I want to go to MACC when I grow up. I want to be an engineer when I grow up.

I want to be a psychologist when I grow up.

I want to be a nurse when I grow up.

I want to be a computer when I grow up.

I want to be a teacher when I grow up.

I want to be an accountant when I grow up.

I want to be a journalist when I grow up.
# Table of Contents

Welcome
- President’s Letter, Telephone and Fax Numbers, About the Student Catalog, Parking, Academic Calendars, Campus Maps

About MACC
- College History, Our Mission and Values, Accreditation, Campus Facilities and Housing, Semester Abroad & Global Education, Off-Campus Programs, Distance Education

Admissions & Registration
- Open Door Philosophy, Admission Requirements & Policies, Fee Waivers, Registration, Tuition & Fees, Payment Information, Residency Definitions, Refund Policies

Financial Aid & Scholarships
- Satisfactory Progress Requirements, Federal Programs & Loans, State Scholarships & Grants, Outside Aid & Scholarships, College Financial Awards

Student Support Services
- Bookstore, Career & Placement Services, Academic Advising, Learning Center, Library, Retention, Adult Education & Literacy, Majic’s Hounds Town Grill, Workforce & Technical Education, Student Organizations, Alumni Association

Academic Regulations & College Policies
- Academic Course Load, Grading, President’s & Dean’s Lists, Attendance & Schedule Change Policies, Student Conduct Policy, Prohibition & Suspension, Academic Dishonesty, Other Academic Regulations, Assessment, Nondiscrimination Policy, Sexual Harassment Policy, Other College Policies, Student IDs, Student Rights, Americans with Disabilities Act

Associate of Arts & Associate of Science Degrees
- Honors Program, Conditions for Graduation, Degree Requirements, Global Studies Certificate, Transfer Programs

Associate Degree in Nursing
- Conditions for Graduation, Degree Requirements, General Admission Criteria, Accelerated Admission Option, Recommended Course Sequences

Associate of Applied Science Degree
- Conditions for Graduation, Degree Requirements, Course Sequences

Certificate Programs
- Conditions for Graduation, Program Requirements, Law Enforcement Training Center, Practical Nursing

Course Descriptions

Board of Trustees, Administration, Faculty, & Staff

Index
Dear Students,

Welcome to Moberly Area Community College. Whether you just graduated from high school, you are a working adult who is acquiring additional career and technical training, or you are a nontraditional student pursuing your dream of a college degree, MACC offers you affordability, flexibility, and quality. Picking up this catalog is the first step to making the future you envision become a reality.

MACC has a proud history of meeting the education and training needs of students from around the state, the nation, and the world. Since we opened our doors in 1927, MACC has nurtured learning to help students realize their potential and access opportunities. MACC has earned a reputation for excellence in our academic standards and the quality of our graduates.

As we plan for our future, we will continue to be responsive to the needs of the people we serve. As our economy changes and new technologies develop, MACC will continue collaborations with other educational institutions, businesses, industry, and government to ensure that our academic and career/technical programs deliver the knowledge and skills to meet evolving employment trends.

As you plan for your future at MACC, use this catalog as a reference and guide. Access the student support and special services available to you. Discuss your goals and options with advisors and faculty. Make the most of the educational opportunities we offer by giving your best in your classes. Above all, remember, we’re here to help you achieve your goals. We want you to have a pleasant and meaningful experience at our College and we’d like to count you among our thousands of successful graduates!

Sincerely,

Dr. Evelyn E. Jorgenson
President
Moberly Area Community College
### Telephone Numbers

**Main Campus - Moberly** 660-263-4110
   or 1-800-622-2070

Activity Center (on Main Campus) 660-263-1045

Advanced Technology Center - Mexico 573-582-0817

Jim Sears Northeast Technical Center - Edina 660-397-2522

MACC - Columbia Higher Education Center 573-234-1067

MACC - Hannibal Area Higher Education Center 573-231-0941

MACC - Kirksville Higher Education Center 660-665-0345

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**Extensions on the Main Campus**

- Academic Affairs 216
- 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 224
- Continuing Education 230
- Development 261
- Finance Office 294
- Financial Aid 301
- Law Enforcement Training Center 279
- Learning Center 310
- Library 245
- Marketing and Public Relations 261
- Off-Campus Programs/Instructional Technology 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

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**Fax Numbers on the Main Campus**

- Academic Affairs 660-263-6448
- Activity Center 660-263-2408
- Bookstore 660-263-7437
- Career and Technical Education 660-263-7563
- Financial Aid Office 660-269-9538
- Off-Campus Office 660-263-0253
- President’s Office 660-263-6252
- Student Services 660-263-2406

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### About the Student Catalog

The programs, policies, rules, regulations, procedures, fees, and tuition printed in this catalog are in effect for the fall semester 2006 and will generally remain in effect through summer semester 2008. The College reserves the right to make changes in its programs, policies, rules, regulations, procedures, fees, tuition, organizational structure, and faculty and staff through appropriate College processes. Information contained herein shall not constitute a binding agreement on the part of the College.

Students have the responsibility to be aware of and understand College regulations. A student is responsible for meeting all requirements for graduation. Advisors may assist in planning programs, but the student has final responsibility for meeting the requirements for graduation. In addition, students planning to transfer to another institution have the sole responsibility to determine that their course of study at the College will qualify for such a transfer.

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### Parking

**At the Main Campus**

All vehicles operated and/or parked on campus by faculty, staff, and students must be registered, regardless of ownership. Upon registration of the vehicle(s), one parking permit will be issued to the student. The first parking permit is issued free of charge. Subsequent permits are issued at a cost of $5 each.

The permit should be attached to the rear view mirror of the registered vehicle. The permit may be transferred to any vehicle registered under that student’s name with the Director of Security.

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

**At Off-Campus Locations**

Parking regulations at off-campus sites may vary by location. Students should ask in the main office for parking regulations at individual off-campus sites. The College is not responsible for vehicles or their contents at any off-campus location.
Fall 2006

Day and Evening Classes Begin ...............August 23, 2006
Last Day to Register/Add Classes ..........August 29, 2006
Labor Day (holiday) .........................September 4, 2006
Last Day to Drop with 80% Refund .........September 6, 2006
Columbus Day (holiday) ......................October 9, 2006

MID-TERM (Last Day to Drop with Guaranteed WS) .. October 17, 2006
Spring Registration Begins ................November 6, 2006
Last Day to Drop Classes ....................November 22, 2006

Thanksgiving Holiday* .................Thurs. Nov. 23 through Sat. Nov. 25, 2006

Day Classes End ............................December 8, 2006
Stop Day..........................December 11, 2006
Outcome Exam (December graduates)...December 11, 2006
Final Exams ..........................December 12, 13, 14, 15, 2006
Night Classes End ..................December 15, 2006

*All classes that start at 4:00 p.m. or later on Wednesday, November 22, will not be held. All other classes on that day will meet.

Spring 2007

Day and Evening Classes Begin .................January 8, 2007
Last Day to Register/Add Classes ..........January 12, 2007
Martin Luther King Day (holiday) ...........January 21, 2007
Last Day to Drop with 80% Refund ........January 22, 2007
President’s Day (holiday) ..................February 19, 2007

MID-TERM (Last Day to Drop with Guaranteed WS) ..........March 7, 2007
Spring Break ........................March 19-24, 2007
Easter (holiday) ........................April 6, 2007
Summer/Fall Registration Begins ..........April 10, 2007
Last Day to Drop Classes ................April 24, 2007
Night Classes End ..................May 7, 2007
Day Classes End ........................May 8, 2007
Stop Day..........................May 9, 2007
Outcome Exam (May graduates)............May 9, 2007
Final Exams ...........................May 10, 11, 14, 15, 2007
Commencement ..........................May 17, 2007

Summer Intersession | 2007

First InterSession Classes Begin ..........May 21, 2007
Memorial Day (holiday) ......................May 28, 2007
First InterSession Classes End ............June 1, 2007

Summer 2007

Summer Session Begins .........................June 4, 2007
Last Day to Register/Add Classes ........June 6, 2007
Last Day to Drop with 80% Refund .........June 8, 2007
1st 4-week session ends ..................June 29, 2007
2nd 4-week session begins ................July 2, 2007
Independence Day (holiday) ..............July 4, 2007
Summer Session Ends ..................July 27, 2007

Summer Intersession | 2007

Second InterSession Classes Begin ........July 30, 2007
Second InterSession Classes End ..........August 9, 2007

2007-2008 Academic Calendar

Fall 2007

Day and Evening Classes Begin ...............August 22, 2007
Last Day to Register/Add Classes ..........August 28, 2007
Labor Day (holiday) ........................September 3, 2007
Last Day to Drop with 80% Refund ..........September 5, 2007
Columbus Day (holiday) ......................October 8, 2007

MID-TERM (Last Day to Drop with Guaranteed WS) ..........October 16, 2007
Spring Registration Begins ................November 5, 2007
Last Day to Drop Classes ..................November 21, 2007
Thanksgiving Holiday* .................Thurs. Nov. 22 through Sat. Nov. 24, 2007

Day Classes End ............................December 7, 2007
Stop Day..........................December 10, 2007
Outcome Exam (December graduates).December 10, 2007
Final Exams ..........................December 11, 12, 13, 14, 2007
Night Classes End ..................December 14, 2007

*All classes that start at 4:00 p.m. or later on Wednesday, November 21, will not be held. All other classes on that day will meet.

Spring 2008

Day and Evening Classes Begin .................January 7, 2008
Last Day to Register/Add Classes ..........January 11, 2008
Last Day to Drop with 80% Refund ..........January 18, 2008
Martin Luther King Day (holiday) ..........January 21, 2008
President’s Day (holiday) ..................February 18, 2008

MID-TERM (Last Day to Drop with Guaranteed WS) ..........March 5, 2008
Spring Break ........................March 14-20, 2008
Easter (holiday) ........................March 21, 2008
Summer/Fall Registration Begins ..........April 8, 2008
Last Day to Drop Classes ................April 22, 2008
Night Classes End ..................May 5, 2008
Day Classes End ........................May 6, 2008
Stop Day..........................May 7, 2008
Outcome Exam (May graduates)............May 7, 2008
Final Exams ...........................May 8, 9, 12, 13, 2008
Commencement ..........................May 15, 2008

Summer Intersession | 2008

First InterSession Classes Begin ..........May 19, 2008
Memorial Day (holiday) ......................May 26, 2008
First InterSession Classes End ..........May 30, 2008

Summer 2008

Summer Session Begins .........................June 2, 2008
Last Day to Register/Add Classes ........June 4, 2008
Last Day to Drop with 80% Refund ..........June 6, 2008
1st 4-week session ends ..................June 27, 2008
2nd 4-week session begins ................June 30, 2008
Independence Day (holiday) ..............July 4, 2008
Summer Session Ends ..................July 25, 2008

Summer Intersession | 2008

Second InterSession Classes Begin ........July 28, 2008
Second InterSession Classes End ..........August 7, 2008
Moberly Area Community College

101 College Avenue, Moberly, MO 65270-1304  Phone: 660-263-4110 or 800-622-2070
Fax: 660-263-2406  Web Site: www.macc.edu  E-mail: info@macc.edu

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.
In the new millennium, community colleges are a great place to be. By design, community colleges can respond quickly to changes in technology, economic trends, and employer needs. At MACC, you can acquire knowledge and skills to help you advance in your current career, pursue new employment opportunities, or transfer to a four-year institution such as the University of Missouri-Columbia or Truman State University.

MACC offers programs in many of the fastest growing employment areas. Nursing, computer information systems, and medical laboratory technology are just a few of the opportunities available to you at MACC. You can complete a certificate program in one year and an associate degree program in two years. We offer quality educational programs that are accessible and affordable. MACC is just a great place to be!
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 socioeconomic 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.

Affiliation and 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 (Division of Vocational and Adult Education), the Missouri State Board of Nursing, the Missouri Department of Public Safety, and the National Association of Industrial Technology. MACC also offers courses and programs approved by the American Management Association and Development Dimensions International.

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

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

Main Campus Facilities

The historic and stately Main Building, constructed in 1931, contains over 100,000 square feet. This building houses much of the general education program as well as the Law Enforcement Training Center, 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, a Multipurpose Auditorium, a Student Commons area, as well as classrooms and offices. In spring 2002, the renovation of the old gymnasium located in the north wing was completed and that space now houses a state-of-the-art Graphic Arts/Fine Arts Center and a gallery.

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 Cen-
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.

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.

Off-Campus Programs

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 of MACC, Linn State Technical College, University of Missouri Extension, and the City of Mexico. The 40,000-square-foot facility houses classrooms, instructional labs, administrative offices, a resource room, student commons, faculty offices and workroom, and a Telecommunications Community Resource Center (TCRC).

The Christopher S. Bond Annex, an addition to the Advanced Technology Center, was completed in the spring of 2006. The expansion provides space for additional classrooms, offices, science laboratories, a testing center, 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/Certificate in Computer Information Systems
- Associate of Applied Science Degree/Certificate in Drafting Design Technology
- Associate of Applied Science Degree/Certificate in 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. The Jim Sears Northeast Technical Center, completed in the spring of 2001, brings college opportunities to Edina and surrounding communities.

The Edina site is an excellent example of how MACC works with government, business and industry, and community members to make education accessible to people in the College’s service region.

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

- Associate of Arts Degree
- Associate of Applied Science Degree/ Certificate in Computer Information Systems

Columbia

As the city of Columbia grows, so does the demand for more variety in choices for postsecondary education. The number of students choosing MACC continues to increase, precipitating a move into a larger facility for the Columbia site. The new building was remodeled in fall 2005 and classes began at the site in January 2006.

The MACC - Columbia Higher Education Center 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, networking, and relaxing.

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

- Associate of Arts Degree
- Associate of Applied Science Degree/ Certificate in Early Childhood

Hannibal

MACC’s service region stretches to Mark Twain country along the mighty Mississippi River. The MACC - Hannibal Area Higher Education Center offers general education and career/technical courses in the eastern section of MACC’s service region. In addition to being conveniently located, the College’s programs are an affordable and flexible alternative for people in that area.

Classes are held in the Hannibal Regional Office Center building. The facility utilizes ITV technology, which links the Hannibal site to other locations via a satellite television network.

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

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

Kirksville

The MACC - Kirksville Higher Education Center opened in spring 2002. The 30,000-square-foot facility was built on 20 acres of land MACC purchased for the purpose of providing a permanent and modern educational facility for the College’s programs in the Kirksville area.

The MACC - Kirksville Higher Education Center symbolizes MACC’s commitment 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/ Certificate in Computer Information Systems
- Associate of Applied Science Degree/ Certificate in Drafting Design Technology
- Associate of Applied Science Degree/ Certificate in Early Childhood
- Associate of Applied Science Degree/ Certificate in Graphic Arts Technology

Macon

MACC collaborates with school districts to offer classes at area high schools and vocational schools. An example of one such successful collaborative effort is the permanent MACC site located at the Macon Area Vocational Technical School in Macon, Missouri.

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/ Certificate 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 by asking and responding to questions from the instructor or students at other sites.

Telephones in each classroom provide instant access to the instructor for private communications. 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.
Dual Credit

Dual credit allows eligible high school juniors and seniors to take classes for college credit as well as for high school credit. In most cases, students enroll in MACC courses being offered at their high school specifically for dual credit.

Dual Enrollment

Students who meet specific requirements may have the option of participating in dual enrollment. These students attend classes at an MACC campus site and receive college credit for the classes, but not high school credit. Hence, students are enrolled at two institutions: their high school and MACC.

Distance Education

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

Students enrolled in online and hybrid courses take responsibility for their learning by using efficient time management skills, keeping current on readings and assignments, and utilizing effective study skills. Students access the course on a regular basis to obtain important class information and to communicate with fellow students and the instructor.

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 Systems.

In an online course, all coursework is completed using the eCollege Course Management System. Students participate in the courses in a variety of ways including e-mail, online message board discussions, 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

Hybrid courses combine a traditional classroom setting with an online component. 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, the eCollege Course Management System is used to facilitate course work and provide virtual classroom interaction among students and the instructor. 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

In keeping with its philosophy and objectives, Moberly Area Community College offers course work for persons working toward a degree and those primarily interested in upgrading practical skills. For those who cannot attend daytime classes, evening and Saturday classes 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. The summer session provides numerous educational opportunities for MACC students, area residents, recent high school graduates, and high school students who have completed their sophomore or junior year.

Taking summer classes is an excellent way for high school students and recent high school graduates to get a head start on a college education and acclimate to the style and pace of college-level instruction. Summer sessions allow students to expedite program completion, take a developmental course if needed, or prepare for admission into a specific degree area such as the Associate Degree in Nursing 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.
Admissions Checklist

- Complete an application for admission
- Submit official high school transcripts, GED certificate, and college transcripts
- Visit with a school counselor or MACC’s Office of Financial Aid to learn about scholarships and other financial aid options
- Take a placement exam such as the COMPASS, ASSET, or ACT
- Visit with an academic advisor
- Enroll in classes
- Pay any tuition and fees
- Buy your books and MACC gear at the Bookstore
- Smile, you’re a Greyhound!

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.
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 previously earned college credit 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 MACC personnel to place students in appropriate classes and is required of all students who:

- Are certificate- or degree-seeking, or
- Have enrolled in fourteen or more credit hours, or
- Have accumulated fourteen credit hours at Moberly Area Community College, or

Students enrolled in the Law Enforcement Training Center program are exempted 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.

General Admission Requirements

To be eligible to enroll in dual credit courses, students must have a minimum cumulative 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.

Moberly Area Community College does not limit the number of dual credit courses that may be used for the completion of a certificate or associate degree.

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 or 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.

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.

Dual Enrollment

Students who are juniors or seniors in high school and have a cumulative 2.00 (on a 4.0 scale) or better grade point average may be admitted to regular day or evening classes at any MACC campus site if they meet the following requirements:

- Submit a “Permission to Enroll” form signed by the district superintendent, high school principal, or counselor, and the parent(s) or guardian(s); and the Dean of Student Services at MACC;
- Submit an application for admission;
- Make payment of tuition and fees;
- Comply with MACC rules and regulations.

Students who have successfully completed their sophomore year of high school and achieved junior standing may enroll in classes at MACC during the session immediately following their sophomore year if they meet the requirements listed above for dual enrollment.

Students who participate in dual enrollment attend their classes at an MACC campus site and receive college credit for the classes, but not high school credit. Hence, students are dually enrolled, or enrolled at two institutions: their high school and MACC. College credit for dual enrollment courses will be awarded upon receipt of the high school transcript verifying a graduation date.

For more information about dual enrollment, contact any MACC campus site.
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. The 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. Nondistrict 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 such as lab fees.

d. This program applies to college credit courses and developmental courses offered at all instructional sites of Moberly Area Community College. Online 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 sixty years or older who are residents of the Moberly Area Community College District are eligible to attend 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 still the responsibility of the senior citizen.

Admissions for Special Selection Programs

Associate Degree in Nursing (ADN)

Specific admission criteria for the Associate Degree in Nursing program is located in the “Associate Degree in Nursing” section of this catalog.

Practical Nursing (PN)

Specific admission criteria for the Practical Nursing Program is located in the “Certificate Programs” section of this catalog.

Accelerated Admissions Option for Licensed Practical Nurses into the ADN Program

Specific criteria for the Accelerated Admissions for Licensed Practical Nurses into the Associate Degree in Nursing program is located in the “Associate Degree in Nursing” section of this catalog.

Law Enforcement Training Center (LETC)

Specific admission criteria for the LETC program is located in the “Certificate Programs” section of this catalog.

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 in comprehensive high schools that are approved by the Missouri Department of Elementary and Secondary Education. Completers of secondary career and technical programs may be eligible to apply for credit by articulation.

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 3.00 GPA or better in the secondary career and technical program and a 2.00 overall high school 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 required and twelve college-level credit hours of 100-level or higher with at least a 2.00 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
Fee Waiver for Employees of Moberly Area Community College

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.

Waiver of Out-of-District Tuition for Employees of In-District Businesses

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 who reside outside of the district. 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’s starting date.

2. The course is for the purpose of upgrading or retraining the employee for continuous employment with the requesting organization.

3. The course is assessed at the standard tuition and fee rate.

4. The waiver requests are for a maximum of six credit hours per semester per person.

5. When a waiver is approved, payment for the course(s) is made in full to MACC by the requesting business within thirty days of the first day of the course(s).

Requests to waive out-of-district tuition for customized and other special courses and seminars should also be submitted to the President’s Office.

The President of Moberly Area Community College has final approval of waiver requests.
Admissions Policies for International Students

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 MACC’s instructional site in Hannibal. 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’s starting date.

2. The course is for the purpose of upgrading or retraining the employee for continuous employment with the requesting organization.

3. The course is assessed at the standard tuition and fee rate.

4. The waiver requests are for a maximum of six credit hours per semester per person.

5. When a waiver is approved, payment for the course(s) is made in full to MACC by the requesting business within thirty days of the first day of the course(s).

Requests to waive out-of-state tuition for customized and other special courses and seminars should also be submitted to the President’s Office.

The President of Moberly Area Community College has final approval of waiver requests.

Admissions Policies for International Students

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

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

2. Provide a copy of high school transcript, or the certifying graduation equivalent, and records from any colleges or universities attended.

3. Provide a certificate of finances (translated into American currency) proving adequate support for the full period of study at MACC, 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 minimum amount needed will be $10,000 American dollars.

4. Provide certified proof of proficiency in the English language. Documentation of one of the following achievements will satisfy this requirement:
   • A minimum total score of 450 (CBT 133/IBT 46) on the Test of English as a Foreign Language (TOEFL), or
   • Completion of an English program at an approved Intensive English Institution (subject to approval by the Dean of Student Services), or
   • A diploma from a secondary institution in English speaking countries (U.S., Canada, England, Republic of Ireland, Australia, or New Zealand) with a minimum of two years of successful full-time study with English as the medium of instruction, or
   • An ACT English score of 20 or greater.

5. Pay all tuition and fees in full upon permission to register for classes.

6. International Students who are outside of the United States when making application for admission to MACC must submit a $1,200 deposit (money order/cashier’s check) before the I-20 can be approved and sent to the student. This deposit will be used as payment toward tuition and fees. When the student arrives at the College, the balance of tuition and fees must be paid in full.

7. Provide a letter of good standing from the most recent college or university attended.

8. Enroll at Moberly Area Community College as a full-time student. Exceptions may be made for students enrolled concurrently at another college or university on a full-time basis.

9. Obtain health insurance. The health insurance must stay current as long as the student is enrolled at Moberly Area Community College.

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.

MACC has welcomed students from all over the world. On any given day, there’s a parade of nations on our campus. Our students represent countries such as Bosnia, Bulgaria, China, India, Japan, Kenya, Malaysia, Nigeria, Russia, South Korea, Sweden, Turkmenistan, Ukraine, and Venezuela.
4. Once admitted, students may 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. Students are encouraged to see their assigned advisor after their initial enrollment. For additional information about advisement and registration, students may contact any MACC campus site.

5. Total fees and tuition are due by the first day of the semester. In addition to incidental fees and tuition, some courses require lab fees. 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.

Late Registration & Schedule Changes

Students may late-register or add classes through the first week of the sixteen-week semester or the equivalent period in a shorter session. Students who register on or after the first day of the semester will be charged a late registration fee of $25. This would not apply to students who have already enrolled for the semester and are adding classes.

Cancelled Classes

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

Note to Students about Tuition and Fees

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

For Regular College Programs (Cost per credit hour)

MACC District Residents
Tuition ................................................................. None
Fees ................................................................. $61.00
TOTAL ............................................................... $61.00

Other Missouri Residents (Out-of-district)
Tuition ............................................................... $27.00
Fees ................................................................. $61.00
TOTAL ............................................................... $88.00

Non-Missouri Residents (Out-of-state)
Tuition ............................................................... $74.00
Fees ................................................................. $61.00
TOTAL ............................................................... $135.00

International Students
Tuition ............................................................... $74.00
Fees ................................................................. $61.00
TOTAL ............................................................... $135.00

The expenses listed above do not include lab/clinical fees, textbooks, or personal expenses.

Audit (Cost per credit hour)
In-district ................................................................. $61.00
Out-of-district .......................................................... $88.00
Out-of-state ............................................................ $135.00
International students .............................................. $135.00
Continuing Education course ...........Varies per course

Online Courses (Cost per credit hour)
In-district ................................................................. $81.00
Out-of-district .......................................................... $108.00
Out-of-state ............................................................ $155.00
International students .............................................. $155.00

Hybrid Courses (Cost per credit hour)
In-district ................................................................. $71.00
Out-of-district .......................................................... $98.00
Out-of-state ............................................................ $145.00
International students .............................................. $145.00

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.

