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St. Charles Community College Catalog 2012-13



Student Responsibility for Catalog Information

This catalog is effective beginning Sept. 1, 2012, for the 2012-13 academic year. Each student is responsible for compliance with the information appearing in the catalog. Failure to read the regulations and policies will not be considered an excuse for noncompliance. St. Charles Community College maintains an open-admissions policy providing higher education to all persons who can benefit from its programs and courses.

The college serves students from a variety of educational backgrounds in keeping with its goals of providing quality, low-cost education to residents throughout the area. Once admitted to SCC, you may enroll in any course or program as long as individual course prerequisites are met and space for effective instruction is available.

The college may guide your enrollment based on Academic Skills Assessments, interviews, previous achievement, and other criteria. If you do not meet the standards for admission into college-level courses, you may enroll in developmental courses designed to help you strengthen your skills. These developmental courses may be offered on a credit or non-credit basis. Students applying for the programs with selective admissions criteria may be required to take additional tests for admissions purposes.

Before you register for credit courses, you must be admitted to the college. You may apply for admission anytime during the year.

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Getting Started at SCC



Planning Programs of Study

Transfer and Schedule Guides

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

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



What Is the Academic Skills Assessment?

St. Charles Community College expects students to exhibit certain academic skills and competencies before they take college-level courses. The Academic Skills Assessment is a series of basic skills indicators that allow you and your advisor to work together to help you succeed in your courses. There is no "passing" score. Rather, the Academic Skills Assessment scores indicate areas where you are strong, academic areas where you may need help, and which courses to take as a starting point for your educational career. All of the assessments are untimed. Students use an onscreen calculator during the math assessment.

All assessments are administered during regular **Assessment Center hours** and do not require an appointment.

Contact **Accessibility Services**, in advance, at 636-922-8629 if you need special accommodations for the Academic Skills Assessment.

Full-Time Course Load and Freshman-Sophomore Classification

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

Course Load	Fall/Spring	Summer
Full time	12 or more hours	6 or more
Part time	11 hours or less	5 or less



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[2012 Commencement Photo Gallery](#)

A freshman is any student who has completed fewer than 28 credit hours; a sophomore has completed 28 credit hours or more.

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

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

MAXIMUM COURSE LOAD

Academic Session	Course Load
Summer	10 credit hours
Fall	18 credit hours
Spring	18 credit hours

Repeated courses count as part of the course load.

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

- 2.75 GPA— approved to take 19 hours
- 3.00 GPA— approved to take 20 hours
- 3.50 GPA— approved to take 21 hours

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

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

Sending Transcripts to SCC and Transcript Evaluation

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

- Have **official transcripts** from EACH institution that you attended sent to the Admissions Office. Credits for courses with passing grades may be accepted at the registrar's discretion.
- To have the credits taken at other institutions evaluated, submit a **Request for Transfer Evaluation Form** to the Admissions Office and declare a degree.
 - Accepted transfer credits will be included in the cumulative hours of credit but will not be calculated in the grade point average.
 - You will receive a transfer evaluation report indicating how the courses were accepted. Please allow two weeks for an evaluation from the time the transcripts are received.
 - Transcripts sent to SCC will not be automatically reviewed unless the student has **requested in writing** that a review be made.
 - **To Appeal Your Evaluation:** Send a letter requesting the appeal; documentation (course description and syllabus) supporting your requested change to:

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

- The transcript evaluator will submit your request and documentation to the division dean for review. A decision will be made within 7-10 days. The student may also contact the articulation officer at the sending institution.
- **Missouri's Coordinating Board for Higher Education** approved a credit transfer policy that states that any transfer student who believes there has been unfair treatment involving acceptance of college credits may appeal the evaluation.

Non-Traditional Credit (AP/CLEP)

Types of Non-Traditional Credit

CLEP | Advanced Placement | Departmental Exam | Retroactive Credit | Articulation Credits | Military Experience | PEP

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

College Level Examination (CLEP)

Evaluates knowledge acquired through sources other than traditional college course work. SCC will grant credit for certain subject CLEP examinations according to

departmental guidelines. SCC does not grant credit for general CLEP exams.

COLLEGE LEVEL EXAMINATION (CLEP) REQUIRED SCORES			
Course/Subject Area	Score Required	Hours Granted	SCC Equivalent
American History 1	50	3	HIS 101
American History 2	50	3	HIS 102
Management	50	3	BUS 201
Marketing	50	3	BUS 230
Political Science	50	3	POL 101
Psychology	50	3	PSY 101
Sociology	50	3	SOC 101
Western Civilization 1	50	3	HIS 145
Western Civilization 2	50	3	HIS 146

Advanced Placement (AP)

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

ADVANCED PLACEMENT REQUIRED SCORES			
Course/Subject Area	Score Required	Hours Granted	SCC Equivalent
Art History	3, 4 or 5	3	ART 150
Biology	4 or 5	4	BIO 101
Calculus AB	3, 4 or 5	5	MAT 180
Calculus BC	3, 4 or 5	10	MAT 180 & 230
English Language & Composition	3 or 4	3	ENG 101
Psychology	3, 4 or 5	3	PSY 101
U.S. Government & Politics	3, 4 or 5	3	POL 101
U.S. History	4 or 5	3	HIS 101

Departmental Exams

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

Retroactive Credit

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

Credit Through Articulation Process

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

Articulation Criteria

- o Articulated courses have been designed for credit both at your high school and for credit at SCC toward an Associate of Applied Science Degree, **NOT** for the Associate of Arts (transfer) Degree.
- o A grade of "B" or better is required in all high school coursework that is articulated.
- o The student must complete the **SCC application** and request that a high school official transcript be sent to the SCC Enrollment Services Department (ADM 1113).
- o When meeting with an SCC academic counselor or registration assistant, students must identify themselves as having articulated credit through their high school.
- o Students must present the white copy of the Certificate of Credit to Enrollment Services.
- o Students must complete 6 hours of college-level coursework toward an AAS Degree

- at SCC with a 2.5 or higher GPA before articulation credit will be posted.
- Students must request that the SCC Enrollment Services Department record the Articulated High School Courses to the SCC transcript.
 - Should students wish to transfer any of these articulated credits from SCC to another college or university, they should check with an academic counselor at the transfer institution to determine transferability.

Military Experience

Experience in the Armed Services may be considered for credit based upon recommendations of the American Council on Education Commission and the students intended major. Submit a "SMART" transcript and automatically be awarded 2 credit hours of Physical Education. Contact your VArepresentative for information on obtaining a SMART transcript.

Proficiency Examination Program (PEP)

American College Testing (ACT) sponsors PEP, which evaluates specific subject area knowledge a student may have acquired through sources of training other than traditional course work. With a score of a 45, you may be granted credit for Anatomy & Physiology 1 & 2 (BIO-240/243 and BIO-241/244) (8 credits) or for Microbiology BIO-245/247 (4 credits).

Services for Students With Disabilities

It is the policy of SCC to provide accessibility to its programs/activities and reasonable accommodations for persons defined as disabled under the Americans With Disabilities Act of 1990, ADA and the Rehabilitation Act of 1973.

To be considered for eligibility, you must provide disability documentation to the coordinator of accessibility services. Accommodations provided to students are based upon appropriate/current documentation and interview. Accommodations requests should be made eight weeks in advance. Securing alternate textbooks may take longer. Plan accordingly.



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General Education Requirements

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Associate of Arts Graduation Requirements

General Education Requirements

General Education studies at St. Charles Community College guide students into a deeper understanding of themselves and of their responsibilities as citizens, and they provide the knowledge and skills on which to build a richer appreciation of their world.

NOTE: The courses below meet the general education requirements* for SCC and the state of Missouri. This sequence of courses is for the students who wish to transfer to a four-year institution and have met their general education requirements. To obtain the Associate of Arts degree from SCC, students must also meet the Institutional Requirements outlined below. See: **Associate of Arts Graduation Requirements**.

* Some academic programs may require a specific course within a discipline. See the **Degrees and Certificates section** for details. Check with academic advising for transfer institution-specific requirements.

SCC Institutional Requirements

- o Complete a minimum of 64 credit hours, including 42 credit hours of general education courses adhering to the minimums as listed below.
- o Complete 22 credit hours of elective courses as advised by an academic counselor, including one of the following, BAS/CPT 103, CPT 115, EDU 220 or test for competency.
- o Complete a minimum of 15 credit hours at SCC.
- o Earn a 2.00 cumulative grade point average.

Discipline	Description	Credit Hours	Courses
COMMUNICATIONS	To develop students' effective use of the English language and quantitative and other symbolic systems essential to their success in school and in the world. Students should be able to read and listen critically and to write and speak with thoughtfulness, clarity, coherence, and persuasiveness.	9	ENG 101, 102 SPE 101
SOCIAL SCIENCES	To develop students' understanding of themselves and the world around them through study of content and the processes used by historians and social and behavioral scientists to discover, describe, explain, and predict human behavior and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others. (Students must fulfill the state statute requirements for the United States and Missouri Constitutions.)	9	One Course from Group I: HIS 101, 102, 115, 270 POL 101, 102 One Course from Group II: Any ANT CRJ 140, 175, 280 ECO 100, 110, 120 Any GEO PSY 101 SOC 101, 102 One Additional Course from Group I or II, or: Any HIS Any POL
HUMANITIES	To develop students' understanding of the ways in which humans have addressed their condition through imaginative work in the humanities and fine arts; to deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic, and historical circumstances; and to appreciate the world of the creative imagination as	9	One Course from Group I: ART 101, 150, 151, 160, 170, 222 MUS 109, 110, 111, 112, 113, 114, 229, 230, 231,

	a form of knowledge.		232, 234, 235 THE 122, 123, 124, 229, 230 One Course from Group II: Any LIT Any PHL Any Foreign Language BUS 105/ CPT 105 One Additional Course from Group I or II
MULTICULTURAL/ VALUING	To develop students' abilities to understand the moral and ethical values of a diverse society and to understand that many courses of action are guided by value judgments about the way things ought to be. Students should be able to make informed decisions through identifying personal values and the values of others and through understanding how such values develop. They should be able to analyze the ethical implications of choices made on the basis of these values.	3	ANT 102, 103, 151, 161, 171, 201, 202, 220, 224 BUS 105 or CPT 105 BUS 255 CRJ 280 ESL 107, 108 GEO 100, 101, 102 Any GLC Any GLS HIS 145, 146, 160, 201, 240 LIT 200, 207, 271, 272, 273, 275 LIT 241 or SOC 241, 242 MUS 111 PHL 201 POL 201, 210, 220, 255 Any Foreign Language SPE 215 or GLC 215
MATHEMATICS	To develop students' understanding of fundamental mathematical concepts and their applications. Students should develop a level of quantitative literacy that would enable them to make decisions and solve problems and which could serve as a basis for continued learning.	3-4	MAT 160, 165 or higher NOTE: A student who does not take MAT 160 to meet the Mathematics requirement, may need to take an additional credit hour, e.g. an additional science lab or an hour GLC course to meet the 42 credit hour general education requirement. Speak with your counselor or advisor.
NATURAL SCIENCE	To develop students' understanding of the principles and laboratory procedures of life and physical sciences and to cultivate their abilities to apply the empirical methods of scientific inquiry. Students should understand how scientific discovery changes theoretical views of the world, informs our imaginations, and shapes human history. Students should also understand that science is shaped by historical and social contexts.	7	One Course From Group I: BIO 100, 105/106, 110/113, 120/121, 122, 130, 140, 150 or 160 One Course From Group II: CHM 101/103, 110/113 or 115 PHY 105/107, 111/113, 125/127, 130/131, 150/153, 225/227, 240/243 At least one lab must be taken with a corresponding lecture course.
CAPSTONE	To assess acquisition of knowledge and skills.	1	COL 299
Higher-Order Thinking. To develop students' ability to distinguish among opinions, facts, and inferences; to identify underlying or implicit assumptions; to make informed judgments; and to solve problems by applying evaluative standards.			
Managing Information. To develop students' abilities to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions.			

