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Welcome to Moberly Area Community College!

I’m so glad you made the choice to continue your education with us. You’ve made a great decision to connect with an institution that has a long history of excellence, reaching back to 1927. When I was a student here in 1982, I found the same high quality education that you’ll experience today.

The classes and programs within these pages are designed to help prepare you for the next stage of your life. Whether it’s one of our associate degrees, certificates, or specific classes/training for business and industry, our faculty and staff are ready to challenge and encourage you to meet your goals.

Our growth throughout the region means we can provide more classes, closer to where you live and work. Our online degree options allow you to make your education work for your schedule. We collaborate with our educational partners to make sure the programs and classes you take at MACC transfer well to other higher education institutions. We have numerous transfer and articulation agreements with colleges and universities including the University of Missouri, Columbia College, Truman State University, Central Methodist University and Hannibal LaGrange University just to name a few.

I want to encourage you to use the resources found here, on our website, and to meet with our advising staff and faculty. Don’t be afraid to ask questions. We’re invested in your education and your future and we want to see you succeed!

I wish you all the best this semester and in the years to come.

Sincerely,

Jeffery C. Lashley
President
Moberly Area Community College
Campus Maps

Main Building
Academic Affairs
Access & ADA Services
Adult Education and Literacy
Alumni Museum
Area 27 - Grill/Commons
Blue Room
Business Office & Cashier
Columbia College Office
Gary D. Steffes Conference Room
Human Resources
Institutional Development
Library & Academic Resource Center
Marketing & Public Relations
Testing Center
The Greyhound Store (Bookstore)
(Parking Lot B - not pictured on map - is behind the Main Building)

Andrew Komar, Jr. Hall
Financial Aid
President’s Office
Security
Student Affairs

Career Center
Career and Technical Education
Career and Placement Services
Health Sciences
Law Enforcement Training Center
New Traditions

Workforce Development Center
Workforce and Technical Education

100% Tobacco Free inside & out
101 College Avenue  Moberly, MO 65270
Phone 660.263.4100  Fax 660.263.6252
# 2019-20 ACADEMIC CALENDAR

**MOBERLY AREA COMMUNITY COLLEGE**

## SUMMER 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>8-WEEK</th>
<th>4-WEEK (1st)</th>
<th>4-WEEK (2nd)</th>
<th>INTERSESSION (1st)</th>
<th>INTERSESSION (2nd)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Begins (Summer &amp; Fall Classes)</td>
<td>April 8</td>
<td>April 8</td>
<td>April 8</td>
<td>April 8</td>
<td>April 8</td>
</tr>
<tr>
<td>Day &amp; Evening Classes Begin</td>
<td>June 3</td>
<td>June 3</td>
<td>July 1</td>
<td>May 20</td>
<td>July 29</td>
</tr>
<tr>
<td>Last Day to Register/Add Classes</td>
<td>June 5</td>
<td>June 4</td>
<td>July 3</td>
<td>May 20</td>
<td>July 29</td>
</tr>
<tr>
<td>Last Day to Drop with 100% Refund</td>
<td>June 7</td>
<td>June 7</td>
<td>July 5</td>
<td>May 21</td>
<td>July 30</td>
</tr>
<tr>
<td>MIdTERM</td>
<td>June 28</td>
<td>June 14</td>
<td>July 15</td>
<td>May 24</td>
<td>August 2</td>
</tr>
<tr>
<td>Memorial Day (College Closed)</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>May 27</td>
<td>NA</td>
</tr>
<tr>
<td>Independence Day (College Closed)</td>
<td>July 4</td>
<td>NA</td>
<td>July 4</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Last Day to Drop Classes</td>
<td>July 19</td>
<td>June 26</td>
<td>July 24</td>
<td>May 30</td>
<td>August 7</td>
</tr>
<tr>
<td>Classes End</td>
<td>July 26</td>
<td>June 28</td>
<td>July 26</td>
<td>May 31</td>
<td>August 8</td>
</tr>
<tr>
<td>Grades Due</td>
<td>July 31</td>
<td>July 3</td>
<td>July 31</td>
<td>June 5</td>
<td>August 13</td>
</tr>
</tbody>
</table>

## FALL 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>16-WEEK</th>
<th>8-WEEK (1st)</th>
<th>8-WEEK (2nd)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Begins (Summer &amp; Fall Classes)</td>
<td>April 8</td>
<td>April 8</td>
<td>April 8</td>
</tr>
<tr>
<td>Faculty Workshop</td>
<td>August 15, 16</td>
<td>August 15, 16</td>
<td>NA</td>
</tr>
<tr>
<td>Day &amp; Evening Classes Begin</td>
<td>August 19</td>
<td>August 19</td>
<td>October 15</td>
</tr>
<tr>
<td>Last Day to Register/Add Classes</td>
<td>August 23</td>
<td>August 21</td>
<td>October 17</td>
</tr>
<tr>
<td>Last Day to Drop with 100% Refund</td>
<td>August 30</td>
<td>August 30</td>
<td>October 21</td>
</tr>
<tr>
<td>Labor Day (College Closed)</td>
<td>September 2</td>
<td>September 2</td>
<td>NA</td>
</tr>
<tr>
<td>Fall Break (College Closed)</td>
<td>October 14</td>
<td>October 14</td>
<td>NA</td>
</tr>
<tr>
<td>MidTERM</td>
<td>October 11</td>
<td>September 13</td>
<td>November 8</td>
</tr>
<tr>
<td>Enrollment Begins (Spring Classes)</td>
<td>October 21</td>
<td>October 21</td>
<td>October 21</td>
</tr>
<tr>
<td>Faculty Professional Development Day (No Classes)</td>
<td>October 25</td>
<td>NA</td>
<td>October 25</td>
</tr>
<tr>
<td>Thanksgiving Break*</td>
<td>November 25-30</td>
<td>November 25-30</td>
<td>NA</td>
</tr>
<tr>
<td>Classes End</td>
<td>December 5</td>
<td>October 11</td>
<td>December 5</td>
</tr>
<tr>
<td>Last Day to Drop Classes</td>
<td>December 6</td>
<td>October 4</td>
<td>December 6</td>
</tr>
<tr>
<td>Stop Day</td>
<td>December 6</td>
<td>NA</td>
<td>December 6</td>
</tr>
<tr>
<td>Final Exams (Semester Ends December 22)</td>
<td>December 9, 10, 11, 12</td>
<td>Last Day of Class</td>
<td>December 9, 10, 11, 12</td>
</tr>
<tr>
<td>Alternative Final Exam Dates</td>
<td>December 13, 16</td>
<td>NA</td>
<td>December 13, 16</td>
</tr>
<tr>
<td>Last Faculty Day/Grades Due</td>
<td>December 16</td>
<td>October 16</td>
<td>December 16</td>
</tr>
<tr>
<td>Last Staff Day**</td>
<td>December 20</td>
<td>NA</td>
<td>December 20</td>
</tr>
</tbody>
</table>

*No Classes Monday, November 25, through Saturday, November 30. College offices closed November 27-December 1.
**College offices closed 12:00 pm Friday, December 20, through 8:00 am Thursday, January 2.

## SPRING 2020

<table>
<thead>
<tr>
<th>Event</th>
<th>16-WEEK</th>
<th>8-WEEK (1st)</th>
<th>8-WEEK (2nd)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Begins (Spring Classes)</td>
<td>October 21</td>
<td>October 21</td>
<td>October 21</td>
</tr>
<tr>
<td>Staff Returns</td>
<td>January 2</td>
<td>January 2</td>
<td>NA</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day (College Closed)</td>
<td>January 20</td>
<td>January 20</td>
<td>NA</td>
</tr>
<tr>
<td>Day &amp; Evening Classes Begin</td>
<td>January 21</td>
<td>January 21</td>
<td>March 16</td>
</tr>
<tr>
<td>Last Day to Register/Add Classes</td>
<td>January 27</td>
<td>January 23</td>
<td>March 18</td>
</tr>
<tr>
<td>Last Day to Drop with 100% Refund</td>
<td>February 3</td>
<td>February 3</td>
<td>March 20</td>
</tr>
<tr>
<td>President’s Day (College Closed)</td>
<td>February 17</td>
<td>February 17</td>
<td>NA</td>
</tr>
<tr>
<td>MidTERM</td>
<td>March 13</td>
<td>February 14</td>
<td>April 15</td>
</tr>
<tr>
<td>Spring Break (College Closed)*</td>
<td>March 21-29</td>
<td>NA</td>
<td>March 21-29</td>
</tr>
<tr>
<td>Enrollment Begins (Summer &amp; Fall Classes)</td>
<td>April 6</td>
<td>April 6</td>
<td>April 6</td>
</tr>
<tr>
<td>Faculty Professional Development Day (No Classes)</td>
<td>April 9</td>
<td>NA</td>
<td>April 9</td>
</tr>
<tr>
<td>Classes End</td>
<td>May 7</td>
<td>March 13</td>
<td>May 7</td>
</tr>
<tr>
<td>Last Day to Drop Classes</td>
<td>May 8</td>
<td>March 6</td>
<td>May 8</td>
</tr>
<tr>
<td>Stop Day</td>
<td>May 8</td>
<td>NA</td>
<td>May 8</td>
</tr>
<tr>
<td>Final Exams (Semester Ends May 14)</td>
<td>May 11, 12, 13, 14</td>
<td>Last Day of Class</td>
<td>May 11, 12, 13, 14</td>
</tr>
<tr>
<td>Graduation Ceremonies</td>
<td>May 15</td>
<td>May 15</td>
<td>May 15</td>
</tr>
<tr>
<td>Last Faculty Day/Grades Due</td>
<td>May 19</td>
<td>March 18</td>
<td>May 19</td>
</tr>
</tbody>
</table>

*The MACC Columbia and Moberly campuses will be open on Saturday, March 21. No classes will be held on March 21 and March 28.

Updated 4/16/19

The Academic Calendar is subject to change by the Moberly Area Community College Board of Trustees. Please consult the MACC website (www.macc.edu) or contact the Office of Student Affairs for the most current calendar information.
## 2019-20 ACADEMIC CALENDAR

### Moberly Area Community College

**SUMMER 2019**

<table>
<thead>
<tr>
<th>PN</th>
<th>AADN</th>
<th>IV Therapy Week (AADN)</th>
<th>MLT</th>
<th>OTA</th>
<th>LETC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Begins (Summer &amp; Fall Classes)</td>
<td>March 22</td>
<td>April 8</td>
<td>April 8</td>
<td>April 8</td>
<td>April 8</td>
</tr>
<tr>
<td>Day and Evening Classes Begin</td>
<td>April 1</td>
<td>April 29</td>
<td>July 29</td>
<td>June 3</td>
<td>April 29</td>
</tr>
<tr>
<td>Last Day to Register/Add Classes</td>
<td>NA</td>
<td>May 3</td>
<td>NA</td>
<td>June 5</td>
<td>NA</td>
</tr>
<tr>
<td>Last Day to Drop with 100% Refund</td>
<td>April 15</td>
<td>May 1</td>
<td>July 30</td>
<td>June 7</td>
<td>May 10</td>
</tr>
<tr>
<td>METERM</td>
<td>May 20-24</td>
<td>June 12</td>
<td>July 31</td>
<td>June 28</td>
<td>June 24-28</td>
</tr>
<tr>
<td>Memorial Day (College Closed)</td>
<td>May 27</td>
<td>May 27</td>
<td>NA</td>
<td>NA</td>
<td>May 27</td>
</tr>
<tr>
<td>Summer Break</td>
<td>July 1-8</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>July 1-5</td>
</tr>
<tr>
<td>Independence Day (College Closed)</td>
<td>July 4</td>
<td>July 4</td>
<td>NA</td>
<td>July 4</td>
<td>July 4</td>
</tr>
<tr>
<td>Last Day to Drop Classes</td>
<td>July 19</td>
<td>July 19</td>
<td>August 1</td>
<td>July 19</td>
<td>July 27</td>
</tr>
<tr>
<td>Final Exams (Semester Ends Last Day of Finals)</td>
<td>July 22-24**/25*/26</td>
<td>NA</td>
<td>August 2</td>
<td>NA</td>
<td>August 12-16</td>
</tr>
<tr>
<td>Classes End</td>
<td>July 19</td>
<td>July 26</td>
<td>August 2</td>
<td>July 26</td>
<td>August 16</td>
</tr>
<tr>
<td>Graduation Ceremonies/Pinning</td>
<td>July 24**/25*/26</td>
<td>NA</td>
<td>NA</td>
<td>July 26</td>
<td>NA</td>
</tr>
<tr>
<td>Grades Due</td>
<td>July 26</td>
<td>July 31</td>
<td>August 6</td>
<td>July 31</td>
<td>August 21</td>
</tr>
</tbody>
</table>

**Columbia PN program dates  **Mexico PN program dates

### FALL 2019

<table>
<thead>
<tr>
<th>PN</th>
<th>AADN</th>
<th>OTA FIELDWORK A</th>
<th>OTA FIELDWORK B</th>
<th>MLT</th>
<th>LETC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Begins (Summer &amp; Fall Classes)</td>
<td>TBA</td>
<td>April 8</td>
<td>April 8</td>
<td>April 8</td>
<td>April 8</td>
</tr>
<tr>
<td>Faculty Workshop</td>
<td>August 15, 16</td>
<td>August 15, 16</td>
<td>NA</td>
<td>NA</td>
<td>August 15, 16</td>
</tr>
<tr>
<td>Day &amp; Evening Classes Begin</td>
<td>August 5</td>
<td>August 19</td>
<td>August 19</td>
<td>October 21</td>
<td>August 39</td>
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<tr>
<td>Last Day to Register/Add Classes</td>
<td>NA</td>
<td>August 23</td>
<td>NA</td>
<td>NA</td>
<td>August 23</td>
</tr>
<tr>
<td>Last Day to Drop with 100% Refund</td>
<td>August 19</td>
<td>August 30</td>
<td>August 23</td>
<td>October 25</td>
<td>August 30</td>
</tr>
<tr>
<td>Labor Day (College Closed)</td>
<td>September 2</td>
<td>September 2</td>
<td>TBD**</td>
<td>TBD**</td>
<td>September 2</td>
</tr>
<tr>
<td>Fall Break (College Closed)</td>
<td>October 14</td>
<td>October 34</td>
<td>TBD**</td>
<td>TBD**</td>
<td>October 14</td>
</tr>
<tr>
<td>METERM</td>
<td>September 23-27</td>
<td>October 11</td>
<td>September 13</td>
<td>November 15</td>
<td>October 11</td>
</tr>
<tr>
<td>Enrollment Begins (Spring Classes)</td>
<td>NA</td>
<td>October 21</td>
<td>NA</td>
<td>NA</td>
<td>October 21</td>
</tr>
<tr>
<td>Faculty Professional Dev. Day (No Classes)</td>
<td>October 25</td>
<td>October 25</td>
<td>NA</td>
<td>NA</td>
<td>October 25</td>
</tr>
<tr>
<td>Thanksgiving Break**</td>
<td>November 25-30</td>
<td>November 25-30</td>
<td>TBD**</td>
<td>TBD**</td>
<td>November 25-30</td>
</tr>
<tr>
<td>Classes End</td>
<td>November 15</td>
<td>December 5</td>
<td>October 11</td>
<td>December 13</td>
<td>December 13</td>
</tr>
<tr>
<td>Stop Day (Evening Classes Meet)</td>
<td>NA</td>
<td>December 6</td>
<td>NA</td>
<td>NA</td>
<td>December 6</td>
</tr>
<tr>
<td>Final Exams (Semester Ends Last Day of Finals)</td>
<td>November 18-22</td>
<td>December 9-10</td>
<td>NA</td>
<td>NA</td>
<td>December 13</td>
</tr>
<tr>
<td>Grades Due</td>
<td>November 22</td>
<td>December 16</td>
<td>October 16</td>
<td>December 18</td>
<td>December 17</td>
</tr>
<tr>
<td>Graduation Ceremonies/Pinning</td>
<td>NA</td>
<td>December 11</td>
<td>NA</td>
<td>NA</td>
<td>December 11</td>
</tr>
</tbody>
</table>

**No Classes Monday, November 25, through Saturday, November 30. College offices closed November 27-December 1.**

**OTA program holiday breaks are determined by the site where students complete their clinical hours.**

### SPRING 2020

<table>
<thead>
<tr>
<th>PN</th>
<th>AADN (1st 4 Wks)</th>
<th>AADN (2nd 4 Wks)</th>
<th>OTA</th>
<th>MLT</th>
<th>LETC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Begins (Spring Classes)</td>
<td>November 22</td>
<td>October 21</td>
<td>October 21</td>
<td>October 21</td>
<td>October 21</td>
</tr>
<tr>
<td>Staff Returns</td>
<td>January 2</td>
<td>January 2</td>
<td>NA</td>
<td>NA</td>
<td>January 2</td>
</tr>
<tr>
<td>Day and Evening Classes Begin</td>
<td>December 2</td>
<td>January 2</td>
<td>March 2</td>
<td>January 6</td>
<td>January 21</td>
</tr>
<tr>
<td>Last Day to Register/Add Classes</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>December 22</td>
</tr>
<tr>
<td>Last Day to Drop with 100% Refund</td>
<td>December 16</td>
<td>January 8</td>
<td>March 6</td>
<td>January 17</td>
<td>January 28</td>
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<tr>
<td>Winter Break</td>
<td>December 14-Jan 1</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day (College Closed)</td>
<td>January 20</td>
<td>January 20</td>
<td>NA</td>
<td>NA</td>
<td>January 20</td>
</tr>
<tr>
<td>METERM</td>
<td>January 20-24</td>
<td>January 28</td>
<td>March 18</td>
<td>February 24-28</td>
<td>March 16</td>
</tr>
<tr>
<td>President's Day (College Closed)</td>
<td>February 17</td>
<td>February 19</td>
<td>NA</td>
<td>February 17</td>
<td>February 17</td>
</tr>
<tr>
<td>Spring Break (College Closed)*</td>
<td>March 21-29</td>
<td>NA</td>
<td>March 21-29</td>
<td>March 2-6 or 9-13</td>
<td>March 21-29</td>
</tr>
<tr>
<td>Enrollment Begins (Summer &amp; Fall Classes)</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>April 6</td>
<td>April 6</td>
</tr>
<tr>
<td>Faculty Professional Dev. Day (No Classes)</td>
<td>April 9</td>
<td>April 9</td>
<td>NA</td>
<td>April 9</td>
<td>NA</td>
</tr>
<tr>
<td>Spring Holiday (College Closed)</td>
<td>April 10</td>
<td>April 10</td>
<td>NA</td>
<td>April 10</td>
<td>NA</td>
</tr>
<tr>
<td>Last Day to Drop Classes</td>
<td>March 13</td>
<td>February 21</td>
<td>April 17</td>
<td>May 8</td>
<td>NA</td>
</tr>
<tr>
<td>Classes End</td>
<td>March 13</td>
<td>February 28</td>
<td>May 1</td>
<td>April 24</td>
<td>May 14</td>
</tr>
<tr>
<td>Stop Day</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>May 8</td>
<td>NA</td>
</tr>
<tr>
<td>Final Exams (Semester Ends Last Day of Finals)</td>
<td>March 16-20</td>
<td>February 28</td>
<td>May 1</td>
<td>April 19-24</td>
<td>May 14</td>
</tr>
<tr>
<td>Grades Due</td>
<td>March 20</td>
<td>March 4</td>
<td>May 6</td>
<td>April 29</td>
<td>May 19</td>
</tr>
<tr>
<td>Graduation Ceremonies/Pinning</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>TBD**</td>
<td>NA</td>
</tr>
</tbody>
</table>

**The MACC Columbia and Moberly campuses will be open on Saturday, March 21. No classes will be held on March 21 and March 28.**

**OTA program holiday breaks are determined by the site where students complete their clinical hours.**

*Updated 6/6/19*
About MACC

Our Mission

MACC provides dynamic and accessible educational opportunities that empower our students and enrich our communities.
**IMPORTANT TELEPHONE NUMBERS**

Moberly Campus .................................................. 660-263-4100
1-800-622-2070

Activity Center (Moberly Campus) ....................... 660-263-1045

Columbia Area Career Center
(MACC PN Program in Columbia) .......................... 573-214-3800

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

MACC - Mexico Higher Education Center ............... 573-582-0817

Macon Area Education Center .............................. 660-263-4100

Workforce Development Center 
(Moberly Campus) ............................................. 660-263-5865

**EXTENSIONS ON THE MOBERLY CAMPUS**

Academic Affairs .............................................. 11397
Academic Resource Center (Tutoring) ................... 11310
Access and ADA Services .................................. 11240
Activity Center .................................................. 11506
Adult Education and Literacy ............................... 11297
Alumni Services ............................................... 11550
Bookstore ....................................................... 11221
Business Office ............................................... 11267
Career and Placement Services ......................... 11232
Career and Technical Education ......................... 11286
Central Processing .......................................... 11254
Computer Services .......................................... 11555
Continuing Education ....................................... 11378
Development Center ......................................... 11550
Finance Office .................................................. 11259
Financial Aid .................................................... 11301
Health Sciences .............................................. 11250
Human Resources ............................................. 11294
Instruction Office ............................................ 11216
Instructional Technology .................................... 11474
Law Enforcement Training Center (LETC) .............. 11279
Library and Academic Resource Center (LARC) ...... 11245
Marketing and Public Relations ......................... 11261
Plant Operations .............................................. 11206
President's Office ............................................ 11222
Registrar ......................................................... 11222
Security .......................................................... 11247
Student Affairs ................................................ 11295
Workforce Development Center ......................... 11233

**FAX NUMBERS ON THE MOBERLY CAMPUS**

Academic Affairs .............................................. 660-263-6448
Activity Center ................................................. 660-263-2408
Bookstore ........................................................ 660-263-7437
Career and Technical Education ......................... 660-263-7563
Finance Office .................................................. 660-269-4499
Financial Aid ................................................... 660-269-9538
Health Sciences .............................................. 660-269-4442
Human Resources ............................................. 660-269-4488
Law Enforcement Training Center (LETC) .............. 660-269-4441
Plant Operations .............................................. 660-269-4449
President's Office ............................................ 660-263-6252
Student Affairs ............................................... 660-263-2406
Workforce Development Center ......................... 660-269-8957

**COMMUNITY COLLEGE SERVICE REGION**

Missouri has a unique and efficient community college system that is designed to give academic opportunities to people throughout the state. There are 12 community college districts in Missouri, each providing education and training within their service region. MACC’s service region is comprised of 16 counties in northeast Missouri: Adair, Audrain, Boone, Chariton, Clark, Howard, Knox, Lewis, Macon, Marion, Monroe, Ralls, Randolph, Schuyler, Scotland, and Shelby.

**BRIEF HISTORY OF MACC**

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

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

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

On July 23, 1990, the Board of Trustees officially changed the name to Moberly Area Community College to more accurately reflect the College's mission and service, and soon students and faculty began referring to the College as MACC.

Today, MACC is a multi-site college offering classes at six locations as well as online, virtual, and video conferencing classes.
INSTITUTIONAL PURPOSES

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

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

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

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

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

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

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

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

INSTITUTIONAL GOALS

In order to address the College mission within a more definitive framework, institutional goals were created within the College’s Strategic Plan. Institutional goals are maintained in the President’s Office.

VISION STATEMENT

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

INSTITUTIONAL VALUES

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

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

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

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

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

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

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

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

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

We value stewardship.
We embrace sound management policy and practice responsible and efficient use of federal, state, and local resources.
ACCREDITATION

Moberly Area Community College is accredited by the Higher Learning Commission (www.hlcommission.org).

The College receives formal, external approvals for its degree programs which help ensure that its programs are relevant and require appropriate levels of performance.

- Coordinating Board for Higher Education: Every degree program offered by MACC is approved by Missouri’s Coordinating Board for Higher Education (CBHE). All new degree programs, significant changes to current degree programs, and requests to expand current degree programs to off-site locations must be approved by CBHE.
- Specialized Accreditation:
  » MACC’s Associate of Nursing, Accelerated Associate Degree in Nursing, and the Practical Nursing Certificate (Moberly, Mexico, Columbia) are approved by the Missouri State Board of Nursing.
  » MACC’s AAS Medical Laboratory Technician Degree is accredited by the National Accrediting Agency for Clinical Laboratory Sciences.
  » MACC’s AAS Occupational Therapy Assistant Degree is accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association.
  » MACC’s Dual Credit Program is accredited by the National Alliance of Concurrent Enrollment Programs.

Specific programs within the College are also approved by the Missouri Department of Elementary and Secondary Education and the Missouri Department of Public Safety.

Graduates of associate degree programs are generally admitted with junior standing to all universities and colleges in both Missouri and other states. Graduates are also admitted to the schools and colleges of engineering, education, and journalism, as well as other professional schools and colleges in the nation’s universities.

Moberly Area Community College is an active member of the Missouri Community College Association and the American Association of Community Colleges.

FACILITIES & LOCATIONS

Moberly Campus
The historic Main Building, constructed in 1931, contains over 100,000 square feet. This building houses much of the general education program as well as the Access and ADA Services program, Business Office, Adult Education and Literacy program, Instructional Technology, Area 27 cafe and student commons, 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 and Academic Resource Center, Alumni Museum, Auditorium, conference rooms, classrooms and offices. In spring 2002, the renovation of the gymnasium located in the north wing was completed. In 2013, the Graphic Arts/Fine Arts Center and Gallery were renamed the Evelyn E. Jorgenson Fine Arts Center to honor Dr. Jorgenson, President Emeritus.

A major dorm expansion was completed in 2007 with the addition of a commons and men’s dorm. The complex was named the McCormick Commons and Residential Center. The former men’s dorm was renovated in 2008-09 creating an environment for students.

In 1972, the College constructed a facility, known today as the Career Center, for career and 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 Health Sciences. In addition to classrooms and computer and industrial training labs, the Career Center is home to Career and Placement Services and the Law Enforcement Training Center.

A three-story brick structure, College Hall, opened in 1993, adding approximately 29,500 square feet of space. Business Administration classes and science classrooms and labs as well as faculty offices are in this building. Student Affairs and Financial Aid are located on the first floor while the President’s Office and Board Conference Room are on the third floor. In 1996, College Hall was renamed Andrew Komar, Jr., Hall to honor Dr. Komar, President Emeritus.

The 57,000 square-foot Activity Center was completed in 1998. It is the home of the men’s and women’s Greyhound basketball teams, and it is a venue for community sporting events, trade shows, exhibitions, concerts, and graduation ceremonies. In summer 2006, the arena inside the Activity Center was named the MACC Fitzsimmons-John Arena in honor of two former coaches - Cotton Fitzsimmons and Maurice John.

Entrepreneurship and Business Development Center, now the Workforce Development Center, which also houses continuing education classes. In 2009-10, the Kate Stamper Wilhite Library underwent major renovations to provide an enhanced learning environment for students.

College Housing

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

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

Inquiries concerning on-campus housing are received and processed by the Director of Security and Residential Life in Student Affairs. Full-time students are accepted on a first-come basis. A one-time housing deposit of $150 is required to reserve a room. Students are encouraged to send the housing deposit to the Housing Coordinator located in the Office of Student Affairs when they apply for admission to the College. More information about dorm fees can be found on page 32 of the MACC catalog.
MACC's locations expand access to academic and career and technical programs throughout northeast Missouri.

**Columbia**
In 1999, MACC began offering college credit courses in Columbia. The MACC - Columbia Higher Education Center moved to the Parkade Center in the summer of 2010. The 56,500 square foot facility offers a full range of academic and career and technical courses required for various degrees.

MACC is approved to offer the following degree and certificate programs at the Columbia site:
- Associate of Arts Degree
- Associate of Arts in Teaching Degree
- Associate of Applied Science Degree and Certificate programs in Advanced Manufacturing Technology, Agriculture Technology, Business Administration, Business Office Administration, Early Childhood Education, Information Technology - Networking, Information Technology - Programming, Mechatronics
- Associate of Science Degree
- Certificate of Specialization in Early Learning Assistant

MACC is also approved to offer the Certificate in Practical Nursing at the Columbia Area Career Center.

**Hannibal**
The MACC - Hannibal Area Higher Education Center offers general education and career and technical courses. Classes are held in an 18,000 square foot facility at 190 Shinn Lane. Thanks to the support of community members, the Affordable Community Education committee and visionary leadership at local and state levels, a permanent home for MACC became a reality in the spring of 2014. The facility also serves as a storm shelter for the Hannibal community.

MACC is approved to offer the following degree and certificate programs at the Hannibal site:
- Associate of Arts Degree
- Associate of Arts in Teaching Degree
- Associate of Applied Science Degree and Certificate programs in Advanced Manufacturing Technology, Agriculture Technology, Business Administration, Early Childhood Education, Information Technology - Networking, Information Technology - Programming, Mechatronics
- Associate of Science Degree
- Certificate of Specialization in Early Learning Assistant

MACC collaborates with school districts to offer classes at area high schools and career technical schools. One such collaborative effort is the MACC site located at the Macon Area Career Center. The Macon location allows students to take advantage of dual enrollment opportunities while traditional college students and working adults benefit from taking courses close to home.

MACC is approved to offer the following degree at the Macon site:
- Associate of Arts Degree

**Mexico**
The 56,000 square foot facility in Mexico is known as the MACC - Mexico Higher Education Center. The facility houses classrooms, instructional and science labs, nursing labs, a resource center, student commons, and administrative and faculty offices.

MACC is approved to offer the following degree and certificate programs at the Mexico site:
- Associate of Arts Degree
- Associate of Arts in Teaching Degree
- Associate of Applied Science Degree and Certificate programs in Advanced Manufacturing Technology, Agriculture Technology, Business Administration, Early Childhood Education, Information Technology - Networking, Information Technology - Programming, Mechatronics
- Associate of Science Degree
- Certificate of Practical Nursing
- Certificate of Specialization in Early Learning Assistant

**Kirksville**
The MACC - Kirksville Higher Education Center is a 28,000 square foot facility for the College's programs in northeast Missouri. The building houses various classrooms, computer labs, and science labs as well as the Missouri Career Center-Kirksville.

MACC is approved to offer the following degree and certificate programs at the Kirksville site:
- Associate of Arts Degree
- Associate of Arts in Teaching Degree
- Associate of Applied Science Degree and Certificate programs in Advanced Manufacturing Technology, Agriculture Technology, Business Administration, Early Childhood Education, Information Technology - Networking, Information Technology - Programming, Mechatronics
- Associate of Science Degree
- Certificate of Specialization in Early Learning Assistant

**DISTANCE EDUCATION**
MACC participates in the Tri-State Community College Consortium. Through the offerings of the Consortium, students are able to complete a variety of general education and career and technical courses in an asynchronous environment.

**Online Courses**
Online courses offer convenience and flexibility. In turn, they require discipline, self-motivation, and time-management skills for successful completion.

MACC utilizes Canvas as its Learning Management System (LMS) to deliver online courses. Students are expected to participate in a variety of ways including posting in discussions, reading, watching or listening to lectures, completing quizzes or exams, and turning in various homework assignments. There is not a set time the student must access the course. However, students must meet assignment deadlines specified by the instructor. Some online courses require proctored exams, which are exams given at an MACC site or in a monitored setting by a pre-approved person.

MACC online students have access to electronic databases,
research tools, and tutoring through the Library and Academic Resource Center (LARC). The LARC is accessible to students through the MACC website. Tutors are available at all LARC locations and virtually.

**Hybrid Courses**

Hybrid courses combine a traditional classroom setting with an online component, meeting half of the time in a classroom and half of the time online through Canvas. Students can expect to participate in discussions, submit assignments, read or watch lectures, take quizzes and tests, and complete various other assignments online and in class. Students must take responsibility for their learning by using time management skills to stay current with their coursework. Students must actively participate in Canvas and in the classroom.

**Virtual (Video Conferencing) Courses**

Virtual courses allow students to attend class via Zoom or Blackboard Collaborate, MACC’s video conferencing platforms. This synchronous (real time) instructional delivery system allows online interaction between the instructor and the student. This includes audio, video, chat, shared whiteboard, file sharing and more. Students may access the virtual classroom through Canvas or in a designated MACC classroom as required. Remote students may be required to access resources and submit assignments using Canvas.

Remote students must have access to a computer with high speed internet, microphone, speakers, and camera. Headsets are available at MACC bookstores. These resources are available at all LARC locations during hours of operation.

**ON-SITE BACHELOR DEGREES**

Through cooperative arrangements with four-year educational partners, students have access to certain bachelor degree programs at the MACC Moberly and Columbia locations.

Students with an AA or AAS degree from MACC may complete a bachelor’s degree through Columbia College in Columbia. Columbia College offers on-site evening and weekend upper-level undergraduate courses in designated programs. A Columbia College transfer office is located at Moberly to assist with the transfer and enrollment process.

Central Methodist University (CMU) offers evening upper-level undergraduate courses in certain bachelor degree programs on site at the Columbia location. Students with an AA, AAT or certain AAS degrees are able to articulate their associate degree into CMU programs.

**CO-ENROLLMENT PROGRAMS**

Co-enrollment programs allow students to experience the depth and breadth of a four-year university while also enjoying the affordability and academic flexibility found at a community college. MACC participates in co-enrollment programs with the University of Missouri - Columbia (MizzouMACC), Stephens College (MACCStephens), Truman State University (TruMACC), and Central Christian College of the Bible. These co-enrollment programs are highly collaborative, with academic advisors, faculty and staff from both institutions working together to facilitate student success. Students enroll jointly in coursework at both institutions and have access to each institution’s resources, including the library, recreation center, student health services, technology labs, student organizations, athletic events and on-campus housing. Financial aid is coordinated between the institutions, and eligible students who maintain a full-time course load between both institutions are able to use their A+ funding toward MACC tuition. Other benefits are also offered by the individual four-year institution. Students should consult with an advisor for more information, including eligibility and progress requirements of the program.

**WORKFORCE DEVELOPMENT CENTER**

MACC’s Workforce Development Center empowers individuals and business communities to start, grow, and sustain businesses. In addition to delivering training, seminars, and classes, the center provides referral services, meeting/counseling/training rooms, and counseling services to promote entrepreneurship and assist individuals and businesses with startup and business operations.

The Workforce Development Center 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 Development Center also provides assistance in applying for funding and administering the following programs: Missouri Customized Training Program, Community College New Jobs Training Program, and Community College Job Retention Training Program. Contracted services can be provided on- or off-campus. The times, dates, training course content, and formats can be customized to fit the company, business, industry, or agency needs.

**CONTINUING EDUCATION**

Adult and continuing education courses and seminars are scheduled for short-term training or upgrading specific job skills. They may be either credit or non-credit and are based upon requests from area businesses, industries, individuals, social services, and health care agencies. Programs include Certified Production Technician, Fire Academy, Certified Nurse Assistant, Certified Medication Technician, Clinical Supervisor, and Insulin Administration. Also offered are career classes, short courses, workshops, seminars, special institutes, staff development courses, and occupational re-certification classes.

**COMMUNICABLE DISEASES**

**Meningitis Vaccination (Missouri Revised Statutes 174.335.1)**

All students residing in MACC residence hall facilities will be required to have received the meningococcal vaccine unless a signed statement of medical or religious exemption is on file with the admission office. A student shall be exempted from the immunization requirement of this section upon signed certification by a physician indicating that either the immunization would seriously endanger the student’s health or life or the student has documentation of the disease or laboratory evidence of immunity to the disease. A student shall be exempted from the immunization requirement if he or she objects in writing to the institution’s administration that immunization violates his or her religious beliefs.

**Tuberculosis Testing (Missouri Revised Statutes 199.290)**

State law mandates that all higher education institutions in Missouri implement a targeted testing program for tuberculosis on their campuses for all on-campus students upon matriculation. All MACC students who are determined through the admissions application to be at risk of tuberculosis will be required to be
TB tested. Testing can be done at any local county health department. Any student who does not comply with the targeted testing program shall not be permitted to maintain enrollment in the subsequent semester at the institution.
Student Consumer Information

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

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

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

AVAILABILITY OF INSTITUTIONAL AND FINANCIAL AID INFORMATION
MACC provides dynamic and accessible educational opportunities that empower our students and enrich our communities. We are proud of our tradition and welcome inquiries about our programs and services. The Student Consumer Information regulations of the United States Department of Education require colleges to provide students access to certain information to which they are entitled as consumers. It is MACC's intention to provide complete and easy access to any information students need.

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

A description of each financial aid program available at MACC and an explanation of how financial aid is awarded are provided in this catalog, beginning on page 35. You may also find financial aid information online at http://www.macc.edu/financial-aid.

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

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

Additional inquiries about the college, including academic programs and admissions, may be directed to the Student Affairs Office, which is located in Andrew Komar, Jr. Hall on the Moberly campus. The office hours are 7:30 a.m. to 6:00 p.m. Monday through Thursday and 7:30 a.m. to 5:00 p.m. on Friday. If you have any questions, please call: (660) 263-4100 ext. 11270, or (800) 622-2070, ext. 11270.

FINANCIAL AID CONTACT INFORMATION
Financial Aid Office, which is located in Andrew Komar, Jr. Hall on the Moberly campus. The office hours are 7:30 a.m. to 6:00 p.m. Monday through Thursday and 7:30 a.m. to 5:00 p.m. on Friday. If you have any questions, please call: (660) 263-4100 ext. 11270, or (800) 622-2070, ext. 11270.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records; establishes the rights of students to inspect and review their education records; and provides guidelines for the correction of inaccurate and misleading data, the right to consent to disclosures of personal information and the right to file a complaint with the U.S. Department of Education concerning alleged failures by MACC to comply with the FERPA requirements. The law applies to all schools receiving funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Once students have enrolled in course work at Moberly Area Community College, FERPA rights transfer to the student, regardless of the student's age. An authorization to disclose any educational record to any person (including a parent) must be initiated by the student. More information about the authorization procedure and FERPA may be requested in the Student Affairs Office.

Please see pages 52-53 for a complete description of MACC's FERPA policy.

The policy may be found online at www.macc.edu/consumer-information. You may also find more information from the U.S. Department of Education about FERPA online at www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

HIPAA (PRIVACY OF HEALTH RECORDS) AND FERPA
The Health Insurance Portability and Accountability Act of 1996 (HIPAA) sets standards to protect the confidentiality of health information. However, the HIPAA Privacy Rule excludes from its coverage those records protected by FERPA at school districts and postsecondary institutions that provide health or medical services to students. This is because Congress specifically addressed how education records should be protected under FERPA.

For this reason, records protected by FERPA are not subject to the HIPAA Privacy Rule and may be shared with parents under the circumstances described here. See also www.hhs.gov/ocr/privacy/hipaa/administrative/privacyrule/ for joint guidance on FERPA and HIPAA, and for more information on HIPAA, see the U.S. Department of Health & Human Services website: www.hhs.gov/ocr/hipaa/. HIPAA regulations are published as 45 CFR Parts 160, 162, and 164.
Safeguarding Student Information

As required by the Gramm-Leach-Bliley (GLB) Act issued by the Federal Trade Commission, MACC has safeguards in place designed to ensure the security and confidentiality of student information, protect against any anticipated threats or hazards to the security or integrity of such information, and protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any student.

Services for Students with Disabilities

The Office of Access and ADA (Americans with Disabilities Act) Services offers services for MACC students who have disabilities in order to ensure access and equal opportunity for all students to pursue their educational goals. Eligible students may register for services with this office, and staff will develop a plan with each student for reasonable and appropriate accommodations related to their individual disabilities. For more information: Please see page 55 of the MACC catalog for information about MACC’s Office of Access and ADA Services. You may also get more information online at http://www.macc.edu/services/access-office.

Adult Education and Literacy (AEL) Program/HiSet Test Preparation Center

AEL provides a flexible classroom setting where adults who are at least 17 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 High School Equivalency (HiSET) test. People not registered as college students may receive instruction in English as a Second Language (ESL), and others may brush up on their academic or everyday living skills. This program is free to the student and is funded by state and federal government. Please see page 55 for information about MACC’s AEL program and HiSET test preparation services. For more information online: www.macc.edu/index.php/aelhome.

Student Diversity

MACC has a diverse student body, enrolling students of all ages from a wide variety of socioeconomic, racial, and ethnic backgrounds. The most recent MACC student profile report can be accessed online at www.macc.edu/institutional-data-and-stats.

Price of Attendance

A complete listing of MACC tuition and fees is printed on page 32 of the MACC catalog. The most current tuition and fee schedule is available online at www.macc.edu/fees-and-tuition. A copy of the cost of attendance used to determine financial aid eligibility, which includes estimated costs for textbooks/course resources, room/board, transportation and other miscellaneous expenses, is available online at www.macc.edu/index.php/faq-finaid.

Net Price Calculator

Moberly Area Community College provides a net price calculator as a guide for early financial planning for college. The net price calculator is a tool for students and parents to use to get an estimate of what it may cost to attend Moberly Area Community College each year. The Net Price Calculator is available online at www.macc.edu/net-price-calculator.

College Affordability Website

The U.S. Department of Education’s College Affordability and Transparency Center contains information for students and parents about costs at America’s colleges. The website has the College Scorecard which displays the typical student cost, graduation rate, loan default rate and median borrowing amount for each college at collegecost.ed.gov.

Tuition Refund Policy

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

Requirements for Official Withdrawal from Class(es)

A student is expected to complete the official withdrawal procedures in the event he or she wishes to drop a class. Failing to attend a class or calling the college does not constitute an official withdrawal. Complete instructions on how to officially withdraw from class(es) are available on page 29 of the MACC catalog and online at www.macc.edu/registration-a-withdraw.

Recalculation of Financial Aid After Withdrawal /Federal Student Aid Repayment (Return of Title IV Aid)

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

Textbook/Course Resources Information

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

MACC will allow a student to charge books and supplies on his account if he has been approved for financial aid in excess of his tuition and fees. An electronic book voucher will be available at any
MACC Bookstore for this purpose. Generally, book vouchers are available one week prior to the first day of classes and will remain available until financial aid is posted to the student account. A student I.D. must be presented, and only the student may charge on his account. Some restrictions may apply.

**Descriptions of Educational Programs**

Information about MACC’s academic programs, degree offerings, and plans for future programs are available in this catalog, beginning on page 58 or online at www.macc.edu/programs/degree-programs.

Gainful Employment information for all certificate programs can be found online at www.macc.edu/gainful-employment-disclosures. You may also request a paper copy of this information from the Career and Technical Education office. The information is updated annually and reported to the U.S. Department of Education.

**Class Offerings**

MACC has hundreds of courses at dozens of times and delivered in flexible formats. Students should meet with an advisor to ensure they are on the right track for their degree program. A list of class offerings is available online at www.macc.edu/course-offerings.

**Facilities**

MACC offers access to academic and career and technical programs throughout northeast Missouri. MACC offers courses leading to degree and certificate programs at the Moberly campus, as well as locations in Columbia, Hannibal, Kirksville, Macon, Mexico and Online. More information about the MACC locations is available in this catalog, beginning on page 11. Contact information is online at www.macc.edu/campus-visits.

**Faculty**

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

Missouri Senate Bill 389 (SB389) allows students the opportunity to input selected information on the students’ assessment of the instructional process. The survey results may be accessed online at http://cx.macc.edu/~webmastr/sb389_eval.html.

**Transfer of Credit Policies**

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

**Articulation Agreements**

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

**Accreditation Information**

Moberly Area Community College is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411, 800-621-7440, www.hlcommission.org.

All two-year degree, one-year certificate, and certificate of specialization programs are approved by the Missouri Coordinating Board for Higher Education. Specific programs within the College are approved by the Missouri Department of Elementary and Secondary Education, the Missouri State Board of Nursing, National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), Accreditation Council for Occupational Therapy Education (ACOTE), American Occupational Therapy Association (AOTA) and the Missouri Peace Officers Standards and Training Commission (POST). MACC’s dual credit program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP).

Students may review copies of documents regarding entities that accredit, license, or approve the institution and its programs. To obtain this information students should submit a request to the Student Affairs Office. Please see page 11 of the MACC catalog for additional information about MACCs accreditation status. A list may also be found online at www.macc.edu/about-macc/accreditation.

**Copyright Infringement—Policies and Sanctions**

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

Accusation of academic dishonesty puts the burden of proof on the student, not the instructor. Whether intentional or unintentional, all instances of academic dishonesty could have one of the following consequences (this list is not exclusive): reduction of paper/test/project grade; failure of paper/test/project with a rewrite or re-creation; failure of paper/test/project without a rewrite or re-creation; reduction of course grade; failed course grade; expulsion from the course; or expulsion from MACC. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

A complete version of MACCs policies related to the use of copyright material and Academic Dishonesty can be found in
Any time you program for a full description and application requirements. Have additional application requirements; please refer to each. 

To apply for an Federal Student Aid (FAFSA) each year to initiate a request for Federal, State, Local, and Institutional Programs. MACC offers several institutional and endowed funded scholarship programs and is authorized to participate in the Federal Pell Grant Program, the Federal Stafford Loan Program (Subsidized and Unsubsidized), the Federal College Work-Study, Federal Supplemental Education Opportunity Grant, Access Missouri Grant, Missouri A+ Scholarship, Marguerite Ross Barnett Scholarship and the Missouri Bright Flight. For a complete description of all programs, see pages 35-46 of the catalog and online at www.macc.edu/about-macc/student-organizations.

The Career Center provides free services to anyone residing in northeastern Missouri desiring career direction. More information about available services can be found on page 55 of the catalog, and a complete list of services can be found online at www.macc.edu/career-placement.

MACC students may receive financial assistance in the form of grants, loans, scholarships, and work-study programs, from Federal, State, Local, and Institutional Programs. MACC offers several institutional and endowed funded scholarship programs and is authorized to participate in the Federal Pell Grant Program, the Federal Stafford Loan Program (Subsidized and Unsubsidized), the Federal College Work-Study, Federal Supplemental Education Opportunity Grant, Access Missouri Grant, Missouri A+ Scholarship, Marguerite Ross Barnett Scholarship and the Missouri Bright Flight. For a complete description of all programs, see pages 35-46 of the MACC catalog or online at www.macc.edu/services/financial-aid.

In addition, comprehensive student aid information is available from the U.S. Department of Education’s Student Aid on the Web at www.studentaid.ed.gov.

All financial aid applicants must complete the Free Application for Federal Student Aid (FAFSA) each year to initiate a request for financial aid at MACC. The FAFSA may be completed online at www.fafsa.gov. MACC’s federal school code, 002491, must be provided on your FAFSA in order for your information to be sent to us electronically from the U.S. Department of Education. To sign the FAFSA on the Web electronically, you must apply for an FSA ID at https://fsaid.ed.gov/nas/index.htm. Some programs have additional application requirements; please refer to each program for a full description and application requirements.

Satisfactory Academic Progress

Please see pages 36-37 of the MACC catalog for a list of general eligibility requirements and the Satisfactory Academic Progress Guidelines for financial aid. A complete copy of the SAP policy is online at www.macc.edu/satisfactory-academic-progress.

How Financial Aid Eligibility is Determined and Need-Based Aid is Awarded

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

Estimated Costs for Attending MACC

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

Method and Frequency of Financial Aid Disbursements

The Financial Aid Office will notify you in writing of your expected loan disbursement and refund dates. The Business Office will credit (post) your Financial Aid to your student account as it is received by the college. Any and all monies received will be applied to your student account first to pay all outstanding charges. Federal Pell Grant funds, Federal Direct Student Loan and Federal Parent PLUS Loan funds are issued in payments called “disbursements.” If a credit balance occurs on your account as a result of the disbursement(s), the Business Office will prepare a refund check. The refund date will be no sooner than the 45th day of your semester. The Business Office will send you a notice to your MACC-issued student email account addressing the date and procedures for receiving your refund. Please note: If a credit balance occurs on your account as a result of the disbursement(s), the Business Office will prepare a refund check. The refund date will be no sooner than the 45th day of your semester. The Business Office will send you a notice to your MACC-issued student email account addressing the date and procedures for receiving your refund. Please note: You are not guaranteed a refund on your disbursement date. Any time you receive aid in excess of your charges, the Business Office will issue a refund check for the credit balance within 14 days after your charges are paid in full.

Financial Aid Shopping Sheet

In compliance with the Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and other Family Members, also known as Executive Order 13607, MACC provides The Shopping Sheet, which is a resource to help consumers understand their educational costs and the aid available to meet those costs. Developed by the U.S. Department of Education, it provides a simplified overview of your financial aid, and should be considered supplemental information to your MACC Financial Aid Award Letter and Award Letter Guide. The information provided also includes graduation rates, loan default
rates, median borrowing and estimated monthly loan payments after graduation. Before you can view your Shopping Sheet, you must complete admissions requirements and complete the annual Free Application for Federal Student Aid (FAFSA). You may access your federal Shopping Sheet by logging into myMACC. More information about the Shopping Sheet is available online at www.macc.edu/index.php/shopping-sheet.

**Entrance Loan Counseling for Student Borrowers**

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

**Exit Counseling for Student Borrowers**

All student loan borrowers are required to complete exit counseling before they withdraw, graduate or reduce their enrollment status to less than half time (less than six hours). MACC will notify loan borrowers of this requirement and will require Exit Counseling to be completed online at www.studentloans.gov. MACC will not release an official transcript if Exit Counseling is not completed.

