

Urban Flight and Rural Needs Scholarship Program

This program provides scholarships for eligible students who enter a teacher education program and make a commitment to teach at an approved college or university during their five years of teaching. The recipient's obligation is to earn a Missouri teaching certificate and teach at a Missouri public school with a cumulative grade point average of 3.0 or better or a college degree for eight years. If a scholarship recipient does not complete teacher training or does not fulfill the five-year teaching requirement, the scholarship converts to a loan and must be repaid. The obligation for repayment is reduced by one-fifth for each year of teaching.

The scholarship will be applied toward tuition and fees, up to four years at an approved college or university located in Missouri. To be eligible for the Urban Flight and Rural Needs Scholarship, the applicant must be a United States citizen and a resident of Missouri, be a high school senior, a college freshman, or returning adult (without a degree) who ranks in the top 25% of his/her high school class and scores in the top 25 national percentile on the ACT or SAT test, or be an individual who has completed 30 college hours with a cumulative grade point average of 3.0, or be an individual with a baccalaureate degree who is returning to an approved teacher education program; and attend an approved teacher education program at a Missouri college or university. Application packet must be submitted to the state no later than February 15 preceding the school year for which the aid is being sought.
Outsider 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 Office of Student Services for more information.

Veterans' Benefits
Veterans enrolled at the College who want to apply for the appropriate G.I. Benefits must fill out the Application for Education Benefits and submit a certified copy of their DD214. In addition to this application, a veteran is responsible for completing an enrollment notice each semester. These forms may be obtained in the Financial Aid Office. Veterans must also maintain satisfactory academic progress as defined by Moberly Area Community College’s academic policy.

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 twenty-four (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 at: http://www.macc.edu/~finaid/forms.html.

A+ Schools Program
The A+ Schools Program provides postsecondary 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.

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 by the school. If a student is eligible for federal grants, they must be applied to the student’s 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, Associate Degree in Nursing, Associate of Science Degree, Associate of Arts in Teaching, or Associate of Arts Degree. Students are required to maintain a cumulative 2.50 GPA. Students who transfer from other institutions are required to submit official transcripts from all colleges previously attended, eligible or ineligible, for the purpose of determining the students’ cumulative GPA for eligibility for the program.

The benefits include 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.

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 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 or award per semester and must abide by all rules and regulations of the College and the respective scholarship or award. 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 College, renewal privileges will be denied.

It should be noted that these scholarships and awards are not applicable toward Business and Industry Training and Continuing Education courses, or assessed fees such as activity/support services, lab, clinical, or technology. Recipients are required to maintain a minimum of twelve college-level credit hours for certain scholarships. Developmental courses are not college-level courses, and are not included in cumulative GPA calculations. All GPAs listed are based on a 4.0 scale.

Applications are available in the Financial Aid Office, at each off-campus site and on-line at: http://www.macc.edu/~finaid/forms.html

BOARD OF TRUSTEES SCHOLARSHIP
The Board of Trustees Scholarship is awarded to high school graduates who rank in the top 10% of their graduating class. This scholarship is valued at $600 and is applied to tuition and fees at MACC for the fall semester 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 twelve college-level credit hours per semester. The scholarship is renewable for three consecutive semesters if a cumulative 3.00 grade point average is maintained each semester and twelve college-level credit hours are completed.

ACADEMIC DEPARTMENT SCHOLARSHIPS
Each semester, a maximum of eight Academic Department Scholarships are awarded to students who are actively pursuing an Associate of Arts or Science degree at Moberly Area Community College. These non-renewable scholarships are valued at $300 each and are applied toward tuition and fees. Four scholarships are awarded by the Science/Mathematics Division faculty, and four are awarded by the Humanities/ Fine Arts Division faculty. Recipients must be enrolled in a minimum of twelve college-level credit hours.

EDUCATIONAL RECOGNITION SCHOLARSHIP
The Educational Recognition Scholarship is awarded to high school graduates who rank in the top 1/3 of their graduating class. This scholarship is valued at $400 and is applied to tuition and fees at MACC for the fall semester following high school graduation.

Scholarship recipients must be enrolled in a minimum of twelve college-level credit hours per semester. This scholarship is renewable for three consecutive semesters if a cumulative 3.00 GPA is maintained each semester and twelve college-level credit hours are completed.

CAREER/TECHNICAL DEPARTMENT SCHOLARSHIPS
A maximum of two Departmental Scholarships are awarded to students who are actively pursuing an Associate of Applied Science degree in a career/technical program. Two scholarships may also be awarded in the Associate Degree Nursing and Practical Nursing Certificate programs. These scholarships are valued at $300 each and are applied toward tuition and fees. Scholarship recipients must be enrolled in a minimum of twelve college-level credit hours.

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 the incidental fee for up to three hours is granted upon documentation of high school graduation. Participants are responsible for textbooks and lab fees. Classes may be taken at any MACC instructional site. For more information, students may contact the Office of Student Services.
NEW TRADITIONS SCHOLARSHIP
The New Traditions Scholarship is awarded to a student who is a member of a special population actively pursuing an Associate of Applied Science degree or Career and Technical program Certificate, or enrolled in the Associate Degree Nursing program. Special populations include single parents, displaced workers, displaced homemakers, and individuals with disabilities, economic disadvantages, or limited English proficiency. 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, and meet 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.

THEATER AWARD
Two nonrenewable Theater Awards are given to outstanding MACC theater/drama 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 Theater/Drama instructor. To be eligible for the award, students must complete an application, audition, and/or provide a résumé/portfolio. Also, recipients must be enrolled in twelve credit hours, including at least one three-hour theater/drama class. The award will be prorated 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 $300 and is applied to tuition and fees at MACC. This award is renewable for one semester upon recommendation of the newspaper sponsor. Award recipients must be enrolled in a minimum of twelve credit hours per semester. 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 tuition and fees at Moberly Area Community College. Recipients are recommended by coaches to the Dean of Student Services.

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

CHEERLEADER AWARD
The Cheerleader Award is available to a maximum of eight in-state students and is awarded on a competitive basis for the full semester. This award is valued at 100% of the in-district fee and/or out-of-district tuition for twelve to fifteen credit hours.

The award is renewable for the spring semester if a cumulative 2.00 grade point average is maintained, twelve credit hours are completed, and other criteria are met. Award recipients must be enrolled in a minimum of twelve credit hours per semester. The award will be prorated 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 $350 and is applied to tuition and fees at MACC. The recipient must maintain a minimum of twelve credit hours per semester. The award is renewable for three consecutive semesters if a cumulative 2.0 GPA is maintained each semester and twelve credit hours are completed. Award recipients must be enrolled in a minimum of twelve credit hours per semester. The award will be prorated if the recipient fails to abide by the rules and regulations of the scholarship or the College.

Lab Assistant Award
The Lab Assistant Award is made available to students who are selected to work in various lab settings at MACC. This award is valued at $300 and is applied to tuition and fees at the College. The Lab Assistant Award is presented each year. Prospective recipients are recommended by faculty members to the Dean of Academic Affairs or Dean of Career and Technical Education. Recipients must work fifty (50) hours per semester and agree to abide by the requirements established by their sponsor and the appropriate dean. This award is renewable for the three consecutive semesters if a cumulative 2.0 GPA is maintained each semester and twelve credit hours are completed. Award recipients must be enrolled in a minimum of twelve credit hours per semester. The award will be prorated if the recipient fails to abide by the rules and regulations of the scholarship or the College.

Other Scholarships and Awards
Guidelines and applications for the following scholarships are available in the Office of Student Services 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 $300 per semester, and is renewable for three semesters if the criteria is met. Applications and certification are initiated in the high school principal’s or counselor’s office.

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, Elsberry, Huntsville, Cairo, Jacksonville, and Madison. Scholarship applications are available from high school counselors at the listed schools or from the MACC Office of Student Services.

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 twenty 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.

Elsie Busch Scholarship Fund
This scholarship was established to provide monetary assistance for room, board, books, tuition, and fees for students attending Moberly Area Community College. 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 2.0 cumulative grade point average are achieved. The approximate value of this scholarship is $3,000.00 per semester. The selection criteria are based on financial need, good moral character and academic achievement.

Leon Egley and Jason Acton Peace Officers Memorial Scholarship
This scholarship was established in memory of Leon Egley 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 Moberly Area Community College and majoring in education. The scholarship is awarded for the sophomore year at MACC and is renewable for four subsequent semesters at a four-year institution if all renewal requirements have been fulfilled.

R. Boyd by family and friends. Dean Boyd was a Moberly businessman, member of the MACC Board of Trustees for twenty 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.
BYLAND FAMILY FOUNDATION SCHOLARSHIP
The BYLAND Family Foundation Scholarship was established for students pursuing a career in coaching basketball. 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.

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. The scholarship is awarded for the fall semester and is eligible for renewal the spring semester immediately following, if full-time enrollment is maintained. This approximate value of this scholarship is $500.00 per semester. 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 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 Missouri 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.

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 twelve 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 pursue a business-oriented course of study and be recommended by the high school principal or his or her official designee.

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Tom L. Hackward Memorial Scholarship
This 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.

Grace Forrest Hahn Memorial Scholarship
This scholarship was created in 1998 in memory of Grace Forrest Hahn to provide scholarships to student 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 $500.00 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
This 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.

Gladys Mikesell Memorial Scholarship
This award of $500 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. Although the recipients are returning sophomores, they are recognized at the annual MACC commencement.

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.

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 $1,500.00 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 Wilson 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.

Jack Conroy Scholarship
Jack Conroy, a Moberly native, earned national recognition through his literary contributions of the 1930s and 1940s. The Jack Conroy Memorial Literary Society established this scholarship in memory of Jack Conroy. Recipients are selected based upon academic achievement and essay. Preference is given to students majoring in the humanities or social sciences. This $500 scholarship is awarded annually during the fall semester and is renewable for the following spring semester, provided the student meets scholarship criteria.

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 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.

Other 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. Enquiries concerning available scholarships should be directed to the Dean of Student Services.
Academic and College Policies
**College Units**

The semester hour (also referred to as "credit hour") is the unit of measure for college-credit course work. The measure equates to a minimum of 750 minutes of instructional time, as required by state regulation. Exceptions to this rule are found in laboratory courses, some career/technical courses, studio art classes, and music activity courses in which additional instructional time is required to achieve learning objectives as well as meet state regulations.

**Academic Course Load**

For the fall and spring semesters, a student enrolled in a minimum course load of twelve semester hours is considered full-time. The maximum load for the fall and spring semesters is seventeen semester hours composed of day and/or evening classes. An overload in the fall and spring semesters is defined as more than seventeen hours.

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 or twelve semester hours for any 8-week session.

Students 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.

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

**Grading**

Grade reports giving the letter grade earned in each course attempted are sent 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 sixteen semester hours shown.

Examples of calculating grade points:

- 5 hours of A  \( 5 \times 4 = 20 \) grade points
- 3 hours of B  \( 3 \times 3 = 9 \) grade points
- 3 hours of C  \( 3 \times 2 = 6 \) grade points
- 5 hours of D  \( 5 \times 1 = 5 \) 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. Students must appeal directly to the instructor first. In certain circumstances, the student may submit a written appeal to the appropriate dean. Procedures for grade appeals are outlined in the Student Handbook.

**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 Dean of Student Services. Pass/Fail and developmental courses are not included in the calculations of the grade point average for determination of the President's and Dean's Lists.

The President's List recognizes students who have achieved a grade point average of 4.0 for twelve or more semester hours completed in the fall or spring session or the equivalent number of full-time hours in a shorter 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 twelve or more credit hours completed in the fall or spring session or the equivalent number of full-time hours in a shorter session. Qualifying students each session earn the honor of being placed on the esteemed Dean's List for that semester.
ATTENDANCE AND SCHEDULE CHANGE POLICIES

ATTENDANCE POLICY
Any student who misses two consecutive weeks of class during a regular sixteen-week semester or the equivalent proportion of class time during a shorter session will be dropped from the class unless acceptable justification is supplied to the instructor and the Dean of Student Services. Additionally, any student who misses more than one-fourth of the entire number of class meetings in a regular 16-week semester, or the equivalent proportion of class time during a shorter session, may be dropped from that class by the instructor if, in the opinion of the instructor, the student does not have reasonable opportunity to succeed in the class.

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
a. 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 in 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 course(s) to be dropped and the date the student last attended the course(s), to the Dean of Student Services. Phone calls will not be accepted in lieu of the written letter. The student’s official transcript will reflect the dropped course as “W.”

b. 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.

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

d. 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, Dean of Off-Campus Programs and Instructional Technology, or an appropriate designee.

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, or Dean of Career and Technical Education. The following steps will be taken when students exhibit inappropriate behavior:

1. The instructor/staff member attempts to discuss the behavior with the student and provides documentation of the incident to the Dean of Academic Affairs or the Dean of Career and Technical Education.

2. The dean or the dean’s designee meets with the student to discuss the incident and communicate that further disruption will result in the student’s dismissal from class.

3. If another offense occurs in any campus setting, the instructor/staff member may dismiss the student for that day and notify the dean. The dean sends the student a letter stating that he or she will be administratively dropped for disruptive behavior and copies that letter to the Dean of Student Services for action.

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.

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.

PROBATION AND SUSPENSION
Students attempting six or more credit hours who fall below a 1.60 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 sixteen credit hours. Students not showing improvement during the probationary semester will be placed on academic suspension and will not be allowed to enroll in classes for a period of one 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 re-enroll after one semester.
**Academic Dishonesty Policy**

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.

**Academic Dishonesty Procedures**

In situations regarding suspected academic dishonesty, instructors will, within reason, resolve alleged offenses at their professional discretion. However, if the alleged infraction is not resolved satisfactorily to the instructor, or if the dishonest act is blatant, instructors will complete an Academic Dishonesty Incident Form (ADIF) and submit it to the Dean of Academic Affairs or the Dean of Career and Technical Education, as appropriate, within 10 scheduled class days of the alleged incident. The ADIF will be filed in the appropriate Dean's office and copied to the student.

**Student Appeals**

If a student does not agree with the action taken by the instructor or dean regarding an incident of academic dishonesty, the student may appeal the decision. Procedures for student appeals are outlined in the Student Handbook.

**Other Academic Regulations**

**Advanced Placement Credit**

Moberly Area Community College will accept Advanced Placement (AP) Credit based on a review and evaluation by the Dean of Academic Affairs of the student's score on Advanced Placement course examinations. The Advanced Placement Examinations are prepared by the Educational Testing Service of the College Board Programs. These examinations are administered after the AP course is offered in the upper level of high school.

**CLEP**

A maximum of thirty 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 on the Main Campus through the Office of Student Services.

**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 twelve college-level credit hours toward a one-year certificate or an AAS degree. Total credit hours granted to any student for credit by examination toward a one-year certificate or an AAS degree will not exceed 50% of credit hours required.

**Credit by Certification**

A student who is pursuing a one-year certificate or an Associate of Applied Science degree in Industrial Technology may qualify for credit by certification. The purpose of credit by certification is to grant college credit for nationally recognized industrial certification training. Certain well-documented industrial trade and craft training may 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:

a. meet all criteria for admissions as specified in the College catalog;
b. make application to the Dean of Career and Technical Education for college credit by current CDA credential;
c. provide official documentation of his or her current CDA national credential to the College at the time of the application for credit;
d. complete twelve credit hours of Early Childhood program courses (with the CCE prefix) and LAL 101 English 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.

**Military Credit**

Credit may be obtained for educational experiences in the armed services. Veterans must provide all military transcripts and a DD214 to the Registrar. More information may be obtained from the Office of Student Services.

**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 Dean of Student Services to repeat a course with an A or B grade. Developmental courses may be repeated regardless of the grade obtained.
AUDIT
Students may be admitted to most courses as auditors. Nursing classes may not be audited. Requests to audit classes will be considered on an individual basis and must be approved by an advisor in the Student Services 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 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.

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.

TRANSFER CREDIT FROM OTHER INSTITUTIONS
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 of Higher Education (CHEA). The Higher Education Directory (HED) lists the accredited, degree-granting institutions of post secondary education in the United States and its outlying areas.

TRANSFER 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 in planning their course schedule. Individual contact with college representatives from the receiving institution 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.

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, ASSET, or ACT tests for placement purposes.

All students who complete a certificate or an Associate of Applied Science degree program are assessed at the completion of their course of study by means of the WorkKeys test. The Collegiate Assessment of Academic Proficiency (CAAP) test is administered in selected general education courses each spring and to all Associate Degree Nursing completers to assess general education competencies.

Other common methods of assessment utilized within MACC degree programs are licensure/certification tests, capstone courses, the collection and analysis of course artifacts, 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
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 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 written/oral 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 logic as formal symbolic systems in computation.
III. The student will develop a continuing appreciation for 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, periods, and conventional and experimental forms.
B. The student will appreciate art and speculation as lifelong activities.
C. The student will identify, clarify, and utilize a personal value system while recognizing other ethical values and systems in a diverse society.

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 and mental processes and apply that knowledge to themselves and others.
E. The student will have knowledge of human development throughout the life span.

**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. Students with special needs as addressed by this act should contact the Support Services Coordinator in the Office of Student Services. The Support Services Coordinator at MACC provides accommodation services for students who qualify. Qualification for services is based upon:

1. A disability that substantially limits one or more major life activities.
2. Documentation that identifies the disability and previous accommodation strategies, such as diagnostic work-up and/or I.E.P. All documentation should be no more than three years old.

After reviewing the documentation, the Support Services Coordinator will meet with the student to develop a Special Needs Plan. The plan identifies specific accommodation services that will be provided for the student.

Accommodation services are individualized in an attempt to provide the most appropriate services for the needs of the student. Examples of accommodation services that may be provided are as follows: extended time during exams, exams read aloud, textbooks on audiotape, opportunity to tape-record lectures, student note-takers, readers, and assistive technology services. The Support Services Coordinator will provide ongoing, supportive counseling in an attempt to help students succeed in their educational careers.