Associate of Arts in Teaching Graduation Requirements

General Education Requirements

General Education studies at St. Charles Community College guide students into a deeper understanding of themselves and of their responsibilities as citizens, and they provide the knowledge and skills on which to build a richer appreciation of their world.

NOTE: The courses below meet the general education requirements* for SCC and the state of Missouri. This sequence of courses is for the students who wish to transfer to a 4-year institution and have met their general education requirements. To obtain the Associate of Arts degree from SCC, students must also meet the Institutional Requirements outlined below.

* Some academic programs may require a specific course within a discipline. Please see the *Degrees and Certificates* section for details. Check with academic advising for transfer institution-specific requirements.

SCC Institutional Requirements

- Students enrolled in any course that requires contact with P-12 students will be required to sign permission for and pay for a criminal background check.
- Students must achieve a minimum GPA of 2.5, including a C or better in each EDU class.
- Students must achieve a minimum score of 235 on each section of the C-BASE.
- A minimum of 15 credit hours must be completed at SCC.

Discipline	Description	Credit Hours	Courses
COMMUNICATIONS	To develop students' effective use of the English language and quantitative and other symbolic systems essential to their success in school and in the world. Students should be able to read and listen critically and to write and speak with thoughtfulness, clarity, coherence, and persuasiveness.	9	ENG 101, 102 SPE 101
SOCIAL SCIENCES	To develop students' understanding of themselves and the world around them through study of content and the processes used by historians and social and behavioral scientists to discover, describe, explain, and predict human behavior and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others. (Students must fulfill the state statute requirements for the United States and Missouri Constitutions.)	9	PSY 101 POL 101 One Course from Group 1: HIS 101, 102, 115
HUMANITIES	To develop students' understanding of the ways in which humans have addressed their condition through imaginative work in the humanities and fine arts; to deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic, and historical circumstances; and to appreciate the world of the creative imagination as a form of knowledge.	9	One Course from Group I: EDU 242, 246 ART 101, 150, 151, 160, 170 MUS 110, 111, 112, 113, 114, 229, 230, 231, 232, 235 THE 122, 123, 124, 229, 230 One Course from Group II: EDU 125, 225 Any LIT Any PHL Any Foreign Language One Additional Course from Group I or II
MULTICULTURAL/ VALUING	To develop students' abilities to understand the moral and ethical values of a diverse society and to understand that many courses of action are guided by value judgments about the way things ought to be. Students should be able to make informed decisions through identifying personal values and the values of others and through understanding how such values develop. They should be able to analyze the ethical implications of choices made on the basis of these values.	3	One Course from: Elementary: ANT 102, GEO 100, 101, 102 Secondary: ANT 102, 103, 151, 161, 171, 201, 202, 220, or POL 220, 224, BUS 105, or CPT 105; BUS 255, ESL 107, 108 GEO 100 (will be required for state certification), 101, 102, HIS 145, 146, 160, 201, 240 LIT 200, 241, or SOC 241 LIT 270, 271, 272, 273, 275, MUS 111, 235 PHL 201, POL 201, 210, 255, SPE 215, Any Foreign Language, Any GLC or GLS
MATHEMATICS	To develop students' understanding of fundamental mathematical concepts and their applications. Students should develop a level of quantitative literacy that would enable them to make decisions and solve problems and which could serve as a basis for continued	3-4	MAT 160

	learning.		
NATURAL SCIENCE	To develop students' understanding of the principles and laboratory procedures of life and physical sciences and to cultivate their abilities to apply the empirical methods of scientific inquiry. Students should understand how scientific discovery changes theoretical views of the world, informs our imaginations, and shapes human history. Students should also understand that science is shaped by historical and social contexts.	8	BIO 100, 101/103, 105 /106, or 150 110/113, 120/121, 122, 125/127, or 160 (105/106 suggested) One Course From Group II: CHM 101/103, 110/113 or 115 PHY 105/107, 111/113, 125/127, 130/131, 150/153, 225/227, 240/243 Elementary: Include two labs with corresponding lecture Secondary: Include at least one lab with corresponding lecture.
CAPSTONE	To assess acquisition of knowledge and skills.		Pass all areas of C-BASE test

Higher-Order Thinking. To develop students' ability to distinguish among opinions, facts, and inferences; to identify underlying or implicit assumptions; to make informed judgments; and to solve problems by applying evaluative standards.

Managing Information. To develop students' abilities to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic and other sources in preparation for solving problems and making informed or GLS.

Associate of Applied Science Graduation Requirements

General Education Requirements

The courses in the chart below meet the college's general education requirements for the Associate of Applied Science degree. General education studies at St. Charles Community College guide students into a deeper understanding of themselves and of their responsibilities as citizens and provide the knowledge and skills on which to build a richer appreciation of their world. Some career programs will dictate which general education courses to take.

NOTE: Some academic programs may require a specific course within a discipline. Please see the *Degrees and Certificates section* for details.

SCC Institutional Requirements

- Complete a minimum of 60 credit hours, including 24 credit hours of general education courses adhering to the minimums listed below.
- Complete specific program requirements as listed under each program.
- Complete a minimum of 15 credit hours at SCC.
- Earn a 2.00 cumulative grade point average.

Discipline	Description	Credit Hours	Courses
COMMUNICATION	To develop students' effective use of the English language and quantitative and other symbolic systems essential to their success in school and in the world. Students should be able to read and listen critically and to write and speak with thoughtfulness, clarity, coherence, and persuasiveness.	9	ENG 101 ENG 102, 115 or 125 SPE 101
SOCIAL SCIENCE	To develop students' understanding of themselves and the world around them through study of content and the processes used by historians and social and behavioral scientists to discover, describe, explain, and predict human behavior and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others.	3	HIS 101, 102, 115, 270 POL 101, 102
MATHEMATICS	To develop students' understanding of fundamental mathematical concepts and their applications. Students should develop a level of quantitative literacy that would enable them to make decisions and solve problems and which could serve as a basis for continued learning.	3	MAT 105 or higher
HUMANITIES	To develop students' understanding of the ways in which humans have addressed their condition through imaginative work in the humanities and arts; to deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic, and historical circumstances; and to appreciate the world of the creative imagination as a form of knowledge.	3	Any ART BUS 105 or CPT 105 DAN 196, 197, 198, 199 EDU 125 Any LIT Any MUS Any PHL

			Any THE Any Foreign Language
NATURAL SCIENCE	To develop students' understanding of the principles and laboratory procedures of life and physical sciences and to cultivate their abilities to apply the empirical methods of scientific inquiry. Students should understand how scientific discovery changes theoretical views of the world, informs our imaginations, and shapes human history. Students should also understand that science is shaped by historical and social contexts.	3	Any BIO Any CHM Any PHY
ELECTIVE		3	Any ANT Any ART Any BIO Any CHM CPT/BAS 103, CPT 115, or EDU 125,220 Any ECO Any ENG Any ENG Any GEO Any HIS Any LIT Any MAT Any MUS Any PHE Any PHL Any PHY Any POL Any PSY Any SOC Any SPE Any THE

Certificates of Achievement Graduation Requirements

General Education Requirements

Using the chart below, complete a minimum of 30 credit hours, including 12 credit hours of general education courses:

- one course from Communication
- one course from Mathematics (MAT 098 or above),
- one course from Social Science
- one course from any of the three remaining sections OR
- one course from Computer Science

NOTE: Some academic programs may require a specific course within a discipline. Please see the *Degrees and Certificates* section for details.

SCC Institutional Requirements

- Complete specific program requirements as listed under each program.
- Complete a minimum of 15 credit hours at SCC.
- Earn a 2.00 cumulative grade point average.

Note: Travel courses may **not** be used to fulfill general education requirements.

Discipline	Description	Credit Hours	Courses
COMMUNICATION	To develop students' effective use of the English language and quantitative and other symbolic systems essential to their success in school and in the world. Students should be able to read and listen critically and to write and speak with thoughtfulness, clarity, coherence, and persuasiveness.	3	ENG 101, or 102, or 115 or 125 or SPE 101
SOCIAL SCIENCE	To develop students' understanding of themselves and the world around them through study of content and the processes used by historians and social and behavioral scientists to discover, describe, explain, and predict human behavior and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others.	3	HIS 101, 102, 115 POL 101, 102
MATHEMATICS	To develop students' understanding of fundamental mathematical concepts and their applications. Students	3	MAT 098 or higher

	should develop a level of quantitative literacy that would enable them to make decisions and solve problems and which could serve as a basis for continued learning.		
HUMANITIES	To develop students' understanding of the ways in which humans have addressed their condition through imaginative work in the humanities and arts; to deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic, and historical circumstances; and to appreciate the world of the creative imagination as a form of knowledge.	3	Any ART Any LIT Any MUS Any PHL Any THE Any Foreign Language course
NATURAL SCIENCE	To develop students' understanding of the principles and laboratory procedures of life and physical sciences and to cultivate their abilities to apply the empirical methods of scientific inquiry. Students should understand how scientific discovery changes theoretical views of the world, informs our imaginations, and shapes human history. Students should also understand that science is shaped by historical and social contexts.	3	Any BIO Any CHM Any PHY
ELECTIVE		3	Any ANT Any ART BAS 103 Any BIO CPT 103, 115 Any CHM Any ECO EDU 220 Any ENG Any GEO Any HIS Any LIT Any MAT Any MUS Any PHE Any PHL Any PHY Any POL Any PSY Any SOC Any SPE Any THE





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Associate of Arts Graduation Requirements

General Education Requirements

General Education studies at St. Charles Community College guide students into a deeper understanding of themselves and of their responsibilities as citizens, and they provide the knowledge and skills on which to build a richer appreciation of their world.

NOTE: The courses below meet the general education requirements* for SCC and the state of Missouri. This sequence of courses is for the students who wish to transfer to a four-year institution and have met their general education requirements. To obtain the Associate of Arts degree from SCC, students must also meet the Institutional Requirements outlined below. See: [Associate of Arts Graduation Requirements](#).

* Some academic programs may require a specific course within a discipline. See the [Degrees and Certificates](#) section for details. Check with academic advising for transfer institution-specific requirements.

SCC Institutional Requirements

- Complete a minimum of 64 credit hours, including 42 credit hours of general education courses adhering to the minimums as listed below.
- Complete 22 credit hours of elective courses as advised by an academic counselor, including one of the following, BAS/CPT 103, CPT 115, EDU 220 or test for competency.
- Complete a minimum of 15 credit hours at SCC.
- Earn a 2.00 cumulative grade point average.