**Student Loan Postponing Payments Options**

If student loan borrowers experience financial hardship, they may postpone student loan payments if they meet specific eligibility criteria. Postponement options are called deferment or forbearance. More information may be obtained directly from the Student Loan Servicer and online at studentaid.ed.gov/sa/repay-loans/deferment-forbearance.

**National Student Loan Database System**

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

**Code of Conduct for Student Loans**

MACC adheres to a code of conduct regarding relationships with providers of private educational loans. A complete copy of the policy is available online at www.macc.edu/student-loan-conduct. Although MACC does not recommend private educational loans, at the request of a student applicant for a private educational loan, MACC will provide the official Private Education Loan Applicant Self-Certification form.

**Preferred Lender List**

Moberly Area Community College does not have Preferred Lender Arrangements.

**The Student Loan Ombudsman**

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

**Terms of Student Loans, Including Necessity of Repayment and Sample Repayment Schedule**

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

**Terms/Conditions of Financial Aid Employment**

The Federal Work-Study (FWS) Program may provide jobs for eligible students. Students may be hired in offices, maintenance, the cafeteria, or as peer tutors for the Library & Academic Resource Centers, elementary school tutors, and as assistants. FWS is open to students at all MACC campuses. Students interested in participating in this program should contact the Financial Aid Office for an application and a list of current openings. Please see the Student’s Guide to the Federal Work-Study Program for all eligibility requirements and application procedures online at www.macc.edu/financial-aid-types/college-workstudy.

**Concerns About Financial Aid Fraud**

On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act to enhance protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud. If you believe you have been the victim of scholarship fraud, wish to file a complaint, or want more information, call (877) FTC-HELP or go online at www.ftc.gov/scholarshipscams.

**Financial Aid for Study Abroad**

Students enrolled in an MACC-sponsored study abroad program may apply for financial aid. The courses available in the semester abroad program must be required for the student’s declared degree. More information is available online at www.macc.edu/programs/semester-abroad.
FEDERAL STUDENT AID PENALTIES FOR DRUG LAW VIOLATIONS

If you have been convicted of possessing or selling illegal drugs, you may not be eligible to receive federal student aid. Even if you are not eligible for federal student aid, you may still be eligible for aid from your state or college. More information is available online at https://www.macc.edu/images/stories/financialaid/documents/Federal_Student_Financial_Aid_Penalties_for_drug_violations.pdf.

CAMPUS SAFETY AND SECURITY

Moberly Area Community College is committed to assisting all members of the MACC community in providing for their own safety and security. We encourage students to review the Security webpage at www.macc.edu/index.php/securityhome for detailed information. Topics include: Crisis Management Plan, Crime Prevention Tips, Crime Awareness, Crime Log and Statistics, Emergency Response Evacuation Procedures, Fire Log, Fire Safety, Security Reports, and Vehicle Policies/Parking.

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

In accordance with the Jeanne Clery Act, the annual security and fire safety compliance document is available on the MACC website at www.macc.edu/index.php/crime-stats. Crime statistics for all campuses of MACC for the past three calendar years are included in the Security report.

A hard copy of the Annual Security Report and/or additional information regarding public safety may be obtained from the MACC Security Office, located in the Student Affairs Office, Andrew Komar, Jr. Hall, on the Moberly campus, or by calling (660) 263-4100, extension 11247.

THE WHISTLEBLOWER PROTECTION ACT

The Whistleblower Protection Act (WPA) protects Federal employees and applicants for employment who lawfully disclose information they reasonably believe is a violation of laws, rules, or regulations, gross mismanagement, gross waste of funds, an abuse of authority or a substantial and specific danger to public health and safety. For more information about the WPA see: http://www2.ed.gov/about/offices/list/oig/hotlinehtml#whistleblower1.

TIMELY WARNING POLICY

Moberly Area Community College will follow the conditions of the Jeanne Clery Act regarding the issue of timely warnings concerning crimes reported to MACC Security or local law enforcement. A complete copy of MACC’s Timely Warning Policy (L.085 and M.068) can be found in the Policy Handbook online at https://www.macc.edu/images/stories/employment/pdfs/macc_policyhandbook.pdf.

Please subscribe to MACC’s text-messaging system for sending notifications to your mobile phone about “emergencies” on campus (i.e., classes cancelled because of snow, security incidences, etc.). All students, faculty and staff should use this system. The online form to subscribe is located at www.macc.edu/alerts/.

MISSING STUDENT POLICY

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

DRUG AND ALCOHOL ABUSE PREVENTION POLICY

MACC is committed to the education and development of students, faculty and staff regarding the prevention of the abuse of alcohol and other drugs. In order to provide the best possible educational environment, students are required to attend class and employees are required to report to work in an appropriate mental and physical condition. It is the intent and obligation of the College to provide a drug- and alcohol-free, healthful, safe, and secure environment in compliance with the Drug Free Workplace Act and the Drug-Free School and Communities Act.

All employees, including student employees, as a condition of employment, must abide by the terms of this policy and report any convictions under a criminal drug/alcohol statute for violations occurring on or off College premises, at College-sponsored activities, or while otherwise conducting College business. A report of conviction must be made to the President’s Office within five days of the conviction. This requirement is mandated for all employees by the Drug-Free Workplace Act of 1988.

A complete copy of this policy is distributed on a regular basis to students and staff. A copy of the policy is also available online at https://www.macc.edu/consumer-information/49-about-macc/about-macc/1364-drugalcohol-policy.

Communicable Diseases

Meningitis Vaccination (Missouri Revised Statutes 174.335.1)

All students residing in MACC residence hall facilities will be required to have received the meningococcal vaccine unless a signed statement of medical or religious exemption is on file with the admission’s office. A student shall be exempted from the immunization requirement of this section upon signed certification by a physician indicating that either the immunization would seriously endanger the student’s health or life or the student has documentation of the disease or laboratory evidence of immunity to the disease. A student shall be exempted from the immunization requirement if he or she objects in writing to the institution’s administration that immunization violates his or her religious beliefs.

Tuberculosis Testing (Missouri Revised Statutes 199.290)

State law mandates that all higher education institutions in Missouri implement a targeted testing program for tuberculosis (TB) on their campuses for all on-campus students upon matriculation. All MACC students who are determined through the admissions application to be at risk of tuberculosis will be required to be TB tested. Testing can be done at any local county health department. Any student who does not comply with the targeted testing program shall not be permitted to maintain enrollment in
the subsequent semester at the institution. 
A complete copy of the policy can be found in the Student Redbook online at www.macc.edu/images/stories/employment/pdfs/RedBook.pdf.

**GRADUATION, RETENTION AND TRANSFER-OUT RATES**

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

**COLLEGE NAVIGATOR WEBSITE**

The National Center for Educational Statistics (NCES) provides a College Navigator website for each college to assist students in their search of finding the right college. You may access MACC's information online at nces.ed.gov/collegenavigator/?q=moberly+area+community+college&s=MO&id=178448#retgrad.

**EMPLOYMENT FOR GRADUATES**

Available information about job placement rates and the types of employment obtained by MACC graduates as well as transfer-out information may be obtained online at www.macc.edu/institutional-data-and-stats.

**PROGRAM CAREER AND SALARY INFORMATION**

Pursuant to Missouri House Bill 1606 (2018), information regarding the number of credit hours, program length, employment rate, wage data, and graduates employed in careers related to their program of study at Moberly Area Community College can be found at https://scorecard.mo.gov/scorecard. Search using School/Program "Moberly Area Community College" and choose the degree or credential type of interest.

There are some limitations to the data. Information provided is based on the most recent cohorts available. Typically, most recent cohorts for wage and completion data are six years prior to the current academic year. Time to complete a program of study varies depending on the number of credit hours students earn per semester.

**GRADUATION, RETENTION AND TRANSFER-OUT RATES FOR STUDENT-ATHLETES**

Transfer-out rates are provided to student-athletes, their parents, high school coaches, and guidance counselors when an athletically related student aid offer is made. The most current rates are available online at www.macc.edu/institutional-data-and-stats.

**ATHLETIC PROGRAM PARTICIPATION AND FINANCIAL SUPPORT**

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

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

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

**VOTER REGISTRATION**

As required by National Voter Registration Act and the Higher Education Act, Moberly Area Community College encourages students who meet voter registration guidelines to register to vote and participate in the democratic process for all federal and state elections. Sixty days prior to general and special elections for federal offices and elections of the Governor and other chief executives of the State of Missouri, MACC will make a good faith effort to distribute voter registration information and forms to our enrolled degree-seeking students. Voter Registration Qualifications include: 17 ½ years of age to register, 18 years of age to vote, U.S. Citizen, and Missouri Resident. Missouri residents can access the forms necessary to register to vote at www.sos.mo.gov/elections/goVoteMissouri/register.

**CONSTITUTION DAY**

Constitution Day and Citizenship Day are observed each year on September 17 to commemorate the signing of the Constitution on September 17, 1787, and “recognize all who, by coming of age or by naturalization, have become citizens.” Each educational institution which receives Federal funds is required by law to hold an educational program on the United States Constitution for Constitution Day and Citizenship Day.

**NON-DISCRIMINATION POLICY STATEMENT**

Moberly Area Community College is committed to a policy of non-discrimination on the basis of race, color, national origin, gender, disability, age, marital or parental status, religion, genetics, ancestry, or veteran status, in admissions, educational programs, activities, and employment.

A complete copy of MACC's Civil Rights Non-discrimination Policy (L.035 and M.055) can be found in the Policy Handbook online at www.macc.edu/images/stories/employment/pdfs/macc_policyhandbook.pdf.
For more information about MACC’s non-discrimination policy, see page 51.

**COMPLAINT POLICY**

The MACC Complaint Policy is available to students and other stakeholders who have a complaint regarding the College not covered by existing academic policies, student conduct policy, sexual misconduct policy, etc. When possible, an individual with a complaint should attempt to resolve the concern with the personnel having direct responsibility at the source of the complaint. If the complaint is not resolved through this informal process, the complaint should be put in writing using the MACC Complaint Form.

A complete copy of MACC’s Complaint Policy (L.035) can be found in the Policy Handbook online at www.macc.edu/images/stories/employment/pdfs/macc_policyhandbook.pdf.

For more information about MACC’s complaint policy, see page 52 of the MACC catalog.

The Missouri Department of Higher Education serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy may be found dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION-reviseddraft.pdf.

This MDHE webpage contains information about the complaint process and includes instructions on how to file a formal complaint. Note that the policy provides that a student who wishes to file a complaint with the department must first exhaust all formal and informal avenues provided by the institution to resolve disputes.

The Missouri Attorney General’s Office website may be found at www.ago.mo.gov/.
OPEN DOOR PHILOSOPHY

The “open door” philosophy at Moberly Area Community College allows access to admission in College programs based on aptitude, interest, and abilities. College admission does not guarantee admission to programs or courses that have specific entrance requirements or prerequisites.

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 the appropriate courses or programs.
GENERAL ADMISSION REQUIREMENTS

1. All students enrolled in college credit classes must provide or have on file proof of high school graduation or HS/SET (formerly GED), or equivalent 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. Admission to Moberly Area Community College does not guarantee acceptance into selected admission programs. A separate application process is required in all Health Sciences programs and the Law Enforcement Training Center.

2. Students who have graduated from an online high school must show proof that it is accredited by a state/federal agency. Students who have completed a home schooling education course of study must show proof the curriculum meets the state approved common core subjects.

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

4. All first-time freshmen are admitted in good standing provided they have met all admission requirements.

5. All degree-seeking students must submit official transcripts from all colleges and universities attended by the completion of the first ten days of class in a 16-week semester or the equivalent in a shorter session. All previously earned college credits will be evaluated individually.

6. Assessment measures are required of students.

7. Extenuating circumstances regarding any of the above items may be appealed to the Dean of Student Affairs and Enrollment Management.

8. The College may restrict or deny admission to any applicant whose record of behavior indicates that his or her admission may create a threat or potential danger to the College community or is deemed disruptive to the educational process or environment. Restrictions may include access to College residence halls. Students with certain criminal backgrounds may be restricted from entering specific programs or career fields. The College may deny admission into distance learning courses to students who reside in a state or country where the College is not authorized to provide educational programs. An appeal process is available to any student denied admission.

PLACEMENT ASSESSMENT PROGRAM

MACC uses several methods to assess students’ readiness for college-level coursework. The placement assessment program enables College personnel to place students in appropriate classes. A placement test is required of all students who:

- Are certificate- or degree-seeking, or
- Wish to enroll in math or writing courses.

Transfer students who have successfully completed an English or math course may waive the equivalent requirement for placement purposes. Students enrolled in the Law Enforcement Training Center program are exempt from the placement assessment requirement. Specific programs, such as those in Health Sciences, require a minimum score as a criteria for admission into the program. See “Admissions for Special Selection Programs” criteria on the following page.

PLACEMENT AND CERTIFICATION TESTING CENTER

MACC administers a variety of examinations which aid in placing students in appropriate classes or certify levels of skill attainment/academic progress. Most exams are delivered via computer-based systems, and all exams are administered under strict registration and security standards to maintain the integrity and accuracy of results. The following is a partial list of exams currently offered via the Testing Center. Current details and exam dates are maintained on MACC’s website.

Accuplacer
This three part exam (or the ACT) is required by Moberly Area Community College for placement into English and math courses.

ACT Residual
This five part exam (or Accuplacer) is used by Moberly Area Community College for placement into college-level writing and math courses.

MECA (Mathematics Exit Competency Assessment)
This exam allows students the opportunity to challenge and appeal their current mathematics course placement. This is a paper-and-pencil, competency-based assessment that may be completed one time for each course.

Math Multiple Measure Alternative (MMMA)
Students who test into a lower level math course may be placed in their college level math (Precalculus Algebra, Quantitative Reasoning, Elementary Statistics, or Precalculus) based on multiple measures. These measures include high school graduation year, high school GPA, college GPA, and test scores.

Reading Multiple Measure Alternative (READ)
Students who do not test into LAL101 based on reading placement scores may be eligible for LAL101 based on multiple measures. These measures include a+ designation from high school or combination of high school grades, GPA, attendance, and letter of recommendation.

Writing Appeal
This allows students a one-time appeal to demonstrate the writing skills necessary for LAL101 or equivalent. The appeal is a proctored writing assignment, with a topic selected from a predefined series of options.

CLEP
These exams allow people who have acquired knowledge outside the usual educational settings to show that they have learned college-level material so that they can bypass certain college courses. The CLEP exams cover material that is taught in introductory-level courses at many college and universities.

HSET
The HSET (High School Equivalency Test) certifies that the taker has high school-level academic skills.

MECA/MoGEA
These exams are required by the state and Moberly Area Community College for assessment of education majors.

NLN Assessments
These exams assess understanding of nursing care during the antepartal, intrapartal, postpartal, and neonatal periods, and are required as a part of the admission process for the Accelerated Associate Degree in Nursing program.
Successful completion of the Test of Essential Academic Skills (TEAS) is required in the application process for the Practical Nursing program at MACC’s Columbia, Moberly, and Mexico locations.

Additional Admission Policies

Dual Enrollment

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

• A cumulative 2.0 or better high school grade point average;
• A “Permission to Enroll” form completed and signed by the high school superintendent, principal or counselor, parent(s) or guardian(s), and the Dean of Student Affairs and Enrollment Management;
• An application for admission;
• Payment of tuition and fees;
• Compliance with College rules and regulations.

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

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

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

Dual Credit

Moberly Area Community College offers dual credit courses in over 40 area high schools. Dual credit provides high school students an opportunity to experience rigorous college-level coursework and to receive, simultaneously, both high school and college-level course credit. Providing dual credit opportunities to high school students not only works to increase the number of students graduating from high school and attending college, but also to reduce students’ costs and time to degree completion.

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

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 with the college/university to which they intend to transfer in order to determine if the institution has a policy regarding the acceptance of dual credit courses used for the completion of a college degree. MACC does not limit the number of dual credit courses that may be used for completion of a certificate or associate degree.

To be eligible to enroll in dual credit courses, students must meet the placement standards of MACC and the following guidelines:

Students in the 11th and 12th grades with an overall minimum grade point average of 3.0 (on a 4.0 scale) are automatically eligible for dual credit courses.

Students in the 11th and 12th grades with an overall grade point average between 2.5 - 2.99 (on a 4.0 scale) must provide a signed letter of recommendation from their principal or guidance counselor and provide written permission from a parent or legal guardian.

Students in the 10th grade must have an overall minimum grade point average of 3.0 (on a 4.0 scale) and must provide a signed letter of recommendation from their principal and guidance counselor and provide written permission from a parent or legal guardian.

Students in the 9th grade must have an overall minimum grade point average of 3.0 (on a 4.0 scale), score at the 90th percentile or above on the ACT or SAT, and provide a signed letter of recommendation from their principal and guidance counselor and provide written permission from a parent or legal guardian.

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

MACC’s Dual Credit Program follows the policies and program expectations outlined in the Missouri Coordinating Board for Higher Education’s Policy on Dual Credit Delivery and the National Alliance of Concurrent Enrollment Partnerships’ Accreditation Standards.

Admissions for Special Selection Programs

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

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

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

Admission Policies for International Students

International students must meet the following admission requirements:

1. Complete an admissions application for Moberly Area Community College and submit a copy of the student’s passport.
2. Provide a copy of high school transcript or the certifying graduation equivalent.
3. Provide a certificate of finances (translated into American currency) proving adequate support for the full period of study at this College, accomplished by documentation. A current certified letter from a bank or a letter of sponsorship from a government or established organization may be used as an attachment to the certification. The minimal amount needed will be $18,000 (American Dollars) or the equivalent.
4. Provide certified proof of proficiency in the English language, which may be achieved by one of the following:
   • A minimum total score of 500 PBT (CBT 173/IBT 61) on the Test of English as a Foreign Language (TOEFL). An original TOEFL score is preferred, but copies of TOEFL scores will be accepted, or
   • Completion of an English program at an Intensive English Institution approved by the Dean of Student Affairs and Enrollment Management, or
   • A diploma/degree from a secondary institution in English-speaking countries with a minimum of two years of successful full-time study with English as the medium of instruction, or
   • Current MACC placement exam scores for English and reading which qualify the student to enroll in LAL101 Composition I, or
   • A minimum International English Language Testing System (IELTS) overall band score of 5.5.
   • Completion of a college-level English course with a grade of “C” or better which qualifies as a part of an MACC degree program.

5. Pay all tuition and fees in full when registering for classes unless guaranteed by the country’s scholarship program. Exceptions require approval of the President.

6. Provide a $1,200 deposit before the I-20 will be approved and sent to the student if requesting admission to MACC and residing outside the United States. This deposit will be used as payment toward tuition and fees. Upon the student’s arrival at the College, the balance of tuition and fees must be paid in full.

7. Provide a letter of good standing from the most recent college or university if transferring from another institution.

8. Enroll at Moberly Area Community College as a full-time student. Students may enroll in 9 credit hours at MACC and at least 3 credit hours which qualify for their degree program concurrently at another college or university during a regular 16-week semester.

9. Carry health and accident insurance that is administered through MACC. The full cost of the insurance must be paid at the time the student enrolls for classes. Participation in MACC health and accident insurance may be waived if the international student provides evidence of a full scholarship from the government of their home country and the scholarship includes health and accident insurance.

10. Admission to Moberly Area Community College does not guarantee acceptance into selected admission programs. A separate application process is required in all Health Sciences programs and the Law Enforcement Training Center.

Refer to “Evaluation of International Credentials” on this page for information regarding MACC transfer policies.

**TRANSFERRING CREDIT TO MACC**

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

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

When a transfer course is fewer credit hours than a similar course offered by MACC, MACC will accept the transfer course as a direct equivalent under the following conditions:

- The majority of the course content is the same.
- Student learning outcomes are significantly similar, and
- The course from the originating institution is within 75% of the credit hours of the MACC course.

The appropriate dean will review the transfer course for equivalency. A student must earn the minimum amount of credit hours required for the degree. Although a transfer course with fewer credit hours may meet the requirement of an MACC course, the actual credit hours awarded at MACC remains the same as those assigned by the originating (transfer) institution. Additionally, the student should meet the minimum distribution requirements within the degree. In special cases the dean may waive the minimum distribution requirement.

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

**CORE 42 (General Education Block)**

A statewide general education core curriculum facilitates the portability of general education coursework among Missouri’s public colleges and universities. Courses comprising this core curriculum have been identified at each public institution, denoted with a MOTR prefix, and cross-walked with other institutions’ courses. Per policy adopted by the Missouri Department of Higher Education, students completing courses under the CORE 42 curriculum and transferring those courses to MACC will receive academic credit in the following manner:

- Students who complete the CORE 42 curriculum at any public institution shall be considered as having met all lower-division general education requirements at MACC. MACC will not require the student to complete any additional general education coursework. However, the student may be required to complete specific courses outside of the CORE 42 curriculum to fulfill degree requirements.

- Students who do not complete the entire CORE 42 before transferring into MACC shall receive credit for each MOTR course completed at the sending institution. Students will be required to fulfill the remainder of the CORE 42 curriculum at MACC as well as any additional degree requirements.

CORE 42 applies only to students transferring into the Associate of Arts degree. It does not apply to professional degree programs.
such as the Associate of Science and Associate of Arts in Teaching, nor does it apply to certificates or Associate of Applied Science degrees at MACC.

Evaluation of International Credentials
Students who attended high school outside the United States may need their transcripts evaluated as determined by Student Affairs. 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. Educational Credential Evaluators (ECE) or International Education Research Foundation (IERF) are approved professional evaluation services. Applications can be found online at www.ece.org and www.ierv.org. The student is expected to pay all costs of translation and/or evaluation of international credentials. Evaluation of credentials completed by ECE and IERF are subject to review and approval by the Registrar.

CREDIT FOR PRIOR LEARNING

MACC supports the concept of life-long learning to meet the retraining, upgrading, and personal enrichment needs of students. Credit for prior learning provides a means of recognizing alternative educational or experience-based learning that has been attained outside of the traditional college setting. Credit for prior learning is not awarded for experience but for college-level learning which entails knowledge, skills, and competencies that students have obtained as a result of their prior learning experiences.

MACC will award credit for prior learning to students who have demonstrated learning proficiency through one or more of the following methods:

Standardized Testing

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

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

Defense Activity for Nontraditional Educational Support (DANTES)/DSST
MACC will accept credit for DSST exams based on a review and evaluation by the Dean of Academic Affairs, the Dean of Workforce Development and Technical Education, or the Dean of Health Sciences. Students must submit an official score transcript. Credit will only be awarded for courses which count toward certificate or degree requirements.

Credit by Examination
The purpose of credit by examination is to award college credit for knowledge, skills, and competencies obtained through non-traditional college programs. Credit will be granted for scores at or exceeding 80% for existing career and technical courses in the MACC curriculum as approved by the Dean of Workforce Development and Technical Education. Credit by Examination will only be considered if reasonable proof can be provided indicating that the student has substantial education, training, and work experience related to the course for which the exam is requested. Only one opportunity will be given to test-out for credit in any one course, and the applicant must pay a test fee.

Credit by Examination will be awarded only after a student has completed 12 college-level credit hours toward a 32 credit hour certificate or an AAS degree. Total credit hours granted to any student through Credit by Examination toward a 32 credit hour certificate or an AAS degree will not exceed 50% of credit hours required.

Credit by Certification
Credit by Certification may be an option for students enrolled in certain MACC Associate of Applied Science degrees and one-year certificate programs that have related industry-standard certification or formal apprenticeship training. Credit by Certification will only be considered after the student has applied for admission and provided a completed Application for Credit by Certification accompanied by documentation of successfully passing a certified training program.

Credit by Certification will be awarded in accordance with American Council on Education recommendations as published in the National Guide to Educational Credit for Testing Programs and/or other recognized accrediting bodies approved by the Dean of Workforce Development and Technical Education and consisting of, but not limited to, certifications offered by the following bodies: American Welding Society, Cisco Networking Academy, a Department of Labor Approved Apprenticeship Training Program, or MACC non-credit courses conducted to credit students.

Credit by Certification will be awarded only after the student has completed 12 college-level credit hours with a grade of “C” or better and has a cumulative GPA of 2.0 in coursework specific to the degree being sought at MACC and appropriate fees have been paid. The total credit hours granted to any one student through Credit by Certification toward an AAS degree or certificate is 50% of credits required. Credit by Certification will be awarded only when it relates specifically to a program of study at MACC.

Credit by Credential
Students who have a current nationally-recognized credential may be awarded college credit toward an Associate of Applied Science degree in a related program. The credit hours are awarded on the basis of competencies the individual has gained in the process of achieving the national credential. The following guidelines apply to the granting of college credit to students with a national credential. The individual will complete the following:

- Meet all criteria for admissions as specified in the College catalog;
- Make application to the Dean of Workforce Development and Technical Education for college credit by current credential;
- Provide official documentation of his or her current nationally-recognized credential to the College at the time of the application for credit;
- Complete 12 credit hours of MACC courses in the related Associate of Applied Science degree before the credit for the credential will be placed on the individual’s official MACC transcript. The individual’s credential must remain current and be documented at the time this credit is awarded.

ECE and IERF are subject to review and approval by the Registrar.

Admissions & Registration
**Military Credit**
Veterans may receive academic credit for military/educational training earned while serving in the armed forces based on evaluation and recommendation from the American Council on Education (ACE). Veterans requesting credit for military experience must submit an official copy of their ACE transcript to the MACC Registrar. This information will then be evaluated by the Registrar and the Dean of Academic Affairs, the Dean of Workforce Development and Technical Education, or the Dean of Health Sciences. Credit will only be awarded for courses which count toward certificate or degree requirements.

**Credit by Articulation**
Articulation is a curricular concept designed to eliminate duplication of instruction and to recognize student achievements from area career and technical schools and comprehensive high schools that are approved by the Missouri Department of Elementary and Secondary Education. Students wishing to obtain articulation credit must:
- Be seeking an Associate of Applied Science degree in the same career and technical program or one closely related to the secondary program;
- Have completed a two-year secondary career and technical program;
- Have earned a cumulative 3.0 GPA in the secondary career and technical program and a 2.0 overall cumulative GPA;
- Meet all College admission criteria as specified in the College catalog;
- Make application to the Dean of Workforce Development and Technical Education for articulation within two years following high school graduation;
- Provide official high school transcript(s) and competency documentation, if required; and
- Complete all developmental coursework and twelve college-level credit hours of 100-level or higher with at least a 2.0 GPA before credit by articulation will be transcripted.

Final determination of allowable articulation credit will be transcripted as follows: MACC course number, course title, notation of articulation credit, credit hours, and “credit” in place of a grade. Articulation credit will not be used in grade point calculations.

**Other Experience**
The College may consider other nontraditional learning experiences, such as internships and learning experiences attained through business or industrial training programs, on a case by case basis. The Dean of Academic Affairs, the Dean of Health Sciences, or the Dean of Workforce Development and Technical Education will determine if credit for prior learning should be awarded.

**Transferring Credit to Other Institutions**
Educational requirements vary from one institution to another. For this reason, it is extremely important that students who plan to transfer to another institution work closely with the Office of Student Affairs in planning their course schedules. Individual contact with college representatives from the receiving institutions and campus visits are important to prepare for a smooth transition.

**CORE 42 (General Education Block)**
CORE 42 is a recommended lower-division general education curriculum of forty-two semester credit hours intended to facilitate student transfer among Missouri’s public institutions of higher education. All public colleges and universities have adopted the CORE 42 transfer curriculum.

CORE 42 specifies the basic competencies and knowledge areas that all students completing degrees at Missouri public institutions of higher education must complete. CORE 42 is comprised of courses distributed across five knowledge areas. These courses are designated with a Missouri Transfer (MOTR) course number, which guarantees the one-to-one transfer of these courses among all Missouri public institutions of higher education. CORE 42 does not apply to professional degree programs.

According to policy adopted by the Missouri Department of Higher Education, students completing courses under the CORE 42 curriculum will receive transfer credit in the following manner:
- Students who complete the Associate of Arts degree at a Missouri community college and transfer to a Missouri public university shall have completed all lower-division general education requirements at the receiving institution. Students shall receive full credit, including any prerequisites or requirements for the major, for all MOTR courses transferred. The receiving institution cannot require the student to take additional lower-division general education courses. The student may, however, have to take additional lower-division courses to fulfill program or institutional requirements.
- Students who complete the CORE 42 at any public institution shall be considered as having completed all lower-division general education requirements at a receiving institution. Students shall receive full credit, including any prerequisites or requirements in the major, for all MOTR courses transferred. The receiving institution cannot require the student to take any additional lower-division general education courses. The student may, however, have to take additional lower-division courses to fulfill program or institutional requirements.
- Students who do not complete either the Associate of Arts or the CORE 42 shall receive credit at a receiving institution for each MOTR course completed at the sending institution. Students shall receive full credit, including any prerequisites or requirements for the major, for all MOTR courses transferred. After receiving credit for MOTR courses, the student shall complete the CORE 42 at the receiving institution.

**Transcripts**
The Office of Student Affairs will release an official transcript only on written authorization of the student. Financial obligations to the College must be met before a transcript is released. Written requests for transcripts shall be filed with the Registrar in the Office of Student Affairs. There is no charge for the regular processing and mailing of transcripts up to five copies. Requests for a transcript to be faxed must be accompanied by a $6 payment.

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

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

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

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

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

**Audit**

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

**Late Registration**

Students may late-register or add classes through the first week of the 16-week semester or the equivalent period in a shorter session. A late registration fee of $75 will be charged for students enrolling in a class or classes on or after the first day of the semester. Students not meeting this requirement may audit regular college courses or enroll in non-credit college courses and programs.

1. Complete an application for admission, which is available in Student Affairs and on the website at https://my.maccc.edu/ICS/Admissions/Admissions_Homepage.jnz?portlet=Apply_Online_2.0&formname=Application+for+Admission.
2. Submit an official transcript to the Moberly campus (Office of Registrar, 101 College Avenue, Moberly, MO, 65270) with graduation date noted from an accredited high school or a certificate of high school equivalency through the High School Equivalency (HSET) or General Education Diploma (GED) test. College graduates (associate's degree or higher) may provide college transcripts, including degree awarded and graduation date, in place of high school records. All transcripts must be on file by the completion of the first 10 days of class in a 16-week semester or the equivalent in a shorter session. Students not meeting this requirement mayaudit regular college courses or enroll in non-credit college courses and programs.
3. Take the Accuplacer or ACT exam to determine placement in English and math courses. This requirement may be waived in some cases.
4. Once admitted, register for classes by visiting with an academic advisor. MACC encourages all students to register early to ensure the best selection of classes. When registering, students should check course schedules for class availability and the college catalog for prerequisites, corequisites, program restrictions, and other information.
5. Pay total fees and tuition by the first day of the semester. MACC offers several convenient payment options including cash, check, Visa, Master Card, Discover, and online.
6. Students may also set up a deferred payment plan.

**HOW TO OFFICIALLY WITHDRAW FROM CLASS(ES)**

In the event students are unable to begin or continue attendance in the class(es) in which they enrolled, they must officially withdraw themselves from the class(es) according to the procedures listed below. Students may drop classes until Stop Day (the Friday preceding finals week) in a regular 16-week semester. For shorter sessions (e.g., 8-week) or off-schedule programs (e.g., Health Sciences and LETC), the last day to drop typically falls on the Friday preceding the last class meeting day, but dates may vary. Students should follow the dates designated within the College’s academic calendar for these courses and programs. The process for withdrawing from class(es) is listed below. Students may withdraw from classes in one of two ways:

1. Obtain a schedule change/add-drop form from a Student Affairs representative/advisor. Present the completed form (including instructor signature) to a Student Affairs representative/advisor. The Student Affairs representative/advisor will review, process, and initial the form. Students are strongly encouraged to retain the student copy of the form for their records and to check what impact withdrawing from a class may have on completion of degree requirements as well as eligibility for financial aid, health insurance benefits, veteran’s benefits, scholarships, etc.
2. Send a letter to the Student Affairs Office of Moberly Area Community College. The official date of withdrawal will be the date the letter is postmarked. The letter must clearly state the student’s course(s) to be dropped and the date the student last attended the course(s) and must include the student’s signature and student ID number or social security number.

Mail the withdrawal letter to:
Student Affairs Office
Moberly Area Community College
101 College Avenue
Moberly, MO 65270

Official transcripts will reflect dropped courses as “W”. Students will owe tuition and fees unless they officially withdraw within the add/drop period specific to their classes. Failing to attend a class, ceasing to attend a class, or calling the College does not constitute an official withdrawal.
Flexible Course Scheduling

Evening and Friday-Only Classes
For those who cannot attend daytime classes, evening courses provide a convenient scheduling option. Admission requirements for evening classes are the same as for daytime classes. Normally, evening classes meet one time per week for 16 weeks. Friday-only classes also provide a convenient option for students who are balancing college with work, family, and personal obligations.

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

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

Eight-Week Classes
MACC offers a selection of classes in an eight-week format during the fall and spring semesters. MACC’s "Two in Eight" online program allows students to complete an Associate of Arts degree by taking two online classes every eight weeks during the fall, spring, and summer semesters. With this delivery format, students focus on two courses at a time while still enrolled as a full-time student. Eight week classes meet for an equivalent amount of instructional time as the traditional 16-week courses.

Repeating Courses
A student who receives a "C", "D," or "F" in any college-level courses may repeat the course. The grade received for the repeated course, if higher, will cancel the first grade and will be used in computing the student’s cumulative grade point average. In extenuating circumstances, students may petition the appropriate dean to repeat a course with an "A" or "B" grade. Developmental courses may be repeated regardless of the grade obtained. See the financial aid satisfactory progress policy beginning on page 36 for information on how repeated courses affect financial aid eligibility.
Tuition and Financial Assistance

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

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

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

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

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

General Education Courses

<table>
<thead>
<tr>
<th>Tuition Per Credit Hour</th>
<th>MACC District Residents</th>
<th>Other Missouri Residents</th>
<th>Other U.S. Residents</th>
<th>International Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular*</td>
<td>$91</td>
<td>$153</td>
<td>$209</td>
<td>$224</td>
</tr>
<tr>
<td>Online*</td>
<td>$122</td>
<td>$185</td>
<td>$241</td>
<td>$255</td>
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<tr>
<td>Hybrid*</td>
<td>$105</td>
<td>$168</td>
<td>$224</td>
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<tr>
<td>Dual Credit (including hybrid and online)</td>
<td>$45</td>
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Career and Technical Courses

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<tr>
<th>Tuition Per Credit Hour</th>
<th>MACC District Residents</th>
<th>Other Missouri Residents</th>
<th>Other U.S. Residents</th>
<th>International Students</th>
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<tr>
<td>Regular*</td>
<td>$96</td>
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<tr>
<td>Online*</td>
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<td>$190</td>
<td>$246</td>
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<tr>
<td>Hybrid*</td>
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Health Sciences Courses

<table>
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<tr>
<th>Tuition Per Credit Hour</th>
<th>MACC District Residents</th>
<th>Other Missouri Residents</th>
<th>Other U.S. Residents</th>
<th>International Students</th>
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<tbody>
<tr>
<td>Regular*</td>
<td>$101</td>
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<tr>
<td>Online*</td>
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<td>O.T.A. courses*</td>
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<tr>
<td>M.L.T. courses*</td>
<td>$297</td>
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</table>

*These costs do not include the Student Activity/Support Services fee and the Technology fee.

Residents from the following states/counties can attend MACC at the out-of-district rate:
Iowa -- Davis County, Van Buren County, Lee County
Illinois -- Adams County, Hancock County, Pike County

Health Sciences Clinical Fees Per Credit Hour

<table>
<thead>
<tr>
<th>Health Sciences Clinical Fees Per Credit Hour</th>
<th>Amount</th>
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<tbody>
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<td>Associate Degree Nursing</td>
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<td>Practical Nursing Program</td>
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<td>Medical Laboratory Technician</td>
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Law Enforcement Training Center Tuition and Fees

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<tr>
<td>Firearms and Forensic Lab Fee</td>
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<tr>
<td>Drivers Training and Emergency Vehicle Operation Course Lab Fee</td>
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Total Fees and Tuition

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<tbody>
<tr>
<td>$4,050</td>
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</tbody>
</table>

Continuing Education Courses

Fees vary per course.

Student Activity/Support Services Fee
A student activity/support services fee of $12 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 $14 per credit hour is charged to students to help support technology resources. Students enrolled in dual credit courses are exempt from this fee for those courses.

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

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

Residence Hall Fees
Residence hall fees are $1,400 per semester. A one-time housing deposit of $150 is required in advance to reserve a room. The deposit less damages is refunded when a student moves out of the dorm.

Meal Plans
Two meal plan options are available to students. Meal plans provide for breakfast and lunch meals during days that Area 27 is open according to the guidelines listed below. All meal plan options are payable in advance.

Option A (Base Plan): $1,100/semester
- Breakfast: provides for any combination of food and drink not to exceed $6
- Lunch: provides for any combination of food and drink not to exceed $9

Option B: $1,300/semester
- Breakfast: provides for any combination of food and drink not to exceed $7
- Lunch: provides for any combination of food and drink not to exceed $10

PAYMENT INFORMATION

Payment Due
All fees and tuition are due in full the first day of the semester/session, except those amounts covered by guaranteed financial aid.

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

The College may request a picture ID prior to accepting a check.
Two party checks and counter checks will not be accepted. The College reserves the right not to accept checks from a student who has previously written a check not honored by the bank.

**Deferred Payment Program**

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

**Late Payment**

Fees, tuition, and other charges assessed during a semester that remain unpaid shall be subject to collection efforts. Additionally, academic transcripts will be held, and students with delinquent balances will not be allowed to enroll in subsequent semesters. In addition to being held accountable for unpaid charges, students with delinquent balances will be subject to additional collection fees of up to 40% of the unpaid balance and pay a $50 late payment fee prior to reinstatement in good standing.

**REFUND POLICIES**

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

- **100% refund:** Official withdrawal initiated by the student through the Office of the Dean of Student Affairs and Enrollment Management within the first two weeks of classes for regular fall and spring 16-week semesters or the equivalent ratio of regularly scheduled two-, four-, or eight-week sessions.
- **No refund:** Withdrawals after the first two weeks of classes for regular fall and spring 16-week semesters or the equivalent ratio of regularly scheduled two-, four-, or eight-week sessions.
- **Students unable to begin classes after they have enrolled must officially withdraw from class to be eligible for a reduction of tuition and fees charged.**
- **Refunds for students called to military service are authorized on an individual basis by the President of the College.**
- **Refunds will not be given for business and industry courses and adult and community education courses.**
- **An international student who has not yet enrolled in classes will be eligible for a 100% refund of the $1,200 deposit upon his/her release of the I-20 which the College provided to the student. If the student is unable to obtain the original I-20 document, a signed statement by the student declaring his/her intent not to enroll at Moberly Area Community College will be required.** Upon receipt of this letter (declaration of intent) the College will provide a 100% refund of the student’s deposit. This declaration of intent will be forwarded to Immigration and Naturalization Service (INS) in order to change his/her visa status. An international student who has enrolled in classes is subject to the refund policy as stated in the catalog. Additionally, these students should be approved by the Dean of Student Affairs and Enrollment Management prior to dropping any or all courses registered for that semester.
- **If a student receives financial aid from federal Title IV programs (Federal Pell, Federal SEOG, Federal Stafford Loans) and withdraws from all classes prior to completing 60% of the enrollment period, he or she may be required to return federal Title IV funds. Under the Reauthorization of the Higher Education Amendments of 1998, the amount of a student’s federal aid is adjusted based on the length of time that a student is enrolled. Students will be required to repay aid they have received that exceeds the adjusted federal aid amount.**
  - In the event of extreme extenuating circumstances and with proper written documentation, a partial or total refund may be granted to a student beyond the standard refund terms. Such refund requests will be reviewed by the President of the College and a determination made on a case-by-case basis.

**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.

**RESIDENCY DEFINITIONS**

**In-District Student**

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

- Students claimed as dependents who reside with their parents and whose parents have their permanent residence within the Moberly Area Community College District.
- Students who do not live with their parents but are claimed as dependents by their parents whose permanent residence is within the Moberly Area Community College District.
- Students who have established permanent residence in the Moberly Area Community College District through full-time employment or other pursuits. Additionally, a student who has established residence in the Moberly Area Community College District for the purpose of attending college must reside in the district for at least 12 consecutive months prior to the first day of class.
- Students who have declared their emancipation and have established their residence within the Moberly Area Community College district by living in the district for 12 consecutive months prior to enrollment.
- Students who are separating from the military forces of the United States with an honorable discharge/general discharge and have established permanent residence in the Moberly Area Community College District.
- The following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition purposes:
  - A participant using educational assistance under either chapter 30 (Montgomery GI Bill® – Active Duty Program) or chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, who lives in the State of Missouri while attending a school located in the State of Missouri (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
  - Anyone using transferred Post-9/11 GI Bill® benefits
Residency will be determined at the time of admission by the Office of Student Affairs according to the residency policy. Any questions concerning the policy or its interpretation should be directed to the Dean of Student Affairs and Enrollment Management.

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

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

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

Students who have declared their emancipation and are under 22 years of age may be required to submit a copy of their parents' income tax form to verify that they were not claimed as a dependent.

**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 22 years of age, emancipated (student is not under the care, custody or support of parents or legal guardians), or a student separating from the military forces of the United States with an honorable/discharge.

**Out-of-State Student**

An out-of-state student is one whose permanent residence and address are outside the state of Missouri. This includes the following:

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

**Tuition and Fee Waivers**

**Graduating Summer Start Program**

The Graduating Summer Start Program allows graduating high school seniors, including those persons who have completed an accepted high school equivalency examination, such as the High School Equivalency Test (HiSET) or General Educational Development (GED) Examination, to enroll in up to three credit hours during the summer immediately following high school graduation or successful completion of a high school equivalency examination. A waiver of regular and hybrid tuition and all fees (excluding ecourse content fees, lab fees and online course fees) for up to three credit hours is granted upon documentation of high school graduation or successful completion of a high school equivalency examination. Participants in the Graduating Summer Start Program are responsible for textbooks/course resources and lab fees. Classes may be taken at any instructional site of MACC. Online courses do not qualify for this waiver. For more information, students may contact the Office of Student Affairs.

**Senior Citizens Higher Education Program**

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

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

**Fee Waiver for Retirees of Moberly Area Community College**

Retirees of Moberly Area Community College may attend MACC courses with a waiver of incidental fees and tuition, technology fee, and student activity/support services fee. Courses may be audited or completed for credit.

**Fee Waiver for Employees of Moberly Area Community College and Their Spouses/Domestic Partners**

Full-time employees and their spouses/domestic partners may attend MACC developmental and college classes 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.

In addition, full-time employees are eligible to apply for participation in one non-credit 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 non-credit 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.

**Fee Waiver for Dependents of Moberly Area Community College Employees**

Dependents of full-time employees of MACC may attend MACC developmental and college credit courses (including dual credit and dual enrollment) 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. Dependents are those members of the employee's family meeting the IRS definition of a dependent. Dependents who are eligible and meeting criteria for the Missouri A+ scholarship may receive an MACC voucher for college textbooks, course fees and lab fees in the fall and spring semesters for up to $500 and an MACC voucher for college textbooks, course fees and lab fees in the summer semester for up to $250.

Specialized programs such as LETC, MLT, and OTA will be covered at the highest tuition rate for out-of-district courses for employees, dependents, and spouses/domestic partners. 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.

Retirees of Moberly Area Community College may also attend MACC courses with a waiver of incidental fees and tuition, technology fee, and student activity/support services fee. Courses may be audited or completed for credit.

**Fee Waiver for Employees of the Moberly Public School District**

All full-time employees of the Moberly Public School District who live in the College taxing district may attend up to nine hours of MACC classes per semester with waiver of in-district regular fees, technology fee, and student activity/support services fee. All full-time employees of the Moberly Public School District who do not reside in the College taxing district will be required to pay the difference between the in-district and out-of-district tuition rate. The cost of textbooks/course resources, supplies and laboratory fees is the responsibility of the individual. Online and hybrid courses contain additional per credit hour fees, which will be the responsibility of the individual.

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

**Tuition Waiver for Out-of-District Employees (Moberly)**

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

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

**Tuition Waiver for Out-of-State Employees (Hannibal)**

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

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

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

**FINANCIAL AID INFORMATION**

The following sections will cover the general eligibility guidelines, application steps, and brief program descriptions. Clarification of, or additional information about, this information may be obtained by contacting the Financial Aid Office.

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. MACC uses a student's Expected Family Contribution (EFC), determined by the Free Application for Federal Student Aid (FAFSA), to estimate student financial need.

Financial need is determined by subtracting a student's EFC from the school's cost of attendance. The cost of attendance takes into account components such as tuition, fees, room/board, books, transportation and other miscellaneous expenses. Please note: financial need cannot always be met entirely by a financial aid award.

The maximum amount of aid a student may receive will depend on several factors: cost of attendance, enrollment status, EFC and specific financial aid program annual/lifetime limits.

The FAFSA will be available each year on October 1. Students may fill it out at www.fafsa.gov using prior-prior year tax information. It must be filed by February 1 each year for the best chance to receive some types of state aid (e.g. the Access Missouri Grant). Please review each financial aid program's application guidelines and deadlines.

Because financial aid award determinations are made during the summer for the fall and spring semesters, all necessary financial aid forms must be submitted to the MACC Financial Aid Office by June 1 for priority processing. Applications for financial aid will be accepted at any time during the academic year; however, late applications may not receive maximum consideration for programs with limited funds and may not be processed by the first day of the semester when tuition and fees are due to the College. Late payment fees may be assessed as a result.

General Application Steps and Eligibility Requirements

- Complete an application for admission to MACC.
- Declare a degree or certificate offered at MACC.
- Submit official high school transcript or GED/HiSET transcripts.
- Submit official college transcripts, from all previously attended colleges.
- Complete the annual Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov.
  - MACC's federal school code is 002491; this code must be provided on the FAFSA in order for MACC to receive the FAFSA results.
  - Successfully pass all database matches.
- Submit additional forms as requested by the Financial Aid Office, including, but not limited to:
  - Signed copies of tax forms and/or other documents.
- Enroll and attend classes which are required for the declared degree or certificate.
  - Financial aid will not cover classes which are not required for your degree.
  - Some financial aid programs have specific credit-hour requirements.
  - For example, student loans require half-time enrollment, which is defined as six to eight credit hours (6-8).
- Maintain academic progress according to MACC's Financial Aid Satisfactory Academic Progress (SAP) policy in the following section.

Financial aid will not be processed if one or more of the items above are not in compliance.

Generally, after you apply for admission and complete your FAFSA the Financial Aid Office will begin communicating with you. You may receive communication through the U.S. Postal Service or through email sent to your MACC-issued student email account. Notices of missing documents and award letters are also posted on the Financial Aid Portal in your online MyMACC account. It is your responsibility to review the correspondence and respond timely to ensure continued processing of your financial aid application. You must submit a FAFSA each year in order to initiate your request for financial aid.

After your financial aid applications have been reviewed, you will be sent a financial aid offer which will inform you of the financial aid programs MACC can offer you to assist with your educational expenses as well as your rights and responsibilities and disbursement and refund dates.

Applications for most financial aid programs are available in the Financial Aid Office and online at http://www.macc.edu/financial-aid-forms.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

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

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

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

After each semester has ended and grades are posted, a student’s SAP status will be reviewed. A student who received federal aid in that semester will be sent a notice to his/her MACC-issued student email account from the MACC Financial Aid Office if he or she did not meet the SAP requirements. Financial aid awards for subsequent semesters will be adjusted accordingly.

A student is considered to have an eligible SAP status if he or she:
1. Maintains the required Cumulative Grade Point Average (CGPA). All MACC students are expected to maintain a cumulative grade point average of 2.0 or better. However, to remain in acceptable status, a student must maintain a cumulative GPA in his or her program of study in accordance with the following criteria:

<table>
<thead>
<tr>
<th>Number of Hours Completed</th>
<th>Minimum Cumulative Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 or Less hours</td>
<td>1.85 CGPA</td>
</tr>
<tr>
<td>30 or More hours</td>
<td>2.0 CGPA</td>
</tr>
</tbody>
</table>

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

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

A student who receives a final grade of “A”, “B”, “C”, “D” or “P” for a course has successfully completed those credit hours. However, withdrawals from classes or a final grade of “F”, “I”, “W”, or “NR” are not considered satisfactory.

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

A student who maintains the standards for academic progress is allowed to receive aid until the maximum credit hour limit is reached or the requirements for the current declared degree are reached.

A student is ineligible when it becomes mathematically impossible for him to complete his program within 150% of the credit hour length of the program. For example, a student seeking a degree requiring 64 credit hours may attempt a total of 96 credit hours. This is referred to as the ‘maximum-time policy’. Transfer hours accepted by MACC will be used in calculating the maximum time allowed.