**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 receive 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 campus. 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.

In compliance with the Equity in Athletics Disclosure Act of 1994, MACC reports data on participation rates and financing of men's and women's sports in intercollegiate athletic programs (men's and women's basketball). Additionally, data on revenues, total expenses, and operating expenses of the men's and women's basketball programs are reported and disclosed annually. Students and prospective students may request this information from the Office of Student Services.

**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 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.

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

Angela Duvall  
Support Services Coordinator  
101 College Avenue  
Moberly, MO 65270  
660-263-4110, ext. 278

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

Dr. Jeffery Lashley  
Vice President for Instruction  
101 College Avenue  
Moberly, MO 65270  
660-263-4110, ext. 216

Patricia Twaddle  
Director of Career and Placement Services  
101 College Avenue  
Moberly, MO 65270  
660-263-4110, ext. 232

Smoking
Smoking is prohibited in all public buildings owned and/or operated by MACC. Smoking is permitted in designated outdoor areas. Please use the receptacles that are provided for disposal of tobacco materials.

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.

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 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 IDs
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.
Student Rights and Privacy Act

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:

1. 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.

2. 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.

3. 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, date and place of birth, e-mail 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.

4. 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, and 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.
Student Support Services

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. If you miss that, you’re behind 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. If you haven’t completed the reading, then you won’t fully understand the lecture and discussion.

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 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. Go to 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.
**Distance Education**

The Internet has allowed for exciting developments in instructional delivery. Sophisticated technology allows students to submit homework, participate in discussions, and complete tests and quizzes in online classrooms at times convenient for them.

It is strongly recommended that students enrolling in online and hybrid courses be familiar with the Internet and have an active e-mail account. Some courses may have additional requirements.

**Online Courses**

MACC participates in the Tri-State Community College Training Consortium. Through the offerings of the Consortium, MACC students are able to complete a variety of general education courses or work toward an Associate of Applied Science degree in Computer Information Technology.

In an online course, all coursework is completed using a Course Management System. Students participate in a variety of ways including e-mail, message boards, and online journals. There is not a set time that the student must access the course, which gives the student more flexibility than a traditional classroom setting can allow.

**Hybrid Courses**

In a hybrid course, students meet 50 percent of the time in a traditional classroom setting; the other 50 percent of the time, instructional activities occur online.

In the online component of a hybrid course, a Course Management System is used to facilitate course work and provide virtual classroom interaction. Students may also use e-mail, chat rooms, and virtual drop boxes to complete course work.

Hybrids combine the convenience and flexibility of online courses with the direct instruction and interaction of a traditional classroom. Students get the best of both worlds!

**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 sixteen 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 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 sixteen-week courses.

**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 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.

**MaJiC’s Houndtown Grill**

MaJiC’s Houndtown 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 p.m. Patrons can choose from a variety of pastries, have a yogurt, 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. There’s a lunch special served daily from 11 a.m. to 1:15 p.m. that includes an entree, potato, vegetable, and homemade soup. There’s also a salad bar and a selection of sandwiches for the health enthusiast! To finish off the meal, homemade desserts are available to satisfy even the most stubborn sweet tooth.

MaJiC’s Houndtown Grill offers spacious seating and is a good place to meet friends, study, or even enjoy a few quiet and relaxing moments between classes.

**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.

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 thirty-five 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 web site.

Columbia College
Through an agreement between Columbia College and MACC, students with an associate’s degree from Moberly Area Community College may complete a bachelor’s degree at Columbia College. Through this agreement, Columbia College maintains an office on the Moberly campus, provides advisement to students, and provides faculty for instruction of courses in the bachelor’s degree program.

Academic Advising
The academic advising program of MACC is a cooperative effort of the staff under the direction of the Dean of Student Services. A faculty advisor will be assigned to aid students with curricular or college-related concerns. Advisors are also available to assist students with academic and career planning decisions.

The scores on the COMPASS, ASSET, 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.

Learning Center
The Learning Center provides academic support to all MACC students. Professional and peer tutors are available in the Learning Center to provide individual and small-group tutoring assistance with math classes and writing assignments across the curriculum. In addition to tutors in English and math, the Learning Center tutor schedule each semester lists tutors available to help in other subjects. Students may use the Learning Center facilities as a study area and may request help for organizing group study or review sessions for specific classes.

The Learning Center has Mac and PC computers for use by students with an MACC ID. Word processing software programs and several subject-specific software programs are provided for student use in a variety of classes. Internet access to be used in support of academics is also available to students. Information about additional technology options available to students may be obtained in the Learning Center office.

Library
The Kate Stamper Wilhite Library provides students, faculty, and staff with information, materials, and equipment 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. MACC students, faculty, and staff have access to over 20 million titles in this web-based library system that is supported by a statewide daily delivery system.

Holdings of the MACC library include approximately 20,000 book titles and access to six multi-disciplinary electronic periodical databases in index and full-text format, and a full range of audio-visual materials and equipment. 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 1800s through early 1900s.

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 services and training are also provided to students at off-campus sites.

**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.

**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 sixteen years of age 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.

**WORKFORCE AND TECHNICAL EDUCATION**

Through the Workforce and Technical Education Office, MACC 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 Workforce and Technical Education Office also provides assistance in applying for the following programs: Missouri Customized Training, New Job Training, and Community College Job Retention Training Program. Contracted services can be provided on- or off-campus. Times, dates, training course content, and formats can be customized to fit the company, business, industry, or agency needs.

**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.

**CAREER FOCUS**

Adult and Continuing Education courses are regularly scheduled at the MACC Career Center 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, social services, and healthcare agencies. Programs include vocational classes, short courses, workshops, seminars, special institutes, staff development courses, occupational re-certification classes, and health care and nursing home certification training.

**ACT CENTER**

MACC is one of four ACT Centers in Missouri. Workforce development and continuing adult learning are now more convenient and cost-effective for company personnel, employers, and the community. ACT training and High-Stakes computer-based testing for occupational certification and licensure are conducted on-site or at the MACC Career Center in Moberly. The ACT Center offers WorkKeys skills assessment to MACC students and to business partners in the area. 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.

**STUDENT ORGANIZATIONS**

**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 Greyhound and Lady 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.
Delta Epsilon Chi
Delta Epsilon Chi (DEC) is a student business organization. Membership is open to all MACC students who are interested in management.

International Association of Administrative Professionals
Membership in the International Association of Administrative Professionals (IAAP) is open to MACC students majoring in Business and Office Technology. IAAP promotes the development of leadership and communication skills and assists students in their professional development.

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 of different cultural backgrounds. The club is a place where students come together to explore, understand, and appreciate diverse 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.

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.

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 3.5 cumulative grade point average and have completed twelve credit hours at MACC (excluding Developmental courses). A letter of invitation to join Phi Theta Kappa is sent to all eligible students.

SkillsUSA
SkillsUSA is a national organization serving more than 250,000 high school and college students and professional members who are enrolled in training programs in technical, skilled, and service occupations, including health occupations. The activities of the local chapter include social and service activities, guest speakers, and competition at the district, state, and national level.

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.

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. Alumni Association dues are $15 per person and $25 for a couple. Dues help support the Alumni Scholarship Fund. All graduates receive a complimentary one-year membership in the Alumni Association. The Alumni Association can be contacted at 1-660-263-4110 ext. 261 or 255.

In the late 1970s, the MACC Alumni Association was critical to the formation of the MACC Foundation. The Foundation exists for the purpose of advancing, assisting, and supporting MACC. To find out more about the MACC Foundation or to make a charitable donation, call 660-263-4110 or 800-622-2070, ext. 262.
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
- Career and Technical Programs
  - Associate of Applied Science Degrees
  - Certificate Programs
  - 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:

1. Complete 21 of the last 30 hours applicable to the degree program in residence at Moberly Area Community College (these last 21 hours must be 100-level courses or higher); OR complete three semesters of attendance AND a minimum of 45 hours applicable to the degree program at Moberly Area Community College;
2. Complete the recommended course sequence for the degree or certificate program;
3. Achieve a minimum of 2.0 grade point average;
4. Submit an application for graduation;
5. Participate in graduation ceremonies (requests to be excused from commencement ceremonies will be reviewed by the Dean of Student Services);
6. Pay in full all fees due to Moberly Area Community College.
7. Associate of Arts in Teaching Degree graduates must also meet the following requirements: a) achieve a minimum 2.5 grade point average; b) achieve a minimum score of 235 on each section of the C-BASE exam; and c) achieve at least a C or higher is all required education (EDU) core courses.
8. Associate Degree Nursing graduates must also meet the following requirements: a) complete the HESI exam before or during the last semester of enrollment prior to completion of the ADN degree; b) earn a total of 75 hours of credit; and c) earn a grade of C or above in all courses required in the ADN curriculum.
9. Graduates in the Medical Laboratory Technician Associate of Applied Science degree program must also meet the following requirements: a) have a total of 70 hours of credit and b) earn a grade of C or above in all required courses that are part of the MLT curriculum.
10. Certificate and Associate of Applied Science Degree graduates must complete the WorkKeys assessment before or during the last semester of enrollment prior to completion of the Certificate or AAS Degree.

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.

VETERANS’ INFORMATION

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

### DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>I. Communications</th>
<th>9 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English I (3)</td>
<td></td>
</tr>
<tr>
<td>Exposition (3)</td>
<td></td>
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<tr>
<td>Public Speaking (3)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>II. Literature</th>
<th>3 hours</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>III. Humanities</th>
<th>6 hours</th>
</tr>
</thead>
</table>

Humanities electives are marked with an asterisk (*) in the course descriptions for the following disciplines: Art, Drama, Foreign Language, History, Literature, Music, and Philosophy. The required six hours must represent a minimum of two disciplines.

<table>
<thead>
<tr>
<th>IV. Social and Behavioral Sciences</th>
<th>9 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 American History to 1865 (3)</td>
<td>or</td>
</tr>
<tr>
<td>1 Functions &amp; Policies of American</td>
<td></td>
</tr>
<tr>
<td>Government (3)</td>
<td>or</td>
</tr>
<tr>
<td>1 American Government (5)</td>
<td></td>
</tr>
</tbody>
</table>

Courses may be selected from the following list of disciplines and must represent a minimum of two disciplines: Economics, Geography, History, Political Science, Psychology, and Sociology.

<table>
<thead>
<tr>
<th>V. Physical and Biological Sciences</th>
<th>9 hours</th>
</tr>
</thead>
</table>

A minimum of one course must be selected from each area. A minimum of one lab course is required.

<table>
<thead>
<tr>
<th>VI. Mathematics</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Algebra (3)</td>
<td>or</td>
</tr>
<tr>
<td>Contemporary College Mathematics (3)</td>
<td>or</td>
</tr>
<tr>
<td>Analytic Geometry &amp; Calculus I (5)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VII. Computer Literacy</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Essentials (3)</td>
<td></td>
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</tbody>
</table>

Three hours of higher-level CIT may be substituted for Computer Essentials.

**End of 42-hour block of guaranteed transfer**

<table>
<thead>
<tr>
<th>VIII. Life Skills</th>
<th>1 hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Orientation (1)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IX. Recommended Courses for Major/Electives</th>
<th>21 hours</th>
</tr>
</thead>
</table>

**TOTAL** 64 credit hours

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### 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.

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.

### 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. The requirements will vary and it is the student’s responsibility to research those requirements.
### Accounting/Business Administration

**First Semester**
- LAL 101 English I ................................................. 3
- MTH 140 College Algebra ......................................... 3
- PSC 105 Functions and Policies of Am. Govt. ................ 3
- ECN 101 Macroeconomics ......................................... 3
- SPK 101 Public Speaking I ......................................... 3
- SKL 101 College Orientation ...................................... 3

**Second Semester**
- CIT 105 Programming I or
- CIT 135 Object Oriented Programming I ....................... 3
- LAL 102 Exposition ................................................ 3
- ECN 102 Microeconomics ......................................... 3
- PHI 152 Introduction to Ethics .................................... 3
- MTH 201 Analytic Geometry & Calculus I ..................... 5

**Third Semester**
- LAL 120 American Lit Survey to 1870 (or other Literature course) .................. 3
- BUS 100 Introduction to Business ................................ 3
- BIO 101 Biology .................................................... 3
- ACC 101 Elementary Accounting I ................................ 3
- Humanities Elective ................................................ 3

**Fourth Semester**
- PSY 101 General Psychology or
- SOC 101 Sociology .................................................. 3
- MTH 160 Elementary Statistics ................................... 3
- BIO 101 Biology (with lab) ........................................ 4
- MKT 105 Principles of Marketing .................................. 3

### Agricultural Education

**First Semester**
- LAL 101 English I .................................................... 3
- MTH 140 College Algebra ......................................... 3
- HST 105 American History to 1865 ................................ 3
- CIT 101 Computer Essentials ..................................... 3
- SKL 101 College Orientation ...................................... 3
- WLD 101 Welding I or
- IND 105 Fluid Power Principles .................................. 3

**Second Semester**
- LAL 102 Exposition ................................................ 3
- PSY 101 General Psychology ....................................... 3
- PSC 103 American Government .................................... 5
- ART 102 Art Survey & Appreciation II ......................... 3
- PED 121 First Aid .................................................... 2

**Third Semester**
- ECN 101 Macroeconomics ......................................... 3
- LAL 120 American Literature Survey to 1870 ............... 3
- MTH 160 Elementary Statistics ................................... 3
- BIO 101 Biology (with lab) ........................................ 4
- MKT 105 Principles of Marketing .................................. 3

**Fourth Semester**
- PHI 152 Introduction to Ethics .................................... 3
- ECN 102 Microeconomics ......................................... 3
- SPK 101 Public Speaking I .......................................... 3
- PHY 120 Foundations of Chemistry (with lab) ............... 5
- BIO 105 Introductory Conservation Biology ................... 3

### Fisheries & Wildlife

**First Semester**
- LAL 101 English I .................................................... 3
- BIO 101 Biology (with lab) ........................................ 3
- MTH 145 College Trigonometry ................................... 3
- CIT 102 Introduction to Information Technology .......... 3
- PSY 101 General Psychology ....................................... 3
- SKL 101 College Orientation ...................................... 3

**Second Semester**
- LAL 102 Exposition ................................................ 3
- MTH 145 College Trigonometry ................................... 3
- PHY 121 General Chemistry I (with lab) ..................... 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 (with lab) ..................... 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
- MTH 215 Introduction to Probability & Statistics .......... 3

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

**First Semester**
- LAL 101 English I ........................................................... 3
- MTH 140 College Algebra ................................................ 3
- SOC 150 Intro to Criminal Justice Systems ................. 3
- PSY 101 General Psychology .......................................... 3
- PHI 152 Introduction to Ethics (or any Humanities elective) ... 3
- SKL 101 College Orientation ........................................... 16

**Second Semester**
- LAL 102 Exposition ......................................................... 3
- SOC 101 Sociology ............................................................ 3
- PSC 103 American Government ........................................ 5
- PHY 120 Foundations of Chemistry1 ................................ 5

**Third Semester**
- SOC 205 Social Problems ............................................. 3
- SPK 101 Public Speaking I ................................................. 3
- SOC 160 Intro to Juvenile Justice Systems .................. 3
- LAL 120 American Literature Survey to 1870 (or other Literature course) 3
- CIT 101 Computer Essentials ........................................ 3
- PED 121 First Aid .......................................................... 2

**Fourth Semester**
- ECN 101 Macroeconomics .............................................. 3
- MTH 160 Elementary Statistics ....................................... 3
- SOC 170 Introduction to Corrections, Probation, Parole Systems ........................................... 3
- BIO 101 Biology1 ............................................................ 4
- Humanities Elective ....................................................... 3

**Recommended Electives**
- ART 221 Creative Photography
- SOC 211 Sociology of the Family
- PSY 221 Psychology of Personality Adjustment
- PSY 205 Human Lifespan Development

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

### HOTEL & RESTAURANT MANAGEMENT

**First Semester**
- LAL 101 English I ........................................................... 3
- PHI 152 Introduction to Ethics ........................................... 3
- MTH 140 College Algebra ................................................ 3
- SPK 101 Public Speaking I ................................................. 3
- HST 105 American History to 1865 ................................ 3
- SKL 101 College Orientation ........................................... 16

**Second Semester**
- LAL 102 Exposition ......................................................... 3
- BIO 101 Biology (with lab) .............................................. 4
- MTH 160 Elementary Statistics ........................................ 3
- ECN 101 Macroeconomics .............................................. 3
- HST 106 American History from 1865 ......................... 3

**Third Semester**
- PHY 120 Foundations of Chemistry (with lab) ............... 5
- ACC 101 Elementary Accounting I ................................. 3
- PSY 101 General Psychology ........................................... 3
- ECN 102 Microeconomics ................................................ 3
- Humanities Elective ....................................................... 3

**Fourth Semester**
- MKT 105 Principles of Marketing .................................... 3
- ACC 102 Elementary Accounting II ............................... 3
- CIT 102 Introduction to Information Technology ........... 3
- LAL 120 American Literature Survey to 1870 (or other Literature course) 3
- SOC 101 Sociology ............................................................ 3

**Recommended Electives**
- ART 101 Art Survey & Appreciation
- PSY 101 General Psychology (or other Social/Behavioral elective) 3
- Elective ................................................................. 3

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

### LIBERAL/GENERAL STUDIES

**First Semester**
- LAL 101 English I ........................................................... 3
- MTH 140 College Algebra ................................................ 3
- HST 105 American History to 1865 ................................ 3
- PHI 150 Introduction to Philosophy (or other Humanities elective) 3
- SKL 101 College Orientation ........................................... 16

**Second Semester**
- LAL 102 Exposition ......................................................... 3
- SPK 101 Public Speaking I ................................................. 3
- CIT 101 Computer Essentials ........................................ 3
- BIO 101 Biology1 ............................................................ 4
- Elective ........................................................................... 3