Discipline	Description	Credit Hours	Courses
COMMUNICATIONS	To develop students' effective use of the English language and quantitative and other symbolic systems essential to their success in school and in the world. Students should be able to read and listen critically and to write and speak with thoughtfulness, clarity, coherence, and persuasiveness.	9	ENG 101, 102 SPE 101
SOCIAL SCIENCES	To develop students' understanding of themselves and the world around them through study of content and the processes used by historians and social and behavioral scientists to discover, describe, explain, and predict human behavior and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others. (Students must fulfill the state statute requirements for the United States and Missouri Constitutions.)	9	One Course from Group I: HIS 101, 102, 115, 270 POL 101, 102 One Course from Group II: Any ANT CRJ 140, 175, 280 ECO 100, 110, 120 Any GEO PSY 101 SOC 101, 102 One Additional Course from Group I or II, or: Any HIS Any POL
HUMANITIES	To develop students' understanding of the ways in which humans have addressed their condition through imaginative work in the humanities and fine arts; to deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic, and historical circumstances; and to appreciate the world of the creative imagination as a form of knowledge.	9	One Course from Group I: ART 101, 150, 151, 160, 170, 222 MUS 109, 110, 111, 112, 113, 114, 229, 230, 231, 232, 234, 235 THE 122, 123, 124, 229, 230 One Course from Group II: Any LIT Any PHL Any Foreign Language BUS 105/CPT 105

			One Additional Course from Group I or II
MULTICULTURAL/ VALUING	To develop students' abilities to understand the moral and ethical values of a diverse society and to understand that many courses of action are guided by value judgments about the way things ought to be. Students should be able to make informed decisions through identifying personal values and the values of others and through understanding how such values develop. They should be able to analyze the ethical implications of choices made on the basis of these values.	3	ANT 102, 103, 151, 161, 171, 201, 202, 220, 224 BUS 105 or CPT 105 BUS 255 CRJ 280 ESL 107, 108 GEO 100, 101, 102 Any GLC Any GLS HIS 145, 146, 160, 201, 240 LIT 200, 207, 271, 272, 273, 275 LIT 241 or SOC 241,242 MUS 111 PHL 201 POL 201, 210, 220, 255 Any Foreign Language SPE 215 or GLC 215
MATHEMATICS	To develop students' understanding of fundamental mathematical concepts and their applications. Students should develop a level of quantitative literacy that would enable them to make decisions and solve problems and which could serve as a basis for continued learning.	3-4	MAT 160, 165 or higher NOTE: A student who does not take MAT 160 to meet the Mathematics requirement, may need to take an additional credit hour, e.g. an additional science lab or an hour GLC course to meet the 42 credit hour general education requirement. Speak with your counselor or advisor.
NATURAL SCIENCE	To develop students' understanding of the principles and laboratory procedures of life and physical sciences and to cultivate their abilities to apply the empirical methods of scientific inquiry. Students should understand how scientific discovery changes theoretical views of the world, informs our imaginations, and shapes human history. Students should also understand that science is shaped by historical and social contexts.	7	One Course From Group I: BIO 100, 105/106, 110/113, 120/121, 122, 130, 140, 150 or 160 One Course From Group II: CHM 101/103, 110/113 or 115 PHY 105/107, 111/113, 125/127, 130/131, 150/153, 225/227, 240/243 At least one lab must be taken with a corresponding lecture course.
CAPSTONE	To assess acquisition of knowledge and skills.	1	COL 299
Higher-Order Thinking. To develop students' ability to distinguish among opinions, facts, and inferences; to identify underlying or implicit assumptions; to make informed judgments; and to solve problems by applying evaluative standards.			
Managing Information. To develop students' abilities to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions.			

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Art/Graphic Design Transfer Program Schedule Guide

Graphic Design Associate of Arts Degree

Italicized courses are recommended to be taken for elective credits.

First Semester

ART 110	<i>Drawing I</i>	3	
ART 150	Survey of Western Art History I	3	
ENG 101	English Composition I	3	
MAT 160, 165 or higher	College Algebra, Contemporary College Math	3-4	
	Social Science (Group I)	3	
COL 101	<i>College Success Seminar</i>	1	
	TOTAL		16-17

Second Semester

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Art

Visual Arts Building

Related Degrees Certificates

- o Graphic Design A.A.S.
- o Print Media C.S.

ART 120	<i>Drawing II</i>	3	
ART 151	<i>Survey of Western Art History II</i>	3	
ART 170	<i>Design I</i>	2	
ENG 102	English Composition II	3	
	Social Science (Group II)	3	
	Natural Science	3-4	
	TOTAL		17-18
Third Semester			
	<i>Social Science</i>	3	
ART 180	<i>Design II</i>	2	
	<i>Course(s) in major for transfer institution</i>	3	
	Natural Science with Lab	4	
	Humanities (Group II)	3-4	
	TOTAL		15-16
Fourth Semester			
ART 210	<i>Figure Drawing</i>	3	
	Multicultural/Valuing	3	
SPE 101	Oral Communications	3	
	<i>Course(s) in major for transfer institution</i>	3	
	Computer Science	3	
COL 299	Sophomore Portfolio Assessment	1	
	TOTAL		16
Total Hours Required For Graduation			64

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Call 636-922-8351

Biology

Administration Building, Room 2442

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Biology Transfer Program Schedule Guide

Biology

Associate of Arts Degree

Italicized courses are recommended to be taken for elective credits.

First Semester

ENG 101	English Composition I	3	
MAT 160	College Algebra	4	
	Social Science (Group I)	3	
BIO 150	General Biology I #	4	
COL 101	<i>College Success Seminar</i>	1	
	TOTAL		15

Second Semester

ENG 102	English Composition II	3	
	Multicultural/Valuing/Foreign Language*	3-4	

	<i>Transferable Advanced Math</i>	3-4	
BIO 151	<i>General Biology II #</i>	4	
	Social Science	3	
	TOTAL		16-18
Third Semester			
CHM 115	General Chemistry I ++	5	
	Humanities (Group I)	3	
COL 299	<i>Sophomore Portfolio Assessment</i>	1	
	Humanities/Foreign Language*	3-4	
	Computer Science	3	
		4-5	
	TOTAL		15-16
Fourth Semester			
CHM 116	<i>General Chemistry II ++</i>	5	
SPE 101	Oral Communications	3	
	Social Science (Group II)	3	
	Humanities/Foreign Language*	3-4	
BIO 160	<i>General Botany #</i>	4	
	TOTAL		18-19
Total Hours Required For Graduation			64

*Many universities require three semesters in one foreign language for a Bachelor of Arts Degree. A Bachelor of Science Degree does not typically require foreign language. Check with your transfer institution to see which degree best meets your educational and career

goals.

Starting Fall 2010, General Biology and General Botany changed numbers as such:

Starting Fall 2010	Before Fall 2010	Before Fall 2009
BIO 150 Gen. Biology I	BIO 101	BIO 101 and 103
BIO 151 Gen. Biology II	BIO 102	BIO 102 and 104
BIO 160 General Botany	BIO 125	BIO 125 and 127

++ Starting Fall 2010, General Chemistry changed numbers as such:

Starting Fall 2010	Before Fall 2010
CHM 115 Gen. Chemistry I	CHM 110 & 113
CHM 116 Gen. Chemistry II	CHM 111 & 114

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Business Administration
Technology Building, Room 205

Related Degrees Certificates

- o Accounting C.S.
- o Banking/Finance C.S.
- o Business Administration A.A.S.
- o Business Administration C.A.
- o Management C.S.
- o Marketing C.S.

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Business Transfer Program Schedule Guide

Business Administration Associate of Arts Degree

(Accounting, Finance, Management, Marketing)

Italicized courses are recommended to be taken for elective credits.

First Semester			
ENG 101	English Composition I	3	
MAT 160	College Algebra	4	
	Natural Science	3-4	
	Humanities (Group I)	3	
	Social Science (Group I)	3	
COL 101	College Success Seminar	1	
	TOTAL		17-18

Second Semester			
ENG 102	English Composition II	3	
MAT 175	Introductory Statistics*	3	
ECO 110	Prin. of Macroeconomics	3	
	Humanities (Group II)	3	
	Lab Science Course	4	
	TOTAL		16
Third Semester			
ECO 120	Principles of Microeconomics	3	
	Course(s) in major for transfer institution+	3-4	
ACT 110	Financial Accounting I	4	
	Multicultural/Valuing	3	
CPT 103 OR	Microcomputer Applications OR		
CPT 115	Intro to Data Processing+	3	
	TOTAL		16-17
Fourth Semester			
	Course(s) in major for transfer institution+	3	
	Humanities (PHL 160 recommended)	3	
SPE 101	Oral Communication	3	
ACT 130	Managerial Accounting+	3	
	Social Science (Group II)	3	
<u>COL 299</u>	Sophomore Portfolio Assessment	1	
	TOTAL		16

*Math requirements vary at different institutions.

+Please note that all Business majors should prioritize taking the Accounting and Economics sequences since those courses are the most commonly transferable business courses. Business, math, and computer requirements vary widely at different institutions. **Be sure to check transferability to your specific transfer school before choosing business, math, and computer courses.** Common Business Elective Courses: BUS 101, BUS 246, BUS 201, BUS 230, and MAT 210.

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Chemistry

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Chemistry Transfer Program Schedule Guide

Chemistry

Associate of Arts Degree

Italicized courses are recommended to be taken for elective credits.

First Semester

ENG 101	English Composition I+	3	
MAT 180	Calculus & Analytic Geometry I+	5	
CHM 115	General Chemistry I **	5	
	Humanities/Foreign Language*	3-4	
<i>COL 101</i>	<i>College Success Seminar</i>	1	
	TOTAL		17-18

Second Semester

ENG 102	English Composition II	3	
<i>CHM 116</i>	<i>General Chemistry II**</i>	5	

	Natural Science (Biology)	3-4	
	Humanities/Foreign Language*	3-4	
	Social Science	3	
	TOTAL		17-19
Third Semester			
CHM 240	<i>Organic Chemistry I ++</i>	3	
CHM 122	<i>Quantitative Analysis</i>	3	
	Social Science-Group I	3	
	Multicultural/Valuing/Foreign Language*	3-4	
	Computer Science	3	
	TOTAL		15-16
Fourth Semester			
SPE 101	Oral Communications	3	
	Social Science (Group II)	3	
	Humanities (Group I)	3	
<i>CHM 241/243</i>	<i>Organic Chemistry II and Organic Chemistry Lab I ++</i>	5	
COL 299	Sophomore Portfolio Assessment	1	
	TOTAL		15
Total Hours Required For Graduation			64

* Many universities require three semesters in one foreign language for a Bachelor of Arts degree. German is recommended. Check with your transfer institution to see if a Bachelor of Arts or Bachelor of Science best meets your career and educational goals.

** Starting Fall 2010, General Chemistry changed numbers and formats as such:

Starting Fall 2010	Before Fall 2010
CHM 115 (5)	CHM 110 (3) and 113 (2)
CHM 116 (5)	CHM 111 (3) and 114 (2)

++ Students need to be aware that most colleges want Chemistry majors to take Calculus I and II and Physics I in the first two years of college. Students who would like to take Calculus II and Physics I at SCC, in addition to the courses listed above, should contact their transfer institution to see if taking additional coursework beyond the Associate of Arts degree would be accepted as credit toward their Bachelor's degree.