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

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

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

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

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

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

1. Successfully appeal the ineligible status by demonstrating unforeseen, documentable extenuating circumstances; or.
2. Enroll in a subsequent semester (at the student’s own expense) and eliminate the academic deficiencies by: 1) successfully completing the pace of completion requirement, and 2) completing enough credit hours to achieve the minimum cumulative GPA. (This option is not available for students who have lost eligibility due to failing the maximum-time component.)

A student with unforeseen, documentable extenuating circumstances who is ineligible for financial aid may appeal in writing by obtaining an Academic Progress Appeal form from the Financial Aid Office or online. The student must submit information and documentation explaining why the SAP standards were not met for each semester in which the student did not meet the required CGPA and/or a semester completion rate of at least 66.67%, and explain what has changed that will allow the student to meet SAP in the future.

College policy states tuition and fees are due or financial aid
must be in place by the first day of each semester. Therefore, appeals should be submitted a minimum of three weeks prior to a semester start date to allow ample time for review and processing. A student on Financial Aid Suspension should make necessary payment arrangements with the Business Office to pay their semester charges if the results of the appeal are not known prior to the first day of the semester.

If an appeal is received in the Financial Aid Office before a semester begins, or within the first two weeks (but no later than the last day to drop with a 100% refund), and if the SAP Committee denies the appeal, a student may choose to drop classes and MACC will waive the charges. The student’s decision must be submitted in writing to the Financial Aid Office within five business days of the email notice of the denial. If a student chooses to remain enrolled in their classes the student is responsible for all charges incurred and must make payment arrangements with the Business Office immediately. Appeals will not be accepted within the last two weeks of a semester.

Should an appeal be submitted after the third week in a semester the student must submit the Attendance and Grade Verification Form with the appeal. The appeal form and all required supporting documentation must be submitted to the Financial Aid Office before an appeal will be considered. The Financial Aid Office will respond in writing to the student’s MACC-issued email within fifteen (15) business days after it is received. If an appeal is approved, the student will be required to complete an SAP Contract and return it to the Financial Aid Office immediately; financial aid cannot be awarded until the Contract is received. SAP Contracts must be received no later than the designated “Stop Day” in a semester.

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

The decision made by the Financial Aid SAP Appeal Review Committee is final cannot be appealed or overturned.

**FINANCIAL AID PROBATION**

If a student’s appeal is approved, he/she will be placed on Financial Aid Probation. While on probation, the student may receive financial aid for one subsequent semester. The Financial Aid Appeal Committee may require specific standards or restrict the number of courses a student may take during a probationary semester as part of the student’s academic plan. The student is strongly encouraged to follow the academic plan he/she established with an academic advisor.

The probation status may end after one semester, if the student meets the terms of the appeal, and:

- Successfully completes 66.67% % of the courses attempted during the semester; and,
- Earns the required cumulative GPA.

If a student on Probation completes the 66.67% pace requirement and earns a minimum 2.0 semester GPA, but does not have the required cumulative GPA, he/she may remain on probation status and continue to receive aid for an additional subsequent semester. A student may remain on probation status as long as he/she meets the 66.67% pace and 2.0 GPA standards each semester, until he/she establishes the required cumulative GPA.

**Maximum-Time Probation**

If an appeal is approved for an extension of the 150% time frame, the student will be maintained on Financial Aid Probation and must sign an SAP Probation Contract. Additionally, the following standards must be maintained until the student successfully completes the degree or certificate:

- Follow the academic plan and time frame as established in the appeal;
- Follow any other academic plan stipulations listed in the appeal approval notice;
- Complete 100% pace requirements each semester; and
- Complete each semester with a 2.0 GPA.

**Additional SAP Information**

Some financial aid programs may have specific academic progress criteria recipients are required to maintain for eligibility in addition to the SAP standards established by MACC. For example, the A+ Program, Access Missouri Grant, and most institutional scholarships require a minimum grade point average of 2.5 for renewal and may require a higher completion rate. Financial aid programs with specific academic progress guidelines are not eligible for reinstatement by appeal. Please refer to specific financial aid program guidelines for credit hour and GPA requirements.

**Federal Financial Aid Programs**

**Federal Pell Grant**

The Federal Pell Grant is the largest federally funded grant program and is offered to undergraduate students who are financially needy and who have not earned a bachelor's or graduate degree. To be eligible for a Federal Pell Grant a student must complete the current year FAFSA. The amount offered is based on the student's enrollment status and the Expected Family Contribution (EFC), which is the result of the FAFSA. The Financial Aid Office will notify students of their offer amount. Federal Pell Grant eligibility is limited to 12 full-time semesters, or the equivalent. The duration of eligibility will include all years of the student's receipt of Federal Pell Grant funding.

**Federal Supplemental Educational Opportunity Grant (SEOG)**

This grant is offered to students demonstrating exceptional financial need. Students must qualify for a Pell Grant to be eligible for SEOG and priority is given to students with a zero EFC (per the FAFSA results). The typical offer is $150 per semester to eligible recipients and funding for this grant is contingent upon MACC's SEOG allocation from federal funding. SEOG funds are limited and are offered on a first-come, first-served basis, until all funds are depleted. Priority is given to needy students who completed their FAFSA by April 1.

**Federal Work-Study Program**

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

A student must have a valid FAFSA on file to be considered for a position. To apply for a Work-Study job students MUST
complete a separate application, which is available in the Financial Aid Office (FAO) or online at https://www.macc.edu/financial-aid-forms. Please see the Student’s Guide to the Federal Work-Study Program for all eligibility requirements and application procedures online at www.macc.edu/financial-aid-types/college-workstudy.

Federal Student Loans
To apply for a federal student loan at MACC, students must complete a Student Loan Data Sheet in addition to the annual FAFSA. All student loan borrowers must also complete in-person and online Student Loan Entrance Counseling sessions and a Federal Direct Loan Master Promissory Note (MPN). Students must be enrolled at least half-time. The amount a student may receive will be determined by several factors: the annual maximum based on grade level (freshman or sophomore), dependency status (according to the FAFSA), cost of attendance, EFC, and other financial resources (i.e., scholarships).

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

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

All student loan borrowers are required to complete exit counseling when they cease being enrolled at least half-time; this includes graduating, transferring or withdrawing.

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

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

MACC does not participate in the Federal Perkins Loan Program.

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

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

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

STATE SCHOLARSHIPS AND GRANTS
More information about financial aid programs available from the Missouri Department of Higher Education (MDHE) may be found online at https://dhe.mo.gov.

In compliance with Missouri State law, all recipients of state financial aid must provide proof of United States citizenship, permanent residency, or other lawful presence in the United States. The following documents, in hard copy or electronic form, may be used to document a recipient is a United States citizen, is a permanent resident, or is lawfully present in the United States:

- The annual Free Application for Federal Student Aid (FAFSA);
- A state-issued driver’s license;
- A state-issued non-driver’s identification card;
- Documentary evidence recognized by the department of revenue when processing an application for a driver’s license or non-driver’s identification card;
- A United States birth certificate;
- A United States military identification card; or,
- Any document issued by the federal government that confirms lawful presence in the United States.

Missouri A+ Scholarship
This program provides scholarship funds to eligible graduates of A+ designated high schools who attend a participating public community college or vocational/technical school, or certain private two-year vocational/technical schools.

- General eligibility requirements:
  » Enroll, attend, and complete full-time (12 or more credit hours);
  » Be seeking a degree or certificate;
  » Complete the FAFSA each year;
  » Maintain Satisfactory Academic Progress;
  » Renewal guidelines require students to maintain a 2.5 cumulative GPA, in addition to MACC’s SAP policy.

The A+ Scholarship will reimburse MACC the unpaid balance of tuition and general fees after all federal grants have been applied to a student’s account. This may result in a zero award if the Pell grant is sufficient to cover all tuition and general fee charges. General fees are fees charged to all students. The amount reimbursed may be reduced if there are insufficient state appropriations. Reimbursement will only be made for completed coursework that is required for the student’s declared degree or certificate at MACC. A+ will not reimburse for dropped or repeated courses.
The A+ Scholarship also imposes a tuition cap which is based on the standard tuition rate charged by the State Technical College of Missouri. Students are responsible for charges that exceed the tuition cap. For example, if the tuition cap is $160/credit hour, and MACC charges out-of-district online course tuition at $170/credit hour, the student is responsible for $10/credit hour.

A student's eligibility for the A+ scholarship will expire when the earliest occurs:
- 48 months after the high school graduation date;
- Completion of an associate’s degree;
- Completion of 105% of the hours required for the degree or certificate.

Access Missouri Financial Assistance Program
This grant is available to undergraduate students who have submitted their FAFSA by February 1 preceding each academic year for which financial aid is being sought, and the FAFSA results must determine that the Expected Family Contribution (EFC) is $12,000 or less. Students must be working toward their first baccalaureate degree and be residents of the state of Missouri attending an approved Missouri school. Students must be enrolled in a minimum of 12 credit hours, make satisfactory academic progress, and maintain a 2.5 cumulative grade point average. Although award amounts will vary depending on the EFC, type of school and funding from the state legislature, MACC student awards may range between $300 and $1,300 each year.

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

Missouri Higher Education Academic Scholarship
("Bright Flight")
The Bright Flight scholarship is awarded to students who have a composite score on the ACT or the SAT in the top 3% of all Missouri high school students taking those tests. The Missouri Department of Higher Education (MDHE) receives ACT and SAT composite scores and will send an approval letter to each eligible student and notifies the student’s high school and each college or university the student provided on the ACT or SAT application.

Eligible students must receive the scholarship during the academic year immediately following their senior year of high school or after obtaining a certificate of high school equivalency to maintain eligibility. The scholarship may be renewed annually for up to 10 semesters or until the student completes his/her first bachelor’s degree. Recipients must maintain continuous full-time enrollment (excluding summer terms), continually receive the scholarship at an approved Missouri school, and maintain satisfactory academic progress with a 2.5 cumulative grade point average. The actual award amount is dependent on the amount of funds allocated for the program during the legislative session.

OUTSIDE AID AND SCHOLARSHIPS

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

Workforce Investment Act (WIA)
Prospective students who will be pursuing a degree or a one-year vocational training program and have economic barriers to education may qualify for assistance through the Workforce Investment Act. Information may be obtained from the student's local Workforce Development Center or by calling 1-573-882-8821.

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.

Missouri Education and Training Voucher Program
The Missouri Education and Training Voucher Program offers funds to foster youth and former foster youth to enable them to attend colleges, universities and vocational training institutions. Students may receive up to $5,000 a year for four years as they pursue higher education. The funds may be used for tuition, books or qualified living expenses. These funds are available on a first-come, first-served basis to students out of the Missouri foster care system.

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

The loan is valued at $1,000 per semester. Recipients must be actively pursuing an Associate Degree in Nursing at MACC.

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

VETERANS BENEFITS

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

MACC will not impose any penalty, including assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs.

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

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

Marine Gunnery Sergeant John David Fry Scholarship
The Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship) provides Post-9/11 GI Bill® benefits to the children and surviving spouses of Service members who died in the line of duty while on active duty after September 10, 2001. Contact the Financial Aid Office for additional information.

MyCAA (Military Spouse Career Advancement Accounts)
The MyCAA (Military Spouse Career Advancement Accounts) program provides up to $4,000 (over two years) of financial assistance for military spouses who are pursuing degree programs, licenses or credentials leading to employment in portable career fields. Contact the Financial Aid Office for additional information.

INSTITUTIONAL SCHOLARSHIPS AND AWARDS
Moberly Area Community College offers scholarships, awards and fee waivers that are administered through the President’s Office, the Financial Aid Office, the Office of Student Affairs, and individual departments. To be eligible for MACC institutional scholarships, recipients must be degree-seeking and admitted to or already enrolled at the College. Some scholarships may have additional criteria; therefore, students should read each scholarships application criteria carefully.

Students shall receive no more than two institutional scholarships, awards or fee waivers per semester and must abide by all rules and regulations of the College and of the respective scholarship, award or fee waiver.

• Students receiving a scholarship, award or fee waiver should be advised that, in the event they withdraw from classes or fail to abide by the rules and regulations of the respective scholarship, award, fee waiver, or of the College, renewal privileges will be denied.
• Unless otherwise noted, institutional scholarships, awards and fee waivers are applied to educational expenses charged (fees, tuition, lab fees, books, housing, meal plan, supplies) at Moberly Area Community College.
• Cash refunds cannot be given for institutional scholarships.
• MACC institutional scholarships may be used to supplement A+ by paying for educational expenses charged at MACC that are not covered by state A+ funding.
• These scholarships, awards and fee waivers are not applicable toward Business and Industry Training and Continuing Education courses or dual-credit courses, unless otherwise noted.
• Developmental courses do not apply toward grade point average. Recipients are required to maintain a minimum of 12 college-level credit hours for certain scholarships. Developmental courses are not college-level courses.
• Student scholarship recipients may re-apply for the same scholarship for subsequent award terms (on a semester or annual basis, depending on the specific scholarship guidelines).
• Priority will be given to applications submitted by a published deadline each year for fall semester and full academic year awards and November 1 is the priority deadline for spring semester awards.
• Students must abide by all rules and regulations of MACC and of the respective scholarship, award or fee waiver they receive.
• If a recipient withdraws from classes or fails to abide by the rules and regulations of the scholarship, award or fee waiver, or of MACC, renewal privileges will be denied.

In compliance with Missouri State law, all recipients of institutional scholarships, awards and fee waivers must provide proof of United States citizenship, permanent residency, or other lawful presence in the United States. MACC may request one or more of the following documents, in hard copy or electronic form, which may be used to document that a recipient is a United States citizen, permanent resident, or is lawfully present in the United States:

• The annual Free Application for Federal Student Aid (FAFSA)
• A state-issued driver’s license;
• A state-issued non-driver’s identification card;
• Documentary evidence recognized by the department of revenue when processing an application for a driver’s license or non-driver’s identification card;
• A United States birth certificate;
• A United States military identification card; or,
• Any document issued by the federal government that confirms lawful presence in the United States.

Applications are available in the high school counselor’s office, the Financial Aid Office, the Student Affairs Office, and online at https://www.macc.edu/financial-aid-types. Guidelines of each scholarship, award and fee waiver are outlined below.
Academic Department Scholarships

One scholarship will be awarded from each Academic Department (currently 7) to students who are actively pursuing an Associate of Arts, Associate of Arts in Teaching, or Associate of Science degree at Moberly Area Community College. These scholarships are valued at $500 each and are applied to educational expenses charged at MACC, including fees, tuition, lab fees, housing, meal plan, and/or textbooks/course resources and supplies. Recipients must be enrolled in a minimum of nine college-level credit hours. This scholarship is renewable for one consecutive semester if a cumulative 2.5 grade point average is maintained and nine college-level credit hours are completed. Student recipients of this scholarship may reapply in subsequent years.

Adult Education and Literacy Scholarship

The Adult Education and Literacy (AEL) Scholarship is available to those persons who have completed an accepted high school equivalency examination, such as the High School Equivalency Test (HiSET) or the General Educational Development (GED) Examination. Applicants must score 2,650 points or above on GED or 50 or above on HiSET. This scholarship is valued at $500 per semester and is applied to educational expenses charged at MACC, including fees, tuition, lab fees, housing, meal plan, and/or books and supplies. A maximum of five AEL scholarships may be awarded annually. Applications are available in the Financial Aid Office and the AEL Office. Scholarship recipients must be enrolled in a minimum of nine college-level credit hours per semester. This scholarship is renewable for one consecutive semester if a cumulative 2.5 grade point average is maintained and nine college-level credit hours are completed. Student recipients of this scholarship may reapply in subsequent years.

Art Award

The Art Award is given to outstanding art students at MACC. Selection of the Art Award recipients is on a competitive basis upon the recommendation of the MACC lead Art instructor. To be eligible for the award, students must complete an application and provide a portfolio of work. Recipients must be enrolled in nine college hours, including at least one three-hour art class. Eight $500 Art Awards are granted on a semester basis. This award is applied to educational expenses charged at MACC, including fees, tuition, lab fees, housing, meal plan, and/or textbooks/course resources and supplies. The award will be pro-rated if the recipient fails to abide by the rules and regulations of the scholarship or the College. Student recipients of this award may reapply in subsequent years.

Board of Trustees Scholarship

Recipients will be selected through a competitive application process. A maximum of eight awards will be made each year to applicants demonstrating citizenship and academic excellence, ranking in the top 25% of their high school graduating class, and having a 3.0 (or equivalent) high school GPA. This scholarship is valued at $500 per semester and is applied to educational expenses charged at MACC, including fees, tuition, lab fees, housing, meal plan, and/or books and supplies. The scholarship must be used at MACC the fall semester immediately following high school graduation. Scholarship recipients must be enrolled in a minimum of 12 college-level credit hours per semester. The scholarship is renewable for one consecutive semester if a cumulative 3.0 GPA is maintained and 12 college-level credit hours are completed.

Career and Technical Department Scholarships

Scholarships will be awarded from each Career and Technical Education division as follows: two from the Business Technology division, two from the Computers and Industrial Technology division, and five from the Health Sciences division. These scholarships are awarded to students who are actively pursuing an Associate of Applied Science degree, Associate Degree in Nursing, or Certificate. These scholarships are valued at $500 each semester and will be applied to educational expenses charged at MACC, including fees, tuition, lab fees, housing, meal plan, and/or books and supplies. Recipients must be enrolled in a minimum of nine college-level credit hours each semester. This scholarship is renewable for one consecutive semester if a cumulative 2.5 grade point average is maintained and nine college-level credit hours are completed. Student recipients of this scholarship may reapply in subsequent years.

Honors Scholarship

The Honors Scholarship recipients will be selected through a competitive application process. A maximum of two awards will be made each semester to qualified applicants participating in the Honors Program. This scholarship is valued at $500 and is applied to educational expenses charged at MACC, including fees, tuition, lab fees, housing, meal plan, and/or books and supplies. Scholarship recipients must be enrolled in a minimum of 12 college-level credit hours and the scholarship is non-renewable. Student recipients of this scholarship may reapply in subsequent years.

Journalism Award

The Journalism Award is presented to the student who serves as the editor of the MACC newspaper. This award is valued at $500 and is applied to educational expenses charged at MACC, including fees, tuition, housing, meal plan, and/or books and supplies. Award recipients must be enrolled in a minimum of nine credit hours per semester, and have a minimum 2.5 high school or college grade point average (or equivalent HiSET/GED score). The award will be prorated if the recipient fails to abide by the rules and regulations of the scholarship or the College.

Law Enforcement Training Center (LETC) Scholarship

One non-renewable LETC Scholarship will be granted to an outstanding LETC student each semester. This scholarship is valued at $500 and is applied to educational expenses charged at Moberly Area Community College, including fees, tuition, housing, meal plan, and/or books and supplies. Selection is based upon the recommendation of the LETC Director. To be eligible for the award, students must complete an application and enroll in the 32 credit hour LETC program.

New Traditions Scholarship

The New Traditions Scholarship is awarded to a student who is a member of a special population actively pursuing a degree or certificate at MACC. Special populations include single parents, displaced homemakers, dislocated workers, and individuals with disabilities, economic disadvantages, or limited English proficiency. This scholarship is valued at $500 per semester and is applied to educational expenses charged at MACC, including fees, tuition, lab fees, housing, meal plan, and/or books and supplies. A maximum of five New Traditions Scholarships may be awarded annually. Applications are available at the Financial Aid Office and the Career and Placement Services department located in the Career Center. Scholarship recipients must be enrolled in a minimum of nine college-level credit hours per semester. This scholarship is renewable for one consecutive semester if a cumulative 2.5 grade point average is maintained and nine college-level credit hours are completed. Student recipients of this scholarship may reapply in subsequent years.

Presidential Ambassador’s Award

The Presidential Ambassador’s Award is a special recognition to be awarded at the discretion of the President of Moberly Area
Community College. This award is valued at $500 per semester and is applied to educational expenses charged at MACC, including fees, tuition, lab fees, housing, meal plan, and/or books and supplies. Presidential Ambassador Award recipients shall demonstrate an attitude that favorably reflects the good citizenship and academic attributes characterized by the MACC tradition. Recipients must maintain a cumulative 2.5 grade point average each semester and must be enrolled in a minimum of nine college-level credit hours. Recipients of the Presidential Ambassadors Award will be required to provide assistance in College related activities for a minimum of 10 hours per semester. A maximum of fifteen Presidential Ambassador’s Awards may be presented annually. Students must have a high school or college GPA of a 2.0 (or equivalent GED score) or higher upon initial application. This award is renewable for one consecutive semester. Student recipients of this award may reapply in subsequent years.

Superintendent’s Scholarship
The Superintendent’s Scholarship is awarded by area high school superintendents to graduating high school seniors. Recipients must have a minimum 2.5 high school grade point average on a 4.0 scale. This scholarship is valued at $300 per semester and is applied to educational expenses charged at MACC, including fees, tuition, housing, meal plan, and/or books and supplies, for the fall semester immediately following high school graduation. A minimum of two graduating seniors may be selected from each high school. Scholarship recipients must be enrolled in a minimum of nine credit hours per semester. This scholarship is renewable for one consecutive semester if a cumulative 2.5 grade point average is maintained and nine credit hours are completed.

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

Moberly Area Community College Vocal Music Award
Vocal Music Awards are awarded on a competitive basis 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 number and amount of individual awards may vary, and will be determined by the needs of the Vocal Music Department, ranging from $250 to $1,500; a maximum of $15,000 per semester may be awarded to all recipients. This award is applied to educational expenses charged at MACC, including fees, tuition, lab fees, housing, meal plan, and/or books and supplies. Scholarship recipients must be enrolled in a minimum of twelve credit hours per semester. This scholarship is renewable for one consecutive semester if a cumulative 2.0 grade point average is maintained each semester and 12 credit hours are completed. The award will be prorated if the recipient fails to abide by the rules and regulations of the scholarship or the College.

Student recipients of this award may reapply in subsequent years.

William A. Edens Student Body President Award
The William A. Edens Student Body President Award was established in memory of William A. Edens who was Student Body President (1998-99) and a graduate of Moberly Area Community College. While serving his country in Iraq as a 2nd Lieutenant, he lost his life in April 2005. The Student Body President Award is presented to the student who is elected as the Moberly Area Community College Student Body President. This award is valued at $500 per semester and is applied to educational expenses charged at MACC, including fees, tuition, housing, meal plan, and/or books and supplies, the semester immediately following election results. The recipient of the award is expected to demonstrate leadership qualities and abide by the regulations of Moberly Area Community College and the Student Government Association. Award recipients must be enrolled in a minimum of 12 credit hours per semester. This scholarship is renewable for one semester if a cumulative 2.5 grade point average is achieved and 12 credit hours are completed. The award will be pro-rated 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 and is limited to one per team. This award is valued at $1,000 and is applied to educational expenses incurred at Moberly Area Community College, including fees and tuition, housing, meal plan, and/or books and supplies purchased from MACC. Recipients are recommended by coaches to the Dean of Student Affairs and Enrollment. This award is renewable for one semester if a cumulative 2.0 grade point average is achieved and 12 credit hours are completed. Award recipients must be enrolled in a minimum of 12 credit hours per semester. The award will be pro-rated if the recipient fails to abide by the rules and regulations of the scholarship or the College.

Cheerleader Award
The Cheerleader Award is made available to students and is awarded on a competitive basis. The number and amount of individual awards may vary each semester, ranging from $250 - $1,000, and will be determined by the needs of the Cheerleading squad; a maximum of $8,000 per semester may be awarded to all recipients. This award is applied to educational expenses charged at MACC, including fees, tuition, housing, meal plan, and/or books and supplies. Award recipients must be enrolled in a minimum of 12 credit hours per semester. The award is renewable for one semester if a cumulative 2.0 grade point average is maintained, 12 credit hours are completed, and other designated criteria are satisfied. The award will be pro-rated if the recipient fails to abide by the rules and regulations of the scholarship or the College. Student recipients of this award may reapply in subsequent years.

Greyhound Mascot Scholarship
The Greyhound Mascot Scholarship will be awarded on a competitive basis. The award is valued at a maximum of $500 per semester and is applied to educational expenses charged at MACC, including fees, tuition, housing, meal plan, and/or books and supplies. The award is renewable for one semester...
if a cumulative 2.0 grade point average (or “pass” in the case of pass/fail courses) is maintained, and other designated criteria are satisfied. The award will be pro-rated if the recipient fails to abide by the rules and regulations of the scholarship or the College.

**OTHER NON-INSTITUTIONAL & ENDOWMENT SCHOLARSHIPS**

All applicants must meet specific scholarship guidelines. Any additional comments or recommendations are welcome. It is strongly recommended that students file their Free Application for Federal Student Aid (FAFSA) in order to document financial need. Award values are subject to change.

**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 is $200 per semester, and will be renewable for three semesters if the recipient completes 12 credit hours and maintains a 2.5 cumulative GPA.

**Louise Anderson Trust Fund**

Approximate scholarship value is $750 per semester. The Louise Anderson Trust Fund scholarship is awarded annually to a student attending MACC and majoring in the field of education. Students at MACC who, at the end of the spring semester, have completed thirty credit hours and will be sophomores are eligible to apply. Consideration will be given to applicants who demonstrate an interest and capability in the field of education. Applicants will be: 1) Attending Moberly Area Community College; 2) Enrolled in at least 12 college credit hours with a 3.3 cumulative GPA; 3) Majoring in education; and 4) Must have completed enough courses to be considered a sophomore (30 hours or more) before the upcoming fall semester. The scholarship is awarded for the sophomore year and renewable for four subsequent semesters at a four year institution if all renewal requirements have been fulfilled.

**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. The scholarship is awarded annually to a high school senior planning to attend MACC. The selection criteria shall include: 1) Interest in furthering their education in order to prepare for a vocation; 2) Participation and leadership in school, community and church activities; 3) Good citizenship and good moral character; 4) Financial need and willingness to work toward helping oneself; 5) Satisfactory academic record (minimum 2.5 out of a 4.0 high school cumulative grade point average) at time of application; 6) Must be a high school graduate from Moberly, Higbee, Westran, Cairo, Jacksonville, or Madison. Approximate scholarship value is $120 per semester.

**Dean R. and Hazel R. Boyd Memorial Scholarship**

This scholarship was established in memory of Dean R. Boyd by family and friends. Dean Boyd was a Moberly businessman, member of the MACC Board of Trustees for 20 years, and Board secretary. Hazel R. Boyd passed away in 2005 and her name was added to the scholarship in 2006. The scholarship fund was created to provide financial assistance and motivation to students planning to attend MACC. Guidelines for the awarding of the scholarship are: 1) Recent high school graduate with a satisfactory academic record (minimum 2.5 out of a 4.0 high school cumulative grade point average) at time of application. ACT score is strongly recommended; 2) This scholarship may be renewed for one consecutive semester if the recipient maintains a minimum 2.5 grade point average; 3) The financial need and academic accomplishments of the applicant will be considered in the selection process; 4) A carefully-written letter addressed to the search committee in which applicants describe their long-term career goals including your involvement in high school activities. Approximate scholarship value is $500 per semester.

**Robert Lee and Margie Lou Dudley Memorial Scholarship**

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

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

**Charles Edward and Margaret Alice Funk Memorial Scholarship**
A $3,000 donation was made in 1980 by the family of Charles Edward and Margaret Alice Funk to provide scholarships for Moberly and other Randolph County students attending MACC. The donation was placed in a trust with the interest accrued from the principal to be used for the scholarship. To be eligible for the scholarship, the applicant must demonstrate financial need and complete an application. The applicant's eligibility for the scholarship is based on academic achievement and financial need. 1) Resident of Randolph County; and, 2) The financial need and academic accomplishments of the applicant will be considered in the selection process. Approximate scholarship value is $75 for the fall semester only.

**Benjamin M. Glassen Memorial Scholarship**
This scholarship was initiated through funding provided by the family of Benjamin M. Glassen who was an interested and prominent member of the Moberly community. His work in the community and service to various organizations contributed to Moberly's stability and growth. Mr. Glassen served on the MACC Board of Trustees for 12 years and held the offices of President and Vice President. The Benjamin M. Glassen Memorial Scholarship is a one-time award given to the recipient during the fall semester immediately following high school graduation. The scholarship shall be awarded to students based on financial need, academic achievement, and service to school and community. Additionally, the student must pursue a business-oriented course of study and be recommended by the high school principal or his or her official designee. Approximate scholarship value is $150 per year.

**Tom L. Hackward Memorial Scholarship**
The Tom L. Hackward Memorial Scholarship was established in May 1988 as a memorial to Mr. Tom L. Hackward, graduate of Moberly Junior College and lifelong resident of the Moberly area. Financial need and academic accomplishments of the applicants will be considered in the selection process and preference is given to students majoring in journalism. Applicants must have a minimum 2.5 out of a 4.0 high school cumulative grade point average at the time of application. Approximate scholarship value is $150 per semester.

**Grace Forest Hahn Memorial Scholarship**
This scholarship was created in 1998 in memory of Grace Forrest Hahn to provide scholarships to student pursuing careers in teaching or nursing. Selection criteria are based on financial need and academic achievement. The scholarship is awarded for the fall semester and is eligible for renewal during the spring semester immediately following, if full-time enrollment and a 2.5 cumulative grade point average are achieved. The approximate value of this scholarship is $500 per semester.

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

**John Harold and Bernice Hutsell Memorial Award**
This is an annual award 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, classwork, and representation of the program in the community.

**Helen Louise Mallett Memorial Scholarship**
The Helen Louise Mallett Memorial Scholarship was established in November 1990 by Delbert Mallett as a living memorial to his wife, Helen Louise Mallett. This scholarship provides an annual award to Associate Degree Nursing students at MACC.

**Dr. W. H. and Mabel McCormick Award**
The Dr. W. H. and Mabel McCormick Award was established through contributions received from the estate, family, and friends of Dr. McCormick for the development of a fund to provide financial assistance to Moberly Area Community College students. The fund is financed through the interest accrued from the initial investment of $11,642 and any other contributions. The guidelines for the scholarship require the applicant to demonstrate financial need and academic promise. This scholarship is renewable for three subsequent semesters if a 2.5 grade point average is maintained each semester at MACC. Approximate scholarship value is $400 per semester.

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

**Cleo A. Noel, Jr. Scholarship**
Approximate scholarship value is $200. To be eligible a student has to demonstrate scholastic ability, initiative, integrity, leadership and loyalty to the United States. Applicants must show an interest and capability in the field of social science. Consideration will be given to applicants who demonstrate an interest and capability in the field of social science, with emphasis in political science. Applicants should be: 1) Attending MACC; 2) Enrolled in at least 12 college-level hours; 3) Majoring in social science or a related field; and 4) Students must have completed 30 credits or more and be considered sophomores for the upcoming fall semester. Applicant shall submit a narrative statement (typed) outlining his/her community service and leadership. The scholarship is renewable for the spring semester subject to satisfactory academic progress.

**Austin and Rillamae Pierce Scholarship**
Approximate scholarship value is $100 per semester. The guidelines for the scholarship state that the scholarship applicant shall be: 1) A resident of Randolph County, or any county adjoining Randolph County, for at least 12 consecutive months prior to applying for the scholarship; 2) At least 17 years of age and not older than 20 years of age; 3) Attending Moberly Area Community College as a freshman student; 4) Consideration in selecting the recipient will be given to an applicant's financial need.

**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 MACC. The scholarship applicant must...
be a graduate of the MACC Practical Nursing program.

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

Nellie M. Whitaker Memorial Scholarship
Approximate scholarship value is $1,500 per semester. Guidelines for the awarding of the scholarship are: 1) The applicant must have a minimum 2.5 grade point average on a 4.0 scale at the date of application; 2) This scholarship may be renewed for one consecutive semester if the recipient maintains a minimum 2.5 grade point average; 3) The financial need and academic accomplishments of the applicant will be considered in the selection process.

Scholarships for MACC Graduates

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

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

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

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

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

David W. Stamper Memorial Scholarship
The David W. Stamper Memorial Scholarship was created by Mr. and Mrs. H. H. Stamper, Howard A. Stamper, and Frances Anne Stamper in memory of their son and brother, David W. Stamper, a graduate of Moberly Junior College, who lost his life on May 16, 1943, while in the service of his country. The scholarship is financed through interest accrued on the initial investments and additional contributions. The David W. Stamper Memorial Scholarship is available to graduating sophomores majoring in an engineering, math, or science major. Preference is given to engineering majors. Scholarship applications and renewals are presented to the David W. Stamper Memorial Scholarship Committee for their consideration at the annual spring meeting. The initial David W. Stamper Memorial Scholarships are awarded at the MACC commencement.

College Transfer Scholarships
Several private and public institutions offer scholarships of various types for which transfer students may be eligible. Please contact the institutions to which you are considering transferring, as soon as possible, for further information about their scholarships and application procedures. If you select this option, please enter the college to which you are transferring and provide contact information, if available. The Dean of Student Affairs and Enrollment Management will make recommendations for these awards, as necessary.

Additional Scholarships
To encourage and support attendance at Moberly Area Community College, benefactors, organizations, and businesses within the area have established both partial and full scholarships. Inquiries concerning available scholarships should be directed to the Dean of Student Affairs and Enrollment or the Financial Aid Office. The New Traditions program also provides privately funded scholarships and state funded grants. Inquiries should be directed to the Director of Career and Placement Services. In addition, MACC encourages students to conduct their own research for scholarships by utilizing FREE scholarship search engines available online; however, students should avoid any website asking for payment for scholarship assistance.
**ACADEMIC COURSE LOAD**

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

A student taking 6 semester hours in any summer session is considered full time. An overload in the summer session is defined as more than 6 semester hours during any 4-week session, 9 semester hours for any 8-week session, or 3 semester hours over any intersession. For overload purposes, intersession courses are considered separate from the 8-week and 4-week summer sessions.

When requesting a course overload, students are expected to demonstrate evidence of prior academic success. Students who wish to enroll in more than 18 credit hours in a 16-week session or more than 9 hours in an 8-week session must request overload approval. Students who have a college cumulative grade point average of 3.0 or higher and have earned a minimum of 15 college-level credit hours may be approved by their advisor to enroll in up to 21 hours in a fall or spring semester or 12 hours in an 8-week session. Students who do not meet this prerequisite must obtain permission from the Dean of Academic Affairs, the Dean of Workforce Development and Technical Education, or the Dean of Health Sciences, as determined by the student's major, to enroll in more than the maximum semester hours defined for any given semester (see previous paragraph).

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

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**GRADING**

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

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

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

**Examples of calculating grade points:**

- 5 hours of “A” \(5 \times 4 = 20\) 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 2.5. As the student completes additional hours, the grade points and hours are included in the CGPA calculation. With the exception of the first session a student completes, the GPA for the session and the CGPA, which includes all sessions, will probably not be identical.

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

**Grade Appeal Procedure**

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

**PRESIDENT’S AND DEAN’S LISTS**

At the conclusion of each session, the President’s and Dean’s Lists are published in newspapers serving the students’ home towns. Pass/Fail and developmental courses are not included in the calculations of the grade point average for determination of the President’s and Dean’s Lists.

The President’s List recognizes students who have achieved a grade point average of 4.0 for 12 or more semester hours completed in the fall or spring session or the equivalent number of full-time
hours in the summer session. Qualifying students each session earn the honor of being placed on the President's List for that semester.

The Dean's List recognizes those students who have achieved a grade point average of 3.5 to 3.99 for 12 or more credit hours completed in the fall or spring session or the equivalent number of full-time hours in the summer session. Qualifying students each session earn the honor of being placed on the 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 16-week semester or the equivalent proportion of class time during a shorter session will be dropped from the class by the instructor unless acceptable justification is supplied. An instructor must complete and file the appropriate forms to drop the student within one week following the student's violation of the attendance policy. Additionally, any student who misses more than one-fourth of the entire number of in-seat 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. A student's attendance rate will be calculated based upon the first day of the semester (not the student's date of enrollment in the course).

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

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

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

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

Dropping Classes
1. Students are eligible for 100% refund/reversal of tuition and fees if the student drops courses within two weeks of class start.  
2. Students may drop classes until Stop Day (the Friday preceding finals week) in a regular 16-week semester. For shorter sessions (e.g., 8-week) or off-schedule programs (e.g., Health Sciences and LETC), the last day to drop typically falls on the Friday preceding the last class meeting day, but dates may vary. Students should follow the dates designated within the College's academic calendar for these courses and programs. To drop a class, a student may complete a schedule change form and submit it to the Office of Student Affairs or the Site Director's office. Students are strongly encouraged to maintain the student copy of the form for their records and to check what impact dropping the class may have on completion of degree requirements as well as eligibility for financial aid, health insurance benefits, veteran's benefits, scholarships, etc.
3. A student may also drop classes by sending a letter, which clearly states the student's course(s) to be dropped and the date the student last attended the course(s), to the Student Affairs Office of Moberly Area Community College. The official date of withdrawal will be the date the letter is postmarked. The student's signature and student ID number or social security number must be included in the letter of withdrawal. Phone calls will not be accepted in lieu of the written letter and failing to attend a class or ceasing to attend a class does not constitute an official withdrawal. Students will owe tuition and fees unless they officially withdraw within the add/drop period specific to their class. Failing to attend a class or ceasing to attend a class does not constitute an official withdrawal.
4. Students may drop classes, or be administratively dropped, after the designated last date to drop only due to extenuating circumstances as approved by the Vice President for Instruction, the Dean of Academic Affairs, the Dean of Workforce Development and Technical Education, the Dean of Health Sciences, or the Dean of Student Affairs and Enrollment Management.
5. Students will be dropped from the next class in a course sequence if they fail to earn the required grade in the prerequisite course.
6. Students who wish to appeal a drop must meet with the instructor and one of the following: the Vice President for Instruction, Dean of Student Affairs and Enrollment Management, Dean of Academic Affairs, Dean of Workforce Development and Technical Education, Dean of Health Sciences, or an appropriate designee.

STUDENT FINANCIAL OBLIGATIONS

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

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

OTHER ACADEMIC REGULATIONS

Academic Dishonesty
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 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 Redbook.

**Student Conduct Policy**

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.

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 Affairs and Enrollment Management, Dean of Academic Affairs, the Dean of Workforce Development and Technical Education, or the Dean of Health Sciences.

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

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

2. The dean’s office will send the student a letter indicating that disruptive behavior will not be tolerated and that future offenses may result in disciplinary sanctions, up to and including expulsion from the College. The dean’s office may request a meeting with the student accused of inappropriate conduct in lieu of or in addition to a letter. In cases of flagrantly unethical, illegal, or threatening behavior, the dean’s office may impose disciplinary sanctions upon the first offense involving this behavior.

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

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

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

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

**ACADEMIC PROBATION AND SUSPENSION**

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

**ASSESSMENT OF STUDENT LEARNING**

Moberly Area Community College is committed to the ongoing, systematic assessment of student learning as a measure of the effectiveness of instructional programs. MACC students are assessed upon entry to the College by means of the Accuplacer or ACT tests for placement purposes. Students are also able to place into college-level courses by multiple measures or assessment appeals.

MACC graduates are assessed at the end of their program of study by several different means including completion of the Missouri General Education Assessment (MoGEA) exam (Associate of Arts in Teaching program) and the Health Education Systems Incorporated (HESI) exam (Nursing programs).

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.

**ASSESSMENT OF 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 and fine arts, social and behavioral sciences, physical and biological sciences, mathematics, and life skills. During the 2018-19 academic year, the faculty-led General Education Assessment Panel worked to align its current assessment program and critical thinking assessment initiative with the new CORE 42. The following is a list of expected general education outcomes.

I. The student will demonstrate effective written and oral communication skills:

   A. The student will demonstrate effective written and/or oral communication considering...
goals for improvement of student learning, to guide instructional holistically in terms of the four outcome statements using the general education outcomes. Faculty evaluate these artifacts outcomes. Evidence about student learning is collected via assessment plans to measure student progress toward the annual process. Faculty members in each discipline develop processes, and understand human development:

- Cultural diversity, understand human behavior and mental processes, and appreciate how the culture has shaped society and culture, understand how the individual relates to society and culture.
- The student will demonstrate knowledge of key concepts in philosophy and apply those concepts to their personal philosophy.
- The student will demonstrate written and oral proficiency in the target language.
- The student will recognize genres, theories, periods, and conventional and experimental forms, or school of thought.
- The student will create artifacts that exhibit knowledge, craftsmanship, innovation, ingenuity, and individual thought.
- The student will demonstrate critical thought in the evaluation of artifacts as representations of the human condition or the culture in which they arose.
- The student will demonstrate knowledge of key concepts in philosophy and apply those concepts to their personal philosophy.
- The student will demonstrate written and oral proficiency in the target language.

The student will demonstrate an understanding of scientific principles and computational skills and how to use them to solve problems and make informed decisions:

- The student will demonstrate knowledge of basic principles of life and physical science.
- The student will demonstrate ability to collect, analyze data, and interpret results in problem solving.
- The student will apply knowledge of principles to make informed decisions about the natural world.
- The student will demonstrate the ability to use math and/or logic as formal symbolic systems in computation and/or analytical thinking.

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:

- The student will identify social and cultural changes over time.
- The student will compare cultures.
- The student will analyze the reciprocal relationship between the individual and the culture.
- The student will have knowledge of the major theories of human behavior, mental processes, and will apply that knowledge to him/herself and others.

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

**OTHER COLLEGE POLICIES**

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

**Americans with Disabilities Act**

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

**Consumer Information**

In compliance with the Student Right-to-Know Act, Public Law 101-542, MACC reports a graduation rate each year to the U.S. Secretary of Education. The graduation rate is based on a full 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 Affairs.

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

The Student Right-to-Know Act is designed to provide better consumer information to students and their families. Additional student consumer information can be found on pages 15-22 of the MACC catalog.

**Alcohol and Other Drugs**

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 who need assistance regarding drug and alcohol problems or threats are encouraged to contact the Office of Student Affairs. All employees and students are encouraged to participate in the courses that MACC provides for alcohol and drug training. The full policy on the use of alcohol and other drugs is located in the Student Redbook and MACC Policy Handbook.

**Tobacco Free Policy**

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

Moberly Area Community College is committed to a policy of nondiscrimination on the basis of race, color, national origin, gender, sexual orientation, disability, age, marital or parental status, religion, genetics, ancestry, or veteran status in admissions, educational programs, activities, and employment.

All inquiries concerning nondiscrimination, including equal opportunity, should be directed to the Title IX Coordinator:

Jackie Fischer, Ph.D.
Dean of Academic Affairs
101 College Avenue, 150 Main Building
Moberly, MO 65270
(660) 263-4100, ext. 11236
jackief@macc.edu

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

Stacy Donald
Director of Access and ADA Services
MACC - Columbia Higher Education Center
601 Business Loop 70 West, Suite 216
Columbia, MO 65203
573-234-1067 ext. 12120

Sexual Misconduct Policy

Moberly Area Community College is committed to providing an environment for its students, faculty, staff and visitors, regardless of sexual orientation or gender identity, that discourages and prevents sexual misconduct. MACC maintains a strict policy prohibiting sexual misconduct in any form, to include sexual harassment, sexual discrimination, and sexual violence (rape, sexual assault and other sexual offenses, dating violence, domestic violence, and stalking). This policy applies to students and employees as well as third parties.

Response options are available through MACC policies and/or local, state, and federal law enforcement agencies for any person who believes he or she has been sexually harassed, has experienced sexual discrimination, or has been a victim of sexual assault or other sexual misconduct at a College-sanctioned program or activity or on College-owned or controlled property, or if he or she believes that the sexual misconduct occurring outside these parameters has the potential to negatively impact his or her learning or working environment at MACC.

Any person found to be in violation of this Sexual Misconduct Policy will be subject to action by MACC, up to and including dismissal. Depending on the complainant’s wishes, a violation could also result in appropriate action by law enforcement agencies.

MACC complies with all laws and regulations governing how colleges and universities handle sexual offenses. This policy outlines institutional procedures to meet the requirements of Title IX, the Violence Against Women Reauthorization Act, the Campus Sexual Violence Act, the Clery Act, and the Office of Civil Rights Guidance Letter.

For a complete copy of this policy, see: www.macc.edu/sexual-misconduct-policy. The Title IX Coordinator is appointed by the President of MACC and is supported by Deputy Coordinators. The Title IX Coordinator can be reached via phone, e-mail or in person:

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 outlined in the Student Redbook and is on file in the Office of Student Affairs and may be obtained upon request.

MACC Complaint Policy

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

The College also has a formal Due Process Grievance Procedure for students who claim they have been mistreated in some aspect of their educational plan, and for employees who claim there has been a violation, misinterpretation, or misapplication of contract terms of any established policy or practice, or of the right to equitable treatment. The Grievance Procedure is located in the MACC Policy Handbook.

Family Educational Rights and Privacy Act (FERPA)

Public Law 93-380, Family Educational Rights and Privacy Act of 1974 (FERPA), affords students certain rights with respect to their education records. These rights include:

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

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

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

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

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

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

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

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

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

FERPA is administered by the following office:

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

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

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

Student IDs
Photo identification cards may be obtained/validated in the Office of Student Affairs. 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.

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

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

The owner and operator of any vehicle that will be operated or parked 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.

Weather-Related Cancellations
If it becomes necessary to cancel or delay classes due to weather conditions, announcements are made on area television and radio stations, sent by text alert (hound alert/e2campus), and posted on the MACC website and on social media. Decisions regarding delay or cancellation of day classes are generally announced by 6:00 a.m. Cancellation of evening classes is generally announced by 3:00 p.m. Decisions regarding delay or cancellation of classes are made and announced separately for each instructional site.

When it is publicly announced an MACC location is closed, the buildings will not be open. If it is announced that classes will begin late due to inclement weather, the College will not open doors until that time. Delayed starts allow more time for cleaning crews to clear lots and sidewalks.

Delayed starts will typically be scheduled for 10:30 a.m. Classes that start before 10:30 a.m. and meet only until 10:55 a.m. or before will not meet, but classes that extend past the 10:55 a.m. meeting time (e.g., 9:00 - 11:55) will meet beginning at 10:30 a.m. Classes that start before 10:30 a.m. will be cancelled. Classes that start at 10:30 a.m. and after will be held.

If the College closes early, classes in session will conclude at the closing time regardless of when they begin (i.e., if the College is closing at 3:00 p.m., a 2:30 p.m. class will end at 3:00 p.m. regardless of the regularly scheduled ending time).

Virtual classes will follow the same delayed start or cancellation practice as regular ground classes. Classes at the Kirksville Area Technical Center, Macon Area Career and Technical Center, and the Moberly Area Technical Center will be cancelled if the public school is closed. Online classes will follow the regular due dates for the class. Students in special programs (i.e., Health Sciences and Law Enforcement) will be expected to follow the guidelines of the programs regarding extended class times or clinical meetings.
Student Support Services and Organizations

Tips for College Success

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

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

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

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

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

Access and ADA Services
The Access and ADA Services Office is committed to ensuring equal access to education and upholding the integrity of MACC’s mission, goals, and programs through support, compliance, and collaboration. Students who have a documented disability are eligible to register for services and are invited to contact the staff in Access and ADA Services to discuss eligibility and the process for obtaining services. Disabilities may involve physical or mobility impairments, vision or hearing impairments, psychological diagnoses, learning disabilities, or other relevant diagnosed conditions.

Accommodations and other services are determined on an individual basis and are supported by disability documentation that students submit from qualified professionals. Examples of academic accommodations might include extended time for testing, out-of-class testing, alternative textbook formats, peer note-takers, or assistive technology. A specialist will work out a plan with eligible students to provide reasonable accommodations based on the specifics of their individual disabilities and needs.

Academic Advising
Students must meet with an academic advisor before they enroll for their first semester at MACC. Career and Technical Education students are assigned a faculty advisor in addition to an academic advisor.

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

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

Many students who participate in the AEL program are preparing for the High School Equivalency (HiSET) test. People not registered as college 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.

Area 27 (Food, Games, and Study)
Area 27 is located in the lower level of the Main Building at the Moberly Campus. Area 27 serves breakfast from 7:30 a.m. to 10:30 a.m. and lunch from 10:30 a.m. to 1:45 p.m. A lunch entree special, salad bar, and homemade dessert is served daily from 11 a.m. to 1:15 p.m.

Bookstores (The Greyhound Store)
The College Bookstores are owned and operated by Moberly Area Community College. The Bookstores are the best place to purchase new and used textbooks. The Bookstores also have a variety of art and school supplies and study aids. Students can purchase MACC memorabilia and clothing, such as jackets and T-shirts. The Bookstores are located at each location.

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. Career fairs are held in Moberly and Columbia each year. Career and Placement Services is a joint effort of New Traditions and the MACC Placement Office. The CAPS Office is located in the Career Center.

Developmental Education
MACC’s developmental courses represent a broad spectrum of classes in the areas of reading, writing, and math. For students with skill deficiencies, these courses are specifically designed to help develop and/or refresh academic skills as well as study skills necessary to complete college courses. Before students enroll in math or composition courses, their skills will be assessed to ensure appropriate placement. Placement is determined by ACT and/or Accuplacer test scores or through an institutionally-developed assessment. (MACC’s placement guidelines are located on the MACC website under “Student Affairs.”) Sometimes students voluntarily enroll in developmental courses because they realize their skills may be insufficient or they may be unsure of their present proficiencies. Whether through placement scores or voluntary enrollment, selecting courses to match a student’s present level of abilities is a vital part of a successful and engaging educational experience. MACC is committed to helping students determine their proper placement in English and math courses through multiple measures of assessment regarding abilities as well as different options for completing developmental course sequence requirements. Students should check with their advisor to determine which placement and completion options are best for them.