**Third Semester**
- PHY 120 Foundations of Chemistry1 ................................ 5
- ART 101 Art Survey & Appreciation
- PSY 101 General Psychology (or other Social/Behavioral elective) 3
- Elective ................................................................. 6

**Fourth Semester**
- SOC 101 Sociology
- LAL 120 American Lit Survey to 1870 (or other Literature course) 3
- Electives ................................................................. 9

1 Either the Biological Science or the Physical Science must have a lab.
### Program of Study

#### Music

| First Semester |  |  |
| LAL 101 English I | 3 |
| MTH 140 College Algebra | 3 |
| CIT 101 Computer Essentials | 3 |
| SKL 101 College Orientation | 1 |
| MUS 130 MACC Singers or Music Electives | 4 |
| MUS 120 Private Voice | 1 |

| Second Semester |  |  |
| LAL 102 Exposition | 3 |
| MUS 102 Music Appreciation | 3 |
| PSC 103 American Government | 5 |
| MUS 131 MACC Singers or Music Electives | 4 |
| MUS 121 Private Voice | 1 |

| Third Semester |  |  |
| PHY 121 General Chemistry I (with lab) | 5 |
| PSY 101 General Psychology | 3 |
| SPK 101 Public Speaking I | 3 |
| MUS 230 MACC Singers or MUS 220 Private Voice | 1 |
| Foreign Language Elective | 5 |

#### Nutritional Fitness/Pre-Dietetics

| First Semester |  |  |
| LAL 101 English I | 3 |
| MTH 140 College Algebra | 3 |
| BIO 101 Biology (with lab) | 4 |
| PHY 121 General Chemistry I (with lab) | 5 |
| SKL 101 College Orientation | 1 |

| Second Semester |  |  |
| LAL 102 Exposition | 3 |
| PHY 122 General Chemistry II (with lab) | 5 |
| BIO 151 Introductory Plant Biology (with lab) | 5 |
| SPK 101 Public Speaking I | 3 |

| Third Semester |  |  |
| ART 101 Art Survey & Appreciation I | 3 |
| PSC 103 American Government | 5 |
| MUS 102 Music Appreciation | 3 |

| Fourth Semester |  |  |
| LAL 101 English I | 3 |
| MTH 140 College Algebra | 3 |
| BIO 150 General Zoology (with lab) or BIO 151 Introductory Plant Biology (with lab) | 5 |
| CIT 102 Introduction to Information Technology | 2 |

### Parks, Recreation, & Tourism

| First Semester |  |  |
| LAL 101 English I | 3 |
| MTH 140 College Algebra | 3 |
| HST 105 American History to 1865 | 3 |
| PED 121 First Aid | 2 |
| SPK 101 Public Speaking I | 3 |
| SKL 101 College Orientation | 1 |

| Second Semester |  |  |
| LAL 102 Exposition | 3 |
| PSY 101 General Psychology | 3 |
| ECN 101 Macroeconomics | 3 |
| BIO 150 General Zoology (with lab) or BIO 151 Introductory Plant Biology (with lab) | 5 |
| CIT 102 Introduction to Information Technology | 2 |

| Third Semester |  |  |
| ACC 101 Elementary Accounting I | 3 |
| PSY 205 Human Lifespan Development | 3 |
| MTH 160 Elementary Statistics | 3 |

| Fourth Semester |  |  |
| LAL 120 American Literature Survey to 1870 (or other Literature course) | 3 |
| PHY 263 Geology (with lab) | 4 |
| SOC 101 Sociology | 3 |
| MUS 102 Music Appreciation | 3 |
| ART 101 Art Survey & Appreciation I | 3 |

### Recommended Electives
- Piano proficiency is strongly recommended for music majors. The following piano courses are recommended:
  - MUS 116 Basic Piano Skills
  - MUS 118 Basic Piano Skills II
  - MUS 122, 123, 222, and 223 Private Piano
### Pre-Physical/Occupational Therapy

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Suggested Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAL 101 English I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MTH 201 Analytic Geometry &amp; Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>PHY 121 General Chemistry I (with lab)</td>
<td>5</td>
</tr>
<tr>
<td>SKL 101 College Orientation</td>
<td>1</td>
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<td></td>
<td>17</td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td>LAL 102 Exposition</td>
<td>3</td>
</tr>
<tr>
<td>PHY 122 General Chemistry II (with lab)</td>
<td>5</td>
</tr>
<tr>
<td>PSY 205 Human Lifespan Development</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Sociology</td>
<td>3</td>
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<tr>
<td>Humanities Elective</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>PHY 201 College Physics I (with lab)</td>
<td>5</td>
</tr>
<tr>
<td>HST 105 Human Anatomy to 1865</td>
<td>3</td>
</tr>
<tr>
<td>BIO 205 Human Anatomy (with lab)</td>
<td>4</td>
</tr>
<tr>
<td>Literature Course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
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</thead>
<tbody>
<tr>
<td>PHY 202 College Physics II (with lab)</td>
<td>5</td>
</tr>
<tr>
<td>BIO 209 Physiology (with lab)</td>
<td>4</td>
</tr>
<tr>
<td>CIT 101 Computer Essentials</td>
<td>3</td>
</tr>
<tr>
<td>SPK 101 Public Speaking I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
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<td>18</td>
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</tbody>
</table>

### Recommended Electives

- JRN 102 Journalism II
- JRN 201 Applied Journalism
- JRN 202 Mass Media
- 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 Science or the Physical Science must have a lab.

### Pre-Journalism

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Suggested Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAL 101 English I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 140 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>JRN 101 Journalism I</td>
<td>3</td>
</tr>
<tr>
<td>SKL 101 College Orientation</td>
<td>1</td>
</tr>
<tr>
<td>Foreign Language Elective</td>
<td>5</td>
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<tr>
<td></td>
<td>15</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LAL 102 Exposition</td>
<td>3</td>
</tr>
<tr>
<td>CIT 101 Computer Essentials</td>
<td>3</td>
</tr>
<tr>
<td>PHY 120 Foundations of Chemistry¹</td>
<td>5</td>
</tr>
<tr>
<td>Foreign Language Elective</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SPK 101 Public Speaking I</td>
<td>3</td>
</tr>
<tr>
<td>LAL 120 American Literature Survey to 1870 or</td>
<td>3</td>
</tr>
<tr>
<td>LAL 150 English Literature Survey to 1750</td>
<td>3</td>
</tr>
<tr>
<td>ECN 101 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>PSC 103 American Government</td>
<td>5</td>
</tr>
<tr>
<td>Foreign Language Elective</td>
<td>3</td>
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<td>17</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 101 Sociology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101 Biology¹</td>
<td>4</td>
</tr>
<tr>
<td>MTH 160 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>HST 105 American History to 1865</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

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

First Semester
LAL 101 English I ......................................................... 3
SPK 101 Public Speaking I .......................................... 3
CIT 101 Computer Essentials ...................................... 3
PHI 150 Introduction to Philosophy or PHI 152 Introduction to Ethics ................................... 3
SOC 101 Sociology ........................................................ 3
SKL 101 College Orientation ....................................... 1

Second Semester
LAL 102 Exposition ....................................................... 3
MTH 140 College Algebra ............................................. 3
PSY 101 General Psychology ........................................ 3
HST 105 American History to 1865 ............................ 3
BIO 101 Biology1 ........................................................ 4

Third Semester
ECN 101 Macroeconomics ............................................. 3
LAL 120 Amer Literature Survey to 1870 (or other Literature course) .................. 3
PSY 205 Human Lifespan Development .................... 3
PSC 103 American Government .................................. 5
SOC 205 Social Problems .................................................. 3

Fourth Semester
MTH 160 Elementary Statistics ..................................... 3
SOC 211 Sociology of the Family ..................................... 3
PSY 221 Psychology of Personality Adjustment ................ 3
PHY 120 Foundations of Chemistry1 .................................. 5
Humanities Elective ....................................................... 3

Recommended Electives
PHI 151 Introduction to Logic
PHI 251 Religions of the World
HST 101 Western Civilization I
HST 102 Western Civilization II
PSY 100 General Psychology

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

SOCIAL WORK

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. Successful 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. The Global Studies Certificate is not a transfer program.

1. General Education1 12 hours
2. GLS 201 Global Studies Seminar 3 hours
3. Foreign Language2 6-10 hours
4. Geography (other than U.S.) 3 hours
5. Electives1 3-6 hours

1 Courses must be approved International/Global courses. Academic advisors can assist students in choosing approved courses.
2 At least a 2-semester sequence in the same language.

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 3.5 or higher (on a 4.0 scale),
3. Have a college cumulative grade point average of 3.5 or higher (on a 4.0 scale) based on twelve or more semester hours of college work (not including developmental course work).

In order to receive an Honors Certificate, a student must complete twelve semester hours of Honors courses with a minimum 3.0 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 3.5 or higher. Students who successfully complete the program will be recognized at commencement and by a special notation of their diploma and transcript.

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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:

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SEMESTER ABROAD & GLOBAL EDUCATION

MACC offers a semester abroad program in cooperation with the Missouri Consortium for Global Education. Students who meet the qualifying criteria may earn college credit for a semester while studying at a foreign university. MACC also offers Global Studies courses and Cultural Studies courses that include travel experience.
**ASSOCIATE OF ARTS IN TEACHING**

All Missouri community colleges offer the Associate of Arts in Teaching (AAT) degree option for students wishing to transfer to a 4-year college or university to pursue a bachelor's degree in teacher education. Most public and private 4-year colleges and universities have agreed to articulate the AAT with their bachelor's degree programs.

The AAT curriculum is based on MO-Step standards and mid-preparation benchmarks approved by the Missouri Department of Elementary and Secondary Education (DESE). This common curriculum ensures that students will meet the competencies identified by DESE at the completion of the second year of postsecondary education.

Students should consult an advisor and the transfer institution prior to enrolling in courses to ensure that all selected courses will transfer.

**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**
   SKL 101 College Orientation ........................................... 1 hour

III. **Statewide Required Teacher Education Core Courses**
   EDU 220 Foundations of Education ........................................ 3 hours
   EDU 235 Technology for Teachers\(^2\) .................................. 3 hours
   EDU 225 Teaching Profession w/ Field Experience .... 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) CTT 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 .... 9 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 GPA of 2.5.
   2. Students must achieve a minimum score of 235 on each section of the C-BASE.
   3. Students must earn a UC or better in all Required Teacher Education Core Courses.
   4. Four-year transfer institutions may have additional requirements including higher GPA 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**

**First Semester**
- HST 105 American History to 1865 ........................................ 3
- LAL 101 English I .......................................................... 3
- PSY 101 General Psychology ............................................. 3
- SPK 101 Public Speaking I ................................................ 3
- MTH 140 College Algebra ............................................... 3
- SKL 101 College Orientation ............................................. 1

**Second Semester**
- EDU 220 Foundations of Education ..................................... 3
- LAL 102 Exposition ......................................................... 3
- PSY 205 Human Lifespan Development or Elective .................. 3
- ART 101 Art Survey and Appreciation or other Humanities Elective 3
- Elective ............................................................................. 3

**Third Semester**
- EDU 225 Teaching Profession w/ Field Experience ........ 3
- EDU 235 Technology for Teachers ..................................... 3
- BIO 101 Biology\(^1\) ......................................................... 4
- MUS 102 Music Appreciation or other Humanities Elective ...... 3
- LAL 252 Children's Lit for the Elem Teacher or other Lit course for Secondary Education .... 3

**Fourth Semester**
- EDU 245 Educational Psychology ..................................... 3
- EDU 295 Education Capstone ........................................... 1
- PHY 120 Foundations of Chemistry\(^1\) ................................. 5
- ECN 101 Macroeconomics ............................................... 3
- MTH 160 Elementary Statistics or Elective .......................... 3

\(^1\) Either the Biological Science or the Physical Science must have a lab.
ASSOCIATE OF SCIENCE

This program provides students with the first two years of study toward a Bachelor of Science degree at either the University of Missouri-Columbia (MU) or the Missouri University of Science and Technology (Missouri S&T). Students take basic courses common to most engineering disciplines and continue their studies in specialized areas (electrical, mechanical, civil, chemical, etc.) during their remaining years at either MU or Missouri S&T.

Since the Associate of Science degree is designed for the pre-engineering student who plans to transfer to MU or Missouri S&T, the curriculum responds to the expectations of each institution, as outlined in the Engineering Transfer Program Guide developed in cooperation with MU and the Coordinating Board for Higher Education (CBHE) and the Model Program for Engineering Transfers developed in cooperation with Missouri S&T and the Coordinating Board for Higher Education (CBHE). The programs at MU and Missouri S&T differ slightly. It is strongly suggested that a student electing to receive an Associate of Science degree work very closely with an advisor from both MACC and the receiving institution to individually plan the four-semester degree plan.

SUGGESTED CURRICULUM

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<thead>
<tr>
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<td>MTH 201 Analytic Geometry &amp; Calculus I</td>
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<tr>
<td>PHY 121 General Chemistry I</td>
<td>5</td>
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<td>LAL 101 English I</td>
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<td>MTH 145 College Trigonometry</td>
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<td>SKL 101 College Orientation</td>
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<td>PHY 122 General Chemistry II</td>
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<td>LAL 102 Exposition</td>
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<td>CIT 105 Programming I</td>
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<td>DDT 101 Engineering Drawing</td>
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<td>EGN 201 Statics</td>
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<td>PHY 202 College Physics II</td>
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<td>HST 105 American History to 1865</td>
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<td><strong>Total</strong></td>
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</table>

1 Required only in selected engineering programs.

MU DEGREE PROGRAMS

Biological Engineering
Chemical Engineering
Civil Engineering
Computer Engineering
Computer Science

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

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.
ASSOCIATE DEGREE NURSING

The two-year Associate Degree in Nursing program 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

1. Complete all admission requirements for Moberly Area Community College.
2. 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.
3. 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.
4. Submit official transcripts of high school, GED transcript, previous college and/or schools of nursing, if applicable, to Student Services.
5. Each prospective student must complete and return a notarized Revocation of Licensure form to the Allied Health Office prior to or on June 1.
6. Each prospective student must complete and return a notarized Essential Qualifications form to the Allied Health Office prior to or on June 1.
7. 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.)
8. Consideration is given for prior experience in the health field.
9. Three reference forms must be submitted. The composite score of each must be no higher than 2.0. These may not be completed by a personal friend or relative. Obtain from Allied Health Office.
10. A cumulative grade point average of 2.5 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.
11. Once accepted into the program, students must maintain a 2.5 cumulative grade point average.
12. A TOEFL score of 560, or an ACT English score of 20 or greater, or a C+ or better in English I for students for whom English is a second language.

These are 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 throughout the year. Qualified students will be admitted to the program until June 1 or until the class is full. Qualified applicants not admitted for the current academic year will be placed on a waiting list. If no position becomes available, these applicants must reapply for the next academic year.

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, Exposition, or General Psychology.
### Required Curriculum

**Fall Semester**
- PSY 101 General Psychology ........................................ 3
- NUR 101 Fundamentals of Nursing Practice .................. 6
- BIO 205 Human Anatomy ........................................... 4
- LAL 101 English I ...................................................... 3
- NUR 100 Medication Administration ........................... 1
- **Total**: 17

**Spring Semester**
- NUR 111 Mental Health Nursing ................................... 4
- NUR 112 Adult Health Nursing I .................................. 6
- BIO 209 Physiology .................................................... 4
- SPK 101 Public Speaking I .......................................... 3
- **Total**: 17

**Summer Semester**
- MTH 140 College Algebra ............................................. 3
- LAL 102 Exposition ..................................................... 3
- NUR 204 Managing Intravenous Therapies .................... 1
- **Total**: 7

**Fall Semester**
- PSY 205 Human Lifespan Development ...................... 3
- BIO 206 Microbiology .................................................. 4
- NUR 206 Nursing Issues ............................................. 3
- NUR 210 Nursing of Women and Newborns ............... 4
- NUR 212 Child Health Nursing ................................... 4
- **Total**: 18

**Spring Semester**
- SOC 101 Sociology ..................................................... 3
- HST 105 American History to 1865 or
- PSC 105 Functions & Policies of Am Govt ............... 3
- NUR 220 Adult Health Nursing II ............................. 10
- **Total**: 16

### Additional recommended courses
- PHY 121 General Chemistry I
- CIT 101 Computer Essentials
- MTH 160 Elementary Statistics
- PHI 152 Ethics

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 Ò CÓ 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 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.
ADN Accelerated Admissions Option

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. The MACC Accelerated ADN program may accept up to twenty students per year under this policy. Applicants must submit completed forms by July 1 to the Allied Health Office. Actual accelerated nursing classes begin in the spring semester (January). If all 23 hours of required course work have been completed, applicants are encouraged, but not required, to enroll in additional applicable academic course work in the fall semester prior to entry into the program.

Admission Criteria

1. Complete all admission requirements for Moberly Area Community College.
2. Complete developmental courses prior to admission into the Accelerated Admissions Option Program.
3. 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.
4. Submit official transcripts of high school, GED transcript, previous college and/or schools of nursing, if applicable, to Student Services.
5. Each prospective student must complete and return a notarized Revocation of Licensure form to the Allied Health Office prior to or on July 1.
6. Each prospective student must complete and return a notarized Essential Qualifications form to the Allied Health Office prior to or on July 1.
7. 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.)
8. Consideration is given for prior experience in the health field.
9. Three reference forms must be submitted. The composite score of each must be no higher than 2.0. These may not be completed by a personal friend or a relative. Obtain from Allied Health Office.
10. Submit completed application forms to the Allied Health Office.
11. Provide proof of graduation and a GPA of 2.5 or above from a state-accredited program of Practical Nursing.
12. Provide a copy of current Practical Nursing License in Missouri.
13. Have a C or better in all required courses that are part of the ADN curriculum.
14. A cumulative 2.5 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.
15. Once accepted into the program, students must maintain a 2.5 cumulative grade point average.
16. A TOEFL score of 560, or an ACT English score of 20 or greater, or a 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.