^ Students who determine their major field of study and transfer institution are in the best position to take appropriate transfer courses at SCC. Generally courses taken that meet the Associate of Arts Degree requirements are readily accepted by Missouri four-year institutions and meet the general education requirements at many public four-year institutions. However, some four-year institutions are more strict than others in accepting credits. **Consequently, students should contact their transfer institution for final determination of transferability.** Should you experience difficulty transferring your SCC coursework to another institution, contact the Vice President for Student Services for assistance with an appeal to the receiving institution.

Students wanting to earn an Associate of Arts Degree are responsible for completing the graduation requirements for the college catalog in effect at the time of their initial enrollment or any subsequent catalog provided the student does not discontinue enrollment for two consecutive semesters (excluding summer) or more. Students who discontinue enrollment for two consecutive semesters or more are required to follow the catalog in effect at the time of their return.

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Call 636-922-8556

Speech/Communications
Humanities Building, Room 203

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Communication Transfer Program Schedule Guide

Communications

Associate of Arts Degree

Italicized courses are recommended to be taken for elective credits.

First Semester			
ENG 101	English Composition I	3	
MAT 160, 165 or higher	College Algebra, Contemporary College Math	3-4	
SPE 101	Oral Communications	3	
	Social Science (Group I)	3	
	Humanities (Group II)*	3-4	
COL 101	<i>College Success Seminar</i>	1	
	TOTAL		16-18
Second Semester			

ENG 102	English Composition II	3	
	Natural Science with Lab	4	
COM 102	<i>Introduction to Mass Communication</i>	3	
SPE 102	<i>Public Speaking</i>	3	
	Humanities *	3-4	
	TOTAL		16-17
Third Semester			
SPE 110	<i>Interpersonal Communication</i>	3	
	<i>Course(s) in major for transfer institution</i>	6	
	Social Science (Group II)	3	
	Multicultural/Valuing/Foreign Language*	3-4	
	TOTAL		15-16
Fourth Semester			
	Social Science	3	
	Computer Science	3	
	<i>Course(s) in major for transfer institution</i>	3	
	Natural Science	3-4	
	Humanities (Group I)	3	
COL 299	Sophomore Portfolio Assessment	1	
	TOTAL		16-17
Total Hours Required For Graduation			64

*Many universities require three semesters in one foreign language for a Bachelor of Arts in Communication. The Bachelor of Science (BS) degree does not typically require foreign language. Check with your transfer institution to see which degree best meets your

educational and career goals.

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Computer Science

Technology Building, Room 105

Related Degrees Certificates

- Computer Science – Computer Security C.S.

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Computer Science Transfer Program Schedule Guide

Computer Science Associate of Arts Degree

Italicized courses are recommended to be taken for elective credits.

First Semester			
ENG 101	English Composition I	3	
CPT 115	Principles of Data Processing	3	
MAT 180	Calculus & Analytic Geometry I	5	
<i>COL 101</i>	<i>College Success Seminar</i>	1	
	Humanities (Group I)	3	
	TOTAL		15
Second Semester			
ENG 102	English Composition II	3	

	Humanities (Group II)	3	
	Multicultural/Valuing	3	
<i>MAT 230</i>	<i>Calculus & Analytical Geometry II</i>	5	
	Social Science (Group I)	3	
	TOTAL		17
Third Semester			
	Lab Science Course	4	
SPE 101	Oral Communications	3	
<i>MAT 240</i>	<i>Calculus & Analytical Geometry III</i>	5	
	<i>Course(s) in major for transfer institution</i>	3	
	Social Science (Group II)	3	
	TOTAL		18
Fourth Semester			
<i>MAT 242</i>	<i>Intro to Linear Algebra</i>	3	
	<i>Course(s) in major for transfer institution</i>	3	
	Natural Science Course	3-4	
	Humanities Course	3	
	Social Science Course	3	
<i>COL 299</i>	<i>Sophomore Portfolio Assessment</i>	1	
	TOTAL		16-17
Total Hours Required For Graduation			64

There are two Pathways for Computer Science to choose from, career or professional.

1. One leads to the Associate of Arts degree that can be transferred toward an advanced degree at a four-year institution.
2. The other path leads to an Associate of Applied Science degree that is not meant for transfer but instead to prepare the student for immediate entry to a career in computer science. See the computer science "career" program options outlined in Associate of Applied Science.

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Criminal Justice

Social Sciences Building, Room 1104

Related Degrees Certificates

- o Criminal Justice – Law Enforcement A.A.S.
- o Criminal Justice – Law Enforcement C.A.

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Criminal Justice Transfer Program Schedule Guide

Criminal Justice

Associate of Arts Degree

Italicized courses are recommended to be taken for elective credits.

First Semester			
ENG 101	English Composition I	3	
MAT 160, 165 or higher	College Algebra, Contemporary College Math	3-4	
	Social Science (Group I)	3	
	Social Science (Group II)	3	
<i>CRJ 140</i>	<i>Introduction to Criminal Justice</i>	3	
<i>COL 101</i>	<i>College Success Seminar</i>	1	
	TOTAL		16-17
Second Semester			
ENG 102	English Composition II	3	

	Multicultural/Valuing	3	
	Computer Science	3	
	Humanities (Group I)	3	
<i>CRJ 205</i>	<i>Juvenile Justice System</i>	3	
	TOTAL		15
Third Semester			
	Natural Science	3-4	
	Humanities (Group II)	3	
	<i>Course(s) in major for transfer institution</i>	3	
<i>CRJ 202</i>	<i>Correctional Institutions</i>	3	
	Humanities	3	
	TOTAL		15-16
Fourth Semester			
	Natural Science with Lab	3-4	
SPE 101	Oral Communications	3	
	Social Science (Group I or II)	3	
<i>CRJ 265</i>	<i>Internship or transferable elective*</i>	3	
<i>CRJ 201</i>	<i>Conflicting Perspectives</i>	3	
COL 299	Sophomore Portfolio Assessment	1	
	TOTAL		16-17
Total Hours Required For Graduation			64

*See Dave VanMierlo, Criminal Justice Department Chair, for details on arranging an internship.

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Call 636-922-8254

English/Literature

Humanities Building, Room 203

Related Degrees Certificates

- English as a Second Language C.S.

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English Transfer Program Schedule Guide

English/Literature

Associate of Arts Degree

Italicized courses are recommended to be taken for elective credits.

First Semester			
ENG 101	English Composition I	3	
MAT 160, 165 or higher	College Algebra, Contemporary College Math	3-4	
	Humanities/Foreign Language *	3-4	
	Social Science (Group I)	3	
<i>COL 101</i>	<i>College Success Seminar</i>	1	
	Natural Science	3	
	TOTAL		16-18
Second Semester			

ENG 102	English Composition II	3	
LIT 250	<i>Survey of English Literature before 1800</i>	3	
	Social Science	3	
	Humanities/Foreign Language *	3-4	
	<i>Course(s) in major for transfer institution</i>	3	
	TOTAL		15-16
Third Semester			
	Natural Science and Lab	4	
	Multicultural/Valuing/Foreign Language	3-4	
SPE 101	Oral Communication	3	
LIT 210	<i>American Literature from 1629-1865</i>	3	
LIT 260	<i>Survey of English Literature after 1800</i>	3	
	TOTAL		16-17
Fourth Semester			
	Computer Science	3	
	Social Science (Group II)	3	
LIT 220	<i>American Literature from 1865-Present</i>	3	
	<i>Course(s) in major for transfer institution</i>	3	
	Humanities (Group I)	3	
COL 299	Sophomore Portfolio Assessment	1	
	TOTAL		16
Total Hours Required For Graduation			64

* Many universities require three semesters in one foreign language for a Bachelor of Arts Degree; a Bachelor of Science (BS) degree does not typically require foreign language. Check with your transfer institution to see which degree best meets your educational and career goals.

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Call 636-922-8556

Foreign Language

Humanities Building, Room 203

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Foreign Language Transfer Program (French, German, Spanish) Schedule Guide

Foreign Language Associate of Arts Degree

Italicized courses are recommended to be taken as Elective credits.

First Semester			
ENG 101	English Composition I	3	
MAT 160, 165 or higher	College Algebra, Contemporary College Math	3-4	
	Foreign Language 101	4	
	Social Science (Group I)	3	
COL 101	<i>College Success Seminar</i>	1	
	TOTAL		14-15
Second Semester			

ENG 102	English Composition II	3	
	Foreign Language 102	4	
	Natural Science	3	
	Social Science (Group II)	3	
	<i>Course(s) in major for transfer institution</i>	3-4	
	Total		16-17
Third Semester			
	Natural Science and Lab	4	
	<i>Foreign Language 201</i>	4	
	<i>Course(s) in major for transfer institution</i>	3	
SPE 101	Oral Communication	3	
	Social Science	3	
	TOTAL		17
Fourth Semester			
	Multicultural/Valuing	3	
	<i>Course(s) in major for transfer institution</i>	3	
	Humanities (Group I)	3	
	Computer Course	3	
	<i>Foreign Language 202</i>	4	
COL 299	Sophomore Portfolio Assessment	1	
	TOTAL		17
Total Hours Required For Graduation			64

For more information call 636-922-8241.



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Call 636-922-8398

Geography

Social Sciences Building, Room 1104

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Geography Transfer Program Schedule Guide

Geography

Associate of Arts Degree

Italicized courses are recommended to be taken for elective credits.

First Semester			
ENG 101	English Composition I	3	
MAT 160, 165 or higher	College Algebra/Contemporary College Math	3-4	
<i>GEO 100</i>	<i>Principles of Geography</i>	3	
	Humanities *	3-4	
	Social Science	3	
<i>COL 101</i>	<i>College Success Seminar</i>	1	
	TOTAL		16-18
Second Semester			
ENG 102	English Composition II	3	

SPE 101	Oral Communication	3	
	<i>Course(s) in major for transfer institution</i>	3	
	Social Science (Group I)	3	
	Humanities *	3-4	
	TOTAL		15-16
Third Semester			
<i>GEO 101</i>	<i>Geography: The Eastern World</i>	3	
	Natural Science with Lab	4	
	Multicultural/Valuing*	3-4	
	<i>Course(s) in major for transfer institution</i>	3	
	Computer Science	3	
	TOTAL		16-17
Fourth Semester			
	<i>Course(s) in major for transfer institution</i>	3	
	Natural Science	3	
<i>GEO 102</i>	<i>Geography: The Western World</i>	3	
	Humanities - Group I	3	
	Social Science	3	
COL 299	Sophomore Portfolio Assessment	1	
	TOTAL		16
Total Hours Required For Graduation			64

* Many universities require 3 semesters in one foreign language for a Bachelor of Arts Degree; a Bachelor of Science (BS) degree does not typically require foreign language. Check with your transfer institution to see which degree best meets your educational and

career goals.

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History

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History Transfer Program Schedule Guide

History

Associate of Arts Degree

Italicized courses are recommended to be taken for elective credits.