The developmental courses in each area are carefully sequenced, and MACC offers diverse class structures to best meet each student’s individual needs and learning style. MACC offers traditional classroom settings, online courses, accelerated courses, and corequisite courses. Corequisite courses provide just-in-time remediation for students while they are enrolled in their college-level course. Corequisite courses are offered in both Math and English. Developmental courses are designed to promote mastery of the subject matter and to encourage confidence in academic abilities.

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

High School Equivalency Testing (HiSET)
MACC is a Missouri HiSET examination center, and administers the online examination as a community service. Examines register and pay for the HiSET via a website managed by the Missouri Department of Elementary and Secondary Education. The exams are proctored and administered under rules and security provisions established by the state. The exams cover five general areas of proficiency, and successful completion certifies the examinee has achieved a high school level of academic skills. Current details and exam dates are available online at www.macc.edu/hiset.

LARC-Library and Academic Resource Center
At MACC, the Library and Academic Resource Centers (LARC) are hubs where all students are provided learning support. The Library and Academic Resource Center has been created to serve
and support students and faculty of MACC at each of its locations.
The combined resources and services of the Kate Stamper Wilhite Library and the Academic Resource Center provide the latest in resource databases, access to library materials across the state of Missouri, academic support for coursework, and individualized tutor support.

The LARC provides academic support to MACC students. Professional and peer tutors are available to provide individual and small-group tutoring assistance with math classes and writing assignments across the curriculum, as well to provide help in other subjects. Virtual tutoring is available to students who cannot make it to any of MACC’s locations for face-to-face tutoring. Students can log into virtual tutoring rooms during the day and evening to receive help from trained tutors in English, math, and other subjects.

All tutoring schedules and links to the virtual tutoring rooms are posted on the College website. Students may use the LARC as study areas and may request help for organizing group study or review sessions for specific classes. Computers are available for use by students with an MACC ID. Word processing software programs and subject-specific software programs are provided for student use. Internet access to be used in support of academics is also available to students. The LARC offers workshops each semester to familiarize students with available resources and to help them improve basic skills that are needed for their academic success.

Library
The Kate Stamper Wilhite Library provides students, faculty, and staff with information, materials, and technology to support the academic and career/technical areas of study. The Library is a charter member of the MOBIUS Library Consortium that maintains a statewide academic common library system, which includes holdings of 64 college and university libraries in Missouri, with public libraries currently being added to the system. MACC students, faculty, and staff have access to over 23 million titles in this web-based library system that is supported by a statewide daily delivery system and direct patron borrowing.

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

The library also provides access to the Jack Conroy American Studies Collection, which contains materials from the private collection of the late Moberly author, Jack Conroy. The American Studies Collection includes books written by Conroy, reviews he wrote for books by other authors, and a small collection of American women’s fiction dating from the late 1800’s through early 1900’s. The Conroy Collection is housed in Room 235 of the Main Building.

Library services and training are provided to students at all locations via basic reference collections, electronic access to information, bibliographic instruction sessions, and delivery of books and materials requested by students or faculty.

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.

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, displaced workers, displaced homemakers, and individuals with disabilities, economic disadvantages, or limited English proficiency. MACC has sponsored this initiative in northeast Missouri since the Department of Elementary and Secondary Education created it over 35 years ago.

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

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

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

Technology at MACC

MyMACC
The MyMACC portal (my.macc.edu) allows students, faculty, and staff secure web access to pertinent information, including College calendars, announcements, class lists, online registration, grade entry/grades, financial information, and online resources. Online forums and announcements are a part of the portal and allow students the ability to be actively involved in campus discussions and to be informed about College developments, events, and activities.

Student Email
Student email at MACC is called mail.macc.edu. When students enroll with an academic advisor the first time, they are given a password and email address. Students are responsible for checking their mail.macc.edu on a regular basis. Mail.macc.edu is the College's primary form of communication to students. Financial aid information, billings, faculty and staff correspondence, enrollment dates, and other important information will be sent only by mail. macc.edu.

MACC’s Learning Management System
Every course at MACC has an online course shell in the learning management system (Canvas) that instructors may use to share syllabi or other course documents. They may also include a grade book for students to review. Login information is given to students at their academic advising session and further information is included in the Student Redbook.


**STUDENT ORGANIZATIONS**

**ASTRA - Young Altrusans**
ASTRA is a volunteer organization sponsored by local Altrusa Clubs. Altrusans are able to use their time and talents to enrich the lives of others. Altrusans work with local civic and volunteer groups on services projects of lasting benefit. ASTRA offers MACC students a unique opportunity to form lasting friendships and share ideas, goals and aspirations with peers.

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

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

**Collegiate DECA**
Collegiate DECA is a student-driven organization that values competence, innovation, integrity, and teamwork. Collegiate DECA prepares students for careers by integrating skills learned in the classroom into real world experiences. Collegiate DECA programs assist in developing academically prepared, community oriented, professionally responsible, experienced leaders. Collegiate DECA students major in a variety of academic programs with a strong focus on business-related fields. Collegiate DECA conferences and other activities give students unique access to internships, scholarships, competition, and professional networking. Membership is open to all MACC students who are interested in marketing or business management.

**MACC Alumni Association**
The Moberly Area Community College Alumni Association provides the opportunity for students to stay connected with MACC for a lifetime. The Alumni Office publishes the biannual MACC Alumni Magazine and hosts the Alumni and Friends Banquet every spring.

Alumni Association dues are $20 per person and $30 for a couple. Dues help support the Alumni Scholarship Fund. All graduates receive a complimentary one-year membership in the Alumni Association. More information about the Alumni Association is available through the Alumni Office at 660-263-4100 ext. 11550.

**MACC Foundation**
The Moberly Area Community College Foundation, which was established in 1980, exists for the purpose of advancing, assisting, and supporting MACC in areas that are not supported by state and federal taxes or student tuition. To maintain excellence in MACC programs and to meet unforeseen needs, funds must come from sources outside of the institution. More information about the Foundation or making a gift is available through the Alumni Office at 660-263-4100 ext. 11550.

**Multicultural Student Club**
The MACC Multicultural Student Club 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 underline a rich diversity. Activities include social gatherings, participation in the fall MACC International Education Week, and the spring International Fair. All MACC American and International students are welcome to join.

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

**Phi Theta Kappa**
Phi Theta Kappa (PTK) has recognized academic excellence in the two-year college since 1918 and has become the largest and 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 at least 12 credit hours at MACC (excluding developmental courses). A letter of invitation to join Phi Theta Kappa is sent to all eligible students.

**Student Government Association**
The Student Government Association (SGA) acts as liaison between MACC students and the College's faculty and administration. Through SGA, students can express themselves collectively in coordinating student activities and making recommendations to President’s Council on matters that benefit the student body and the College. Student representatives and officers are elected at the fall and spring picnics held on the Moberly campus. The Dean of Student Affairs and Enrollment Management sponsors this organization.

**Student Nurse Association**
Membership in the Student Nurse Association (SNA) is limited to students currently in the Associate Degree Nursing program at MACC. SNA provides nursing students with an avenue for input into standards of nursing education and an opportunity to develop collaborative relationships with nursing and health-related organizations. This organization is affiliated with the Missouri Student Nurse Association and the National Student Nurse Association.

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

MACC offers more than 40 areas of study. Students can choose programs that last anywhere from four months to two years. Graduates can go straight to work or continue their education at a college or university.

**Associate of Arts**
- Agriculture
- Business
- Fine Arts
- General Studies
- Health Science (General)
- Health Science (Pre-ADN)
- Health Science (Pre-Accelerated ADN)
- Health Science (Pre-MLT)
- Health Science (Pre-OTA)
- Health Science (Pre-Surgical Technology)
- Social and Behavioral Science
- STEM

**Health Programs**
- Associate Degree in Nursing (ADN)
- Virtual Accelerated ADN
- Practical Nursing (PN)
- Medical Laboratory Technician (MLT)
- Occupational Therapy Assistant (OTA)
- Emergency Medical Technician (EMT)
- Phlebotomy Training

**Associate of Arts in Teaching**

**Associate of Science**

**Associate of Applied Science**
- Advanced Manufacturing Technology
- Agriculture Technology
- Business Administration
- Business Office Administration
- Early Childhood Education
- Information Technology - Networking
- Information Technology - Programming
- Mechatronics

**Certificates**
- Accounting
- Advanced Manufacturing Technology
- Business Management
- Business Office Administration
- Early Childhood Education
- Networking
- Programming
- Mechatronics

**Certificate of Specialization**
- Early Learning Assistant

**Law Enforcement Training Center**

Pursuant to Missouri House Bill 1606 (2018), information regarding the number of credit hours, program length, employment rate, wage data, and graduates employed in careers related to their program of study at Moberly Area Community College can be found at [https://scorecard.mo.gov/scorecard](https://scorecard.mo.gov/scorecard). Search using School/Program “Moberly Area Community College” and choose the degree or credential type of interest.

There are some limitations to the data. Information provided is based on the most recent cohorts available. Typically, most recent cohorts for wage and completion data are six years prior to the current academic year. Time to complete a program of study varies depending on the number of credit hours students earn per semester.
Conditions for Graduation

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

1. complete 15 semester hours of college-level credit applicable to a degree at Moberly Area Community College;
2. complete the required course sequence for the degree or certificate program;
3. achieve a minimum cumulative 2.0 grade point average;
4. submit an application for graduation; and
5. pay in full all balances due to Moberly Area Community College.

Students seeking any Associate’s degree must also meet the following requirements:

- pass the Missouri Higher Education Civics Achievement Exam as specified in Senate Bill 807 with a score of 70% or higher (beginning Fall 2019);
- complete the state Constitution requirements as specified in Section 170.011 RSMo (Supp. 1987). This requirement is met by taking HST105, HST106, PSC103, or PSC105 or transferring an equivalent MOTR course. Students transferring an appropriate government or political science course from another institution may take an example to satisfy this requirement.

The following degrees have additional requirements:

Associate of Arts in Teaching graduates must also meet the following requirements:

- achieve an overall cumulative 2.75 grade point average;
- achieve a minimum state-designated score on the Missouri General Education Assessment (MoGEA); and
- achieve a minimum cumulative grade point average of 2.75 and earn a "C" or better in all required teacher education courses.

Associate Degree Nursing graduates must also meet the following requirements:

- complete the HESI exam before or during the last semester of enrollment prior to completion of the ADN degree;
- earn a grade of "C" or above in all courses required in the ADN curriculum.

Occupational Therapy Assistant graduates must also meet the following requirements:

- achieve a minimum cumulative grade point average of 2.5; and
- earn a grade of "C" or above in all science coursework; and earn a "C" or above in all professional coursework once accepted into the program.

Medical Laboratory Technician graduates must also meet the following requirement:

- earn a grade of “C” or above in all required courses that are part of the MLT curriculum.

Practical Nursing Certificate graduates must also meet the following requirements:

- complete the HESI exam before or during the last semester of enrollment prior to completion of the PN certificate; and
- earn a grade of “C” or above in all courses required in the PN curriculum.

Programming and Networking AAS and certificate students must also meet the following requirement:

- earn a grade of “C” or better in all CIT courses (courses with "CIT" prefix).

Reverse Transfer: MACC participates in the Missouri Reverse Transfer program. This program allows students to transfer credit back to fulfill degree requirements. Students must meet the graduation requirements listed in steps 1 - 5, any degree-specific requirements, and apply for graduation. No additional fees are required.

College Catalog

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

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

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

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

Students are subject to all policies/regulations stated in the most recent catalog.
Associate of Arts

The Associate of Arts degree (AA) is designed as the statewide general studies transfer degree, indicating the completion of a student’s lower-division general education requirements. This degree is structured for entry into the general range of baccalaureate degree programs offered by a four-year college or university. Completion of this degree requires completion of the model general education program listed below. Students who began coursework prior to 2018 or are transferring credit from other institutions can meet with advisors to determine the requirements they must fulfill to complete the Associate of Arts degree.

CORE 42 (General Education Block)
A statewide general education core curriculum has been developed to facilitate the portability of general education coursework among Missouri’s public colleges and universities. Courses comprising this core curriculum have been identified at each public institution, denoted with a MOTR prefix, and cross-walked with other institutions’ courses. Per policy adopted by the Missouri Department of Higher Education, students completing courses under the CORE 42 curriculum and transferring those courses to MACC will receive academic credit in the following manner:

» Students who complete the CORE 42 curriculum at any public institution shall be considered as having met all lower-division general education requirements at MACC. MACC will not require the student to complete any additional general education coursework. However, the student may be required to complete specific courses outside of the CORE 42 curriculum to fulfill degree requirements.

» Students who do not complete the entire CORE 42 before transferring into MACC shall receive credit for each MOTR course completed at the sending institution. Students will be required to fulfill the remainder of the CORE 42 curriculum at MACC as well as any additional degree requirements.

CORE 42 applies only to students transferring into the Associate of Arts degree. It does not apply to professional degree programs, such as the Associate of Science and Associate of Arts in Teaching, nor does it apply to certificates or Associate of Applied Science degrees at MACC.

MACC courses in the core curriculum are listed on p. 61. The MOTR number in parentheses notes the Missouri Higher Education Core Degree Requirements

I. Communication 9 hrs. minimum
   LAL101 Composition I
   LAL102 Composition II
   SPIK101 Public Speaking

II. Humanities and Fine Arts 9 hrs. minimum
   Only 3 hrs. of performance courses may be selected.
   Two of the following disciplines must be represented:
   Art    Literature
   Drama  Music
   Foreign Language Philosophy
   History

III. Social and Behavioral Science 9 hrs. minimum
   3 hrs. of Civics courses is required.
   6 hrs. of Social and Behavioral Science is required.

IV. Natural Sciences 7 hrs. minimum
   Two disciplines must be represented.
   One course with a lab is required.

V. Mathematics 3 hrs. minimum

VI. Additional Core Transfer Curriculum 5 hrs.
   Students must select CORE 42 courses to fulfill any remaining hours in the core transfer curriculum.

**END OF CORE 42 BLOCK**

VII. Life Skills
   College Orientation 1-3 hrs.

VIII. Recommended Courses for Major/Elective 21 hrs.
   Recommended elective choices are listed on the academic maps.
MACC CORE 42 COURSES

This is a list of MACC courses in the core curriculum. The MOTR number in parentheses notes the Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number.

MOTR COMMUNICATION 9 hrs. min.
Written Communication
LAL101 Composition I (MOTR ENGL100)
LAL102 Composition II (MOTR ENGL200)
Oral Communication
SPK101 Public Speaking (MOTR COMM110)

MOTR HUMANITIES & FINE ARTS 9 hrs. min.
* Only 2 hours of performance courses may be selected.

ART 3 disciplines
ART101 Art Survey & Appreciation I (MOTR ARTS100 and ARTS101)
ART102 Art Survey & Appreciation II (MOTR ARTS102)
ART110 Drawing & Composition I (MOTR PERF105D)

DRAMA
DRM120 Theatre Appreciation (MOTR THEA100A)
DRM150 Acting I (MOTR PERF100)
DRM165 Stage Makeup (MOTR PERF104M)
DRM215 Directing I (MOTR PERF101)

FOREIGN LANGUAGE 2 disciplines
FLN101 Elementary Spanish (MOTR LANG103)
FLN102 Intermediate Spanish (MOTR LANG104)
FLN111 Elementary French (MOTR LANG101)
FLN112 Intermediate French (MOTR LANG102)
FLN122 Intermediate Arabic (MOTR LANG106)

HISTORY
HST101 Western Civilization I (MOTR WCIV101)
HST102 Western Civilization II (MOTR WCIV102)

LITERATURE 2 disciplines
LAL120 American Lit to 1870 (MOTR LITR101A)
LAL121 American Lit from 1870 (MOTR LITR101B)
LAL125 African American Lit (MOTR LITR105A)
LAL150 English Lit to 1750 (MOTR LITR102A)
LAL151 English Lit from 1750 (MOTR LITR102B)
LAL153 Intro to Contemporary Lit (MOTR LITR100)
LAL250 Hist & Devt of Short Story (MOTR LITR100F)
LAL255 Women's Literature (MOTR LITR106)
LAL275 Classical Mythology (MOTR LITR201)

MUSIC 2 disciplines
MUS101 Fundamentals of Music (MOTR MUSC101)
MUS102 Music Appreciation (MOTR MUSC100)
MUS103 History of Rock & Roll (MOTR MUSC100)
MUS105 Music of America (MOTR MUSC100)
MUS130 MACC Singers I (MOTR PERF102C)
MUS137 Community Band (MOTR PERF102B)
MUS205 World Music (MOTR MUSC102)

PHILOSOPHY
PHI101 Intro to Logic (MOTR PHIL100)
PHI150 Intro to Philosophy (MOTR PHIL100)
PHI215 Intro to Ethics (MOTR PHIL102)
PHI251 Religions of the World (MOTR RELG100)

MOTR SOCIAL & BEHAV SCIENCES 9 hrs. min.
3 hrs. of Civics courses
6 hrs. of Social & Behavioral Science courses

Civics
HST105 American Hist to 1865 (MOTR HIST101)
HST106 American Hist from 1865 (MOTR HIST102)
PSC105 Introduction to American Government (MOTR POSC101)

Social & Behavioral Science
ECN101 Macroeconomics (MOTR ECON101)
ECN102 Microeconomics (MOTR ECON102)
GEO101 World Geography I (MOTR GEOG101)
PSC150 International Relations (MOTR POSC201)
PSY101 General Psychology (MOTR PSY201C)
PSY205 Human Lifespan Development (MOTR PSYC200)

SOCIAL & BEHAVIORAL SCIENCES
SOC101 Sociology (MOTR SOC101)
SOC150 Introduction to Criminal Justice (MOTR CRJ101)
SOC205 Social Problems (MOTR SOC201)

MOTR NATURAL SCIENCES 7 hrs. min.

BIOLOGICAL SCIENCES
BIO101 Biology (MOTR BIOL100L)
BIO105 Intro to Conservation Biology (MOTR BIOL100)
BIO150 Zoology (MOTR BIOL50LZ)
BIO151 Plant Biology (MOTR BIOL50LB)
BIO205 Human Anatomy (MOTR LIF50LAP)
BIO209 Physiology (MOTR LIF50LPP)

PHYSICAL SCIENCES
PHY101 Found of Physical Science (MOTR PHYS110L)
PHY120 Found of Chemistry (MOTR CHEM100L)
PHY121 General Chemistry I (MOTR CHEM150L)
PHY125 Found of Physics I (MOTR PHYS100L)
PHY140 Soil Science (MOTR PHYS110LES)
PHY160 Earth Science (MOTR PHYS110ES)
PHY162 Astronomy (MOTR ASTR100)
PHY163 Geology (MOTR GEO100L)
PHY164 Atmospheric Science (MOTR PHYS110AS)
PHY181 General Physics I (MOTR PHYS110L)
PHY201 Engineering Physics I (MOTR PHYS200L)

MOTR MATHEMATICS 3 hrs. min.

MTH140 Precalculus Algebra (MOTR MATH130)
MTH142 Quantitative Reasoning (MOTR MATH120)
MTH150 Precalculus (MOTR MATH150)
MTH160 Elementary Statistics (MOTR MATH110)

HIGHER-LEVEL MATH: Any math course that requires one of the courses above as a prerequisite will also fulfill the MOTR math requirement for 3 credit hours. Any hours beyond 3 count as general electives (not MOTR electives).

Additional five hours of any MOTR courses completes the 42 hour requirement.

CHOOSING ELECTIVES

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

Any courses with the following prefixes will be accepted as electives within the Associate of Arts degree: AGR, ART, BIO, DRM, EDU, EGN, FLN, GEO, GLS, HST, JRN, LAL*, MS, MTH*, MUS, PHI, PHY, PSY, SOC, and SPK. (*Except for developmental LAL and MTH courses with course numbers 000-099.)

Veterans may receive two credit hours of physical education for military training programs according to eligibility, application, and submission of qualifying documentation. Career and 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 and technical courses being counted as electives.

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

ACCD101, 102 Elementary Accounting I and II
ACC1010 Personal Finance
BUS1000 Introduction to Business
BUS112 Principles of Management
BUS113 Human Resource Management
BUS120 Business Law
BUS150 Business Communications
CIT [All CIT except CIT261-262]
HSC120 Health and Hygiene
HSC121 First Aid
HSC171 Medical Terminology
MK105 Principles of Marketing
MKT10 Advertising
PED 101, 102, 203, 204 Life Skills I - IV
PED140 Methods and Techniques in Officiating I
PED141, 241, 242 Varsity Sports/Basketball
PED150 Coaching Basketball
PED201 Introduction to Physical Education

COLLEGE CATALOG 2019-2020

Programs of Study
The Associate of Arts degree with an emphasis in Agriculture is designed for students who plan to transfer to a four-year college or university and major in General Agriculture, Agribusiness, Agriculture Systems, Animal Science, Plant Science, Environmental Science, etc. Suggested coursework under the agriculture emphasis will cover topics in plant science, soil science, animal science, chemistry, biology, business, and economics. Careers related to agriculture include but are not limited to agriculture manufacturing, farm management, extension services, animal breeding, agribusiness, and a variety of jobs working directly with plants and animals.

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<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
<th>Milestone*</th>
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<tbody>
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<td><strong>First Semester</strong></td>
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<td>Ag Elective (PHY140 Soil Science - Recommended)</td>
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<td>Ag Elective (SOC102 Rural Sociology - Recommended)</td>
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<td>LAL101</td>
<td>&quot;Composition I&quot;</td>
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<tr>
<td>AGR101 or SKL101</td>
<td>Agriculture Orientation or College Orientation</td>
<td>1-3</td>
<td>AGR101 or SKL101</td>
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<tr>
<td>SPK101</td>
<td>Public Speaking</td>
<td>3</td>
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<tr>
<td><strong>Total Hours</strong></td>
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<td>17-19</td>
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</table>

| Second Semester               |              |       |            |
| Ag Elective                   | 3            |       |            |
| Ag Elective (AGR141 Plant Science - Recommended) | 4           |       |            |
| History or Government         | 3            |       |            |
| Humanities and Fine Arts      | 3            |       |            |
| LAL102                        | "Composition II" | 3     |            |
| **Total Hours**               |              | 16    |            |

| Third Semester                |              |       |            |
| Ag Elective (AGR151 Animal Science - Recommended) | 4           |       |            |
| Biological or Physical Science (BIO101 Biology - Recommended) | 4           |       |            |
| Biological or Physical Science (PHY121 General Chemistry I - Recommended) | 5           |       |            |
| Social and Behavioral Science (ECN101 Macroeconomics - Recommended) | 3           |       |            |
| **Total Hours**               |              | 16    |            |

| Fourth Semester               |              |       |            |
| Ag Elective (BIO151 Introductory Plant Biology - Recommended) | 3-4          |       |            |
| Ag Elective                   | 3            |       |            |
| Humanities and Fine Arts      | 3            |       |            |
| Humanities and Fine Arts      | 3            |       |            |
| Social and Behavioral Science (ECN102 Microeconomics - Recommended) | 3           |       |            |
| **Total Hours**               |              | 15-16 |            |

**Total Hours for Degree** | 64

*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

*Please refer to the college catalog and course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).

Please refer to the college website for a complete list of course course options for electives and knowledge area requirements: https://www.macc.edu/aa-agriculture.
**Associate of Arts - Business**

The Associate of Arts degree with an emphasis in Business is designed for students who plan to transfer to a four-year college or university and major in Accounting, Business Administration, Finance, Marketing, and Management. Suggested coursework under the business emphasis will cover topics in accounting, marketing, economics, business law, human resources, and management. Careers related to business include but are not limited to accountancy, banking, sales, human resources, retail, and finance.

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<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
<th>Milestone*</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>Business Elective (BUS100 Introduction to Business - Recommended)</td>
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<tr>
<td>Core Elective</td>
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<td>3</td>
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</tr>
<tr>
<td>LAL101</td>
<td>^Composition I</td>
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<tr>
<td>^Math</td>
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<td>MTH</td>
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<td>College Orientation</td>
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<td>SPK101</td>
<td>Public Speaking</td>
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<tr>
<td><strong>Total Hours</strong></td>
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| **Second Semester**     |                |       |            |
| Business Elective (MTH160 Elementary Statistics - Recommended) | 3 |         |
| Business Elective       |                | 3     |            |
| Core Elective           |                | 3     |            |
| History or Government   |                | 3     |            |
| Humanities and Fine Arts (PHI152 Introduction to Ethics - Recommended) | 3 |         |
| LAL102                  | ^Composition II | 3 |         |
| **Total Hours**         |                | 18    |            |

| **Third Semester**      |                |       |            |
| Biological or Physical Science | 3-5 |         |
| Business Elective (ACC101 Elementary Accounting - Recommended) | 3 |         |
| Business Elective (BUS120 Business Law - Recommended) | 3 |         |
| Humanities and Fine Arts |                | 3     |            |
| Social & Behavioral Science (ECN101 Macroeconomics - Recommended) | 3 |         |
| **Total Hours**         |                | 15-17 |            |

| **Fourth Semester**     |                |       |            |
| Biological or Physical Science | 3-5 |         |
| Business Elective (ACC102 Elementary Accounting II - Recommended) | 3 |         |
| Business Elective (BUS112 Principles of Management - Recommended) | 3 |         |
| Humanities and Fine Arts |                | 3     |            |
| Social & Behavioral Science (ECN102 Microeconomics - Recommended) | 3 |         |
| **Total Hours**         |                | 15-17 |            |

**Total Hours for Degree** 64

*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

*Please refer to course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).

Please refer to the college website for a complete list of course course options for electives and knowledge area requirements: https://www.macc.edu/business.
## Associate of Arts - Fine Arts

The Associate of Arts degree with an emphasis in Fine Arts is designed for students who plan to transfer to a four-year college or university and major in Art, Film, Music, and Theater. Suggested coursework under the fine arts emphasis will cover topics in art history, drawing, photography, painting, ceramics, music history, voice, and theater history. Careers related to fine arts include but are not limited to artist, freelancer, film editor, animator, composer, actor/actress, stage manager, and screenwriter.

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<th>Course</th>
<th>Semester</th>
<th>Hours</th>
<th>Milestone*</th>
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<td>Fine Arts Elective</td>
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<td>LAL101</td>
<td>&quot;Composition I&quot;</td>
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<td>*Mathematics</td>
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<td>SPK101</td>
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<td><strong>Total Hours</strong></td>
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| Second Semester | | | |
| Biological or Physical Science | | 3-5 | |
| Fine Arts Elective | | 3 | |
| Fine Arts Elective | | 3 | |
| History or Government | | 3 | |
| LAL102 | "Composition II" | 3 | |
| **Total Hours** | | **15-17** | |

| Third Semester | | | |
| Biological or Physical Science | | 3-5 | |
| Fine Arts Elective | | 3 | |
| Fine Arts Elective | | 3 | |
| Humanities and Fine Arts | | 3 | |
| Social and Behavioral Science | | 3 | |
| **Total Hours** | | **15-17** | |

| Fourth Semester | | | |
| Core Elective | | 3 | |
| Fine Arts Elective | | 3 | |
| Fine Arts Elective | | 3 | |
| Humanities and Fine Arts | | 3 | |
| Humanities and Fine Arts | | 3 | |
| Social and Behavioral Science | | 3 | |
| **Total Hours** | | **18** | |

**Total Hours for Degree** | **64** |

*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

*Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).

Please refer to the the college website for a complete list of course course options for electives and knowledge area requirements: https://www.macc.edu/fine-arts.
## Associate of Arts - General Studies

The Associate of Arts degree with an emphasis in General Studies is designed for students who plan to transfer to a four-year college or university but are undecided about their future course of study. Choosing General Studies provides students with the flexibility of completing coursework that meets requirements for transfer, aids in career exploration, and builds a solid foundation for their future education. A wide range of general subjects may be chosen under the general studies elective coursework to include science, humanities, English, social and behavioral science, business, and mathematics.

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<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
<th>Milestone*</th>
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<tr>
<td><strong>First Semester</strong></td>
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<tr>
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<td>SPK101  Public Speaking</td>
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<td>Biological or Physical Science</td>
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*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

*Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).

Please refer to the college website for a complete list of course options for electives and knowledge area requirements: https://www.macc.edu/general-studies.
# Associate of Arts - Health Science (General)

The Associate of Arts degree with an emphasis in Health Science is designed for students who plan to transfer to a four-year college or university and major in pre-professional students (e.g., medicine, dentistry, optometry, physician assistant, pharmacy, etc.), nursing, public health, health administration, and health science. Suggested coursework under the health science emphasis will cover biology, chemistry, human anatomy and physiology, microbiology, physics, and mathematics. Careers related to health science include but are not limited to physician, pharmacist, optometrist, dentist, public health administrators, community health specialists, dietician, and health educator.

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
<th>Milestone*</th>
</tr>
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<tr>
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<td>Elective (BIO101 Biology - Recommended)</td>
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<tr>
<td>Elective (HSC171 Medical Terminology - Recommended)</td>
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<td><strong>Fourth Semester</strong></td>
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<td>Biological or Physical Science (PHY121 General Chemistry I - Recommended)</td>
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<td>Elective (BIO206 Microbiology - Recommended)</td>
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<td>Elective (MTH160 Elementary Statistics - Recommended)</td>
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<td><strong>Total Hours for Degree</strong></td>
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</table>

*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

*Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).

Please refer to the website for a complete list of course course options for electives and knowledge area requirements: [https://www.macc.edu/health-science](https://www.macc.edu/health-science).
## Associate of Arts - Health Science (Pre-ADN and Pre-Accelerated ADN)

This academic map is a semester-by-semester schedule of courses based upon the AA degree requirements as outlined in the academic catalog. In order for you to graduate in two years, specific milestones, courses and other requirements (e.g., prerequisites) must be met in a timely manner. Additionally, keep in mind this map does not substitute for academic advisement. If you have questions, see your advisor and refer to the MACC website for current information. Finally, enrolling for courses during the summer session is an option and can reduce your regular course load and allow you to stay on track to graduate in two years.

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<tr>
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<th>Semester</th>
<th>Hours</th>
<th>Milestone*</th>
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<td>PSY101***</td>
<td>General Psychology</td>
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| **Second Semester**             |                |       |            |
| BIO206 *** and/or BIO209 ***    | "Microbiology" or "Physiology" | 4 |   |
| ***                            | History or Government | 3 |   |
| LAL102***                       | "Composition II" | 3 |   |
| PSY205 ***                      | "Human Lifespan Development" | 3 |   |
| **Total Hours**                 |                | 17    |            |

| **Third Semester**              |                |       |            |
| Elective (BIO101 Biology)       | 4               |       |            |
| Elective (MTH160 "Elementary Statistics") | 3 |   |
| Elective                        | 3               |       |            |
| Humanities and Fine Arts (PHI152 Introduction to Ethics) | 3 |   |
| Humanities and Fine Arts        | 3               |       |            |
| **Total Hours**                 |                | 16    |            |

| **Fourth Semester**             |                |       |            |
| Elective (HSC171 Medical Terminology) | 3 |   |
| Humanities and Fine Arts        | 3               |       |            |
| Physical Science (PHY121 "General Chemistry I") | 5 |   |
| SOC101 ***                      | Sociology       | 3     |            |
| **Total Hours**                 |                | 14    |            |

**Total Hours for Degree**       | 64              |

*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

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

***Required courses for the ADN program. These courses are not prerequisites, but it is beneficial to take as many as possible while waiting for admission into the program.

*Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).

Please refer to the college website for a complete list of course course options for electives and knowledge area requirements: [https://www.macc.edu/general-studies-pre-adn](https://www.macc.edu/general-studies-pre-adn).
# Associate of Arts - Health Science (Pre-MLT)

This academic map is a semester-by-semester schedule of courses based upon the AA degree requirements as outlined in the academic catalog. In order for you to graduate in two years, specific milestones, courses and other requirements (e.g., prerequisites) must be met in a timely manner. Additionally, keep in mind this map does not substitute for academic advisement. If you have questions, see your advisor and refer to the MACC website for current information. Finally, enrolling for courses during the summer session is an option and can reduce your regular course load and allow you to stay on track to graduate in two years.

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<td><strong>LAL101</strong></td>
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<td><strong>Precalculus Algebra (Recommended) or Quantitative Reasoning</strong></td>
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<td><strong>MTH140</strong> or <strong>MTH142</strong></td>
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<td><strong>PHY121</strong></td>
<td><strong>General Chemistry I</strong></td>
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<td><strong>PHI152</strong></td>
<td><strong>Humanities and Fine Arts (PHI152 Introduction to Ethics - Recommended)</strong></td>
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<tr>
<td><strong>LAL102</strong></td>
<td><strong>Composition II</strong></td>
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<td><strong>SOC101</strong></td>
<td><strong>Social and Behavioral Science (SOC101 Sociology - Recommended)</strong></td>
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<td><strong>Elective (HSC171 Medical Terminology - Recommended)</strong></td>
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<td><strong>Social and Behavioral Science</strong></td>
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<th>Hours</th>
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<td><strong>Elective (&quot;MTH160 Elementary Statistics - Recommended)&quot;</strong></td>
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<tr>
<td><strong>Humanities and Fine Arts</strong></td>
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<td><strong>Total Hours for Degree</strong></td>
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* It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

**Pre-professional coursework must be completed prior to entry into the MLT program.

^Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).

Please refer to the the college website for a complete list of course course options for electives and knowledge area requirements: [https://www.macc.edu/general-studies-pre-mlt](https://www.macc.edu/general-studies-pre-mlt).
### Associate of Arts - Health Science (Pre-OTA)

This academic map is a semester-by-semester schedule of courses based upon the AA degree requirements as outlined in the academic catalog. In order for you to graduate in two years, specific milestones, courses and other requirements (e.g., prerequisites) must be met in a timely manner. Additionally, keep in mind this map does not substitute for academic advisement. If you have questions, see your advisor and refer to the MACC website for current information. Finally, enrolling for courses during the summer session is an option and can reduce your regular course load and allow you to stay on track to graduate in two years.

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<td>General Psychology</td>
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<td><strong>Third Semester</strong></td>
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<td>Elective (BIO101 Biology - Recommended)</td>
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<td>LAL102</td>
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<td>Introduction to Ethics</td>
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<td><strong>Fourth Semester</strong></td>
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<td>Elective (MTH160 &quot;Elementary Statistics - Recommended)</td>
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</table>

*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

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

***Directed electives (complete one with a "C" or better to meet the required pre-entry course requirement): CIT101 Computer Essentials, PHI152 Intro. to Ethics, SKL101 College Orientation, or SOCI101 Sociology (Recommended)

****Required pre-entry courses (Prior to beginning the OTA program in January, students must successfully complete the required general education courses with a "C" or better and maintain a minimum 2.5 GPA or higher in the required general education coursework.)

*Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).

Please refer to the the college website for a complete list of course course options for electives and knowledge area requirements: [https://www.macc.edu/general-studies-pre-ota](https://www.macc.edu/general-studies-pre-ota).
## Associate of Arts - Health Science (Pre-Surgical Technology)

This academic map is a semester-by-semester schedule of courses based upon the AA degree requirements as outlined in the academic catalog. In order for you to graduate in two years, specific milestones, courses and other requirements (e.g., prerequisites) must be met in a timely manner. Additionally, keep in mind this map does not substitute for academic advisement. If you have questions, see your advisor and refer to the MACC website for current information. Finally, enrolling for courses during the summer session is an option and can reduce your regular course load and allow you to stay on track to graduate in two years.

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<td>Human Anatomy</td>
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<td>HSC171</td>
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<td>&quot;Composition I&quot;</td>
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<td>SPK101</td>
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</tr>
<tr>
<td><strong>Third Semester</strong></td>
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</tr>
<tr>
<td>Elective (BIO101 Biology - Recommended)</td>
<td>4</td>
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<tr>
<td>Elective (MTH160 &quot;Elementary Statistics - Recommended)</td>
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<tr>
<td>Humanities and Fine Arts (PHI152 Introduction to Ethics - Recommended)</td>
<td>3</td>
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<td>Humanities and Fine Arts</td>
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<td>PSY205</td>
<td>Human Lifespan Development</td>
<td>3</td>
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<tr>
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<tr>
<td>Elective</td>
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<td>Humanities and Fine Arts</td>
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<tr>
<td>Physical Science (PHY121 &quot;General Chemistry I - Recommended)</td>
<td>5</td>
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<tr>
<td>SOC101</td>
<td>Sociology</td>
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<tr>
<td><strong>Total Hours for Degree</strong></td>
<td></td>
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</tr>
</tbody>
</table>

*Required pre-entry courses (Prior to beginning the Surgical Technology program in January, students must successfully complete the required general education courses with a "C" or better.)

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

It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

*Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).

Please refer to the the college website for a complete list of course course options for electives and knowledge area requirements: https://www.macc.edu/health-science-pre-surgical-technology.
## Associate of Arts - Social/Behavioral Science

The Associate of Arts degree with an emphasis in Social/Behavioral Science is designed for students who plan to transfer to a four-year college or university and major in sociology, social work, criminal justice, psychology, history, and political science. Suggested coursework under the social/behavior science emphasis will cover American History, world history, government, psychology, sociology, social work, economics, and geography. Careers related to social/behavior science include but are not limited to social work, law enforcement, counselor, corrections, teacher, probation/parole, politics/government, and law.

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
<th>Milestone*</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>Core Elective</td>
<td>3</td>
<td>LAL101</td>
</tr>
<tr>
<td>LAL101 &quot;Composition I&quot;</td>
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<tr>
<td>&quot;Mathematics&quot;</td>
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<td>MTH</td>
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<tr>
<td>SKL101 College Orientation</td>
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<td>Social and Behavioral Science</td>
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<tr>
<td>SPK101 Public Speaking</td>
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<tr>
<td><strong>Total Hours</strong></td>
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| Second Semester                     |                           |       |            |
| Biological or Physical Science      |                           | 3-5   |            |
| History or Government               |                           | 3     |            |
| Humanities and Fine Arts            |                           | 3     |            |
| LAL102 "Composition II"             |                           | 3     |            |
| Social and Behavioral Science       |                           | 3     |            |
| **Total Hours**                     |                           | 15-17 |            |

| Third Semester                      |                           |       |            |
| Biological or Physical Science      |                           | 3-5   |            |
| Humanities and Fine Arts            |                           | 3     |            |
| Social and Behavioral Science Elective |                       | 3     |            |
| Social and Behavioral Science Elective |                       | 3     |            |
| Social and Behavioral Science Elective |                       | 3     |            |
| Social and Behavioral Science Elective |                       | 3     |            |
| **Total Hours**                     |                           | 15-17 |            |

| Fourth Semester                     |                           |       |            |
| Core Elective                       |                           | 3     |            |
| Humanities and Fine Arts            |                           | 3     |            |
| Social and Behavioral Science Elective |                       | 3     |            |
| Social and Behavioral Science Elective |                       | 3     |            |
| Social and Behavioral Science Elective |                       | 3     |            |
| Social and Behavioral Science Elective |                       | 3     |            |
| Social and Behavioral Science Elective |                       | 3     |            |
| **Total Hours**                     |                           | 18    |            |
| **Total Hours for Degree**          |                           | 64    |            |

*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

*Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).

Please refer to the the college website for a complete list of course course options for electives and knowledge area requirements: [https://www.macc.edu/social-behavioral-science](https://www.macc.edu/social-behavioral-science).
# Associate of Arts - STEM

(Astronomy, Biology, Chemistry, Computer Science, Geology, Math, or Physics)

The Associate of Arts degree with an emphasis in STEM is designed for students who plan to transfer to a four-year college or university and major in biology, chemistry, computer science, information technology, mathematics, statistics, physical science, and physics. Suggest coursework under the STEM emphasis will cover biology, human anatomy, physiology, microbiology, information technology, statistics, calculus, chemistry, and physics. Careers related to STEM include but are not limited to actuary, computer programmer, network engineer, software specialist, risk analyst, physicist, biochemist, wildlife resources, veterinarian, botanist, pharmaceutical sales, forensic scientist, mathematician, meteorologist, and project management.

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
<th>Milestone^*</th>
</tr>
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<tbody>
<tr>
<td>First Semester</td>
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<tr>
<td>Core Elective</td>
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<tr>
<td>LAL101</td>
<td>“Composition I”</td>
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<td>LAL101</td>
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<tr>
<td>“Mathematics”</td>
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<td>MTH</td>
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<td>SKL101</td>
<td>College Orientation</td>
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**Second Semester**

<table>
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<th>Semester</th>
<th>Hours</th>
<th>Milestone^*</th>
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<tbody>
<tr>
<td>Biological or Physical Science</td>
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<td>3-5</td>
<td></td>
</tr>
<tr>
<td>History or Government</td>
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<td>3</td>
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<tr>
<td>Humanities and Fine Arts</td>
<td></td>
<td>3</td>
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</tr>
<tr>
<td>LAL102</td>
<td>“Composition II”</td>
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<tr>
<td>STEM Elective</td>
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**Third Semester**

<table>
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<th>Hours</th>
<th>Milestone^*</th>
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<tbody>
<tr>
<td>Biological or Physical Science</td>
<td></td>
<td>3-5</td>
<td></td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
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<td>3</td>
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<tr>
<td>STEM Elective</td>
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<td>3</td>
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</tr>
<tr>
<td>STEM Elective</td>
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<td>3</td>
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<td>STEM Elective</td>
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<td>Total Hours</td>
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**Fourth Semester**

<table>
<thead>
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<th>Course</th>
<th>Semester</th>
<th>Hours</th>
<th>Milestone^*</th>
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<tr>
<td>Core Elective</td>
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<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
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<td>3</td>
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<td>Social and Behavioral Science</td>
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<td>3</td>
<td></td>
</tr>
<tr>
<td>STEM Elective</td>
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<td>3</td>
<td></td>
</tr>
<tr>
<td>STEM Elective</td>
<td></td>
<td>3</td>
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</tr>
<tr>
<td>STEM Elective</td>
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<td>3</td>
<td></td>
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<tr>
<td>Total Hours</td>
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<td>18</td>
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</tr>
<tr>
<td>Total Hours for Degree</td>
<td></td>
<td>64</td>
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</tr>
</tbody>
</table>

^It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

^Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).

Please refer to the college website for a complete list of course course options for electives and knowledge area requirements: [https://www.macc.edu/stem](https://www.macc.edu/stem).
Global Education

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

Global Studies Certificate

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

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

I. General Education Courses 12 credits
   Approved general education, international, and global studies courses (see list below)

II. Global Studies Seminar 3 credits

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

IV. Geography 3 credits
   Other than U.S.

V. Electives 3-6 credits
   Selected from list of approved general education, international, and global studies courses (see list below)

Program Total 30-31 credits

The following courses are approved general education, international, and global studies courses and may be used to fulfill certificate requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ART101</td>
<td>Art Survey &amp; Appreciation I</td>
</tr>
<tr>
<td>ART102</td>
<td>Art Survey &amp; Appreciation II</td>
</tr>
<tr>
<td>ART115</td>
<td>Cultural Studies in Art</td>
</tr>
<tr>
<td>BIO206</td>
<td>Microbiology</td>
</tr>
<tr>
<td>DRM115</td>
<td>Cultural Studies in Theater</td>
</tr>
<tr>
<td>DRM120</td>
<td>Theater Appreciation</td>
</tr>
<tr>
<td>FLN101</td>
<td>Elementary Spanish</td>
</tr>
<tr>
<td>FLN102</td>
<td>Intermediate Spanish</td>
</tr>
<tr>
<td>FLN111</td>
<td>Elementary French</td>
</tr>
<tr>
<td>FLN112</td>
<td>Intermediate French</td>
</tr>
<tr>
<td>FLN115</td>
<td>Cultural Studies in Spanish</td>
</tr>
<tr>
<td>FLN121</td>
<td>Elementary Arabic</td>
</tr>
<tr>
<td>FLN122</td>
<td>Intermediate Arabic</td>
</tr>
<tr>
<td>FLN201</td>
<td>Spanish Readings</td>
</tr>
<tr>
<td>GEO101</td>
<td>World Geography I</td>
</tr>
<tr>
<td>GEO102</td>
<td>World Geography II</td>
</tr>
<tr>
<td>GLS201</td>
<td>Global Studies Seminar</td>
</tr>
<tr>
<td>HST101</td>
<td>Western Civilization I</td>
</tr>
<tr>
<td>HST102</td>
<td>Western Civilization II</td>
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<tr>
<td>LAL150</td>
<td>English Literature to 1750</td>
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<tr>
<td>LAL151</td>
<td>English Literature from 1750</td>
</tr>
<tr>
<td>LAL210</td>
<td>Western Literature I</td>
</tr>
<tr>
<td>LAL211</td>
<td>Western Literature II</td>
</tr>
<tr>
<td>LAL275</td>
<td>Classical Mythology</td>
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<tr>
<td>MUS102</td>
<td>Music Appreciation</td>
</tr>
<tr>
<td>MUS205</td>
<td>World Music</td>
</tr>
<tr>
<td>MUS215</td>
<td>Cultural Studies in Music</td>
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<tr>
<td>PHI150</td>
<td>Philosophy</td>
</tr>
<tr>
<td>PHI155</td>
<td>Introduction to the Bible</td>
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<tr>
<td>PHI157</td>
<td>War, Peace, &amp; Religion</td>
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<tr>
<td>PHI251</td>
<td>Religions of the World</td>
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<tr>
<td>PHY160</td>
<td>Earth Science</td>
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<tr>
<td>PHY163</td>
<td>Geology</td>
</tr>
<tr>
<td>PSC150</td>
<td>International Relations</td>
</tr>
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<td>PSY230</td>
<td>Cross-Cultural Psychology</td>
</tr>
<tr>
<td></td>
<td>Other transfer courses as approved</td>
</tr>
</tbody>
</table>

Semester Abroad

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

Honors Program

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

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

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

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

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

For more information contact the Coordinator of Teacher Education. *Students are strongly encouraged to consult an advisor and the transfer institution prior to enrolling in courses to ensure that all selected courses will transfer.*

Degree Requirements

I. General Education .........................................................38 hours
General education credits should be carefully selected with the help of an advisor whenever possible to meet degree requirements and prerequisites, to prepare for the Missouri General Education Assessment (MoGEA), and to address level and area of teacher preparation.

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

III. Statewide Required Teacher Education Core Courses
EDU220 Found. of Education in a Diverse Society ..........3 hours
EDU225 Teaching Profession w/ Field Experience ..3 hours
EDU233 Multicultural Education or
EDU242 Education of Exceptional Learners .........3 hours
EDU235 Educational Technology ........3 hours
EDU245 Educational Psychology ....3 hours

Total Required Core Courses ...........................................15 hours

IV. MACC Required Teacher Education Core Courses
EDU295 Education Capstone ...........................................2 hours

V. Electives
Electives or other institutional requirements*** ........6 hours
ECN101 Macroeconomics ......................................3 hours
GEO101 World Geography I or
GEO102 World Geography II ........................................3 hours

***Electives may be selected from education electives, content areas or any other courses. They should be carefully selected with the help of an advisor to meet degree requirements, prerequisites, preparation for the MoGEA, and planned level and area of teacher preparation. Transfer institutions may have other specific requirements. Students should be in contact with any institution to which they might transfer.

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

VI. Other Requirements
1. Students must achieve a minimum cumulative grade point average of 2.75.
2. Students must achieve a minimum score on the MoGEA as determined by the College.
3. Students must achieve a minimum 2.75 cumulative grade point average and earn a grade of “C” or better in all required Teacher Education core courses.
4. Four-year transfer institutions may have additional requirements including higher grade point average or MoGEA scores. Students are encouraged to work closely with an advisor from the receiving institution so that they may understand and prepare to meet all entrance requirements.
All Missouri community colleges offer the same Associate of Arts in Teaching (AAT) degree option for students who want to transfer to a 4-year college or university to pursue a bachelor's degree in teacher education. Most public and private 4-year colleges and universities have agreed to articulate the AAT with their bachelor's degree programs. The AAT curriculum is based on MO-Step standards and mid-preparation benchmarks approved by the Missouri Department of Elementary and Secondary Education (DESE). This common curriculum ensures that students will meet the competencies identified by DESE at the completion of the second year of postsecondary education.