The above information will be received and evaluated by an admissions committee. Those students who meet admission requirements will attend a scheduled informational conference with the director and/or faculty of the ADN program. Applicants whose records indicate the greatest potential for successful achievement in nursing will be selected.

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 Challenge Exam and subsequent completion of Maternal-Child Studies.

Required Pre-Entry Courses

- BIO 205 Human Anatomy (4)
- BIO 209 Physiology (4)
- PSY 101 General Psychology (3)

Other Recommended Courses

- MTH 140 College Algebra (3)
- LAL 101 English I (3)
- SPK 101 Public Speaking I (3)
- SOC 101 Sociology (3)

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

Spring Semester

- NUR 112 Adult Health Nursing I ......................... 6
- NUR 205 Human Lifespan Development .................. 3
- BIO 206 Microbiology ........................................ 4
- LAL 102 Exposition ............................................. 3

Summer Semester

- NUR 111 Mental Health Nursing ......................... 4
- NUR 202 Maternal-Child Studies ......................... 4
- NUR 204 Managing Intravenous Therapies .............. 1

Fall Semester

- NUR 206 Nursing Issues ................................. 3
- NUR 220 Adult Health Nursing II ...................... 10
- HST 105 American History to 1865 or
- PSC 105 Functions & Policies of Am Govt ............. 3

Total credits to be completed prior to entry into the ADN program ................................................... 23


**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.

1. Complete application forms for Moberly Area Community College and the Practical Nursing program.
2. Official high school transcript or GED transcript, if applicable, on file in Student Services.
3. Official college or university transcripts on file in Student Services. This includes transcripts from any nursing schools attended, if applicable.
4. An Aptitude for Practical Nursing Exam (APNE) with a minimum score at the 50th percentile is required to apply. Judgment and Comprehension in Practical Nursing situations and Vocational Adjustment Index will not be used for admission purposes.
5. MACC COMPASS or ASSET scores must be submitted prior to or on July 1.
6. Complete and return a notarized Essential Qualifications form prior to or on July 1.
7. Complete and return a notarized Revocation of Licensure form prior to or on July 1.
8. Submit and pass a criminal background check. Complete the Request for Criminal Record Check form and enclose a $9.00 check or money order with the form. This should be made out to State of Missouri, Criminal Record System mailed to the Missouri State Highway Patrol, Criminal Records and Identification Division, Post Office Box 9500, Jefferson City, MO, 65102.
9. Submit and pass the review of Employee Disqualification through the Department of Health and Senior Services. (This will be checked by the Allied Health Office.)
10. Three reference forms must be submitted. The disposition of each must not be higher than 2.0. These may not be completed by a personal friend or relative. If the student attended the MACC ADN program within the previous two years, these three references must be from the Director of Nursing and Allied Health Programs.
11. Cumulative grade point average of 2.0 from high school or college. All university and college coursework attempted will be considered when determining an applicant’s cumulative grade point average. College transcript supersedes high school transcript.
12. Once accepted into the program, students must maintain a 2.0 cumulative grade point average.
13. A TOEFL score of 560, or an ACT English score of 20 or greater, or a C or better in English I is required 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 nursing will be selected for admission into the program throughout the year. Qualified students will be admitted to the program until July 1 or until the class is full. Qualified applicants not admitted for the current academic year will be placed on a waiting list. If no position becomes available, these applicants must reapply for the next academic year.

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 (5) class days have passed.

**Required Curriculum**

**First Semester - Fall**

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<th>Course</th>
<th>Title</th>
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<td>PNC 103</td>
<td>Nutrition</td>
<td>3</td>
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<td>PNC 104</td>
<td>Life Span</td>
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<tr>
<td>PNC 105</td>
<td>Fundamentals of Nursing</td>
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<tr>
<td>PNC 106</td>
<td>Personal &amp; Vocational Concepts</td>
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<td>PNC 125</td>
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**Second Semester - Spring**

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<td>PNC 111</td>
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<td>PNC 112</td>
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**Third Semester - Summer**

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<tr>
<td>PNC 122</td>
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<td>PNC 124</td>
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<tr>
<td>PNC 126</td>
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18

**Total Credit Hours**

61

Students must maintain a letter grade of C or better 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 TECHNICIAN**

The two-year Associate of Applied Science Medical Laboratory Technician (MLT) degree provides theoretical information and practical training to prepare a person to function competently in most areas of medical laboratories. MLT courses may only be taken after students have successfully completed prerequisite courses. When students have successfully completed the MLT program, they will be eligible to take the American Society for Clinical Pathology (ASCP) certification examination. The MACC MLT program is in the last phase of the accreditation process through the National Accrediting Agency for Clinical Laboratory Sciences and expects to receive accreditation by 2009.

**ADMISSION CRITERIA**

1. Complete all admission requirements for Moberly Area Community College.
2. Submit official transcripts from high school or GED and official college and university transcripts to Student Services.
3. A composite ACT score of 19, or COMPASS scores of 59 in writing, 74 in reading, and 55 in algebra, or 12 hours of 2.5 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).
4. Have a cumulative 2.5 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.
5. Once accepted into the program, students must maintain a 2.5 cumulative grade point average.
6. Complete, sign, and return the notarized Essential Qualifications form by May 1.
7. Submit three references using the forms supplied by the MLT program. The composite score of each must be no higher than 2.0. References may not be completed by a personal friend or relative.
8. 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.
9. Submit to and pass a criminal background check.
10. 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**

Qualified students will be admitted to the program until July 1 or until the class is full. Qualified applicants not admitted for the current academic year will be placed on a waiting list. If no position becomes available, these applicants must reapply for the next academic year.

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 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, and the MLT Program Coordinator.

Completed applications forms, official transcripts, and examination scores must be received in the office of the MLT Program Coordinator. Those students who meet the admission requirement will have scheduled conferences with the MLT Program Coordinator.

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 or better in any transferring MLT coursework. Transfer students will be admitted to the MLT program on a space available basis.

Continuation in the program will be contingent upon completion of all general education courses listed in the fall and spring semesters prior to the beginning of the first summer semester.

**REQUIRED CURRICULUM**

**First Semester - Fall**
- BIO 205 Human Anatomy .................. 4
- LAL 101 English I .......................... 3
- MTH 140 College Algebra ................. 3
- PHY 121 General Chemistry I ............ 5
- SKL 101 College Orientation ............. 1
- **Total:** 16

**Second Semester - Spring**
- BIO 206 Microbiology ..................... 4
- BIO 209 Physiology ........................ 4
- BOE 171 Medical Terminology ............ 3
- Humanities Elective (Intro to Ethics recommended) ........... 3
- **Total:** 14

**Summer Semester**
- MLT 150 Lab Methods & Management .......... 3
- PSC 105 Functions & Policies of Am Govt or 3
- HST 105 American History to 1865 .......... 3
- **Total:** 6

**Third Semester - Fall**
- MLT 210 Immunology (with clinics) ........... 2
- MLT 230 Urinalysis & Body Fluids (with clinics) 2
- MLT 250 Hematology (with clinics) .......... 5
- MLT 260 Phlebotomy (with clinics) .......... 2
- MLT 290 Molecular Methods & Virology .......... 2
- **Total:** 13

**Fourth Semester - Spring**
- MLT 220 Clinical Chemistry ................... 5
- MLT 270 Immunohematology (with clinics) .... 4
- MLT 280 Clinical Microbiology ............. 5
- **Total:** 14

**Summer - Semester**
- MLT 291 Clinical Hematology Practicum ....... 2
- MLT 292 Clinical Chemistry Practicum ........ 2
- MLT 293 Clinical Microbiology Practicum ...... 2
- **Total:** 6

To successfully complete an MLT course, students must achieve a minimum score of 78% or C or 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 a background check.

A significant portion of the MLT program involves experience in affiliate laboratories. Students are expected to provide their own transportation to clinical sites, many of which are located outside of Moberly.
**CAREER AND TECHNICAL PROGRAMS**

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

The Associate of Applied Science degree (AAS) is a two-year occupationally 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 and contains courses that are not primarily designed for transfer; 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 a receiving institution to evaluate each course in terms of its applicability to the requirements of the student’s major field of baccalaureate study.

The AAS degree requires between 60 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.

**BUSINESS ACCOUNTING TECHNOLOGY**

**AAS DEGREE**

**First Semester - Fall**
- ACC 101 Elementary Accounting I ............................... 3
- BUS 100 Introduction to Business ................................. 3
- BOE 152 Business Math/Electronic Calculations .......... 3
- PSC 105 Functions & Policies of Am Govt or HST 105 American History to 1865 ............................... 3
- LAL 101 English I ......................................................... 3
- SKL 101 College Orientation ....................................... 1

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**Second Semester - Spring**
- ACC 102 Elementary Accounting II .............................. 3
- BOE 150 Business English/Communications ............... 3
- BUS 112 Principles of Management ........................... 3
- Biological Science or Physical Science ............................ 3
- Directed Elective ............................................................... 3

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**Third Semester - Fall**
- ACC 211 Managerial Accounting ................................. 3
- ACC 214 Computerized Accounting Applications I ...... 3
- BOE 261 Spreadsheet Applications .............................. 3
- BUS 120 Business Law I ............................................... 3
- ECN 101 Macroeconomics .............................................. 3

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**Fourth Semester - Spring**
- ACC 215 Computerized Accounting Applications II ...... 3
- ACC 213 Cost Accounting .................................................. 3
- ACC 210 Federal Income Tax Accounting .............................. 3
- BUS 121 Business Law II .............................................. 3
- SKL 250 Employment Seminar or ACC 295 Accounting Internship .............................................. 3
- Humanities Elective ....................................................... 3

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**Directed Electives**
- ACC 295 Accounting Internship
- BUS 113 Human Relations in Management
- ECN 102 Microeconomics
- SPK 101 Public Speaking I

The Business Accounting Technology program does not have a certificate option.

**CERTIFICATE PROGRAMS**

To provide a wider variety of postsecondary educational services for students, a one-year certificate may be granted within certain career and technical programs upon completion of selected courses which total 32 credit hours. In selecting the courses for a one-year certificate, all prerequisites listed in the course description section of this catalog apply.

The course choices for the certificate option for career and technical programs are listed on the following pages.
### AAS Degree - Executive Technology

**First Semester - Fall**
- BOE 106 Business & Office Technology Essentials 3
- BOE 108 Word Processing Concepts 3
- BOE 181 Legal Terminology 3
- LAL 101 English I 3
- SKL 101 College Orientation 1
- ACC 100 Small Business Accounting 3
- ACC 101 Elementary Accounting I 3

**Second Semester - Spring**
- BOE 110 Formatting 3
- BOE 150 Business English/Communications 3
- BOE 152 Business Math/Electronic Calculations 3
- BOE 151 Records Management 3
- BOE 120 Customer Service 3
- BOE 165 Presentation Software 2

**Third Semester - Fall**
- BOE 195 Digital Document Processing 3
- BOE 266 Integrated Information Processing 3
- BOE 290 Professional Transcription - Executive 3
- BOE 261 Spreadsheet Applications 3
- Biological Science or Physical Science 3
- SKL 250 Employment Seminar or
- BOE 295 Business & Office Tech Internship 1

**Fourth Semester - Spring**
- BOE 292 Administrative Office Procedures 3
- BOE 264 Database Management 3
- PSC 105 Functions & Policies of Am Govt or
- HST 105 American History to 1865 3
- Humanities (Ethics or Logic preferred) 3
- BUS 113 Human Relations in Management 3

### AAS Degree - Medical Emphasis

**First Semester - Fall**
- BOE 106 Business & Office Technology Essentials 3
- BOE 108 Word Processing Concepts 3
- BOE 171 Medical Terminology 3
- LAL 101 English I 3
- SKL 101 College Orientation 1
- ACC 100 Small Business Accounting or
- ACC 101 Elementary Accounting I 3

**Second Semester - Spring**
- BOE 110 Formatting 3
- BOE 150 Business English/Communications 3
- BOE 152 Business Math/Electronic Calculations 3
- BOE 151 Records Management 3
- BOE 120 Customer Service 3
- BOE 175 Medical Office Coding 2

**Third Semester - Fall**
- BOE 195 Digital Document Processing 3
- BOE 266 Integrated Information Processing 3
- BOE 270 Professional Transcription - Medical 3
- BOE 261 Spreadsheet Applications 3
- BIO 205 Human Anatomy 4
- SKL 250 Employment Seminar or
- BOE 295 Business & Office Tech Internship 1

**Fourth Semester - Spring**
- BOE 292 Administrative Office Procedures 3
- BOE 264 Database Management 3
- PSC 105 Functions & Policies of Am Govt or
- HST 105 American History to 1865 3
- Humanities (Ethics or Logic preferred) 3
- BOE 273 Medical Office Coding 3

BOE 295 Business and Office Technology Internship is an elective option for all three emphasis areas.

### Certificate Option

- ACC 100 Small Business Accounting or
- ACC 101 Accounting I 3
- BOE 106 Business & Office Technology Essentials 3
- BOE 108 Word Processing Concepts 3
- BOE 110 Formatting 3
- BOE 120 Customer Service 3
- BOE 150 Business English/Communications 3
- BOE 151 Records Management 3
- BOE 152 Business Math/Electronic Calculations 3
- BOE 165 Presentation Software 2
- BOE 171 Medical Terminology or
- BOE 181 Legal Terminology 3
- BOE 195 Digital Document Processing 3
- BOE 261 Spreadsheet Applications 3
- BOE 263 Business Software Applications 3
- BOE 264 Database Management 3
- BOE 266 Integrated Information Processing 3
- BOE 270 Professional Transcription - Medical or
- BOE 290 Professional Transcription - Executive 3
- SKL 101 College Orientation 1
- SKL 250 Employment Seminar or
- BOE 295 Business & Office Tech Internship 1
## Computer Information Technology

### AAS Degree - Networking Option

**First Semester - Fall**
- CIT 106 IT Essentials I (1st 8-week) .................. 3
- CIT 107 IT Essentials II (2nd 8-week) ............... 3
- CIT 135 Object Oriented Programming ............... 3
- CIT 150 Linux Admin I .................................. 3
- MTH 140 College Algebra .................................. 3
- SKL 101 College Orientation .......................... 1

**Second Semester - Spring**
- CIT 145 Web Design I .................................... 3
- CIT 152 Fundamentals of Networking (1st 8-week) ... 3
- CIT 153 Beginning Router Configuration (2nd 8-week) .. 3
- LAL 101 English I ......................................... 3
- Biological or Physical Science (with lab) .......... 4-5
- SKL 250 Employment Seminar or or
- CIT 295 Computer Information Tech Internship ...... 1-2

**Third Semester - Fall**
- CIT 105 Programming I .................................. 3
- CIT 252 Advanced Routers and Switching (1st 8-week) .. 3
- SPK 101 Public Speaking I ................................. 3
- PSC 105 Functions & Policies of Am Govt or
- HST 105 American History to 1865 ........................ 3
- CIT 255 Network Security .................................. 3
- CIT 260 Systems Project .................................... 2
- Humanities (Ethics or Logic recommended) .......... 3

**Fourth Semester - Spring**
- CIT 201 Relational Database Systems .................. 3
- CIT 238 Windows Server Management .................. 3
- CIT 250 Linux Admin II .................................. 3
- CIT 255 Network Security .................................. 3
- Biological or Physical Science (with lab) .......... 4-5
- SKL 250 Employment Seminar or or
- CIT 295 Computer Information Tech Internship ...... 1-2

### AAS Degree - Programming Option

**First Semester - Fall**
- CIT 105 Programming I .................................. 3
- CIT 106 IT Essentials I (1st 8-week) .................. 3
- CIT 107 IT Essentials II (2nd 8-week) ............... 3
- CIT 135 Object Oriented Programming ............... 3
- CIT 145 Web Design I .................................... 3
- CIT 150 Linux Admin I .................................. 3
- MTH 140 College Algebra .................................. 3
- SKL 101 College Orientation .......................... 1

**Second Semester - Spring**
- CIT 145 Web Design I .................................... 3
- CIT 152 Fundamentals of Networking (1st 8-week) ... 3
- CIT 153 Beginning Router Configuration (2nd 8-week) .. 3
- CIT 205 Programming II .................................... 3
- Biological or Physical Science (with lab) .......... 4-5

**Third Semester - Fall**
- CIT 135 Object Oriented Programming ............... 3
- CIT 150 Linux Admin I .................................. 3
- CIT 242 Web Design II .................................... 3
- CIT 251 Object Oriented Programming II ............... 3
- CIT 255 Network Security .................................. 3
- CIT 260 Systems Project .................................... 2
- PSC 105 Functions & Policies of Am Govt or
- HST 105 American History to 1865 ........................ 3

**Fourth Semester - Spring**
- CIT 201 Relational Database Systems .................. 3
- CIT 250 Linux Admin II .................................. 3
- CIT 251 Object Oriented Programming II ............... 3
- CIT 255 Network Security .................................. 3
- SKL 250 Employment Seminar or or
- CIT 295 Computer Information Tech Internship ...... 1-2
- ACC 101 Accounting I .................................. 3
- BOE 150 Business English/Communications ........... 3

### Certificate - Networking Option

- CIT 105 Programming I .................................. 3
- CIT 106 IT Essentials I .................................. 3
- CIT 107 IT Essentials II .................................. 3
- CIT 152 Fundamentals of Networking .................. 3
- CIT 153 Beginning Router Configuration ............. 3
- CIT 201 Relational Database Systems .................. 3
- CIT 238 Windows Server Management .................. 3
- CIT 250 Linux Admin II .................................. 3
- CIT 255 Network Security .................................. 3
- Biological or Physical Science (with lab) .......... 4-5
- SKL 250 Employment Seminar or or
- CIT 295 Computer Information Tech Internship ...... 1-2
- ACC 101 Accounting I .................................. 3
- BOE 150 Business English/Communications ........... 3