First Semester

ENG 101	English Composition I	3	
MAT 160, 165 or higher	College Algebra/Contemporary College Math	3-4	
HIS 101	U.S. History to 1877	3	
	Humanities *	3-4	
	Multicultural/Valuing	3	
<i>COL 101</i>	<i>College Success Seminar</i>	1	
	TOTAL		16-18

Second Semester

ENG 102	English Composition II	3	
---------	------------------------	---	--

HIS 102	U.S. History Since 1877	3	
	Humanities (Group I)	3	
	Humanities *	3-4	
	<i>Course(s) in major for transfer institution</i>	3	
	TOTAL		15-16
Third Semester			
	Natural Science with Lab	4	
HIS 145	<i>Western Civilization Ancient & Medieval</i>	3	
	<i>Elective/Foreign Language *</i>	3-4	
SPE 101	Oral Communication	3	
	<i>Course(s) in major for transfer institution</i>	3	
	TOTAL		16-17
Fourth Semester			
	Natural Science	3	
HIS 146	<i>Western Civilization Modern Europe</i>	3	
	<i>Course(s) in major for transfer institution</i>	3	
	Computer Science	3	
	Social Science (Group II)	3	
COL 299	Sophomore Portfolio Assessment	1	
	TOTAL		16
Total Hours Required For Graduation			64

* Many universities require three semesters in one foreign language for a Bachelor of Arts Degree; a Bachelor of Science (BS) degree does not typically require foreign language. Check with your transfer institution to see which degree best meets your educational and

career goals.

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Liberal Arts/Undecided Transfer Program Schedule Guide

Liberal Arts

Associate of Arts Degree

Italics courses are recommended to be taken as elective credits.

First Semester			
ENG 101	English Composition I	3	
MAT 160, 165 or higher	College Algebra or Contemporary College Math	3-4	
<i>COL 101</i>	<i>College Success Seminar</i>	1	
	Elective Course+	3	
	Social Science-Group I	3	
	Humanities Course-Group I	3	
	TOTAL		16-17

Second Semester			
ENG 102	English Composition II	3	
	Natural Science with Lab	4	
	<i>Elective</i>	3	
	Multicultural/Valuing/Foreign Language*	3-4	
SPE 101	Oral Communications	3	
	TOTAL		16-17
Third Semester			
	<i>Electives</i>	6	
	Humanities/Foreign Language *	3-4	
	Social Science (Group II)	3	
	Computer Science	3	
	TOTAL		15-16
Fourth Semester			
	Social Science	3	
	Humanities/Foreign Language *	3-4	
	Natural Science Course	3	
	Elective Courses	6	
COL 299	Sophomore Portfolio Assessment	1	
	TOTAL		16-17
Total Hours Required For Graduation			64

*Most universities require three semesters in one foreign language for a Bachelor of Arts Degree. A Bachelor of Science does not typically require foreign language. Check with your transfer institution to see which degree best meets your educational and career goals.

UNDECIDED MAJORS-HELP IS AVAILABLE FOR CAREER GUIDANCE! Students who are undecided about their majors should take the Career Development course as soon as possible in order to acquire good decision-making skills in the career choice process. Undecided students who choose not to take the career course may call 636-922-8241/8246 to set up individual appointments for career guidance. Choosing your major early in college allows you to take appropriate courses that will transfer toward a Bachelor's Degree.

For more information call 636-922-8241/8246.



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Mathematics Transfer Program Schedule Guide

Mathematics Associate of Arts Degree

Italicized courses are recommended to be taken for elective credit.

First Semester			
ENG 101	English Composition I	3	
	Social Science (Group I)	3	
COL 101	College Success Seminar	1	
	Humanities/Foreign Language *	3-4	
MAT 180	Calculus & Analytical Geometry I	5	
	TOTAL		15-16
Second Semester			
ENG 102	English Composition II	3	
SPE 101	Oral Communications	3	
	Humanities/Foreign Language *	3	
	Social Science (Group II)	3	
MAT 230	Calculus & Analytical Geometry II	5	
	TOTAL		17-18
Third Semester			
	Multicultural/Valuing/Foreign Language*	3-4	
	Lab Science	3-4	
MAT 242	Intro to Linear Algebra OR Elective	3	
MAT 240	Calculus & Analytical Geometry III	5	
	TOTAL		14-16
Fourth Semester			
	Humanities Course (Group I)	3	
	Computer Science	3	
	Natural Science	3-4	
	Social Science	3	
MAT 250	Differential Equations	3	
COL 299	Sophomore Portfolio Assessment	1	
	TOTAL		16-17
Total Hours Required For Graduation			64

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

For more information call 636-922-8241.

For More Information

Call 636-922-8496

Mathematics
Administration Building, Room 1242



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For More Information

Call 636-922-8255

Music

Fine Arts Building, Room 106A

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Music Major (Voice, Piano, or Instrumental) Transfer Program Schedule Guide

Music

Associate of Arts Degree

First Semester			
MUS 131	Music Theory I	3	
MUS 133	Ear Training and Sight Singing I	1	
	Large Ensemble I	1	
MUS 119	Piano Proficiency I	1	
	Applied Music I	2	
COL 101	College Success Seminar	1	
	Multicultural Valuing	3	
MUS 021	Recital and Concert Attendance	0	
	Social Science-Group II	3	
ENG 101	English Composition I	3	

	TOTAL		18*
Second Semester			
MUS 132	<i>Music Theory II</i>	3	
MUS 134	<i>Ear Training & Sight Singing II</i>	1	
	<i>Large Ensemble II</i>	1	
	<i>Applied Music II</i>	2	
	MAT 160 or higher	3	
ENG 102	English Composition II	3	
	Humanities (Group II)	3	
	Social Science-Group II	3	
MUS 021	Recital and Concert Attendance	0	
MUS 120	<i>Piano Proficiency II</i>	1	
	TOTAL		20*
Third Semester			
MUS 281	<i>Music Theory III</i>	3	
MUS 283	<i>Ear Training & Sight Singing III</i>	1	
	<i>Large Ensemble III</i>	1	
	<i>Applied Music III</i>	2	
MUS 231	Music History I	3	
	Computer Science	3	
MUS 021	Recital and Concert Attendance	0	
MUS 219	<i>Piano Proficiency III</i>	1	
	Social Science-Group I	3	
	Natural Science	3	
	TOTAL		20*

Fourth Semester			
MUS 282	<i>Music Theory IV</i>	3	
MUS 284	<i>Ear training & Sight Singing IV</i>	1	
	<i>Large Ensemble IV</i>	1	
	<i>Applied Music IV</i>	2	
MUS 232	Music History II (Humanities Group I)	3	
	<i>Natural Science with lab</i>	4	
MUS 021	Recital and Concert Attendance	0	
MUS 220	<i>Piano Proficiency IV</i>	1	
SPE 101	Oral Communication	3	
COL 299	Sophomore Portfolio Assessment	1	
	TOTAL		19*
Total Hours Required For Graduation			64

MUS 225 - Elements of Conducting is also suggested in the fourth semester for transfer students in music. This can be included if students take general education courses in the summer sessions. Conducting is only offered in the spring semester.

Music courses listed are standard courses for music majors in their first two years at a four-year institution.

*General Education courses may also be taken during the summer semesters to reduce the course load during the regular semesters. Most music courses are not offered during the summer session.

Note: *Recommended electives appear in italics.*

For more information call 636-922-8539.



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Political Science

Social Sciences Building, Room 1104

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Political Science Transfer Program Schedule Guide

Political Science

Associate of Arts Degree

Italicized courses are recommended to be taken for elective credit.

First Semester			
ENG 101	English Composition I	3	
MAT 160, 165 or higher	College Algebra, Contemporary College Math	3-4	
POL 101	American Government	3	
	Humanities/Foreign Language *	4	
<i>COL 101</i>	<i>College Success Seminar</i>	1	
	TOTAL		14-15
Second Semester			
ENG 102	English Composition II	3	
POL 210	Comparative Politics	3	

	Humanities (Group I)	3	
	Humanities/Foreign Language *	3-4	
	<i>Course(s) in major for transfer institution</i>	6	
	TOTAL		18-19
Third Semester			
	Natural Science with Lab	4	
	<i>Course(s) in major for transfer institution</i>	6	
SPE 101	Oral Communication	3	
	Multicultural/Valuing/Foreign Language*	3-4	
	TOTAL		16-17
Fourth Semester			
	Natural Science	3	
<i>POL 201</i>	<i>International Relations</i>	3	
	<i>Course(s) in major for transfer institution</i>	3	
	Computer Science	3	
	Social Science	3	
COL 299	Sophomore Portfolio Assessment	1	
	TOTAL		16
Total Hours Required For Graduation			64

*Most universities require three semesters of foreign language for the Bachelor of Arts Degree. Check with your transfer institution to see which degree best meets your educational and career goals.

For more information call 636-922-8241.



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Pre-Health Professions Transfer Program (Medical, Dental, Optometry, Pharmacy, Veterinary) Schedule Guide

Pre-Health

Associate of Arts Degree

Italicized courses are recommended to be taken for elective credit.

First Semester

ENG 101	English Composition I	3	
MAT 180	Calculus & Analytic Geometry I	5	
BIO 150 (101)	General Biology I	4	
CHM 115 (110/113)	General Chemistry I	5	
<i>COL 101</i>	<i>College Success Seminar</i>	1	
	TOTAL		18

Second Semester

ENG 102	English Composition II	3	
CHM 116 (111/114)	General Chemistry II	5	
BIO 151 (102)	General Biology II	4	
	Social Science (Group I)	3	
	TOTAL		15
Third Semester			
CHM 240	Organic Chemistry I and		
CHM 122	Quantitative Analysis or		
PHY 150/153	General Physics I with Lab ++	5-6	
	Humanities (Group I)	3	
	Social Science	3	
	Humanities (Group II)	3	
	Computer Science	3	
	TOTAL		17-18
Fourth Semester			
CHM 241/243	Organic Chemistry II or		
PHY 151/154	General Physics I with Lab ++	4-5	
SPE 101	Oral Communications	3	
	Social Science (Group II)	3	
	Humanities	3	
	Multicultural/Valuing	3	
COL 299	Sophomore Portfolio Assessment	1	
	TOTAL		17-18
Total Hours Required for Graduation			64

The student who plans to prepare for one of the areas of pre-health professions needs to contact the school(s) to which he/she plans to apply for admission requirements. Schools vary in their entrance requirements for their programs. The above courses are a general course of study that is common for various health professional schools. A minimum cumulative GPA of 3.0 is advised. Usually, students may major in any field of study, provided they take courses that will also fulfill admission requirements for the professional school. It is wise for students to choose a major field of study that they would want to pursue in the event they do not go to the professional school. Planning for an alternative career is strongly advised as admission to professional schools is highly competitive, highly selective and limited.

++Some professional schools need PHY 240 and 241, College Physics, instead of PHY 150 and 151, General Physics. The Organic Chemistry sequence or Physics sequence should be taken. Whichever sequence is not taken at SCC will need to be taken at the transfer college.

Students who determine their major field of study and transfer institution are in the best position to take appropriate transfer courses at SCC. Generally, courses taken that meet the Associate of Arts Degree requirements are readily accepted by Missouri four-year institutions and meet the general education requirements at many public four-year institutions. However, some four-year institutions are more strict than others in accepting credits. Consequently, students should contact their transfer institution for final determination of transferability. Should you experience difficulty transferring your SCC coursework to another institution, contact the vice president for student services for assistance with an appeal to the receiving institution.