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

Payment Information

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

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

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

Late Payment
Students with delinquent accounts will be dropped from all classes. Fees, tuition, and other charges assessed during a semester that remain unpaid shall be subject to collection efforts. Additionally, grades and academic transcripts will be held, and students with delinquent balances will not be allowed to enroll in subsequent semesters. In addition to being held accountable for unpaid charges, students with delinquent balances will be required to reimburse the College for collection costs and pay a $50 late payment fee prior to reinstatement in good standing.
Residency Definitions

1. In-District Student

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

a. Students claimed as dependents that 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 one-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 sixteen-week semester. Refunds for other course offerings will be prorated accordingly.

**100% Refund**

A 100% refund will be made when students officially withdraw through the Office of the Dean of Student Services within the first week of classes for regular fall and spring sixteen-week semesters, or equivalent proportion of regularly scheduled two-, four-, or eight-week sessions.

**50% Refund**

A 50% refund will be made when students officially withdraw through the Office of the Dean of Student Services within the second week of classes for regular fall and spring sixteen-week semesters, or equivalent proportion of regularly scheduled two-, four-, or eight-week sessions.

**No Refund**

No refund will be made for withdrawals after the first two weeks of classes for regular fall and spring sixteen-week semesters or equivalent proportion of regularly scheduled two-, four-, or eight-week sessions.

Refunds will not be given for business and industry courses or for continuing and community education courses.

**Other Refund Policies**

4. 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 student is enrolled. Students will be required to repay aid they have received that exceeds the adjusted federal aid amount.

5. 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 MACC and a determination made on a case-by-case basis.

An international student who has not yet enrolled in classes will be eligible for a 100% refund of the $1,200 deposit after the student releases the I-20 that 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 or her intent not to enroll at Moberly Area Community College will be required. Upon receipt of this declaration of intent, the College will provide a 100% refund of the student’s deposit. This declaration of intent will be forwarded to the Immigration and Naturalization Service (INS) in order to change the student’s visa status.

An international student who has enrolled in classes is subject to the refund policy as stated in this catalog. Additionally, international students who wish to drop any or all courses must seek approval of the Dean of Student Services.
Financial Aid & Scholarships

College is too Expensive: Fact or Fiction?

On the Discovery Channel television show Mythbusters, two special effects experts conduct experiments to separate truth from fiction for famous myths and urban legends. Is yawning contagious or did some sleepy person just make that up? If a piece of food has been on the floor less than five seconds, is it okay to eat it, or is the 5-second rule just a bunch of bunk? Is college too expensive for the average person, or is there help out there for people pursuing their college dreams?

It doesn’t take a TV show to prove that going to college at MACC is affordable. In fact, it is less expensive per credit hour to attend MACC than any four-year college or university in the region, and you can access financial aid and scholarship opportunities while you’re completing your certificate program or associate’s degree. As the chart below shows, the payoff for going to college is huge: a higher salary for the rest of your life.

The best part is that you can structure a financial aid package that suits your circumstances. The following pages summarize state and federal grants and loans as well as the variety of institutional scholarships and awards that MACC offers. The criteria for the programs vary widely, so read them all to learn which ones are right for you. Then, contact the Financial Aid Office for more assistance.

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Median Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>High school graduate</td>
<td>$25,081</td>
</tr>
<tr>
<td>Some college, no degree</td>
<td>$29,902</td>
</tr>
<tr>
<td>Associate’s degree</td>
<td>$31,358</td>
</tr>
<tr>
<td>Bachelor’s degree</td>
<td>$41,361</td>
</tr>
<tr>
<td>Master’s degree</td>
<td>$50,703</td>
</tr>
</tbody>
</table>

Median Earnings for People 18 or Older by Education: 2002
Source: Phillippe & González Sullivan (2004, Table 3.3)
Financial Aid and Scholarships

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.

In addition to the financial aid programs mentioned in this catalog, students may obtain scholarship information through the Internet.

Satisfactory Academic Progress Requirements

Federal regulations require that a student must make “satisfactory academic progress” in order to become and remain eligible to receive aid from federal educational aid and entitlement programs, including Federal Pell Grants, Federal Supplemental Educational Opportunity Grant (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 6 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 2.00 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. 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

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.

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, not owe a refund on a federal grant or be in default on a federal education loan, be a U.S. citizen or eligible non-citizen, be registered with Selective Service (if required), be working toward a degree or certificate, 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.

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 participation 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 nonprofit 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 valid Student Aid Report (SAR) on file.

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 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. 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. Grade levels for freshmen include 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. The appropriate application may be obtained from the Financial Aid Office or a lending institution.

**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. As with the Hope credit, 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) rather than student based.

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.

**Charles Gallagher Student Financial Assistance Program**

This grant is available to undergraduate students working toward their first baccalaureate degree who demonstrate financial need (determined by the Missouri Department of Higher Education) and are residents of the state of Missouri attending an approved Missouri school. Students must be enrolled in a minimum of twelve credit hours and be making satisfactory academic progress. The completed Free Application for Federal Student Aid (FAFSA) must be submitted to the Federal Processor by April 1 in order to be considered for the Gallagher Grant.

The student award amount varies from school to school each year. The demonstrated financial need is calculated by subtracting the expected family contribution (EFC) and estimated Federal Pell Grant from the school’s cost of attendance. The annual award amount will be the lesser of the following: the remaining demonstrated financial need, one half of the school’s prior year tuition and fees, or $1,500.

**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 (six to eleven credit hours). Applicants must demonstrate financial need, be residents of Missouri, attend an approved Missouri school, and make satisfactory academic progress. The scholarship applications are available in the Financial Aid Office each spring. Students must also complete the Free Application for Federal Student Aid (FAFSA). The deadline for applying is April 1 preceding the school year.

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

**Missouri College Guarantee Program**

This scholarship is based on demonstrated financial need, as well as high school and college academic achievement. To be eligible, students must have a high school GPA of 2.5 or higher, score 20 or higher on the ACT, be enrolled full time at a participating Missouri school, demonstrate financial need, maintain satisfactory academic progress, and be a Missouri resident. The completed Free Application for Federal Student Aid (FAFSA) must be received by the Federal Processor by April 1 to be considered for this program.

The award is contingent upon funding being appropriated to this program. The amount of the scholarship will be based on the school’s cost of attendance minus the combined total of the expected family contribution and the estimated amounts of the following annual awards: Federal Pell Grant, Gallagher Grant, and A+ benefits. The maximum scholarship award is based on the tuition cost at the University of Missouri.
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. Students must be Missouri residents graduating from high school who plan to enroll as a first-time, full-time student at a participating Missouri school. Eligible students must submit a completed application and all required materials to MOSTARS by July 31 preceding the school year. The "Bright Flight" program provides scholarship awards of $2,000 per academic year.

Missouri Teacher Education Scholarship

The Missouri Teacher Education Scholarship was established in 1985 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 $2,000, the scholarship is a non-renewable award to be used in one academic year. The recipient’s obligation is to earn a 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 ($1,000) must be repaid. The obligation for repayment is reduced by one-fifth for each year of teaching.

To be eligible for the Missouri Teacher Education Scholarship, an applicant must be a Missouri resident, a high school senior or student in a Missouri college or university, in the top 15% on the ACT or SAT test, and attend a teacher education program at a Missouri college or university.

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 100 scholarships are available throughout the state. The scholarship is valued at $3,000 per year and is renewable. The State funds $2,000 of the scholarship, and the participating institution funds the remaining $1,000. 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.

To be eligible for the Missouri Minority Teaching Scholarship, an applicant must be an individual with a baccalaureate degree who ranks in the top 25% of his/her high school class and scores at or above the 75th 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 math or science teacher education program, and attend an approved teacher education program at a Missouri college or university.

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.

Job Training Partnership Act

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 Job Training Partnership Act (JTPA). Information may be obtained from the student’s local Work Connections Office.

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.

Health Resources and Services Administration (HRSA) Scholarship

This scholarship is funded through the Culture for Nursing Success: A Model for Disadvantaged Students grant program through the Health Resources and Services Administration. The scholarship is valued at up to $3,000 per semester and is targeted toward economically disadvantaged and/or minority students. Recipients must be full-time students and must meet the academic standards of the Associate Degree in Nursing program. The HRSA scholarship is renewable for one semester, provided the student meets scholarship criteria.
Institutional Scholarships and Awards

Moberly Area Community College offers a variety of 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 have been accepted for admission or already be enrolled at the College and must be degree-seeking. Specific 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.

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.

Presidential Ambassador’s Award

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

Recipients must be enrolled in a minimum of twelve college-level credit hours per semester. This award is renewable for three consecutive semesters if the recipient maintains a cumulative 2.50 GPA, completes twelve college-level credit hours, and provides a minimum of ten hours of assistance in College-related activities.
Superintendent's Scholarship

The Superintendent's Scholarship is awarded by area high school superintendents to graduating high school seniors. Recipients must have a minimum 2.50 high school GPA. This scholarship is valued at $300 and is applied to tuition and fees at MACC for the fall semester following high school graduation. A minimum of two graduating seniors may be selected from each high school.

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

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.

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 Associate of 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.

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 one of the following career/technical programs: Business Accounting Technology, Business and Office Technology, Computer Information Systems, Drafting Design Technology, Early Childhood, Graphic Arts Technology, Industrial Electronics/Electricity Technology, Industrial Technology, Law Enforcement, Marketing/Management, Medical Laboratory Technology, and Welding and Metals Technology. Two scholarships may also be awarded in each of the following programs: Associate Degree in Nursing and Practical Nursing. These scholarships are valued at $300 each and are applied to tuition and fees at MACC for the fall semester immediately following the award date.

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

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 (in-district) 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 single parents, homemakers, or displaced homemakers. This scholarship is valued at $300 and is applied to tuition and fees at MACC for the fall semester immediately following the award date. A maximum of five New Traditions Scholarships may be awarded annually. Applications are available at the New Traditions Office in the Career Center.

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 2.50 grade point average is maintained each semester and twelve college-level credit hours are completed.

Adult Education and Literacy Scholarship

The Adult Education and Literacy (AEL) Scholarship is available to persons who score 2650 points or above on the General Educational Development (GED) Examination. This scholarship is valued at $300 and is applied to tuition and fees at MACC the semester immediately following the award date. A maximum of five AEL scholarships may be awarded annually. Applications are available in the Financial Aid Office and the AEL Office.

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

Vocal Music Award

Eight Vocal Music Awards are available to in-state students; selection is based upon the recommendation of the MACC Music Director. To be eligible for the award, students must audition and enroll in the vocal music program and actively participate as instructed by the Music Director. The Vocal Music Award is valued at 100% of the in-district fee and/or out-of-district tuition for twelve to fifteen credit hours. This scholarship is renewable for three consecutive semesters if a cumulative 2.0 grade point average is maintained. Scholarship 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.
Art Award

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

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 fall 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, and twelve credit hours are completed. Renewal is also dependent upon meeting other designated criteria. 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 semester immediately following election results. The recipient of the award is expected to demonstrate leadership qualities and abide by the regulations of Moberly Area Community College and the Student Government Association.

This scholarship is renewable for one semester if a cumulative 2.00 grade point average 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.

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. Ten Lab Assistant Awards may be 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 2.00 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

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. Scholarship applications are available in the Office of Student Services.

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.

Richard J. Chamier Memorial Award

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

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. Guidelines for application and selection of scholarship recipients are available in the Office of Student Services.

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.

The Charles Edward and Margaret Alice Funk Memorial Fund

A $3,000 donation was made in 1980 by the family of Charles Edward and Margaret Alice Funk to provide scholarships for Moberly and other Randolph County students attending MACC. The donation was placed in a trust with the interest accrued from the principal to be used for the scholarship. To be eligible for the scholarship, the applicant must demonstrate need and complete an application, which can be obtained in the Office of Student Services.
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. Applications for the Cleo A. Noel, Jr. Scholarship are available during the spring semester in the Office of Student Services. 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. Guidelines and applications are available from the Office of Student Services.

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. Guidelines for application and selection of scholarship recipients are available in the Office of Student Services.

Tom L. Hackward Memorial Scholarship

The Tom L. Hackward Memorial Scholarship was established in May 1988 as a memorial to Mr. Tom L. Hackward, graduate of Moberly Junior College and lifelong resident of the Moberly area. Preference is given to students majoring in Journalism. Scholarship applications are available in the Office of Student Services.

Moberly Area Community College Alumni Association Scholarship

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

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.

Moberly Branch AAUW Eula Baker Scholarship

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

Helen Louise Mallett Memorial Scholarship

The Helen Louise Mallett Memorial Scholarship was established in November 1990 by Delbert Mallett as a living memorial to his wife, Helen Louise Mallett. This scholarship provides an annual award to Associate Degree Nursing students at Moberly Area Community College. Scholarship applications are available in the Office of Student Services.

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. Scholarship applications are available in the Office of Student Services.

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 degree program or the Law Enforcement Training Center at MACC. Scholarship applications are available in the Office of Student Services.

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.

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.

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.

Grace Forrest Hahn Scholarship

This scholarship was established in memory of Grace Forrest Hahn. A cash award is presented annually. Applicants must be interested in the nursing or teaching fields.

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.

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.

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 an essay. Preference is given to students majoring in the humanities or social sciences. This $300 scholarship is awarded annually during the fall semester and is renewable for the following spring semester, provided the student meets scholarship criteria.

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. Scholarship applications are available in the Office of Student Services.

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. Inquiries concerning available scholarships should be directed to the Dean of Student 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.

Eighty percent of success is showing up.

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

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

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 will 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 tutoring in English and math, the Learning Center staff will provide tutoring for other subject areas whenever possible.

Students at MACC pay a technology fee for access to technology including Macintosh or IBM-compatible computers in the Learning Center. Word processing software programs and several subject-specific software programs are provided for student use in a variety of classes.

Students should be somewhat familiar with computers and the programs they are using. Limited computer assistance with specific assignments is available in the Learning Center. Classes are offered at MACC to instruct students in various software programs. Information about additional technology options available to students may be obtained in the Learning Center Office.

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.
Majic's Hound Town Grill

1:00 p.m. - 2:00 p.m.
featuring hamburgers and cheeseburgers, french fries, chicken strips, cheese sticks, a variety of sandwiches, nachos, desserts, and beverages

Located downstairs in the Main Building

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.

In 1998, the President of Moberly Area Community College established an ongoing campus-wide Retention Committee to study student retention at the college. The committee consists of faculty and staff members from various levels, departments, and sites. A statement of institutional commitment to retention was refined and adopted, and a “Best Practices” booklet was compiled of effective retention strategies currently used within the college. This committee continues to explore and implement various retention strategies at all campus sites.

MACC encourages all students to seek assistance when needed. The Office of Student Services 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.

Continental Breakfast
7:30 a.m. - 10:30 a.m.

Lunch Grill
10:30 a.m. - 1:45 p.m.
featuring hamburgers and cheeseburgers, french fries, chicken strips, cheese sticks, a variety of sandwiches, nachos, desserts, and beverages

Salad Bar
11 a.m. - 1:15 p.m.

Daily Lunch Special
11 a.m. - 1:15 p.m.
featuring an entree, potato, vegetable, and homemade soup

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 54 college and university libraries in Missouri. MACC students, faculty, and staff have access to over 10 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, 100 periodical subscriptions with additional electronic databases accessible both on the web and CD-Rom in index and full-text format, and a full range of audio-visual materials and equipment. Access to the Internet is provided 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 twice-weekly 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.
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 designed based upon requests from area businesses, industries, social services, and/or health care agencies. Programs include special vocational classes, short courses, workshops, seminars, special institutes, staff development courses, occupational re-certification classes, and various health care and nursing home certification training.

ACT Center

MACC is one of four ACT Centers in the state of Missouri. The ACT Center is a regional resource for self-study computer-based training and testing for certification and licensure. Workforce development and continuing adult learning are now easier, more convenient, and cost-effective for company personnel, employers, and the community. ACT training is conducted on-site, at the Advanced Technology Center in Mexico, or at the MACC Career Center in Moberly. “High-Stakes” computer-based testing for occupational certification and licensure is also available at the 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 through a tryout process. Men and women are welcome to go through the 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 will demonstrate required cheering abilities in front of a panel of judges selected by the sponsor. 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 marketing or business 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’ cultural backgrounds. The club is a place where students come together to explore, understand, and appreciate different cultures and customs that underlie a rich diversity. Activities include social gatherings, participation in the fall MACC International Education Week, and the spring International Fair. All MACC American and International students are welcome to join.
NGN

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

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. SkillsUSA has more than a quarter million student members annually and is organized into 13,000 chapters and 54 state and territorial associations. SkillsUSA prepares America's high performance workers. It provides quality education experiences for students in leadership, teamwork, citizenship, and character development. It emphasizes total quality at work, high ethical standards, superior work skills, lifelong education, and pride in the dignity of work. SkillsUSA programs also help to establish industry standards for job skill training in the classroom. Approximately 13,000 teachers and school administrators serve as professional SkillsUSA members and instructors. 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), a non-profit association organized in 1948, 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 called the Broadcaster. 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 262.

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, ext. 262 or 800-622-2070, ext. 262.
Things to Consider Before Dropping a Class

- Be aware of refund dates. If you drop a class after the semester begins, you will have to pay for it, even if you never attended the class.

- If you receive financial aid, dropping a class will affect your financial aid status for Pell grants, student loans, and other aid. Ask the Financial Aid Office to be sure.

- Dropping a class will affect your scholarships, VA benefits, A+, and other aid programs. Be aware that in most cases you will lose money, and you may lose the scholarship or benefits entirely! Ask the Financial Aid Office to be sure how dropping a class will affect you!

- Dropping to less than full-time status - 12 hours or more - may adversely affect auto or medical insurance coverage. Check the requirements on your policies.

- Have you talked to the instructor about dropping the class? If you are behind or overwhelmed, talk to your instructor first. You may be able to make up assignments or get extra help.

- Visit the Learning Center on the Main Campus to sign up for free tutoring. At off-campus locations, check at the main office for tutoring options.

- Is the class a prerequisite for another class you need? Will dropping the class delay graduation or transfer plans? Ask your advisor to be sure.

- Are you working too many hours? More hours at work usually means less time to devote to classes. Dropping the class isn’t a long-term solution and certainly won’t get you closer to your career goals. Talk to your advisor, instructors, and parents about other possible solutions.
College Units

The semester hour or 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 thirty 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>WS</td>
<td>Withdraw Satisfactory</td>
<td>Not Computed</td>
</tr>
<tr>
<td>WU</td>
<td>Withdraw Unsatisfactory</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 semester 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 on the grade report 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 colleges previously attended, are used when calculating each student’s cumulative grade point average. 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.

President’s List

The President’s List is a list of students who have achieved a grade point average of 4.00 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.

Dean’s List

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. Students dropped before mid-term will have the following designation placed on their transcript: Withdraw Satisfactory (WS). Students dropped after mid-term will have one of the following designations placed on their transcripts: Withdraw Satisfactory (WS) or Withdraw Unsatisfactory (WU).

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.

Drops Before and After Mid-Term

Students may drop classes before the mid-term 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.

Students may drop classes after mid-term and until two weeks prior to the last scheduled day of classes in a regular sixteen-week semester, or the equivalent proportion of class time in a shorter session, by following the same procedures outlined above. The student’s official transcript will reflect the dropped course using one of the following grade designations: Withdraw Satisfactory (WS) or Withdraw Unsatisfactory (WU).

Other Drop Policies

1. 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, or the Dean of Student Services.

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

3. Students who wish to appeal a drop must meet with the instructor and the Vice President for Instruction, Dean of Student Services, Dean of Academic Affairs, Dean of Career and Technical Education, or an appropriate designee to discuss being readmitted to the class.

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 the 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 reenroll 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 and on the College’s web site at www.macc.edu.

**Academic Dishonesty Appeal Procedure**

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.

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. More information about Advanced Placement is located in the Policy Handbook.

**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.

**Credits 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) with a grade of “C” or better in each course before the credit for the CDA credential will be placed on the individual’s official MACC transcript. The individual’s CDA credential must remain current and be documented at the time this credit is awarded.
Credit 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 a 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 postsecondary 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 postsecondary 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 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.

Military Credit

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, 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.

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
Office of Student Services
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
Office of Academic Affairs
101 College Avenue
Moberly, MO 65270
660-263-4110, ext. 216

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

Sexual Harassment

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

Dr. Jeffery Lashley
Office of Academic Affairs
101 College Avenue
Moberly, MO 65270
660-263-4110, ext. 216

Patricia Twaddle
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 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.

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, as well as 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 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 the 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.

**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.

**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 audiotaape, 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. The 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.
Conditions for Graduation

To meet the requirements for graduation from MACC, 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 3 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 appropriate to the degree,
3. Have 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.

Honors Program

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

1. Have a high school cumulative grade point average of 3.5 or higher (on a 4.0 scale) or minimum ACT composite score of 23 OR hold a GED certificate and have a minimum ACT composite score of 23.

2. 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) or minimum ACT composite score of 23.

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.

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 attend 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.

I find that the harder I work, the more luck I seem to have.

Thomas Jefferson
Degree Requirements

MACC students will pursue an AA degree in an environment of intellectual purpose, freedom of thought, and meaningful inquiry. Upon completion of the degree, the student will demonstrate the ability to interpret, analyze, and critique—thoughtfully, logically, rigorously, and with creativity. Students will develop these abilities in the core requirements of Humanities, Social and Behavioral Sciences, Physical and Biological Sciences, Mathematics, and their areas of emphasis. The AA degree will also prepare students for further study. (excerpt from the General Education Philosophy Statement)

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 on this page.

I. Communications 9 hours
   - English I (3)
   - Exposition (3)
   - Public Speaking (3)

II. Literature 3 hours

III. Humanities 6 hours
   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.

IV. Social and Behavioral Sciences 9 hours
   - 1 American History to 1865 (3) or 1 Functions & Policies of American Government (3) or 1 American Government (5)
   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.

V. Physical and Biological Sciences 9 hours
   A minimum of one course must be selected from each area. A minimum of one lab course is required.

VI. Mathematics 3 hours
   - College Algebra (3) or Contemporary College Mathematics (3) or Analytic Geometry & Calc I (3)

VII. Computer Literacy 3 hours
   - 2 Computer Essentials (3)
   2 CIS 101 Computer Essentials was increased to 3 credit hours effective for the Summer 2007 session. Students who took the course prior to that date should consult an advisor.

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

End of 42-hour block of guaranteed transfer

VIII. Life Skills 1 hour
   - College Orientation (1)

IX. Recommended Courses for Major/Electives 21 hours

TOTAL 64 credit hours

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

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

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.