### Certificate - Programming Option

- CIT 105 Programming I .................................. 3
- CIT 106 IT Essentials I .................................. 3
- CIT 107 IT Essentials II .................................. 3
- CIT 135 Object Oriented Programming ............... 3
- CIT 145 Web Design I .................................... 3
- CIT 150 Linux Admin I .................................. 3
- CIT 152 Fundamentals of Networking .................. 3
- CIT 153 Beginning Router Configuration ............. 3
- CIT 201 Relational Database Systems .................. 3
- CIT 242 Web Design II .................................... 3
- CIT 251 Object Oriented Programming II ............... 3
- CIT 255 Network Security .................................. 3
- CIT 260 Systems Project .................................... 2
- SKL 250 Employment Seminar or or
- CIT 295 Computer Information Tech Internship ...... 1-2
- ACC 101 Accounting I .................................. 3
- BOE 150 Business English/Communications ........... 3
### Drafting Design Technology

#### AAS Degree

**First Semester - Fall**
- DDT 101 Engineering Drawing ........................................ 3
- DDT 112 Computer-Aided Design I ................................ 3
- IND 203 Measurements and Instruments or
- IND 104 Industrial Materials and Processes .................. 3
- IND 120 Technical Report Writing or
- LAL 101 English I ....................................................... 3
- SKL 101 College Orientation ........................................ 1
- Humanities Elective ................................................... 3

**Second Semester - Spring**
- DDT 225 Architectural Design I .................................... 3
- MTH 130 Technical Mathematics or
- MTH 140 College Algebra .......................................... 3
- SPK 101 Public Speaking I ........................................... 3

**Third Semester - Fall**
- DDT 228 Structural Drafting & Design .......................... 3
- DDT 223 Civil Engineering Design ............................... 3
- DDT 226 Architectural Design II .................................. 3
- MSP 101 Machine Tool I ............................................. 3
- MTH 135 Advanced Technical Math or
- MTH 145 College Trigonometry .................................. 2-3

**Fourth Semester - Spring**
- DDT 232 Drafting Design Capstone Project .................. 3
- DDT 250 Design Concepts ........................................... 3
- DDT 227 Architectural Design III ............................... 3
- IND 108 Technical Physics ........................................ 4
- PSC 105 Functions & Policies of Am Govt or
- HST 105 American History to 1865 ............................ 3
- SKL 250 Employment Seminar or
- DDT 295 Drafting Design Technology Internship .......... 1-2

#### Certificate Option

**First Semester - Fall**
- DDT 101 Engineering Drawing ..................................... 3
- SKL 101 College Orientation ....................................... 1
- DDT 102 Technical Drawing .......................................... 3
- DDT 112 Computer-Aided Design I ................................ 3
- IND 108 Technical Physics ........................................ 4
- IND 120 Technical Report Writing or
- MTH 130 Technical Mathematics or
- MTH 140 College Algebra .......................................... 3
- DDT 211 Computer-Aided Design II ............................. 3
- DDT 225 Architectural Design I .................................. 3
- DDT 232 Drafting Design Capstone Project .................. 3
- DDT 250 Design Concepts ........................................... 3

#### Early Childhood

#### AAS Degree

**First Semester - Fall**
- CCE 105 Play as Learning ........................................... 3
- CCE 106 Foundations of Early Care & Education .......... 3
- LAL 101 English I ....................................................... 3
- BOE 152 Business Math/Elec Calculations or
- MTH 100 Intermediate Algebra or
- higher level math ................................................... 3
- PSC 105 Functions & Policies of Am Govt or
- HST 105 American History to 1865 ............................ 3
- SKL 101 College Orientation ....................................... 1

**Second Semester - Spring**
- CCE 107 Beginning Lab in Preschool or
- CCE 108 Beginning Lab in Infant/Toddler Setting or
- CCE 130 CDA Seminar .............................................. 2-3
- CCE 109 Essentials of Infant/Toddler Care .................. 3
- CCE 120 Nutrition, Safety & Health ........................... 3
- CCE 180 Assessing for Development & Learning .......... 3
- CCE 215 Early & Middle Childhood ............................ 3
- Humanities Elective ................................................... 3

**Third Semester - Fall**
- CCE 107 Beginning Lab in Preschool or
- CCE 108 Beginning Lab in Infant/Toddler Setting ........ 2
- CCE 205 Working with Families & the Community ....... 3
- CCE 235 Guidance & Inclusion in Early Childhood ... 3
- CCE 240 Emergent Language & Literacy ........................ 3
- CCE 245 Curriculum & Planning in Early Childhood .... 3
- Physical or Biological Science .................................. 3-5

**Fourth Semester - Spring**
- CCE 255 Management of Early Childhood Programs .......... 3
- CCE 250 Professional Issues in Early Childhood or
- EDU 220 Foundations of Education ................................ 3
- CCE 265 Early Childhood Practicum ............................ 3
- CCE 296 Early Childhood Capstone ............................. 1
- Directed Electives .................................................... 6

**Certificate**

- CCE 105 Play as Learning ........................................... 3
- CCE 106 Foundations of Early Care & Education .......... 3
- CCE 107 Beginning Lab in Preschool ............................ 2
- CCE 108 Beginning Lab in Infant/Toddler Setting ....... 2
- CCE 109 Essentials of Infant/Toddler Care ................. 3
- CCE 120 Nutrition, Safety, & Health ........................... 3
- CCE 180 Assessing for Development & Learning .......... 3
- CCE 205 Working with Families & the Community ....... 3
- CCE 215 Early & Middle Childhood ............................ 3
- CCE 235 Guidance & Inclusion in Early Childhood .... 3
- CCE 240 Emergent Language & Literacy ........................ 3
- CCE 245 Curriculum & Planning in Early Childhood .... 3
- CCE 250 Professional Issues in Early Childhood .......... 3
- CCE 255 Management of Early Childhood Programs ....... 3
# Programs of Study

## Graphic Arts Technology

### AAS Degree

**First Semester - Fall**
- GRA 100  Orientation to Graphic Arts ......................... 1
- GRA 110  Graphic Arts I  ........................................ 3
- ART 105  Design I ................................................ 3
- CIT 123  Macintosh: Use & Troubleshooting ................. 3
- SPK 101  Public Speaking I ..................................... 3
- LAL 101  English I ............................................... 3
- SKL 101  College Orientation ................................... 1

**Second Semester - Spring**
- GRA 120  Graphic Arts II ....................................... 3
- GRA 225  Digital-Media Development .......................... 3
- GRA 235  Computer Graphics .................................... 3
- CIT 140  Introduction to HTML/Web Page Design .......... 1
- BOE 150  Business English/Communications or LAL 102  Exposition .................................................. 3
- ART 101  Art Survey & Appreciation I or ART 102  Art Survey & Appreciation II .......................... 3

**Third Semester - Fall**
- GRA 130  Copy Preparation ...................................... 3
- GRA 210  Graphic Arts III ....................................... 3
- GRA 230  Portable Document Formats ........................... 3
- BOE 152  Business Math/Electronic Calculations or MTH 140  College Algebra ......................................... 3
- PSC 105  Functions & Policies of Am Govt or HST 105  American History to 1865 ........................... 3

**Fourth Semester - Spring**
- GRA 220  Computer Imaging ...................................... 3
- GRA 240  Graphic Arts Management ............................ 3
- Biological Science or Physical Science1 ................... 4-5
- SKL 250  Employment Seminar or GRA 295  Graphics Arts Internship ..................................... 1-2
- Directed Elective .................................................. 3

### Certificate Option
- GRA 100  Orientation to Graphic Arts .......................... 1
- GRA 110  Graphic Arts I ......................................... 3
- GRA 120  Graphic Arts II ....................................... 3
- GRA 130  Copy Preparation ...................................... 3
- GRA 210  Graphic Arts III ....................................... 3
- GRA 220  Computer Imaging ...................................... 3
- GRA 225  Multimedia Development ............................. 2
- GRA 230  Portable Document Formats ........................... 2
- GRA 235  Computer Graphics .................................... 3
- GRA 240  Graphic Arts Management ............................ 3
- MKT 110  Advertising .............................................. 3
- ART 105  Design I .................................................. 3
- ART 110  Drawing & Composition I ............................. 3
- SKL 123  Macintosh: Use & Troubleshooting ............... 3

### Directed Electives
- GRA 295  Graphics Arts Internship
- GRA 102  Graphics Software
- ART 100  Color Theory
- ART 130  Beginning Printmaking
- ART 135  Digital Photography
- ART 136  Video I
- ART 221  Creative Photography
- CIS 145  Web Design I

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1 Either the Biological Science or the Physical Science must have a lab.
INDUSTRIAL ELECTRONICS/ELECTRICITY TECHNOLOGY

This program prepares a student for entry into a high-technology industry environment as an electronics/electricity technician. The program is based upon building a solid foundation of basic skill sets as they apply to the industrial maintenance field. Advanced classes include higher-level industry specific knowledge, including programmable logic controllers, electronic variable speed drives, and process control and instrumentation experience. Additional courses to further prepare the student for employment are: IT Essentials, Computer-Aided Design, Industrial Safety and Health, and directed elective course offerings.

AAS DEGREE

First Semester - Fall
EET 100 DC/AC Electronics ......................................... 3
SKL 101 College Orientation .......................................... 1
CIT 106 IT Essentials I ................................................ 3
IND 120 Technical Report Writing or
LAL 101 English I ......................................................... 3
DDT 112 Computer-Aided Design I ............................... 3
EET 101 Industrial Electricity ....................................3

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Second Semester - Spring
IND 103 Industrial Safety & Health ............................... 3
EET 104 Electrical Print Reading ................................... 3
EET 109 Solid State Electronics .................................... 3
EET 111 Electric Motor Controls ................................... 3
MTH 130 Technical Mathematics or
MTH 140 College Algebra .............................................. 3
IND 105 Fluid Power Principles .................................... 3

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Third Semester - Fall
SPK 101 Public Speaking I ........................................... 3
PSC 105 Functions & Policies of Am Govt or
HST 105 American History to 1865 .............................. 3
EET 212 Electronic Variable Speed Drives ..................... 3
EET 214 Programmable Logic Controllers ..................... 3
Directed Elective ................................................................. 3

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Fourth Semester - Spring
IND 108 Technical Physics ............................................. 4
EET 213 Process Control & Instrumentation ................ 3
EET 216 Advanced Programmable Logic Controllers ... 3
SKL 250 Employment Seminar or
EET 295 Industrial Electronics/Electricity Technology Internship .......................... 1-2
Humanities Elective ......................................................... 3
Directed Elective ............................................................. 2

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Directed Electives
EET 295 Industrial Electronics/Electricity Internship
CIT 152 Fundamentals of Networking
IND 101 Fundamentals of Industrial Maintenance
DDT 211 Computer-Aided Design II

CERTIFICATE OPTION

First Semester - Fall
EET 100 DC/AC Electronics ......................................... 3
EET 101 Industrial Electricity ........................................... 3
IND 101 Fundamentals of Industrial Maintenance ........ 3
DDT 112 Computer-Aided Design I ............................... 3
CIT 106 IT Essentials I ................................................ 3

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Second Semester - Spring
EET 104 Electrical Print Reading ................................... 3
EET 111 Electric Motor Controls ................................... 3
IND 105 Fluid Power Principles .................................... 3
MTH 130 Technical Mathematics .................................... 3
Directed Elective ................................................................. 3
Directed Elective ................................................................. 3

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Directed Electives
IND 103 Industrial Safety & Health
EET 109 Solid State Electronics
MSP 101 Machine Tool I
MSP 102 Machine Tool II
### AAS Degree - Machine Tool Emphasis

This program prepares a student for entry as a conventional machinist, CNC Machinist, or tool and die maker. Courses include hands-on experience on modern industrial quality CNC machining centers, training on producing machine code, and Computer-Assisted Manufacturing (CAM) post processing. This is a true high-technology precision machining program.

#### First Semester - Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MSP 101</td>
<td>Machine Tool I</td>
<td>3</td>
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<tr>
<td>WLD 101</td>
<td>Welding I</td>
<td>3</td>
</tr>
<tr>
<td>DDT 101</td>
<td>Engineering Drawing</td>
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<tr>
<td>IND 104</td>
<td>Industrial Materials &amp; Processes</td>
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<td>SKL 101</td>
<td>College Orientation</td>
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<tr>
<td>IND 120</td>
<td>Technical Report Writing or BOE 150 Business English/Communications</td>
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#### Second Semester - Spring

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<th>Course</th>
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<tr>
<td>MTH 130</td>
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<tr>
<td>MSP 102</td>
<td>Machine Tool II</td>
<td>3</td>
</tr>
<tr>
<td>IND 103</td>
<td>Industrial Safety &amp; Health</td>
<td>3</td>
</tr>
<tr>
<td>DDT 112</td>
<td>Computer-Aided Design I</td>
<td>3</td>
</tr>
<tr>
<td>SPK 101</td>
<td>Public Speaking I</td>
<td>3</td>
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#### Third Semester - Fall

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
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<tr>
<td>MTH 135</td>
<td>Advanced Technical Math</td>
<td>3</td>
</tr>
<tr>
<td>MSP 210</td>
<td>Machine Tool III</td>
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<tr>
<td>MSP 215</td>
<td>Tool &amp; Diemaking</td>
<td>3</td>
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<tr>
<td>IND 107</td>
<td>Machinery Handbook</td>
<td>3</td>
</tr>
<tr>
<td>IND 203</td>
<td>Measurements &amp; Instruments</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
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#### Fourth Semester - Spring

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<th>Course</th>
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<tbody>
<tr>
<td>MSP 221</td>
<td>Special Problems in Machine Tool</td>
<td>3</td>
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<tr>
<td>MSP 222</td>
<td>CNC Machining</td>
<td>3</td>
</tr>
<tr>
<td>IND 202</td>
<td>Metallurgy &amp; Heat Treating</td>
<td>3</td>
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<tr>
<td>SKL 250</td>
<td>Employment Seminar or IND 295</td>
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<tr>
<td>IND 108</td>
<td>Technical Physics</td>
<td>4</td>
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<td>PSC 105</td>
<td>Functions &amp; Policies of Am Govt or HST 105</td>
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</tr>
<tr>
<td>HST 105</td>
<td>American History to 1865</td>
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</tr>
</tbody>
</table>

### AAS Degree - Industrial Maintenance Emphasis

This 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSP 101</td>
<td>Machine Tool I</td>
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</tr>
<tr>
<td>WLD 101</td>
<td>Welding I</td>
<td>3</td>
</tr>
<tr>
<td>DDT 101</td>
<td>Engineering Drawing</td>
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<tr>
<td>IND 101</td>
<td>Fundamentals of Industrial Maintenance</td>
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<td>College Orientation</td>
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<tr>
<td>EET 100</td>
<td>DC/AC Electronics</td>
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#### Second Semester - Spring

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<th>Title</th>
<th>Credits</th>
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<tr>
<td>MTH 130</td>
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<td>MSP 102</td>
<td>Machine Tool II</td>
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<tr>
<td>IND 105</td>
<td>Fluid Power Principles</td>
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<td>DDT 110</td>
<td>Blueprint Reading</td>
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<tr>
<td>IND 120</td>
<td>Technical Report Writing or BOE 150 Business English/Communications</td>
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#### Third Semester - Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MTH 135</td>
<td>Advanced Technical Math</td>
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<tr>
<td>IND 104</td>
<td>Industrial Materials &amp; Processes</td>
<td>3</td>
</tr>
<tr>
<td>IND 107</td>
<td>Machinery Handbook</td>
<td>3</td>
</tr>
<tr>
<td>IND 203</td>
<td>Measurements &amp; Instruments</td>
<td>3</td>
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<tr>
<td>SPK 101</td>
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#### Fourth Semester - Spring

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>WLD 102</td>
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<tr>
<td>IND 103</td>
<td>Industrial Safety &amp; Health</td>
<td>3</td>
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<tr>
<td>EET 111</td>
<td>Electric Motor Controls</td>
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<td>SKL 250</td>
<td>Employment Seminar or IND 295</td>
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<td>IND 108</td>
<td>Technical Physics</td>
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<tr>
<td>PSC 105</td>
<td>Functions &amp; Policies of Am Govt or HST 105</td>
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</tr>
<tr>
<td>HST 105</td>
<td>American History to 1865</td>
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</table>
AAS Degree - Power Plant Emphasis

This program was developed in cooperation with a major electric cooperative and will prepare a graduate for employment in a number of entry-level positions at an electric cooperative or other fossil fuel power generation facilities.