SCC's 42-semester-hour general education block of credit complies with the statewide general education policy. Students who complete this 42-hour block of credit will meet the requirement for the 42-hour block of general education credit for signatory institutions in the state of Missouri. See the CBHE Web site, <http://www.dhe.mo.gov/gectinstitutions.shtml> for the list of colleges who will accept the 42-hour block. Courses taken in addition to general education requirements need to be carefully chosen to ensure that each course applies to the baccalaureate graduation requirements for the program of study at the college to which you intend to transfer. It is the transfer student's responsibility to become familiar with the specific major and graduation requirements of the baccalaureate institution to which you intend to transfer.

Students wanting to earn an Associate of Arts Degree are responsible for completing

the graduation requirements for the college catalog in effect at the time of their initial enrollment or any subsequent catalog provided the student does not discontinue enrollment for two consecutive semesters (excluding summer) or more. Students who discontinue enrollment for two consecutive semesters or more are required to follow the catalog in effect at the time of their return.

The **italicized** courses are **recommended**, not required, to be taken for the elective hours needed for the degree. Elective courses should be chosen based on the student's major and transfer institution. COL 101 is required for all first time freshmen taking 9 or more hours in Spring or Fall, or 5 or more hours in Summer.

For more information call 636-922-8241.



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Psychology

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Psychology/Sociology Transfer Program Schedule Guide

Psychology Associate of Arts Degree

Italicized courses are recommended to be taken for elective credit.

First Semester			
ENG 101	English Composition I	3	
MAT 160, 165 or higher	College Algebra/Contemporary College Math	3-4	
PSY 101	Introduction to Psychology or	3	
SOC 101	Introduction to Sociology		
	Social Science-Group I	3	
	Humanities Course-Group I	3	
COL 101	<i>College Success Seminar</i>	1	
	TOTAL		16-17

Second Semester			
ENG 102	English Composition II	3	
	Humanities/Foreign Language*	3-4	
	<i>Course(s) in major for transfer institution</i>	6	
	Natural Science with Lab	4	
	TOTAL		16-17
Third Semester			
SPE 101	Oral Communication	3	
	Humanities/Foreign Language*	3-4	
	Social Science	3	
	<i>Course(s) in major for transfer institution</i>	6	
	TOTAL		15-16
Fourth Semester			
	Natural Science	3	
	Computer Science	3	
	Multicultural/Valuing/Foreign Lang.*	3-4	
	<i>Course(s) in major for transfer institution</i>	6	
COL 299	Sophomore Portfolio Assessment	1	
	TOTAL		16-17
Total Hours Required For Graduation			64

*Many universities require three semesters of the same foreign language for a Bachelor of Arts (BA) Degree; a Bachelor of Science (BS) degree does not typically require foreign language. Check with your transfer institution to see which degree best meets your

educational and career goals.

For more information call 636-922-8241.



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Human Services

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Social Work Transfer Program Schedule Guide

Social Work

Associate of Arts Degree

Italicized courses are recommended to be taken for elective credit.

First Semester			
ENG 101	English Composition I	3	
MAT 160, 165 or higher	College Algebra/Contemporary College Math	3-4	
<i>PSY 101</i>	<i>Introduction to Psychology</i>	3	
<i>SOC 101</i>	<i>Introduction to Sociology</i>	3	
<i>COL 101</i>	<i>College Success Seminar</i>	1	
POL 101	American Government	3	
	TOTAL		16-17
Second Semester			

ENG 102	English Composition II	3	
	Humanities/Foreign Language*	3-4	
<i>ECO 100</i>	<i>Survey Economics</i> OR		
<i>ECO 110</i>	<i>Principles of Macroeconomics</i>	3	
	Computer Science	3	
	<i>Course(s) in major for transfer institution</i>	3	
	TOTAL		15-16
Third Semester			
BIO 105/106, 110/113,120/121,122, 130, or 240/243	Biology course	3-4	
	Humanities/Foreign Language*	3-4	
	Social Science Group I	3	
SPE 101	Oral Communication	3	
	<i>Course(s) in major for transfer institution</i>	3	
	TOTAL		15-17
Fourth Semester			
	Natural Science	3-4	
	Humanities (Group I)	3	
	<i>Course(s) in major for transfer institution</i>	3	
	Multicultural/Valuing/Foreign Language*	3-4	
	Social Science	3	
COL 299	Sophomore Portfolio Assessment	1	
	TOTAL		16-18
Total Hours Required For Graduation			64

*Proficiency in a single foreign language (Courses 101, 102, 201) is recommended, but not required by most graduate social work programs.

+Some schools will accept HMS 100, 101 and 102 (all 3 classes should be taken to transfer as a block).

For more information call 636-922-8241.



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Theater

Fine Arts Building, Room 106A

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Theater Transfer Program Schedule Guide

Theater/Film

Associate of Arts Degree

Italicized courses are recommended to be taken for elective credit.

First Semester			
ENG 101	English Composition I	3	
MAT 160, 165 or higher	College Algebra, Contemporary College Math	3-4	
<i>THE 128</i>	<i>Fundamentals of Acting</i>	3	
	<i>Course(s) in major for transfer institution</i>	3	
THE 122	Introduction to Theater	3	
COL 101	College Success Seminar	1	
	TOTAL		16-17
Second Semester			

ENG 102	English Composition II	3	
	Natural Science with Lab	4	
SPE 101	Oral Communication	3	
<i>THE 228</i>	<i>Acting II</i>	3	
	Humanities (Group II)/Foreign Language*	3-4	
	TOTAL		16-17
Third Semester			
	Humanities/Foreign Language*	3-4	
	<i>Course(s) in major for transfer institution</i>	6	
	Social Science (Group I)	3	
	Social Science (Group II)	3	
	TOTAL		15-16
Fourth Semester			
	Social Science	3	
	Computer Science	3	
	Natural Science	3-4	
	<i>Course(s) in major for transfer institution</i>	3	
	Multicultural/Valuing/Foreign Language*	3-4	
COL 299	Sophomore Portfolio Assessment	1	
	TOTAL		16-18
Total Hours Required For Graduation			64

*Some universities require three semesters in one foreign language, particularly for Bachelor of Fine Arts degree programs. Check with your transfer college for foreign language requirements.

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Associate of Applied Science Degrees – 2012-13

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Business Administration

- [Business Administration A.A.S.](#)

Business Administrative Systems

- [Business Administrative Systems A.A.S.](#)

Childhood & Early Development

- [Child Care and Early Education A.A.S.](#)

Computer Aided Drafting

- [Computer Aided Drafting \(CAD\) A.A.S.](#)

Computer Science

- [Computer Science – Database Management Option A.A.S.](#)
- [Computer Science – Management Information Systems Option A.A.S.](#)
- [Computer Science – Multimedia and Web Design Option A.A.S.](#)
- [Computer Science – Network Security A.A.S.](#)
- [Computer Science – Networking Option A.A.S.](#)
- [Computer Science – Computer Programming Option A.A.S.](#)

Criminal Justice

- [Criminal Justice – Law Enforcement A.A.S.](#)

Education

- [Education – Paraprofessional/Substitute Teacher A.A.S.](#)

General Technology

- [General Technology A.A.S.](#)

Graphic Design

- [Graphic Design A.A.S.](#)

Health

- [Emergency Medical Science A.A.S.](#)

Human Services

- [Human Services – General Option A.A.S.](#)
- [Human Services – Gerontology Option A.A.S.](#)
- [Human Services – Substance Abuse Services Option A.A.S.](#)
- [Human Services – Victimology Option A.A.S.](#)
- [Human Services – Youth Services Option A.A.S.](#)

Occupational Therapy

- [Allied Health – Occupational Therapy Assistant A.A.S.](#)

Skilled Trades

- [Skilled Trades A.A.S.](#)

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Associate of Applied Science Graduation Requirements

General Education Requirements

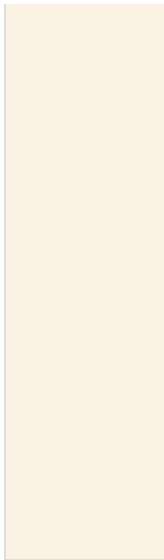
The courses in the chart below meet the college's general education requirements for the Associate of Applied Science degree. General education studies at St. Charles Community College guide students into a deeper understanding of themselves and of their responsibilities as citizens and provide the knowledge and skills on which to build a richer appreciation of their world. Some career programs will dictate which general education courses to take.

NOTE: *Some academic programs may require a specific course within a discipline. Please see the [Degrees and Certificates section](#) for details.*

SCC Institutional Requirements

- Complete a minimum of 60 credit hours, including 24 credit hours of general education courses adhering to the minimums listed below.
- Complete specific program requirements as listed under each program.
- Complete a minimum of 15 credit hours at SCC.
- Earn a 2.00 cumulative grade point average.

Discipline	Description	Credit Hours	Courses
COMMUNICATION	To develop students' effective use of the English language and quantitative and other symbolic systems essential to their success in school and in the world. Students should be able to read and listen critically and to write and speak with thoughtfulness, clarity, coherence, and persuasiveness.	9	ENG 101 ENG 102, 115 or 125 SPE 101
SOCIAL SCIENCE	To develop students' understanding of themselves and the world around them through study of content and the processes used by historians and social and behavioral scientists to discover, describe, explain, and predict human behavior and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others.	3	HIS 101, 102, 115, 270 POL 101, 102
MATHEMATICS	To develop students' understanding of fundamental mathematical concepts and their applications. Students should develop a level of quantitative literacy that would enable them to make decisions and solve problems and which could serve as a basis for continued learning.	3	MAT 105 or higher
HUMANITIES	To develop students' understanding of the ways in which humans have addressed their condition through imaginative work in the humanities and arts; to deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic, and historical circumstances; and to appreciate the world of the creative imagination as a form of knowledge.	3	Any ART Any BUS 105 or CPT 105 DAN 196, 197, 198, 199 EDU 125 Any LIT Any MUS Any PHL Any THE Any Foreign Language
NATURAL SCIENCE	To develop students' understanding of the principles and laboratory procedures of life and physical sciences and to cultivate their abilities to apply the empirical methods of scientific inquiry. Students should understand how scientific discovery changes theoretical views of the world, informs our imaginations, and shapes human history. Students should also understand that science is shaped by historical and social contexts.	3	Any BIO Any CHM Any PHY
ELECTIVE		3	Any ANT Any ART Any BIO Any CHM



CPT/BAS
103, CPT
115, or
EDU
125,220
Any **ECO**
Any **ENG**
Any **GEO**
Any **HIS**
Any **LIT**
Any **MAT**
Any **MUS**
Any **PHE**
Any **PHL**
Any **PHY**
Any **POL**
Any **PSY**
Any **SOC**
Any **SPE**
Any **THE**



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For More Information

Call 636-922-8419

Business Administration
Technology Building, Room 205

Related Degrees Certificates

- o Accounting C.S.
- o Banking/Finance C.S.
- o Business Administration C.A
- o Business Transfer Program Schedule Guide
- o Management C.S.
- o Marketing C.S.

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Business Administration A.A.S.

Business Administration Associate of Applied Science Degree

New jobs in business are being created all the time. People with broad-based business training will have many career doors open to them.