1. General Education 12 hours
   12 hours

2. GLS 201 Global Studies Seminar 3 hours

3. Foreign Language 6-10 hours
   At least a 2-semester sequence in the same language.

4. Geography (other than U.S.) 3 hours

5. Electives 3-6 hours
   3-6 hours

1 Courses must be approved International/Global courses. Academic advisors can assist students in choosing approved courses.
## Transfer Programs

The following pages list suggested curricula 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

#### Suggested Curriculum

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>LAL 101 English I</td>
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<tr>
<td>MTH 140 College Algebra</td>
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<tr>
<td>PSC 105 Functions and Policies of American Government</td>
<td>3</td>
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<tr>
<td>ECN 101 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>SPK 101 Public Speaking I</td>
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<td>SKL 101 College Orientation</td>
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<thead>
<tr>
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<tbody>
<tr>
<td>CIS 105 Intro to Programming C++ or</td>
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<tr>
<td>CIS 135 Visual Basic Programming</td>
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<tr>
<td>LAL 102 Exposition</td>
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<tr>
<td>ECN 102 Microeconomics</td>
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<tr>
<td>PHI 152 Introduction to Ethics</td>
<td>3</td>
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<tr>
<td>MTH 201 Analytic Geom &amp; Calc I</td>
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<th>Third Semester</th>
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<tbody>
<tr>
<td>ECN 101 Macroeconomics</td>
<td>3</td>
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<tr>
<td>LAL 120 Amer Lit Survey to 1870</td>
<td>3</td>
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<tr>
<td>MTH 160 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101 Biology (with lab)</td>
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<tr>
<td>MTH 105 Principles of Marketing</td>
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<tbody>
<tr>
<td>PHI 152 Introduction to Ethics</td>
<td>3</td>
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<tr>
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<tr>
<td>SPK 101 Public Speaking I</td>
<td>3</td>
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<tr>
<td>PHY 120 Found of Chemistry (with lab)</td>
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<tr>
<td>BIO 105 Introductory Conservation Biology</td>
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### Agricultural Education

#### Suggested Curriculum

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<tr>
<td>LAL 101 English I</td>
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<tr>
<td>MTH 140 College Algebra</td>
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<tr>
<td>HST 105 American History to 1865</td>
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<tr>
<td>CIS 101 Computer Essentials</td>
<td>3</td>
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<tr>
<td>SKL 101 College Orientation</td>
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<tr>
<td>WDL 101 Welding I or</td>
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<tr>
<td>IND 105 Fluid Power Principles</td>
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<tbody>
<tr>
<td>LAL 102 Exposition</td>
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<tr>
<td>PSY 101 General Psychology</td>
<td>3</td>
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<tr>
<td>PSC 103 American Government</td>
<td>5</td>
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<tr>
<td>ART 102 Art Survey &amp; Appreciation II</td>
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<tr>
<td>PED 121 First Aid</td>
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### Fisheries & Wildlife

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<td>MTH 140 College Algebra</td>
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<td>MTH 140 College Algebra</td>
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<tr>
<td>CIS 102 Intro to Information Systems</td>
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<tr>
<td>PSY 101 General Psychology</td>
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<td>SKL 101 College Orientation</td>
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<tbody>
<tr>
<td>LAL 102 Exposition</td>
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<tr>
<td>MTH 145 College Trigonometry</td>
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<td>PHY 121 Gen Chemistry I (with lab)</td>
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<tr>
<td>PHY 263 Geology</td>
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<tbody>
<tr>
<td>LAL 120 American Lit Survey to 1870</td>
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<td>(or other Literature course)</td>
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<td>SPK 101 Public Speaking I</td>
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<td>HST 105 American History to 1865</td>
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<tr>
<td>ECN 102 Microeconomics</td>
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<tr>
<td>MTH 215 Intro to Prob &amp; Statistics</td>
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### Criminal Justice

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<td>MTH 140 College Algebra</td>
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<tr>
<td>SOC 150 Introduction to Criminal Justice Systems</td>
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<tr>
<td>PSY 101 General Psychology</td>
<td>3</td>
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<tr>
<td>PHI 152 Introduction to Ethics (or any Humanities elective)</td>
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<td>SKL 101 College Orientation</td>
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<td>LAL 102 Exposition</td>
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<tr>
<td>SOC 101 Sociology</td>
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<tr>
<td>PSC 103 American Government</td>
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<td>PHY 120 Found of Chemistry</td>
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<tbody>
<tr>
<td>SOC 205 Social Problems</td>
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<td>SPK 101 Public Speaking I</td>
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<tr>
<td>SOC 160 Introduction to Juvenile Justice Systems</td>
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<td>LAL 120 American Lit Survey to 1870</td>
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<tr>
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<tr>
<td>MTH 160 Elementary Statistics</td>
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<tr>
<td>SOC 170 Introduction to Corrections, Probation, &amp; Parole Systems</td>
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<tr>
<td>BIO 101 Biology</td>
<td>4</td>
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<tr>
<td>Humanities Elective</td>
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### Recommended Electives

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

**NOTE:**
1. Any Biological Science with lab
2. Any Physical Science with lab
### Elementary Education

#### Suggested Curriculum

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
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<td><strong>First Semester</strong></td>
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<tr>
<td>HST 105</td>
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<td>LAL 101</td>
<td>English I</td>
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<td>PSY 101</td>
<td>General Psychology</td>
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<td>EDU 190</td>
<td>Introduction to Education</td>
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<td>SKL 101</td>
<td>College Orientation</td>
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<td>MTH 140</td>
<td>College Algebra</td>
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<td>LAL 102</td>
<td>Exposition</td>
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<tr>
<td>PSC 105</td>
<td>Functions and Policies of American Government</td>
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<tr>
<td>PSY 205</td>
<td>Human Lifespan Development</td>
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<tr>
<td>EDU 230</td>
<td>Technology for Teachers</td>
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<td><strong>Third Semester</strong></td>
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<tr>
<td>EDU 240</td>
<td>Teaching and Learning</td>
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<tr>
<td>LAL 120</td>
<td>American Lit Survey to 1870 (or other Literature course)</td>
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<td>BIO 101</td>
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<tr>
<td>MTH 160</td>
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<tr>
<td>EDU 290</td>
<td>Education Capstone</td>
</tr>
<tr>
<td>Elementary Education Elective</td>
<td></td>
</tr>
<tr>
<td><strong>Recommended Electives</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### Hotel & Restaurant Management

<table>
<thead>
<tr>
<th>Suggested Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
</tr>
<tr>
<td>LAL 101</td>
</tr>
<tr>
<td>PHI 152</td>
</tr>
<tr>
<td>MTH 140</td>
</tr>
<tr>
<td>SPK 101</td>
</tr>
<tr>
<td>HST 105</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>LAL 102</td>
</tr>
<tr>
<td>BIO 101</td>
</tr>
<tr>
<td>MTH 160</td>
</tr>
<tr>
<td>ECN 101</td>
</tr>
<tr>
<td>HST 106</td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
</tr>
<tr>
<td>PHY 120</td>
</tr>
<tr>
<td>ACC 101</td>
</tr>
<tr>
<td>PSY 101</td>
</tr>
<tr>
<td>ECN 102</td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
</tr>
<tr>
<td>LAL 120</td>
</tr>
<tr>
<td><strong>Recommended Electives</strong></td>
</tr>
</tbody>
</table>

### Secondary Education

#### Suggested Curriculum

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>HST 105</td>
<td>American History to 1865</td>
</tr>
<tr>
<td>LAL 101</td>
<td>English I</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
</tr>
<tr>
<td>EDU 190</td>
<td>Introduction to Education</td>
</tr>
<tr>
<td>SKL 101</td>
<td>College Orientation</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>MTH 140</td>
<td>College Algebra</td>
</tr>
<tr>
<td>LAL 102</td>
<td>Exposition</td>
</tr>
<tr>
<td>PSC 105</td>
<td>Functions and Policies of American Government</td>
</tr>
<tr>
<td>PSY 205</td>
<td>Human Lifespan Development</td>
</tr>
<tr>
<td>EDU 230</td>
<td>Technology for Teachers</td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
</tr>
<tr>
<td>EDU 240</td>
<td>Teaching and Learning</td>
</tr>
<tr>
<td>LAL 120</td>
<td>American Lit Survey to 1870 (or other Literature course)</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Biology</td>
</tr>
<tr>
<td>Subject Area Elective</td>
<td></td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
</tr>
<tr>
<td>MTH 160</td>
<td>Elementary Statistics</td>
</tr>
<tr>
<td>PHY 120</td>
<td>Found of Chemistry</td>
</tr>
<tr>
<td>EDU 290</td>
<td>Education Capstone</td>
</tr>
<tr>
<td>Subject Area Electives</td>
<td></td>
</tr>
<tr>
<td><strong>Recommended Electives</strong></td>
<td></td>
</tr>
</tbody>
</table>

### General Studies

#### Suggested Curriculum

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>LAL 101</td>
<td>English I</td>
</tr>
<tr>
<td>MTH 140</td>
<td>College Algebra</td>
</tr>
<tr>
<td>SPK 103</td>
<td>American Government</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Biology</td>
</tr>
<tr>
<td>SKL 101</td>
<td>College Orientation</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>LAL 102</td>
<td>Exposition</td>
</tr>
<tr>
<td>SPK 101</td>
<td>Public Speaking I</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Computer Essentials</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
</tr>
<tr>
<td>PHY 120</td>
<td>Found of Chemistry (with lab)</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
</tr>
<tr>
<td>LAL 120</td>
<td>American Lit Survey to 1870 (or other Literature course)</td>
</tr>
<tr>
<td><strong>Recommended Electives</strong></td>
<td></td>
</tr>
</tbody>
</table>

Do you intend to transfer to a 4-year college or university after finishing your AA degree? If you answered yes, then you should check with the transfer institution about specific degree requirements because they vary. The curriculum shown here are suggested, but are not universally accepted at all schools.
### Suggested Curriculum

#### Nutritional Fitness/Pre-Dietetics

**First Semester**
- LAL 101 English I ...................................... 3
- MTH 140 College Algebra .......................... 3
- CIS 101 Computer Essentials .................. 3
- SKL 101 College Orientation .................... 1
- MUS 130 MACC Singers or MUS 120 Private Voice .......... 1
- Music Electives ........................................ 5
  
#### Second Semester
- LAL 102 Exposition ................................... 3
- MUS 102 Music Appreciation .................... 3
- PSC 103 American Government ............... 5
- MUS 131 MACC Singers or MUS 121 Private Voice .......... 1
- Music Electives ........................................ 5
  
#### Third Semester
- PHY 121 General Chemistry I (with lab) ...... 5
- SPK 101 Public Speaking I ....................... 3
- MUS 230 MACC Singers or MUS 220 Private Voice .......... 1
- Foreign Language Elective ........................ 5
  
#### Fourth Semester
- LAL 120 American Lit Survey to 1870 (or other Literature course) .. 3
- SOC 101 Sociology .................................... 3
- MUS 231 MACC Singers or MUS 221 Private Voice .......... 1
- Foreign Language Elective ........................ 5
  
#### 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
- Private Piano (MUS 122, MUS 123, MUS 222, and MUS 223)

### Music

**Suggested Curriculum**

**First Semester**
- LAL 101 English I ...................................... 3
- MTH 140 College Algebra .......................... 3
- CIS 101 Computer Essentials .................. 3
- SKL 101 College Orientation .................... 1
- MUS 130 MACC Singers or MUS 120 Private Voice .......... 1
- Music Electives ........................................ 5
  
**Second Semester**
- LAL 102 Exposition ................................... 3
- MUS 102 Music Appreciation .................... 3
- PSC 103 American Government ............... 5
- MUS 131 MACC Singers or MUS 121 Private Voice .......... 1
- Music Electives ........................................ 5
  
**Third Semester**
- PHY 121 General Chemistry I (with lab) ...... 5
- SPK 101 Public Speaking I ....................... 3
- MUS 230 MACC Singers or MUS 220 Private Voice .......... 1
- Foreign Language Elective ........................ 5
  
**Fourth Semester**
- LAL 120 American Lit Survey to 1870 (or other Literature course) .. 3
- MUS 116 Basic Piano Skills
- MUS 118 Basic Piano Skills II
- Private Piano (MUS 122, MUS 123, MUS 222, and MUS 223)
Suggested Curriculum

Pre-Physical/Occupational Therapy

First Semester
LAL 101 English I ......................... 3
PSY 101 General Psychology ............... 3
MTH 201 Analytic Geom & Calc I .......... 5
PHY 121 General Chemistry I (with lab) .. 5
SKL 101 College Orientation ............... 1
17

Second Semester
LAL 102 Exposition ........................ 3
PHY 122 General Chemistry II (with lab) .. 5
PSY 205 Human Development ................ 3
SOC 101 Sociology ........................... 3
Humanities Elective ........................... 3
17

Third Semester
PHY 201 College Physics I (with lab) ...... 5
HST 105 American History to 1865 .......... 3
BIO 205 Human Anatomy (with lab) ...... 4
Literature Course ............................
15

Fourth Semester
PHY 202 College Physics II (with lab) .... 5
BIO 209 Physiology (with lab) ............. 4
CIS 101 Computer Essentials ............... 3
SKL 101 College Orientation ............... 1
18

Pre-Dental/Pre-Med/Pre-Vet

Suggested Curriculum

First Semester
PHY 121 General Chemistry I (with lab) .. 5
BIO 205 Human Anatomy (with lab) ...... 4
MTH 201 Analytic Geom & Calc I .......... 5
MTH 145 College Trigonometry .......... 3
SKL 101 College Orientation ............... 1
18

Second Semester
LAL 101 English I .......................... 3
CIS 101 Computer Essentials ............... 3
MTH 140 College Algebra ................... 3
JRN 110 Journalism I ....................... 3
SKL 101 College Orientation ............... 1
Foreign Language Elective ................. 3
18

Pre-Journalism

Suggested Curriculum

First Semester
LAL 101 English I .......................... 3
CIS 101 Computer Essentials ............... 3
JRN 110 Journalism I ....................... 3
JRN 101 Journalism I ....................... 3
SKL 101 College Orientation ............... 1
Foreign Language Elective ................. 3
18

Second Semester
SPK 101 Public Speaking I .................. 3
LAL 120 Amer Lit Survey to 1870 or
LAL 150 English Lit Survey to 1750 .......
ECN 101 Macroeconomics ................... 3
PHI 152 Introduction to Ethics .......... 3
Foreign Language Elective ................. 3
15

Third Semester
SPK 101 Public Speaking I .................. 3
LAL 120 Amer Lit Survey to 1870 or
LAL 150 English Lit Survey to 1750 .......
ECN 101 Macroeconomics ................... 3
PHI 152 Introduction to Ethics .......... 3
Foreign Language Elective ................. 3
15

Fourth Semester
SOC 101 Sociology ........................ 3
BIO 101 Biology ........................... 4
MTH 160 Elementary Statistics ............ 3
HST 105 American History to 1865 .......
Humanities Elective ........................ 3
16

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 152 Introduction to Ethics .......... 3
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...

Recommended Electives
PHI 150 Introduction to Philosophy ....
PHI 152 Introduction to Ethics .......... 3
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...

NOTE:
1 Any Biological Science with lab
2 Any Physical Science with lab

Recommended Electives
PHI 151 Introduction to Logic ...........
PHI 251 Religions of the World ........
HST 101 Western Civilization I .........
HST 102 Western Civilization II .......

NOTE:
1 Any Biological Science with lab
2 Any Physical Science with lab

Social Work

Suggested Curriculum

First Semester
LAL 101 English I .......................... 3
PSC 103 American Government ............ 5
PHI 150 Introduction to Philosophy or
PHI 152 Introduction to Ethics .......... 3
SOC 101 Sociology ........................ 3
SKL 101 College Orientation ............... 1
15

Second Semester
LAL 102 Exposition ........................ 3
PHI 122 General Chemistry II (with lab) .. 5
PSY 205 Human Development ................ 3
SOC 101 Sociology ........................ 3
Humanities Elective ........................ 3
15

Third Semester
LAL 102 Exposition ........................ 3
PHI 122 General Chemistry II (with lab) .. 5
PSY 205 Human Development ................ 3
SOC 101 Sociology ........................ 3
Humanities Elective ........................ 3
15

Fourth Semester
LAL 120 American Lit Survey to 1870 or
or other Literature course .......... 3
PHI 120 Found of Chemistry .........
PHI 152 Introduction to Ethics .......... 3
SOC 101 Sociology ........................ 3
SKL 101 College Orientation ............... 1
15

Recommended Electives
PHI 150 Introduction to Philosophy ....
PHI 152 Introduction to Ethics .......... 3
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...

Recommended Electives
PHI 151 Introduction to Logic ...........
PHI 251 Religions of the World ........
HST 101 Western Civilization I .........
HST 102 Western Civilization II .......

NOTE:
1 Any Biological Science with lab
2 Any Physical Science with lab
## Associate of Arts in Teaching Degree

### The Missouri AAT

All Missouri community colleges offer the same 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. The community colleges agreed to offer an identical degree program to make articulation to 4-year institutions less complicated for students. Most public and private 4-year colleges and universities with Bachelor’s degree programs in Teacher Education have agreed to articulate the AAT with their Bachelor’s degree programs. Students should consult an advisor and the transfer institution prior to enrolling in courses to ensure that all selected courses will transfer.

The educators in Missouri’s community colleges have designed a common curriculum that is based upon MO-Step standards and mid-preparation benchmarks approved by the Missouri Department of Elementary and Secondary Education (DESE) that approves teacher preparation programs in Missouri. This common curriculum ensures that students will meet the competencies identified by DESE at the completion of the second year of higher education and provides the basis for uniform transfer and articulation for students with a common preparation into teacher preparation programs at 4-year institutions throughout the state.

### Program Structure

<table>
<thead>
<tr>
<th>I. General Education:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Statewide general education core ........................................ 42 credit hours*</td>
<td></td>
</tr>
</tbody>
</table>

* 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.

<table>
<thead>
<tr>
<th>II. Life Skills</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>College Orientation .......................................................... 1 credit hour</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>III. Required Teacher Education Core Courses (Statewide):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 220 Foundations of Education ........................................ 3 credit hours</td>
<td></td>
</tr>
<tr>
<td>EDU 245 Educational Psychology ........................................ 3 credit hours</td>
<td></td>
</tr>
<tr>
<td>EDU 235 Technology for Teachers ........................................ 3 credit hours**</td>
<td></td>
</tr>
<tr>
<td>EDU 225 Teaching Profession with Field Experience .............. 3 credit hours</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>IV. Required Teacher Education Core Courses (MACC):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 290 Education Capstone ....................................... 1 credit hour</td>
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</table>

<table>
<thead>
<tr>
<th>V. Electives:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives or other institutional requirements .................. 9 credit hours</td>
<td></td>
</tr>
</tbody>
</table>

** 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 Credit Hours Required for AAT Degree ......................... 62 credit hours

### Suggested Curriculum

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HST 105</td>
<td>American History to 1865</td>
<td>3</td>
</tr>
<tr>
<td>LAL 101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPK 101</td>
<td>Public Speaking I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 140</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SKL 101</td>
<td>College Orientation</td>
<td>1</td>
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</table>

#### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 220</td>
<td>Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>LAL 102</td>
<td>Exposition</td>
<td>3</td>
</tr>
<tr>
<td>PSY 205</td>
<td>Human Lifespan Development or Elective</td>
<td>3</td>
</tr>
<tr>
<td>ART 101</td>
<td>Art Survey and Appreciation or other Humanities elective</td>
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</tr>
<tr>
<td>Elective</td>
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</table>

#### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 225</td>
<td>Teaching Profession with Field Experience</td>
<td>3</td>
</tr>
<tr>
<td>EDU 235</td>
<td>Technology for Teachers</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Biology</td>
<td>4</td>
</tr>
<tr>
<td>MUS 102</td>
<td>Music Appreciation or other Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>LAL 252</td>
<td>Children’s Literature for the Elementary Teacher or other Literature course</td>
<td>3</td>
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</tbody>
</table>

#### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDU 245</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDU 295</td>
<td>Education Capstone</td>
<td>1</td>
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<tr>
<td>PHY 120</td>
<td>Foundations of Chemistry*</td>
<td>5</td>
</tr>
<tr>
<td>ECN 101</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MTH 110</td>
<td>Elementary Statistics or Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**NOTE:**

1. Any Biological Science with lab
2. Any Physical Science with lab

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1. **EDU 235 Technology for Teachers** fulfills the computer literacy requirement of the 42-hour general education core.
2. **EDU 225 Teaching Profession with Field Experience** fulfills the computer literacy requirement of the 42-hour general education core.
## Associate of Science Degree

### General Education Requirements

<table>
<thead>
<tr>
<th>I. Communications</th>
<th>Required Courses:</th>
<th>Elective Courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Courses:</td>
<td>English I (3)</td>
<td>Exposition (3)</td>
</tr>
</tbody>
</table>

| II. Humanities     | Any Humanities Course (3) |

<table>
<thead>
<tr>
<th>III. Social &amp; Behavioral Sciences</th>
<th>Required Courses:</th>
<th>Elective Courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Courses:</td>
<td>Am History to 1865 (3)</td>
<td>Microeconomics (3)</td>
</tr>
<tr>
<td></td>
<td>Macroeconomics (3)</td>
<td>Gen Psychology (3)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IV. Physical and Biological Sciences</th>
<th>Required Courses:</th>
<th>Elective Courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Courses:</td>
<td>Gen Chem I (5)</td>
<td>Gen Chem II (5)</td>
</tr>
<tr>
<td></td>
<td>College Physics I (5)</td>
<td>Quan Analysis (5)</td>
</tr>
<tr>
<td></td>
<td>College Physics II (5)</td>
<td>Organic Chem I (5)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>V. Mathematics</th>
<th>Required Courses:</th>
<th>Elective Courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Courses:</td>
<td>Analytic Geometry &amp; Calc I (5)</td>
<td>Gen Chem II (5)</td>
</tr>
<tr>
<td></td>
<td>Analytic Geometry &amp; Calc II (5)</td>
<td>Geology (4)</td>
</tr>
<tr>
<td></td>
<td>Analytic Geometry &amp; Calc III (5)</td>
<td>Biology (4)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VI. Computer Information Systems</th>
<th>Required Course:</th>
<th>Elective Courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Course:</td>
<td>Intro to Programming C++ (3)</td>
<td>Advanced C++ Programming (3)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VII. Drafting Design Technology</th>
<th>Required Course:</th>
<th>Elective Course:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Course:</td>
<td>Engineering Drawing (3)</td>
<td>CAD I (3)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>IX. Life Skills</th>
<th>Required Course:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Course:</td>
<td>College Orientation (1)</td>
</tr>
</tbody>
</table>

### Degree Programs at UM-Columbia:
- Biological Engineering
- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Computer Science
- Electrical Engineering
- Industrial Engineering
- Mechanical Engineering
- Naval Sciences

### Degree Programs at UM-Rolla:
- 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

### Recommended Course Sequence

**Note:** 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.

1. Required only in selected engineering programs.
2. Counts only as part of the 64 hours required for the AS degree.

#### First Semester Fall
- MTH 201 Analytic Geometry & Calc I .......... 5
- PHY 121 General Chemistry I ................. 5
- LAL 101 English I ................................ 3
- MTH 145 College Trigonometry .............. 3
- SKL 101 College Orientation .............. 1
- Total: 17

#### Second Semester Spring
- MTH 202 Analytic Geometry & Calc II ......... 5
- PHY 122 General Chemistry II .............. 5
- LAL 102 Exposition ......................... 3
- CIS 105 Intro to Programming C++ .......... 3
- Total: 16

#### Third Semester Fall
- MTH 203 Analytic Geometry & Calc III ....... 5
- PHY 201 College Physics I .................... 5
- ECN 101 Macroeconomics ..................... 3
- DDT 101 Engineering Drawing .............. 2
- Total: 16

#### Fourth Semester Spring
- MTH 250 Differential Equations ............. 3
- EGR 201 Statics ................................ 3
- PHY 202 College Physics II ............... 5
- HST 105 American History to 1865 .......... 3
- Humanities Elective ....................... 3
- Total: 17

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

**Conditions for Graduation**

To meet the requirements for graduation from MACC, 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 3 semesters of attendance AND a minimum of 45 hours applicable to the degree program at Moberly Area Community College,
2. Have a total of 75 hours of credit,
3. Earn a grade of “C” or above in all required courses that are part of the ADN curriculum,
4. Submit an application for graduation,
5. Complete the Collegiate Assessment of Academic Proficiency (CAAP) before or during the last semester of enrollment prior to completion of the degree,
6. Participate in graduation ceremonies (requests to be excused from commencement ceremonies will be reviewed by the Dean of Student Services), and
7. Pay in full all fees due to Moberly Area Community College.

**Degree Requirements**

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 Vocational and Adult Education.

**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 attend at least one fall or spring term each academic year, the student must then meet the degree requirements of the catalog in effect when he or she resumes attending classes.

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

Every effort will be made to consider earlier course work in a way most beneficial to the student in fulfilling current requirements.

Students are subject to all policies/regulations stated in the most recent catalog.
**Associate Degree in Nursing 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 Nursing 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. College transcript supersedes high school transcript.
11. 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.

**Associate Degree Nursing 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 Allied Health, 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. The complete Nondiscrimination Policy can be found on page 44 of this catalog.

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

**Other Admissions Information**

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.

Transfer students must meet the admission criteria established for all MACC ADN students. Qualified transfer students will be admitted on a space-available basis. Physiology and Microbiology must be repeated if completed five years or more before the date of entry into the program.