First Semester - Fall
IND 125  Power Plant Systems ....................................... 3
IND 203  Measurements & Instruments .......................... 3
IND 101  Fundamentals of Industrial Maintenance .... 3
EET 100  DC/AC Electronics ........................................... 3
IND 120  Technical Report Writing or
BOE 150  Business English/Communications .................... 3
SKL 101  College Orientation .......................................... 1

Second Semester - Spring
MTH 130  Technical Mathematics .................................... 3
IND 130  Plant Boilers & Operations ............................. 3
IND 105  Fluid Power Principles ................................... 3
DDT 110  Blueprint Reading ............................................ 3
Directed Elective ................................................................. 3

Third Semester - Fall
EET 101  Industrial Electricity ........................................ 3
BUS 100  Introduction to Business ................................... 3
SPK 101  Public Speaking I ........................................... 3
Humanities Elective ............................................................ 3
Directed Elective ................................................................. 3

Fourth Semester - Spring
IND 103  Industrial Safety & Health ........................... 3
EET 111  Electric Motor Controls ..................................... 3
SKL 250  Employment Seminar or
IND 295  Industrial Technology Internship ................... 1-2
IND 108  Technical Physics ............................................. 4
PSC 105  Functions & Policies of Am Govt or
HST 105  American History to 1865 ............................. 3
Directed Elective or
Recommended Elective ................................................... 3

Directed Electives
IND 255  Steam Turbines & Generators
IND 260  Power Plant Cycles
IND 265  Power Plant Chemistry

Recommended Elective
IND 295  Industrial Technology Internship
### AAS Degree - Marketing/Management

**First Semester - Fall**
- MKT 105 Principles of Marketing ........................................ 3
- ACC 101 Elementary Accounting I .......................................... 3
- BUS 100 Introduction to Business .......................................... 3
- SPK 101 Public Speaking I ................................................... 3
- LAL 101 English I ............................................................... 3
- SKL 101 College Orientation .................................................. 1

**Second Semester - Spring**
- MKT 110 Advertising ............................................................ 3
- ACC 102 Elementary Accounting II ......................................... 3
- BOE 150 Business English/Communications .............................. 3
- BUS 113 Human Relations in Management ................................ 3
- Directed Elective ..................................................................... 2
- Biological Science or Physical Science .................................. 3

**Third Semester - Fall**
- BUS 112 Principles of Management ......................................... 3
- BUS 120 Business Law I .......................................................... 3
- ECN 101 Macroeconomics ....................................................... 3
- PSC 105 Functions & Policies of Am Govt or HST 105 American History to 1865 ...................................................... 3
- MTH 140 College Algebra ....................................................... 3

**Fourth Semester - Spring**
- BUS 121 Business Law II ......................................................... 3
- ECN 102 Microeconomics or MKT 250 Entrepreneurship ................. 3
- BOE 263 Business Software Applications ................................ 3
- SKL 250 Employment Seminar or MKT 295 Marketing/Management Internship ...................................................... 1-2
- Humanities Elective ............................................................. 3
- Directed Elective ..................................................................... 3

### Certificate Option

- MKT 105 Principles of Marketing ............................................. 3
- MKT 110 Advertising .................................................................. 3
- BUS 100 Introduction to Business ............................................ 3
- ECN 101 Macroeconomics ....................................................... 3
- BUS 112 Principles of Management ......................................... 3
- BUS 113 Human Relations in Management ................................ 3
- BUS 120 Business Law I .......................................................... 3
- BUS 121 Business Law II or ECN 102 Microeconomics or MKT 250 Entrepreneurship ........................................ 3
- ACC 101 Elementary Accounting I .......................................... 3
- ACC 102 Elementary Accounting II .......................................... 3
- BOE 150 Business English/Communications ................................ 3
- BOE 263 Business Software Applications ................................ 3
- SKL 250 Employment Seminar ............................................... 1
- SPK 101 Public Speaking I or LAL 101 English I ...................... 3
- MTH 140 College Algebra ....................................................... 3

### AAS Degree - Welding & Metals Technology

**First Semester - Fall**
- WLD 101 Welding I ................................................................... 3
- MSP 101 Machine Tool I ............................................................ 3
- IND 107 Machinery Handbook ............................................... 3
- DDT 101 Engineering Drawing .................................................. 3
- IND 120 Technical Report Writing or BOE 150 Business English/Communications ...................................................... 3
- SKL 101 College Orientation .................................................... 1

**Second Semester - Spring**
- WLD 102 Welding II ................................................................. 3
- MSP 102 Machine Tool II ............................................................ 3
- MTH 130 Technical Mathematics ............................................. 3
- DDT 110 Blueprint Reading ....................................................... 3
- SPK 101 Public Speaking I ....................................................... 3

**Third Semester - Fall**
- MTH 135 Advanced Technical Math ........................................ 2
- WLD 201 Welding III ............................................................... 3
- WLD 220 Special Problems in Welding ...................................... 3
- IND 104 Industrial Materials & Processes ................................ 3
- IND 203 Measurements & Instruments ..................................... 3

**Fourth Semester - Spring**
- WLD 202 Welding IV ............................................................... 3
- IND 103 Industrial Safety & Health .......................................... 3
- IND 202 Metallurgy & Heat Treating ........................................ 3
- SKL 250 Employment Seminar ............................................... 1
- WLD 295 Welding Internship .................................................... 1/2
- IND 108 Technical Physics ....................................................... 4
- PSC 105 Functions & Policies of Am Govt or HST 105 American History to 1865 ...................................................... 3

### Certificate

- WLD 101 Welding I ................................................................. 3
- WLD 102 Welding II ............................................................... 3
- MSP 101 Machine Tool I .......................................................... 3
- MSP 102 Machine Tool II ......................................................... 3
- IND 101 Fundamentals of Industrial Maintenance ..................... 3
- IND 103 Industrial Safety & Health .......................................... 3
- IND 104 Industrial Materials & Processes ................................ 3
- IND 107 Machinery Handbook .............................................. 3
- DDT 101 Engineering Drawing ............................................... 3
- DDT 112 Computer-Aided Design .......................................... 3
- MTH 130 Technical Mathematics ........................................... 3
Moberly Area Community College has a Missouri Peace Officer Standards and Training Program (POST) Certified Law Enforcement Training Center (LETC) that offers the peace officer basic training course, continuing education, contract training, and customized training seminars.

Eligibility to apply for certification prior to employment as a Missouri Peace Officer requires the completion of a Missouri Department of Public Safety Peace Officer Standards and Training, POST, approved 600 Hour Peace Officer Basic Training Program.

The Moberly Area Community College LETC 600 Hour Peace Officer Basic Training Course is a detailed and comprehensive program equal to 32 college credit hours. The curriculum is tailored to fulfill the requirements for state license as a peace officer. The diversified nature of service dictates that candidates are well-versed in all training areas. Modernization and technological advancement of police services requires the development of self-discipline, self-confidence, and conceptual knowledge in addition to becoming Òstreet smart.Ó Students are challenged mentally and physically in an environment which instills a commitment to the highest moral and ethical standards.

The police academy experience is exciting, challenging, and fulfilling. The student is encouraged to pursue a lifetime of physical development and fitness as well as continuing education training.

This five month course meets Monday through Friday 8:00 a.m. to 5:00 p.m.

Applications for Peace Officer Basic Training can be obtained by contacting:

Law Enforcement Training Center
Moberly Area Community College
101 College Avenue
Moberly, MO 65270-1304
dorindad@macc.edu
660-263-4110, ext. 279 or 800-622-2070, ext 279

Admission Criteria

Complete and return a MACC application to Student Services. Complete and return the following forms to the Law Enforcement Training Center:

1. LETC Application
2. Official high school or GED transcript
3. Official college and/or university transcripts
4. Missouri Peace Officer License Legal Questionnaire

Qualifications

1. Eighteen years of age or older
2. United States Citizen
3. Pass a background check
4. No felony convictions
5. No driving while intoxicated, or driving with excessive blood/alcohol content, or possession of controlled substances within 3 years of date of application.

Other Program Information

In addition to the class requirements, students will experience the following:

1. Tour the Moberly Police Department and Moberly Fire Department
2. Presentations by the University of Missouri Hospital helicopter training team, Norfolk Southern Railroad Police, and local bail bonding company
3. Presentations by various organizations, such as the Missouri Division of Liquor Control, K-9 Unit, State Park Ranger, and HRT Team
4. Presentations by Missouri law enforcement agencies

Upon completion of the program, students will receive Class A Certification from the Department of Public Safety and a Certificate of 600-Hour course in Basic Instruction as well as other certificates of completion.

In addition to the cost of tuition and fees, other incidental and personal expenses should be anticipated.
# 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 Ò FA, Ò SP, Ò and/or Ò SUÓ following each course description indicates whether the course is offered during the fall, spring, and/or summer terms. Ò INÓ 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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<tr>
<td>ACC 211</td>
<td>Managerial Accounting</td>
<td>3</td>
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This course involves basic application of costing methods, financial statements and their interpretation, and analysis for long-range planning. Prerequisite: ACC 101. (FA)

## Legend

- ACC  Accounting
- ART  Art
- BIO  Biological Science
- BOE  Business and Office Technology
- BUS  Business
- CCE  Early Childhood
- CIT  Computer Information Technology
- DDT  Drafting Design Technology
- DEV  Developmental Classes
- DRM  Drama
- ECN  Economics
- EDU  Education
- EET  Industrial Electronics/Electricity Technology
- EGN  Engineering
- EMT  Emergency Medical Technology
- FLN  Foreign Language
- GEO  Geography
- GLS  Global Studies
- GRA  Graphic Arts Technology
- HST  History
- IND  Industrial Technology
- JRN  Journalism
- LAL  Language and Literature
- LEN  Law Enforcement
- MKT  Marketing/Management
- MLT  Medical Laboratory Technology
- MSP  Machine Tool
- MTH  Mathematics
- MUS  Music
- 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
ACC 100

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, 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 101

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

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 103

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

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

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

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 and ACC 211, or instructor approval. Course may be taken concurrently with ACC 102. (SP)

ACC 214

Computerized Accounting Applications I
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 101 or instructor approval. (FA)

ACC 215

Computerized Accounting Applications II
A continuation of ACC 214, this course involves advanced accounting applications using an integrated accounting package. Course emphasizes payroll accounting laws and procedures and use of a computerized accounting system. Prerequisites: ACC 101 and ACC 214. (SP)

ACC 295

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 6 credit hours. Students taking this course in place of Employment Seminar must complete a short interview workshop. Prerequisites: Minimum 30 credit hours in program of study, 2.5 GPA, and approval from the Dean of Career and Technical Education or Director of Career and Technical Programs. Exceptions may be considered by the Dean of Career and Technical Education or Director of Career and Technical Programs. (FA, SP, SU)

ART 100

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

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

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

Design I
This is a basic art course with the study and use of elements and principles of 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

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) (SP)

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 115

Cultural Study 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

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

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

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. (IN)

ART 135

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 will be the responsibility of the student. Basic knowledge of Mac computers is preferable. (SP)

ART 136  2-2-3

Video I
This course introduces basic Digital Video technology, production, and editing. It teaches students to plan, shoot, and edit video projects using Digital Video, with emphasis on themes and the creative process. Basic knowledge of Mac computers is preferable. (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: ART 105, ART 110, 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. Prerequisite: ART 205 or instructor approval. (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

Creative Photography
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. Additional supplies required for this course are the responsibility of the student. (FA)

ART 222  2-2-3

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. Supplies required for this course are the responsibility of the student. Pre- or corequisite: ART 221. (FA)

ART 225  3-0-3

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  3-0-3

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

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 and require work beyond non-honors sections of the course. Prerequisite: Student must meet criteria for admission to Honors program. (FA, SP)

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. Course meets life science requirement for the associate of arts degree. (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, reports, and tables. (SP)

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 Productivity 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

Formatting
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 150  3-0-3
Business English/Communications
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. English I and touch keyboarding skills are recommended. (FA, 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: COMPASS, ASSET, or ACT required. (SP)

BOE 165  2-0-2
Presentation Software
Students will learn the basic and advanced concepts used in conjunction with presentation application software and demonstrate the fundamental concepts of giving an oral presentation using presentation application software. Prerequisite: BOE 106, CIS 101, or any Computer Information Systems course, or instructor approval. (SP)

BOE 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. Prerequisite or corequisite: BOE 108 or instructor approval. (FA)

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-9 and include some CPT coding. The course may also serve as a refresher for experienced coders. Prerequisite: BOE 171, medical office experience, or instructor approval. (SP)

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 Document Processing
This course emphasizes speed and accuracy in further developing touch keying skills and reinforces intermediate word processing applications. Personal information management and speech recognition software are studied and used as alternative document processing tools. Emphasis is placed on obtaining marketable skills and standards for the workplace. Prerequisite: BOE 106 and BOE 110. (FA)

BOE 261  3-0-3
Spreadsheet Applications
Students will learn the basic and advanced concepts used in conjunction with spreadsheet application software. Basic computer skills are required. Prerequisite: Touch keyboarding skills recommended. (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
Students will learn the basic and advanced concepts used in conjunction with database application software. Prerequisite: BOE 106, CIS 101, or any Computer Information Systems course, or instructor approval. (SP)

BOE 266  3-0-3
Integrated Information Processing
BOE 266 is a study of selected business word processing software for creating documents and completing business projects. The course includes desktop publishing and is designed to develop occupational proficiency. Prerequisite: BOE 106 and BOE 110 or instructor approval. Prerequisite or corequisite: BOE 195. (FA)

BOE 270  3-0-3
Professional Transcription/Medical
Students will develop skills in machine transcription using materials that relate specifically to a medical office setting. Prerequisites: BOE 110 and BOE 171. (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: BOE 171 or instructor approval, and BOE 175. (SP)

BOE 280  3-0-3
Professional Transcription/Legal
Students will develop skills in machine transcription using materials that relate specifically to a legal office setting. Prerequisites: BOE 110 and BOE 181. (FA)

BOE 290  3-0-3
Professional Transcription/Executive
Students develop skills in machine transcription using materials that relate to a variety of office settings. Prerequisites: BOE 110 and BOE 181. (FA)

BOE 292  3-0-3
Administrative Office Procedures
The purpose of this capstone course is to train the student in general office procedures; develop desirable personality traits, develop decision-making abilities, and demonstrate proper office decorum. Students will complete an outgoing assessment of student skills using the Office Proficiency Assessment and Certification (OPAC) software. A final project will be required. Prerequisites: BOE 151, BOE 195, BOE 266, and one of the following: BOE 270, BOE 280, or BOE 290. (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 6 credit hours. Students taking this course in place of Employment Seminar must complete a short internship workshop. Prerequisites: Minimum 30 credit hours in program of study, 2.5 GPA, and approval from the Dean of Career and Technical Education or Director of Career and Technical Programs. Exceptions may be considered by the Dean of Career and Technical Education or Director of Career and Technical Programs. (FA, SP, SU)

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)

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)
Early Childhood

Before the first day of classes, students enrolling in the Early Childhood program must complete and submit the following:

1. Proof of a current negative TB test.
2. Medical Examination Report for Childcare Providers/Staff.
3. Proof of registration in or application to the Missouri Family Care Safety Registry.

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.

#  Courses required for the Infant/Toddler
   > Courses required for the Preschool or Family
   + CDA Elective

> CCE 105  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)

+CCE 106  3-0-3
Foundations of Early Care and Education
This course surveys the historical, philosophical, legal and cultural foundations of child development, early learning and care-giving that shape current policy and practice. State and national educational standards will be introduced to guide students in their professional development and in the required observation and analysis of group settings for children from infancy through primary school. Students will explore and compare diverse career paths working with children from birth to eight years of age and their families. (FA)

CCE 107  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: CCE 105 and CCE 106. (FA, SP)

CCE 108  1-3-2
Beginning Laboratory in Infant/Toddler Setting
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: CCE 106 and CCE 109. (FA, SP)

#CCE 109  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)

+CCE 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)

> CCE 130  2-3-3
CDA Seminar
This course 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 Infant, Preschool, or Center Infant/Toddler setting in line with CDA Standards. Students will be ready to apply for the Child Development Associate (CDA) through the National Council for Professional Recognition by the end of this course. Pre- or corequisites: CCE 105 or CCE 109 and CCE 120 or CCE 106. Must have worked a minimum of 480 hours in a regulated childcare work setting prior to beginning this course. May substitute for CCE 107 or CCE 108. (FA, SP)

CCE 180  2-2-3
Assessing for Development and Learning
This course emphasizes the skills for authentic assessment through ongoing observation and documentation. Students will also learn to select and administer screening and assessment instruments and combine that data with authentic assessment for evaluation and planning. Laboratory experiences and seminars will culminate in the production of developmental profiles for two of the individuals observed. Pre- or corequisite: CCE 106. (SP)

CCE 205  3-0-3
Working with Families and the Community
This course explores the diverse cultures, values, and traditions of family systems and the Early Childhood professional@role in partnering with parents to form a nurturing learning community. Students will develop skills to help them effectively relate to parents and access community resources. Pre- or corequisites: CCE 107 or CCE 108 or CCE 130 or CDA credential; and LAL 101. (FA)

CCE 212  2-2-3
School-Age Programs
In this course students explore and design developmentally appropriate alternative programs for school-age children outside of the regular school day. This course includes 30 hours of lab in an approved school-age childcare setting. (IN)

CCE 215  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 complete developmental summaries based on research and real life observations. Pre- or corequisites: CCE 107 or CCE 108 or CCE 130 or CDA credential; and LAL 101. (SP)

CCE 235  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: CCE 107 or CCE 108 or CCE 130 or CDA credential; and LAL 101. Pre- or corequisite: CCE 215. (FA)

CCE 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: CCE 107 or CCE 108 or CCE 130 or CDA credential; and LAL 101. Pre- or corequisite: CCE 215. (FA)

CCE 245  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: CCE 215. Pre- or corequisites: CCE 235 and CCE 240. (FA)

CCE 250  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 CCE. (SP)

CCE 255  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: CCE 245; and MTH 100 or BOE 152. (SP)

CCE 265  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: CCE 235 and CCE 245. Pre- or corequisites: CCE 250 and CCE 255. (SP)

CCE 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: CCE 265. (SP)
CIT 101  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  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  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  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, abd 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  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  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  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)

CIT 140  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)

CIT 145  Web Design I
This course involves development and maintenance of an interactive Web site. 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 Web site. 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)

CIT 150  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)

CIT 151  Linux Admin II
This course is a higher level of programming with advanced problem solving. The following concepts are covered: user defined types and data abstractions, dynamic memory allocation, inheritance, and polymorphism. Prerequisite: CIT 105 or instructor approval. (SP)

CIT 201  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)

CIT 205  Programming II
This course is a higher level of programming with advanced problem solving. The following concepts are covered: user defined types and data abstractions, dynamic memory allocation, inheritance, and polymorphism. Prerequisite: CIT 105 or instructor approval. (SP)

CIT 208  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)

CIT 216  Data Structures II
This course covers advanced concepts in computer programming using object-oriented programming techniques. Prerequisites: CIT 105 and CIT 208. (IN)

CIT 228  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)

CIT 242  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)
CIT 250 - 3-0-3
Linux Admin II
This course is designed to take an in-depth look at Li-
nux server management. The course adopts a practical hands-on approach to system administration using Li-
nux. 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 135 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 emphasizes project-based 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 penetration-testing tools and techniques that ethical hackers and security testers use to protect computer networks. This course provides a structured knowledge base for preparing security professionals to discover vulnerabilities and recommend solutions for tightening network security and protecting data from potential attackers. Prerequisites: CIT 105 and CIT 106. (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 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 6 credit hours. Students taking this course in place of employment Seminar must complete a short (3) hour Interview workshop. Prerequisites: Minimum 30 credit hours in program of study, 2.5 GPA, and approval from the Dean of Career and Technical Education or Director of Career and Technical Programs. Exceptions may be considered by 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 Technologies
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
Engineering Drawing
Sketching, geometric shapes and construction detail, use of drafting equipment, lettering, orthographic projections, dimensioning and notes, sectional views, auxiliary views, manufacturing processes, drafting conventions and standards, tracing, and reproductions are included in this course. Instruction includes both mechanical and architectural standards and reproductions. (FA, SP)

DDT 102 - 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)

DDT 211 - 2-2-3
Computer-Aided Design II
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)

DDT 217 - 2-2-3
Pro/Engineer CAD
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)

DDT 220 - 2-2-3
Special Projects in Computer-Aided Drafting
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)

DDT 221 - 2-2-3
Computer-Aided Design III
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)

DDT 223 - 2-2-3
Civil Engineering Design
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)

DDT 225 - 2-2-3
Architectural Design I
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)

DDT 226 - 2-2-3
Architectural Design II
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)
DDT 227 - DRM 299

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DDT 227  2-2-3
Architectural Design III
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)

DDT 228  2-2-3
Structural Drafting and Design
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)

DDT 232  2-2-3
Drafting Design Capstone Project
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)

DDT 250  2-2-3
Design Concepts
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 112. (SP)

DDT 295  0-(6-18)-(2-6)
Drafting Design 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 per semester. Course is variable credits up to 18 credit hours. Prerequisites: Minimum 30 credit hours in program of study, 2.5 GPA, and approval from the Dean of Career and Technical Education or Director of Career and Technical Programs. Exceptions may be considered by the Dean of Career and Technical Education or Director of Career and Technical Programs. (FA, SP, SU)

DDT 299  (1-6)-0-(1-6)
Special Studies in Drafting Design 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 in any one discipline. (IN)

DEVELOPMENTAL COURSES

Developmental course grades are not calculated into a student's grade point average. Developmental courses are not applicable toward degree requirements or electives. Additionally, developmental courses do not count toward minimum credit hour requirements for certain scholarships.