### Associate of Arts in Teaching

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
<th>Milestone*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
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</tr>
<tr>
<td>HST105 or</td>
<td>American History to 1865 or</td>
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<tr>
<td>HST106 or</td>
<td>American History from 1865 or</td>
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</tr>
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<td>PSC105</td>
<td>Introduction to American Government</td>
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<tr>
<td>LAL101</td>
<td>&quot;Composition I&quot;</td>
<td>3</td>
<td>LAL101</td>
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<tr>
<td>MTH140 or</td>
<td>&quot;Precalculus Algebra or&quot;</td>
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<tr>
<td>MTH142 or</td>
<td>&quot;Quantitative Reasoning or&quot;</td>
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<td>MTH142 or</td>
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<td>MTH150</td>
<td>&quot;Precalculus&quot;</td>
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<td>PSY101</td>
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<td><strong>Second Semester</strong></td>
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<tr>
<td>EDU220</td>
<td>&quot;Foundations of Education in a Diverse Society&quot;</td>
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<td>EDU220</td>
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<td>EDU235</td>
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<td>MUS102</td>
<td>Music Appreciation or other Humanities</td>
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<td>PSY205</td>
<td>&quot;Human Lifespan Development&quot;</td>
<td>3</td>
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<tr>
<td><strong>Total Hours</strong></td>
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<td><strong>Third Semester</strong></td>
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</tr>
<tr>
<td>BIO101</td>
<td>Biology (or other BIO science with lab)**</td>
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<tr>
<td>EDU225</td>
<td>&quot;Teaching Professions with Field Experience&quot;</td>
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<tr>
<td>EDU233 or</td>
<td>&quot;Multicultural Education or&quot;</td>
<td></td>
<td></td>
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<tr>
<td>EDU242</td>
<td>&quot;Education of Exceptional Learners&quot;</td>
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<td>EDU245</td>
<td>&quot;Educational Psychology&quot;</td>
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<td>LAL252</td>
<td>Children's Literature for the Elementary Teacher or other Literature course for Secondary Education</td>
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<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART101</td>
<td>Art Survey and Appreciation I or other Humanities</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EDU295</td>
<td>&quot;Education Capstone&quot;</td>
<td>2</td>
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<tr>
<td>Elective*** (see previous page)</td>
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<tr>
<td>Elective*** (see previous page)</td>
<td></td>
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</tr>
<tr>
<td>PHY101</td>
<td>&quot;Foundations of Physical Science (or other PHY science with lab)**</td>
<td>4</td>
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<tr>
<td><strong>Total Hours</strong></td>
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<td>15</td>
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<tr>
<td><strong>Total Hours for Degree</strong></td>
<td></td>
<td>62</td>
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</tr>
</tbody>
</table>

*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

**The AAT degree requires a student to complete a minimum of 8 credit hours in science. In addition, the science courses must represent each discipline (BIO and PHY), and both science courses must include a lab.

"Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).

Please refer to the college website for a complete list of course options for electives and knowledge area requirements: https://www.macc.edu/index.php/aa-in-teaching.
## Associate of Science

The Associate of Science (AS) degree is intended for students planning to transfer to a four-year institution to pursue a Bachelor of Science degree in Engineering. The AS degree differs from the Associate of Arts (AA) degree in the level of mathematics and science coursework that is required. It is crucial that students begin the math sequence in the first semester of study in order to complete the degree in two years. Students entering MACC ready to enroll in MTH201 (Analytic Geometry & Calculus I) their first semester can expect to complete the AS degree in four semesters.

Students not meeting the pre-requisite for MTH201 are encouraged to enroll in MTH150 (Precalculus) in the first semester of study. MTH150 is specifically designed to provide AS degree students with the preparation needed to successfully complete the Calculus series. Students requiring additional math preparation prior to Precalculus will require additional semesters to complete the degree.

Completion of the AS degree requires a minimum of 61 credit hours of approved courses. A grade of “C” or better is required for MTH201, MTH202 (Analytic Geometry & Calculus II) and PHY201 (Engineering Physics I) to graduate with an AS degree. A grade of “C” or better is recommended for all courses to ensure transfer credit. Any course completed with a grade lower than a “C” may not transfer for credit to all four-year institutions. All AS students are encouraged to work with an advisor from both MACC and the planned transfer institution to create an individualized plan of study.

### Required Courses

<table>
<thead>
<tr>
<th>General Education</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKL101 College Orientation</td>
<td>1</td>
</tr>
<tr>
<td>LAL101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>LAL102 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MO State Constitution Requirement*</td>
<td>3</td>
</tr>
<tr>
<td>ECN101 Macroecon. or ECN102 Microecon</td>
<td>3</td>
</tr>
<tr>
<td><strong>Math/Science</strong></td>
<td></td>
</tr>
<tr>
<td>MTH201 Analytic Geometry &amp; Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MTH202 Analytic Geometry &amp; Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MTH203 Analytic Geometry &amp; Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>PHY121 General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>PHY201 Engineering Physics I</td>
<td>5</td>
</tr>
<tr>
<td>PHY202 Engineering Physics II</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Credit Hours for Required Courses</strong></td>
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### Elective Courses

<table>
<thead>
<tr>
<th>I. General Education Options</th>
<th>Cont.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Humanities/Fine Arts</strong></td>
<td><strong>Social &amp; Behavioral Sciences</strong></td>
</tr>
<tr>
<td>ART101 Art Survey &amp; Appreciation I</td>
<td>ECN101 Macroeconomics</td>
</tr>
<tr>
<td>ART102 Art Survey &amp; Appreciation II</td>
<td>ECN102 Microeconomics</td>
</tr>
<tr>
<td>DRM120 Theatre Appreciation</td>
<td>GEO101 World Geography</td>
</tr>
<tr>
<td>LAL120 Am. Literature Survey to 1870</td>
<td>HST101 Western Civilization I</td>
</tr>
<tr>
<td>LAL121 Am. Literature Survey 1870 - Present</td>
<td>HST105 American History to 1865</td>
</tr>
<tr>
<td>LAL125 African-American Literature</td>
<td>HST106 American History from 1865</td>
</tr>
<tr>
<td>LAL150 English Literature Survey to 1750</td>
<td>PSC105 Introduction to American Government</td>
</tr>
<tr>
<td>LAL151 English Lit. Survey 1750 - Present</td>
<td>PSY101 General Psychology</td>
</tr>
<tr>
<td>LAL251 Science Fiction</td>
<td>SOC101 Sociology</td>
</tr>
<tr>
<td>LAL275 Classical Mythology</td>
<td><strong>I. Free Elective Options</strong></td>
</tr>
<tr>
<td>MUS102 Music Appreciation</td>
<td><strong>Select from general education or engineering elective options.</strong></td>
</tr>
<tr>
<td>MUS105 Music of America</td>
<td><strong>Minimum Credit Hours for AS Degree</strong></td>
</tr>
<tr>
<td>MUS205 World Music</td>
<td></td>
</tr>
<tr>
<td>PHI150 Introduction to Philosophy</td>
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</tr>
<tr>
<td>PHI151 Introduction to Logic</td>
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</tr>
<tr>
<td>PHI152 Introduction to Ethics</td>
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</tr>
<tr>
<td>PHI153 Bioethics</td>
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</tr>
<tr>
<td>PHI251 Religions of the World</td>
<td></td>
</tr>
</tbody>
</table>

**Elective courses should be selected from the approved lists that follow.**

### Social & Behavioral Sciences

| ECN101 Macroeconomics | 3 |
| ECN102 Microeconomics | 3 |
| GEO101 World Geography | 3 |
| HST101 Western Civilization I | 3 |
| HST105 American History to 1865 | 3 |
| HST106 American History from 1865 | 3 |
| PSC105 Introduction to American Government | 3 |
| PSY101 General Psychology | 3 |
| SOC101 Sociology | 3 |

**Communications:**

| SPK101 Public Speaking | 3 |

### II. Engineering Elective Options

| AMD112 Computer Aided Design | 3 |
| CIT105 Programming I | 3 |
| CIT205 Programming II | 3 |
| EGN201 Statics | 3 |
| INDI05 Fluid Power Principles | 3 |
| MTH250 Differential Equations | 3 |
| PHY122 General Chemistry II | 3 |
| PHY163 Geology | 3 |

### III. Free Elective Options

*Select from general education or engineering elective options.*

**Minimum Credit Hours for AS Degree**

**NOTE:** The majority of students enrolled in MACC’s Associate of Science degree program plan to transfer to engineering programs at Missouri University of Science & Technology or the University of Missouri–Columbia. Since specific program requirements vary based on engineering discipline and transfer institution, all students are encouraged to connect with academic advisors at their intended transfer institution early in the program. Elective Course Transfer Guides are also available online at www.macc.edu/associate-of-science-home.

*Taking one of the following courses will satisfy the MO State Constitution Requirement:

- HST105 American History to 1865 or
- HST106 American History from 1865 or
- PSC105 Introduction to American Government*
Associate of Science - Engineering

The Associate of Science (AS) degree is intended for students planning to transfer to a four-year college or university to pursue a Bachelor of Science degree in Engineering. Completion of the AS degree requires a minimum of 61 credit hours of approved courses. The AS degree differs from the Associate of Arts (AA) degree in the level of mathematics and science coursework that is required. Students meeting the prerequisites for MTH150 (Precalculus) or MTH201 (Analytic Geometry & Calculus I) in their first semester can expect to complete the degree in four semesters. Students requiring additional math preparation prior to MTH150 will require additional semesters to complete the degree.

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
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<tbody>
<tr>
<td>LAL101</td>
<td>First Semester</td>
<td>3</td>
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<tr>
<td>MTH201</td>
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<td>PHY121</td>
<td></td>
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<td>SKL101</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HST105 or HST106 or PSC105</td>
<td>American History to 1865 or American History from 1865 or Introduction to American Government</td>
<td>3</td>
</tr>
<tr>
<td>LAL102</td>
<td></td>
<td>3</td>
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<tr>
<td>MTH202</td>
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<td>PHY201</td>
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<td>Total Hours</td>
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<table>
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<tr>
<th>Course</th>
<th>Third Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECN101 or ECN102</td>
<td>Macroeconomics or Microeconomics</td>
<td>3</td>
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<tr>
<td>Engineering Elective</td>
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<tr>
<td>MTH203</td>
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<tr>
<td>PHY202</td>
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<tr>
<td>Total Hours</td>
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<table>
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<tr>
<th>Course</th>
<th>Fourth Semester</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Engineering Elective (MTH250 Differential Equations - Recommended)</td>
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<tr>
<td>Free Elective (General Education or Engineering Elective)</td>
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</tr>
<tr>
<td>Free Elective (General Education or Engineering Elective)</td>
<td></td>
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</tr>
<tr>
<td>General Education Elective</td>
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<tr>
<td>General Education Elective</td>
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<tr>
<td>Total Hours</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Total Hours for Degree</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Hours for Degree</td>
<td></td>
<td>61</td>
</tr>
</tbody>
</table>

**Shaded courses must be completed in the sequence indicated. Failure to complete these courses in the appropriate sequence will result in extension of time to complete the AS degree.**

**Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite courses.**

Please refer to the college website for a complete list of course options for electives and knowledge area requirements: https://www.macc.edu/associate-of-science-home. Additional AS academic maps for students starting in MTH150 (Precalculus) or starting in MTH202 (Analytic Geometry & Calculus II) are also available online.
Associate Degree Nursing

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

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

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

Admission Criteria

- Complete all admission requirements for Moberly Area Community College.
- Earn a composite ACT score of 20 before applying. 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 Affairs.
- If the ACT math sub-score is 17 or below, an applicant must have taken and completed Fundamentals of Math successfully prior to admission into the program.
- Submit official transcripts of high school, GED or HiSET transcript, previous college and/or schools of nursing, if applicable, to Student Affairs.
- Complete and return a notarized Missouri Nurse Practice Act 0355.066 form to the Health Sciences Office prior to or on March 15 for fall admission and September 30 for spring admission.
- Submit official transcripts of high school, GED or HiSET transcript, previous college and/or schools of nursing, if applicable, to Student Affairs.
- Complete and return a notarized Essential Qualifications form to the Health Sciences Office prior to or on March 15 for fall admission and September 30 for spring admission.
- 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 Health Sciences Office.)
- Submit three reference forms. The individual score on each category must be no higher than 2.0. These may not be completed by a personal friend or relative. Obtain from Health Sciences Office.
- Achieve a cumulative grade point average of 2.7 from high school or college. All university or college coursework attempted will be evaluated by the MACC Registrar to determine a student’s cumulative grade point average. College transcript supersedes high school transcript.
- Earn a TOEFL score of 560 on the written exam or a score of 86 on the TOEFL IBT exam, or an ACT English score of 20 or greater, or a “C” or better in Composition I for students for whom English is a second language.

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

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

Admission Process

Applicants whose records indicate the greatest potential for successful achievement in nursing will be selected for admission into the program. A weighted admission process is utilized to select qualified candidates for acceptance into the Associate Degree in Nursing program. Incomplete packets will not be considered. The specific process for selection is outlined in the admission packet. After annual updates are complete, admission packets are available online.

In the event of an unusual situation concerning an applicant, an admissions committee will make the decision to accept or decline admission. The committee will consist of the Dean of Student Affairs and Enrollment Management, Director of Health Sciences, nursing faculty, a member of the science faculty, and a member of the health care community.

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

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

Students may receive credit for required non-nursing courses by CLEP testing or by transfer of credits, which will be evaluated on an individual basis. CLEP credit is not awarded for Anatomy, Physiology, Microbiology, Composition II, or General Psychology.
The two-year Associate Degree in Nursing program, housed at the Moberly campus, 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 and groups of individuals with well-defined health problems.

Upon successful completion of the program, the student is eligible to apply to take the National Council of Licensing Examination for Registered Nurses. Missouri Nursing Practice Act, Section 335.006, provides additional criteria for eligibility to apply for licensure to practice nursing. Successful completion of the program does not guarantee eligibility to take the licensing exam. Satisfactory performance on the examination will qualify the student for licensure as a registered nurse. The program is fully approved by the Missouri State Board of Nursing and is approved by the Coordinating Board for Higher Education and the Department of Elementary and Secondary Education, Division of Career Education.

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester (Fall)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO205*** Human Anatomy</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>LAL101*** “Composition I”</td>
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<td>3</td>
</tr>
<tr>
<td>NUR100 Medication Administration (1st 8 weeks)</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>NUR101 Fundamentals of Nursing Practice</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>PSY101*** General Psychology</td>
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</tr>
<tr>
<td><strong>Total Hours</strong></td>
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<td>17</td>
</tr>
<tr>
<td><strong>Second Semester (Spring)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO209*** “Physiology”</td>
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</tr>
<tr>
<td>LAL102*** “Composition II”</td>
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<td>3</td>
</tr>
<tr>
<td>MTH140*** or MTH142*** “Precalculus Algebra”</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>or MTH142*** “Quantitative Reasoning”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR112 Adult Health Nursing I</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>NUR204 Managing Intravenous Therapies (2nd 8 weeks)</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
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<td>17</td>
</tr>
<tr>
<td><strong>Summer Session</strong></td>
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<tr>
<td>BIO206*** “Microbiology”</td>
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<td>4</td>
</tr>
<tr>
<td>SPK101*** Public Speaking</td>
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<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
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<td>7</td>
</tr>
<tr>
<td><strong>Third Semester (Fall)</strong></td>
<td></td>
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</tr>
<tr>
<td>NUR111 Mental Health Nursing</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>NUR210 Nursing of Women and Newborns (1st 8 weeks)</td>
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<td>4</td>
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<tr>
<td>NUR212 Child Health Nursing (2nd 8 weeks)</td>
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</tr>
<tr>
<td>PSY205*** “Human Lifespan Development”</td>
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</tr>
<tr>
<td>SOC101*** Sociology</td>
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<td><strong>Total Hours</strong></td>
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<td>18</td>
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<tr>
<td><strong>Fourth Semester (Spring)</strong></td>
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<td></td>
</tr>
<tr>
<td>HST105*** or HST106*** or PSC105*** “American History to 1865”</td>
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</tr>
<tr>
<td>or PSC105*** “American History from 1865”</td>
<td></td>
<td></td>
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<tr>
<td>or Introduction to American Government</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR206 Nursing Issues</td>
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<td>3</td>
</tr>
<tr>
<td>NUR220 Adult Health Nursing II</td>
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<td>10</td>
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<td><strong>Total Hours</strong></td>
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</tr>
<tr>
<td><strong>Total Hours for Degree</strong></td>
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<td>75</td>
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</table>

See page 82 for additional information about requirements.
The two-year Associate Degree in Nursing program, housed at the Moberly campus, 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 and 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 355.006, provides additional criteria for eligibility to apply for licensure to practice nursing. Successful completion of the program does not guarantee eligibility to take the licensing exam. Satisfactory performance on the examination will qualify the student for licensure as a registered nurse. The program is fully approved by the Missouri State Board of Nursing and is approved by the Coordinating Board for Higher Education and the Department of Elementary and Secondary Education, Division of Career Education.

### Course, Semester, Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester (Spring)</strong></td>
<td></td>
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</tr>
<tr>
<td>BIO205***</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>LAL101***</td>
<td>^Composition I</td>
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</tr>
<tr>
<td>NUR100</td>
<td>Medication Administration (1st 8 weeks)</td>
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<td>NUR101</td>
<td>Fundamentals of Nursing Practice</td>
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<tr>
<td>PSY101***</td>
<td>General Psychology</td>
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<td><strong>Total Hours</strong></td>
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</tr>
<tr>
<td><strong>Second Semester (Spring)</strong></td>
<td></td>
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</tr>
<tr>
<td>BIO209***</td>
<td>^Physiology*</td>
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<tr>
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<tr>
<td><strong>Summer Session</strong></td>
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<tr>
<td>BIO209***</td>
<td>^Physiology*</td>
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<td>SPK101***</td>
<td>Public Speaking</td>
<td>3</td>
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<td><strong>Total Hours</strong></td>
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<td>7</td>
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<tr>
<td><strong>First Semester (Fall)</strong></td>
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<td></td>
</tr>
<tr>
<td>BIO205***</td>
<td>Human Anatomy</td>
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</tr>
<tr>
<td>LAL102***</td>
<td>^Composition II</td>
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</tr>
<tr>
<td>MTH140*** or MTH142***</td>
<td>^Precalculus Algebra or ^Quantitative Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>NUR112</td>
<td>Adult Health Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NUR204</td>
<td>Managing Intravenous Therapies (2nd 8 weeks)</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td></td>
<td>17</td>
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<tr>
<td><strong>Third Semester (Spring)</strong></td>
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<tr>
<td>NUR111</td>
<td>Mental Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR210</td>
<td>Nursing of Women and Newborns (1st 8 weeks)</td>
<td>4</td>
</tr>
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<td>NUR212</td>
<td>Child Health Nursing (2nd 8 weeks)</td>
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<tr>
<td>PSY205***</td>
<td>^Human Lifespan Development</td>
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<tr>
<td>SOC101***</td>
<td>Sociology</td>
<td>3</td>
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<tr>
<td><strong>Total Hours</strong></td>
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<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>HST105*** or HST106*** or PSC105***</td>
<td>American History to 1865 or American History from 1865 or Introduction to American Government</td>
<td>3</td>
</tr>
<tr>
<td>NUR206</td>
<td>Nursing Issues</td>
<td>3</td>
</tr>
<tr>
<td>NUR220</td>
<td>Adult Health Nursing II</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
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</tr>
<tr>
<td><strong>Total Hours for Degree</strong></td>
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<td>75</td>
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</tbody>
</table>

See page 81 for additional information about requirements.
*Physiology and Microbiology must be repeated if completed five years or more before the first nursing course date of the program.

** These courses can be taken as general education courses while waiting on admission to the ADN program. It is recommended to complete as many of these courses as possible to decrease the course load during the program.

*Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).

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

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

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

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

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

### Admission Criteria

- Complete all admission requirements for Moberly Area Community College.
- Complete developmental courses prior to admission into the Accelerated Admissions Option Program including Intermediate Algebra.
- Complete the NLN Challenge Exam with a score of 62% or greater on the NACE I Nursing Care of the Child and NACE I Nursing Care of the Childbearing Family.
- Earn a composite ACT score of 20 or above before applying. 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 Affairs.
- Submit official transcripts of high school. GED or HiSET transcript, previous college and/or schools of nursing, if applicable, to Student Affairs.
- Complete and return a notarized Revocation of Licensure form to the Health Sciences Office.
- Complete and return a notarized Essential Qualifications form to the Health Sciences Office.
- 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 Health Sciences Office.)
- Submit three reference forms. The individual score on each category must be no higher than 2.0. These may not be completed by a personal friend or a relative. Obtain from Health Sciences Office. Submit completed application forms to the Health Sciences Office.
- Provide proof of graduation and a GPA of 2.7 or above from a state-accredited program of Practical Nursing.
- Provide a copy of current undisciplined Practical Nursing License in Missouri.
- Earn a "C" or better in all required courses that are part of the ADN curriculum.
- Achieve a cumulative 2.7 grade point average from high school or college. All university or college coursework attempted will be considered when determining a student’s cumulative grade point average. College transcript supersedes high school transcript.
- Earn a TOEFL score of 560 on the written exam or a score of 86 on the TOEFL IBT exam, or an ACT English score of 20 or greater, or a “C” or better in Composition I for students for whom English is a second language.
- Earn a passing score in the NCLEX exam for practical nurses before admission into the ADN Accelerated Option program.

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. Applicants whose records indicate the greatest potential for successful achievement in nursing will be selected.

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Students are expected to provide their own transportation to clinical sites. Clinical sites are located throughout Central and Northeast Missouri. Clinical sites are located in many different sites to enable the student to receive a diverse array of clinical experiences.

### Suggested Curriculum

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

Six credit hours of Fundamentals of Nursing will be awarded upon successful completion of Adult Health Nursing I. The credit is granted based on licensure status of the Practical Nurse. Licensure signifies that the person is competent to practice safe, fundamental care.

One credit hour of advanced standing will be awarded for Medication Administration upon successful completion of Adult Nursing I.

Four credit hours of advanced standing will be awarded for Maternal Child Studies upon successful completion of the National League of Nursing (NLN) Challenge Exam and subsequent completion of Maternal-Child Studies.

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
<th>Milestone*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Pre-Entry Courses (23 hours required for acceptance)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO205</td>
<td>Human Anatomy</td>
<td>4</td>
<td>BIO205</td>
</tr>
<tr>
<td>BIO209</td>
<td>&quot;Physiology**&quot;</td>
<td>4</td>
<td>BIO209</td>
</tr>
<tr>
<td>LAL101</td>
<td>&quot;Composition I&quot;</td>
<td>3</td>
<td>LAL101</td>
</tr>
<tr>
<td>PSY101</td>
<td>General Psychology</td>
<td>3</td>
<td>PSY101</td>
</tr>
<tr>
<td>PSY205</td>
<td>&quot;Human Lifespan Development&quot;</td>
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<td>PSY205</td>
</tr>
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The following are courses that may be taken to meet the remainder of the 23 required credit hours of coursework.

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
<th>Milestone*</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH140 or MTH142</td>
<td>&quot;Precalculus Algebra*** or Quantitative Reasoning ***&quot;</td>
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<td>MTH140 or MTH142</td>
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<td>SOC101</td>
<td>Sociology</td>
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Total Hours: 23

Second Semester (Spring)

<table>
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<tr>
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<th>Semester</th>
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<td>BIO206</td>
<td>&quot;Microbiology**&quot;</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>LAL102</td>
<td>&quot;Composition II&quot;</td>
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</tr>
<tr>
<td>NUA111</td>
<td>Mental Health Nursing</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>NUA202</td>
<td>Maternal-Child Studies</td>
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Total Hours: 15

Summer Semester

<table>
<thead>
<tr>
<th>Course</th>
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<th>Hours</th>
<th>Milestone*</th>
</tr>
</thead>
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<td>Adult Health Nursing I</td>
<td>6</td>
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</tr>
<tr>
<td>NUA200</td>
<td>Professional Perspectives</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>NUA204</td>
<td>Managing Intravenous Therapies</td>
<td>3</td>
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<tr>
<td>SPK101</td>
<td>Public Speaking</td>
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Total Hours: 13

Third Semester (Fall)

<table>
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<th>Course</th>
<th>Semester</th>
<th>Hours</th>
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<tr>
<td>NUA220</td>
<td>Adult Health Nursing II</td>
<td>10</td>
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<tr>
<td>HST105 or HST106 or PSC105</td>
<td>American History to 1865 or American History from 1865 or Introduction to American Government</td>
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</tr>
</tbody>
</table>

Total Hours: 13

Total Hours for Degree: 75****

*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

**Physiology and Microbiology must be repeated if completed five years or more before the first nursing course date of the program.

***Applicants must have completed MTH100 Intermediate Algebra or placed into MTH140 Precalculus Algebra or MTH142 Quantitative Reasoning prior to acceptance into the ADN program.

****Fundamentals of Nursing advanced standing-6 credit hours will be awarded after successful completion of Adult Nursing I. The credit is granted based on licensure status of the Practical Nurse. Licensure signifies that the person is competent to practice safe, fundamental care.

*****Medication Administration advanced standing-1 credit hour will be awarded after completion of Adult Health Nursing, Maternal-Child Nursing advanced standing-4 credit hours will be awarded upon successful completion of the NLN Challenge Exam and subsequent completion of Maternal Child Nursing Studies.

*Please refer to the college catalog and course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enrolled in the corequisite course(s).

Applicants must have a current, undisciplined Missouri Practical Nursing License.
Practical Nursing Certificate

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

Admission Criteria

If applying to the Columbia Practical Nursing program, students should submit completed forms to the PN Coordinator at the Columbia Area Career Center. If applying to the Mexico PN program, students should submit completed forms to the Nursing Administration Office at the MACC - Mexico Higher Education Center. If applying to the Moberly PN program, students should submit completed forms to the Health Sciences Office in the Career Center on the Moberly campus.

- Complete application forms for Moberly Area Community College and the Practical Nursing program.
- Submit official high school transcript, HiSET, or GED transcript, if applicable, to Student Affairs. It is the responsibility of the student to check on the status of their transcripts in Student Affairs.
- Submit official college or university transcripts to Student Affairs. This includes transcripts from any nursing schools attended, if applicable. It is the responsibility of the student to check on the status of their transcripts in Student Affairs.
- Take the TEAS exam, earn a minimum composite score of 58%.
- Submit MACC Accuplacer or ACT subscores (ACT subscores may be used in place of the Accuplacer if taken within the last 5 years) prior to May 1.
- Complete and return a notarized Essential Qualifications form prior to May 1.
- Complete and return a notarized Missouri Nurse Practice Act 335.066 form prior to May 1.
- Complete and mail the notarized Caregiver Background Screening form to the Jefferson City, MO address on the back of the form prior to May 1.
- Submit to and pass a criminal background check. The service is called the Missouri Automated Criminal History Site (MACHS) and may be accessed at www.machs.mshp.dps.mo.gov. You will need to print and include the results with your application packet. The results must be present in your application packet by the designated admission deadline date. There is a charge for this service that can be paid online with a debit or credit card.
- Submit and pass the review of Employee Disqualification List through the Department of Health and Senior Services. (The Employee Disqualification will be checked by the Health Sciences Office.)

- Submit three reference forms. The individual score on each category must be no higher than 2.0. These may not be completed by a personal friend or relative. If the student has attended the MACC ADN program within the last two years, one of the three references must be from the Dean of Health Sciences.
- Earn a cumulative grade point average of 2.0 from high school or college. All university and college coursework attempted will be considered when determining a student's cumulative grade point average. College transcript supersedes high school transcript.
- Maintain a 2.0 cumulative grade point average once accepted into the program.
- Earn a TOEFL score of 560 on the written exam or a score of 86 on the TOEFL IBT exam, or an ACT English score of 20 or greater, or a “C” or better in Composition I for students whom English is a second language.

Please be advised that clinical facilities are requesting a physical exam, Basic Life Support (BLS)-Health Care Provider certification proof, a drug screen, health insurance, and criminal background checks for nursing students completing clinical practicums in their facilities. This will be at the student's expense.

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

Admission Process

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

In the event of an unusual situation concerning an applicant, an admissions committee will make the decision to accept or decline admission. The committee will consist of the Dean of Health Sciences, the Dean of Student Affairs and Enrollment Management, the Director of Health Sciences, the Practical Nursing Coordinator, Nursing Faculty, a member of the science faculty, and a member of the health care community.

Decisions of the PN Admissions Committee are final.
**Practical Nursing Certificate**

The Practical Nursing Program is offered at three locations: the Moberly campus; the Mexico campus; and the Columbia Area Career Center in Columbia, MO. This 12-month/1-year certificate program in Practical Nursing (PN) provides a combination of subject matter and clinical experiences to prepare the student to work in a variety of structured health care environments. A graduate from the MACC PN program will function as a client caregiver under the direction of the Professional Registered Nurse and/or a Licensed Physician. The purpose of the practical nurse education is to help the student to acquire those attitudes, skills, and knowledge essential to the role of a competent practical nurse. This program also offers intravenous therapy content and provides certification as outlined by the Missouri State Board of Nursing.

Upon successful completion of the program, the student will be eligible to apply to take the National Council of Licensing Examination for Practical Nurses. The State of Missouri Nursing Practice Act, Section 335.066, provides additional criteria for eligibility to apply for licensure as a Practical Nurse. Successful completion of the program does not guarantee eligibility to take the licensing exam. Satisfactory performance on this examination will qualify the student for licensure as a Practical Nurse. The program is fully approved by the Missouri State Board of Nursing and is approved by the Coordinating Board for Higher Education and the Missouri Department of Elementary and Secondary Education, Division of Career Education.

The following prerequisites are required for admission into the PN Program and must be completed prior to starting the program:

- Completion of college level Human Anatomy/Lab with a “C” or above and
- MTH010 Fundamentals of Math or equivalent or higher with a minimum grade of “C” or placement score for MTH100 Intermediate Algebra or higher.

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>First Semester (Fall)</strong></td>
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<tr>
<td>BIO209 Physiology*</td>
<td>Fall</td>
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<tr>
<td>PNC103 Basic Nutrition</td>
<td></td>
<td>2</td>
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<tr>
<td>PNC110 Personal Vocational Concepts I</td>
<td></td>
<td>1</td>
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<tr>
<td>PNC120 Foundations of Nursing I (8 weeks)</td>
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<td>PNC128 Foundations of Nursing II (8 weeks)</td>
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<td>PNC113 Maternal-Newborn Nursing</td>
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<td>PNC114 Personal Vocational Concepts II</td>
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<td>PNC122 Nursing Care of Adults II</td>
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<td>PNC126 Mental Health Nursing</td>
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<td>51</td>
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</table>

*Physiology must be repeated if completed five years or more before the date of entry into the program. Nursing courses taken at other schools of nursing or at MACC will not be accepted for transfer after two years.

Students must maintain a letter grade of “C” or above in each class to continue in the PN program. There is a clinical fee assessed per credit hour for each nursing course. Prior to clinical experience, a physical examination and a cardiopulmonary resuscitation (CPR) course are required.

In order to enroll in any PNC course, a student must be accepted into the Practical Nursing Program.

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

For the most current gainful employment information, please see http://www.macc.edu/gainfulemployment/PN/51.3901-Gedt.html.
Medical Laboratory Technology

The Missouri Health Professions Consortium (MHPC) Medical Laboratory Technician (MLT) Program is coordinated through Moberly Area Community College and is offered through the following community colleges: Mineral Area College (MAC), Moberly Area Community College (MACC), North Central Missouri College (NCMC), State Fair Community College (SFCC), and Three Rivers College (TRC). Curriculum includes on-campus or virtual classroom instruction, on-campus laboratory instruction, and an off-campus clinical rotation component encompassing the areas of Hematology and Coagulation, Clinical Microbiology, Parasitology, Mycology and Virology, Immunohematology, Clinical Chemistry and Urinalysis, Immunology and Phlebotomy.

In keeping with the mission of the MHPC, the MLT program has been developed to meet the increasing demand for highly competent medical laboratory technicians in rural and underserved areas of Missouri. The purpose of this associate degree program is to prepare selected individuals to provide accurate and reliable diagnostic testing results to citizens of Missouri. The program will educate and prepare laboratory generalists, to have the knowledge, skills and professional behaviors that are necessary to be eligible to apply for the national certification examination as well as meet employer expectations in the community service area.

The classroom lecture component is taught by MACC and Three Rivers College faculty and is broadcast to the MLT students located at the Mineral Area College, MACC, North Central Missouri College, Three Rivers College, and State Fair Community College campuses using interactive television (ITV) or online management system technology. In addition, all MLT students will be required to travel to the MACC Mexico Campus or Three Rivers College Campus at designated times during the fall and spring semesters to participate in “centralized lab” sessions that bring the students from all campuses together for group lab activities and testing. Any required lodging will be at the student’s expense. Off-campus clinical rotation components occur at designated clinical affiliates near the “home campus” area for each student. Students should be prepared to drive to their designated clinical locations each day assigned.

Students are NOT required to have a personally owned computer or home-based high-speed internet access as these materials and services are made readily available at all “home” campuses. However, it is strongly recommended that students have their own computer for use throughout the program.

General education classes may be completed at colleges other than the MHPC partner community colleges. Transfer credit is determined by each MHPC partner community college and students should not presume that all general education courses taken at another college will transfer as the equivalent to MHPC partner college coursework.

To successfully complete MLT Professional Coursework, students must achieve a minimum score of 78% or “C” in both the didactic and clinical components. After all classes and clinical requirements are completed within the MHPC MLT Program, students graduate from their home campus and are eligible to take the national certification examination. The MHPC MLT Program is full-time only, with courses offered in a specific sequence.

The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018, 773-714-8880.

Admission Criteria

- Complete all admission requirements for Moberly Area Community College.
- Submit official transcripts from high school (or High School Equivalency Test) and official college and university transcripts to Student Affairs.
- Complete the Application for Program Admission.
- Complete all general education prerequisite courses with a grade of “C” or better. The prerequisite courses include the following: Human Anatomy, Physiology, Composition I, US & State Constitution Requirement, Precalculus Algebra, General Chemistry I, and Introduction to Ethics or Sociology. These courses must be repeated if completed five years or more before the date of entry into the program.
- Earn a TEAS examination score at or above the 50th percentile.

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

Submit all MLT application materials before the May 15 deadline to:
Missouri Health Professions Consortium
MLT Admissions Office
Attn: Holly Whitworth
2900 Doreli Lane
Mexico, MO 65265

Selection Process

Enrollment in the MHPC MLT Program is limited and the Program may not be able to offer admission to all qualified applicants. Only students meeting all admission criteria and submitting all required application items by the application deadline will be considered. Completed applications will be evaluated utilizing selection criteria established in advance by the program executive director and MLT admissions committees.

All applicants are ranked using the same admission criteria and selection procedures, and rankings are grouped by clinical affiliate location in order to meet accreditation standards regarding student/faculty ratios for lab. Application review begins as soon as materials arrive at the MLT Program office in Mexico. Each requirement for admission has a point value attached (GPA, general education coursework, recommendations, essay, etc.), and a screening score determines the preliminary ranking of applicants (paper review). After the paper review is completed, the MLT Program office in Mexico will notify applicants of their status by email during the first week of June.

Applicants with all general education classes completed by the application deadline will earn more points than applicants who have not completed all required classes by the application deadline. Strong preference will be given to students who complete general education coursework at a MHPC partner institution. Students may submit their MLT Application prior to completing all of the general education classes. In this case, offers for program admission are contingent upon the applicant completing the remaining coursework during the summer session, while maintaining the minimum 2.5 GPA or higher, before MLT classes begin in August. Students selected for admission to the Program must submit proof of general education course completion prior to beginning MLT classes in August, in addition to other program requirements such as background screens, drug screen results and immunization and health records.
## Associate of Applied Science - Medical Laboratory Technology (MLT)

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
<th>Milestone**</th>
</tr>
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<tbody>
<tr>
<td>Pre-Professional Coursework (Must be completed prior to entry into the program)</td>
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<tr>
<td>BIO205</td>
<td>Human Anatomy</td>
<td>4</td>
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<td>BIO209</td>
<td>&quot;Physiology&quot;</td>
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<td>BIO209</td>
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<tr>
<td>Directed Electives*</td>
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<tr>
<td>HST105 or HST106 or PSC105</td>
<td>American History to 1865 or American History from 1865 or Introduction to American Government</td>
<td>3</td>
<td>HST105 or HST106 or PSC105</td>
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<tr>
<td>LAL101</td>
<td>&quot;Composition I&quot;</td>
<td>3</td>
<td>LAL101</td>
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<tr>
<td>MTH140 or MTH142</td>
<td>&quot;Precalculus Algebra (Recommended) or Quantitative Reasoning&quot;</td>
<td>3</td>
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<tr>
<td>PHY121</td>
<td>&quot;General Chemistry I&quot;</td>
<td>5</td>
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### Fall Semester - Professional Coursework

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
<th>Milestone**</th>
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<tbody>
<tr>
<td>MLT150</td>
<td>Introduction to Laboratory Science Methods</td>
<td>2</td>
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<tr>
<td>MLT210</td>
<td>Immunology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MLT250</td>
<td>Hematology and Coagulation</td>
<td>5</td>
<td></td>
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<tr>
<td>MLT260</td>
<td>Phlebotomy</td>
<td>2</td>
<td></td>
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<tr>
<td>MLT291</td>
<td>Hematology and Coagulation Practicum</td>
<td>2</td>
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### Spring Semester - Professional Coursework

<table>
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<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MLT220</td>
<td>Clinical Chemistry and Urinalysis</td>
<td>5</td>
<td></td>
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<tr>
<td>MLT270</td>
<td>Immunohematology</td>
<td>5</td>
<td></td>
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<tr>
<td>MLT280</td>
<td>Clinical Microbiology</td>
<td>4</td>
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<tr>
<td>MLT290</td>
<td>Parasitology, Mycology, Virology</td>
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<td>Total Hours</td>
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### Summer Session - Professional Coursework

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<tbody>
<tr>
<td>MLT292</td>
<td>Clinical Chemistry and Urinalysis Practicum</td>
<td>2</td>
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<tr>
<td>MLT293</td>
<td>Clinical Microbiology Practicum</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MLT294</td>
<td>Immunohematology Practicum</td>
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</tr>
</tbody>
</table>

| Total Hours for Degree | 60 |

---

*Directed Electives

- Humanities (PHI152 Introduction to Ethics recommended)
- Social & Behavioral Science (SOC101 Sociology recommended).

**Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).
Occupational Therapy Assistant

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

The MHPC OTA Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). Following successful completion of coursework and passing of the national certification exam, individuals will be a Certified Occupational Therapy Assistant (COTA). In addition, Missouri requires licensure to practice; however, acquisition of a state license is based on the results of the NBCOT Certification Examination. A felony conviction may affect a student’s ability to secure a clinical fieldwork rotation and/or graduate’s ability to sit for the NBCOT Certification Exam or attain State Licensure.

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

Accreditation Council for Occupational Therapy Education
4720 Montgomery Lane, Suite 200
Bethesda, MD 20814-3449
Phone: 301-652-2682 TDD: 800-377-8555
https://www.acoteonline.org

Admission Criteria

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

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

- Meet all requirements for admission to the College, including a completed student admissions file.
- Enroll in and be on schedule to complete the general education coursework with a minimum cumulative grade point average of 2.5 and a C or better. For entry into the program, students must complete all general education coursework (with the exception of the Capstone course) PRIOR to entry into the professional level in Spring semester. Students may complete coursework in the Fall; under these circumstances, program admission would be contingent upon successful completion and the required GPA. All science courses must be no older than 5 years.
- Students who are completing prerequisites at colleges other than Moberly Area Community College must send an official transcript documenting completion of, or enrollment in, prerequisite coursework for those courses to be recognized as complete/in-progress in the selection process. All prerequisites must be completed prior to beginning the program in the “professional level.”
- Understand that a criminal background screening and drug screening will be required if accepted into the program. Please arrange to meet with the Program Director if you have any questions about the implication of such a screening. A felony conviction may affect a graduate’s ability to sit for the NBCOT Certification Exam or attain State Licensure.
- Complete the Occupational Therapy Assistant (OTA) program Application for Admission.
- Arrange to observe an occupational therapist or occupational therapy assistant for a minimum of eight hours at the clinical site(s) of your choice. Read and complete the Applicant Observation form which requires the occupational therapy practitioner’s signature for verification.
- Submit two letters of recommendation using the recommendation form included with the admission packet. Each letter should be written by professional reference, other than a relative, who can attest to your character and work ethic. Letters may be submitted separately but must be received by the application deadline.
- Students must be in a state of physical and mental health compatible with the responsibilities of a career in occupational therapy assistant and in general, working with individuals in a healthcare or other provider environment. A physical examination, including selected diagnostic tests and immunizations, is required after acceptance (a form will be provided).
- Submit a 1-2 page typed essay (double spaced, 12 point font) on why you want to join the occupational therapy profession. Include in this essay reflections of your observation at the occupational therapy clinical site.
- Complete and/or collect the required documents, place in one large envelope and submit to the MHPC OTA Program office address listed below prior to the May 31st application deadline. Be sure to follow instructions on all forms. Please note: Recommendation forms may be mailed separately; however, application packets will not be reviewed until both recommendation forms are received. Applications will be considered “incomplete” if recommendation forms do not arrive by the deadline.
- Submit application materials to:
  Missouri Health Professions Consortium
  OTA Admissions Office
  203 Clark Hall
  Columbia, MO 65211
The AAS in Occupational Therapy Assistant is a one-plus-one degree program which prepares students to practice as a certified occupational therapy assistant (COTA) after meeting certification and state licensure standards. Moberly Area Community College is one of five colleges in the Missouri Health Professions Consortium (MHPC) currently selected to offer the program coordinated through the University of Missouri. MACC will offer and enroll students in the general education coursework; sophomore level (professional level) coursework will be taught to MACC students at a classroom located on the Columbia campus. Interactive television and internet based technologies will also be readily utilized to convey course content. Through the combination of general education, professional level coursework, classroom and laboratory practice, and clinical fieldwork experiences, students will learn the profession of occupational therapy assistant. The professional year does not run on a traditional MACC academic cycle. Classes will begin the Monday after New Year's Day and will run through the end of the fall semester. Completion of professional year coursework takes one full calendar year.

### Associate of Applied Science in Occupational Therapy Assistant (OTA)

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
<th>Milestone*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Pre-Entry Courses</td>
<td>(Prior to entering the program, students must complete the following courses and meet the required grade point average)</td>
<td></td>
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</tr>
<tr>
<td>BIO205 Human Anatomy**</td>
<td>4</td>
<td>BIO205</td>
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<tr>
<td>BIO209 &quot;Physiology**</td>
<td>4</td>
<td></td>
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<tr>
<td>HSC171 Medical Terminology</td>
<td>3</td>
<td></td>
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<tr>
<td>HST105 or HST106 or PSC105</td>
<td>3</td>
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<td>LAL101 &quot;Composition I</td>
<td>3</td>
<td>LAL101</td>
<td></td>
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<tr>
<td>MTH100 &quot;Intermediate Algebra (or higher)&quot;</td>
<td>3</td>
<td>MTH100</td>
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<td>PSY101 General Psychology</td>
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<tr>
<td>PSY205 &quot;Human Lifespan Development&quot;</td>
<td>3</td>
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<td>SPK101 Public Speaking</td>
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<td>Directed Elective***</td>
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#### First Semester

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>OTA200 Foundations of Occupational Therapy</td>
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<tr>
<td>OTA205 Medical Conditions in Occupational Therapy</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OTA210 Analysis of Occupations</td>
<td>2</td>
<td></td>
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<tr>
<td>OTA215 Mental Health and Psychosocial Practice</td>
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<tr>
<td>OTA220 Pediatric and Adolescent Practice</td>
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#### Second Semester

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<th>Hours</th>
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<tbody>
<tr>
<td>OTA250 Functional Kinesiology</td>
<td>2</td>
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<tr>
<td>OTA255 Physical Disabilities Practice</td>
<td>4</td>
<td></td>
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<tr>
<td>OTA260 Community Practice</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OTA265 Ethics, Management &amp; Leadership</td>
<td>3</td>
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<td>OTA270 Professional Skills</td>
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#### Third Semester

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<tr>
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<th>Hours</th>
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<tr>
<td>OTA290 Level II Fieldwork A</td>
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<tr>
<td>OTA295 Level II Fieldwork B</td>
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<td>Total Hours</td>
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</table>

Total Hours for Degree 78

*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

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

*Please refer to the course descriptions for pre/corequisite and placement information. You can only register for these courses if you have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).

***Directed Electives (One course required prior to entry into the OTA Program)

CIT101 - Computer Essentials or PH1152 - Introduction to Ethics or SKL101 - College Orientation or SOCI101 - Sociology (Recommended)
Career and Technical Education Programs

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

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

The AAS degree requires between 60 and 66 credit hours. Students must complete hours in Communications, Humanities, Social and Behavioral Sciences, Biological and Physical Sciences, Mathematics, and Life Skills in addition to the core requirements of the program area.

32 CREDIT HOUR CERTIFICATE PROGRAMS

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

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

CERTIFICATES OF SPECIALIZATION

The Certificate of Specialization is for the student who desires specific training or skills in a focused area, typically related to their current employment. A Certificate of Specialization can be completed in a short period of time, typically requiring only one or two semesters. Credit hours earned for the Certificate of Specialization can be applied toward a 32 credit hour certificate or the Associate of Applied Science degree in the related field.

The Early Learning Assistant Certificate of Specialization is 16 credit hours.

VIRTUAL (VIDEO CONFERENCING) COURSE DELIVERY

Virtual courses allow students to attend class via Zoom or Blackboard Collaborate, MACC’s video conferencing platforms. This synchronous (real time) instructional delivery system allows online interaction between the instructor and the student. This includes audio, video, chat, shared whiteboard, file sharing and more. Students may access the virtual classroom through Canvas or in a designated MACC classroom as required. Remote students may be required to access resources and submit assignments using Canvas.

Remote students must have access to a computer with high speed internet, microphone, speakers, and camera. Headsets are available at MACC bookstores. These resources are available at all LARC locations during hours of operation.

Questions about Virtual courses? Call 660-263-4110 x 11303 or email us at int@macc.edu.

This symbol identifies courses within programs with virtual delivery options.

Gainful employment information for MACC Career and Technical Education certificate programs can be found on the MACC website at www.macc.edu/gainful employment. This information is updated and reported annually to the Department of Higher Education and is also available in print form upon student request. For the most current gainful employment information, please see the MACC website (www.macc.edu) or the Financial Aid Office.
## Associate of Applied Science in Advanced Manufacturing Technology

MACC’s Associate of Applied Science degree in Advanced Manufacturing Technology option prepares the student for entry into the general industrial manufacturing field. Courses provide skills in basic electrical circuits, electric motor controls, machining, hydraulics, welding, maintenance management, quality control, and production planning. Most courses involve hands-on experience with up-to-date, high-technology equipment found in current manufacturing operations. Upon successful completion of all four Certified Production Technician (CPT) modules, students will receive certification from the Manufacturing Skills Standards Council (MSSC).

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
<th>Milestone*</th>
</tr>
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<tbody>
<tr>
<td>EET100</td>
<td>First Semester (Fall)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MSP101</td>
<td>Machine Tool I</td>
<td>3</td>
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</tr>
<tr>
<td>MTH130 or MTH140 or MTH142</td>
<td>Technical Math or Precalculus Algebra or Quantitative Reasoning</td>
<td>3</td>
<td>MTH130 or MTH140 or MTH142</td>
</tr>
<tr>
<td>IND101</td>
<td>Fundamentals of Industrial Maintenance: CPT4</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>IND110</td>
<td>Industrial Print Reading: CPT2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SKL101</td>
<td>College Orientation</td>
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<td>Skl101</td>
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<th>Semester</th>
<th>Hours</th>
<th>Milestone*</th>
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<tbody>
<tr>
<td>EET101</td>
<td>Second Semester (Spring)</td>
<td>3</td>
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<tr>
<td>IND100</td>
<td>Industrial Safety &amp; Manufacturing Processes: CPT1 &amp; CPT3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>IND105</td>
<td>Fluid Power Principles</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>IND200</td>
<td>Mechanical Systems</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>WLD101</td>
<td>Welding I</td>
<td>3</td>
<td></td>
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<td><strong>Total Hours</strong></td>
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<td><strong>15</strong></td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
<th>Milestone*</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS150 or IND120 or LAL101</td>
<td>Business Communication or Technical Report Writing or Composition I*</td>
<td>3</td>
<td>BUS150 or IND120 or LAL101</td>
</tr>
<tr>
<td>EET111</td>
<td>Electric Motor Controls</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SPK101</td>
<td>Public Speaking</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MSP102</td>
<td>Machine Tool II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>WLD102</td>
<td>Welding II</td>
<td>3</td>
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<th>Course</th>
<th>Semester</th>
<th>Hours</th>
<th>Milestone*</th>
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<tbody>
<tr>
<td>HST105 or HST106 or PSCI05</td>
<td>American History to 1865 or American History from 1865 or Introduction to American Government</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MSP220</td>
<td>CNC Programming</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MSP222</td>
<td>CNC Operations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PHY125</td>
<td>Foundations of Physics</td>
<td>4</td>
<td></td>
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<tr>
<td>SKL250 or IND295</td>
<td>Employment Seminar or Industrial Technology Internship</td>
<td>1-2</td>
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<tr>
<td><strong>Total Hours</strong></td>
<td></td>
<td><strong>14-15</strong></td>
<td></td>
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</table>

*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

*Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).
# Associate of Applied Science in Advanced Manufacturing Technology (3D Design & Printing)

MACC’s Associate of Applied Science degree in Advanced Manufacturing Technology option prepares the student for entry into the general industrial manufacturing field. Courses provide skills in basic electrical circuits, electric motor controls, machining, hydraulics, welding, maintenance management, quality control, and production planning. Most courses involve hands-on experience with up-to-date, high-technology equipment found in current manufacturing operations. Upon successful completion of all four Certified Production Technician (CPT) modules, students will receive certification from the Manufacturing Skills Standards Council (MSSC).