**Recommended Course Sequence**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
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<td></td>
<td>NUR 101</td>
<td>Fundamentals of Nursing</td>
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<tr>
<td></td>
<td>Practice</td>
<td></td>
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<tr>
<td></td>
<td>BIO 205</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>LAL 101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NUR 100</td>
<td>Medication Administration</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>17</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NUR 111</td>
<td>Mental Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NUR 112</td>
<td>Adult Health Nursing I</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>BIO 209</td>
<td>Physiology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>SPK 101</td>
<td>Public Speaking I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>17</td>
</tr>
<tr>
<td><strong>Summer Semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTH 140</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>LAL 102</td>
<td>Exposition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NUR 204</td>
<td>Managing Intravenous Therapies</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSY 205</td>
<td>Human Lifespan Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BIO 206</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NUR 206</td>
<td>Nursing Issues</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NUR 210</td>
<td>Nursing of Women and Newborns</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NUR 212</td>
<td>Child Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SOC 101</td>
<td>Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HST 105</td>
<td>American History to 1865 or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSC 105</td>
<td>Functions and Policies of</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NUR 220</td>
<td>Adult Health Nursing II</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td><strong>Additional recommended courses</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PHY 121</td>
<td>General Chemistry I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CIS 100</td>
<td>Computer Essentials</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTH 160</td>
<td>Elementary Statistics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PHI 152</td>
<td>Ethics</td>
<td></td>
</tr>
</tbody>
</table>

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

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 in the non-nursing courses.

Transportation to clinical sites will be the responsibility of the student.
**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.

**Accelerated Admissions 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 Nursing 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. College transcript supersedes high school transcript.
15. 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.

For additional information and application forms, contact the Allied Health Office.

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**Recommended Course Sequence**

<table>
<thead>
<tr>
<th>Required Pre-Entry Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 205 Human Anatomy ................. 4</td>
</tr>
<tr>
<td>BIO 209 Physiology ....................... 4</td>
</tr>
<tr>
<td>PSY 101 General Psychology ............. 3</td>
</tr>
<tr>
<td>SOC 101 Sociology ........................ 3</td>
</tr>
</tbody>
</table>

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

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.

**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 112 Adult Health Nursing I ......... 6</td>
<td></td>
</tr>
<tr>
<td>PSY 205 Human Lifespan Development .... 3</td>
<td></td>
</tr>
<tr>
<td>BIO 206 Microbiology .................... 4</td>
<td></td>
</tr>
<tr>
<td>LAL 102 Exposition ........................ 3</td>
<td></td>
</tr>
</tbody>
</table>

**Summer Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 202 Maternal-Child Studies .......... 4</td>
<td></td>
</tr>
<tr>
<td>NUR 204 Managing Intravenous Therapies .................................. 1</td>
<td></td>
</tr>
</tbody>
</table>

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 206 Nursing Issues .................................. 3</td>
<td></td>
</tr>
<tr>
<td>NUR 220 Adult Health Nursing II ........ 10</td>
<td></td>
</tr>
<tr>
<td>HST 105 American History to 1865 or American Government ........................ 3</td>
<td></td>
</tr>
</tbody>
</table>

Upon successful completion of Adult Health Nursing I, six credit hours of Fundamentals of Nursing will be awarded.

Upon successful completion of Adult Nursing II, one credit hour of advanced standing will be awarded for Medication Administration.

Advanced standing of four credit hours will be awarded upon successful completion of the Challenge Exam and subsequent completion of Maternal-Child Studies.
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. 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. Some AAS degrees are transferable through articulation agreements with other educational institutions.

The general education component of the AAS degree includes courses from Areas I through VI below.

<table>
<thead>
<tr>
<th>Area</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Communications</td>
<td>3-6 hours</td>
</tr>
<tr>
<td>II.</td>
<td>Humanities</td>
<td>3 hours</td>
</tr>
<tr>
<td>III.</td>
<td>Social and Behavioral Sciences</td>
<td>3 hours</td>
</tr>
<tr>
<td></td>
<td>Functions &amp; Policies of American Government</td>
<td>(3) or American History to 1865 (3)</td>
</tr>
<tr>
<td>IV.</td>
<td>Biological or Physical Sciences</td>
<td>3-4 hours</td>
</tr>
<tr>
<td>V.</td>
<td>Mathematics</td>
<td>3 hours</td>
</tr>
<tr>
<td>VI.</td>
<td>Life Skills</td>
<td>Hours Vary</td>
</tr>
</tbody>
</table>

College Orientation (1) and Employment Seminar (1)

To meet the requirements for graduation from MACC, 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 3 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 appropriate to the degree,
3. Have a minimum of 2.0 grade point average,
4. Submit an application for graduation,
5. Complete the WorkKeys assessment before or during the last semester of enrollment prior to completion of a degree at Moberly Area Community College,
6. Participate in graduation ceremonies (requests to be excused from commencement ceremonies will be reviewed by the Dean of Student Services),
7. Pay in full all fees due to Moberly Area Community College.

The requirements for graduation at MACC 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 attend 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 may receive two credit hours of physical education for military training programs according to eligibility, application, and submission of qualifying documentation.
### Business Accounting Technology

**Course Sequence**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Elementary Accounting I .......... 3</td>
</tr>
<tr>
<td>BUS 100</td>
<td>Introduction to Business .......... 3</td>
</tr>
<tr>
<td>BOE 152</td>
<td>Business Math/Elec Calc .......... 3</td>
</tr>
<tr>
<td>PSC 105</td>
<td>Functions &amp; Policies of American Government or</td>
</tr>
<tr>
<td>HST 105</td>
<td>American History to 1865 .......... 3</td>
</tr>
<tr>
<td>LAL 101</td>
<td>English I .................................. 3</td>
</tr>
<tr>
<td>SKL 101</td>
<td>College Orientation ................ 1</td>
</tr>
<tr>
<td></td>
<td><strong>Total 16</strong></td>
</tr>
</tbody>
</table>
### Drafting Design Technology

#### Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fourth</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Directed Electives

- Any 200 level CIS course
- EET 100 DC/AC Electrical Circuits
- EET 214 Programmable Logic Controllers
- EET 110 Digital Electronics
- GRA 110 Graphic Arts or any higher level
- MTH 160 Elementary Statistics
- Any higher level mathematics or physics course

### Architectural Emphasis Area Electives

- DDT 222 3D CAD
- DDT 223 Civil Engineering CAD
- DDT 225 Architectural CAD I
- DDT 226 Architectural CAD II
- DDT 227 Architectural CAD III

### General Emphasis Area Electives

- DDT 217 Pro/Engineer CAD
- DDT 218 Mechanical CAD
- DDT 222 3D CAD
- DDT 223 Civil Engineering CAD
- DDT 225 Architectural CAD I

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**Let us think of education as the means of developing our greatest abilities, because in each of us there is a private hope and dream which, fulfilled, can be translated into benefit for everyone and greater strength for our nation.**

John F. Kennedy
### Early Childhood

<table>
<thead>
<tr>
<th>Course Sequence</th>
<th>First Semester</th>
<th>Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCE 105</td>
<td>Play as Learning</td>
<td>3</td>
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<tr>
<td>CCE 106</td>
<td>Foundations of Early Care and Education</td>
<td>3</td>
</tr>
<tr>
<td>LAL 101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>BOE 152</td>
<td>Business Math/Elec Calc or higher level math</td>
<td>3</td>
</tr>
<tr>
<td>MTH 100</td>
<td>Intermediate Algebra or Functions &amp; Policies of American Government</td>
<td>3</td>
</tr>
<tr>
<td>HST 105</td>
<td>American History to 1865</td>
<td>3</td>
</tr>
<tr>
<td>SKL 101</td>
<td>College Orientation</td>
<td>3</td>
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</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course Sequence</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCE 107</td>
<td>Beginning Laboratory in Early Childhood or Assessing for Development and Learning</td>
</tr>
<tr>
<td>CCE 108</td>
<td>Beginning Laboratory in Infant/Toddler Settings</td>
</tr>
<tr>
<td>CCE 130</td>
<td>CDA Seminar</td>
</tr>
<tr>
<td>CCE 109</td>
<td>Essentials of Infant/Toddler Care</td>
</tr>
<tr>
<td>CCE 120</td>
<td>Nutrition, Safety, &amp; Health</td>
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<tr>
<td>CCE 180</td>
<td>Assessing for Development and Learning</td>
</tr>
<tr>
<td>CCE 215</td>
<td>Early &amp; Middle Childhood</td>
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<tr>
<td>Humans Elective</td>
<td>3</td>
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</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course Sequence</th>
<th>Fall</th>
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</thead>
<tbody>
<tr>
<td>CCE 107</td>
<td>Beginning Laboratory in Early Childhood or Assessing for Development and Learning</td>
</tr>
<tr>
<td>CCE 108</td>
<td>Beginning Laboratory in Infant/Toddler Settings</td>
</tr>
<tr>
<td>CCE 205</td>
<td>Working with Families &amp; the Community</td>
</tr>
<tr>
<td>CCE 235</td>
<td>Guidance &amp; Inclusion in Early Childhood</td>
</tr>
<tr>
<td>CCE 240</td>
<td>Emergent Language &amp; Literacy</td>
</tr>
<tr>
<td>CCE 245</td>
<td>Curriculum &amp; Planning in Early Childhood</td>
</tr>
<tr>
<td>Physical or Biological Science</td>
<td>3-5</td>
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</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course Sequence</th>
<th>Spring</th>
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</thead>
<tbody>
<tr>
<td>CCE 255</td>
<td>Management of Early Childhood Programs</td>
</tr>
<tr>
<td>CCE 250</td>
<td>Professional Issues in Early Childhood or Assessing for Development and Learning</td>
</tr>
<tr>
<td>EDU 220</td>
<td>Foundations of Education</td>
</tr>
<tr>
<td>CCE 265</td>
<td>Early Childhood Practicum</td>
</tr>
<tr>
<td>SKL 250</td>
<td>Employment Seminar</td>
</tr>
</tbody>
</table>

**Directed Electives**

- CCE 212 School-Age Programs
- PSY 101 General Psychology
- PSY 205 Human Lifespan Development
- SOC 101 Sociology
- SOC 211 Sociology of the Family
- BUS 100 Introduction to Business
- BUS 112 Principles of Management

Any course from the 42-hour general education block. (See page 48.)

**Recommended Humanities**

- PHI 152 *Introduction to Ethics
- PHI 251 *Religions of the World
- FLN 101 *Spanish I

Any Literature designated *Humanities

### Graphic Arts Technology

<table>
<thead>
<tr>
<th>Course Sequence</th>
<th>First Semester</th>
<th>Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRA 100</td>
<td>Orientation to Graphic Arts</td>
<td>1</td>
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<tr>
<td>GRA 110</td>
<td>Graphic Arts I</td>
<td>3</td>
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<tr>
<td>CIS 102</td>
<td>Intro to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 123</td>
<td>Mac: Use &amp; Troubleshooting</td>
<td>2</td>
</tr>
<tr>
<td>LAL 101</td>
<td>Business English Comm or English I</td>
<td>3</td>
</tr>
<tr>
<td>SKL 101</td>
<td>College Orientation</td>
<td>1</td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course Sequence</th>
<th>Spring</th>
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<tbody>
<tr>
<td>GRA 120</td>
<td>Graphic Arts II</td>
</tr>
<tr>
<td>GRA 225</td>
<td>Multimedia Development</td>
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<tr>
<td>GRA 235</td>
<td>Computer Graphics</td>
</tr>
<tr>
<td>CIS 140</td>
<td>HTML/Web Page Design</td>
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<tr>
<td>BOE 150</td>
<td>Business English Comm or English I</td>
</tr>
<tr>
<td>LAL 102</td>
<td>Exposition</td>
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<tr>
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**Third Semester**

<table>
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<th>Fall</th>
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<tbody>
<tr>
<td>GRA 130</td>
<td>Copy Preparation</td>
</tr>
<tr>
<td>GRA 210</td>
<td>Graphic Arts III</td>
</tr>
<tr>
<td>GRA 230</td>
<td>Portable Document Formats</td>
</tr>
<tr>
<td>BOE 152</td>
<td>Business Math/Elec Calc or Intermediate Algebra</td>
</tr>
<tr>
<td>MTH 140</td>
<td>College Algebra</td>
</tr>
<tr>
<td>ART 105</td>
<td>Design I</td>
</tr>
<tr>
<td>PSC 105</td>
<td>Functions &amp; Policies of American Government or Assessing for Development and Learning</td>
</tr>
<tr>
<td>HST 105</td>
<td>American History to 1865</td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course Sequence</th>
<th>Spring</th>
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<tbody>
<tr>
<td>GRA 220</td>
<td>Computer Imaging</td>
</tr>
<tr>
<td>GRA 240</td>
<td>Graphic Arts Management</td>
</tr>
<tr>
<td>GRA 250</td>
<td>Graphics Arts Internship or Assessing for Development and Learning</td>
</tr>
<tr>
<td>GRA 251</td>
<td>CO-OP Graphic Arts or Assessing for Development and Learning</td>
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<tr>
<td>Directed Elective</td>
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</tr>
<tr>
<td>Directed Elective</td>
<td>2</td>
</tr>
<tr>
<td>Biological Science or Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>SKL 250</td>
<td>Employment Seminar</td>
</tr>
</tbody>
</table>

**Directed Electives**

- GRA 102 Graphics Software
- BOE 263 Business Software Applications
- ART 100 Color Theory
- ART 221 Creative Photography

**NOTE:**

1. Any Biological Science with lab
2. Any Physical Science with lab

### Industrial Electronics/Electricity Technology

<table>
<thead>
<tr>
<th>Course Sequence</th>
<th>First Semester</th>
<th>Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 100</td>
<td>DC/AC Electrical Circuits</td>
<td>3</td>
</tr>
<tr>
<td>IND 120</td>
<td>Technical Report Writing or Assessing for Development and Learning</td>
<td>3</td>
</tr>
<tr>
<td>LAL 101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Found of Comp Oper Systems</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130</td>
<td>Technical Mathematics</td>
<td>3</td>
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<tr>
<td>Directed Elective</td>
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<tr>
<td>SKL 101</td>
<td>College Orientation</td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course Sequence</th>
<th>Spring</th>
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<tbody>
<tr>
<td>EET 104</td>
<td>Electrical Print Reading</td>
</tr>
<tr>
<td>EET 109</td>
<td>Solid State Electronics</td>
</tr>
<tr>
<td>EET 111</td>
<td>Electric Motor Controls</td>
</tr>
<tr>
<td>IND 103</td>
<td>Industrial Safety &amp; Health</td>
</tr>
<tr>
<td>DDT 112</td>
<td>Computer-Aided Design I</td>
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<td>3</td>
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**Third Semester**

<table>
<thead>
<tr>
<th>Course Sequence</th>
<th>Fall</th>
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<tbody>
<tr>
<td>EET 212</td>
<td>Electronic Variable Speed Drives</td>
</tr>
<tr>
<td>EET 214</td>
<td>Programmable Logic Controllers</td>
</tr>
<tr>
<td>IND 108</td>
<td>Technical Physics</td>
</tr>
<tr>
<td>SPK 101</td>
<td>Public Speaking I</td>
</tr>
<tr>
<td>Directed Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course Sequence</th>
<th>Spring</th>
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</thead>
<tbody>
<tr>
<td>EET 213</td>
<td>Process Control &amp; Instrument</td>
</tr>
<tr>
<td>EET 216</td>
<td>Advanced Programmable Logic Controllers</td>
</tr>
<tr>
<td>PSC 105</td>
<td>Functions &amp; Policies of American Government or Assessing for Development and Learning</td>
</tr>
<tr>
<td>HST 105</td>
<td>American History to 1865</td>
</tr>
<tr>
<td>SKL 250</td>
<td>Employment Seminar</td>
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<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Directed Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Direct Electives**

- EET 101 Industrial Electricity
- EET 105 National Electric Code
- EET 110 Digital Electronics
- EET 220 Robotics Based Automation
- CIS 105 Intro to Programming C++
- CIS 152 Fundamentals of Networking
- IND 101 Found of Industrial Maintenance
- IND 105 Fluid Power Principles
- PED 121 First Aid

### Emphasis Areas

**Industrial Electricity** - This program prepares a student to become an electrician in a high-technology industrial environment with skills in power distribution, wiring, maintenance of electrical and electronics equipment, and industrial controls. Additional training is provided in fluid power, Computer-Aided Design (CAD), and the National Electric Code.

**Industrial Electronics** - This program prepares a student to become an electronics technician in a high-technology industrial environment. The student will be prepared to troubleshoot, repair, and program programmable logic controllers (PLC’s), variable speed drives, and robotic controllers. Additional training is available in Computer-Aided Design (CAD), computer networking, solid state and digital electronics, and electrohydraulic/pneumatic equipment.
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.

Course Sequence

First Semester Fall
MSP 101 Machine Tool I .......................... 3
IND 107 Machinery’s Handbook ............... 3
WLD 101 Welding I ................................. 3
DDT 101 Engineering Drawing ................. 3
MTH 130 Technical Mathematics ............... 3
SKL 101 College Orientation .................... 1

Second Semester Spring
MSP 102 Machine Tool II ........................ 3
IND 103 Industrial Safety & Health .......... 3
IND 120 Technical Report Writing or
BOE 150 Business English/Comm ............. 3
PSC 105 Functions & Policies of American Government or

HST 105 American History to 1865 .......... 3
MTH 135 Advanced Technical Math or
MTH 105 College Trigonometry ............... 2
Directed Elective .................................. 3

Second Semester Spring
IND 103 Industrial Safety & Health .......... 3
IND 120 Technical Report Writing or
BOE 150 Business English/Comm ............. 3
MSP 101 Machine Tool I .......................... 3
WLD 101 Welding I ................................. 3
MTH 135 Advanced Technical Math ............ 2
SPK 101 Public Speaking I ......................... 3

Third Semester Fall
IND 108 Technical Physics ........................ 4
MSP 102 Machine Tool II ........................ 3
WLD 102 Welding II ............................... 3
EET 100 DC/AC Electrical Circuits .......... 3
Directed Elective ................................ 3

Third Semester Fall
IND 108 Technical Physics ........................ 4
MSP 102 Machine Tool II ........................ 3
WLD 102 Welding II ............................... 3
EET 100 DC/AC Electrical Circuits .......... 3
Directed Elective ................................ 3

Fourth Semester Spring
IND 105 Fluid Power Principles ............... 3
EET 111 Electric Motor Controls ............... 3
PSC 105 Functions & Policies of American Government or
HST 105 American History to 1865 .......... 3
SKL 250 Employment Seminar ................. 1
Directed Elective ................................ 3

Directed Electives
IND 106 Industrial Lifting & Rigging
IND 107 Machinery’s Handbook
IND 120 Technical Report Writing
IND 202 Metallurgy & Heat Treating
IND 203 Measurements & Instruments
IND 205 Inspection & Quality Control

Power Plant Operations 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.

Course Sequence

First Semester Fall
IND 125 Power Plant Systems .................... 3
IND 203 Measurements & Instruments ....... 3
EET 101 Industrial Electricity ................. 3
DDT 110 Blueprint Reading ....................... 3
MTH 130 Technical Mathematics or
MTH 140 College Algebra ....................... 3
SKL 101 College Orientation .................... 1

Second Semester Spring
EET 100 DC/AC Electrical Circuits .......... 3
EET 104 Electrical Print Reading ............ 3
IND 130 Plant Boilers & Operations .......... 3
SPK 101 Public Speaking I ......................... 3
PSC 105 Functions & Policies of American Government or
HST 105 American History to 1865 .......... 3
Humanities Elective ................................. 3

Third Semester Fall
IND 101 Fund of Industrial Maintenance .. 3
IND 108 Technical Physics ........................ 4
IND 255 Steam Turbines & Generators ....... 3
EET 111 Electric Motor Controls ............... 3
Directed Elective .................................. 3

Fourth Semester Spring
IND 103 Industrial Safety & Health .......... 3
IND 105 Fluid Power Principles ............... 3
IND 120 Technical Report Writing or
BOE 150 Business English/Comm ............. 3
BUS 100 Intro to Business ....................... 3
SKL 250 Employment Seminar ................. 1
Directed Elective ................................ 3

Directed Electives
IND 260 Power Plant Cycles
IND 265 Power Plant Chemistry
IND 251 Industrial Technology CO-OP
### Medical Laboratory Technician

#### Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Fall</th>
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</thead>
<tbody>
<tr>
<td>LAL 101</td>
<td>English I</td>
</tr>
<tr>
<td>MTH 140</td>
<td>College Algebra</td>
</tr>
<tr>
<td>BIO 205</td>
<td>Human Anatomy</td>
</tr>
<tr>
<td>PHY 121</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>SKL 101</td>
<td>College Orientation</td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 206</td>
<td>Microbiology</td>
</tr>
<tr>
<td>PHI 152</td>
<td>Introduction to Ethics</td>
</tr>
<tr>
<td>BIO 209</td>
<td>Physiology</td>
</tr>
<tr>
<td>BOE 171</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>MLT 293</td>
<td>Functions &amp; Policies of American Government</td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLT 150</td>
<td>Lab Methods/Management</td>
</tr>
<tr>
<td>MLT 260</td>
<td>Phlebotomy</td>
</tr>
<tr>
<td>MLT 210</td>
<td>Immunology</td>
</tr>
<tr>
<td>MLT 230</td>
<td>Urinalysis &amp; Body Fluids</td>
</tr>
<tr>
<td>MLT 250</td>
<td>Hematology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Spring</th>
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<tbody>
<tr>
<td>SKL 250</td>
<td>Employment Seminar</td>
</tr>
<tr>
<td>MLT 270</td>
<td>Immunohematology</td>
</tr>
<tr>
<td>MLT 280</td>
<td>Clinical Microbiology</td>
</tr>
<tr>
<td>MLT 290</td>
<td>Molecular Methods &amp; Virology</td>
</tr>
<tr>
<td>MLT 220</td>
<td>Clinical Chemistry</td>
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<thead>
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<th>Summer Semester</th>
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<tbody>
<tr>
<td>MLT 291</td>
<td>Clinical Hematology Practicum</td>
</tr>
<tr>
<td>MLT 292</td>
<td>Clinical Chemistry Practicum</td>
</tr>
<tr>
<td>MLT 293</td>
<td>Clinical Microbiology Practicum</td>
</tr>
</tbody>
</table>

1 Or another course that meets Missouri Constitution requirement

In addition to the general Conditions for Graduation for the Associate of Applied Science degree, graduates in the Medical Laboratory Technician program must meet the following requirements:

- Have a total of 70 hours of credit, and
- Earn a grade of “C” or above in all required courses that are part of the MLT curriculum.

### Welding & Metals Technology

#### Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Fall</th>
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<tbody>
<tr>
<td>WLD 101</td>
<td>Welding I</td>
</tr>
<tr>
<td>MSP 101</td>
<td>Machine Tool I</td>
</tr>
<tr>
<td>IND 104</td>
<td>Industrial Materials and Processes</td>
</tr>
<tr>
<td>DDT 101</td>
<td>Engineering Drawing</td>
</tr>
<tr>
<td>MTH 130</td>
<td>Technical Mathematics</td>
</tr>
<tr>
<td>SKL 101</td>
<td>College Orientation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD 102</td>
<td>Welding II</td>
</tr>
<tr>
<td>MSP 102</td>
<td>Machine Tool II</td>
</tr>
<tr>
<td>IND 103</td>
<td>Industrial Safety &amp; Health</td>
</tr>
<tr>
<td>IND 120</td>
<td>Technical Report Writing</td>
</tr>
<tr>
<td>BOE 150</td>
<td>Business English/Comm</td>
</tr>
<tr>
<td>MTH 135</td>
<td>Adv Technical Mathematics</td>
</tr>
<tr>
<td>PSC 105</td>
<td>Functions &amp; Policies of American Government</td>
</tr>
<tr>
<td>HST 105</td>
<td>American History to 1865</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD 201</td>
<td>Welding III</td>
</tr>
<tr>
<td>WLD 220</td>
<td>Special Problems in Welding</td>
</tr>
<tr>
<td>IND 108</td>
<td>Technical Physics</td>
</tr>
<tr>
<td>DDT 110</td>
<td>Blueprint Reading</td>
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<table>
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<tr>
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<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD 202</td>
<td>Welding IV</td>
</tr>
<tr>
<td>IND 202</td>
<td>Metallurgy &amp; Heat Treating</td>
</tr>
<tr>
<td>DDT 110</td>
<td>Blueprint Reading</td>
</tr>
<tr>
<td>Directed Elective</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Directed Electives</th>
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</thead>
<tbody>
<tr>
<td>IND 101, 107</td>
<td>Fundamentals of Industrial Maintenance</td>
</tr>
<tr>
<td>IND 205, 203</td>
<td>Measurements &amp; Instruments</td>
</tr>
<tr>
<td>IND 205, 221</td>
<td>Inspection &amp; Quality Control</td>
</tr>
<tr>
<td>DDT 112</td>
<td>Computer-Aided Design I</td>
</tr>
<tr>
<td>MSP 217</td>
<td>Computer-Aided Manufacturing</td>
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</tbody>
</table>
Certificate Programs

Conditions for Graduation

To meet the requirements for graduation from MACC, 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 3 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 appropriate to the certificate,
3. Have a minimum of 2.0 grade point average,
4. Submit an application for graduation,
5. Complete the WorkKeys assessment before or during the last semester of enrollment prior to completion of a certificate at Moberly Area Community College,
6. Participate in graduation ceremonies (requests to be excused from commencement ceremonies will be reviewed by the Dean of Student Services),
7. Pay in full all fees due to Moberly Area Community College.
Programs offered at Moberly Area Community College are organized to provide postsecondary educational services for students. The following programs lead to one-year certificates in Business and Office Technology, Computer Information Systems, Drafting Design Technology, Early Childhood, Graphic Arts Technology, Industrial Electronics/Electricity Technology, Industrial Technology, Law Enforcement, Marketing/Management, Practical Nursing, and Welding and Metals Technology.