SCC's Business Administration programs begin with the basics. There are general education courses in communication, humanities, social sciences, mathematics, and science. There are basic business courses to develop knowledge and skills in accounting, economics, finance, marketing, and management. There are also advanced courses in each of these areas. This extensive business education will broaden horizons, encourage maturity, and enable you to handle unique situations as they arise in your career.

Students who enroll in Business Administration programs at St. Charles Community College may complete the first two years of work toward a bachelor's degree at a four-year college or university, a two-year Associate of Applied Science degree, or a one-year Certificate of Achievement.

General Education Requirements		25
Any BIO, CHM, PHY		3
BUS 105	Business Ethics	3
ECO 110	Principles of Macroeconomics *	3
ENG 101	English Composition I	3
ENG 115 -or-	Technical Writing	3
ENG 125	Business Writing	
SPE 101	Oral Communications	3
One of HIS 101/102/115 or POL 101/102		3
MAT 121	Intermediate Algebra (or higher)	4
Required Core Courses in Business Administration:		26
ACT 110	Financial Accounting I ***	4
ACT 130	Managerial Accounting I	3
BUS 101	Introduction to Business	3
BUS 201	Principles of Management	3
BUS 220	Principles of Finance	3
BUS 230	Principles of Marketing	3
BUS 298	Business Administration Capstone	1
CPT/BAS 103 -or-	Microcomputer Applications	3
CPT 115	Introduction to Data Processing	
ECO 120	Principles of Microeconomics *	3
Choose one of the following options:		9
<i>Management Option: (9)</i>	<i>Marketing Option: (9)</i>	
BUS 204 Total Quality Operations Management	BUS 232 Advertising/Sales Promotion	
RI IS 206 Human Resource		

BUS 200 Human Resource Management	BUS 236 Consumer Behavior	
BUS 210 Organizational Behavior	BUS 238 Personal Selling	
Accounting Option: (9)	Finance Option: (9)	
ACT 115 Computerized Accounting	ACT 105 Personal Accounting & Finance	
ACT 210 Intermediate Accounting I	ECO 220 Money and Banking	
ACT 240 Individual Income Tax Accounting	Elective from ACT, BUS, ECO, GEO120 OR MAT175	
Plus 2 electives from any ACT, BUS, ECO, MAT 175, or GEO 120		6
Total Required Hours		66

*Has a prerequisite of MAT 098 Beginning Algebra or assessment placement of Intermediate Algebra.

**NOTE: ACT 110 also has a prerequisite of ACT 101, high school accounting or departmental approval.

For more information, call 636-922-8419.



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Business Administrative Systems A.A.S.

Business Administrative Systems Associate of Applied Science Degree

Business Administrative Systems (BAS) programs at St. Charles Community College address the full range of technology and office management skills. This degree option provides the training necessary to become an administrative assistant/executive secretary, office manager, receptionist, clerical assistant, desktop publisher and areas of customer service. The BAS program provides current computer/technical training in all facets of Microsoft Office, desktop publishing, and Internet usage.

Work with the Business Administrative Systems program representatives for scheduling and job placement assistance at any time during your course work. You will also learn to apply skills in time management, personal organization, supervision and administration in the workplace. Administrative assistants and secretaries are key players in every business and organization because they carry out a multitude of details each day to keep the office running properly.

For More Information

Call 636-922-8334

Business Administrative Systems (BAS)
Technology Building, Room 105

Related Degrees Certificates

- o Business Administrative Systems C.A
- o Business Administrative Systems – Clerical Assistant C.A
- o Business Administrative Systems – Customer Service C.A
- o Business Administrative Systems – Desktop Publishing C.A

General Education Requirements			24
Must include:			
CPT 105	Computer Ethics	3	
ENG 102	English Composition II	3	
MAT 105	Applied Math	3	
Program Requirements in Business Administrative Systems			37
BAS/CPT 103	Microcomputer Applications	3	
BAS 105	Proofreading & Editing Business Documents	3	
BAS 130	Customer Service Excellence (Online Course)	1	
BAS 131	Telephone Communication Skills (Online Course)	1	
BAS 132	Time Management (Online Course)	1	
BAS 145*	Business Technology Tools	3	
BAS 150	Managing Info: Outlook	1	
BAS 160	Word Processing – Word	2	
BAS 165	Presentations – PowerPoint	2	
BAS 170	Spreadsheet Applications – Excel	2	
BAS 175	Database Applications – Access	2	
BAS 190	Planning and Design Concepts (Microsoft Publisher)	2	
BAS 201	Machine Transcription	2	
BAS 245**	Administrative Procedures	3	
BAS 247**	Administrative Supervision	3	
BAS 250**	Business Simulations	4	
BAS 290	Publishing Projects (InDesign)	2	
Other Required Courses for Business Administrative Systems Option			3
ACT 101	Applied Accounting	3	
Total Required Hours			64

* BAS 145 Business Technology Tools has a prerequisite of BAS 101 Keyboarding.

** Students must earn a C or above in these courses in order to graduate.

Contact information, Nancy Graviett 636-922-8390 ngraviett@stchas.edu



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Child Care and Early Education A.A.S.

Child Care & Early Education Associate of Applied Science Degree

This program provides students with the knowledge and skill necessary to care for and teach young children. Child care professionals promote the social, emotional, cognitive, and physical growth of the infant, toddler, and preschool children by guiding and supervising them through a variety of developmentally appropriate experiences.

General Education Requirements		24
Required Courses in Child Care		39
CDC 101	Introduction to Early Childhood	3
CDC 102	Creative Activities for Children	3
CDC 103	Literacy & Literature for Young Children	3
CDC 104	Principles of Early Childhood Education	3
CDC 105	Observation & Participation in Early Childhood Settings	2
CDC 107	Introduction to Young Children with Special Needs	3
CDC 109	Observation & Participation Seminar	1
CDC 112	Child Growth & Development I	3
CDC 113	Child Growth & Development II	3
CDC 201	Cognitive Activities for Children	3
CDC 203	Child Care & Education Practicum I	2
CDC 205	Children, Families, & Communities	3
CDC 206	Child Care & Education Practicum II	2
CDC 208	Nutrition, Health, & Safety of Children	3
CDC 209	Child Care & Education Practicum Seminar	2
Elective Courses in Child Care (choose one)		3
CDC 106	Issues in Early Childhood	1-3
CDC 108	Infant & Toddler Development	3
CDC 202	Movement & Music in Early Childhood	3
CDC 204	Management of Early Childhood Programs	3
CDC 207	Curriculum & Materials for Young Children with Special Needs	3
Total Required Hours		66

For more information call 636-922-8669.

For More Information

Call 636-922-8398

Child Care and Early Education
Social Sciences Building, Room 1104

Related Degrees Certificates

- Child Care & Early Education C.A.

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Call 636-922-8496

CAD/Pre-Engineering/General Technology Department
Administration Building, Room 1242

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Computer Aided Drafting (CAD) A.A.S.

Computer Aided Drafting Associate of Applied Science Degree

General Education Requirements		28-29
Must include:		
ART 110	Drawing I	3
CPT/BAS 103	Microcomputer Applications	3
ENG 101	English Composition I	3
ENG 115	Technical Writing	3
MAT 150	Trigonometry - and -	3
MAT 160	College Algebra - or -	4
MAT 171	Pre-Calculus Math	6
PHY 150/153	Physics I and Lab	4
HIS/POL	History or Political Science **	3
SPE 100	Oral Communications	3
Required Courses in Computer Aided Drafting and Manufacturing		11
CDM 103	Introduction to CAD Systems	2
CDM 104	CAD Systems II	3
CDM 205	Architectural Drafting I	3
CDM 221	Solid Modeling I	3
Additional CDM Electives (choose seven)		20-21
CDM 120	Descriptive Geometry	2
CDM 206	Architectural Drafting II	3
CDM 207	Revit Architecture I	3
CDM 208	Revit Architecture II	3
CDM 209	Construction Materials	3
CDM 210	HVAC Drafting	3
CDM 211	Structural Drafting	3
CDM 212	Electrical/Electronic Drafting	3
CDM 222	Solid Modeling II	3
CDM 223	Geometric Dimensioning and Tolerance	3
CDM 235	Manufacturing Processes	3
CDM 251	Introduction to Piping Drafting	3
CDM 255	Civil Drafting	3
CDM 265	Sustainable Design	3
CDM 270	Externship*	3
CPM 220	3D Animation	3

Related Degrees Certificates

- Computer Aided Drafting (CAD) C.A

GEO 120	Introduction to GIS	3	
GEO 225	Advanced GIS	3	
General Electives ***			6
Additional Courses Required			1
CDM 298	CAD/CAM Capstone	1	
Total Required Hours			66-68

*Externship oriented toward option area.

**Choose from one History or Political Science course HIS 101, 102, 115, or 270; POL 101 or 102.

***General Elective: Choose any course 100 level or higher.

Students completing this program will be assessed in program-related competencies and general education.
(CDM 298 - CAD Capstone)

For more information, please contact department chair David Niermann at 636-922-8561 or dniermann@stchas.edu



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For More Information

Call 636-922-8334

Computer Science – Database Management
Technology Building, Room 105

Related Degrees Certificates

- [Data Management C.A.](#)

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Computer Science – Database Management Option A.A.S.

Computer Science-Database Management Associate of Applied Science Degree

The database is now the underlying framework of the information system and has fundamentally changed the way many organizations operate. While databases are often created and maintained by information technology professionals, today's business management professionals are designing and creating their own database applications.

Data is the lifeblood of computerized applications. Virtually every area of management uses databases: marketing professionals to analyze sales data, human resource managers to evaluate employees, operations managers to track and improve quality, accountants to integrate data across the enterprise, and financial analysts to analyze a firm's performance.

General Education Requirements		25
must include:		
CPT 115	Introduction to Data Processing	3
MAT 121	Intermediate Algebra	4
Required Courses in Computer Science		15
CPT/BAS 103	Microcomputer Applications	3
CPT/BUS 105	Computer Ethics	3
CPT 106	PC Operating Systems	3
CPT 121	Basics of Data Communications	3
CPM 120	Windows Multimedia	3
Additional Required Courses		21
CPT 130	Introduction to UNIX	3
CPT 165	Programming Logic	3
CPT 200	Systems Analysis & Design	3
CPT 201	Introduction to Database Management	3
CPT 240	SQL Basics	3
CPT 246	Computer Security	3
CPT 260	Oracle Programming	3
Plus choose two of the following courses:		6
CPM 190	Dynamic Programming Languages	3
CPT 250	Database Programming	3
CPT 265	DB2 Programming	3
CPT 270	Programming in Perl	3
CPT 280	Visual Basic	3
CPT 282	Advanced Visual Basic	3
GEO 120	Introduction to GIS	3
GEO 225	Advanced GIS	3

Total Required Hours	67
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For more information, call 636-922-8568.



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Call 636-922-8334

Computer Science – Management Information Systems
Technology Building, Room 105

Computer Science – Management Information Systems Option A.A.S.

Computer Science-MIS Associate of Applied Science Degree

Management Information Systems is one of the leading degrees in the world of IT and business. IT professionals who, in addition to technical skills, have strong business acumen and interpersonal communication competencies are sought after as they assume larger and more visible roles as corporate strategists.