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
<th>Milestone*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester (Fall)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EET100</td>
<td>DC/AC Electronics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MSP101</td>
<td>Machine Tool I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTH130 or MTH140 or MTH142</td>
<td>Technical Math or Precalculus Algebra or Quantitative Reasoning</td>
<td>3</td>
<td>MTH130 or MTH140 or MTH142</td>
</tr>
<tr>
<td>IND101</td>
<td>Fundamentals of Industrial Maintenance: CPT4</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>IND110</td>
<td>Industrial Print Reading: CPT2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SKL101</td>
<td>College Orientation</td>
<td>1</td>
<td>SKL101</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td></td>
<td>16</td>
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</tbody>
</table>

| **Second Semester (Spring)** | | | |
| AMT112 | Computer-Aided Design I | 3 | |
| EET101 | "Industrial Electricity | 3 | |
| IND100 | Industrial Safety & Manufacturing Processes: CPT1 & CPT3 | 3 | |
| IND105 | Fluid Power Principles | 3 | |
| IND200 | "Mechanical Systems | 3 | |
| **Total Hours** | | 15 | |

| **Third Semester (Fall)** | | | |
| AMT211 | Computer-Aided Design II | 3 | |
| BUS150 or IND120 or LAL101 | "Business Communication" or "Technical Report Writing" or "Composition I" | 3 | BUS150 or IND120 or LAL101 |
| HST105 or HST106 or PSC105 | American History to 1865 or American History from 1865 or Introduction to American Government | | |
| Humanities | | 3 | |
| SPK101 | Public Speaking | 3 | |
| WLD101 | Welding I | 3 | |
| **Total Hours** | | 18 | |

| **Fourth Semester (Spring)** | | | |
| AMT250 | Applied 3D Design & Printing | 3 | |
| MSP220 | CNC Programming | 3 | |
| MSP222 | "CNC Operations | 3 | |
| PHY125 | "Foundations of Physics | 4 | |
| SKL250 or IND295 | "Employment Seminar or "Industrial Technology Internship | 1-2 | |
| **Total Hours** | | 14-15 | |

| **Total Hours for Degree** | | 63 | |

* It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

*Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).
32 Hour Certificate in Advanced Manufacturing Technology

MACC’s certificate in Advanced Manufacturing Technology prepares the student for entry into the general, industrial, manufacturing field. Courses provide skills in basic electrical circuits, electric motor controls, machining, hydraulics, welding, maintenance management, quality control, and production planning. Most courses involve hands-on experience with up-to-date, high-technology equipment found in current manufacturing operations. Upon successful completion of all four Certified Production Technician (CPT) modules, students will receive certification from the Manufacturing Skills Standards Council (MSSC).

<table>
<thead>
<tr>
<th>Course</th>
<th>Required Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND110</td>
<td>Industrial Print Reading: CPT2</td>
<td>3</td>
</tr>
<tr>
<td>EET100</td>
<td>DC/AC Electronics</td>
<td>3</td>
</tr>
<tr>
<td>EET101</td>
<td>&quot;Industrial Electricity</td>
<td>3</td>
</tr>
<tr>
<td>EET110</td>
<td>&quot;Digital Electronics &amp; Control</td>
<td>3</td>
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<tr>
<td>IND100</td>
<td>Industrial Safety &amp; Manufacturing Processes: CPT 1 &amp; 3</td>
<td>3</td>
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<tr>
<td>IND101</td>
<td>Fundamentals of Industrial Maintenance: CPT4</td>
<td>3</td>
</tr>
<tr>
<td>IND105</td>
<td>Fluid Power Principles</td>
<td>3</td>
</tr>
<tr>
<td>MSP101</td>
<td>Machine Tool I</td>
<td>3</td>
</tr>
<tr>
<td>MSP220 or MSP222</td>
<td>CNC Programming or CNC Operations</td>
<td>3</td>
</tr>
<tr>
<td>WLD101</td>
<td>Welding I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Directed Electives (See Below)</td>
<td>2</td>
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<tr>
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<td><strong>Total Hours</strong></td>
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</table>

**Directed Electives (2 credit hours needed)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Required Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS150 or IND120 or LAL101</td>
<td>&quot;Business Communication or Technical Report Writing or Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MSP102</td>
<td>&quot;Machine Tool II</td>
<td>3</td>
</tr>
<tr>
<td>MTH130 or MTH140 or MTH142</td>
<td>Technical Mathematics or Precalculus Algebra or Quantitative Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>SKL101</td>
<td>College Orientation</td>
<td>1</td>
</tr>
<tr>
<td>SKL250</td>
<td>&quot;Employment Seminar</td>
<td>1</td>
</tr>
<tr>
<td>WLD102</td>
<td>&quot;Welding II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Hours for Certificate** 32

*Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).

For the most current gainful employment information, please see https://www.macc.edu/images/programs/gedisclosures/Advanced_Manufacturing_Tech_Certificate.pdf.
Associate of Applied Science in Agriculture Technology

Agricultural equipment is becoming more and more complex. The Agriculture Technology program will teach students to maintain and repair a variety of agriculture equipment. Students will gain practical, hands-on training and applied skills in such areas as repair, diagnostics, troubleshooting, and welding which are critical for both the ag industry and farm maintenance. In addition, the program prepares students with introductory ag sciences, business and economics creating the well-rounded technician valued in this industry.

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
<th>Milestone*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
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<tr>
<td>AGR101</td>
<td>Agriculture Orientation</td>
<td>3</td>
<td>AGR101</td>
</tr>
<tr>
<td>BUS150 or LAL101</td>
<td>*Business Communications or *Composition I</td>
<td>3</td>
<td>BUS150 or LAL101</td>
</tr>
<tr>
<td>EET100</td>
<td>DC/AC Electronics</td>
<td>3</td>
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<tr>
<td>MTH140 or MTH142 or MTH160</td>
<td>*Precalculus Algebra or *Quantitative Reasoning or *Elementary Statistics</td>
<td>3</td>
<td>MTH140 or MTH142 or MTH160</td>
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<tr>
<td>PHY140</td>
<td>Soil Science</td>
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<tr>
<td><strong>Total Hours</strong></td>
<td></td>
<td>16</td>
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</tr>
</tbody>
</table>

| **Second Semester** |                   |       |            |
| ACC101 or BOA261   | Elementary Accounting I or Spreadsheet Applications Using Excel | 3     |            |
| AGR120            | Agricultural Safety and Processes | 3     |            |
| AGR141 or BIO101 or BIO151 | Plant Science or Biology or Introductory Plant Biology | 4     |            |
| EET101            | Industrial Electricity | 3     |            |
| HST105 or HST106 or PSC105 | American History to 1865 or American History from 1865 or Introduction to American Government | 3     |            |
| **Total Hours**   |                   | 13    |            |

| **Third Semester** |                   |       |            |
| AGR131            | Agriculture Mechanics and Topics | 3     |            |
| AGR151            | Animal Science      | 4     |            |
| BUS100            | Introduction to Business | 3     |            |
| AGR202            | ^Crop Production    | 4     |            |
| **Total Hours**   |                   | 17    |            |

| **Fourth Semester** |                   |       |            |
| AGR245            | *Advanced Precision Agriculture | 3     |            |
| AGR295            | *Agriculture Internship | 3     |            |
| IND105            | Fluid Power Principles | 3     |            |
| SPK101            | Public Speaking     | 3     |            |
| WLD101            | Welding I           | 3     |            |
| **Total Hours**   |                   | 15    |            |

**Total Hours for Degree**

61

*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

**Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).
The Associate of Applied Science degree in Business Administration – Accounting prepares graduates to work in a variety of occupations such as: office manager, retail manager, administrative specialist, customer service representative, sales, merchandiser, entrepreneur, bookkeeper, accounts receivable/payable clerk, accounting assistant and more. MACC also offers a 32 credit hour certificate in Accounting and Business Management. The combination of specialized courses and small class sizes prepares graduates to successfully enter the workforce upon completion of their degree.

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
<th>Milestone*</th>
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</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
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</tr>
<tr>
<td>ACC101 Elementary Accounting I</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>ACC110 Personal Finance</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOA261 Spreadsheet Applications</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS100 Introduction to Business</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAL101 “Composition I”</td>
<td>3</td>
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<td>LAL101</td>
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<tr>
<td>SKL101 College Orientation</td>
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<td>SKL101</td>
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<td><strong>Total Hours</strong></td>
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<td></td>
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<tr>
<td>Second Semester</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC102 “Elementary Accounting II”</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC214 “Computerized Accounting Applications Using Quick Books”</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biological or Physical Science</td>
<td>3</td>
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<tr>
<td>BOA152 “Business Math/Electronic Calculations” or MTH140 “Precalculus Algebra” or MTH160 “Elementary Statistics”</td>
<td>3</td>
<td>BOA152 or MTH140 or MTH160</td>
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</tr>
<tr>
<td>SPK101 Public Speaking</td>
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<td></td>
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<td><strong>Total Hours</strong></td>
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</tr>
<tr>
<td>Third Semester</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC210 “Federal Income Tax Accounting”</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC211 “Managerial Accounting”</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS120 Business Law</td>
<td>3</td>
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<tr>
<td>BUS150 “Business Communication”</td>
<td>3</td>
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<tr>
<td>ECN101 Macroeconomics</td>
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<tr>
<td><strong>Total Hours</strong></td>
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<tr>
<td>Fourth Semester</td>
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</tr>
<tr>
<td>ACC218 “Payroll Accounting”</td>
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<tr>
<td>ACC260 “Accounting Capstone”</td>
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<tr>
<td>BUS112 or ECN102 or MKT105</td>
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<tr>
<td>Principles of Management or Microeconomics or Principles of Marketing</td>
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<tr>
<td>HST105 or HST106 or PSC105</td>
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<td>3</td>
<td></td>
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<tr>
<td>American History to 1865 or American History from 1865 or Introduction to American Government</td>
<td></td>
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<tr>
<td>Humanities</td>
<td>3</td>
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<tr>
<td>SKL250 or ACC295 “Employment Seminar or Accounting Internship”</td>
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<tr>
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<tr>
<td><strong>Total Hours for Degree</strong></td>
<td><strong>62</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

** Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).

*** Students who do not plan to transfer to a four-year institution can take BOA152 in place of MTH140 or MTH160. Students who plan to transfer to a four-year institution should take MTH140 or MTH160.

**** It is recommended that students take both ECN101 and ECN102 at MACC if they are planning to transfer to a four-year institution.
# 32 Hour Certificate in Accounting

<table>
<thead>
<tr>
<th>Course</th>
<th>Required Courses</th>
<th>Hours</th>
<th>Milestone(^a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC101</td>
<td>Elementary Accounting I</td>
<td>3</td>
<td>ACC101</td>
</tr>
<tr>
<td>ACC102</td>
<td>^Elementary Accounting II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ACC210</td>
<td>^Federal Income Tax Accounting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ACC214</td>
<td>^Computerized Accounting Applications Using QuickBooks</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ACC218</td>
<td>^Payroll Accounting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BOA261</td>
<td>Spreadsheet Applications Using Microsoft Excel</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Direct. Electives (See Below)</td>
<td></td>
<td>14</td>
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</tr>
<tr>
<td><strong>Total Hours</strong></td>
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<td>32</td>
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<tr>
<td>Direct. Electives (14 credit hours needed)</td>
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<tr>
<td>ACC110</td>
<td>Personal Finance</td>
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<td>ACC211</td>
<td>^Managerial Accounting</td>
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</tr>
<tr>
<td>ACC295</td>
<td>^Accounting Internship</td>
<td>2-3</td>
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</tr>
<tr>
<td>BOA152</td>
<td>^Business Math/Electronic Calculations</td>
<td>3</td>
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</tr>
<tr>
<td>BUS100</td>
<td>Introduction to Business</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUS150</td>
<td>^Business Communication</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SKL101</td>
<td>College Orientation</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>SKL250</td>
<td>^Employment Seminar</td>
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<td><strong>Total Hours for Certificate</strong></td>
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<td>32</td>
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</tr>
</tbody>
</table>

\(^a\)It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the certificate in a timely manner. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

\(^b\)Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).

For the most current gainful employment information, please see https://www.macc.edu/images/programs/gedisclosures/Accounting_Certificate.pdf.
### Course of Study: Associate of Applied Science in Business Administration (Business Management Option)

The Associate of Applied Science degree in Business Administration - Business Management prepares graduates to work in a variety of occupations such as: office manager, retail manager, administrative specialist, customer service representative, sales, merchandiser, entrepreneur, bookkeeper, accounts receivable/payable clerk, accounting assistant and more. MACC also offers a 32 credit hour certificate in Accounting and Business Management. The combination of specialized courses and small class sizes prepares graduates to successfully enter the workforce upon completion of their degree.

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
<th>Milestone*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC101 Elementary Accounting I</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ACC110 Personal Finance</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BOA165 Presentation Skills Using Microsoft PowerPoint</td>
<td></td>
<td>3</td>
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</tr>
<tr>
<td>BUS100 Introduction to Business</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>LAL101^ Composition I</td>
<td></td>
<td>3 LAL101</td>
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</tr>
<tr>
<td>SKL101 College Orientation</td>
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<td>1 SKL101</td>
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<td>16</td>
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</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>ACC102^ Elementary Accounting II</td>
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<tr>
<td>Biological or Physical Science</td>
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<tr>
<td>BUS112 Principles of Management</td>
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<tr>
<td>BUS113 Human Relations in Management</td>
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<td>3</td>
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</tr>
<tr>
<td>BOA152^ or MTH140^ or MTH160^</td>
<td></td>
<td>3 BOA152 or MTH140 or MTH160</td>
<td></td>
</tr>
<tr>
<td>^Business Math/Electronic Calculations or ^Precalculus Algebra or ^Elementary Statistics</td>
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<td></td>
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<tr>
<td><strong>Total Hours</strong></td>
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<td>15</td>
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<tr>
<td><strong>Third Semester</strong></td>
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<tr>
<td>BOA261 Spreadsheet Applications Using Microsoft Excel</td>
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<tr>
<td>BUS120 Business Law</td>
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</tr>
<tr>
<td>BUS150^ Business Communication</td>
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<td>3</td>
<td></td>
</tr>
<tr>
<td>ECN101*** Macroeconomics***</td>
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<td>3</td>
<td></td>
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<tr>
<td>MKT105 Principles of Marketing</td>
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</tr>
<tr>
<td><strong>Total Hours</strong></td>
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<td>15</td>
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</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>BUS260^ Business Management Capstone</td>
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<td>3</td>
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</tr>
<tr>
<td>ECN102*** Microeconomics***</td>
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<tr>
<td>HST105 American History to 1865 or HST106 American History from 1865 or PSC105 Introduction to American Government</td>
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<td>SKL250 or BUS295^ Employment Seminar or ^Business Administration Internship</td>
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<td>1-2</td>
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</tr>
<tr>
<td>SPK101 Public Speaking</td>
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<tr>
<td><strong>Total Hours for Degree</strong></td>
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<td>62</td>
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</table>

*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

**^Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).

Students who do not plan to transfer to a four-year institution can take BOA152 in place of MTH140 or MTH160. Students who plan to transfer to a four-year institution should take MTH140 or MTH160.

***It is recommended that students take both ECN101 and ECN102 at MACC if they are planning to transfer to a four-year institution.
## 32 Hour Certificate in Business Management

<table>
<thead>
<tr>
<th>Course</th>
<th>Required Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS100</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>BUS112</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS113</td>
<td>Human Relations in Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS120</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MKT105</td>
<td>Principles of Marketing</td>
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<tr>
<td></td>
<td>Directed Electives (See Below)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Hours</strong></td>
<td><strong>32</strong></td>
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</table>

### Directed Electives (17 credit hours needed)

<table>
<thead>
<tr>
<th>Course</th>
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<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>ACC101</td>
<td>Elementary Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC102</td>
<td>Elementary Accounting II</td>
<td>3</td>
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<tr>
<td>ACC110</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>BOA152 or MTH140 or MTH160</td>
<td>Business Math/Electronic Calculations or Precalculus Algebra or Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BOA165</td>
<td>Presentation Skills Using Microsoft PowerPoint</td>
<td>3</td>
</tr>
<tr>
<td>BOA261</td>
<td>Spreadsheet Applications Using Microsoft Excel</td>
<td>3</td>
</tr>
<tr>
<td>BUS150</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BUS295</td>
<td>Business Administration Internship</td>
<td>2</td>
</tr>
<tr>
<td>ECN101</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECN102</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>LAL101 or SPK101</td>
<td>Composition I or Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SKL101</td>
<td>College Orientation</td>
<td>1</td>
</tr>
<tr>
<td>SKL250</td>
<td>Employment Seminar</td>
<td>1</td>
</tr>
</tbody>
</table>

### Total Hours for Certificate

**32**

*Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).

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

## Associate of Applied Science in Business Office Administration

This academic map is a semester-by-semester schedule of courses based upon the AAS degree requirements as outlined in the academic catalog. In order for you to graduate in two years, specific milestones, courses and other requirements (e.g., prerequisites) must be met in a timely manner. Additionally, keep in mind this map does not substitute for academic advisement. If you have questions, see your advisor and refer to the MACC website for current information. Finally, enrolling for courses during the summer session is an option and can reduce your regular course load and allow you to stay on track to graduate in two years.

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
<th>Milestone*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC101</td>
<td>Elementary Accounting I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BOA108</td>
<td>&quot;Word Processing Concepts Using Microsoft Word&quot;</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BOA165</td>
<td>Presentation Skills Using Microsoft PowerPoint</td>
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<td></td>
</tr>
<tr>
<td>LAL101</td>
<td>&quot;Composition I&quot;</td>
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<tr>
<td>SKL01</td>
<td>College Orientation</td>
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<td></td>
<td>Directed Elective***</td>
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</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td></td>
<td>16</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOA120</td>
<td>&quot;Customer Service&quot;</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BOA140</td>
<td>Personal Information Management Using Microsoft Outlook</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>BOA151</td>
<td>Records Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BOA152 or MTH142</td>
<td>&quot;Business Math/Electronic Calculations or Quantitative Reasoning&quot;</td>
<td>3</td>
<td>BOA152 or MTH142</td>
</tr>
<tr>
<td>BUS150</td>
<td>&quot;Business Communication&quot;</td>
<td>3</td>
<td>BUS150</td>
</tr>
<tr>
<td>HST105 or HST106 or PSC105</td>
<td>American History to 1865 or American History from 1865 or Introduction to American Government</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td></td>
<td>16</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Third Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Biological or Physical Science**</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BOA261</td>
<td>Spreadsheet Applications Using Microsoft Excel</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Directed Electives***</td>
<td>6</td>
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</tr>
<tr>
<td></td>
<td>Humanities</td>
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<td></td>
<td>Fourth Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOA264</td>
<td>Database Management Using Microsoft Access</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BOA292</td>
<td>*Business Office Administration Capstone</td>
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<td></td>
<td>Directed Electives***</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>SKL250 or BOA295</td>
<td>&quot;Employment Seminar or Business Office Administration Internship&quot;</td>
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<td><strong>Total Hours for Degree</strong></td>
<td></td>
<td>60</td>
<td></td>
</tr>
</tbody>
</table>

* It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

**Students who want to work in a medical office have the option of taking HSC171 Medical Terminology and BIC103 Physiology as directed electives and can take BIC103 Human Anatomy for the science requirement.

*Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enrolled in the corequisite course(s).

***Directed Electives:
- ACC110 Personal Finance
- ACC214 "Computerized Accounting, Applications Using QuickBooks
- ACC218 "Payroll Accounting
- BIC103 Physiology (For students who plan to work in a medical office)
- BUS100 Introduction to Business
- BUS102 Principles of Management
- BUS120 Business Law
- CIT145 Web Design I
- HSC171 Medical Terminology (For students who plan to work in a medical office)
- MKT105 Principles of Marketing
- MKT110 Advertising
32 Hour Certificate in Business Office Administration

The MACC Business and Office Administration program options are designed to provide the student with the knowledge and skills necessary to begin a career as an administrative office professional. With the education and hands-on experience obtained in this program, successful graduates are prepared to work in positions such as legal administrative assistant, executive administrative assistant, medical receptionist, medical office assistant, receptionist, secretary, data entry clerk, as well as many other office support positions.

<table>
<thead>
<tr>
<th>Course</th>
<th>Required Courses</th>
<th>Hours</th>
<th>Milestone*</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOA108</td>
<td>^Word Processing Concepts Using Microsoft Word</td>
<td>3</td>
<td>BOA108</td>
</tr>
<tr>
<td>BOA120</td>
<td>^Customer Service</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BOA140</td>
<td>Personal Information Management using Microsoft Outlook</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>BOA151</td>
<td>Records Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BOA165</td>
<td>Presentation Skills Using Microsoft PowerPoint</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BOA261</td>
<td>Spreadsheet Applications Using Microsoft Excel</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Directed Electives (See Below)</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Hours</strong></td>
<td>32</td>
<td></td>
</tr>
</tbody>
</table>

**Directed Electives (16 credit hours needed)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Required Courses</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ACC101</td>
<td>Elementary Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC110</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>ACC214</td>
<td>^Computerized Accounting Applications Using QuickBooks</td>
<td>3</td>
</tr>
<tr>
<td>ACC218</td>
<td>^Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BOA152 or MTH142</td>
<td>*Business Math/Electronic Calculations or *Quantitative Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>BOA264</td>
<td>Database Management Using Microsoft Access</td>
<td>3</td>
</tr>
<tr>
<td>BOA295 or SKL250</td>
<td>*Business Office Administration Internship or *Employment Seminar</td>
<td>1-2</td>
</tr>
<tr>
<td>BUS100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS112</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS120</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS150</td>
<td>*Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>CIT145</td>
<td>Web Design I</td>
<td>3</td>
</tr>
<tr>
<td>HSC171</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MKT105</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT110</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>SKL101</td>
<td>College Orientation</td>
<td>1</td>
</tr>
</tbody>
</table>

|          | **Total Hours for Certificate**                       | 32    |

*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the certificate in a timely manner. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

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

***Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).

For the most current gainful employment information, please see https://www.macc.edu/images/programs/gedisclosures/Business_Office_Administration_Certificate.pdf.
## Associate of Applied Science in Early Childhood Education

The MACC Early Childhood Education program prepares graduates to support children and families by providing responsive care and quality education as a teacher/caregiver or director in childcare center, family childcare home, a Head Start, or Early Head Start program. Successful graduates can also be parent educators, enter public schools as a paraprofessional, or continue their education in this field. MACC Early Childhood Education classes are offered in the evening for the convenience of the working student. The Early Childhood Education program also offers a 32 credit hour certificate, a Certificate of Specialization and the Child Development Associate credential.

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours</th>
<th>Milestone*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester (Fall)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOA152 or MTH140 or MTH142 or MTH160</td>
<td>*Business Math/Electronic Calculations or Precalculus Algebra or Quantitative Reasoning or Elementary Statistics</td>
<td>3</td>
<td>BOA152 or MTH140 or MTH142 or MTH160</td>
</tr>
<tr>
<td>ECE110</td>
<td>Foundations of Early Care &amp; Education</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE130</td>
<td>Essentials of Infant/Toddler Care</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HST105 or HST106 or PSC105</td>
<td>American History to 1865 or American History from 1865 or Introduction to American Government</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>LAL101</td>
<td>*Composition I</td>
<td>3</td>
<td>LAL101</td>
</tr>
<tr>
<td>SKL101</td>
<td>College Orientation</td>
<td>1</td>
<td>SKL101</td>
</tr>
<tr>
<td><strong>Second Semester (Spring)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECE120</td>
<td>Nutrition, Safety, and Health</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE140</td>
<td>*Play as Learning</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE150 or ECE160</td>
<td>*CDA Seminar or Beginning Lab in Infant Toddler Setting</td>
<td>2-3</td>
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</tr>
<tr>
<td>ECE165</td>
<td>*Assessment in Early Childhood I</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ECE210</td>
<td>*Early and Middle Childhood</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td></td>
<td>16</td>
<td></td>
</tr>
<tr>
<td><strong>Third Semester (Fall)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECE170</td>
<td>*Beginning Lab in Preschool</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>ECE175</td>
<td>*Assessment in Early Childhood II</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ECE220</td>
<td>*Working with Families &amp; the Community</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE230</td>
<td>*Guidance &amp; Inclusion in Early Childhood</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE240</td>
<td>*Emergent Language &amp; Literacy</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE250</td>
<td>*Curriculum &amp; Planning in Early Childhood</td>
<td>3</td>
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</tr>
<tr>
<td>Humanities***</td>
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<td><strong>Total Hours</strong></td>
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<tr>
<td>Directed Electives****</td>
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<td>6</td>
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</tr>
<tr>
<td>ECE260 or EDU220</td>
<td>*Professional Issues in Early Childhood or Foundations of Education in a Diverse Society</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE270</td>
<td>*Management of Early Childhood Programs</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE290</td>
<td>*Early Childhood Practicum</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE296</td>
<td>*Early Childhood Capstone</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
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<td>16</td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours for Degree</strong></td>
<td></td>
<td>65</td>
<td></td>
</tr>
</tbody>
</table>

*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

"A grade of "C" or better must be achieved in all required Early Childhood Education courses (prefix "ECE") to earn an AAS or Certificate in Early Childhood Education or an Early Learning Assistant Certificate.

>Articulation Credit from secondary programs or credit-by-credential with a current CDA.

*Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enrolled in the corequisite course(s).
### 32 Hour Certificate in Early Childhood Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Required Courses</th>
<th>Hours</th>
<th>Milestone*</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE110</td>
<td>Foundations of Early Care &amp; Education</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE120</td>
<td>Nutrition, Safety, and Health</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE130</td>
<td>Essentials of Infant/Toddler Care</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE140</td>
<td>Play as Learning</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE150 or ECE160 or ECE170</td>
<td><strong>CDA Seminar</strong> or <strong>Beginning Lab in Infant/Toddler Setting</strong> or <strong>Beginning Lab in Preschool</strong></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>ECE165</td>
<td>Assessment in Early Childhood I</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ECE210</td>
<td>Early &amp; Middle Childhood</td>
<td>3</td>
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</tr>
<tr>
<td>ECE230</td>
<td>Guidance and Inclusion</td>
<td>3</td>
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<td>LAL101</td>
<td>Composition</td>
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<td>LAL101</td>
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<td><strong>Total Hours</strong></td>
<td></td>
<td><strong>32</strong></td>
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</tbody>
</table>

**Directed Electives (8 credit hours needed)**
- ECE145 | CDA Preparation and Observation | 3 | |
- ECE175 | Assessment in Early Childhood II | 1 | |
- ECE220 | Working with Families & the Community | 3 | |
- ECE240 | Emergent Language & Literacy | 3 | |
- ECE250 | Curriculum & Planning in Early Childhood | 3 | |
- ECE260 or EDU220 | Professional Issues in Early Childhood or Foundations of Education in a Diverse Society | 3 | |
- ECE270 | Management of Early Childhood Programs | 3 | |
- SKL101 | College Orientation | 1 | |
- SKL250 | Employment Seminar | 1 | |

**Total Hours for Certificate**

**Certificate of Specialization in Early Learning Assistant**

<table>
<thead>
<tr>
<th>Course</th>
<th>Required Courses</th>
<th>Hours</th>
<th>Milestone*</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE110</td>
<td>Foundations of Early Childhood Education</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE120</td>
<td>Nutrition, Safety, and Health</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE130</td>
<td>Essentials of Infant/Toddler Care</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE140</td>
<td>Play as Learning</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SKL101</td>
<td>College Orientation</td>
<td>1</td>
<td>SKL101</td>
</tr>
<tr>
<td>Directed Electives (See Below)</td>
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<td>3</td>
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</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td></td>
<td><strong>16</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Directed Electives (select one lab** course and one assessment*** course)**
- **ECE150** | **CDA Seminar** | 2 | |
- **ECE160** | **Beginning Lab in Infant/Toddler Setting** | 2 | |
- **ECE170** | **Beginning Lab in Preschool** | 2 | |
- ***ECE165** | **Assessment in Early Childhood I** | 1 | |
- ***ECE175** | **Assessment in Early Childhood II** | 1 | |

**Total Hours for Certificate of Specialization**

16

*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the certificate of specialization in a timely manner. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

**Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).

Articulation Credit from secondary programs or credit-by-credential with a current CDA.

* A grade of “C” or better must be achieved in all required Early Childhood Education courses (prefix “ECE”) to earn an AAS or Certificate in Early Childhood Education or an Early Learning Assistant Certificate.

For the most current gainful employment information, please see https://www.macc.edu/gainful-employment-disclosures.
## Associate of Applied Science in Information Technology - Networking

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

### Programs of Study

**Course** | **Semester** | **Hours** | **Milestone**
--- | --- | --- | ---
| First Semester (Fall) |  |  |  |
| CIT106 | IT Essentials | 3 |  |
| CIT135 | "Object Oriented Programming I" | 3 |  |
| CIT145 | Web Design I | 3 |  |
| LAL101*** or BUS150*** | "Composition I or Business Communication" | 3 | LAL101 or BUS150 |
| MTH140 | "Precalculus Algebra" | 3 | MTH140 |
| SKL101 | College Orientation | 1 | SKL101 |
| **Total Hours** |  | 16 |  |

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<th>Second Semester (Spring)</th>
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<tbody>
<tr>
<td>CIT105</td>
<td>&quot;Programming I&quot;</td>
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<td>CIT150</td>
<td>Linux Administration I</td>
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<tr>
<td>CIT152</td>
<td>Introduction to Networks</td>
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<tr>
<td>Biological or Physical Science (with lab)</td>
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<tr>
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<td>SKL250 or CIT295</td>
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<td>CIT250</td>
<td>&quot;Linux Administration II&quot;</td>
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<tr>
<td>CIT252</td>
<td>&quot;Scaling Networks (1st 8 weeks)&quot;</td>
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<tr>
<td>CIT253</td>
<td>&quot;Connecting Networks (2nd 8 weeks)&quot;</td>
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<td>CIT255</td>
<td>&quot;Cyber Security&quot;</td>
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<td>CIT262</td>
<td>&quot;Systems Project: Networking&quot;</td>
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<td><strong>Total Hours</strong></td>
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**Total Hours for Degree**: 66

*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

**Note for all Information Technology AAS degrees and certificates: A grade of "C" or better must be achieved in all required CIT courses (course prefix "CIT").

***It is recommended that students take LAL101 Composition I if they are planning to transfer to a four-year college.

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

<table>
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<tr>
<th>Course</th>
<th>Course</th>
<th>Hours</th>
<th>Milestone*</th>
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<td>Linux Administration I</td>
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<tr>
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<td>Introduction to Networks</td>
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<td>CIT238</td>
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<td>Directed Electives (See Below)</td>
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<td>Routing &amp; Switching Essentials</td>
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<td>CIT252</td>
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<td>CIT253</td>
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*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the certificate in a timely manner. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

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

***Virtual course delivery is available for all “CIT” classes required in this degree program and for many other required classes. Talk to your program advisor to learn which courses are offered in the virtual delivery format.

****Note for all Information Technology AAS degrees and certificates: A grade of “C” or better must be achieved in all required CIT courses (course prefix “CIT”).

*Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).

For the most current gainful employment information, please see http://www.macc.edu/images/programs/gedisclosures/Networking_Certificate.pdf.
Computer programmers are the unsung heroes in the IT field. Every system must run at its optimum performance to deliver information vital to doing business. Programmers provide the means to retrieve that data. MACC trains programmers in several languages to meet the world's IT needs. Visual Basic, Java and C++ are the core languages. Individuals also learn SQL, a database query language used in database management and more. Concepts are delivered to provide maximum transfer of knowledge to other languages. Programming graduates are prepared to enter the field as entry-level programmers or transfer to a four-year institution. MACC also offers a 32 credit hour certificate.

<table>
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<th>Course</th>
<th>Semester</th>
<th>Hours</th>
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<td>First Semester (Fall)</td>
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<td>CIT105</td>
<td>Programming I</td>
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<td>CIT106</td>
<td>IT Essentials</td>
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<td>Introduction to Networks</td>
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<td>CIT205</td>
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<td>Total Hours</td>
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<td>16-17</td>
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<td>Third Semester (Fall)</td>
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<td>CIT135</td>
<td>Object Oriented Programming I</td>
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<td>CIT153</td>
<td>Routing and Switching Essentials</td>
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<td>Relational Database Systems</td>
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<td>CIT245</td>
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<td>Fourth Semester (Spring)</td>
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<td>Cyber Security</td>
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<td>CIT261</td>
<td>Systems Project: Programming</td>
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<td>Programming Language Elective (See below)</td>
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<td>American History to 1865 or American History from 1865 or Introduction to American Government</td>
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<td>Total Hours for Degree</td>
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Programming Language Elective (Complete 2 courses):
- CIT211 COBOL Programming
- CIT243 Object Oriented Programming II (Java)
- CIT244 Object Oriented Programming II (C#)
32 Hour Certificate in Programming

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<td>CIT105</td>
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<td>CIT205</td>
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<td>Directed Electives (See Below)</td>
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Directed Electives (14 credit hours needed)

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<td>Linux Administration I</td>
<td>3</td>
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<tr>
<td>CIT152</td>
<td>Introduction to Networks</td>
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<td>Routing and Switching Essentials</td>
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Total Hours for Certificate 32

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Associate of Applied Science in Mechatronics

MACC’s Associate of Applied Science degree in Mechatronics prepares students to be electrical and mechanical technicians who can troubleshoot, maintain, and repair mechanical equipment for today's highly integrated and automated manufacturing facilities. Courses include intensive hands-on lab components and are designed to create a cross-trained technician with skills in electrical systems, motor control, hydraulics and pneumatics, programmable logic controllers, safety, and quality control. MACC also offers a 32 credit hour certificate in this field.

<table>
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<th>Semester</th>
<th>Hours</th>
<th>Milestone*</th>
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<td>DC/AC Electronics</td>
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<td>BUS150 or IND120 or</td>
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<td>^Technical Report Writing or</td>
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<td>Industrial Safety &amp; Manufacturing Processes: CPT1 &amp; CPT3</td>
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<td>EET213</td>
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<tr>
<td></td>
<td>Manufacturing</td>
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<td>HST105 or HST106 or</td>
<td>American History to 1865 or</td>
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<tr>
<td>PSC105</td>
<td>American History from 1865 or</td>
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<tr>
<td></td>
<td>Introduction to American</td>
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<td></td>
<td>Government</td>
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<tr>
<td>SKL250 or IND295</td>
<td>Employment Seminar or</td>
<td>1-2</td>
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<tr>
<td></td>
<td>^Industrial Technology Internship</td>
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<td>Humanities</td>
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<tr>
<td>Total Hours for Degree</td>
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<td>60</td>
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</table>

*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

*Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).
# 32 Hour Certificate in Mechatronics

<table>
<thead>
<tr>
<th>Course</th>
<th>Required Courses</th>
<th>Hours</th>
<th>Milestone*</th>
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</thead>
<tbody>
<tr>
<td>IND110</td>
<td>Industrial Print Reading: CPT 2</td>
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<tr>
<td>EET100</td>
<td>DC/AC Electronics</td>
<td>3</td>
<td></td>
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<tr>
<td>EET101</td>
<td>*Industrial Electricity</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EET110</td>
<td>*Digital Electronics and Control</td>
<td>3</td>
<td></td>
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<tr>
<td>EET111</td>
<td>*Electric Motor Controls</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>IND100</td>
<td>Industrial Safety &amp; Manufacturing Processes: CPT 1 &amp; 3</td>
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<td>IND101</td>
<td>Fundamentals of Industrial Maintenance: CPT 4</td>
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<td>IND105</td>
<td>Fluid Power Principles</td>
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<tr>
<td>IND200</td>
<td>^Mechanical Systems</td>
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<tr>
<td>MTH130 or MTH140 or MTH142</td>
<td>^Technical Mathematics or Precalculus Algebra or Quantitative Reasoning</td>
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<td>Directed Electives (See Below)</td>
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<td><strong>Total Hours</strong></td>
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**Directed Electives (2 credit hours needed)**

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<th>Hours</th>
<th>Milestone*</th>
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<tr>
<td>SKL101</td>
<td>College Orientation</td>
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<tr>
<td>SKL250</td>
<td>*Employment Seminar</td>
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**Total Hours for Certificate**

<table>
<thead>
<tr>
<th>Course</th>
<th>Required Courses</th>
<th>Hours</th>
<th>Milestone*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>32</td>
<td></td>
</tr>
</tbody>
</table>

*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the certificate in a timely manner. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

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

*Please refer to the course descriptions for pre/corequisite and placement information. Students can only register for these courses if they have met the prerequisite, placed into the course and/or enroll in the corequisite course(s).

For the most current gainful employment information, please see https://www.macc.edu/gainfulemployment/Mechatronics/15.0499-Gedt.html.
Law Enforcement Training Center

The Moberly Area Community College Law Enforcement Training Center (LETC) is approved by the Missouri Department of Public Safety Peace Officers Standards and Training (POST) to provide the Class A Peace Officer Basic Training course. The LETC also offers continuing education, contract training, and customized training seminars.

The Class A Basic Training course teaches all aspects of law enforcement. Course topics range from reporting, control and treatment of offenders, instruction in how to conduct an investigation, administrative tasks, traffic stops and defensive tactics. This 20-week course meets Monday through Friday from 8:00 a.m. to 5:00 p.m.

Applications for MACC's Class A Peace Officer Basic Training course can be obtained by contacting:

Law Enforcement Training Center
Moberly Area Community College
101 College Avenue
Moberly, MO 65270-1304
660-263-4100, ext. 11279
LETC@macc.edu

Application Process

Complete and return the following to MACC Student Affairs:

- MACC application for admission
- Official high school transcripts or copy of HiSET/GED
- Official college and/or university transcripts

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

- LETC Application
- Missouri Peace Officer License Legal Questionnaire

To be considered for admission to the Class A Basic Peace Officer Training Academy, applicants must meet the following qualifications:

1. Applicant must be eighteen years of age or older
2. Applicant must be a United States Citizen
3. Applicant must pass a background check
4. Applicant can have no driving while intoxicated, or driving with excessive blood/alcohol content, or possession of controlled substances within three years of date of application.

Eligibility for Licensure

The Missouri Department of Public Safety will issue a Missouri Peace Officer Class A License if an individual meets the following requirements:

- Twenty-one years of age
- A United States citizen
- Earned a valid high school diploma or its equivalent
- Graduate of a Class A Basic Law Enforcement Training course
- Passed the Missouri Peace Officer Licensure Exam

For the most current gainful employment information, please see https://www.macc.edu/gainfulemployment/LETC/43.0107-Gedt.html.
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.

The designation of “FA,” “SP,” and/or “SU” following a course description indicates whether the course is offered only during the fall, spring, and/or summer terms. “IN” indicates the course is offered infrequently. If no designation is listed, the course is generally available each fall and spring semester. In some cases, the course may be available only at a certain site or only in a specific format (such as online) in a given term. 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 College’s Humanities requirement for Career & Technical Education programs.

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

A ** GUARANTEED** appearing next to a course number indicates the course is guaranteed to transfer to public higher education institutions in Missouri. The MOTR number in parentheses notes the Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Numbers. See pp. 60-61 for additional information about CORE 42.

**Key to Course Descriptions**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tr>
<td>ACC211</td>
<td>Managerial Accounting</td>
<td>3</td>
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</table>

Managerial Accounting

This course provides students with a basic understanding of cost behavior. Students develop skills determining costs of materials, labor, and overhead; use job order and process cost methods; apply budgeting principles; cost allocation; perform standards and variance analysis; and strategic cost management. Prerequisite: ACC101. (SP)

**Legend**

ACC Accounting
AGR Agriculture
AMD Architectural & Mechanical Design
AMT Advanced Manufacturing Technology
ARC Architectural Studies
ART Art
BIO Biological Science
BOA Business Office Administration
BUS Business
CIT Information Technology
DRM Drama
ECE Early Childhood Education
ECN Economics
EDU Education
EET Industrial Electronics/Electricity Technology
EGN Engineering
EMT Emergency Medical Technology
FLN Foreign Language
GEO Geography
GLS Global Studies
HSC Health Sciences
HST History
IND Industrial Technology
JRN Journalism
LEN Language and Literature
LEO Law Enforcement
MKT Marketing
MLT Medical Laboratory Technology
MS Military Science
MSP Machine Tool
MTH Mathematics
MUS Music
NUA Accelerated Associate Degree Nursing
NUR Associate Degree in Nursing
OTA Occupational Therapy Assistant
PED Physical Education
PHI Philosophy
PHY Physical Science
PNC Practical Nursing
PSC Political Science
PSY Psychology
SKL Life Skills
SOC Sociology
SPK Speech
WLD Welding
ACCOUNTING

ACC101  3-0-3
Elementary Accounting I
ACC101 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.

ACC102  3-0-3
Elementary Accounting II
ACC102 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: ACC101.

ACC110  3-0-3
Personal Finance
This is a course in the management of personal finances. It will provide students with opportunities to develop skills for solving "real-world" problems. The course will identify the components and sources of income, money management, spending and credit, saving and investment.

ACC210  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: ACC101 or instructor approval. (FA)

ACC211  3-0-3
Managerial Accounting
This course provides students with a basic understanding of cost behavior. Students develop skills determining costs of materials, labor, and overhead; use job order and process cost methods; apply budgeting principles; cost allocation; perform standards and variance analysis, and strategic cost management. Prerequisite: ACC101. (SP)

ACC214  3-0-3
Computerized Accounting Applications using QuickBooks
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: Grade of "C" or higher in ACC101 or instructor approval. Corequisite: BOA261. Pre- or corequisite: BOA262. (SP)

ACC218  3-0-3
Payroll Accounting
This course provides hands-on experience in calculating payroll, completing payroll taxes, preparing payroll records, and payroll reports. This course also covers rules and regulations governing employment. Prerequisite: ACC100 or ACC101 or instructor approval. (SP)

ACC260  3-0-3
Accounting Capstone
The purpose of this course is to combine knowledge gained through the entire program and relate it to real-world companies. This course reviews and extends accounting, financial statement analysis, ethical issues, and business skills requiring students to integrate and apply skills and techniques acquired from previous courses. Students will be required to complete a Technical Skills Attainment during the course. Prerequisites: ACC210, ACC211, and ACC214. Corequisite: ACC218.

ACC295  0-(6-18)-(2-6)
Accounting Internship
This course is designed to provide students real-life work experiences through on-the-job training with a field-related cooperating employer in the student's declared major. Students will be supervised by the business/industry sponsor and report to the Director of Career and Technical Programs or assigned faculty member. The position may be paid or unpaid. Students must complete a minimum of 45 contact hours per credit hour per semester. Course is variable credits and may be repeated for up to six credit hours. Prerequisites: Minimum of 30 credit hours, with at least 18 credits of core classes in the program area, 2.50 GPA, and/or approval from the Dean of Workforce Development and Technical Education or the Director of Career and Technical Programs.

ACC299  (1 to 6)-0-(1 to 6)
Special Studies in Accounting
This course will consist of specialized study in areas of the department, which are not covered in-depth in other courses. Students may take more than six credit hours of special studies in any one discipline. (IN)

Agriculture

AGR101  3-0-3
Agriculture Orientation
This course is designed as an introductory course for students wishing to learn more about the Missouri agriculture industry. This is a required freshman course to orient the students to Moberly Area Community College and assist them in clarifying their agriculture career and transfer goals. Students will also study agriculture, farm safety, and the various agriculture sectors important to Missouri agriculture businesses.

AGR120  3-0-3
Agricultural Safety and Processes
This course emphasizes safety organization, fire safety, materials handling, federal regulations, and current issues in agriculture safety. The student can receive an OSHA 10 Card upon successful completion of the requirements. The course will also introduce the student to the agriculture manufacturing industry including industrial terminology, lean manufacturing, material processes; Six Sigma; supply chain management; and design, engineering, and quality management systems including the concepts of the Toyota Production System. Students will also participate in job shadowing experiences with local industries.

AGR131  2-2-3
Agriculture Mechanics and Topics
This course provides a basic survey of agricultural and industrial practices to include preventive maintenance concepts used by technicians and farmers in the installation, troubleshooting, and repair of mechanical systems and machines found in the agriculture industry along with agriculture commodity handling procedures. Topics include mechanics' tools and practices; operating concepts and principles of mechanical equipment; and systems-gears, bearings, seals, and mechanical drive systems. Students will also learn about land topography and leveling and will be introduced into precision agriculture and grain handling.

AGR141  3-2-4
Plant Science
An introductory course focusing on economically important crop and horticulture plants. Areas of study will include plant anatomy, physiology, growth and development, and other related topics. Extensive lab work including plant identification, growth and nutrition will be required.
MOBERLY AREA COMMUNITY COLLEGE

AGR151  3-2-4
Animal Science
An introductory course discussing the principles of animal science and the livestock industry including nutrition, production, breed identification, disease prevention, and anatomy and physiology of economically important food animals. Labs will include hands-on experience in different agriculture settings dealing with various livestock.

AGR202  3-2-4
Crop Production
This course acquaints the student with advanced practice row crop management with a primary focus on corn and soybeans. Areas of study include forage production, plant development, variety selection, seedbed preparation and planting, pest management, harvesting, and storage of grain. Students will learn how to create field boundaries, import imagery, and import soil and yield data, as well as how to run complex analysis from inputs using precision agriculture software. Prerequisite: AGR141, BIO101, or BIO151.

AGR245  2-2-3
Advanced Precision Agriculture
This course implements the use of GPS technology, vehicle navigation guidance systems, variable rate technology, and application of chemicals. Students will learn how to create field boundaries, along with utilizing yield and soil data so proper analysis can be made. This course will use precision agriculture software. Prerequisite: AGR202.

AGR295  0-(6-18)-(2-6)
Agriculture Internship
This course is designed to provide students real-life work experiences through on-the-job training with a field-related cooperating employer in the student's declared major. Students will be supervised by the business/industry sponsor and report to the Director of Career and Technical Programs or assigned faculty member. The position may be paid or unpaid. Students must complete a minimum of 45 contact hours per credit hour per semester. Course is variable credits and may be repeated for up to six credit hours. Prerequisites: Minimum of 30 credit hours, with at least 18 credits of core classes in the program area, 2.50 GPA, and/or approval from the Dean of Workforce Development and Technical Education or Director of Career and Technical Programs.

ARCHITECTURAL & MECHANICAL DESIGN

AMD101  2-2-3
Engineering Design
This course introduces students to technical drawing components and the ASME standards associated therein. Topics covered include orthographic projections, dimensioning and notes, sectional views, auxiliary views, Assembly drawings, isometric drawings, tolerancing, threads and fasteners, along with drafting conventions and standards associated with technical drawings. Students are introduced to the components of a technical drawing while gaining an introduction to 2D drafting software.

AMD102  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: AMD101 and AMD112. (SP)

AMD223  2-2-3
Civil Engineering Design
This course is an introduction to civil drafting technology in order to provide the student with theories, concepts, and skills that form the foundation work done by civil engineering companies. Prerequisite: AMD112 or instructor approval.

AMD225  2-2-3
Architectural Design I
This course will build on skills acquired in beginning drafting classes. The student will utilize CAD equipment and software in a thorough study of all aspects of residential construction: space requirements, materials and methods of construction, ecotecture, mechanical and electrical, non-conventional construction, building codes, and cost estimating. Prerequisite: AMD112 or instructor approval.

AMD226  2-2-3
Architectural Design II
Architectural CAD II is a continuation of Architectural CAD I. The student will learn residential electrical applications, plumbing, climate control, new products and methods of construction, and perspective and presentation drawings, along with career opportunities in the architectural field. Students will utilize CAD in adding these components to house plans. Prerequisite: AMD225.

AMD227  2-2-3
Architectural Design III
This course has been designed to give the student an introduction to essential commands and features of architectural software. The student will gain knowledge and experience with examples and applications of commands for development of both residential and commercial buildings. Prerequisite: AMD226 or instructor approval. (SP)

AMD228  2-2-3
Structural 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: AMD112 and MTH130. (FA)

AMD232  2-2-3
Architectural and Mechanical 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: AMD223, AMD226, and AMD228.

AMD295  0-(6-18)-(2-6)
Architectural and Mechanical Design Internship
This course is designed to provide students real-life work experiences through on-the-job training with a field-related cooperating employer in the student's declared major. Students will be supervised by the business/industry sponsor and report to the Director of Career and Technical Programs or assigned faculty member. The position may be paid or unpaid. Students must complete a minimum of 45 contact hours per credit hour per semester. Course is variable credits and may be repeated for up to six credit hours. Prerequisites: Minimum of 30 credit hours, with at least 18 credits of core classes in the program area, 2.50 GPA, and/or approval from the Dean of Workforce Development and Technical Education or Director of Career and Technical Programs.
and Technical Programs.