A one-year certificate may be granted upon completion of selected courses designated within each program which total 32 hours. In selecting the courses for a one-year certificate, all prerequisites listed in the course description section of this catalog apply.

**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 attend 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.

### Business and Office Technology

**Certificate Program**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOE 106</td>
<td>Business &amp; Office Technology Essentials</td>
<td>3</td>
</tr>
<tr>
<td>BOE 108</td>
<td>Word Processing Concepts</td>
<td>3</td>
</tr>
<tr>
<td>BOE 110</td>
<td>Formatting</td>
<td>3</td>
</tr>
<tr>
<td>BOE 120</td>
<td>Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>BOE 150</td>
<td>Business English/Comm</td>
<td>3</td>
</tr>
<tr>
<td>BOE 151</td>
<td>Records Management</td>
<td>3</td>
</tr>
<tr>
<td>BOE 152</td>
<td>Business Math/Elec Calc</td>
<td>3</td>
</tr>
<tr>
<td>BOE 165</td>
<td>Presentation Software</td>
<td>2</td>
</tr>
<tr>
<td>BOE 171</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BOE 181</td>
<td>Legal Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BOE 195</td>
<td>Digital Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>BOE 261</td>
<td>Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>BOE 263</td>
<td>Business Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>BOE 266</td>
<td>Integrated Information Processing</td>
<td>3</td>
</tr>
<tr>
<td>SKL 101</td>
<td>College Orientation</td>
<td>1</td>
</tr>
<tr>
<td>SKL 150</td>
<td>Employment Seminar</td>
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</tr>
</tbody>
</table>

### Computer Information Systems

**Certificate Program**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 105</td>
<td>Intro to Programming C++</td>
<td>3</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Foundations of Computer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 135</td>
<td>Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 145</td>
<td>Web Design I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 152</td>
<td>Fundamentals of Networking</td>
<td>3</td>
</tr>
<tr>
<td>CIS 153</td>
<td>Beginning Router Configuration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 201</td>
<td>Relational Database Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 238</td>
<td>Windows Server Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 250</td>
<td>LINUX Administration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 251</td>
<td>JAVA Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 255</td>
<td>Network Security</td>
<td>3</td>
</tr>
<tr>
<td>ACC 101</td>
<td>Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BOE 150</td>
<td>Business English/Comm</td>
<td>3</td>
</tr>
</tbody>
</table>

A one-year certificate may be granted upon completion of selected courses designated within each program which total 32 hours. In selecting the courses for a one-year certificate, all prerequisites listed in the course description section of this catalog apply.

### Drafting Design Technology

**Certificate Program**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDT 101</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>DDT 102</td>
<td>Technical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>DDT 112</td>
<td>CAD I</td>
<td>3</td>
</tr>
<tr>
<td>DDT 206</td>
<td>Descriptive Geometry</td>
<td>3</td>
</tr>
<tr>
<td>DDT 211</td>
<td>CAD II</td>
<td>3</td>
</tr>
<tr>
<td>DDT 150</td>
<td>Design Concepts</td>
<td>3</td>
</tr>
<tr>
<td>IND 108</td>
<td>Technical Physics</td>
<td>4</td>
</tr>
<tr>
<td>IND 120</td>
<td>Technical Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130</td>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MTH 140</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

1 Any DDT Course from Emphasis Area Elective

### Graphic Arts Technology

**Certificate Program**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRA 100</td>
<td>Orientation to Graphic Arts</td>
<td>1</td>
</tr>
<tr>
<td>GRA 110</td>
<td>Graphic Arts I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 120</td>
<td>Graphic Arts II</td>
<td>3</td>
</tr>
<tr>
<td>GRA 130</td>
<td>Copy Preparation</td>
<td>3</td>
</tr>
<tr>
<td>GRA 220</td>
<td>Computer Imaging</td>
<td>3</td>
</tr>
<tr>
<td>GRA 225</td>
<td>Multimedia Development</td>
<td>2</td>
</tr>
<tr>
<td>GRA 230</td>
<td>Portable Document Formats</td>
<td>2</td>
</tr>
<tr>
<td>GRA 235</td>
<td>Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>MKT 110</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>ART 105</td>
<td>Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 110</td>
<td>Drawing &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Foundations of Computer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 113</td>
<td>Mac: Use &amp; Troubleshooting</td>
<td>2</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

### Early Childhood

**Certificate Program**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCE 105</td>
<td>Play as Learning</td>
<td>3</td>
</tr>
<tr>
<td>CCE 106</td>
<td>Foundations of Early Care and Education</td>
<td>3</td>
</tr>
<tr>
<td>CCE 107</td>
<td>Beginning Laboratory in Early Childhood</td>
<td>2</td>
</tr>
<tr>
<td>CCE 108</td>
<td>Beginning Laboratory in Infant/Toddler Settings</td>
<td>2</td>
</tr>
<tr>
<td>CCE 109</td>
<td>Essentials of Infant/Toddler Care</td>
<td>3</td>
</tr>
<tr>
<td>CCE 120</td>
<td>Nutrition, Safety, and Health</td>
<td>3</td>
</tr>
<tr>
<td>CCE 180</td>
<td>Assessing for Development and Learning</td>
<td>3</td>
</tr>
<tr>
<td>CCE 205</td>
<td>Working with Families and the Community</td>
<td>3</td>
</tr>
<tr>
<td>CCE 215</td>
<td>Early and Middle Childhood</td>
<td>3</td>
</tr>
<tr>
<td>CCE 235</td>
<td>Guidance and Inclusion in Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>CCE 240</td>
<td>Emergent Language and Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CCE 245</td>
<td>Curriculum and Planning in Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>CCE 250</td>
<td>Professional Issues in Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>CCE 255</td>
<td>Management of Early Childhood Programs</td>
<td>3</td>
</tr>
</tbody>
</table>

### Industrial Electronics/Electricity Technology

**Certificate Program**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 100</td>
<td>DC/AC Electrical Circuits</td>
<td>3</td>
</tr>
<tr>
<td>EET 104</td>
<td>Electrical Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>EET 109</td>
<td>Solid State Electronics</td>
<td>3</td>
</tr>
<tr>
<td>EET 111</td>
<td>Electric Motor Controls</td>
<td>3</td>
</tr>
<tr>
<td>EET 212</td>
<td>Electronic Variable Speed Drives</td>
<td>3</td>
</tr>
<tr>
<td>EET 214</td>
<td>Programmable Logic Controllers</td>
<td>3</td>
</tr>
<tr>
<td>IND 103</td>
<td>Industrial Safety &amp; Health</td>
<td>3</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Foundations of Computer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>DDT 112</td>
<td>Computer-Aided Design I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130</td>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SKL 101</td>
<td>College Orientation</td>
<td>1</td>
</tr>
<tr>
<td>SKL 250</td>
<td>Employment Seminar</td>
<td>1</td>
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</table>
## Industrial Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>IND 101</td>
<td>Fundamentals of Industrial Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>IND 103</td>
<td>Industrial Safety &amp; Health</td>
<td>3</td>
</tr>
<tr>
<td>IND 104</td>
<td>Industrial Materials &amp; Processes</td>
<td>3</td>
</tr>
<tr>
<td>IND 105</td>
<td>Fluid Power Principles</td>
<td>3</td>
</tr>
<tr>
<td>IND 107</td>
<td>Machinery's Handbook</td>
<td>3</td>
</tr>
<tr>
<td>MSP 101</td>
<td>Machine Tool I</td>
<td>3</td>
</tr>
<tr>
<td>MSP 102</td>
<td>Machine Tool II</td>
<td>3</td>
</tr>
<tr>
<td>DDT 101</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130</td>
<td>Technical Mathematics</td>
<td>3</td>
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</tbody>
</table>

## Law Enforcement

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>LEN 120</td>
<td>Criminal Justice Communications</td>
<td>3</td>
</tr>
<tr>
<td>LEN 130</td>
<td>Corrections Policies &amp; Procedures</td>
<td>3</td>
</tr>
<tr>
<td>LEN 210</td>
<td>Criminal Investigation I</td>
<td>3</td>
</tr>
<tr>
<td>LEN 220</td>
<td>Criminal Investigation II</td>
<td>3</td>
</tr>
<tr>
<td>LEN 222</td>
<td>Criminal Justice Management</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 150</td>
<td>Introduction to Criminal Justice Systems</td>
<td>3</td>
</tr>
<tr>
<td>SOC 160</td>
<td>Introduction to Juvenile Justice Systems</td>
<td>3</td>
</tr>
<tr>
<td>PED 121</td>
<td>First Aid</td>
<td>2</td>
</tr>
<tr>
<td>SKL 101</td>
<td>College Orientation</td>
<td>1</td>
</tr>
<tr>
<td>SKL 250</td>
<td>Employment Seminar</td>
<td>1</td>
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</tbody>
</table>

## Marketing/Management

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MKT 105</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 110</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>BUS 100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ECN 101</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 112</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 113</td>
<td>Human Relations in Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>BUS 120</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 121</td>
<td>Business Law II or</td>
<td>3</td>
</tr>
<tr>
<td>ECN 102</td>
<td>Microeconomics or</td>
<td></td>
</tr>
<tr>
<td>MKT 250</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>ACC 101</td>
<td>Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 102</td>
<td>Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BOE 150</td>
<td>Business English/Comm</td>
<td>3</td>
</tr>
<tr>
<td>BOE 263</td>
<td>Business Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>SKL 250</td>
<td>Employment Seminar</td>
<td>1</td>
</tr>
<tr>
<td>SKL 250</td>
<td>Employment Seminar</td>
<td>1</td>
</tr>
<tr>
<td>LAL 101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 140</td>
<td>College Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

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### Law Enforcement Training Center

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
660-263-4110, ext. 279 or 800-622-2070, ext 279.

### Admission Criteria

Complete and return the following forms to the Law Enforcement Training Center:

1. MACC and LETC Applications
2. Official high school transcripts or copy of GED
3. Official college and/or university transcripts
4. Missouri Peace Officer License Legal Questionnaire
5. COMPASS, ASSET, or ACT Scores

### 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.

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.

As of August 1996, 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 470/600 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 certification 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 “street smart”.

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.

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### Certificate Programs

- **Industrial Technology**
- **Law Enforcement**
- **Marketing/Management**

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**Other Program Information**

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

- Tour the Moberly Correctional Center and the Randolph County Ambulance District
- Presentation by the University of Missouri Hospital helicopter training team
- Presentations by various organizations, such as the Missouri Division of Liquor Control and K-9 Deputy Sheriff
- Presentations by 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.
Practical Nursing Certificate Program

Practical Nursing is a full-time, one-year certificate program that meets Monday through Friday from 8:30 a.m. to 4:00 p.m. and is assigned for clinicals. Students who complete the 52-week course in Practical Nursing receive a certificate in recognition of that accomplishment. Upon successful completion of the program, graduates are eligible to apply to take the National Council of Licensing Examination for Practical Nurses. The State of Missouri Nurse Practice Act, Section 335.066, provides additional criteria for eligibility to apply for licensure as a practical nurse. Successful completion of the program does not guarantee eligibility to take the licensing exam. Satisfactory performance on this examination will qualify the student for licensure as a practical nurse. This program offers intravenous therapy content and provides certification as outlined by the Missouri State Board of Nursing.

The MACC Certificate of Practical Nursing is approved by the Missouri State Board of Nursing and by the Missouri Department of Education.

Admission Criteria

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

1. Application forms completed 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 June 1.
6. Each prospective student must complete and return a notarized Essential Qualifications form prior to or on June 1.
7. Each prospective student must complete and return a notarized Revocation of Licensure form prior to or on June 1.
8. Submit to and pass a criminal background check. Complete the “Request for Criminal Record Check” form and enclose a $5.00 check or money order with the form. This should be made out to “State of Missouri, Criminal Record System” and mailed to the Missouri State Highway Patrol, Criminal Records and Identification Division, Post Office Box 9500, Jefferson City, MO 65102.
9. Submit and pass the review of Employee Disqualification through the Department of Health and Senior Services. (This will be checked by the Nursing Office.)
10. 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.
11. Cumulative grade point average of 2.0 from high school or college. College transcript supersedes high school transcript.
12. 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.

Practical Nursing 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 Dean of Career and Technical Education, the Dean of Student Services, the Director of Allied Health, the Practical Nursing Coordinator, 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. The complete Nondiscrimination Policy can be found on page 44 of this catalog.

No advanced placement is given within the Practical Nursing program for CNA, EMT, Paramedic, CMT, or other health-related credentialing at this time.

Other Admissions Information

Each prospective student must have a high school diploma or its equivalent, be in good health as determined by a physical examination, and meet the minimum requirements for admissions established by the administration, faculty, and the admissions committee.

Students who desire to transfer in with the required curriculum is as follows:

First Semester Fall
BIO 205 Human Anatomy .................. 4
PNC 103 Nutrition .......................... 3
PNC 104 Life Span ............................. 1
PNC 105 Fundamentals of Nursing ....... 11
PNC 106 Personal & Vocational Concepts .. 3
PNC 125 Medication Administration ........ 2

Second Semester Spring
BIO 209 Physiology .......................... 4
PNC 111 Medical-Surgical Nursing I ...... 9
PNC 112 Pharmacology .......................... 3
PNC 123 Pediatric Nursing .................. 3

Third Semester Summer
PNC 113 Maternal-Newborn Nursing ...... 3
PNC 122 Medical-Surgical Nursing II ..... 11
PNC 124 Geriatrics .......................... 3
PNC 126 Mental Health Nursing ............. 18

Students must maintain a letter grade of “C” or above in each class to continue in the program.

There is a clinical fee assessed per credit hour for each nursing course.

Prior to clinical experience, a course in cardio-pulmonary resuscitation (CPR) is required.

For additional information about the Moberly PN program or to apply, contact the Allied Health Office on the MACC Moberly Campus. For additional information about the Mexico PN program or to apply, contact the Nursing Office at the Advanced Technology Center in Mexico.

Certificate Program

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’s Handbook ............. 3
DDT 101 Engineering Drawing .............. 3
DDT 112 Computer-Aided Design I .......... 3
MTH 130 Technical Mathematics ............ 3
Course Descriptions

General Information about Course Descriptions

All courses are not offered each semester. Students will be assisted in making choices of course work by advisors who are assigned according to the student-declared major.

The designation of “FA,” “SP,” and/or “SU” following each course description indicates whether the course is offered during the fall, spring, and/or summer terms. “IN” indicates the course is offered infrequently. MACC will make reasonable effort to offer courses as listed. At the College’s discretion, however, the schedule may be changed.

The interpretation of course numbers used at Moberly Area Community College is as follows:

- Three letters which indicate a specific teaching area of instruction are followed by three digits indicating the level of the course.
- Numbers 000 to 099 are developmental and are not considered college level; numbers 100 to 199 are considered freshman-level courses; and numbers 200 to 299 are considered sophomore-level courses.

Any course may be taken at either the freshman or sophomore level except those in sequenced programs (i.e., nursing program) or those requiring prerequisites.

One asterisk (*) appearing next to a course title indicates the course meets the Humanities requirement.

Two asterisks (**) appearing next to a course title indicate the course meets the Missouri Constitutional requirement.

A ♦ appearing next to a course title indicates the course meets the Literature requirement.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 211</td>
<td>Managerial Accounting</td>
</tr>
</tbody>
</table>

This course involves basic application of costing methods, financial statements and their interpretation, and analysis for long-range planning. Prerequisite: ACC 101. (FA)

Key to Course Descriptions

Legend

ACC  Accounting
ART  Art
BIO  Biological Science
BOE  Business and Office Technology
BUS  Business
CCE  Early Childhood
CIS  Computer Information Systems
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
WLD  Welding
MACC 2006-2008 College Catalog

Accounting

ACC 100  3-0-3  
Small Business Accounting  
This is an introductory accounting course for students who are not accounting majors. It is designed to provide a working knowledge of basic accounting areas, such as the accounting cycle, payroll, payables and receivables, etc. The emphasis will be on application of this knowledge using problems and practice sets. This is not a transfer course. (FA)

ACC 101  3-0-3  
Elementary Accounting I  
ACC 101 is a beginning course introducing fundamental principles of accounting. Course content includes the accounting cycle, analysis of the balance sheet and income statement, payroll, calculation of interest and discounts, depreciation, and recording of accrued and deferred items. (FA, SP)

ACC 102  3-0-3  
Elementary Accounting II  
ACC 102 is a continued study of accounting principles and procedures. This study includes partnerships and corporations, revenue concepts and statement analysis, accounting for plant assets, and introduces managerial accounting concepts. Prerequisite: ACC 101. (FA, SP)

ACC 110  3-0-3  
Personal Finance  
This is an introductory course to acquaint students with the basic terms and concepts of financial planning and investment management. (IN)

ACC 210  3-0-3  
Federal Income Tax Accounting  
This course focuses on federal income tax law as applied to individual taxpayers. Emphasis is on basic tax laws and concepts and application of those laws and concepts in tax return preparation and tax planning. A computerized income tax package is introduced. Prerequisite: ACC 101 or instructor approval. (SP)

ACC 211  3-0-3  
Managerial Accounting  
This course involves basic application of costing methods, financial statements and their interpretation, and analysis for long-range planning. Prerequisite: ACC 101. (FA)

ACC 213  3-0-3  
Cost Accounting  
This course involves determining and controlling costs of material, labor, and overhead; budgets; forecasting; standards; job order and process cost methods; and variance analysis. Prerequisite: ACC 101 and ACC 211, or instructor approval. Course may be taken concurrently with ACC 102. (SP)

ACC 214  3-0-3  
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  3-0-3  
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 299  3-0-3  
Special Studies in Business Accounting Technology  
This course will consist of specialized study in areas of the department, which are not covered in-depth in other courses. Students may take no more than three Special Studies courses in any one discipline. (IN)

* Art Survey and Appreciation I  
ART 100  3-0-3  
Color Theory  
This course is a foundational core course including studio projects and lectures to explore individual scholarly research in color aesthetics, science and psychology, and design principles. Supplies required for this course are the responsibility of the student. (FA, SP)

ART 101  3-0-3  
* Art Survey and Appreciation I  
ART 101 is a slide/lecture course examining the visual arts from prehistoric times through the 17th century. Content includes a study of style, design, technique, iconography and function of art in Western and non-Western culture. (FA, SP, SU)

ART 102  3-0-3  
* Art Survey and Appreciation II  
ART 102 is a slide/lecture course examining the visual arts from the 18th century to the present. Content includes a study of style, design, technique, iconography and function of art in Western and non-Western culture. (FA, SP, SU)

ART 103  3-0-3  
Design I  
This is a basic art course concerned 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  2-4-3  
Drawing and Composition I  
This is a basic free-hand drawing course that introduces the student to various graphic processes. The class investigates various drawing media such as pencil, charcoal, pen, and ink. Subject matter includes life, still life, and landscape. Supplies required for this course are the responsibility of the student. (FA, 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, SP)

ART 115  3-0-3  
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  2-4-3  
Beginning Sculpture  
This course introduces representations and abstract modeling, mold-making, additive and subtractive sculpture techniques, general history of sculpture, and modern trends. The class includes all media and techniques that students would need to
master in sculpture should they wish to continue in a four-year art program. Supplies required for this course are the responsibility of the student. (FA)

ART 125 2-4-3
Sculpture II
A continuation of Beginning Sculpture, this course stresses a more creative approach in terms of materials and techniques. Emphasis is placed on individual exploration and development in the 3D medium. Supplies required for this course are the responsibility of the student. Prerequisite: ART 124. (FA)

ART 130 2-4-3
Beginning Printmaking
This course explores technical, compositional, and conceptual construction of prints and the relationship to various printmaking media. Mediums covered include monotype, lino block, etching, and silkscreen. Supplies for this course are the responsibility of the student. (IN)

ART 135 2-2-3
Digital Photography
This course is an introduction to the theoretical and practical aspects of digital photography. Using Adobe Photoshop, students will learn to control, modify, and manipulate digital photographic images for creative purposes. Basic photographic composition and design will also be studied. Students must have access to a digital camera. Additional supplies required for this course 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. (FA)

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. (FA)

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. (FA, 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 (1 to 6)-0-(1 to 6)
Special Studies in Art
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

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. (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)

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 busi-
ness 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 incom-
ing assessment of student skills using
the Office Proficiency Assessment and
Certification (OPAC) software. Students
will learn basic computer concepts to
support their career pursuits. Addition-
ally, students will review essential Busi-
ness English skills including grammar,
punctuation, style, usage, and proofread-
ing. 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 process-
ing 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 ap-
proach to teaching the critical skills nec-
essary 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 calcu-
lator skills are studied and practiced as they
relate to accounting, finance, manage-
ment, economics, and retailing. Students
are introduced to solving problems using
a computerized spreadsheet. Prerequisite:
COMPASS, ASSET, or ACT required.
(FA, SP)

BOE 165  2-0-2
Presentation Software
Students will learn the basic and ad-
vanced concepts used in conjunction with
presentation application software and
demonstrate the fundamental concepts of
giving an oral presentation using presen-
tation application software. Prerequisite:

BOE 261  3-0-3
Spreadsheet Applications
Students will learn the basic and ad-
vanced concepts used in conjunction with
spreadsheet application software. Basic
computer skills are required. Prerequi-
site: Touch keyboarding skills recom-
manded. (FA)

BOE 263  3-0-3
Business Software Applications
This course provides instruction and
competency-based performance in an inte-
grated program of a word processor, data-
base, spreadsheet, and presentation. Touch
keyboarding ability is required. (SP)
BOE 264  Database Management  3-0-3
Students will learn the basic and advanced concepts used in conjunction with database application software. Prerequisites: BOE 106, CIS 100, or any Computer Information Systems course, or instructor approval. (SP)

BOE 266  Integrated Information Processing  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  Professional Transcription–Medical  3-0-3
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  Medical Office Insurance  3-0-3
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 110 or instructor approval, and BOE 175. (SP)

BOE 275  CO-OP Office Experience I  0-12-3
CO-OP Office Experience I BOE 275 is recommended for students who have not had office work experience. The program provides three hours of college credit for College-approved work experiences. Students locate their own training sites, which must be approved by the College coordinator, and complete designated assignments and projects related to the work experience program. The student in a cooperative office experience is a paid employee and must work an average of fifteen hours per week. Prerequisite: Approval from Dean of Career and Technical Education or Internal Coordinator. (FA, SP, SU)

BOE 276  Intern Office Experience–Medical  0-12-3
Intern Office Experience–Medical BOE 276 is recommended for students who have not had medical office experience. The program provides three hours of college credit for College-approved and coordinated work experiences.