DEV 010  3-0-3
Fundamentals of Mathematics
This course is designed to review and/or establish basic arithmetic skills for students prior to entry into Fundamentals of Algebra, College Algebra, Business Mathematics/Electronic Calculations, or Technical Math. (FA, SP, SU)

DEV 011  3-0-3
Fundamentals of Algebra
Fundamentals of Algebra is designed for the student who lacks the necessary algebraic skills to undertake courses in mathematics and science. It includes the use of symbols, real numbers, linear equations, relations, functions, graphing, linear systems, polynomials, exponents, and quadratic equations. Prerequisite: eligible placement score or satisfactory completion of Developmental math sequence. (FA, SP)

DEV 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)

DEV 022  3-0-3
Fundamentals of English
Fundamentals of English is designed as a preparation for English 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 English I. (FA, SP, SU)

DEV 031  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)

DEV 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)

DRM 120  3-0-3
*Theater Appreciation
Students are introduced to all aspects of the art of theater from theatrical production to theater history and literature. (FA, SP)

DRM 150  3-0-3
Acting I
This course includes methods and techniques of training in pantomime, improvisation, staging, and characterization. (FA)

DRM 160  3-0-3
Children's Theater
This course introduces students to various types of theater for children, giving them an opportunity to develop theatrical skills especially appropriate for young audiences. Course includes units in storytelling, story theater, clowning, puppetry, and playback theater, and its use in conflict resolution. Public performances are required. Prerequisite: DRM 150 or instructor approval. (SP)

DRM 165  1-0-1
Stage Makeup
This course is designed to provide an understanding of, and practical skills in, the design and application of makeup for theatrical performance. Pre- or corequisite: DRM 120, DRM 150, DRM 160, or instructor approval. (IN)

DRM 210  3-0-3
Acting II
Acting II is a continuation of Acting I with emphasis on acting styles and historical pieces. Students will examine acting theories and work on characterization techniques. Prerequisite: DRM 150 or instructor approval. (FA)

DRM 215  3-0-3
Directing
This course is designed to introduce students to the art and application of theatrical direction. Students will explore stage design, blocking, characterization, theater concept, and actor coaching. The course will culminate in a student-directed project. Prerequisites: DRM 150 or DRM 160 or instructor approval. (IN)

DRM 299  (1-6)-0-(1-6)
Special Studies in Drama
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)
**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, resource markets, economic institutions, and international trade. A suggested course sequence: ECN 101 prior to ECN 102. (SP)

**EDUCATION**

A grade of C or higher must be achieved in all required education courses to earn the Associate of Arts in Teaching degree.

**EDU 220 3-0-3**

**Foundations of Education**

This course is designed to examine the historical, philosophical, sociological, political, economic, and legal foundations of the American public education system. Students will explore the nature of school environments, design and organization of school curricula, and characteristics of effective schools and instruction in grades P-12. Educational structures, practices, and projections for the future will be studied. Prerequisite: LAL 101. (FA, SP)

**EDU 225 2-2-3**

**Teaching Profession with Field Experience**

This course provides an opportunity to observe teaching and learning for thirty-two (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 205 and EDU 225. (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. Prerequisite: 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 electronic circuits. Emphasis will be given to both theories of electricity and electronics. Hands-on practical applications to teach basic circuits, components, and testing equipment will be used in analysis. Prerequisite: Instructor approval. (FA)

**EET 101 3-0-3**

**Industrial Electricity**

This course includes a general review of power circuits, terms, and electrical 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 cost 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 109 2-2-3**

**Solid State Electronics**

This course is a review of solid-state theory and operation. Components studied are diodes, transistors, control devices, light-sensitive devices, op-amps, and power supplies. Emphasis will be placed on component operations and logic circuit applications. Prerequisite: EET 100. (SP)

**EET 110 2-2-3**

**Digital Electronics**

This course will provide participants with the background and fundamentals of computer logic, computer language numbering systems, and Boolean algebra. Participants will learn both theory and the practical application of circuits related to the complex circuits found in practical digital systems. Topics will include introduction to digital electronics, numbering systems, binary logic gates, encoding and decoding, flip-flops, counters, shift registers, arithmetic circuits, memories, digital systems, and connecting with analog devices, with emphasis on troubleshooting techniques. Prerequisite: EET 109 or instructor approval. (IN)

**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. (SP)

**EET 212 2-2-3**

**Electronic Variable Speed Drives**

In this lecture/lab course, students will learn practical information about both AC and DC variable-speed drives and solid-state controls used in a high-tech manufacturing environment. This is an advanced motor controls class that provides a more detailed look at the installation, maintenance, and troubleshooting of AC and DC motors used in variable-speed drive applications; DC armatures; various solid-state control devices; regulatory circuits and speed-torque relationships; universal speed controls; DC variable-speed drives; and AC variable-frequency drives. Prerequisite: EET 111 or instructor approval. (FA)

**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 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 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)
Industrial Electronics/Electricity 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 6 credit hours. Students taking this course in place of Employment Seminar must complete a short interview workshop. Prerequisites: Minimum 30 credit hours in program of study, 2.5 GPA, and approval from the Dean of Career and Technical Education or Director of Career and Technical Programs. Exceptions may be considered by the Dean of Career and Technical Education or Director of Career and Technical Programs. (FA, SP, SU)

Special Studies in Industrial Electronics/Electricity 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 in any one discipline. (IN)

Foreign Language

* Meets Humanities requirement

FLN 101  5-0-5
* Elementary Spanish
This course is an introduction to the Spanish language and will include pronunciation, vocabulary, grammar, and Hispanic culture. Focus will be on learning to speak, understand, read, and write in Spanish. (FA, SP)

FLN 102  5-0-5
* Intermediate Spanish
This course is a continuation of Elementary Spanish. Prerequisite: FLN 101 or two years of high school Spanish or instructor approval. (SP)

FLN 111  5-0-5
* Elementary French
FLN 111 introduces students to French grammar and pronunciation. The focus will be listening, speaking, reading, and writing. (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 intense 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 and vernacular Arabic, largely used in media, daily situations, and business correspondence. The vernacular is Egyptian, the most easily accessible Arabic vernacular to Arabs. The course meets a variety of communication needs that non-Arabs often grapple with in their daily life in the Arab world. (FA, SP)

FLN 122  5-0-5
Intermediate Arabic
Intermediate Arabic emphasizes the cultural significance of communication via language. Having broken the conventional language barrier in Elementary Arabic, this course helps to bring Arabic students to 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. (FA, 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)

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

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)
**Graphic Arts Technology**

GRA 100  1-0-1  **Orientation to Graphic Arts**
This course provides an introduction and overview of developments, trends, and projections in the graphics industry. The course will highlight the various career opportunities and industries served by the program. Also covered are the production steps that any printed material must go through before completion. Basic units of measurement and industry standards will be discussed. (FA)

GRA 102  3-0-3  **Graphics Software**
This course is an introductory program that concentrates on the software used for design, layout, typography, illustration, and imaging for production. This course introduces students to the basic tools and techniques for using various programs essential in graphic arts. Upon completion, students should be able to understand and use the computer as a fundamental design and production tool and have a good grasp of how to use highly complex and powerful digital imaging tools. (FA)

GRA 110  3-0-3  **Graphic Arts I**
This course addresses fundamentals of page layout, imposition, trim, and bleeds. Basic concepts of PMS color selection and paper selection are discussed. Computer-based and conventional paste-up and formatting techniques with an overview of standard measurements, proofreading, copyright law, mark-up, and fonts are included. Type standards of Postscript and True Type are identified. The correct procedure for submitting art and photographs to a bureau is outlined. Emphasis is directed toward labeling and identifying project components. (FA)

GRA 120  2-2-3  **Graphic Arts II**
This course covers the design principles and procedures that are used in the preparation of art and illustrations and provides additional training in the use of photographic and drawing software. Imposition methods, film contacting, image distortion, film composition, pre-press proofing, electronic masking, step and repeat, electronic pre-press, and lithographic plate making are studied. Laboratory experiences support lecture/theory content. Projects address various applications used in the pre-press area. Conventional methods are contrasted with electronic imaging. Prerequisite: GRA 110 or instructor approval. (SP)

GRA 130  3-0-3  **Copy Preparation**
This course provides an overview of standard measurements, proofreading, copyright law, mark-up, and fonts. Type standards of Postscript and True Type are identified. The correct procedure for submitting art and photographs to a bureau is outlined. Emphasis is directed toward labeling and identifying project components. (FA)

GRA 210  2-2-3  **Graphic Arts III**
This course covers properties, specifications, pricing, procurement of ink, and printing substrates relative to commercial printing. Course content includes offset lithography and screen printing and a survey of binding and finishing operations. Policies, techniques, operations, and equipment for cutting, folding, assembling, case binding, perfect binding, shipping, mailing, and numerous specialty finishing operations are also included. Prerequisite: GRA 120 or instructor approval. (FA)

GRA 220  3-0-3  **Computer Imaging**
This course includes advanced image composition techniques and procedures utilizing photographic and illustrative software. The course is designed to work with the desktop publishing program InDesign. The course also highlights illustration programs (Illustrator) as well as photographic packages (Photoshop, Streamline). Students will experience many hands-on exercises incorporating text, art, and photography in a complete project. Prerequisite: GRA 110. (SP)

GRA 225  3-0-3  **Digital-Media Development**
This course provides an introduction to image design for digital-media production. Based on latest technologies, the course offers an overview of the history, hardware, software, techniques and styles used in the development of a variety of digital-media projects. The course highlights presentations, web-based media, CD-ROM and DVD production. The course also addresses audio and video importing into Flash and basic scripting. (SP)

GRA 230  3-0-3  **Portable Document Formats**
This course provides an investigation into methods of translating electronic files and documents into usable digital file formats. Along with the use of other digital applications, students will work with Acrobat Professional, editing and extracting graphics and type, while focusing on problem solving skills to convert typical word processing and graphics files into professional graphic arts formats. Students will also explore basic color management tools to format projects for different output devices and proofers. (FA)

GRA 235  3-0-3  **Computer Graphics**
This course covers the acquisition, storage, and presentation of computer graphic images. Image size, portability, and quality are also covered. Graphic technology of personal computers is explored as well as audio, video, and animation graphics. (SP)

GRA 240  3-0-3  **Graphic Arts Management**
This course will address production problems from a management perspective. Printing requests are analyzed to determine specifications, material ordering, and technical problems. Problems that may arise during the actual printing project are discussed. Students will estimate and schedule projects dealing with common bottlenecks such as corrections and author alterations. A generic computer-estimating package is used to generate estimates. Prerequisite: GRA 210 or instructor approval. (SP)

GRA 295  0-(6-18)-(2-6)  **Graphic Arts Technology Internship**
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)

**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 - IND 130

HST 106H 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 150 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 151 African-American History II
This course is a survey of American history from the Civil War to the present from an African-American viewpoint. 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 Protests Movements. (IN)

HST 201 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" on America's past, emphasis is 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 201H 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" on 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. This course uses minimal lecture and emphasizes student participation/discussion. Prerequisite: Student must meet the criteria for admission into the Honors Program. (IN)

INDUSTRIAL TECHNOLOGY

IND 101 Fundamentals in Industrial Technology
This course provides a basic survey of industrial technology. It emphasizes the importance of computers and microprocessors in industrial maintenance and repair. It covers the fundamentals of technical physics, including mechanics and materials science. (FA)

IND 103 Industrial Safety and Health
This course covers safety and health regulations and practices in the workplace. It emphasizes the importance of safety and health in the workplace. (SP)

IND 104 Industrial Materials and Processes
This course covers the properties and applications of common industrial materials. It emphasizes the importance of understanding materials science in the workplace. (FA)

IND 105 Fluid Power Principles
This course covers the principles of fluid power systems in the workplace. It emphasizes the importance of understanding fluid power systems in the workplace. (SP)

IND 106 Industrial Lifting and Rigging
This course covers the principles of industrial lifting and rigging. It emphasizes the importance of understanding industrial lifting and rigging in the workplace. (IN)

IND 107 Machinery Handbook
This course covers the principles of machinery design. It emphasizes the importance of understanding machinery design in the workplace. (FA)

IND 120 Technical Report Writing
This course covers the principles of technical writing. It emphasizes the importance of understanding technical writing in the workplace. (FA, SP)

IND 125 Power Plant Systems
This course covers the principles of power plant systems. It emphasizes the importance of understanding power plant systems in the workplace. (SP)

IND 130 Plant Boilers and Operations
This course covers the principles of plant boiler and operation. It emphasizes the importance of understanding plant boiler and operation in the workplace. (SP)
**Industrial Technology Internship**

IND 202

Metallurgy and Heat Treating

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

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)

IND 221

Industrial Supervision

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 focuses 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

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

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. The course is appropriate for Power Plant Technology majors or other interested students. Prerequisite: IND 125. (FA or SP)

IND 265

Power Plant Chemistry

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 140. (FA or SP)

IND 295

0-6-18-2-6

**Industrial 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 6 credit hours. Students taking this course in place of employment Seminar must complete a short interview workshop. Prerequisite: Minimum of 30 credit hours in program of study, 2.5 GPA, and approval from the Dean of Career and Technical Education or Director of Career and Technical Programs. Exceptions may be considered by the Dean of Career and Technical Education or Director of Career and Technical Programs. (FA, SP, SU)

IND 299

Special Studies in Industrial 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 in any one discipline. (IN)

**Journalism**

JRN 101

Journalism I

3-0-3

Journalism includes instruction, study, and practice in news-gathering methods. The course focuses on the mechanical aspects of newspaper production. Participation in the College newspaper, The Greyhound Express, is required. (FA, SP)

JRN 102

Journalism II

3-0-3

This course is a continuation of Journalism I with the addition of practice in other kinds of news writing, such as special articles for newspapers and magazines. Work produced in this class is for publication in the College newspaper, The Greyhound Express. Editorial positions are filled from this class. Prerequisite: JRN 101. (FA, SP)

JRN 201

Applied Journalism

3-0-3

Students will learn procedures and problems associated with producing various forms of media with an emphasis on the print media (newspapers and magazines). Each student will work on other media projects such as filmmaking and radio broadcasting. Prerequisite: JRN 102. (FA)

JRN 202

Mass Media

3-0-3

JRN 202 is a continuation of Journalism I, II, and Applied Journalism. Emphasis is placed on print media and the various types of writing used in publishing a newspaper. Students publish the College newspaper, which includes selling advertising; gathering, reporting, and writing information; feature and editorial writing; design and layout; and photography. Prerequisite: JRN 201. (SP)

JRN 299

Special Studies in Journalism

(1-6)-0-(1-6)

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)

**Language and Literature**

LAL 101

English I

3-0-3

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. (FA, SP, SU)

LAL 102

Exposition

3-0-3

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: eligible placement score; LAL 101 or instructor approval. (FA, SP, SU)

LAL 102H

Exposition Honors

3-0-3

Students are introduced to research writing through originality, organization, and persuasion. Focus is on critical thinking when conducting research, considering sources, and synthesizing information. Honors sections of Exposition will require student to think in more depth about topics, research with a greater emphasis on scholarly sources, and write with more specificity about the course topics. Prerequisite: eligible placement score; LAL 101 or instructor approval. (IN)

LAL 115

Introduction to Fiction Writing

3-0-3

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

Introduction to Poetry Writing

3-0-3

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 120

* American Literature Survey to 1870

3-0-3

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

* American Literature Survey from 1870 to Present

3-0-3

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. (SP)

LAL 125

* African-American Literature

3-0-3

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 - LEN 299

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. Prerequisites: LAL 101 and/or LAL 102 encouraged; student must meet criteria for admission into the Honors Program. (IN)

LAL 130 3-0-3

Introduction to Contemporary Literature
This course is a survey of world literature from Socratic and Greek epics to 18th century literature. (IN)

LAL 211 3-0-3

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 permission. (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)

LEN 299 1-6-0-(1-6)

Special Studies in Law Enforcement
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)

LEN 130 3-0-3

Corrections Policies and Procedures
This course is designed to explore the topic of corrections. This exploration will include the developmental history of the field, the issues facing the decision makers, the social reactions to the control and treatment of offenders, the various components that make up the corrections systems, and the impact of social change on the field. (SP)

LEN 220 3-0-3

Criminal Justice Internship
Students may be placed in two different organizations with missions compatible with their area of career interest and academic preparation for the purpose of receiving on-the-job training. Students will work in law enforcement, corrections/confinement, juvenile justice, judicial, or social work environments. Students will begin the semester as a class with scheduled meetings at the beginning, middle, and end of the semester and individually will be responsible for submitting journal entries to the instructor. The host agency will be asked to evaluate the student. Students must have a cumulative 2.5 grade point average and sophomore standing to seek enrollment in this class. Prerequisite: Approval from the Dean of Career and Technical Education. (FA, SP)

LEN 222 3-0-3

Criminal Justice Management
A variety of management topics including general office and personnel administration, fundamentals of staff and field operations, planning, budgeting, recruitment, training, and motivational and disciplinary methods are examined. The use of written policies, recognized standards, vicarious liability, and the Americans with Disabilities Act are also studied. Prerequisite: SOC 150. (SP)

LEN 250 0-12-3

Criminal Justice Communications
This course is designed to explore the topic of correction. This exploration will include the developmental history of the field, the issues facing the decision makers, the social reactions to the control and treatment of offenders, the various components that make up the corrections systems, and the impact of social change on the field. (SP)

LAW ENFORCEMENT

LEN 120 3-0-3

Criminal Justice Communications
All aspects of written communications including memorandums, business letters, traffic citations, and all manner of administrative, misdemeanor, and felony reports and computer messages are taught and practiced. Report forms from various local, state, and federal agencies are reviewed and used. Additionally, aspects of oral communications will include telephone and radio interrogation and how to testify in court.