**AMD299**  (1-6)0-(1-6)
Special Studies in Architectural and Mechanical Design
This course will consist of specialized study in areas of the department which are not covered in-depth in courses already offered. Students may take no more than 6 credit hours of special studies in any one discipline. (IN)

**ADVANCED MANUFACTURING TECHNOLOGY**

**AMT112**  2-2-3
Computer Aided Design I
CAD I is an introductory computerized drafting course using CAD software. Software is used to create, modify, store, and manage drawings and related files. Students will have extensive hands-on instruction using microcomputers, printers, plotters, and CAD software.

**AMT211**  2-2-3
Computer Aided Design II
AMT211 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: AMT112. (SP)

**AMT250**  2-2-3
Applied 3D Design and Printing
This course is designed to provide students with an understanding of design concepts and processes involved in developing a sound product. The student will participate in solving design problems following the proper process and documenting their solutions as they develop a product. The student will understand the tools needed to develop an efficient design process regardless of the product being developed. Products will be designed utilizing 3D Models which will then be developed into prototypes. Prerequisites: MTH130, MTH140, or MTH142 and AMT211. (SP)

**ARCHITECTURAL STUDIES**

**ARC120**  3-0-3
Architectural Drafting and Working Drawings
This course focuses on beginning drafting, including equipment and materials; lettering; floor plans, sections, elevations; orthographic and axonometric drawings; working drawings; and details.

**ARC160**  3-0-3
Fundamentals of Environmental Design
This class is a survey of the architectural environment emphasizing design fundamentals such as use, aesthetics, stability of structures and human relationships with places and time. Prerequisite: LAL102. (SP)

**ARC210**  3-0-3
Understanding Architecture and the American City
This class is an analysis of the American city and its architecture. (FA)

**ARC231**  3-0-3
Building Systems
This class covers integrated building systems: structure, construction, technology, comfort; including voice-data communications, safety, floor, wall, ceiling, mechanical, electrical, and plumbing systems; and project estimating. Prerequisite: ARC120 or MTH140. (FA)

**ART**  * Meets Humanities requirement for Career & Technical Education programs

**ART100**  2-4-3
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.

**ART105**  2-4-3
2-Dimensional Design
This is a basic art course concerned with the study and use of elements and principles of 2-dimensional design. Students will be involved with design projects that will help them appreciate and understand the organization of lines, shapes, forms, spaces, color and textures.

**ART110**  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.

**ART111**  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.

**ART112**  2-4-3
3-Dimensional Design
This is a basic art course concerned with the study and application of elements and principles of 3-dimensional design. Design projects will help the student appreciate and understand 3-dimensional techniques, materials, processes, and concepts. Supplies required for this course are the responsibility of the student.

**ART115**  3-0-3
Cultural Studies in Art
This course offers intense immersion in art through touring art galleries, architectural sites, cultural museums, and other places of artistic interest abroad. Focus will be on the visual arts and how they reflect the culture, history, and levels of aesthetic appreciation in diverse cultures. Prerequisite: ART101 or ART102. (IN)

**ART124**  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.

**ART125**  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: ART124.

ART130 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 silk screen. Supplies for this course are the responsibility of the student. (IN)

ART135 2-4-3
Digital Photography
This course is an introduction to the theoretical and practical aspects of digital photography. Using Adobe Photoshop, students will learn to control, modify, and manipulate digital photographic images for creative purposes. Basic photographic composition and design will also be studied. Students must have access to a digital camera. Additional supplies required for this course are the responsibility of the student. Basic knowledge of Mac computers is preferable.

ART136 2-4-3
Introduction to Video
This course introduces basic Digital Video technology, production, and editing. It teaches students to plan, shoot, and edit video projects, with emphasis on themes and the creative process. Basic knowledge of Mac computers is recommended. (IN)

ART201 2-4-3
Painting I
This course explores conceptual and compositional construction of painting and the relationship to various media. Supplies required for this course are the responsibility of the student. Prerequisite: ART105, ART110, two years of high school art classes, or instructor approval.

ART202 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: ART201. (SP)

ART205 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.

ART206 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: ART205 or instructor approval.

ART221 2-4-3
Black and White Film Photography I
This is a basic course that covers the fundamentals of photography, as well as developing and printing applied to photography. Basic photographic composition and design will also be studied. Students must have access to a manually adjustable 35 mm camera and should anticipate spending a significant amount of time in the darkroom outside of regularly-scheduled class time. Additional supplies required for this course are the responsibility of the student.

ART222 2-4-3
Black and White Film Photography II
This course is an advanced study of photographic methods and darkroom processes with an emphasis on camera compositional techniques. Students must have access to a 35 mm camera and should anticipate spending a significant amount of time in the darkroom outside of regularly-scheduled class time. Supplies required for this course are the responsibility of the student. Pre- or corequisite: ART221.

ART225 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)

ART299 (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)

BIO101 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.

BIO105 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.

BIO105H 3-0-3
Introductory Conservation Biology Honors
This course involves a study of the earth's ecosystems and biodiversity as well as historical and current human impacts on these systems. The importance of conserving the earth's biodiversity is also discussed. Honors sections of Conservation Biology stress critical thinking and analytical writing. Prerequisite: Student must meet criteria for admission to Honors program. (IN)

BIO150 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.

BIO151 3-2-4
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.

BIO205 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.

BIO206 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: BIO101 or BIO205 or instructor approval.

**BOA209** 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: BIO205 or instructor approval.

**BOA299** (1 to 6)-0-(1 to 6)

**Special Studies in Biology**

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

**BUSINESS OFFICE ADMINISTRATION**

**BOA108** 3-0-3

**Word Processing Concepts Using Microsoft Word**

This course is designed to teach word processing skills needed in the professional environment and to obtain the Microsoft Word Certification. Students will learn to format business letters, reports, newsletters, information sheets, forms, table of contents, indexes, tables, and graphics. Other topics to be covered will include styles and themes, using mail merge, collaboration techniques, customizing Microsoft Word, and creating macros. Successful completion of BOA108 prepares students to take the Microsoft Word Certification Exam. (FA)

**BOA120** 3-0-3

**Customer Service**

This course provides a hands-on approach to teaching the critical skills necessary for providing customer service in today’s professional environment. Data entry skills, telephone skills, and face-to-face customer service skills will be covered. Prerequisite: Touch keyboarding skills are required. (SP)

**BOA140** .5-1-1

**Personal Information Management Using Microsoft Outlook**

This course provides a study of Microsoft Outlook software as an e-mail client and a personal information manager for calendars, contacts, meetings, and tasks. This course also prepares students to take the Microsoft Certification Exam for Outlook. Prerequisite: Touch keyboarding skills required. (SP)

**BOA151** 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)

**BOA152** 3-0-3

**Business Math/Electronic Calculations**

Business math applications and calculator skills are studied and practiced as they relate to accounting, finance, management, economics, and retailing. Students are introduced to solving problems using a computerized spreadsheet. Prerequisite: Placement score, grade of “C” or higher in MTH010 or successful completion of the appropriate module in the Computer Assisted Pre-Algebra sequence.

**BOA165** 3-0-3

**Presentation Skills Using Microsoft PowerPoint**

Students will learn basic and advanced presentation software skills needed in the professional environment and to obtain Microsoft PowerPoint Certification. Topics to be covered include creating simple to complex slides, applying office themes, transitions and custom animation effects, inserting sound, music and video files, and creating a self-running slideshow. Students will also develop a professional business presentation to be delivered to the class. Successful completion of BOA165 prepares students to take the Microsoft PowerPoint Certification Exam. (FA)

**BOA261** 3-0-3

**Spreadsheet Applications Using Microsoft Excel**

This course is designed to teach spreadsheet skills needed in the professional environment and to obtain Microsoft Excel Certification. Students will edit and format data, construct simple to complex formulas and functions, interpret charts and utilize database features such as filters, subtotals and sorting. Other topics to be covered will include manipulation of Pivot Tables, linking and embedding worksheets, summarizing data, developing validation rules, and writing macros. Successful completion of BOA261 prepares students to take the Microsoft Excel Certification Exam. (FA)

**BOA264** 3-0-3

**Database Management Using Microsoft Access**

This course is designed to teach database skills needed in the professional environment and to obtain Microsoft Access Certification. Topics to be covered include creating relational databases with multiple tables, writing queries such as cross tab, append, delete and update, enforcing referential integrity, creating simple and complex forms and reports, and developing a switchboard. Successful completion of BOA264 prepares students to take the Microsoft Access Certification Exam. (SP)

**BOA292** 3-0-3

**Business Office Administration Capstone**

The purpose of this capstone course is to train the student in general office procedures, encourage professional behavior, and develop decision-making abilities. Students will complete integration projects using Microsoft Word, Excel, PowerPoint, and Access. Prepare for employment, and present a professional portfolio as a final project. A desktop publishing unit is also embedded to integrate the use of word processing and graphics to design and produce professional looking publications. Prerequisites: BOA108, BOA165, BOA261. Pre - corequisite: BOA264.

**BOA295** (0-(6-18)-(2-6)

**Business Office Administration Internship**

This course is designed to provide students real-life work experiences through on-the-job training with a field-related cooperating employer in the student’s declared major. Students will be supervised by the business/industry sponsor and report to the Director of Career and Technical Education or the Director of Career and Technical Programs. The position may be paid or unpaid. Students must complete a minimum of 45 contact hours per credit hour per semester. Course is variable credits and may be repeated for up to six credit hours. Prerequisites: Minimum of 30 credit hours, with at least 18 credits of core classes in the program area, 2.50 GPA, and/or approval from the Dean of Workforce Development and Technical Education or the Director of Career and Technical Programs.

**BUSINESS**

**BUS100** 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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS112</td>
<td>3-0-3</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>BUS113</td>
<td>3-0-3</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>BUS120</td>
<td>3-0-3</td>
<td>Business Law</td>
</tr>
<tr>
<td>BUS150</td>
<td>3-0-3</td>
<td>Business Communication</td>
</tr>
<tr>
<td>BUS125</td>
<td>3-0-3</td>
<td>Business Opportunity Analysis</td>
</tr>
<tr>
<td>BUS260</td>
<td>3-0-3</td>
<td>Business Management Capstone</td>
</tr>
<tr>
<td>BUS295</td>
<td>0-(6-18)-(2-6)</td>
<td>Business Administration Internship</td>
</tr>
<tr>
<td>BUS299</td>
<td>(1-6)-0-(1-6)</td>
<td>Special Studies in Business Administration</td>
</tr>
<tr>
<td>CIT101</td>
<td>3-0-3</td>
<td>Computer Essentials</td>
</tr>
<tr>
<td>CIT102</td>
<td>3-0-3</td>
<td>Introduction to Information Technology</td>
</tr>
<tr>
<td>CIT105</td>
<td>3-0-3</td>
<td>Programming I</td>
</tr>
<tr>
<td>CIT106</td>
<td>3-0-3</td>
<td>IT Essentials</td>
</tr>
</tbody>
</table>

**BUS112 Principles of Management**
- This course is designed to be an overview of the major functions of management with an emphasis on planning, organizing, leading, and controlling. The purpose of this course is to expose the student to the basic concepts of management in order to aid the student in understanding how an organization functions and in understanding the complexity and wide variety of issues managers face in today's organizations. The course uses a case study approach to selecting, combining, and applying techniques of management to realistic business problems.

**BUS113 Human Resource Management**
- This course explores the concepts related to the selection of employees, employee training and development, assessment and improvement of employee performance, job design, compensation systems, and employee relations.

**BUS120 Business Law**
- BUS120 is a study of those features of law that pertain to the conduct of business in today's global economy. The course concentrates on the U.S. legal system: constitutional, criminal and tort law; contracts; and the different business organization models within the U.S.

**BUS150 Business Communication**
- This course is designed to give students a comprehensive view of communication, its scope and importance in business, and its role in today's workplace. Topics to be covered include organizational and workplace communication, ethical communication strategies, listening and nonverbal skills, intercultural communication, uses of digital media in the communication process, and successfully developing positive, negative and persuasive writing techniques. Written, oral and interpersonal skills for communication in the business world will be emphasized as well as delivering an effective oral presentation. Prerequisite: Eligible placement score.

**BUS125 Business Opportunity Analysis**
- This immersive course is based on the Kauffman Foundation's FastTrac Planning the Entrepreneurial Venture course and is designed to provide students with the foundational knowledge needed to successfully launch a business.

**BUS260 Business Management Capstone**
- This capstone course is a multi-disciplinary course that is required of all students in business administration and management. The capstone course may include an academic or career portfolio, research papers, projects or presentations, publications, and journals. Adequate time must be invested in the planning stages for the course. Students should approach the capstone course thoughtfully. It is strongly recommended that students plan a full fall semester ahead of the scheduled start date, to allow for full development and faculty input in the planning stages.

**BUS295 Business Administration Internship**
- This course is designed to provide students real-life work experiences through on-the-job training with a field-related cooperating employer in the students declared major. Students will be supervised by the business/industry sponsor and report to the Director of Career and Technical Programs or assigned faculty member. The position may be paid or unpaid. Students must complete a minimum of 45 contact hours per credit hour per semester. Course is variable credits and may be repeated for up to six credit hours. Prerequisites: Minimum of 30 credit hours, with at least 18 credits of core classes in the program area, 2.50 GPA, and/or approval from the Dean of Workforce Development and Technical Education or Director of Career and Technical Programs.

**BUS299 Special Studies in Business Administration**
- This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than six credit hours of special studies in any one discipline. (IN)

**CIT101 Computer Essentials**
- This computer literacy course, intended for non-CIT majors, is designed to familiarize students with fundamental computer concepts. Students will learn to use the computer through hands-on experience with word processing, spreadsheet, presentation, and operating system software. This class is designed to help students successfully navigate through their college coursework. Touch keyboarding skills are required.

**CIT102 Introduction to Information Technology**
- This course covers the fundamental computing concepts that are part of the digital age, including software, hardware, data, people, and procedures. The course centers on educating today's technology consumer, using themes of ethics, the internet, and communications to demonstrate how the changing world of technology influences lives and decisions.

**CIT105 Programming I**
- This course involves problem solving on the introductory level. Structured and object oriented programming methodologies are introduced. The student is exposed to sequence, selection, repetition and subprograms forming a strong foundation for later course work. A modern high-level language is used as a vehicle for mastering these concepts. Pre- or corequisite: MTH100, successful completion of the appropriate module in the Computer Assisted Pre-Algebra sequence, or eligible placement score.

**CIT106 IT Essentials**
- Students learn the functionality of hardware and operating systems components. Through hands on activities and labs, students learn how to assemble and configure a computer; install operating systems, software, and printers; and troubleshoot hardware and software problems. Advanced troubleshooting and networking configuration are covered in the latter part of the course. After completion, students will develop the necessary skills to build a computer and troubleshoot networking problems. Successful completion of CIT106 prepares students to take the A+ industry certification exam.
<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
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<tbody>
<tr>
<td>CIT123</td>
<td>3-0-3</td>
<td>Macintosh: Use &amp; Troubleshooting</td>
<td>Students are introduced to the operating system found on the Apple Macintosh. Techniques for managing, operating, maintaining, and networking clusters of computers are covered. Students will work with Terminal window and command line interface. (FA)</td>
</tr>
<tr>
<td>CIT135</td>
<td>3-0-3</td>
<td>Object Oriented Programming I</td>
<td>This course introduces students to object-oriented programming. Students will use an object-oriented development environment such as: Microsoft Visual Basic or C#. Development of graphic user interfaces, object-oriented programming and object-oriented design concepts are introduced and applied throughout the course. Pre - or corequisite: MTH100 or eligible placement score. (FA)</td>
</tr>
<tr>
<td>CIT145</td>
<td>3-0-3</td>
<td>Web Design I</td>
<td>Students will learn the essential concepts of HTML, HTML5, CSS3, and JavaScript. They will begin by developing a basic Web page in HTML, and move on to developing web pages with appearance by using cascading style sheets (CSS3) language. Students will learn to enhance websites using multimedia such as sounds, video and animation. Students will be creating responsive web design for the many different types of mobile devices in use today. Topics such as working with objects, special effects, grids, layout, tables, and frames will also be covered. In the last section of the course, students will be programming in JavaScript to create functioning web pages.</td>
</tr>
<tr>
<td>CIT150</td>
<td>3-0-3</td>
<td>Linux Admin I</td>
<td>This course is designed to introduce students to the Linux operating system. Basic commands and procedures for entry-level management and administration are covered. Students will use command-line included in the Linux operating system. File system management, printer management, user management, and package installation will be the primary focus of the course. Concepts presented are preparation for the second course, Linux Admin II. Successful completion of CIT150 prepares students to take the Linux+ industry certification exam.</td>
</tr>
<tr>
<td>CIT152</td>
<td>3-0-3</td>
<td>Introduction to Networks</td>
<td>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. This course applies to a CISCO certification which is updated frequently. The course may need to be retaken if not completed within defined parameters resulting from changes in the CISCO curriculum. (SP)</td>
</tr>
<tr>
<td>CIT153</td>
<td>3-0-3</td>
<td>Routing and Switching Essentials</td>
<td>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. This includes, but is not limited to, configuring IP v4 and v6 addressing, host names, telnet procedures, Ethernet port addresses, serial port addresses, router commands, router modes, variable length subnetting, troubleshooting, password recovery, and making physical connections at various ports. This course applies to a Cisco certification which is updated frequently. The course may need to be retaken if not completed within defined parameters resulting from changes in the CISCO curriculum. (SP)</td>
</tr>
<tr>
<td>CIT154</td>
<td>3-0-3</td>
<td>Relational Database Systems</td>
<td>This course introduces relational database design and SQL programming. The relational database model will be compared with other database models. Query designs, normalization of data, use of Entity Relationship Diagrams, creation of databases and application of SQL will be stressed. Prerequisite: CIT105 or CIT135. (SP)</td>
</tr>
<tr>
<td>CIT205</td>
<td>3-0-3</td>
<td>Programming II</td>
<td>This course is a higher level of programming with advanced problem solving. The following concepts are covered: user defined types and data abstraction, dynamic memory allocation, inheritance, polymorphism, composite data types, enumerated data types, logical array implementations, stacks, queues, and trees. Efficient use of data is stressed. Pre-requisite CIT105 Pre- or corequisite: MTH140 or eligible placement score. (SP)</td>
</tr>
<tr>
<td>CIT211</td>
<td>3-0-3</td>
<td>Cobol Programming</td>
<td>Students will be required to complete programming projects in modern COBOL. Students will write a number of modern COBOL programs illustrating the use of the language in business applications. Various file organizations as well as the proper programming techniques, multilevel control breaks, multilevel table processing, sorts and merges will be stressed. Prerequisite: MTH100. Successful completion of the appropriate module in the Computer Assisted Pre-Algebra sequence, or eligible placement score. (IN)</td>
</tr>
<tr>
<td>CIT212</td>
<td>3-0-3</td>
<td>Windows Server Management I</td>
<td>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. Pre- or corequisite: CIT106 or CIT152. (SP)</td>
</tr>
<tr>
<td>CIT213</td>
<td>3-0-3</td>
<td>Windows Server Management II</td>
<td>Focusing on Windows Server advanced features and services, this course covers advanced configuration of services necessary to deploy, manage and maintain a Windows Server infrastructure, such as advanced networking services. Active Directory Domain Services (AD DS), identity management, rights management, user management, Inter-domain trust relationships, command line tools, federated services, network load balancing, failover clustering, business continuity and disaster recovery. Prerequisite: CIT238. (SP)</td>
</tr>
<tr>
<td>CIT239</td>
<td>3-0-3</td>
<td>Object Oriented Programming II: Java</td>
<td>This course introduces students to advanced features in the Java object oriented programming language. After a quick review, students are introduced to graphical user interfaces, web applications, and database connectivity. Concepts are designed to provide maximum transfer. Prerequisites: CIT105 or CIT135 and CIT145.</td>
</tr>
<tr>
<td>CIT243</td>
<td>3-0-3</td>
<td>Object Oriented Programming II: C#</td>
<td>This course introduces students to advanced features in the C# object-oriented programming language. After a quick review, students are introduced to graphical user interfaces, web applications, and database connectivity. Concepts are designed to provide maximum transfer of knowledge to any web-oriented development platform. Prerequisites: CIT105 or CIT135 and CIT145.</td>
</tr>
<tr>
<td>CIT244</td>
<td>3-0-3</td>
<td>Web Design II</td>
<td>This course is a continued look at advanced web technologies using rapid application development tools. Students will learn duties required to maintain a multi-tiered</td>
</tr>
</tbody>
</table>
This course covers tools and techniques in instructor approval. (FA) Cisco curriculum. Prerequisite: CIT252 or instructor approval. (FA)

**CIT250** 3-0-3

**Linux Admin II**

This course is designed to take an in-depth look at Linux server management. The course adopts a practical hands-on approach to system administration using Linux. Students will use advanced features of the Linux operating system including management shell scripts, configuring services, managing system security, managing users and building common servers needed in modern networks. Prerequisite: CIT150. Pre- or corequisites: CIT106 or CIT152. (SP)

**CIT252** 2-2-3

**Scaling Networks**

This course emphasizes advanced CISCO routing and switching technologies and network management. Areas of emphasis include laboratory experience with virtual LANs, data link layer network design, simple network management protocol, interior gateway routing protocol, enhanced interior gateway routing protocol, classless IP, and wide area networking. Successful completion of both CIT252 and CIT253 prepares students to take the CISCO industry certification exam. This course applies to a Cisco certification which is updated frequently. The course may need to be retaken if not completed within defined parameters resulting from changes in the Cisco curriculum. Prerequisite: CIT153 or instructor approval. (FA)

**CIT253** 2-2-3

**Connecting Networks**

This course emphasizes project-based experimental activities and final preparation for the CISCO CCNA certification exam. Students synthesize knowledge from previous semesters to create various types of networks for different situations. Trends and new developments in the field of networking and WAN communication protocols are also examined. Successful completion of both CIT252 and CIT253 prepares students to take the CISCO industry certification exam. This course applies to a Cisco certification which is updated frequently. The course may need to be retaken if not completed within defined parameters resulting from changes in the Cisco curriculum. Prerequisite: CIT152 or instructor approval. (FA)

**CIT255** 3-0-3

**Cyber Security**

This course covers tools and techniques network security professionals use to protect computer networks. The course provides a structured knowledge base for preparing security professionals to discover vulnerabilities and recommend solutions for tightening network security, protecting data from potential attackers and creating policies and practices within organizations to promote a secure environment. Prerequisites: CIT252 or instructor approval. (SP)

**CIT261** 3-0-3

**Systems Project: Programming**

The student will develop a specialized project in a particular area of interest dealing with programming which will be evaluated by the instructor. Prerequisites: Sophomore standing, CIT145, CIT201, CIT205.

**CIT262** 3-0-3

**Systems Project: Networking**

The student will develop a specialized project in a particular area of interest dealing with networking which will be evaluated by the instructor. Prerequisites: Sophomore standing, CIT150, CIT152, CIT153.

**CIT295** 0-(6-18)-(2-6)

**Computer Information Technology Internship**

This course is designed to provide students real-life work experiences through on-the-job training with a field-related cooperating employer in the student's declared major. Students will be supervised by the business/industry sponsor and report to the Director of Career and Technical Programs or assigned faculty member. The position may be paid or unpaid. Students must complete a minimum of 45 contact hours per credit hour per semester. Course is variable credits and may be repeated for up to six credit hours. Prerequisites: Minimum of 30 credit hours, with at least 18 credits of core classes in the program area, 2.50 GPA, and/or approval from the Dean of Workforce Development and Technical Education or Director of Career and Technical Programs.

**CIT299** (1-6)-(0-1)

**Special Studies in Computer Information Technologies**

This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than six credit hours of special studies courses in any one discipline. (IN)

**DRAMA**

* Meets Humanities requirement for Career & Technical Education programs

**DRM115** 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: DRM120 or instructor approval. (IN)

**DRM120** (MOTR THEA100A) 3-0-3

**Theater Appreciation**

Students are introduced to all aspects of the art of theater from theatrical production to theater history and literature.

**DRM150** (MOTR PERF100) 3-0-3

**Acting I**

This course includes methods and techniques of training in pantomime, improvisation, staging, and characterization.

**DRM160** 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. (SP)

**DRM165** (MOTR PERF104M) 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: DRM120, DRM150, DRM160 or instructor approval. (SP)

**DRM210** 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: DRM150 or instructor approval.

**DRM215** (MOTR PERF101) 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: DRM150 or DRM160 or instructor approval. (IN)

**DRM299** (1-6)-(0-1)

**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)

**EARLY CHILDHOOD EDUCATION**

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

- Medical Examination Report for Childcare Providers/Staff with Tuberculosis (TB) Risk Assessment Form
- Proof of registration in or application to the Missouri Family Care Safety Registry, showing no disqualifying criminal record or substantiated child abuse or neglect.

Early Childhood majors must be able to work with children and adults. They must be in good physical condition and have the stamina to care for and interact with children.

- Courses required for the Infant/Toddler CDA credential
  - Courses required for the Preschool or Family CDA credential
  - CDA Elective

**ECE110 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).

**ECE120 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).

**ECE130 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. (FA).

**ECE140 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. (SP)

**ECE145 2-3-3 CDA Preparation and Observation**

This course is designed for students entering the early childhood education field and plan to earn a Child Development Associate (CDA) credential. This course covers the content of eight subject areas required to meet the learning competencies of the CDA credential. It will also entail observation hours in licensed early childhood centers which may be applied towards the contact hour requirement of the certification process.

**ECE150 1-20-2 CDA Seminar**

ECE150 CDA Seminar is an opportunity to practice implementing nurturing, stimulating learning environments in the workplace. Students will receive consultation and support to develop their Family Child Care Home, Center—Preschool, or Center—Infant/Toddler setting in line with CDA Standards. Students must complete all requirements to be eligible to apply for the Child Development Associate (CDA) through the National Council for Professional Recognition by the end of this course, including working a minimum of 20 hours per week in a qualified setting and earning a grade of “C” or higher in all CDA courses. Prerequisites: ECE110 or ECE120, ECE130 or ECE140, and ECE165 or ECE175. Must have worked a minimum of 480 hours in a regulated childcare work setting prior to beginning this course and continue to work in the same setting until completion of the course. May substitute for ECE160 or ECE170. (SP)

**ECE160 1-3-2 Beginning Laboratory in Infant/Toddler Settings**

This course provides an opportunity to experience the daily routines and challenges of a program designed specifically for infants and toddlers (birth to 3 years) and practice implementing stimulating environments. Students will complete 45 hours of field experience in an approved program, submit weekly online assignments, and attend two on-campus seminars. Pre- or corequisites: ECE110 and ECE130.

**ECE165 1-0-1 Assessment in Early Childhood I**

This beginning course provides an overview of assessment in early childhood. It emphasizes the skills for authentic assessment through observation and documentation of the individual child’s growth and development. Prerequisite: ECE130. Corequisite: ECE160 or instructor approval.

**ECE170 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: ECE110 and ECE140.

**ECE175 1-0-1 Assessment in Early Childhood II**

This course builds on the observation skills learned in ECE165. Students will continue to hone authentic assessment skills, learning to collect and organize assessment evidence for student and
program evaluation and planning. Formal assessment such as screening and diagnostic instruments will be introduced. Prerequisite: ECE140. Corequisite: ECE170 or instructor approval.

ECE210
Early and Middle Childhood
This course explores theories of child growth and development as they are applied in early care and education settings. The emphasis is on development from birth to 12 years of age and includes in-depth exploration of current brain research as it relates to theories of learning. Students will complete developmental summaries based on research and real life observations. Pre- or corequisites: ECE170 or ECE160 or ECE150 or CDA credential; and LAL101. (FA).

ECE220
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: ECE170 or ECE160 or ECE150 or CDA credential; and LAL101. (FA)

ECE230
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: ECE170 or ECE160 or ECE150 or CDA credential; and LAL101. (FA)

ECE240
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: ECE170 or ECE160 or ECE150 or CDA credential; and LAL101. (FA)

ECE250
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: ECE210. Pre- or corequisites: ECE220, ECE230 and ECE240. (FA).

ECE260
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: LAL101 and 15 credit hours in ECE. (SP)

ECE270
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: ECE250 and MTH100 or BOA152. (SP)

ECE290
Early Childhood Practicum
This final field experience reinforces the skills learned throughout the program and provides an opportunity to integrate skills and competencies into an individual philosophy and methodology of Early Childhood care and education. This course extends the experiences of the earlier laboratories, requiring participation in planning and implementing all classroom routines during a total of 150 hours of field experience in an approved setting. Prerequisites: ECE250. Pre- or corequisites: ECE260 and ECE270. (SP)

ECE296
Early Childhood Capstone
The student will prepare a portfolio to showcase development and integration of knowledge, self-reflection, and application of course work using NAEYC Standards for Early Childhood Professionals. Depending upon future goals, students may align their reflections to Missouri Standards (e.g., MoSTEP or OPEN). Application and interview skills will also be addressed. Pre- or corequisite: ECE290. (SP)

ECE299
Special Studies in Early Childhood
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than six credit hours of special studies in any one discipline. (IN).

ECONOMICS

ECN101
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.

ECN102
Microeconomics
ECN102 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: ECN101 prior to ECN102.

EDUCATION

EDU220
Foundations of Education in a Diverse Society
This course is designed to examine educational practice from diverse historical, philosophical, sociological, economic, and legal perspectives. The course will address issues of educational equity, sociocultural influences on teaching and learning, and how teachers and schools can contribute to interpersonal and intercultural understanding and respect, social justice, and democratic citizenship. Students will explore the nature of school environments, the fundamental goals of education in the American public school, English Language Learners, the relationship between school and a diverse society, the organization of school curricula, and characteristics of effective schools and instruction in grades P-12. Prerequisite: LAL101.
**EDU225** 2-2-3
Teaching Profession with Field Experience
This course includes an introductory, minimum 30 hours of school field experience in accredited P-12 classroom(s) that provide opportunities to observe and contribute to teaching and learning. This course allows preservice teachers to connect firsthand school experience with an emerging professional knowledge base. The course develops professional knowledge of diverse educational settings through observation, instruction, experience, and reflection. This course is designed to assist students in determining if a career in teaching is an appropriate goal. Requirements for teacher preparation and certification are reviewed. Prerequisites: LAL101 and EDU220.

**EDU233** 3-0-3
Multicultural Education
This course is designed to examine the multicultural context of education and prepare students to understand and teach learners from diverse backgrounds, with diverse characteristics, and with differing social identities. The course will address issues of educational equity, sociocultural influences on teaching and learning, and how teachers and schools can contribute to interpersonal and intercultural understanding and respect, social justice, and democratic citizenship. Prerequisite: LAL101.

**EDU235** 3-0-3
Educational Psychology
This course is designed to help students relate theories and principles of educational psychology to teaching, learning, and assessment. This course focuses on the diversity of learners and learning processes, as well as teacher characteristics, classroom strategies, and data analysis in P-12 classrooms. Appropriate strategies for increasing motivation, multi-dimensional development, and academic achievement for all learners are introduced. Prerequisites: PSY101 and LAL101.

**EDU295** 2-0-2
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 MoGEA exam. This course must be taken in the semester of graduation. Prerequisite: EDU245.

**INDUSTRIAL ELECTRONICS/ELECTRICITY TECHNOLOGY**

**EET100** 2-2-3
DC/AC Electronics
This course provides the fundamental principles of DC/AC electrical and symbols as well as construction techniques in the use of electrical cables, conduit, and busways. Reference to the National Electric Code will be used throughout the course to provide proper safety and application techniques. The course also includes construction, control, and maintenance of AC and DC motors, generators, and transformers. Classroom projects will involve quoting and project costing using electrical supply catalogs, engineering specifications, and examples of standard operating procedures used in the industrial environment. (FA)

**EET101** 2-2-3
Industrial Technology
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. Typical industrial electrical power systems will be discussed with reference to the National Electric Code for proper safety. The course also includes construction, control, and maintenance of AC and DC motors, generators, and transformers. Classroom projects will involve typical motor, transformer, and other industrial wiring techniques. Motor speed control along with other industrial control topics will be covered in hands-on labs. Prerequisite: EET100. (SP)

**EET110** 2-2-3
Digital Electronics and Control
This course will provide participants with the background fundamentals of computer logic, computer language numbering systems, Boolean algebra, and digital control techniques. Participants will learn both theory and practical application of circuits related to complex circuits found in practical digital systems. Topics will include introduction to digital electronics, binary logic and logic gates, numbering systems, microprocessor control systems, basic microprocessor programming, digital systems, and analog to digital circuits. Emphasis will be on hands-on applications via functional labs and common troubleshooting techniques. Prerequisite: EET100 or instructor approval. (SP)

**EET111** 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: EET100 and MTH130, MTH140 or MTH142.

**EET213** 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 or corequisite: EET214 or instructor approval. (SP)

**EET214** 2-2-3
Programmable Logic Controllers
In this lecture/lab course, participants will learn the basic concepts, capabilities,
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Prerequisites/Co-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT100</td>
<td>Basic Emergency Medical Technician</td>
<td>7-0-7</td>
<td>Pre- or corequisite: EMT111. (FA)</td>
</tr>
<tr>
<td>EMT101</td>
<td>Emergency Medical Technician Re-entry</td>
<td>3.5-2-3.5</td>
<td>Current CPR certification is required. (FA)</td>
</tr>
<tr>
<td>FNL101</td>
<td>Elementary Spanish</td>
<td>5-0-5</td>
<td>Prerequisite: FNL101 or instructor approval. (IN)</td>
</tr>
<tr>
<td>FNL102</td>
<td>Intermediate Spanish</td>
<td>5-0-5</td>
<td>Prerequisite: FNL101 or two years of high school Spanish or instructor approval.</td>
</tr>
<tr>
<td>FNL111</td>
<td>Elementary French</td>
<td>5-0-5</td>
<td>Prerequisite: FNL111 or two years of high school French. (IN)</td>
</tr>
<tr>
<td>FNL112</td>
<td>Intermediate French</td>
<td>5-0-5</td>
<td>Prerequisite: FNL111 or two years of high school French. (IN)</td>
</tr>
<tr>
<td>FNL121</td>
<td>Elementary Arabic</td>
<td>5-0-5</td>
<td>Prerequisite: FNL101. (IN)</td>
</tr>
<tr>
<td>GEO101</td>
<td>World Geography I</td>
<td>3-0-3</td>
<td>GEO101 is a survey of conditions in Europe, the former Soviet Union, the Middle East, South Asia, and Japan, emphasizing each region's importance to the world as a whole. The physical, cultural, and economic characteristics of each region are included.</td>
</tr>
<tr>
<td>GEO102</td>
<td>World Geography II</td>
<td>3-0-3</td>
<td>GEO102 is a continuation of regional studies of the world with emphasis on physical, cultural, and economic characteristics in the regions of East Asia, the Pacific Islands, Latin America, the United States, and Canada. (SP)</td>
</tr>
</tbody>
</table>
**Course Descriptions**

**Global Studies**

**GLS201 Global Studies Seminar**
3-0-3

Global Studies Seminar is a required course 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. (IN)

### Health Sciences

**HSCI210 Health and Hygiene**
2-0-2

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.

**HSCI211 First Aid**
2-0-2

This course provides instruction in emergency first aid procedures, including basic life support; resuscitations; control of bleeding; and treatment of shock, wounds, and fractures. Additional instruction is provided in procedures to follow in other medical emergencies and environmental emergencies. (FA)

**HSCI217 Medical Terminology**
3-0-3

This course provides vocabulary necessary for employment in Health Sciences careers such as medical records technician and medical office assistant through the study of body systems and anatomical terms, diseases, tumors, and surgical procedures. Basic computer skills recommended prior to enrolling in this course.

### History

* Meets Humanities requirement for Career & Technical Education programs

** Meets Missouri Constitution Requirement

**HST101 Western Civilization I**
3-0-3

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.

**HST102 Western Civilization II**
3-0-3

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.

**HST105 American History to 1865**
3-0-3

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.

**HST105H American History to 1865 Honors**
3-0-3

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 HST105 and HST105H. Prerequisite: Student must meet the criteria for admission into the Honors Program. (IN)

**HST106 American History from 1865**
3-0-3

This course is a survey of American history from the Civil War to the present from an American-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)

**HST201 American Women, American Times**
3-0-3

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. (IN)

**HST201H American Women, American Times Honors**
3-0-3

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. (IN)

**HST209 British History Survey**
3-0-3

This course provides a broad overview of the main themes and issues in British history from the High Middle Ages through the Stuart period. Areas of focus include the Norman Conquest, Magna Charta, the English Reformation, the age of Elizabeth,
the Puritan Revolution, the Restoration, and the Glorious Revolution. (IN)

**HST215** 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)

**HST215H** 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)

**HST220** 3-0-3

*America On Screen I*

This course explores the portrayal of American history and culture in the movies from early colonial days to the 1920s. Prerequisite: HST105, HST106, PSC103, or PSC105 with a grade of "C" or above; a good background in American history is encouraged.

**HST221** 3-0-3

*America On Screen II*

This course explores the portrayal of American history and culture in the movies from the Great Depression to recent history and future visions of America and the world. Prerequisite: HST105, HST106, PSC103, or PSC105 with a grade of "C" or above; a good background in American history is encouraged.

**HST230H** 3-0-3

*Modern British History Honors*

This course is a study of Britain from the 1832 Reform Act. It covers the rise of democracy, the society and culture of the Victorian era, the expansion and loss of the British Empire, the origins and impact of World War I and II, and the evolution of the welfare state, Britain and the European Union. The course emphasizes critical thinking and analytical writing. Prerequisite: Student must meet the criteria for admission into the Honors Program. (IN)

**HST299** (1-6)—0—(1-6)

*Special Studies in History*

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

**INDUSTRIAL TECHNOLOGY**

**IND100** 3-0-3

*Industrial Safety & Manufacturing Processes: CPT 1 & 3*

This course will have two main areas of emphasis: Safety and Manufacturing Principles. The safety emphasis includes safety organization, fire safety, materials handling, federal regulations, and current issues in industrial safety. The student will receive an OSHA 10 Card if they successfully complete the requirements. The course will also introduce the student to the manufacturing industry including industrial terminology; lean manufacturing; material processes; Six Sigma; supply chain management; and design, engineering, and quality management systems including the concepts of the Toyota Production System. Students will also participate in job shadowing experiences with local industries. Upon successful completion of this course, the student can be certified in Module 1 Safety, and Module 3 Manufacturing Processes and Production, with the nationally-recognized Manufacturing Skill Standards Council Certified Production Technician (CPT) certificate. The student can receive the full CPT certification upon successful completion of IND100, IND101, and IND110. (FA)

**IND101** 2-2-3

*Fundamentals of Industrial Maintenance: CPT 4*

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. Upon successful completion of this course, the student will be certified in Module 4, Maintenance Awareness, with the nationally-recognized Manufacturing Skill Standards Council Certified Production Technician certificate. The student can receive the full Certified Production Technician (CPT) certificate upon successful completion of IND100, IND101, and IND110. (FA)

**IND105** 2-2-3

*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.

**IND110** 2-2-3

*Industrial Print Reading: CPT 2*

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. Upon successful completion of this course, the student will be certified in Module 2, Quality Practices and Measurement, with the nationally-recognized Manufacturing Skill Standards Council Certified Production Technician certificate. The student can receive the full Certified Production Technician (CPT) certificate upon successful completion of IND100, IND101, and IND110. (FA)

**IND120** 3-0-3

*Technical Report Writing*

IND120 covers techniques of collecting and presenting scientific data for formal and informal reports. Technical papers are studied, and presentation skills are developed. Prerequisite: Eligible placement score.

**IND200** 2-2-3

*Mechanical Systems*

This course will provide the student with a basic understanding of mechanical systems found in industrial and manufacturing facilities. Topics will include troubleshooting, maintenance, and repair of these systems, along with preventive maintenance techniques. Emphasis will be on motor and drive systems such as belts, pulleys, chains, gears, and various coupling components. Common mechanical linkages will also be discussed. Hands-on labs will cover various mechanical systems and allow the student to develop related skills. Prerequisite: IND101 or instructor approval. (FA)
IND295 (0-6-18)-(2-6)
Industrial Technology Internship
This course is designed to provide students real-life work experiences through on-the-job training with a field-related cooperating employer in the student's declared major. Students will be supervised by the business/industry sponsor and report to the Director of Career and Technical Programs or assigned faculty member. The position may be paid or unpaid. Students must complete a minimum of 45 contact hours per credit hour per semester. Course is variable credits and may be repeated for up to six credit hours. Prerequisites: Minimum of 30 credit hours, with at least 18 credits of core classes in the program area, 2.50 GPA, and/or approval from the Dean of Workforce Development and Technical Education or Director of Career and Technical Programs.

IND299 (1-6)-0-(1-6)
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 six credit hours of special studies in any one discipline. (IN)

JOURNALISM

JRN101 3-0-3
News I
News 101 is a study of the basic principles and practical application of news gathering and news writing. The course includes emphasis on correct writing which includes study of AP style and grammar and usage. Participation in the college newspaper, The Greyhound Express, is required.

JRN102 3-0-3
News II
News II is a continued study of the basic principles and practical application of news gathering and news writing. This course will include practice in other kinds of news writing, editing, and research in the field of journalism. This course continues the emphasis of correct writing which includes study of AP style and grammar and usage. Participation in the college newspaper, The Greyhound Express, is required. Prerequisite: JRN101.

JRN120 3-0-3
Principles of American Journalism
Principles of American Journalism will focus on fundamental concepts of journalism in American society. Students will be introduced to the principles and practices of American journalism. They will explore the functions of American journalism in society and in a global context. Study will include readings and writings of current issues and problems facing journalists in the digital age.

JRN140 2-0-2
Newspaper Production I
JRN140 is designed to reflect an emphasis on newspaper production rather than news writing. The course will include practical application for both print and online format which will better suit the needs of the college and the journalism department. The course will allow more students to take the course as an elective; it will be open to students who have completed a journalism or graphic arts course or have previous newspaper and/or news layout experience.

JRN141 2-0-2
Newspaper Production II
JRN141 is a continuation of JRN140. Students will gain additional experience in the practical application of newspaper design and production as well as layout in an online format. Students will produce the college newspaper, The Greyhound Express. Other media projects may include internships in marketing or radio broadcasting. Prerequisite: JRN140.

JRN299 (1-6)-0-(1-6)
Special Studies in Journalism
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

LANGUAGE AND LITERATURE

* Meets Humanities requirement for Career & Technical programs

Developmental courses are courses with course numbers 000-099. 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. Placement into developmental courses is determined by ACT and/or Accuplacer test scores, as well as additional multiple measures and appeals. Placement scores may be viewed on the MACC website.

LAL022 3-0-3
Fundamentals of Writing
Fundamentals of Writing is designed as a preparation for Composition I, the college-level English course. It will serve as a review of the basic skills in composition, usage, spelling, and writing mechanics necessary for entry into Composition I.

LAL031 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.

LAL053 3-0-3
Academic Literacy
Academic Literacy is an intensive reading and writing skills course whose purpose is to use the connection of reading with writing and writing with reading to prepare students for college-level work in both content areas. The course will teach students the strategies and methods of successful readers, strategies that throughout the course will be applied to a significant number of college-textbook readings. Critical thinking discussions regarding the readings will prepare students for writing. The class will focus on the writing process steps, including the concepts of prewriting, organization, unity, development, introductions, conclusions, and revision. There will be emphasis on clarity and coherence, which includes review of grammar, usage, sentence structure, word choice, and punctuation. It is also the purpose of all developmental classes to help each student become successful through the development of a variety of college study skills. Please note that because Academic Literacy focuses on the foundations of writing academically and preparing students to enter the Composition sequence, it does not include research in any of its writing assignments. Prerequisite: Eligible placement score.

LAL090 3-0-3
Composition I Corequisite
This course is designed for high-level developmental English students needing only supplemental instruction in conjunction with the college-level Composition I coursework. Composition I Corequisite is a corequisite course with Composition I. and successful completion of both courses will satisfy any and all developmental writing and reading requirements as well as Composition I. Composition I Corequisite coursework will complement and enhance students' comprehension of the Composition I curriculum by focusing on building necessary foundational skills through tailored and individualized instruction. Prerequisite: Eligible placement score. Corequisite: LAL101.
This course teaches the process of writing, from prewriting to revision. Focus is on reading and critical thinking, essay writing, and literary analysis. Course provides practice in computer-assisted writing and oral communication. Prerequisite: Eligible placement score or "C" or higher in appropriate developmental course or concurrent enrollment in LAL090.

Composition II 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 Composition II will require students to think in more depth about topics, research with a greater emphasis on scholarly sources, and write with more specificity about the course topics. Prerequisites: LAL101 or instructor approval.

Introduction to Fiction Writing

LAL15 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.

Introduction to Poetry Writing

LAL16 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.

Introduction to Creative Nonfiction

This course is a study of techniques of creative nonfiction writing. Students examine historical and contemporary essay writing in order to develop publishable work. Focus is on invention, execution, and revision of essays through a variety of examples and assignments.

Introduction to Creative Nonfiction Honors

This course is a study of techniques of creative nonfiction writing. Students examine historical and contemporary essay writing in order to develop publishable work. Focus is on invention, execution, and revision of essays through a variety of examples and assignments. Emphasis will also be placed on opportunities to critically examine issues and controversies in creative nonfiction. Prerequisite: Student must meet criteria for admission to Honors Program. (IN)

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.

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.

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.

African-American Literature Honors

This course is a study of African-American literature through the examination of historical implications and genre contributions of major African-American writers. Course emphasizes the reading, interpretation, and criticism of major works. This course uses minimal instructor lecture and emphasizes student participation and discussion. Prerequisite: Student must meet the criteria for admission into the Honors Program. (IN)

Literature of the American South

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

Literature of the American South Honors

This course will examine the literary expression and cultural identity of the American South. Students will consider how Southern writers approach the topics of race, gender, class, and religion. Also, students will consider the South as both a part of America and a fiercely independent region. The course will trace these issues from the Old South of the 19th century, the Civil War, Reconstruction, the Southern Renaissance, to the Modern South of the mid 20th century. This course will emphasize critical thinking and analysis. Special emphasis will be given to student led discussions and presentations as well as opportunities for students to further explore and examine issues in Southern American Literature. Prerequisites: Student must meet criteria for admission into the Honors Program. (IN)

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)

English Literature Survey from 1750 to Present

This course surveys English literature from the Romantic, Victorian, Modernist, and Postmodern periods.

English Literature Survey from 1750 to Present Honors

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

Introduction to Contemporary Literature

This course focuses on the appreciation of Contemporary literature with particular emphasis on surveying a diverse scope of genres [short stories, poetry, drama]. It focuses on terminology, techniques, and
critical interpretation of literature written in the last 30 years.

**LAL210**  3-0-3  *(A Survey of World Literature I)*
This course is a survey of world literature from the earliest texts to the 18th century. (IN)

**LAL211**  3-0-3  *(A Survey of World Literature II)*
This course is a survey of world literature from the 18th century to the present. (IN)

**LAL216**  3-0-3  *(Intermediate Poetry Writing)*
LAL216 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: LAL116 or instructor approval. (IN)

**LAL222**  3-0-3  *(Masterpieces)*
This course is a study of recognized masterpieces from world literature. (IN)

**LAL250**  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.

**LAL251**  3-0-3  *(Science Fiction)*
Students explore science fiction and fantasy through study of short stories, novels, and films.

**LAL252**  3-0-3  *(Children's Literature for the Elementary Teacher)*
LAL252 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.

**LAL255**  3-0-3  *(Women's Literature)*
This course looks closely at literature written by women between the Anglo-Saxon period and the twenty-first century. The course introduces students to various genres of literature written by women of various socio-economic and philosophical groundings. Discussion of readings, films, and other media trace the development of women's writings and increases students' appreciation and awareness of the excellence in women's writing.

**LAL265**  3-0-3  *(Shakespeare)*
This course provides an introductory study of Shakespeare's tragedies, comedies, and histories, and a careful study of Shakespeare's sonnets. Shakespeare's importance as a dramatist and the enduring nature of his ideas and vision are stressed. The course studies the cultural contexts in which Shakespeare lived and worked. The class may view films and live performances.

**LAL275**  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.

**LAL299**  (1-6)-0-(1-6)  *(Special Studies in English)*
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

**LAW ENFORCEMENT**

Courses with an LEN prefix may only be taken by students in the Law Enforcement Training Center Program after they have been approved for admission.

**LEN120**  *(Criminal Justice Communications)*
Students learn to effectively communicate and interact with victims, witnesses, and offenders in a variety of criminal justice situations and throughout the judicial process.

**LEN125**  *(First Responder)*
Students learn basic first aid including CPR and AED for law enforcement.

**LEN126**  *(Physical Training and Health)*
Students learn a variety of physical fitness concepts including mental wellness and nutrition to improve overall officer well-being.

**LEN135**  *(Officer Survival)*
Students learn tactics for officer awareness and safety in a variety of situations such as vehicle stops, domestic violence investigations, and building searches.

**LEN136**  *(Tactical Operations)*
Students discuss the physical and psychological factors which affect an officer during patrol and job performance. Students learn techniques that provide officers with safer options verbal skills, and actions to use in difficult situations.