Students locate their own training sites, which must be approved by the College coordinator, and complete designated assignments and projects related to the work experience program. The intern student is not a paid employee and works an average of fifteen hours per week. Prerequisite: Approval from Dean of Career and Technical Education or Internship Coordinator. (FA, SP, SU)

BOE 280  Professional Transcription–Legal  3-0-3
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 285  CO-OP Office Experience II  0-12-3
CO-OP Office Experience II BOE 285 is recommended for students who have not had office work experience. The program provides three hours of college credit for College-approved work experiences. Students locate their own training sites, which must be approved by the College coordinator, and complete designated assignments and projects related to the work experience program. The student in a cooperative office experience is a paid employee and must work an average of fifteen hours per week. Prerequisite: Approval from Dean of Career and Technical Education or CO-OP Coordinator. (FA, SP, SU)

BOE 286  Intern Office Experience–Legal  0-12-3
Intern Office Experience–Legal BOE 286 is recommended for students who have not had legal office experience. The program provides three hours of college credit for College-approved and coordinated work experiences. Students locate their own training sites, which must be approved by the College coordinator, and complete designated assignments and projects related to the work experience program. The intern student is not a paid employee and must work an average of fifteen hours per week. Prerequisite: Approval from Dean of Career and Technical Education or Internship Coordinator. (FA, SP, SU)

BOE 289  Professional Transcription–Executive  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  Administrative Office Procedures  3-0-3
The purposes of this capstone course are 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 296  Intern Office Experience–Executive  0-12-3
Intern Office Experience–Executive BOE 296 is recommended for students who have not had executive office experience. The program provides three hours of college credit for College-approved and coordinated work experiences. Students locate their own training sites, which must be approved by the College coordinator, and complete designated assignments and projects related to the work experience program. The intern student is not a paid employee and is expected to average fifteen hours of work per week. Prerequisite: Approval from Dean of Career and Technical Education or Internship Coordinator. (FA, SP, SU)

BOE 299  Special Studies in Business and Office Technology  1 to 6-0-(1 to 6)
Special Studies in Business and Office 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 three Special Studies courses in any one discipline. (IN)

BUS 100  Introduction to Business  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  Principles of Management  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)
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 CDA credential
- Courses required for the Preschool or Family CDA credential
- 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 the 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 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 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—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’s 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...
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCE 235</td>
<td>3-0-3</td>
<td>Guidance and Inclusion in Early Childhood</td>
</tr>
<tr>
<td>CCE 240</td>
<td>3-0-3</td>
<td>Emergent Language and Literacy</td>
</tr>
<tr>
<td>CCE 245</td>
<td>3-0-3</td>
<td>Curriculum and Planning in Early Childhood</td>
</tr>
<tr>
<td>CCE 250</td>
<td>3-0-3</td>
<td>Professional Issues in Early Childhood</td>
</tr>
<tr>
<td>CCE 255</td>
<td>3-0-3</td>
<td>Management of Early Childhood Programs</td>
</tr>
<tr>
<td>CCE 265</td>
<td>1-10-3</td>
<td>Early Childhood Practicum</td>
</tr>
<tr>
<td>CCE 299</td>
<td>(1 to 6)-0-(1 to 6)</td>
<td>Special Studies in Early Childhood</td>
</tr>
<tr>
<td>CIS 101</td>
<td>3-0-3</td>
<td>Computer Essentials</td>
</tr>
<tr>
<td>CIS 102</td>
<td>3-0-3</td>
<td>Introduction to Information Systems</td>
</tr>
<tr>
<td>CIS 105</td>
<td>3-0-3</td>
<td>Introduction to Programming C++</td>
</tr>
<tr>
<td>CIS 106</td>
<td>3-0-3</td>
<td>Foundations of Computer Operating Systems</td>
</tr>
<tr>
<td>CIS 121</td>
<td>3-0-3</td>
<td>Basic Programming</td>
</tr>
<tr>
<td>CIS 123</td>
<td>2-0-2</td>
<td>Macintosh: Use &amp; Troubleshooting</td>
</tr>
<tr>
<td>CIS 135</td>
<td>3-0-3</td>
<td>Visual Basic Programming</td>
</tr>
<tr>
<td>CIS 140</td>
<td>1-0-1</td>
<td>Introduction to HTML/Web Page Design</td>
</tr>
</tbody>
</table>

**Course Descriptions**

**CCE 235 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 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 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 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 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 Early Childhood Practicum**
This capstone course enables the students to put their skills and knowledge into practice in an Early Childhood setting and enhance their classroom competence. The students will complete a total of 150 hours of field experience in three approved settings and present their completed Professional Portfolios during a weekly seminar. Prerequisites: CCE 235 and CCE 245. Pre- or corequisites: CCE 250 and CCE 255. (SP)

**CCE 299 Special Studies in Early Childhood**
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

**CIS 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)

**CIS 102 Introduction to Information Systems**
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)

**CIS 105 Introduction to Programming C++**
This course involves problem solving on the introductory level as well as the structure and syntax of the object-oriented language, C++. The student is exposed to methodology that serves as the foundation for later course work. Prerequisite: CIS 102 or placement test. (FA, SP)

**CIS 106 Foundations of Computer Operating Systems**
The student is introduced to computer operating systems in use today. These operating systems include, but are not limited to, DOS, Windows 3.X, Windows 9X, Windows NT, Linux, and Unix. Prerequisite: CIS 102 or placement test. (FA, SP)

**CIS 121 Basic Programming**
Students learn and apply the Basic programming skills in developing modular small-business applications, including file-processing and screen-handling techniques. (IN)

**CIS 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. (SP)

**CIS 135 Visual Basic Programming**
This course covers the logic of programming using the object-oriented Visual Basic programming language in a Windows environment. Students will learn how to use variables, constants, selection, and repetition structures as well as random access files in a hands-on laboratory environment. (SP)

**CIS 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. (FA)

CIS 142
Intermediate Applications of HTML
This course covers advanced applications of the HTML language. Students learn to create effective Web pages combining text and images that will be attractive for a wide variety of platforms and browsers. Topics include working with images, scanning, aligning images properly, and adjusting them to optimal file sizes for transmission over the Internet. Additional topics include design elements, background images, buttons, image maps, and HTML extensions. Prerequisite: CIS 140 or instructor approval. (FA)

CIS 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 as well as 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. Crosslisted as GRA 145. (FA, SP)

CIS 152
Fundamentals of Networking
This course is a theory and laboratory course in CISCO networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, topologies, access methods, and networking hardware and software. The student will identify and use network transmission media; explain the OSI model; and recognize the primary network topologies/protocols, identify their characteristics, and determine which would be most appropriate for a proposed network. Prerequisite: CIS 102, CIS Intro Test, or instructor approval. (FA)

CIS 153
Beginning Router Configuration
This course contains theory and laboratory exercises that emphasize knowledge of CISCO router and switching technologies, beginning router and switching configurations, and network management. Basic router configurations will be emphasized using the routing information protocol (RIP). This includes, but is not limited to, configuring IP addresses, host names, telnet procedures, IP traces, Ethernet port addresses, serial port address, router commands, router modes, troubleshooting, password recovery, and making physical connections at various ports. Prerequisite: CIS 152 or instructor approval. (SP)

CIS 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: CIS 105. (FA)

CIS 205
Advanced C++ Programming
This course is a higher level of C++ Programming and includes the following concepts: classes and data abstraction, dynamic memory allocation, operator overloading, inheritance, virtual functions and polymorphism, C++ stream input/output, templates, and file processing. Prerequisite: CIS 105 or instructor approval. (SP)

CIS 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: CIS 105. (IN)

CIS 211
COBOL Programming
This course is the first COBOL language course. Students will apply the language in solving various business applications. (IN)

CIS 212
FORTRAN Programming
This course is an introduction to programming with the FORTRAN programming language. An algebra background is helpful. (IN)

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

CIS 225
Data Communications
Students are introduced to the principles of internal and external data communications, computer telecommunication, and computer networking. (IN)

CIS 235
Networks and Teleprocessing
This course will cover current local area networking and wide area networking standards. Telephone systems, networking software options, and networking hardware will be covered. (IN)

CIS 238
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: CIS 152 or instructor approval. (FA)

CIS 240
Software Support
This course provides students the opportunity to interact with a wide variety of computer users with diverse computing backgrounds. Students will spend a substantial amount of time helping other students in computer labs and shadowing computer professionals in the working world. (FA)

CIS 242
Advanced HTML
This course is an introduction to cgi scripts to run on a Web Server. Topics include designing forms, using input tags, setting up a submit button, adding radio buttons and check boxes, clearing values, setting up defaults, and using text and hidden fields. Prerequisites: CIS 142 and experience in one or more programming languages or instructor approval. (IN)

CIS 245
Software Support II
This course allows students to have an advanced experience in supporting a wide variety of computer users with diverse computing backgrounds. Students will spend a substantial amount of time helping other students in computer labs and shadowing computer professionals in the working world. Prerequisite: CIS 240. (SP)
CIS 248  3-0-3
Netware Administration
This course provides the necessary information and skills needed to administer a Novell 4.11 server. Prerequisite: CIS 235 or instructor approval. (IN)

CIS 249  3-0-3
Netware Development
This course prepares students for two of five Novell exams leading to Certified Network Engineer (CNE) certification (Novell courses 575 and 804). The course focuses on set-up of the server operating system through the use of both simple and custom installation, selection and configuration of drivers, and connecting the server to the network. Prerequisite: CIS 106 or instructor approval. (IN)

CIS 250  3-0-3
LINUX Administration
This course is designed to take an in-depth look at LINUX Server Management. The course adopts a practical hands-on approach to system administration using RedHat LINUX. Students will understand the LINUX operating system; plan and implement a LINUX-based system; install LINUX; use vi; create a custom kernel; use bash, csh, and other shells; create shell scripts; set up Apache web server; install secure shell; and perform normal system maintenance. Prerequisite: CIS 152 or instructor approval. (FA)

CIS 251  3-0-3
JAVA Programming
This course introduces students to the Java programming language. In addition to a brief review of basic HTML and programming concepts, students will learn to develop and use client side applets and applications that run in a web browser. Object-oriented programming and object-oriented design concepts are introduced and applied throughout the course. Prerequisites: CIS 105 and CIS 145. (FA)

CIS 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. Prerequisite: CIS 153. (SP)

CIS 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 the previous three semesters to create various types of networks for different situations. Trends and new developments in the field of networking are also examined. Prerequisite: CIS 252. (SP)

CIS 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: CIS 105 and CIS 106. (FA)

CIS 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: Fourth semester CIS capstone course. (SP)

CIS 280  0-12-3
Computer Information Systems CO-OP
The internship provides three hours of college credit for College-approved and coordinated work experiences. Students locate their own training sites, which must be approved by the coordinator, and complete designated assignments and projects related to the work experience program. The co-op student is a paid employee and works an average of fifteen hours per week. Prerequisite: Approval from Dean of Career and Technical Education or CO-OP Coordinator. (FA, SP)

CIS 281  0-12-3
Computer Information Systems Internship
The internship provides three hours of college credit for College-approved and coordinated work experiences. Students locate their own training sites, which must be approved by the coordinator, and complete designated assignments and projects related to the work experience program. The intern is not a paid employee and works an average of fifteen hours per week. An internship must be done in a not-for-profit setting. Prerequisite: Approval from Dean of Career and Technical Education or Internship Coordinator. (FA, SP)

CIS 299  (1 to 6)-0-(1 to 6)
Special Studies in Computer Information Systems
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)

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. (FA, SP)

DDT 112  2-2-3
Computer-Aided Design I
CAD I is an introductory computerized drafting course using CAD software.
DDT 120 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 150 Design Concepts
This course is designed to provide students with a basic 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. Prerequisites: MTH 130 or MTH 140, DDT 101, and DDT 112. (SP)

DDT 206 Descriptive Geometry
This course is a study of the graphic solution and perspective relationships between points, lines, and planes in space; intersections of lines and planes; angles between lines and planes; and curved surfaces in space. This course also includes revolutions, developments, vector geometry, and geometric construction. Prerequisite: DDT 112. (SP)

DDT 211 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 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 218 Mechanical Computer-Aided Design
This course is taught utilizing the AutoCAD program, Mechanical Desktop. The student will learn sketching, profiling, constraining, dimensioning, viewing, extruding, revolving, and editing mechanical parts and assemblies utilizing Mechanical Desktop software. Prerequisites: DDT 211 or instructor approval. (SP)

DDT 220 Special Projects in Computer-Aided Drafting
This course provides 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 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 222 3D Computer-Aided Design
Instruction in this course includes 3D basics, modeling, materials, cameras and lights, animation rendering, special effects, and customization of 3D Studio Max. Prerequisite: DDT 211 or instructor approval. (FA)

DDT 223 Civil Engineering CAD
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. (SP)

DDT 225 Architectural CAD 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, etc, etc, mechanical and electrical, non-conventional construction, building codes, and cost estimating. Prerequisite: DDT 112 or instructor approval. (SP)

DDT 226 Architectural CAD 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 Architectural CAD 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 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 229 Statics and Strength of Materials
This course will focus on the fundamentals of material statics and strength in an elementary, analytical, and practical approach, with a rigorous, comprehensive study of theory that will allow students to practice the material learned. The goal of this course is to provide students with the necessary mechanics background for more advanced and specialized areas of study in the many fields of engineering technology—e.g., civil, mechanical, construction, architectural, industrial, and manufacturing. Prerequisites: MTH 130 or MTH 140 and MTH 135 or MTH 145. (SP)

DDT 230 Intern Drafting Design
This class provides three hours of college credit for College-approved work experiences. The work setting will provide experience in the direct application of skills and knowledge gained in the Drafting Design Technology program. The intern experience is unpaid and must be done in a not-for-profit setting. Students must
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 (US and metric), angles area, perimeter, volume, linear equations, polynomials, and graphs. (FA, SP)

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. (FA, SP, SU)

DDT 231  0-12-3
CO-OP Drafting Design
This class provides three hours of college credit for College-approved work experiences. The work setting will provide experience in the direct application of skills and knowledge gained in the Drafting Design Technology program. The co-op experience is paid. Students must locate their own work site and average fifteen hours of work per week. Prerequisite: Approval from the Dean of Career and Technical Education or Internship Coordinator. (IN)

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. (FA)

DDT 299  (1 to 6)-0-(1 to 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 three Special Studies courses in any one discipline. (IN)

Drum 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)

Drum 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)

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

Drum 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)

Drum 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)

Drum 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)

Drum 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, theme, 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 to 6)-0-(1 to 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)

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)

EDU 225  2-2-3  
Teaching Profession with Field Experience  
This course provides students 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)

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 CIS 101 for students accepted into the Preliminary Candidacy program. Prerequisite: LAL 101. Pre- or corequisite: EDU 220. (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)

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. (SP)

EDT 100  2-2-3  
DC/AC Electrical Circuits  
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)

EDT 101  3-0-3  
Industrial Electricity  
This course includes a general review of power circuitry, 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 costing using electrical supply catalogs, engineering specifications, and examples of standard operating procedures used in the industrial environment. (FA)

EDT 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: EDT 100 or instructor approval. (SP)

EDT 105  3-0-3  
National Electric Code  
In this applied electrical course, participants will be introduced to the annual edition of the National Fire Protection Association’s National Electric Code. Students will learn key terms, rules of the NEC, and the basic layout and key articles of the NEC as they pertain to wiring, outlets, conductors, and conduit; electrical services sizing, installing, grounding, and panelboard locations; switches; lighting; fixtures; load centers; motors and motor control circuits; hazardous locations; transformers; overcur-
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 120  2-2-3
Introduction to Telecommunications
This course covers the fundamentals of telecommunications, data transmission hardware, protocols, communications software, and telecommunications networking. It will present students with a foundation in technical terms and vocabulary that will enable them to deal effectively with users and providers of telecommunications services. Hands-on activities will give the student experience using modems and configuring communications software to access other computers, networks, information providers, and the Internet. (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’s instrumentation and controls trainer. Prerequisite: EET 214 or instructor approval. (SP)

EET 214  2-2-3
Programmable Logic Controllers
In this lecture/lab course, participants will learn the basic concepts, capabilities, hardware and system architecture, ladder logic programming, editing, and troubleshooting of programmable logic controllers. Emphasis is on knowledge and skills required by industrial maintenance technicians in an industrial environment. Prerequisite: EET 111. (FA)

EET 216  2-2-3
Advanced Programmable Logic Controllers
This course will provide an understanding of the enhanced instructions/functionality of programmable logic controllers (PLCs). Students will be introduced to the math, file, sequencer, and shift register instructions as they are applied in 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)

EET 220  2-2-3
Robotics Based Automation
This course will provide students with a basic understanding of automation principles and practices relating to industrial automated manufacturing. Emphasis will be placed on components which makeup such systems; that is, robot, robot control software, robot axis servos, programmable logic controller (PLC), PLC control software, vision, sensors, motors, and interconnectivity/wiring. Hands-on experience supporting the emphasized areas will be gained via lab sessions. Prerequisite: EET 214 or instructor approval. (FA)

EGN 201  3-0-3
Statics
Students will apply principles of mechanics to engineering problems of equilibrium. Topics include resolution and composition of forces, moments of inertia, and analysis of structure and machines. Prerequisites: PHY 201 and MTH 202. (SP)

EMT 100  7-0-7
Basic Emergency Medical Technician
This course emphasizes emergency medical services in a job-related context. Recognition of the nature and categorizing the seriousness of patients’ illnesses/injuries, administration of appropriate care, and the movement or handling of patients are included. State certification examinations are taken after completion of the course. Current CPR certification is required. (FA)

EMT 101  3.5-2-3.5
Emergency Medical Technician Reentry
This course provides instruction to facilitate the relicensure of emergency medical personnel. The state relicensure exam is a requirement of the course. Current CPR and EMT certifications are required. (FA)
**Foreign Language**

*Meets Humanities requirement*

**FLN 101**  
**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**  
**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**  
**Elementary French**  
FLN 111 introduces students to French grammar and pronunciation. The focus will be listening, speaking, reading, and writing. (IN)

**FLN 112**  
**Intermediate French**  
This course is a continuation of Elementary French. Prerequisite: FLN 111 or two years of high school French. (IN)

**FLN 115**  
**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**  
**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 even 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**  
**Intermediate Arabic**  
Intermediate Arabic emphasizes the cultural significance of communication via language. Having broken the conventional language barrier in Elementary Arabic, this course helps decrease reliance on 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**  
**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**  
**French Readings**  
This course provides an introduction to French culture and literature with a review of grammar and vocabulary. Prerequisite: FLN 112 or instructor approval. (IN)

**FLN 299**  
**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**

**GRA 100**  
**Orientation to Graphic Arts**  
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. (IN)

**GRA 102**  
**Graphics Software**  
This course addresses fundamentals of page layout, imposition, trims, 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.

**Global Studies**

**GLS 201**  
**Global Studies Seminar**  
PHI 201 Global Studies Seminar is a required course, along with PHI 101 Topics in Global Studies, for students interested in earning the Global Studies Certificate. Through modes such as lecture, projects, film, and discussion, this course will provide an overview of global studies that will include such topics as art, music, philosophy, religion, and literature. Students will be challenged to see their place in the world outside of the United States of America. (FA, SP)
Emphasis is directed toward labeling and identifying project components. (FA)

**GRA 120**
**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**
**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 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 with 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. Crosslisted as CIS 145. (FA, SP)

**GRA 210**
**Graphic Arts III**
This course covers properties, specifications, pricing, procuring 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**
**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**
**Multimedia Development**
This course provides an introduction to image design for digital reproduction. Based on the latest technologies, the course offers a complete overview of the history, hardware, and software used in the development of a variety of multimedia projects. The course highlights presentations, web-based media, and CD-ROM. (SP)

**GRA 230**
**Portable Document Formats**
This course provides an investigation into methods of translating electronic files and documents into usable file formats. Students will compare options related to popular application file formats. This course emphasizes problem solving when converting typical word processing applications and graphic formats into usable graphic arts files. (FA)

**GRA 235**
**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**
**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 250**
**Graphic Arts Internship**
**GRA 251**
**CO-OP Graphic Arts**
GRA 250 and 251 provide practical work experiences for the student. The internship provides the student the opportunity to apply theories and laboratory experiences in an actual work environment. When at work, the student will be treated as a regular employee with duties and responsibilities similar to other employees. The internship program is essentially a laboratory experience. It utilizes the facilities of the cooperating employer in coordination with the faculty of the Graphic Arts program. Prerequisite: GRA 210 or instructor approval. (FA, SP)

**GRA 299**
**Special Studies in Graphic Arts**
**Technology**
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

**HST 101**
**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)

**HST 102**
**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. (FA, SP, SU)

**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. (FA, SP)

**HST 106** 3-0-3
**American History from 1865**
This course is a survey of the economic, social, and diplomatic aspects of the United States from 1865 to the present. Special attention is given to the period after 1945. (FA, SP)

**HST 106H** 3-0-3
**American History from 1865 Honors**
This course is a survey of the economic, social, and diplomatic aspects of the United States from 1865 to the present. Honors sections of American History from 1865 stress critical thinking and analytical writing. Credit may not be received for both HST 106 and HST 106H. Prerequisite: Student must meet the criteria for admission into the Honors Program. (FA, SP)

**HST 150** 3-0-3
**African-American History I**
This course is a survey of the role played by African-Americans in the United States from the beginning of the slave trade until the Civil War in such areas as economics, politics, religion, art, and culture. Special emphasis is placed on studying the African background of American heritage. (IN)

**HST 151** 3-0-3
**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 Protest Movements. (IN)

**HST 201** 3-0-3
**American Women, American Times**
This course surveys the history and development of the role of women in American society, beginning with colonial times. While attention is given to the “great women” in America’s past, emphasis is placed on the historical theme of women’s ever-changing positions in society as family members, workers, voters, and contributors to American culture. (SP)

**HST 201H** 3-0-3
**American Women, American Times Honors**
This course surveys the history and development of the role of women in American society, beginning with colonial times. While attention is given to the “great women” in America’s past, emphasis is strongly placed on the historical theme of women’s ever-changing positions in society as family members, workers, voters, and contributors to American culture. This course uses minimal lecture and emphasizes student participation/discussion. Prerequisite: Student must meet the criteria for admission into the Honors Program. (SP)

**HST 215** 3-0-3
**America in Vietnam**
This is a survey of the Vietnam War (1945-1975) with emphasis on U.S. involvement in the 1960s. Focus is on military history as it relates to the social and political history of the period. Vietnam will be seen as a case study in U.S. foreign policy. (IN)

**HST 215H** 3-0-3
**America in Vietnam Honors**
This is an in-depth examination of the Vietnam War (1945-1975) and related issues including a discussion of Southeast Asia history and Cold War international relations with an emphasis on U.S. involvement in the 1960s. Focus is on military history as it relates to the social and political history of the period. Vietnam will be seen as a case study in U.S. foreign policy. Prerequisite: Student must meet the criteria for admission into the Honors Program. (IN)

**IND 101** 2-2-3
**Fundamentals of Industrial Maintenance**
This course provides a basic survey of industrial and preventive maintenance concepts and practices used by industrial maintenance mechanics in the installation, troubleshooting, and repair of mechanical systems and machines found in industry. Topics include mechanics, tools, practices, and safety; basic types; operating concepts and principles of mechanical equipment and systems—gears, bearings, seals, mechanical drive systems; and basic fluid power. Course includes selection and use of proper lubricants by application, mechanical troubleshooting, and methods of scheduling preventive maintenance. (FA)

**IND 103** 3-0-3
**Industrial Safety and Health**
This industrial safety course includes safety organization, fire safety, materials handling, federal regulations, and current issues in industrial safety. The health portion includes overviews of industrial hygiene, air and noise monitoring, ventilation, and hazardous materials. (SP)

**IND 104** 3-0-3
**Industrial Materials and Processes**
The student is introduced to common industrial materials, physical properties, common applications, cost effectiveness, and production capability. A study of modern manufacturing processes pro-
vides an understanding of the principles and practices, applications, limitations, and efficiency as related to industry. (FA)

IND 105 Fluid Power Principles
This course addresses the practical application of fluid power principles used in the installation, maintenance, and troubleshooting of industrial hydraulic and pneumatic systems and equipment. Topics include basic hydraulic and pneumatic principles and theory, identification of systems components and equipment, interpretation of fluid power symbols and drawings, and the application of fluid power knowledge and skills to industrial maintenance and troubleshooting. (SP)

IND 106 Industrial Lifting and Rigging
This course covers techniques and safeguards that are typically used in an industrial environment to move heavy plant equipment and maintain plant utilities. Other topics include fundamentals of industrial lifting and rigging and uses of wire rope and slings, chain and metal-mesh slings, fiber rope and webbing slings, industrial hoists and cranes, scaffolds and ladders, and general safety and operating practices of lifting and rigging. (IN)

IND 107 Machinery’s Handbook
This course prepares the student for effective use of the Machinery’s Handbook reference for solutions to various machine shop problems. The course covers topics such as logarithms; trigonometry; break-even analysis; ISO9000 Standards in tooling and tool-making; strength of materials; properties of metals, plastics, and fasteners; and references for thread-cutting CNC machining. Students will spend considerable time in applied use of this reference while selecting proper tooling, materials, feeds, and speeds for machining operations and in making machine shop calculations using the many reference tables included in the manual. (FA)

IND 108 Technical Physics
This course investigates the general principles of mechanics, heat, sound, magnetism, electricity, light, and atomic physics as they apply to engineering technology. This course includes a lab. Prerequisite: MTH 130 or a higher level math course. (FA)