Students are taught how to control situations verbally, minimizing conflict and violence, and how to communicate with the visual- and hearing-impaired. (SP)
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<th>C O U R S E D E S C R I P T I O N S</th>
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**Marketing/Management**

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<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MKT 105</td>
<td>3-0-3</td>
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<tr>
<td>Principles of Marketing</td>
<td>This is a basic course on the principles, practices, and processes required to move commodities from the producer to the consumer. (FA)</td>
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<table>
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<tr>
<th>Course Code</th>
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<tr>
<td>MKT 110</td>
<td>3-0-3</td>
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<tr>
<td>Advertising</td>
<td>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)</td>
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<tr>
<td>MKT 205</td>
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<tr>
<td>Salesmanship</td>
<td>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)</td>
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<tr>
<td>MKT 250</td>
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<tr>
<td>Entrepreneurship</td>
<td>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)</td>
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<th>Course Code</th>
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<tr>
<td>MKT 295</td>
<td>0-(6-18)-(2-6)</td>
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<tr>
<td>Marketing/Management Internship</td>
<td>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 credit and may be repeated for up to 6 credit hours. Students taking this course in place of Employment Seminar must complete a short interview workshop. Prerequisites: Minimum 30 credit hours in program of study, 2.5 GPA, and approval from the Dean of Career and Technical Education or Director of Career and Technical Programs. Exceptions may be considered by the Dean of Career and Technical Education or Director of Career and Technical Programs. (FA, SP, SU)</td>
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<tr>
<td>MKT 299</td>
<td>(1-6)-0-(1-6)</td>
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<tr>
<td>Special Studies in Marketing/Management</td>
<td>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>
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**Medical Laboratory Technology**

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<th>Course Code</th>
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<tr>
<td>MLT 150</td>
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<tr>
<td>Laboratory Methods and Management</td>
<td>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)</td>
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<tr>
<td>MLT 210</td>
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<tr>
<td>Immunology (with clinicals)</td>
<td>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: BOE 171, BIO 205, BIO 209 and MLT 150. (FA)</td>
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<td>MLT 220</td>
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<tr>
<td>Clinical Chemistry</td>
<td>The course consists of laboratory methods and analysis used in determining chemical levels within the body, testing and interpreting results. Prerequisites: BOE 171, BIO 205, BIO 209, MLT 210, and PHY 121. (SP)</td>
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<tr>
<td>MLT 230</td>
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<tr>
<td>Urology and Body Fluids (with clinicals)</td>
<td>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: BOE 171, BIO 205, BIO 209, MLT 210, and PHY 121. (SP)</td>
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<td>MLT 250</td>
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<tr>
<td>Hematology (with clinicals)</td>
<td>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: BOE 171, BIO 205, BIO 209, and MLT 150. (FA)</td>
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<tr>
<td>MLT 260</td>
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<tr>
<td>Phlebotomy (with clinicals)</td>
<td>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: BOE 171, BIO 205, BIO 209, and MLT 150. (FA)</td>
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<tr>
<td>MLT 270</td>
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<tr>
<td>Immunohematology (with clinicals)</td>
<td>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: BOE 171, BIO 205, BIO 209, and MLT 210. (SP)</td>
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**Marketing/Management**

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<tr>
<td>MKT 280</td>
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<tr>
<td>Clinical Microbiology</td>
<td>The course covers the role of bacteria, fungi, parasites and other microorganisms and their relation to human diseases. Extensive lab work is required, with an emphasis in bacterial culturing and identification, and identification of human disease-causing fungi and parasites. Prerequisites: BOE 171, BIO 205, BIO 206, BIO 209, and MLT 210. (SP)</td>
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<td>MLT 290</td>
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<tr>
<td>Molecular Methods and Virology</td>
<td>The course covers molecular methodology. Students also receive lectures in virology, physical and chemical properties of viruses, pathogenesis of viral diseases and specimen collection and handling. Prerequisites: BOE 171, BIO 205, BIO 206, and MLT 150. (FA)</td>
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<td>MLT 291</td>
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<tr>
<td>Clinical Hematology Practicum</td>
<td>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. (SU)</td>
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<tr>
<td>MLT 292</td>
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<tr>
<td>Clinical Chemistry Practicum</td>
<td>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)</td>
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<tr>
<td>MLT 293</td>
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<tr>
<td>Clinical Microbiology Practicum</td>
<td>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)</td>
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MSP 101 - MTH 299

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: 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: MSP 102 or instructor approval. (FA)

MSP 215  3-0-3
Tool and Die Making
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. Prerequisites: MSP 101 and MSP 102 or instructor approval. (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. Prerequisites: MSP 101 and 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: MSP 101, MSP 102, and MTH 130 or instructor approval. (SP)

MATHMATICS

MTH 100  3-0-3
Intermediate Algebra
This course is a continuation of Fundamentals of Algebra. Focus is on inequalities, linear equations, quadratic equations, functions and graphs, polynomials, rational expressions, exponents, radicals (including rational and negative powers), factoring (not including trinomial factoring), and systems of linear equations. Prerequisite: eligible placement score or satisfactory completion of Developmental math sequence. (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 satisfactory completion of DEV 011 or DEV 015. (SP)

MTH 135  2-0-2
Advanced Technical Mathematics
Advanced Technical Mathematics is designed for students in technical programs needing additional mathematics topics including exponents and logarithms, matrices, progressions and the binomial theorem, and statistics for process control. The emphasis is on technical applications. Prerequisite: MTH 130. (FA)

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 satisfactory completion of Developmental math sequence. (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. (FA, SP)

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. (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)
MUS 101 - MUS 299

MUSIC

* Meets Humanities requirement

MUS 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 the writing of simple chord progressions, cadence structure, and the harmonization of given basses and sopranoas with 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)

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 120  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 122  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 124  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 128  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 130  1-0-1
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  1-0-1
MACC Jazz Ensemble
The application of style and technique of all types of jazz is approached. Students learn the development of jazz from its beginning to styles being performed today. Course is open to all students. As a laboratory experience, the jazz band performs at all home basketball games, plays several concerts for local civic organizations, and tours with the MACC Singers in the surrounding area. 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)

MUS 215  2 or 3)-(2 or 3)
Cultural Studies in Music
This is a travel course for study abroad or in cities or areas in the United States. This traveling class looks at music performance and the influence of art and literature on music. Activities may include visits to musical performances, art museums, and other cultural venues. (IN)

MUS 231  1-0-1
Music for the Elementary Teacher
This course for the elementary teacher candidate or elementary music teacher includes materials and pedagogical methods for elementary music. Focus is on note and note songs; review of music methods; and instructional materials through singing, listening, and creative work. This course may be taken for pre-professional education credit. (IN)

MUS 299  1-6)-(1-6)
Special Studies in Music
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)
ASSOCIATE DEGREE NURSING

A grade of C or must be maintained in all required courses to continue in the ADN program.

NUR 100 1-0-1 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. Corequisites: NUR 101. (FA)

NUR 101 4-8-6 Fundamentals of Nursing Practice
The objective of this course is to help the student to develop a firm foundation for basic nursing practice through demonstration, direction, mentoring, and support. In this first course, the student learns to use the nursing process and draws on basic scientific principles, to organize, prioritize, and provide safe care. Additional focus is placed on interpersonal communication, cultural sensitivity, and appropriate use of health care terminology. The student is also introduced to ethical and legal concepts, and is encouraged to begin to develop self-assessment and professional accountability. Prerequisite: Current BLS certification for the professional, admission to the associate degree in nursing program. Corequisites: NUR 100, BIO 205. (FA)

NUR 111 3-4-4 Mental Health Nursing
This second semester course addresses the physiological and psychosocial integrity of the client with a specific focus on the psychosocial aspects. Self-assessment and self-awareness are encouraged to enhance self-development and foster therapeutic relationships with an emphasis on multi-cultural 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. Prerequisites: PSY 101. Prerequisites or corequisites: NUR 100, NUR 101, and BIO 205. (FA, SP, SU)

NUR 112 4-8-6 Adult Health Nursing I
The objective of this second semester course is to assist the student to integrate prior knowledge and utilize more advanced scientific principles. Students will apply these principles to provide more complex care to adults in selected settings. The student will be assisted to utilize interpersonal communication skills and integrate cultural awareness into client care. Additional focus is placed on organizing and prioritizing care. Students are assisted to further develop self-assessment skills and professional accountability, and to address ethical and legal dilemmas in their roles as client advocates. Prerequisites: Current BLS certification, NUR 101, and BIO 205. Corequisites: BIO 209 and NUR 111. (SP)

NUR 202 3-4-4 Maternal-Child Studies
This course is designed to provide a basic review of acquired knowledge from practical nursing education with emphasis on high-risk maternal-child nursing. The nursing process is incorporated into the child-bearing and child-rearing cycle of development. Physical growth and child nursing care has as its primary purpose maximizing the level of wellness of families in the child-bearing/child-rearing cycle of development. Prerequisites: NUR 111, NUR 112, and BIO 209. (SU)

NUR 204 .5-1-1 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/sepsis, 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 in nursing program. This course does not meet requirements for the Missouri State Board of Nursing IV therapy certification. Prerequisites: Current BLS certification, NUR 111, NUR 112, and BIO 209. (SU)

NUR 206 2.5-2-3 Nursing Issues
This third semester course further develops the concepts of the associate degree professional nursing roles as a manager of care and a member within the discipline of nursing. Communication skills in the use of technology, providing supervision, advocacy, and in collaboration will be expanded. Organizing, setting priorities, and delegating while considering ethical/legal, financial, and cultural issues will be discussed. Social and political influences on nursing practice and health care delivery will be explored. Prerequisites: Current BLS certification, NUR 111, NUR 112, and BIO 209. (FA, SP)

NUR 210 3-4-4 Nursing of Women and Newborns
This course is designed to provide a basis for beginning-level competence 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)

NUR 212 3-4-4 Child Health Nursing
This course is designed to provide a basis for beginning-level competence in nursing of children. The primary emphasis of the course is the nursing process in the child-rearing cycle of development. Prerequisites: NUR 111 and NUR 112. Corequisites: NUR 210, PSY 205, and BIO 206. (FA, SP)

NUR 220 7-12-10 Adult Health Nursing II
This fourth semester course considers the more complex and challenging dimensions of safe, effective, multicultural adult health care. The objective of this course is to move the student to an entry level of independent practice. Critical thinking and clinical judgment are refined to provide therapeutic interventions to groups of clients in a variety of settings. The breadth and depth of therapeutic communication is further expanded. Organizing, prioritizing, and collaborating skills increase while the student learns to delegate. Upon conclusion of this course the student will independently demonstrate a level of accountability and integrity within an ethical legal framework that is keeping with an entry level of practice. Students will independently practice self-assessment and commit to ongoing professional development. Prerequisites: NUR 111, NUR 112, NUR 204, BIO 205, and BIO 209. Corequisites: BIO 206, PSY 205, and SOC 101. (FA, SP)

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 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)

PED 121 2-0-2 First Aid
This course provides instruction in emergency first aid procedures, including basic life support; resuscitation; 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. Students have the opportunity to earn certification in CPR through the American Red Cross. (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 141 0-2-1 Physical Education

PED 142 0-2-1 Physical Education

PED 241 0-2-1 Physical Education

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)
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)

PHI 150H
*Introduction to Philosophy Honors
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. Honors sections of PHI 150 stress critical thinking and require completion of an additional significant project beyond non-honors sections of the course. 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)

PHY 212
General Chemistry I
This is an introductory course dealing with the fundamental principles of chemistry. Prerequisite: Two years of high school algebra or must be enrolled in or have completed MTH 140. (FA)

PHY 125
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. Prerequisite: MTH 140 or eligible placement score for MTH 201. (FA)

PHY 201
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
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
Quantitative Analysis
This course provides individualized study with an emphasis on volumetric and gravimetric analysis and an introduction to spectro-photometric and electrochemical techniques. Prerequisite: PHY 122. (IN)

PHY 222
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
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)
PRACTICAL NURSING

PNC 103  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  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  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 a 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  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  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, practical 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, source, actions, side effects, adverse reactions, contra-indications, and dosage. Client teaching is incorporated. Prerequisites: BIO 205 and PNC 125. Corequisites: PNC 111, PNC 123, 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 UCOn in BIO 209. Prerequisites: PNC 123 and PNC 125. Corequisites: PNC 122, PNC 124, 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 UCOn 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 practical nurse 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 UCOn 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 administer 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 interpersonal 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 to better understand 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 UCOn in BIO 209. Prerequisites: PNC 123 and PNC 125. Corequisites: PNC 113, PNC 122, and PNC 124. (SU)

POLITICAL SCIENCE

PSC 103  **American Government
This course deals with fundamental principles of political science and the organization, principles, and functions of American Government in all of its divisions: national, state, and local. A study of the federal and Missouri constitutions is included in this course. (SP)

PSC 105  **Functions and Policies of American Government
This course covers the study of national 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, economical, and social fields. (IN)

PSC 201  British Politics and Society
This course covers the political culture, institutions, and processes of Britain, including foreign policy and the relation of Britain to the European Community. It will also include a discussion of British society and the role of British citizens within the political system. (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  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)
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**Course Descriptions**

**PSY 201 - SOC 215**

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of deviance as well as the systematic sanctioning of deviants. Specific areas to be addressed include (but are not limited to) the judicial system, substance use/abuse, sexual and gender identity, and theories and methods of deviance. Prerequisite: SOC 101. (SP)

**SOC 299**
Special Studies in Sociology
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)

**SPEECH**

SPK 101  3-0-3
Public Speaking I
This course studies the role of speaking in communication in both formal and informal situations. The course includes a study of the communication process, the role of the listener, methods of speech organization, informative and persuasive techniques, and effective delivery. (FA, SP, SU)

SPK 201  3-0-3
Public Speaking II
This course studies the principles and techniques of persuasive speaking. Prerequisite: SPK 101 or instructor approval. (IN)

SPK 210  3-0-3
Oral Interpretation
This study of the reading of prose literature, poetry, dramatic literature, and storytelling explores vocal and physical performance techniques employed by a solo performer. (IN)

**WELDING**

WLD 101  2-2-3
Welding I
This is a beginning welding course involving instruction in the safe operation of oxy-acetylene welding and cutting, shield metal arc, AC/DC, and overview of welding methods. The course includes laboratory experience. (FA, SP)

WLD 102  2-2-3
Welding II
This course is a continuation of welding processes including the GMAW process, MIG, and introduction to TIG. Prerequisite: WLD 101 or instructor approval. (FA, SP)

WLD 201  2-2-3
Welding III
This is an advanced level of instruction in welding processes with emphasis on industrial applications. Prerequisite: WLD 102 or instructor approval. (FA, SP)

WLD 202  2-2-3
Welding IV
This advanced level of welding instruction involves the skills and development of techniques using exotic materials. Prerequisite: WLD 201 or instructor approval. (FA, SP)

WLD 220  2-2-3
WLD 221
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: WLD 101 and WLD 102 or instructor approval. (WLD 220 FA, WLD 221 SP)

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)
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BA William Woods College

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BSE Northeast Missouri State University

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BSE Northeast Missouri State University

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BSN Central Methodist College

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Dawn Helm, Instructor ............................ Mathematics
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MS  Arkansas State University - Jonesboro, AR
ASCP  Quincy College - Quincy, IL
MT  Quincy College - Quincy, IL
BSE  Bareilly College - India
BS  Meerut College - India
BS  Quincy College - Quincy, IL

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BFA  School of the Art Institute of Chicago
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MEd  University of Missouri - Columbia
BSE  Central Missouri State University

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Associate of Commerce  Hannibal - LaGrange College

Lloyd Marchant .......................... Chief Information Officer
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BS  Utah State University - Logan, UT

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