**LEN150**  *(Criminal Law and Adjudication)*
Students cover Missouri Statutory Criminal Law and how it applies to processing and investigation through the criminal court system.

**LEN210**  *(Criminal Investigation I)*
Students build upon investigation skills by focusing on severe and violent criminal acts. Students learn to process a crime scene with a continued emphasis on report writing.

**LEN225**  *(Crisis Intervention and Conflict Resolution)*
Students learn about handling aggressive behavior, domestic violence, and child abuse situations with tactics for crisis intervention and conflict resolution.

**LEN230**  *(Professional Conduct and Ethics)*
Students learn best practices for law enforcement officers' operations and the decision making process involved in ethical behavior.

**LEN235**  *(Firearms Training)*
Students learn safe handling techniques, basic operational principles of handguns and shotguns, and cleaning and loading of firearms, plus firing in daylight and lowlight including during stressful situations.

**MARKETING**

**MKT105**  3-0-3  *(Principles of Marketing)*
This course deals with the structure of the marketing system, considering the four elements of marketing: product, price, place, and promotion. Students will explore marketing as a business activity directed at satisfying the needs and wants of potential customers through the exchange process. Students will also be
introduced to e-business technology and distribution systems.

**MKT110** 3-0-3
**Advertising**
This course is an introduction to advertising principles and strategies. It explores the importance of integrated marketing communication and how it impacts advertising, marketing research, and media planning. The course employs a hands-on approach to the advertising campaign and stresses the utilization of marketing research for the development of creative concepts and strategy. Emphasis is placed on problem solving and the production of copy and visuals as well as the refinement of presentation skills. This is a project-intensive course. Prerequisite: MKT105. (SP)

**MEDICAL LABORATORY TECHNOLOGY**

A grade of “C” must be maintained in all required courses to continue in the MLT program.

**MLT150** 2-0-3
**Introduction to Laboratory Science Methods**
This course orients the student to the concepts encompassed in the laboratory environment, to include safe specimen handling, testing procedures, reporting results, basic quality control, laboratory organization and professionalism. Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses, grade of “C” or better; minimum cumulative GPA of 2.5; successful completion of each course during each semester required in the MHPC MLT program, grade of “C” or better. (FA)

**MLT210** 1-8-3
**Immunology**
The course consists of the principles and theories of antigen and antibody reactions and the immune system as related to diagnostic serologic procedures. Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses, grade of “C” or better; minimum cumulative GPA of 2.5; successful completion of each course during each semester required in the MHPC MLT program, grade of “C” or better. (FA)

**MLT220** 4-4-5
**Clinical Chemistry & Urinalysis**
This course introduces the student to methods of analysis of chemical components found in the human body, the testing methodologies for those constituents and the results as applied to normal and abnormal disease states. Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses, grade of “C” or better; minimum cumulative GPA of 2.5; successful completion of each course during each semester required in the MHPC MLT program; grade of “C” or better. (SP)

**MLT250** 4-4-5
**Hematology & Coagulation**
This course studies the cellular structures in blood, normal and abnormal cell development, alterations present in disease and the mechanisms of coagulation. Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses, grade of “C” or better; minimum cumulative GPA of 2.5; successful completion of each course during each semester required in the MHPC MLT program, grade of “C” or better. (SP)

**MLT260** 1-4-2
**Phlebotomy**
This course covers various procedures in performing venipuncture and other specialized collection techniques in addition to laws and regulations for safe phlebotomy practices. Prerequisite: If in MLT PROGRAM: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses, grade of “C” or better; minimum cumulative GPA of 2.5; successful completion of each course during each semester required in the MHPC MLT program, grade of “C” or better. Prerequisite: IF ONLY TAKING PHLEBOTOMY COURSE: Completed Phlebotomy Application Packet, completed and passed drug screen, completed (or proof of series initial inoculation) of all immunizations, completed and passed background checks (Hwy Patrol, Caregiver, OIG), or instructor approval.

**MLT261** 2-8-4
**Phlebotomy Certification Course**
The course studies various procedures in drawing blood and laboratory techniques in handling blood. Also, there is a focus on clinical assay types and professional issues, such as interpersonal communication, quality, phlebotomy department management, and regulations pertaining to phlebotomy. The student must satisfactorily perform in a laboratory setting as well as pass written tests. Students who complete MLT261 will be able to take a national accrediting examination, such as that offered by the American Society for Clinical Pathologists.

**MLT270** 4-4-5
**Immunohematology**
This course consists of concepts, applications and discrepancies of blood group testing, screening and crossmatch procedures and identifying unexpected antibodies. Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses, grade of “C” or better; minimum cumulative GPA of 2.5; successful completion of each course during each semester required in the MHPC MLT program, grade of “C” or better. (SP)

**MLT280** 3-4-4
**Clinical Microbiology**
This course consists of the role of pathogenic bacteria and other microorganisms which will include bacterial culturing, differentiation and identification of human normal flora and disease-causing microorganisms. Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses, grade of “C” or better; minimum cumulative GPA of 2.5; successful completion of each course during each semester required in the MHPC MLT program, grade of “C” or better. (SP)

**MLT290** 1-0-1
**Parasitology, Mycology, and Virology**
This course introduces the student to parasites, fungus and viruses and their role in human health and disease. Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses, grade of “C” or better; minimum cumulative GPA of 2.5; successful completion of each course during each semester required in the MHPC MLT program, grade of “C” or better. (FA)

**MLT291** 0-8-2
**Clinical Hematopath Practicum**
This course consists of supervised clinical practice coordinated by the Consortium, in the hematology lab of selected clinical affiliates. Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses, grade of “C” or better; minimum cumulative GPA of 2.5; successful completion of each course during each semester required in the
through leadership labs. Students are required to participate in physical fitness training and take MS100L with this course. Corequisite: MS100. (FA)

MS100 1–0–1
MS100L 0–2–0

Introduction to the Profession of Arms
MS101 provides an introductory course designed to familiarize students with physical fitness, the Profession of Arms, and the communicative process. Students will learn the importance of appropriate physical activity as well as basic citizenship and leadership roles in the United States Army. Students will be required to learn and execute basic military and leadership skills as well as develop an understanding of a balanced personal health and fitness program. Basic classroom instruction will be reinforced through leadership labs. Students are required to participate in physical fitness training and take MS100L with this course. (SP)

MS125 1–9–1

Ranger Challenge
Ranger Challenge is the national ROTC "Varsity" competition that tests mental and physical endurance and teamwork. Ranger Challenge offers eight weeks of training covering eight separate events. The events are the Army Physical Fitness Test, Day and Night Land Navigation, one-rope bridge challenge, weapon disassembly/assembly, grenade assault course, M16 grouping, CASEVAC course, obstacle course, and ten-kilometer road march. Students will train ten hours per week and two of the eight weekends in preparation for the final Ranger Challenge Competition. Corequisite: Students must be enrolled in one of the following: MS100, MS101, MS200, or MS201. (FA)

MS200 2–2–2

Perspectives in Leadership
Further prepares students for entry into the ROTC Advanced Course. This course explores the dimensions of creative and innovative, tactical leadership theories that form the basis of the Army leadership framework. Aspects of personal motivation and team building are practiced planning, executing and assessing team exercises. Leadership labs will help students gain significant experience in a multitude of areas. The focus continues to build on developing knowledge of the leadership attributes and core leader competencies through the understanding of Army rank, structure, and duties as well as broadening knowledge of land navigation and squad tactics. Case studies will provide a tangible context for learning the Soldier's Creed and Warrior Ethos. Prerequisites: MS100, MS101, prior military service, or instructor approval. (FA)

MS201 2–2–3

Foundations of Tactical Leadership
MS201 examines the challenges of leading teams in the complex operational environment. The course highlights dimensions of terrain analysis, patrolling, and operation orders. Further study of the theoretical basis of the Army Leadership Requirements Model explores the dynamics of adaptive leadership in the context of military operations. Students develop greater self-awareness as they assess their own leadership styles and practice communication and team building skills. Case studies give insight into the importance and practice of teamwork and tactics in real-world scenarios. Prerequisites: MS100, MS101, prior military service, or instructor approval. (SP)
and supplemental instruction for students. Emphasis is placed on experiences that assist students in the acquisition of prerequisite knowledge and enhance the content presented in the accompanying Quantitative Reasoning class. Upon completion, students should be able to solve problems, apply critical thinking, collaborate with peers, and communicate effectively. Prerequisite: Eligible placement score, grade of "C" or higher in MTH010. Corequisite: MTH142.

MTH060 3-0-3
Elementary Statistics Corequisite
This course provides corequisite support and supplemental instruction for students. Emphasis is placed on experiences that assist students in the acquisition of prerequisite knowledge and enhance the content presented in the accompanying Elementary Statistics class. Upon completion, students should be able to solve problems, apply critical thinking, collaborate with peers, and communicate effectively. Prerequisite: Eligible placement score, grade of "C" or higher in MTH010. Corequisite: MTH160.

MTH090 3-0-3
Precalculus Algebra Corequisite
This course provides corequisite support and supplemental instruction for students who have met the prerequisites to enroll in MTH100 Intermediate Algebra. Emphasis is placed on experiences that enhance the materials presented in the accompanying MTH140 Precalculus Algebra course. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. Prerequisite: Appropriate placement score, grade of "C" or higher in MTH, or successful completion of the appropriate module in the Computer Assisted Pre-Algebra sequence. Corequisite: The accompanying section of MTH140.

MTH100 3-0-3
Intermediate Algebra
Intermediate Algebra course material includes linear equations and inequalities, linear systems, exponents, operations with polynomials, factoring, solving quadratic equations by factoring, radical expressions, operations with radicals, rational and radical equations, and an introduction to relations and functions. Prerequisite: Eligible placement score, grade of "C" or higher in MTH100. Corequisite: MTH140.

MTH130 3-0-3
Technical Mathematics
Technical Mathematics includes topics in right triangle trigonometry; quadratic equations; trig. identities, functions and graphing; vectors; and analytic geometry necessary for students in technical programs. Prerequisite: Eligible placement score or grade of "C" or higher in MTH010 or MTH015 or successful completion of the appropriate module in the Computer Assisted Pre-Algebra sequence.

MTH135 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: A grade of "C" or higher in MTH130.

MTH138 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 MTH100. (IN)

MTH140 3-0-3
Precalculus Algebra
Precalculus Algebra course material includes linear functions and equations; analysis of graphs and functions, including piecewise; absolute value equations and inequalities; quadratic and polynomial functions; rational, power and root functions; inverse, exponential and logarithmic functions; systems of equations and matrices. Prerequisite: Eligible placement score or grade of "C" or higher in MTH100.

MTH142 3-0-3
Quantitative Reasoning
This course is designed to fulfill general education requirements for students pursuing non-STEM (Science, Technology, Engineering, and Mathematics) degrees and career paths. Topics include: problem solving, units of measure, probability and statistics, linear and exponential models, logic and sets. Emphasis is placed on critical thinking and improving students' ability to apply mathematics. Prerequisite: Eligible placement score, grade of "C" or higher in MTH100, successful completion of the appropriate module in the Computer Assisted Pre-Algebra sequence, or grade of "C" or higher in MTH160.

MTH145 3-0-3
Precalculus Trigonometry
College Trigonometry includes angle-based trigonometric functions and their inverses, multiple angle formulas, identities,
trigonometric equations, radian measure, arc length, angular velocity, graphs of trigonometric functions, solutions of both right and oblique triangles, vectors and polar coordinates. Prerequisite: Eligible placement score or a grade of “C” or higher in MTH140.

MTH150 (MOTR MATH150) 5-0-5
Precalculus
Unified study of MTH140 Precalculus Algebra and MTH145 Precalculus Trigonometry designed to prepare students for Calculus. Prerequisite: Eligible placement score, grade of “C” or higher in MTH202 or MTH100.

MTH160 (MOTR MATH110) 3-0-3
Elementary Statistics
Elementary Statistics includes descriptive statistics, statistical design, correlation and regression, and elementary probability. Statistical inferences will include one- and two-sample confidence intervals and hypotheses tests. Prerequisite: Eligible placement score, grade of “C” or higher in MTH100 or grade of “C” or higher in MTH102.

MTH201 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. Prerequisite: Eligible placement score, or MTH145 with a grade of “C” or better, or MTH150 with a grade of “C” or better.

MTH202 5-0-5
Analytic Geometry & Calculus II
This course is a continuation of MTH201. Topics include logarithmic and exponential derivatives and integrals, integration techniques, sequences and series, and parametric and polar curves. Prerequisite: MTH201 with a grade of “C” or better.

MTH203 5-0-5
Analytic Geometry & Calculus III
This course is a continuation of MTH202. An introduction to multi-variable calculus. Topics include vector-valued functions, partial derivatives, multiple integration, and vector calculus. Prerequisite: MTH202 with a grade of “C” or better.

MTH215 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: MTH201.

MTH250 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: MTH203 or instructor approval.

MTH299 (1-6)-0-(1-6)
Special Studies in Mathematics
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

MUSIC

*Meets Humanities requirement for Career & Technical Education programs

MUS101 (MOTR MUSC101) 3-0-3
Fundamentals of Music
MUS101 is a study of notation of melody, rhythm, meter, and musical terminology, as well as the writing, playing, and singing of intervals, scales, and triads. This is an elective for the non-music major and for the music major with insufficient background and for theory. (IN)

MUS102 (MOTR MUSC100) 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, Romanticism, and Post-Romanticist composers and their music; and discussion of extra-musical factors that bear upon lives and works.

MUS103 (MOTR MUSC100) 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)

MUS105 (MOTR MUSC100) 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.

MUS110 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: MUS112. (IN)

MUS111 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 soprano involving root positions and inversions. Prerequisite: MUS 110. Corequisite: MUS113. (IN)

MUS112 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: MUS110. (IN)

MUS113 3-0-3
Elementary Musicianship II
MUS 113 is a continuation of Elementary Musicianship I. Prerequisite: MUS112. Corequisite: MUS111. (IN)

MUS115 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. (IN)

MUS116 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.

MUS118 2-0-2
Basic Piano Skills II
A continuation of MUS116. Focus will be on major/minor scales, technical studies, modulation, chord progressions, and playing classical/jazz repertoire. Prerequisite: MUS116 with a grade of “C” or higher or by audition. (IN)
MUS120, 121, 220, 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.

MUS122, 123, 222, 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.

MUS124, 125, 224, 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).

MUS126, 127, 226, 227  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).

MUS128, 129, 228, 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).

MUS130, 131, 230, 231  0-3-1  
MACC Singers  
This course emphasizes vocal technique and good choral literature. Membership is by audition only, and personnel are selected on the basis of musicianship as well as singing ability. The laboratory requirement for this course will be through performing in several concerts each year, taking tours in the surrounding area, and performing on numerous other occasions. MUS130, MUS131, and MUS230 are to be taken in sequence and may be taken only one time. MUS231 may be repeated for credit indefinitely.

MUS 135, 136, 235, 236  0-3-1  
MACC Jazz Ensemble  
Students will study and apply the fundamentals of the various styles of Jazz Music. Historical and theoretical aspects associated with the performance of Jazz will be incorporated into each rehearsal. Performances will be an integral part of the class and vital to student success. Performances will be scheduled for selected home basketball games, community events and other opportunities. The course may be repeated for credit four times. (IN)

MUS137, 138  1-0-1  
Community Band  
This course is an instrumental performing ensemble made up of musicians of all ages and abilities. The purpose of the course is to offer students a chance to perform concerts in the community and advance their music skills. Students should have a basic prior knowledge of how to play their respective instruments. Each course may be taken one time. (IN)

MUS205  3-0-3  
"World Music"  
This course will study music from various regions of the world.

MUS215  (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)

NUR100  .5-1-1  
Medication Administration  
Safe, effective nursing care requires basic knowledge of mathematics, as well as the ability to utilize numbers and measuring systems. Students will learn basic principles and methods for medication administration. This course reviews basic math operations before introducing more specific concepts. Topics covered are as follows: drug measures, medication labels, syringe utilization, insulin administration, medication administration systems, other dosage calculations, and documentation of medication administration.

NUR101  4-6-6  
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. Pre-corequisite: BIO205.

NUR111  3-4-4  
NUA111*  
Mental Health Nursing  
This course addresses the physiological and psychosocial integrity of the client with a specific focus on the psychosocial aspects. Self-assessment and self-awareness are encouraged to enhance self-development and foster therapeutic relationships with an emphasis on multicultural diversity. Consideration is given to clients past and present patterns of behavior as they impact on alterations of mental well being. Communication skills are further developed using theories of interpersonal relationships as a foundation. Student communication evolves from basic to therapeutic. With assistance a student learns to provide a milieu that is both safe and therapeutic. Students use the nursing process as a tool for critical thinking in organizing, prioritizing, and managing individual plans of care. Students are assisted to address ethical and legal dilemmas in their roles as client advocates.
ADN Program Prerequisite: PSY101.

NUR112  4-8-6
Adult Health Nursing I
The objective of this 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. ADN Program Pre- or corequisite: BIO209. Accelerated ADN Program Prerequisite: BIO206.

NUA200*  3-0-3
Professional Perspectives
This course focuses on making the transition from a licensed practical nurse to a registered professional nurse. Role development of the registered nurse as a provider and manager of care and a member of the professional nurse community are emphasized. Communication skills utilizing technology, providing supervision, advocacy, and collaboration will be expanded. Students will learn to consider ethical, legal, financial, and cultural issues while organizing, setting priorities, and delegating nursing care. Social and political influences on nursing practice and health care delivery will be explored.

NUA202*  3-4-4
Maternal-Child Studies
This nursing course focuses on guiding students in applying the nursing process using tenets of critical thinking with childbearing/childrearing families. Concepts of human development, family community systems, safe-protective care environment, therapeutic communication, health, education, and culturally-specific health care are emphasized and applied to clients in a variety of maternal-child settings. Ethical/legal issues pertaining to obstetric, gynecologic, and pediatric clients are explored. At this level, students provide increasingly complex care, moving toward more independent practice, and increasing professional accountability. Along with care in the clinical setting, emphasis is placed on collaboration with families and members of the healthcare team. Further emphasis is placed on guided professional development and self assessment.

NUR204  5-1-1
NUA204*
Managing Intravenous Therapies
The ability to perform intravenous therapy related skills, manage client issues related to intravenous therapy, and incorporate the values of safe, ethical practice is absolutely critical for the practicing registered nurse. In this course, associate degree nursing students will begin to acquire intravenous therapy skills in the lab and classroom. Topics include: ethical/legal issues associated with intravenous therapy, fluid and electrolyte balance, intravenous solutions and equipment, central venous access devices and care, total parenteral nutrition (TPN), blood products and administration, principles of infection control/asepsis, potential complications of intravenous therapy and prevention, and intravenous medication administration. This course is not intended as an IV therapy certification course but as a component of the associate degree nursing program. This course does not meet the requirements for the Missouri State Board of Nursing IV Therapy certification. ADN Program and Accelerated ADN Program Pre- or corequisites: MTH140, MTH142 or higher.

NUR206  3-0-3
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 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.

NUR210  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. Pre- or corequisite: PSY205.

NUR212  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. Pre- or corequisite: PSY205.

NUR220  7-12-10
NUA220*
Adult Health Nursing II
This 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. ADN Program Prerequisite: BIO206.

OCCUPATIONAL THERAPY ASSISTANT

OTA200  3-3-4
Foundations of Occupational Therapy
This course presents an introduction to occupational therapy; including history, philosophical base, values, ethics, practice framework and clinical reasoning. Students will learn selected theories and frames of reference as they pertain to interventions in mental health, physical disabilities, pediatrics, and community practice areas. An overview of the occupational therapy process, including assessment, treatment planning, treatment implementation and discontinuation of intervention will be presented. Role delineation and collaboration of the occupational therapy assistant with other occupational therapy and health care personnel are discussed. Prerequisite: Admission to the MHPC OTA Program through MACC. Corequisites: OTA205, OTA210, OTA215, and OTA220. (FA)

OTA205  3-0-3
Medical Conditions in Occupational Therapy
This course will provide a framework for students to learn about common medical conditions seen by occupational therapy practitioners and to facilitate learning of these conditions from an occupational therapy perspective. It is not intended to emphasize treatment of a diagnosis, however students will learn about specific factors unique to given conditions that may impact an individual’s occupational roles and functions. These factors must
be understood and analyzed regarding the relative impact on the individual's occupational performance. The knowledge gained from this course is a necessary prerequisite to Physical Disabilities Practice. Prerequisite: Admission to the MHPC OTA Program through MACC. Corequisites: OTA200, OTA210, OTA215, and OTA220. (FA)

OTA210 1-3-2 Analysis of Occupations
This course is designed to foster a beginning exposure to individuals experiencing a variety of physical or mental disabilities, including caregivers of individuals with disabilities, through community experiences. Through these experiences, students will develop skills in observation, analysis, interview, assessment and data collection, and relational skills. Students will complete writing assignments with an emphasis on their observations, analysis, and performance of human occupation across lifespan, with an emphasis on contextual factors impacting occupational performance. Through the written assignments, students will learn the style of professional writing required for OTAs. Professional and therapeutic relationships will be emphasized throughout the course. Prerequisite: Admission to the MHPC OTA Program through MACC. Corequisites: OTA200, OTA205, OTA210, and OTA220. (FA)

OTA215 2-6-4 Mental Health and Psychosocial Practice
This course presents the role of the occupational therapy assistant in the psychosocial area of Occupational Therapy practice. Students will learn selected frames of reference, and explore the effects of psychosocial dysfunction on areas of occupation. Students will learn skills necessary to assess, implement and document intervention in a variety of mental health settings. Client factors, including culture and diversity, therapeutic interactions and methods are studied. Students will develop skills in administering individual and group interventions, professional communication, conflict negotiation, and advocacy. Lab activities, in-class activities, and Level I fieldwork opportunities will enable students to participate in and apply psychosocial principles to practice. Prerequisite: Admission to the MHPC OTA Program through MACC. Corequisites: OTA200, OTA205, OTA210, and OTA220. (FA)

OTA220 1-9-4 Pediatric and Adolescent Practice
Treatment of pediatric and adolescent conditions. Normal and delayed development of the infant, child and adolescent are explored. The lab component incorporates theoretical principles and provides opportunities for students to develop assessment, intervention planning and implementation, and documentation skills to address a range of childhood sensory-motor, cognitive, and psychosocial performance deficits. Students will learn to adapt the environment, tools, materials, and occupations to meet the self-care, work/play, and leisure needs of the pediatric and adolescent population. Lab activities, site visits and Level I fieldwork opportunities will enable students to participate in and apply pediatric and adolescent treatment principles to practice. Prerequisite: Admission to the MHPC OTA Program through MACC. Corequisites: OTA200, OTA205, OTA210, and OTA215. (FA)

OTA250 1-3-2 Functional Kinesiology
In this course, students use and apply their knowledge of anatomy and physiology to study muscle groups and their function relative to performing various activities. Analysis of functional movement patterns required for work, self-care, play, and leisure activities is emphasized. Principles and techniques of manual muscle testing and range of motion are practiced, specifically as they relate to the impact on daily activities. Principles of energy conservation, joint protection and work simplification are presented. Prevention, health maintenance and safety procedures relevant to functional mobility are reviewed. Prerequisites: A grade of “C” or higher in all previous OTA required courses. Corequisites: OTA255, OTA260, OTA265, and OTA270. (SP)

OTA255 1-9-4 Physical Disabilities Practice
The course provides in-depth opportunities for students to develop assessment, intervention planning, intervention, and documentation skills to address a wide range of adult and geriatric physical disabilities and conditions typically treated by occupational therapy and occupational therapy assistants. Topics include, but are not limited to, stroke, spinal cord injury, fractures and joint replacements, head injury, and cardiopulmonary disorders. The use of splinting, orthotics, modalities, and assistive technology in treatment will also be presented. Students will learn to adapt the environment, tools, materials, and occupations to meet the self-care, work, play, and leisure needs of the adult and geriatric population. Lab activities and Level I fieldwork opportunities will enable students to participate in and apply physical disabilities treatment principles to practice. Prerequisites: A grade of “C” or higher in all previous OTA required courses. Corequisites: OTA250, OTA255, OTA260, OTA265, and OTA270. (SP)

OTA260 1-6-3 Community Practice
Lab activities, site visits and Level I fieldwork opportunities will enable students to participate in and apply occupational therapy assessment and intervention principles to a wide range of community settings including vocational rehabilitation, home health, and emerging community practice areas. Emphasis will be on community settings in the students' state and geographic region. The course also provides a broad exposure to the social, political, legislative, economic and cultural factors that influence service delivery. Prerequisites: A grade of “C” or higher in all previous OTA required courses. Corequisites: OTA250, OTA255, OTA265, OTA270. (SP)

OTA265 2-3-3 Ethics, Management and Leadership
This course focuses on the OTA role in managing and directing occupational therapy services. It covers ethical provision of services, departmental operations, program development, supervisory requirements, personnel development and supervision, professional team building, quality assurance, compliance with regulations, reimbursement, and national and state credentialing requirements. Techniques for developing a resume and job interview skills are practiced. The importance and responsibility for ongoing OTA professional development, ethical practice, contributing to research and evidence based practice, attention to emerging practice issues and areas, and international perspectives are explored. Prerequisites: A grade of “C” or higher in all previous OTA required courses. Corequisites: OTA250, OTA255, OTA260, and OTA270. (SP)

OTA270 1.5-4.5-3 Professional Skills
This course is designed to foster practical professional skills in critical thinking, using literature to make evidence-based practice decisions and recommendations, and using theory to guide practice, all through the completion of a professional portfolio. Prerequisites: A grade of “C” or higher in all previous OTA required courses. Corequisites: OTA250, OTA255, OTA260, and OTA265. (SP)

OTA290 0-40-8 Level II Fieldwork A
Full-time clinical fieldwork experience in mental health, physical disabilities, geriatric, pediatric and/or community
based practice working under the supervision of an OTR and/or COTA. Focus is on achieving entry-level competence in planning and implementing interventions. Prerequisites: A grade of “C” or higher in all previous OTA required courses. Corequisite: OTA295. (SU)

OTA295  0-40-8
Level II Fieldwork B
Full-time clinical fieldwork experience in mental health, physical disabilities, geriatric, pediatric and/or community based practice working under the supervision of an OTR and/or COTA. Focus is on achieving entry-level competence in planning and implementing interventions. Prerequisites: A grade of “C” or higher in all previous OTA required courses. Corequisite: OTA290. (SU)

PHYSICAL EDUCATION

PED101  0-2-1
Life Sports I
This course is an introduction to activities such as, but not limited to, weight lifting, yoga, dancing, and net games. Emphasis will be placed on developing lifelong habits of physical fitness.

PED102  0-2-1
Life Sports II
This course is a continuation from PED101 for activities such as, but not limited to, weight lifting, yoga, dancing, and net games. Emphasis will be placed on developing lifelong habits of physical fitness. Prerequisites: PED101 or instructor approval.

PED140  3-0-3
Methods and Techniques of Officiating I
This course focuses on qualifications, rules, and practical work in officiating basketball, softball, and baseball. (SP)

PED141, 142, 241, 242  0-4-.5
Varsity Sports/Basketball
This course is designed for the experienced player. Techniques of shooting, passing, dribbling, and rebounding are used in actual game situations. Course may be repeated to a maximum of two semester hours. Prerequisite: Approval of the Athletic Director.

PED150  3-0-3
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)

PED201  3-0-3
Introduction to Physical Education
This course addresses the philosophy, principles, problems, and professional outlook on physical education. It is designed for students majoring or minoring in physical education.

PED203  0-2-1
Life Sports III
This course is a continuation from PED102 for activities such as, but not limited to, weight lifting, yoga, dancing, and net games. Emphasis will be placed on developing lifelong habits of physical fitness. Prerequisites: PED102 or instructor approval.

PED204  0-2-1
Life Sports IV
This course is a continuation from PED203 for activities such as, but not limited to, weight lifting, yoga, dancing, and net games. Emphasis will be placed on developing lifelong habits of physical fitness. Prerequisites: PED203 or instructor approval.

PHILOSOPHY

* Meets Humanities requirement for Career & Technical Education programs

PHI150  3-0-3
*Introduction to Philosophy
This course will familiarize students with the major categories of the philosophical tradition, which may include classic philosophical questions from the Western, Eastern, African, and Islamic traditions.

PHI151  3-0-3
*Introduction to Logic
PHI151 is an introduction to the principles and methods of logic. Deduction, induction, informal fallacies, and other means of valid reasoning are emphasized.

PHI152  3-0-3
*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.

PHI153  3-0-3
*Bioethics
This course will philosophically investigate issues arising in the field of bioethics. Theoretical issues will include basic ethical theory, focusing especially on autonomy, justice, beneficence, and nonmaleficence. Topics may include reproduction, euthanasia, informed consent, medical experimentation on human beings, genetic engineering, cloning, and stem cell research.

PHI155  3-0-3
*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.

PHI157  3-0-3
*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.

PHI158  3-0-3
*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.

PHI159  3-0-3
*Hebrew Bible
This course introduces the Hebrew Bible, used as a sacred text in several religious traditions. Through the course, students will become familiar with the Tanakh, how it has formed and been used by various religious and cultural traditions. Emphasis is placed on using historical genre, and narrative criticism as a means to encounter the text.

PHI159H  3-0-3
*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 PHI150 stress critical thinking and require completion of a significant project. Prerequisite: Student must meet criteria for admission to Honors program. (IN)

PHI151  3-0-3
*Introduction to Logic
PHI151 is an introduction to the principles and methods of logic. Deduction, induction, informal fallacies, and other means of valid reasoning are emphasized.

PHI152  3-0-3
*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.

PHI153  3-0-3
*Bioethics
This course will philosophically investigate issues arising in the field of bioethics. Theoretical issues will include basic ethical theory, focusing especially on autonomy, justice, beneficence, and nonmaleficence. Topics may include reproduction, euthanasia, informed consent, medical experimentation on human beings, genetic engineering, cloning, and stem cell research.

PHI155  3-0-3
*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.

PHI157  3-0-3
*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.

PHI158  3-0-3
*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.

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*Hebrew Bible
This course introduces the Hebrew Bible, used as a sacred text in several religious traditions. Through the course, students will become familiar with the Tanakh, how it has formed and been used by various religious and cultural traditions. Emphasis is placed on using historical genre, and narrative criticism as a means to encounter the text.
PHYSICAL SCIENCE

The AA degree requires at least one lab science course in either Biological or Physical Sciences. Any of the following PHY courses which include lab hours may be used to fulfill that requirement. Lab hours are denoted by the middle number in the three-number sequence preceding each course title.

PHY101 [MOTR PHYS101L] 3-2-4
Foundations of Physical Science
The course provides a study of basic concepts of physics, chemistry, astronomy, geology, and meteorology and their interrelation in the physical world. This course includes a laboratory component and is intended for non-science majors. Prerequisite: Eligible placement score for MTH140, MTH142, MTH160 or higher or concurrent enrollment in MTH100 or any math corequisite.

PHY120 [MOTR CHEM100L] 3-2-4
Foundations of Chemistry
Foundations of Chemistry introduces students to the basic principles of chemistry. Topics covered include scientific measurement, atomic and molecular structure, chemical nomenclature, stoichiometry, solutions and gases. This course is intended for non-science majors and includes a laboratory component. Prerequisite: Eligible placement scores for MTH140, MTH142, MTH160 or higher or concurrent enrollment in MTH100 or any math corequisite.

PHY122 3-4-5
General Chemistry II
General Chemistry II is the second course in the general chemistry sequence. The course includes study of chemical equilibria, acid-base chemistry, chemical kinetics, thermodynamics, oxidation-reduction reactions, nuclear chemistry, and introduction to carbon chemistry. This course is designed for pre-professional, science, and engineering majors but is open to all students who have met the prerequisite. Course includes a laboratory component. Prerequisite: Completion of PHY121 and MTH140 or MTH150 all with a grade of "C" or higher.

PHY123 3-2-4
Foundations of Physics
Foundations of Physics is an introductory course which presents the fundamental concepts and symbolism of physics with applications to everyday life. The course emphasizes mechanics, heat, light, sound, electricity, magnetism, and some modern developments. Course includes a laboratory component and is intended for non-science majors. Prerequisite: Eligible placement scores for MTH140, MTH142, MTH160 or higher, or completion or concurrent enrollment in MTH100, MTH130 or any math corequisite.

PHY124 3-2-4
Soil Science
Introduction to the chemical, physical, and biological properties of soils; the origin, classification, and distribution of soils and their influence on people and food production; the management and conservation of soils; and the environmental impact of soil use.

PHY160 3-0-3
Earth Science
This introductory geoscience course emphasizes basic principles of astronomy, geology, oceanography and meteorology. Topics covered include the origin of the Universe, solar system and Earth, minerals and rocks, plate tectonics geologic time, prehistoric life and evolution, ocean structure and life, weather and climate change. This course does not include a laboratory component.

PHY163 3-2-4
Geology
Geology is a survey course focusing on the study of Earth's materials, forms, and processes. Topics covered include rock and mineral classification, Earth's dynamic interior and physical processes operating to shape Earth's land forms. Designed for the non-science major, this course includes a laboratory component and may include field trips.

PHY164 3-0-3
Atmospheric Science
This is an introductory course covering the fundamental principles of meteorology and provides insight into atmospheric phenomena including weather, optical effects, and physical forces influencing air circulation in the earth's atmosphere. This course does not include a laboratory component.

PHY181 3-2-4
General Physics I
General Physics I is the first course in an algebra-based physics sequence. The course covers the principles of mechanics, gravity, thermodynamics, and waves with an emphasis on problem solving and application. Upon completion of the course, students should be able to demonstrate an understanding of the knowledge needed for advancement to General Physics II. This course is designed for pre-professional and life-science majors but is open to all students who have met the prerequisite. Course includes a laboratory component. Prerequisite: Eligible placement score for MTH201 or completion of MTH140 and MTH145 with grade of "C" or higher or completion of MTH150 with a grade of "C" or higher or concurrent enrollment in MTH145.

PHY182 3-2-4
General Physics II
General Physics II is the second course in an algebra-based physics sequence. The course covers the principles of electricity, magnetism, circuits, and light with an emphasis on problem solving and application. This course is designed for pre-professional and life-science majors but is open to all students who have met the prerequisite. Course includes a laboratory component. Prerequisite:
Completion of PHY181 with a grade of "C" or higher.

**PHY201** (MOTR PHYS200L) 3-4-5  
**Engineering Physics I**  
PHY201 is the first course in a calculus-based physics sequence for science and engineering students. The course covers the fundamentals of mechanics, gravity, thermodynamics, and waves with an emphasis on problem solving and application in science and engineering. Course includes a laboratory component. Prerequisite: Completion of MTH201 with a grade of "C" or higher, concurrent enrollment in MTH202.

**PHY202** 3-4-5  
**Engineering Physics II**  
PHY202 is the second course in a calculus-based physics sequence for science and engineering students. The course covers the principles of electricity, magnetism, circuits, and light with an emphasis on problem solving and application in science and engineering. Course includes a laboratory component. Prerequisite: PHY201 with a grade of "C" or better. Corequisite: MTH203.

**PHY221** (3-5)-0-(3-5)  
**Quantitative Analysis**  
This course provides individualized study with an emphasis on volumetric and gravimetric analysis and an introduction to spectro-photometric and electrochemical techniques. Prerequisite: PHY122. (IN)

**PHY222** 4-2-5  
**Organic Chemistry I**  
Organic Chemistry I emphasizes the fundamental principles of chemistry. Topics include: introduction to structure, nomenclature, properties, synthesis and reactions of aliphatic and aromatic carbon compounds. This course is designed for all science majors but is open to all students who have met the pre-requisite. Course includes a laboratory component. Prerequisite: A grade of "C" or better in PHY122. (IN)

**PHY299** (1-6)-0-(1-6)  
**Special Studies in Physical Science**  
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

**PRACTICAL NURSING**

**PNC103** 2-0-2  
**Basic Nutrition**  
This course introduces the novice practical nursing student to basic principles of nutrition. Concepts include nutrients, food sources, weight management, food safety, government recommended food guides, and cultural aspects of nutrition. Integrated concepts include age-related factors and the role of the LPN related to nutritional management of the client. Prerequisite: BIO205 and MTH010 or higher with a minimum grade of “C” or placement score for MTH100 or higher. Corequisites: PNC110, PNC120, PNC125, PNC128, and BIO209. (FA)

**PNC110** 1-0-1  
**Personal Vocational Concepts I**  
This course introduces the novice practical nursing student to the role of the college student and the practical nurse as a member of the health care team. Concepts include organizational skills, study methods, Learning styles, interpersonal communication, and legal, ethical, theoretical, and historical aspects of practical nursing. Prerequisites: BIO205 and MTH010 or higher with a minimum grade of “C” or placement score for MTH100 or higher. Corequisites: PNC103, PNC120, PNC125, PNC128, and BIO209. (FA)

**PNC111** 8.5-10-11  
**Nursing Care of Adults I**  
This course combines theoretical and clinical experiences to provide the practical nursing student with entry-level competencies in providing nursing care for adult clients with physical and psychosocial needs. Concepts include: intravenous therapy; understanding basic fluid and electrolytes; health care of clients with alterations in the cardiovascular system and respiratory system; surgical care of patients; patient care of clients with: pain, diabetes, and infection; health care of clients with alterations in immunity and the musculoskeletal system. Integrated concepts include nutrition, pharmacology, age-related changes, cultural considerations, and leadership and management responsibilities. Prerequisites: BIO205, PNC103, PNC110, PNC120, PNC125, and PNC128. Corequisites: PNC123. (SP)

**PNC113** 3-4-4  
**Maternal Newborn Nursing**  
This course is designed to give the practical nursing student a beginning level of competency in maternal-newborn care. Primary emphasis is placed on preparing the individual to function in prenatal care, labor, delivery, postpartum, and newborn care in a family-centered environment. A clinical component is included to give the student an opportunity for practical application of classroom-acquired knowledge and skill. To maintain enrollment in this course, the student must earn at least a “C” in BIO209. Prerequisites: PNC111 and PNC123. Corequisites: PNC114, PNC122, and PNC126. (SU)

**PNC114** 2-0-2  
**Personal Vocational Concepts II**  
This course introduces the practical nursing student to the role of the graduate practical nurse. Concepts include life-long learning, securing and maintaining employment, nursing organizations, the NCLEX-PN exam, cultural considerations, leadership and management skills, and applying legal and ethical behaviors within the scope of practice for the practical nurse according to the Missouri Nurse Practice Act, Section 335.066, RSMo. Integrated concepts include leadership and management skills for the practical nurse. Prerequisites: PNC111 and PNC123. Corequisites: PNC113 PNC122, and PNC126. (SU)

**PNC120** 2-4-3  
**Foundations of Nursing I**  
This course combines theory and laboratory experiences to provide the novice practical nursing student with entry level skills designed to perform basic data collection and assist the client in meeting activities of daily living. Knowledge and skills compare similarly to those taught in a certified nurse aid course. Concepts include hygiene, environmental cleanliness and safety, rest and sleep, positioning and ambulation, sensory perception, intake and output, and vital signs. Integrated concepts include age variations in client care, cultural considerations, and the role of the LPN on the health care team. Prerequisites: BIO205 and MTH010 or higher with a minimum grade of “C” or placement score for MTH100 or higher. Corequisites: PNC103, PNC110, PNC125, and BIO209. (FA)

**PNC122** 8-8-10  
**Nursing Care of Adults II**  
This course continues theoretical and clinical experiences to provide the practical nursing student with entry level competencies in caring for adult clients with physical and psychosocial needs. Concepts include: health care of clients with alterations related to electrolyte imbalances and gas exchange, hematology, integumentary system, neurological system, elimination, digestion, endocrine, male and female reproductive disorders, and disorders of the eye, ear, nose and throat. In addition, concepts related to oncology and end of life care will be covered. Integrated concepts include nutrition, pharmacology, age-related concepts, cultural considerations and leadership and management responsibilities. Prerequisites: PNC111 and PNC123. Corequisites: PNC113, PNC114.
and PNC126. (SU)

**PNC123  3-4-4**
Nursing Care of Children
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: PNC103, PNC110, PNC120, PNC125, PNC128, and BIO209. Corequisite: PNC111. (SP)

**PNC125  1-2-2**
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. Prerequisite: BIO205 and MTH010 or higher with a minimum grade of “C” or placement score for MTH100 or higher. Corequisites: BIO205, PNC103, PNC104, PNC105, and PNC106. (FA)

**PNC126  2-0-2**
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 BIO209. Prerequisites: PNC111 and PNC123. Corequisites: PNC113, PNC114, and PNC122. (SU)

**PNC128  5-2.5-6**
Foundations of Nursing II
This course combines theory and laboratory experiences to provide the novice practical nursing student with entry level skills designed to perform basic data collection and assist the client in meeting activities of daily living. Knowledge and skills compare similarly to those taught in a certified nurse aid course. Concepts include hygiene, environmental cleanliness and safety, rest and sleep, positioning and ambulation, sensory perception, intake and output, and vital signs. Integrated concepts include age variations in client care, cultural considerations, and the role of the LPN on the health care team. Prerequisites: BIO205 and MTH010 or higher with a minimum grade of “C” or placement score for MTH100 or higher. Corequisites: PNC103, PNC110, PNC125, and BIO209. (FA)

**POLITICAL SCIENCE  **
** Meets Missouri Constitution Requirement**

**PSC103  5-0-5**
**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. (IN)

**PSC105  3-0-3**
**Introduction to 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. (IN)

**PSC150  3-0-3**
International Relations
PSC150 is a study of contemporary international affairs, including the family of nations; the control of national foreign policies; and competition and cooperation in the legal, political, economic, and social fields. (IN)

**PSY100  3-0-3**
Interpersonal Relations
This course is designed to provide students with an opportunity to explore the field of human relations and to learn what research and theory reveal about interpersonal relationships and communication. Students will examine the dynamics of verbal and nonverbal communication; the art of listening; perception and presentation of self to others; the initiation, maintenance, and dissolution of interpersonal relationships; and interpersonal conflicts and their resolution. (IN)

**PSY101  3-0-3**
General Psychology
This course is an introduction to the nature and scope of the field of psychology as a scientific and human endeavor. Focus is on the historic development of the field; biological and developmental processes; consciousness and perceptions; learning, remembering, and thinking; motivation and emotion; personality and individuality; social behavior; stress and coping; and psychopathology and psychotherapy.

**PSY201  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: PSY101. (IN)

**PSY205  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: PSY101.

**PSY210  3-0-3**
Introduction to Social Psychology
PSY210 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: PSY101.

**PSY215  3-0-3**
Health Psychology and Biofeedback
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 biofeedback via actual training with biofeedback equipment. Prerequisite: PSY101.

**PSY211** 3-0-3
Psychology of Personality Adjustment
PSY211 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, behavioral, and cognitive, and examine basic research methodology employed by personality theorists. Prerequisite: PSY101.

**PSY230** 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: PSY101. (IN)

**PSY240** 3-0-3
Experimental Psychology
An introduction to the scientific methods of psychological research designed to advance the student’s knowledge of research design, methods of research, and writing research reports. The student will design and conduct a psychological experiment or study and write a scientific research report. Research ethics will be covered. Prerequisite: PSY101. (IN)

**PSY250** 3-0-3
Abnormal Psychology
This course is an introduction and overview of a wide range of psychological disorders. Focus is on the history and definition of psychological disorders, theoretical perspectives on psychological disorders, and the causes, symptoms, and treatment of psychological disorders. Prerequisites: PSY101.

**PSY299** (1-6):0-1(6)
Special Studies in Psychology
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

**LIFE SKILLS**

**SKL101** 1-0-1
College Orientation
This first semester course provides an orientation to Moberly Area Community College and assists students in clarifying their educational and career goals. Designed to emphasize strategies that promote student retention and academic success, topics of exploration include acclimation to college, introduction to college resources, and utilization of information technology such as course management software. Other topics include preparation of a personal academic plan, time and stress management, study skills, and career development. This course may be waived as a degree requirement for graduation for students transferring with an Associate or higher degree. 45 credit hours with a 2.0 GPA completed within the last five years, or who have taken a comparable course/experience at another institution.

**SKL250** 1-0-1
Employment Seminar
This course prepares the student to conduct a successful job search by addressing topics such as sources of jobs, job applications, the resume, correspondence used in the job search, and interviewing skills. Work attitudes and ethics, personal appearance, and career ladder planning also are covered. Prerequisite: Final semester of 32 credit hour certificate program or sophomore status in program.

**SOCIOLOGY**

**SOC101** 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. Prerequisite: Student must meet criteria for admission to Honors Program. (IN)

**SOC102** 3-0-3
Rural Sociology
Introduction to basic concepts and principles of sociology that focuses on structure and function of rural societies. Topics include sociological theory, the relationship between rural and urban cultures, rural poverty, gender roles in rural societies, demographic patterns and trends in rural communities, environmental sociology, and emerging controversies and conflicts in rural areas. Students cannot receive credit for both SOC101 and SOC102.

**SOC105** 3-0-3
Introduction to Social Work and Social Welfare
Introduction to Social Work and Social Welfare provides a study of the social work and human service professions. The historical perspectives, ethics, values, and the social needs and functioning of vulnerable and oppressed populations will be explored. The course will examine community resources and service delivery systems to address the social needs utilizing the field’s generalist perspective. Pre- or corequisites: SOC101, SOC102, or PSY101.

**SOC150** 3-0-3
Introduction 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.

**SOC160** 3-0-3
Introduction to Juvenile Justice Systems
SOC160 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)
SOC170  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)

SOC205  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: SOC101 or SOC102.

SOC210  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: SOC101 or SOC102. (IN)

SOC211  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: SOC101 or SOC102. (IN)

SOC215  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: SOC101 or SOC102.

SOC299  (1-6)-0-(1-6)
Special Studies in Sociology
This course will consist of specialized studying 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)

SPK101  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.

SPK201  3-0-3
Public Speaking II
This course studies the principles and techniques of persuasive speaking. Prerequisite: SPK101 or instructor approval. (IN)

SPK299  (1-6)-0-(1-6)
Special Studies in Speech Communication
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than three Special Studies courses in any one discipline. (IN)

WLD101  2-2-3
Welding I
This course is an introduction to basic skills necessary to become a welder. Oxy-fuel cutting, GMAW (gas metal arc welding), and SMAW on plate will be performed in addition to weld symbol interpretation and safety. Time permitting, other processes may be explored. This class utilizes certified American Welding Society (AWS) curriculum.

WLD102  2-2-3
Welding II
This course is a continuation of Welding I. Students will expand knowledge gained from level I and begin to learn more about welding prints and structural materials. Students will learn ways to identify welding problems, their causes, and corrective action to take. GTAW will be performed in various positions on ferrous and nonferrous materials. Students will continue to learn how to SMAW in various positions. Prerequisite: A grade of "C" or higher in WLD101 or instructor approval.

WLD299  (1-6)-0-(1-6)
Special Studies in Welding and Metals Technology
This course will consist of specialized study in areas of the department, which are not covered in-depth in courses already offered. Students may take no more than six credit hours of special studies in any one discipline. (IN)
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BSN Blessing–Rieman College of Nursing

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BSE Northeast Missouri State University

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BSN Central Methodist University
ADN Moberly Area Community College

Susan Gale, Assistant Professor .......... Coordinator, Practical Nursing
BSN University of Missouri–Columbia
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<thead>
<tr>
<th>Name</th>
<th>Degree(s) and Institutions</th>
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<tr>
<td>Gopal Krishna, Professor</td>
<td>BS  Meerut College</td>
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<td>Ryan Hampton, Instructor</td>
<td>MM  Middle Tennessee State University</td>
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<td>Samuel Hardwick, Instructor</td>
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<td>Amy Hilderman, Instructor</td>
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<td>Tracy Huang, Assistant Professor</td>
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<td>Carla Imgarten, Professor</td>
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<td>Justin Jackson, Instructor</td>
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<td>Stephanie Julian, Instructor</td>
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<td>Bill Justus, Associate Professor</td>
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<td>DPM  Rosalind Franklin University of Medicine and Science</td>
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<td>Julie Kiefer, Instructor</td>
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<td>Michael Klotze, Instructor</td>
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<td>Beth Marchbanks, Professor</td>
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<td>Travis McDowell, Instructor</td>
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<td>Daniel Meininger, Associate Professor</td>
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<td>Semi Necibi, Professor</td>
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<td>Dustin Pascoe, Professor</td>
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<td>Greg Pauley</td>
<td>Director, Theater/Auditorium</td>
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<td>BA  Rosary College</td>
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<td>David Pence, Instructor</td>
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<td>Lindsay Reustle, Assistant Professor</td>
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<td>Morgan Rockett, Professor</td>
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<td>GRCT-Taxation  University of Missouri-Columbia</td>
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<tr>
<td>Sara Sapp, Professor</td>
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<td>MA  Eastern Illinois University</td>
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<td>BA  Ohio Wesleyan University</td>
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<tr>
<td>Dawn Schmidt, Assistant Professor</td>
<td>Associate Degree Nursing</td>
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