IND 120 Technical Report Writing
IND 120 covers techniques of collecting and presenting scientific data for formal and informal reports. Technical papers are studied, and presentation skills are developed. Prerequisite: COMPASS, ASSET, or ACT exam required. (SP)

IND 125 Power Plant Systems
This introductory course will give a general overview of power plant operations, functions, and terminology. The course will prepare the student to describe the operations of most power plant systems and have a working knowledge of the terminology concerning those systems. Topics will include fossil fuels, boilers, turbines, feedwater heaters, ash removal, condensate, controls, and instrumentation. (FA, SP)

IND 130 Plant Boilers and Operations
This course introduces the student to various aspects of boiler operation and will cover the types of boilers, startup and shutdown procedures, monitoring systems, and emergency procedures. This course is appropriate for Power Plant Technology majors or other interested students. Prerequisite: IND 125. (SP)

IND 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 205 Inspection and Quality Control
This course provides instruction in modern product inspection techniques and relates inspection to the principles of quality control. Emphasis is placed upon the relationships of mass production, rejection rates, and the interrelationships of time, production, and costs. Prerequisite: MTH 130 or a higher level math course. (SP)

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 focus is on change in the business world and how to efficiently use resources to accomplish management objectives. Ethical issues are presented as well as problems in training, hiring, discipline, and promotion. This course combines management theory, practical application, and realistic case examples. (IN)

IND 250 Industrial Technology Internship
This class provides three hours of college credit for College-approved work experiences. The work setting will provide experience in the direct application of skills and knowledge gained in the Industrial Technology program. The internship experience is unpaid and must be done in a not-for-profit setting. Students must locate their own work site and average fifteen hours work per week. Prerequisite: Approval from the Dean of Career and Technical Education. (IN)

IND 251 Industrial Technology CO-OP
This class provides three hours of college credit for College-approved work experiences. The work setting will provide experience in the direct application of skills and knowledge gained in the Industrial Technology program. The co-op experience is paid. Students must locate their own work site and average fifteen hours work per week. Prerequisite: Approval from the Dean of Career and Technical Education. (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)

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

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. (SP)

IND 299  (1 to 6)-0-(1 to 6)
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 three Special Studies courses in any one discipline. (IN)

Journalism

JRN 101  3-0-3
Journalism I
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  3-0-3
Journalism II
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  3-0-3
Applied Journalism
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  3-0-3
Mass Media
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  (1 to 6)-0-(1 to 6)
Special Studies in Journalism
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

Language and Literature

LAL 101  3-0-3
English I
This course teaches the process of writing, from prewriting to revision. Focus is on reading and critical thinking, essay writing, and literary analysis. Course provides practice in computer-assisted writing and oral communication. Prerequisite: eligible placement score. (FA, SP, SU)

LAL 102  3-0-3
Exposition
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  3-0-3
Exposition Honors
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. (FA, SP, SU)

LAL 115  3-0-3
Introduction to Fiction Writing
LAL 115 is a study of techniques of fiction writing through historical and contemporary short story writing in order to develop publishable student work. Focus is on invention, execution, and revision of stories through a variety of examples and assignments. (FA)

LAL 116  3-0-3
Introduction to Poetry Writing
LAL 116 is an introduction to techniques of poetry writing through historical and contemporary poems in order to develop publishable student work. Focus is on invention, execution, and revision of poems through a variety of examples and assignments. (SP)

LAL 120  3-0-3
American Literature Survey to 1870
This course is a study of American literature from the colonial period to the late 19th century, emphasizing reading, interpretation, and criticism of works by major authors. (FA, SP)

LAL 121  3-0-3
American Literature Survey from 1870 to Present
This course is a study of American literature from the late 19th century to the present, emphasizing reading, interpretation, and criticism of works by major authors. (SP)

LAL 125  3-0-3
African-American Literature
This course is a study of African-American literature through the examination of historical implications and genre contributions of major African-American writers. Course emphasizes the reading, interpretation, and criticism of major works. (IN)

LAL 125H  3-0-3
African-American Literature Honors
This course is a study of African-American literature through the examination of historical implications and genre contributions of major African-American writers. Course emphasizes the reading, interpretation, and criticism of major works. This course uses minimal instructor lecture and emphasizes student participation and discussion. Prerequisites: LAL 101 and/or LAL 102 encouraged; student must meet criteria for admission into the Honors Program. (SP)

LAL 130  3-0-3
Literature of the American South
This course will examine the literary expression and cultural identity of the American South. We will consider how Southern writers approach the topics of race, gender, class, and religion. Also, we will consider the South as both a part of America and a fiercely independent region. The course will trace these issues from the Old South of the 19th century, the Civil War, Reconstruction, the South-
ern Renaissance, to the Modern South of the mid 20th century. (SP)

LAL 150 3-0-3

*English Literature Survey to 1750
This course surveys English literature from the Anglo-Saxon to the Neoclassical period, emphasizing reading, interpretation, and criticism of works by major authors. (FA)

LAL 151 3-0-3

*English Literature Survey from 1750 to Present
This course surveys English literature from the Romantic, Victorian, Modernist, and Postmodern periods. (IN)

LAL 151H 3-0-3

*English Literature Survey from 1750 to Present Honors
This course surveys English literature from the Romantic, Victorian, Modernist, and Postmodern periods. Honors sections of English Literature Survey from 1750 require extensive reading, the writing of literary analyses, and class presentations beyond nonhonors sections of the course. Prerequisite: Student must meet criteria for admission to Honors Program. (FA)

LAL 153 3-0-3

*Introduction to Contemporary Literature
This course focuses on the appreciation of literature with particular emphasis placed on terminology, genre, and critical interpretation. This course is recommended to freshmen as a preliminary to other courses in literature. (FA)

LAL 201 3-0-3

A Survey of Western Literature I
This course surveys the genres and masterworks of world literature from 18th century literature. (IN)

LAL 211 3-0-3

A Survey of Western Literature II
This course surveys the genres and masterworks of world literature from 18th century to the present. (IN)

LAL 215 3-0-3

Intermediate Poetry Writing
LAL 215 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 115 or instructor permission. (FA, SP)

LAL 221 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. (IN)

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. (IN)

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 to 6)-0-(1 to 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 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 visually and hearing-impaired. Prerequisite: COMPASS, ASSET, ACT, LEN 210, or instructor approval. (SP)

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 210 3-0-3

Criminal Investigation I
This course is an introduction into criminal law investigation procedures. Theory of investigation, conduct at crime scenes, collection and preservation of physical evidence, sources of information, case preparation, and problems in criminal investigation are examined. This course focuses on crimes against property and selected crimes against persons. (FA)

LEN 220 3-0-3

Criminal Investigation II
LEN 220 is an advanced study of criminal investigation with an emphasis on forensic science and advanced methodologies. This course focuses on the investigation of sex crimes and death investigation and will include the study of criminal personality profiling. Prerequisite: LEN 210. (SP)

LEN 222 3-0-3

Criminal Justice Management
A variety of management topics in-
Students will be expected to work mid-management while earning college credit. Students gain supervised, on-the-job training. 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 299**  
(1 to 6)-0-(1 to 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 three Special Studies courses in any one discipline. (IN)

**Marketing/Management**

**MKT 105**  
Principles of Marketing  
This is a basic course on the principles, practices, and processes required to move commodities from the producer to the consumer. (FA)

**MKT 110**  
Advertising  
Advertising is a course in selecting and utilizing advertising media and in the techniques of layout construction, copywriting, and evaluation of results. Prerequisite: MKT 105. (SP)

**MKT 120**  
CO-OP Marketing/Management I  
Students gain supervised, on-the-job training in an area of sales, marketing, or mid-management while earning college credit. Students will be expected to work an average of fifteen hours per week. Prerequisite: Approval from Dean of Career and Technical Education or CO-OP Coordinator. (FA, SP)

**MKT 205**  
Salesmanship  
Salesmanship is a study of proper sales techniques for presenting merchandise to wholesalers, retailers, and consumers as well as closing the sale. The course also addresses methods of organization, training, and management of the sales force. Prerequisite: SPK 101 or instructor approval. (IN)

**MKT 206**  
Retailing  
Retailing is a study of the general principles of retail store operations, which includes organization, location, buying, pricing, sales promotion, customer service, and inventory control. Prerequisites: BUS 112 and MKT 105. (IN)

**MKT 220**  
CO-OP Marketing/Management II  
Students gain supervised, on-the-job training in an area of sales, marketing, or mid-management while earning college credit. Students will be expected to work an average of fifteen hours per week. Prerequisite: Approval from Dean of Career and Technical Education or CO-OP Coordinator. (FA, SP)

**MKT 250**  
Entrepreneurship  
This course examines the role of the entrepreneur in the economy. Participants study the rewards and challenges of entrepreneurship from conception of the idea through marketing, customer identification, and financing to management practices necessary for success. Students will complete and present a fully developed business plan. Prerequisite: Instructor approval. (IN)

**MKT 299**  
(1 to 6)-0-(1 to 6)  
Special Studies in Marketing/Management  
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

**Medical Laboratory Technology**

**MLT 150**  
Laboratory Methods and Management  
This course introduces the student to the laboratory environment. Students will receive lectures as well as hands-on experience in laboratory maintenance and safety, use of basic equipment, record keeping, testing procedures, and preparation of various media for testing. Included are visits to area medical and life sciences related laboratories. Prerequisite: PHY 121. (FA)

**MLT 210**  
Immunology (with clinicals)  
The course covers concepts and applications of immunology, the immune system, and how to perform and interpret associated tests. The student must satisfactorily perform in a laboratory setting as well as pass written tests. Prerequisites: BOE 171, BIO 205, and BIO 209. (FA)

**MLT 220**  
Clinical Chemistry  
The course consists of laboratory methods and analysis used in determining chemical levels within the body, testing and interpreting results. Prerequisites: BOE 171, PHY 121, MLT 150, BIO 205, and BIO 209. (SP)

**MLT 230**  
Urinalysis and Body Fluids (with clinicals)  
The course covers various aspects of urinalysis including terminology, physical, microscopic and chemical exam, and current screening tests offered by laboratories. The course also studies various body fluids and associated analysis techniques. The student will learn and perform various tests and analysis procedures employed by laboratories. Prerequisites: BOE 171, BIO 205, and BIO 209. (FA)

**MLT 250**  
Hematology (with clinicals)  
The course covers blood cells and normal and abnormal cell development, alterations present in diseases, and coagulation factors. The student will learn and perform tests employed in the hematology and coagulation laboratory. Prerequisites: BOE 171, BIO 205, and BIO 209. (FA)

**MLT 260**  
Phlebotomy (with clinicals)  
The course covers various procedures in drawing blood and laboratory techniques.
in handling blood. The student must satisfactorily perform in a laboratory setting as well as pass written tests. Prerequisites: BOE 171, BIO 205, and BIO 209. (FA)

**MLT 270** 2–8–4  
**Immunohematology (with clinicals)**  
The course covers concepts and applications of immunohematology, blood banking concepts, procedures for grouping, testing, screening, and identification. The student must satisfactorily perform in a laboratory setting as well as pass written tests. Prerequisites: BOE 171, BIO 205, and BIO 209. (SP)

**MLT 280** 3–8–5  
**Clinical Microbiology**  
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 and BIO 206. (SP)

**MLT 290** 1–2–2  
**Molecular Methods and Virology**  
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 and BIO 206. (SP)

**MLT 291** 0–8–2  
**Clinical Hematology Practicum**  
In this course the student will spend 42.5 hrs. per week for 3 weeks (15 8.5-hour days) in the Clinical Hematology department of a clinical affiliate. The time will include both observation and performance of tests under the supervision of an assigned preceptor. The departments offer practice in routine microbiology but the student may also perform testing for serology if it is performed in that department. Prerequisites: MLT 206, MLT 280, and MLT 210. (SU)

**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, SP)

**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. (FA, SP)

**MSP 105** 1–1–2  
**Principles of CNC Machining**  
This course covers the absolute basics of CNC machining operations. Topics include laboratory work in writing basic programs, G-coding, machine set-up, and execution of written programs. Prerequisite: CIS 100 or instructor approval. (IN)

**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 Diemaking**  
This course will provide students with the basics of die development and construction. Primary die components such as punches, punch plates, die blocks, strippers, etc., are discussed as individual entities in addition to their function as part of the complete die. A method of achieving efficient stock-strip layouts is explained, and the reasoning, which determines the optimum choice of stock-strip configurations, is discussed. Prerequisites: MSP 101 and MSP 102 or instructor approval. (SP)

**MSP 217** 2–2–3  
**Computer-Aided Manufacturing**  
This is a fundamental course designed to introduce students to Computer-Aided Manufacturing terminology and programming. Using Master CAM software, the student will design and draw parts as well as convert the drawings to G and M code formats by utilizing the appropriate post processors. The student will then verify and execute the post program on CNC machine tools. Prerequisite: DDT 112 or instructor approval; MSP 222 recommended. (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. (FA)

**Mathematics**

**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. (FA, 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, SP)

MTH 138  3-0-3  
Finite Mathematics  
Topics include solving systems of linear equations, Leontief models, linear programming, mathematics of finance, set theory, and probability theory. Prerequisite: eligible placement score or grade of C or better in DEV 011. (IN)

MTH 140  3-0-3  
College Algebra  
Topics include a review of basic algebra; various functions and their graphs, including polynomial and rational functions and exponential and logarithmic functions; and an introduction to analytic geometry. The course includes systems of equations and inequalities. Prerequisite: eligible placement score or satisfactory completion of Developmental math course. (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. (SP)

MTH 201  5-0-5  
Analytic Geometry & Calculus I  
Students are introduced to plane analytic geometry, including limits, continuity, derivative for functions of a single variable, differentials, indefinite and definite integrals, and applications of the derivative and integral. Prerequisites: eligible placement score, or MTH 140 (required) with a grade of C or higher and MTH 145 (strongly recommended), or instructor approval. (FA)

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. (SP)

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 (to 6)-0-(1 to 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  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. (FA, SP)

MUS 102  3-0-3  
*Music Appreciation  
This course is an introduction to music, emphasizing the various phases of musical beauty, designed to furnish a rational basis for intelligent listening to music. Focus is on basic elements of music and listening techniques; representational Renaissance, Classicism, Romanticist, and Post-Romanticist composers and their music; and discussion of extra-musical factors that bear upon lives and works. (FA, SP, SU)

MUS 103  3-0-3  
History of Rock n Roll  
After looking closely at the elements of Rhythm and Blues, students will examine the history of rock music from the 1950s through the current trends in rock. (SP)

MUS 105  3-0-3  
*Music of America  
This course is designed to study the music of the American music stage, ragtime, jazz, big band, leading American composers, and American film music. (SP)

MUS 110  3-0-3  
Elementary Harmony I  
This course introduces the student to the melodic, rhythmic, and harmonic elements of music and the necessary preparation for the higher theoretical subjects. Major, minor, diminished, augmented triads, keys, scales, elementary figured
bass, intervals, and non-harmonic tones are studied. Corequisite: MUS 112. (IN)

MUS 111 3-0-3  
Elementary Harmony II  
MUS 111 is a continuation of Elementary Harmony I. Focus is on part writing of simple chord progressions, cadence structure, and the harmonization of given basses and sopranos involving root positions and inversions. Prerequisite: MUS 110. Corequisite: MUS 113. (IN)

MUS 112 2-0-2  
Elementary Musicianship I  
This course is a study in singing, playing, and dictation of the same materials studied in Elementary Harmony I. Rhythmic training, including the study of time durations, simple and compound meters, and rhythmic reading and dictation, is an important part of the course. Corequisite: MUS 110. (IN)

MUS 113 3-0-3  
Elementary Musicianship II  
MUS 113 is a continuation of Elementary Musicianship I. Prerequisite: MUS 112. Corequisite: MUS 111. (IN)

MUS 115 2-0-2  
Fundamentals of Singing  
This group instructional class is designed for beginning voice students and focuses on proper breathing techniques, diction, stage presence, and tone production. English as well as Italian and German songs will be taught. (SP)

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  MUS 121  MUS 220  MUS 221 1-0-1  
Private Voice  
Individual vocal study is scheduled by arrangement with the instructor. Course may be repeated for credit four times. Prerequisite: An acquired ability in vocal techniques through previous training. (FA, SP)

MUS 122  MUS 123  MUS 222  MUS 223 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  MUS 125  MUS 224  MUS 225 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  MUS 127  MUS 226  MUS 229 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  MUS 129  MUS 228  MUS 229 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  MUS 131  MUS 230  MUS 231 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  MUS 136  MUS 235  MUS 236 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)-0-(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 275 (2 or 3)-0-(2 or 3)  
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 preprofessional education credit. (IN)

MUS 299 (1 to 6)-0-(1 to 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)

MUS 105 10-1  
Private Organ  
Individual organ 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 106 10-1  
Organ Literature  
This course will study music from various regions of the world. (FA)

MUS 107 10-1  
Organ Literature  
This course will study music from various regions of the world. (FA)

MUS 108 10-1  
Organ Literature  
This course will study music from various regions of the world. (FA)
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. Corequisite: 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 and NUR 112. Corequisites: NUR 212, PSY 205, and BIO 206. (FA, SP)

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/asepsis, potential complications of intravenous therapy and prevention, and intravenous medication administration. This course is not intended as an IV therapy certification course but as a component of the associate degree 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 212, 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 in 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)
PED 101 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 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 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 Methods and Techniques of Officiating I
This course focuses on qualifications, rules, and practical work in officiating basketball, softball, and baseball. (SP)

PED 141 PED 142 PED 241 PED 242 Varsity Sports/Basketball
This course is designed for the experienced player. Techniques of shooting, passing, dribbling, and rebounding are used in actual game situations. Course may be repeated to a maximum of two semester hours. Prerequisite: Approval of the Athletic Director. (FA, SP)

PED 145 Coaching Football
This course examines coaching football as a possible profession and career with emphasis on offensive and defensive systems, fundamentals, coaching/teaching techniques, and building and developing a team. The role of the teacher/coach will be discussed as it relates to the total educational process and the development of a coaching philosophy. (IN)

PED 150 Coaching Basketball
This course provides insight into the requirements and skills needed to coach basketball at any level. The course will cover offensive and defensive systems of play, the teaching of fundamentals, and organizational skills needed to succeed in the coaching profession. The role of the teacher/coach will be discussed as it relates to each student developing a coaching philosophy. (FA)

PED 201 Introduction to Physical Education
This course addresses the philosophy, principles, problems, and professional outlook on physical education. It is designed for students majoring or minorin in physical education. (FA)

Philosophy

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 philosophic tradition, ranging from antiquity to the modern era. Students will explore the positions of major philosophical thinkers as they comment on the categories under discussion. Interpretation and communication of the philosophical works of each writer are analyzed. Honors sections of PHI 150 stress critical thinking and require completion of an additional significant project beyond non-honors sections of the course. Prerequisite: Student must meet criteria for admission to Honors program. (FA, SP)

PHI 151 *Introduction to Logic
PHI 151 is an introduction to the principles and methods of logic. Deduction, induction, informal fallacies, and other means of valid reasoning are emphasized. (FA, SP)

PHI 152 *Introduction to Ethics
Students will examine various moral philosophers’ attempts to prescribe ethical norms applicable to humanity. This course also focuses on the fundamental principles of moral right and wrong and their applications. (FA, SP)

PHI 155 *Introduction to the Bible
This course examines the Bible through historical, literary, and philosophical perspectives. Principles and methodology necessary for the academic study of scripture are introduced. (SP)

PHI 157 *War, Peace, and Religion
This course examines the religious philosophies of Judaism, Christianity, Islam, Hinduism, and Buddhism concerning the issues of war and peace, including the concepts of just war theory and pacifism. (FA)

PHI 251 *Religions of the World
This course focuses on the impact that religions have had on history and humanity. The basic beliefs and lifestyles of Hinduism, Buddhism, Islam, Judaism, and Christianity are presented. (FA, SP)

PHI 299 Special Studies in Philosophy
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

PHI 352 Introduction to the Bible
PHI 352 is an introduction to the Bible through historical, literary, and philosophical perspectives. Principles and methodology necessary for the academic study of scripture are introduced. (SP)

PHI 355 *War, Peace, and Religion
PHI 355 is an introduction to the impact that religions have had on history and humanity. The basic beliefs and lifestyles of Hinduism, Buddhism, Islam, Judaism, and Christianity are presented. (FA, SP)

PHI 357 Special Studies in Philosophy
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

PHY 110 Survey of Modern Physics
Ideas from traditional branches of physics like mechanics, heat, wave motion and electricity and magnetism are reviewed and placed within the context of modern developments, including quantum physics, atomic and nuclear physics, relativity, and grand unification of forces. Applications of modern physics and other fields like chemistry, astronomy, medicine, and digital technology will be examined. Lectures will be supplemented by videos and in-class demonstrations. Pre- or corequisite: MTH 100. (FA, SP)
PHY 120  Foundations of Chemistry  4-2-5  
This course is an introduction to the principles of chemistry: measurement, atomic theory, periodic relations, chemical formulas, chemical equations, calculations based on chemical equations, molecular structure, and gas laws. Course meets physical science requirement for the Associate of Arts degree. (FA, SP)

PHY 121  General Chemistry I  3-4-5  
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 122  General Chemistry II  3-4-5  
PHY 122 is a continuation of General Chemistry I with the laboratory being dedicated to the study of qualitative analysis. Prerequisite: PHY 121. (SP)

PHY 125  Foundations of Physics  4-2-5  
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  3-4-5  
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  3-4-5  
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  3-5 to 0-(3 to 5)  
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  4-2-5  
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. (FA)

PHY 260  Earth Science  3-0-3  
Earth Science  
Earth Science is an interdisciplinary science which incorporates contributions from chemistry, physics, atmospheric science, astronomy, biology, and oceanography. Topics include historical geology, comparative planetology, the history of life on Earth, physical geology, the composition and structure of the Earth, and Earth’s atmosphere and hydrosphere. (FA)

PHY 262  General Astronomy  3-0-3  
General Astronomy  
This course surveys history and ideas of astronomy. Focus is on cosmologies, the universe, galaxies, stars, solar systems, and man’s role in space exploration. (FA, SP)

PHY 263  Geology  3-2-4  
Geology  
PHY 263 is a survey of Earth’s materials, forms, and processes through the study of Earth’s history, life on Earth, mountain formations, rock and mineral types, and the physical processes operating to shape Earth’s land forms. Designed for the non-science major, this course meets the Associate of Arts degree requirement for physical science and includes student labs and class demonstrations. (SP)

PHY 264  Atmospheric Science  3-0-3  
Atmospheric Science  
This course is an introduction to meteorology, climate, radiant energy, atmospheric layers, oceans, and their interrelationships. (IN)

PHY 269  Special Studies in Physical Science  1 to 6-0-(1 to 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)

PNC 103  Nutrition  3-0-3  
Nutrition  
This course is designed to give a practical knowledge of good nutrition as applied to health and disease throughout the life span. Emphasis is placed on promoting good nutrition and the concept of planning modified diets on the basis of the nutritionally adequate normal diet. Corequisites: BIO 205, PNC 104, PNC 105, PNC 106, and PNC 125. (FA)

PNC 104  Life Span  1-0-1  
Life Span  
This course is designed to learn about the normal growth and development of the whole person from birth through middle adulthood. Emphasis is placed on the role of the practical nurse in meeting the needs of the individual at each age level. The practical nurse will be able to recognize abnormal growth and development patterns and illnesses through his/her understanding of the normal patterns. Corequisites: BIO 205, PNC 103, PNC 105, PNC 106, and PNC 125. (FA)

PNC 105  Fundamentals of Nursing  8-6-11  
Fundamentals of Nursing  
This course presents to the student those basic nursing skills, attitudes, and understandings essential to becoming a practical nurse. Basic skills will be approached from an holistic point of view considering psychological and environmental effects on individualized patient-oriented nursing care. Preventive and restorative nursing care will be stressed throughout the course. This course progresses from the simple to the more complex functions of the practical nurse. Prerequisite: CPR certification. Corequisites: BIO 205, PNC 103, PNC 104, PNC 106, and PNC 125. (FA)

PNC 106  Personal and Vocational Concepts  3-0-3  
Personal and Vocational Concepts  
This course is designed to reflect today’s role of the licensed practical nurse in delivering humanistic nursing care. This course includes an orientation to the Practical Nursing educational program with emphasis on stress management and study skills. Course includes a review of nursing history and trends with emphasis on the development of practical nursing, a study of ethical and legal obligations and responsibilities of the practical nurse as a health team member, a description of and the functions of nursing organizations stressing the importance of membership and responsibilities to the organization, and career opportunities for the practical nurse. Corequisites: BIO 205, PNC 103, PNC 104, PNC 105, and PNC 125. (FA)

PNC 111  Medical-Surgical Nursing I  6-12-9  
Medical-Surgical Nursing I  
This course is designed to introduce the student to disease conditions affecting selected body systems. It includes terminology, etiology, symptoms, diagnosis, nursing care, and treatment of each condition. It consists of theory, clinical practice, clinical conference, and the
development of nursing care plans for selected patients. Prerequisites: BIO 205 and PNC 125. Corequisites: PNC 112, PNC 123, and BIO 209. (SP)

**Course Descriptions**

**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**
**Medical-Newborn Nursing**
This course is designed to give the practical nursing student a beginning level of competency in maternal-newborn care. Primary emphasis is placed on preparing the individual to function in prenatal care, labor, delivery, postpartum, and newborn care in a family-centered environment. A clinical component is included to give the student an opportunity for practical application of classroom-acquired knowledge and skill. To maintain enrollment in this course, the student must earn at least a “C” in BIO 209. Prerequisites: PNC 123 and PNC 125. Corequisites: PNC 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 “C” in BIO 209. Prerequisites: PNC 123 and PNC 125. Corequisite: 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 “C” in BIO 209. Prerequisites: PNC 123 and PNC 125. Corequisites: PNC 113, PNC 122, and PNC 126. (SU)

**PNC 125**
**Medication Administration**
This course is designed to prepare the student to 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 interactional techniques for the beginning practical nurse. The roles emotions and stress play in the behavior of the client and client’s family are discussed for the nurse’s better understanding of his/her own behavior. Therapeutic communication is the foundation of this course in viewing the psychological and physical aspects of mental health maintenance and deviations. To maintain enrollment in this course, the student must earn at least a “C” in BIO 209. Prerequisites: PNC 123 and PNC 125. Corequisites: PNC 113, PNC 122, and PNC 124. (SU)

**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. (FA, 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. (SP)

**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)

**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. (FA, SP)

**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)

**PSY 201** 3-0-3
**Child Growth and Development**
This course presents the development of children from the point of conception through adolescence. Focus is on biological, cognitive, and emotional processes, and the social contexts of development. The framework of the course is topical, examining physical, perceptual, cognitive, language, emotional, and social development from conception through adolescence. Prerequisite: PSY 101. (FA, SP)

**PSY 205** 3-0-3
**Human Lifespan Development**
This course is designed to present the study of human development throughout the life span. Study includes the three domains of development: physical, cognitive, and psychosocial. Major theories, the influence of genetics, and prenatal development will be examined. The framework of the course is chronological, dividing the life span into seven parts: infancy, early childhood, middle childhood, adolescence, young adulthood, middle adulthood, late adulthood, and the end of life. Prerequisite: PSY 101. (FA, SP)

**PSY 210** 3-0-3
**Introduction to Social Psychology**
PSY 210 presents an overview of social behavior and cognitive processes with emphasis on such topics as the person in the situation, social cognition, the self, persuasion, social influence, affiliation and friendship, love and romantic relationships, prosocial behavior, aggression, prejudice, group behavior, and social dilemmas. Prerequisite: PSY 101. (FA)

**PSY 215** 3-0-3
**Health Psychology and Bio-Feedback**
This course is an overview of the educational, scientific, and professional contributions of psychology to the promotion and maintenance of health and the prevention and treatment of illness. It explores the biopsychosocial model of health in relation to how people stay healthy, why they become ill, and how they respond to illness. It will also introduce students to bio-feedback via actual training with bio-feedback equipment. Prerequisite: PSY 101. (SP)

**PSY 221** 3-0-3
**Psychology of Personality Adjustment**
PSY 221 is an introduction to contemporary and classic theories of personality and an exploration of how each theory explains the psychological process of adjustment. Students examine basic approaches to personality, including trait, biological, psychoanalytical, phenomenological, behaviorist, and cognitive, and examine basic research methodology employed by personality theorists. Prerequisite: PSY 101. (SP)

**PSY 230** 3-0-3
**Cross-Cultural Psychology**
This course covers issues of culture as related to topics in psychology. It includes the study of several cultures and the effect of culture on psychological processes including but not limited to personality, language, cognition, sex and gender, parenting, intelligence, education, neural development, and counseling. The course explores the relationship between culture, behavior, and human development. Research methodology will also be covered. This course will occasionally incorporate a cross-cultural experience. Prerequisite: PSY 101. (FA, SU)

**PSY 240** 3-0-3
**Experimental Psychology**
This course is a study and investigation of certain facets of human behavior by use of various laboratory devices. Investigation is based on the use of the experimental method. Projects designed and executed by the student, elementary laboratory techniques, laboratory-experimental reports, and application of significant research writings are included. Prerequisite: PSY 101. (IN)

**SOC 101** 3-0-3
**Sociology**
Sociology is a scientific study of society and the interaction between society and its human environment. Emphasis is on an explanation of the importance of values and norms and their significance in the development of attitudes and resulting social behavior. Course includes such concepts as social organization and culture, socialization, institutions, and collective behavior. (FA, SP, SU)

**SOC 101H** 3-0-3
**General Sociology Honors**
Sociology is a scientific study of society and the interaction between society and its human environment. Emphasis is on an explanation of the importance of values and norms and their significance in the development of attitudes and resulting social behavior. Course includes such concepts as social organization and culture, socialization, institutions, and collective behavior. Honors sections of General Sociology 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)
SOC 150  3-0-3
Intro to Criminal Justice Systems
This course examines the philosophical and historical background of law enforcement, adjudication, and corrections. Focus is on the organization, purpose, and functions of police agencies; the courts; confinement facilities on the local, state, and federal levels; and their respective roles in the administration of justice in the United States. (FA)

SOC 160  3-0-3
Intro to Juvenile Justice Systems
SOC 160 examines the history and philosophy of the juvenile justice systems in America, including the organization, functioning, and jurisdiction of juvenile justice agencies. The Missouri Juvenile Code, its application and procedures, are examined in this course. (FA)

SOC 170  3-0-3
Introduction to Corrections, Probation, and Parole Systems
This course is a study of the correctional process from law enforcement through the administration of justice, probation, parole, prisons, and correctional institutions. Students examine the history, philosophy, and law of corrections in the United States. (SP)

SOC 205  3-0-3
Social Problems
This course identifies prevalent social problems facing American society. Some social problems are widely recognized, such as health issues, poverty, and crime. Many other social problems exist, but have yet to be generally acknowledged, although they adversely affect a large segment of society. Prerequisite: SOC 101. (FA)

SOC 210  3-0-3
Victimology
This course will provide the student with a historical view of victimology and the victimization process within the American culture. It will also review the role of victimology in today’s criminal justice, social, and political systems while examining both the consequences of victimization and the various solutions to such problems. Examples of topics include sexual assault, child abuse/neglect, homicide, domestic violence, and elder abuse. Prerequisite: SOC 101. (SP)

SOC 211  3-0-3
Sociology of the Family
This course focuses on the social relationship referred to as the family. Included are those aspects of the social environment that have an effect upon the nature of the family and include courtship, dating, and childrearing. Prerequisite: SOC 101. (FA)

SOC 215  3-0-3
Social Deviance
This course utilizes the sociological perspective to clarify the meaning and relativity of deviance and social control. Focus is on public opinion and the media’s coverage of and contributions to the definition 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  (1 to 6)-0-(1 to 6)
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)

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)

SPK 299  (1 to 6)-0-(1 to 6)
Special Studies in Speech Communication
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)
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John Elder ................................................. Custodian
MACC - Columbia Higher Education Center
Denise Farmer .................................... Secretary, Kirkville Higher Education Center
Regina Fusseman .................................. Central Processing Center Clerk/
Desktop Publishing
Heather Gibler .................................. Tech Prep/School-to-Work Secretary
Debra Gosseen .......................... Student Services Secretary

Dana Graham .................................. Secretary, Workforce and Technical Education
Josh Hauptmann .......................... Instructional Technician
Kathy Hedrick ........................................... Bookkeeper/Clerk
Richard Hildebrand ..................................... Maintenance
Kathy Hill .................................. Secretary, Workforce and Technical Education
Carla Hobbs ........................................ Administrative Assistant
Advanced Technology Center - Mexico

Rashekii Howard .................................. Women’s Assistant Basketball Coach/
Women’s Dorm Supervisor
Nathan Jewett .................................. Custodian
Eddie Kilgore .................................. Custodian
Nicole King ........................................... Secretary/Receptionist
Advanced Technology Center - Mexico
Jonathan Kraus .................................. Computer Services Technician
Beth Krugh .................................. Administrative Assistant to the President
Jenny Laughlin .................................. Default Prevention Specialist
Marie Lewis ........................................... Housekeeping/Cook
Robert Long ........................................... Custodian
Shirley McElvee .................................. Library Aide
Katherine Peavler .................................. Financial Aid Specialist
Dorothy McCollum .................................. Receptionist

MACC - Columbia Higher Education Center
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Men’s Dorm Supervisor
Christopher Miles .................................. Maintenance
Anita Myers .................................. President’s Office Receptionist/Secretary
Jocelyn Neal .................................. Accounts Payable Specialist
Michael Osborn .................................. Custodian/Groundskeeper
Ann Ostermann .................................. Administrative Assistant to the Dean of
Off-Campus Programs/Instructional Technology
Jan Palliser .................................. Administrative Assistant to the Vice
President for Finance and Personnel Director
Richard Palliser .................................. Computer Services Technician
Daniel Randall .................................. Custodian
Darren Reddick .................................. Maintenance
Herman Reed .................................. Custodian
Tamera Richardson .................................. Administrative Assistant to the
Dean of Academic Affairs
Joyce Riley .................................. Administrative Assistant to the Vice
President for Instruction
Tim Rowe .................................. Financial Aid Specialist
Misty Sayler .................................. Business Office Assistant
Nathan Shearer .................................. Carpenter
Marsha Shuler .................................. Institutional Services Administrative Assistant
Russell Sigsworth .................................. Programmer/Analyst
Jamie Skubic .................................. Accounts Receivable Specialist
Elizabeth Smith .................................. President’s Office Secretary
Monroe Smith, Jr .................................. Custodian
Lillie Spears .................................. Administrative Assistant to the
Dean of Career and Technical Education
Jamie Swetnam .................................. Computer Services Help Desk Technician
Charles Switzer .................................. Custodian
Celina Taylor ........................................ Administrative Assistant to the
Dean of Student Services
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Advanced Technology Center - Mexico

Danny Ward .................................. Accountant
Peggy Webb .................................. Financial Aid Specialist
Amy Weimer .................................. Student Services Receptionist
Larry White .................................. Physical Plant Manager
Holly Whitworth .................................. Secretary PN/MLT Program
Advanced Technology Center - Mexico
Alma Wilson .................................. Bookstore Assistant
Index

E - N

Evening Classes .................................................. 14
Expenses, Student .............................................. 21

Facilities ....................................................... 11-12
Faculty ..................................................... 96-100
Federal Supplemental Educational Opportunity Grant ... 25
Fees ......................................................... 20-21
Financial Aid .............................................. 24-33
Fisheries and Wildlife .................................... 49
Foreign Language Courses .................................. 79-80

Gamm Vocational Training .................................. 27
General Admission Requirements ......................... 16
General Education Outcomes .............................. 43-44
Geography Courses ......................................... 80
Gladys Mikesell Memorial Scholarship .................. 33
Global Education ............................................ 12
Global Studies Certificate .................................. 48
Global Studies Courses ...................................... 80
Grace Forrest Hahn Scholarship ......................... 33
Grade Point Calculation ...................................... 40
Grading System ............................................. 40
Graduating Seniors Summer Start ......................... 17, 29
Graduation, Conditions for ............................... 47, 54, 57, 63
Grant Funds ................................................ 25, 26
Graphic Arts Technology .................................... 60, 64
Graphic Arts Technology Courses ......................... 80-81
Grievance Procedure ....................................... 41, 46

Hannibal Area Higher Education Center ............ 4, 8, 13
Health Resources and Services Admin. Scholarship ... 28
Helen Louise Mallett Memorial Scholarship ............. 33
History Courses ........................................... 81-82
History of the College ...................................... 10
Honsors Program .......................................... 47
Hope Scholarship ......................................... 26
Hotel/Restaurant Management .......................... 50
Housing ...................................................... 12
Hybrid Courses ............................................. 14

ID Cards ........................................................ 45
In-District Students ........................................ 21, 22
Industrial Electronics/Electricity Technology .......... 60, 65
Industrial Electronics/Electricity Tech Courses .......... 78-79
Industrial Technology ...................................... 61, 65
Industrial Technology Courses ......................... 82-83
Institutional Goals .......................................... 10
Institutional Purposes ....................................... 10
Institutional Scholarships .................................. 28-31
Institutional Values ......................................... 11
Interactive Television (ITV) Courses .................... 13
International Assoc. of Administrative Professionals ... 37
International Students ..................................... 19, 22
Intersession Classes ........................................ 5, 14

Jack Conroy Scholarship ................................... 33
James D. Phelan Scholarship ................................ 31
Jeffrey Alan Twenter Memorial Scholarship Fund .... 33

Jim Sears Northeast Technical Center - Edina .... 4, 7, 13
Job Placement ................................................ 35
Job Training Partnership Act (JTPA) ...................... 27
John Harold and Bernice Hutsell Memorial Award .... 33
Journalism ..................................................... 52
Journalism Award ........................................... 30
Journalism Courses ......................................... 83

Kirksville Higher Education Center ........... 4, 8, 13

Lab Assistant Award .......................................... 31
Language and Literature Courses ....................... 84-85
Late Payment ................................................ 21
Late Registration ............................................ 20, 21
Law Enforcement .......................................... 62, 65
Law Enforcement Courses .................................. 85
Law Enforcement Training Center ..................... 17, 65
Leon Egle and Jason Acton Peace Officers
Memorial Scholarship ........................................ 33
Learning Center .............................................. 35
Liberal/General Studies ..................................... 50
Library, Kate Stamper Wilhite ............................. 36
Life Skills Courses ........................................... 94
Lifetime Learning Credits .................................. 26
Loan Funds (Federal) ......................................... 26
Louise Anderson Trust Fund ................................ 31

Mackenzie Area Vocational Technical School .... 8, 13
Machine Tool Courses ....................................... 86-87
MaJic’s Hound Town Grill ................................... 36
Map, Main Campus .......................................... 6
Maps, Off-Campus Sites .................................... 7-8
Marguerite Ross Barnett Scholarship .................... 26
Marketing/Management Courses ......................... 62, 65
Marketing/Management Courses ......................... 85
Mathematics Courses ........................................ 87-88
Medical Laboratory Technology ......................... 62
Medical Laboratory Technology Courses ................ 86
Metals Technology .......................................... 62, 66
Metals Technology Courses ................................ 95
Military Credit ................................................ 43
Mission ....................................................... 10
Missouri College Guarantee Program .................. 26
Missouri Higher Education Academic Scholarship (“Bright Flight”) .................. 27
Missouri Minority Teaching Scholarship ................ 27
Missouri Teacher Education Scholarship ................ 27
Moberly Branch AUAU Eula Baker Scholarship ....... 27
Mrs. Louise H. Roach Memorial Scholarship Fund ... 33
Multicultural Student Club .................................. 37
Music .......................................................... 51
Music Award ................................................... 29
Music Courses .............................................. 88-89

Nondiscrimination Policy .................................... 44
New Traditions ................................................. 35
New Traditions Scholarship ................................ 29
NGN ............................................................. 38
Nurse Loan Forgiveness Program ......................... 28
Nursing, Admissions .......................................... 55, 66

Journalism Award ........................................... 30
### Index

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing, Associate Degree (ADN)</td>
<td>17, 54-56</td>
</tr>
<tr>
<td>Nursing Courses (ADN)</td>
<td>89-90</td>
</tr>
<tr>
<td>Nursing Courses (PN)</td>
<td>92-93</td>
</tr>
<tr>
<td>Nursing, Practical (PN)</td>
<td>17, 66</td>
</tr>
<tr>
<td>Nutritional Fitness/Pre-Dietetics</td>
<td>51</td>
</tr>
<tr>
<td>Off-Campus Programs</td>
<td>12-14</td>
</tr>
<tr>
<td>Off-Campus Sites</td>
<td>4, 7, 8, 12-13</td>
</tr>
<tr>
<td>Online Courses</td>
<td>14</td>
</tr>
<tr>
<td>Open Door Philosophy</td>
<td>15</td>
</tr>
<tr>
<td>Organizations, Student</td>
<td>37-38</td>
</tr>
<tr>
<td>Out-of-District Students</td>
<td>21, 22</td>
</tr>
<tr>
<td>Out-of-State Students</td>
<td>21, 22</td>
</tr>
<tr>
<td>Overload</td>
<td>40</td>
</tr>
<tr>
<td>Parking</td>
<td>4</td>
</tr>
<tr>
<td>Parks, Recreation, and Tourism</td>
<td>51</td>
</tr>
<tr>
<td>Payment, Deferred</td>
<td>20, 21</td>
</tr>
<tr>
<td>Pell Grant</td>
<td>25</td>
</tr>
<tr>
<td>Personal Checks</td>
<td>21</td>
</tr>
<tr>
<td>Phi Theta Kappa (PTK)</td>
<td>38</td>
</tr>
<tr>
<td>Philosophy Courses</td>
<td>91</td>
</tr>
<tr>
<td>Physical Education Courses</td>
<td>90-91</td>
</tr>
<tr>
<td>Physical Science Courses</td>
<td>91-92</td>
</tr>
<tr>
<td>Placement Assessment</td>
<td>16</td>
</tr>
<tr>
<td>Placement Office</td>
<td>35</td>
</tr>
<tr>
<td>Plus Loans</td>
<td>26</td>
</tr>
<tr>
<td>Political Science Courses</td>
<td>93</td>
</tr>
<tr>
<td>Practical Nurse Association</td>
<td>38</td>
</tr>
<tr>
<td>Practical Nursing (PN)</td>
<td>66</td>
</tr>
<tr>
<td>Practical Nursing (PN) Courses</td>
<td>92-93</td>
</tr>
<tr>
<td>Pre-Dental</td>
<td>52</td>
</tr>
<tr>
<td>Pre-Journalism</td>
<td>52</td>
</tr>
<tr>
<td>Pre-Med</td>
<td>52</td>
</tr>
<tr>
<td>Pre-Physical/Occupational Therapy</td>
<td>52</td>
</tr>
<tr>
<td>Pre-Vet</td>
<td>52</td>
</tr>
<tr>
<td>Presidential Ambassador’s Award</td>
<td>28</td>
</tr>
<tr>
<td>President’s Letter</td>
<td>3</td>
</tr>
<tr>
<td>President’s List</td>
<td>40</td>
</tr>
<tr>
<td>Probation</td>
<td>41</td>
</tr>
<tr>
<td>Program Fees</td>
<td>21</td>
</tr>
<tr>
<td>Psychology Courses</td>
<td>93-94</td>
</tr>
<tr>
<td>Raymond and Lorene Elsbury Scholarship</td>
<td>33</td>
</tr>
<tr>
<td>Refund Policies</td>
<td>23</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>20</td>
</tr>
<tr>
<td>Registration, General</td>
<td>20</td>
</tr>
<tr>
<td>Repeating Courses</td>
<td>43</td>
</tr>
<tr>
<td>Residence</td>
<td>22</td>
</tr>
<tr>
<td>Retention</td>
<td>36</td>
</tr>
<tr>
<td>Richard J. Chamier Memorial Award</td>
<td>31</td>
</tr>
<tr>
<td>Satisfactory Academic Progress Requirements</td>
<td>25</td>
</tr>
<tr>
<td>Schedule Changes</td>
<td>20</td>
</tr>
<tr>
<td>Scholarships</td>
<td>25-33</td>
</tr>
<tr>
<td>Science, Biological Courses</td>
<td>69-70</td>
</tr>
<tr>
<td>Science, Physical Courses</td>
<td>91-92</td>
</tr>
<tr>
<td>Semester Abroad</td>
<td>12</td>
</tr>
<tr>
<td>Senior Citizens Higher Education Program</td>
<td>17</td>
</tr>
<tr>
<td>Sexual Harassment Policy</td>
<td>44</td>
</tr>
<tr>
<td>SkillsUSA</td>
<td>38</td>
</tr>
<tr>
<td>Smoking Policy</td>
<td>44</td>
</tr>
<tr>
<td>Social Work</td>
<td>52</td>
</tr>
<tr>
<td>Sociology Courses</td>
<td>94-95</td>
</tr>
<tr>
<td>Speech Courses</td>
<td>95</td>
</tr>
<tr>
<td>Staff, College</td>
<td>96-100</td>
</tr>
<tr>
<td>Stafford Loans</td>
<td>26</td>
</tr>
<tr>
<td>Student Activity/Support Services Fee</td>
<td>21</td>
</tr>
<tr>
<td>Student Body President Award</td>
<td>31</td>
</tr>
<tr>
<td>Student Code of Conduct</td>
<td>45</td>
</tr>
<tr>
<td>Student Conduct Policy</td>
<td>41</td>
</tr>
<tr>
<td>Student Expenses</td>
<td>21</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>38</td>
</tr>
<tr>
<td>Student Due Process Grievance Procedure</td>
<td>41, 46</td>
</tr>
<tr>
<td>Student Nurse Association</td>
<td>38</td>
</tr>
<tr>
<td>Student Nurse Loan Forgiveness Program</td>
<td>28</td>
</tr>
<tr>
<td>Student Practical Nurse Association</td>
<td>38</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>37-38</td>
</tr>
<tr>
<td>Student Rights and Privacy Act</td>
<td>45-46</td>
</tr>
<tr>
<td>Student Right to Know</td>
<td>46</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>34-37</td>
</tr>
<tr>
<td>Summer Session</td>
<td>5, 14</td>
</tr>
<tr>
<td>Summer Start, Graduating Seniors</td>
<td>17, 29</td>
</tr>
<tr>
<td>Superintendent’s Scholarship</td>
<td>29</td>
</tr>
<tr>
<td>Suspension</td>
<td>41</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>21</td>
</tr>
<tr>
<td>Telephone and Fax Numbers</td>
<td>4</td>
</tr>
<tr>
<td>Theater Award</td>
<td>30</td>
</tr>
<tr>
<td>Tom L. Hackward Memorial Scholarship</td>
<td>32</td>
</tr>
<tr>
<td>TOEFL Exam</td>
<td>19, 55, 66</td>
</tr>
<tr>
<td>Transcripts</td>
<td>43</td>
</tr>
<tr>
<td>Transfer Programs</td>
<td>49-53</td>
</tr>
<tr>
<td>Transfer Credit</td>
<td>43</td>
</tr>
<tr>
<td>Tuition</td>
<td>21</td>
</tr>
<tr>
<td>Veterans’ Benefits</td>
<td>17, 27, 43, 48, 53, 57</td>
</tr>
<tr>
<td>Vision Statement</td>
<td>10</td>
</tr>
<tr>
<td>Vocal Music Award</td>
<td>29</td>
</tr>
<tr>
<td>Vocational Rehabilitation</td>
<td>27</td>
</tr>
<tr>
<td>Waiver of Fees, MACC Employees</td>
<td>18</td>
</tr>
<tr>
<td>Waiver of Fees, MACC Employees’ Dependents</td>
<td>18</td>
</tr>
<tr>
<td>Waiver of Fees, Moberly School District</td>
<td>18</td>
</tr>
<tr>
<td>Waiver of Out-of-District Tuition (Moberly Bus)</td>
<td>18</td>
</tr>
<tr>
<td>Waiver of Out-of-District Tuition (Hannibal Bus)</td>
<td>19</td>
</tr>
<tr>
<td>Weekend Classes</td>
<td>14</td>
</tr>
<tr>
<td>Welding and Metals Technology</td>
<td>62, 66</td>
</tr>
<tr>
<td>Welding and Metals Technology Courses</td>
<td>95</td>
</tr>
<tr>
<td>William A. Edens Student Body President Award</td>
<td>31</td>
</tr>
<tr>
<td>Work Study Program</td>
<td>25</td>
</tr>
<tr>
<td>Workforce and Technical Education</td>
<td>37</td>
</tr>
<tr>
<td>WorkKeys Assessment</td>
<td>37, 43, 57, 63</td>
</tr>
</tbody>
</table>
What do you want to be when you grow up?
I want to be a police officer when I grow up. I want to be a welder when I grow up. I want to work in a crime lab when I grow up.