SCC's MSAAS degree emphasizes the practical aspects of computing, plus the business background to be able to best serve the computer needs of the business community.

General Education Requirements		25
must include:		
MAT 121	Intermediate Algebra	4
CPT 115	Introduction to Data Processing	3
Required Courses in Computer Science		30
CPT/BAS 103	Microcomputer Applications	3
CPT/BUS 105	Computer Ethics	3
CPT 106	PC Operating Systems	3
CPT 121	Basics of Data Communications	3
CPT 165	Programming Logic	3
CPT 201	Introduction to Database Management	3
CPT 200	Systems Analysis and Design	3
CPT 246	Computer Security	3
Choose One of the following Six Sets		6
CPT 174	COBOL Programming I - and -	
CPT 175	COBOL Programming II	
CPT 182	Beginning Programming in C++ and	
CPT 186	Advanced Programming in C++	
CPT 280	Visual BASIC - and -	
CPT 282	Advanced Visual BASIC	
CPT 284	Java Programming - and -	
CPT 287	Advanced Java Programming	
CPM 190	Dynamic Programming Languages-and-	

CPM250	Database Programming		
CPT 104	Intro to Animation and Computer Games - and-		
CPT 160	Mobile Apps Development		
Required Business Courses			13
BUS 101	Introduction to Business	3	
ACT 110	Financial Accounting I	4	
BUS 201	Introduction to Management	3	
BUS 230	Introduction to Marketing	3	
Total Required Hours			68

For more information, call 636-922-8568.



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Computer Science – Multimedia and Web Design Option A.A.S.

Computers-Multimedia/Web Design Associate of Applied Science Degree

Multimedia has changed the way America works! This program gives you the capability of developing software for a variety of uses by utilizing authoring tools, development tools, and multimedia software. The program allows you to develop presentation, multimedia, and tutorial packages and Web pages.

Our degree in Multimedia and Web Design helps prepare you for career opportunities in Multimedia authoring and programming, CD-ROM development, Web page design, and photo, sound and video editing using up-to-date software programs employers are seeking.

General Education Requirements		24-25
must include:		
CPT 115	Introduction to Data Processing	3

For More Information

Call 636-922-8334

Computer Science – Multimedia and Web Design

Technology Building, Room 105

Related Degrees Certificates

- o Computer Science – Multimedia C.A.
- o Computer Science – Web Design C.A.
- o Multimedia C.S.
- o Web Development C.S.

MAT 105	Applied Mathematics	OR	3
MAT 121	Intermediate Algebra		4
Required Courses in Computer Science Core			15
CPT/BAS 103	Microcomputer Applications		3
CPT/BUS 105	Computer Ethics		3
CPT 106	PC Operating Systems		3
CPT 121	Basics of Data Communications		3
CPT 165	Programming Logic		3
Required Courses in Multimedia and Web Design Option			18
CPM 120	Windows Multimedia		3
CPM 170	Computer Graphics (Adobe Illustrator)		3
CPM 160	Introduction to HTML		3
CPM 210	Digital Photo Editing (Adobe PhotoShop)		3
CPM 250	Web Animation (Adobe Flash)		3
CPM 251	E- Learning Development Capstone		3
Plus choose a Minimum of 9 credits:			9
CPM 190	Dynamic Programming Languages		3
CPM 215	Fireworks		2
CPM 220	3 D Animation (Sketchup)		3
CPM 230	Social Media Marketing for the Web		3
CPM 240	Web Design (Adobe Dreamweaver)		3
CPM 260	Content Management Systems (CMS)		3
CPM 270	Digital Video Editing (Premiere/AfterEffects)		3
CPM 280	JavaScript		3

CPM 290	Topics in Multimedia	3	
CPT 160	Mobile Apps Development	3	
CPT 250	Database Programming (SQL)	3	
Total Required Hours			67

For more information, call 636-922-8594.



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Computer Science – Network Security A.A.S.

Computers-Networking Associate of Applied Science Degree

Computer networking programs at St. Charles Community College provide hands-on, skills-based training in state-of-the-art classroom labs in order to prepare students for the corporate workplace and industry certifications. Students will learn how to properly secure a network from desktops to servers to switches to routers. The Computer Networking program offers free consultations with program representatives to discuss how our training fits into a student's career goals. For more information, visit Computer Science-Networking.

Associate of Applied Science Degree Network Security Option

General Education Requirements- Includes MAT 121, CPT 103 & CPT 105		25
A+ Certification		
CPC 107	A+ (Computer Repair & Maintenance)	5
Cisco Networking Academy		
CPC 170	CCNA1	5
CPC 171	CCNA2	5
CPC 172	CCNA3	5
CPC 173	CCNA4	5
CPC 245	Network Security I	5
Security		
CPC 160	Desktop Security	3
CPC 161	Computer Forensics	3
CPC 162	Certified Ethical Hacking	3
UNIX		
CPC 180	Introduction to UNIX/Linux	3
CPC 260	UNIX/Linux Administration	3
Total Required Hours		70

For More Information

Call 636-922-8322

Computer Science – Networking
Technology Building, Room 105

Related Degrees Certificates

- Computer Science – Networking C.A
- Computer Science – Networking Option A.A.S.

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Computer Science – Networking Option A.A.S.

Computers-Networking Associate of Applied Science Degree

Computer networking programs at St. Charles Community College provide hands-on, skills-based training in state-of-the-art classroom labs. The Cisco Networking Academy, Microsoft Academy and A+ programs prepare you for the corporate workplace and industry certifications. Learn how to configure, manage and troubleshoot network workstations, servers, routers and switches. Learn how to properly secure your network, how to set up a wireless network, and how to repair and troubleshoot PCs.

The Computer Networking program offers free consultations with program representatives to discuss how our training fits into your career goals. Technology is here to stay and the need for trained professionals will continue to grow. Now is the time to join the exciting field of Information Technology. For more information, visit [Computer Science – Networking](#).

For More Information

Call 636-922-8322

Computer Science – Networking
Technology Building, Room 105

Related Degrees Certificates

- [Computer Science – Network Security A.A.S.](#)
- [Computer Science – Networking C.A.](#)

General Education Requirements			25
must include:			
MAT 121	Intermediate Algebra	4	
CPT 103	Microcomputer Applications	3	
CPT 105	Computer Ethics	3	
A+ CERTIFICATION			5
CPC 107	A+ (Computer Repair & Maintenance)	5	
Cisco Networking Academy			20
CPC 170	CCNA1	5	
CPC 171	CCNA2	5	
CPC 172	CCNA3	5	
CPC 173	CCNA4	5	
Microsoft			8
CPC 125	Windows Desktop Operating Systems	3	
CPC 202	Windows Server and Active Directory	5	
UNIX			6
CPC 180	Introduction to UNIX/Linux	3	
CPC 260	UNIX/Linux Administration	3	
Advanced Skills			6
CPC 290	Virtualization Technologies	3	
CPC 299	New Technologies	3	
Total Required Credit Hours			70

For more information, call 636-922-8241.



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Call 636-922-8334

Computer Science – Programming
Technology Building, Room 105

Related Degrees Certificates

- [Computer Science – Programming Languages C.A](#)

Computer Science – Computer Programming Option A.A.S.

Computers-Programming Associate of Applied Science Degree

Software development is the foundation of IT departments. As custom applications become more prevalent on the Web and on network systems, companies are seeking skilled programmers. Also needed are developers for operation systems and other system software, network software, and Internet software.

IT professionals with strong programming skills in multiple languages are in greatest demand, particularly VB.NET, C, C++, and Java.

General Education Requirements		25
must include:		
CPT 115	Introduction to Data Processing	3
MAT 121	Intermediate Algebra	4
Required Courses in Computer Science		15
CPT/BAS 103	Microcomputer Applications	3
CPT/BUS 105	Computer Ethics	3
CPT 106	PC Operating Systems	3
CPT 121	Basics of Data Communications	3
CPM 120	Windows Multimedia	3
Additional Required Courses		11
CPT 165	Computer Programming Logic	3
CPT 200	Systems Analysis and Design	3
CPC 107	A+ Computer Repair & Maintenance	5
Plus, choose two of the following five sets		12
CPT 174	COBOL Programming I - and -	6
CPT 175	COBOL Programming II	
CPT 182	Beginning Programming in C++ and	6
CPT 186	Advanced Programming in C++	
CPT 280	Visual BASIC - and -	6
CPT 282	Advanced Visual BASIC	
CPT 284	Java Programming and	6
CPT 287	Advanced Java Programming	
CPT 240	SQL Basics and	6

CPT 260	Oracle Programming		
Plus choose any other programming language, or one of the languages below:			3
CPT 104	Intro to Animation & Computer Games	3	
CPT 160	Mobile Apps Development	3	
CPM 190	Dynamic Programming Languages	3	
CPT 250	Database Programming	3	
CPT 185	Programming in C#	3	
Total Required Hours			66

For more information, call 636-922-8568.



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Criminal Justice – Law Enforcement A.A.S.

Criminal Justice

Associate of Applied Science Degree

This program is planned for three types of students:

- Those who plan to work with law enforcement agencies.
- Those already employed as officers who wish to advance in their jobs.
- Those preparing for advanced study in police management, criminology, or social welfare.

SCC offers both the Associate of Applied Science-Law Enforcement Option outlined here and the Associate of Arts with a Criminal Justice major. The A.A.S. will help students obtain employment in the law enforcement area of the criminal justice system. The AA is a transfer program for students who plan to pursue an advanced degree at a four-year college or university.

The college grants up to 15 credit hours toward the A.A.S. degree for students who already have completed the 685-hour course at Eastern Missouri Law Enforcement Training Academy. These credit hours apply to specific courses - CRJ 110/170/224/230 and PHE- 3 credits. See an academic advisor if you have attended or plan to attend the academy.

General Education Requirements			24
Must include:			
MAT 105	Applied Math	3	
Criminal Justice Core Courses			18
CRJ 140	Introduction to Criminal Justice	3	
CRJ 170	Criminal Law & Procedures	3	
CRJ 171	Rules of Evidence	3	
CRJ 175	Crime & Punishment	3	
CRJ 201	Conflicting Perspectives	3	
CRJ 205	Juvenile System	3	
Law Enforcement Option (Select From the Following)			15
CRJ 101	Introduction to Victimology	3	
CRJ 103	Addictive Disease Concepts	3	
CRJ 104	Treatment: Alcohol & Drugs	3	
CRJ 110	Criminal Investigations I	3	
CRJ 202	Correctional Institutions	3	
CRJ 210	Crime Victimization	3	
CRJ 224	Constitutional Law	3	
CRJ 230	Crisis Intervention	2	
CRJ 240	Probation and Parole	3	
CRJ 250	Police Administration	3	
CRJ 260	Police Communication Relations	3	
CRJ 266	Internship II	1-6	
CRJ 290	Special Topics	1-3	

For More Information

Call 636-922-8398

Criminal Justice

Social Sciences Building, Room 1104

Related Degrees Certificates

- [Criminal Justice Transfer Program Schedule Guide](#)
- [Criminal Justice – Law Enforcement C.A](#)

CRJ 291	Mock Trial	1-3	
CRJ 292	Mock Trial Competition	1-3	
Other Required Courses			5-10
SOC 101	Introduction to Sociology	3	
CRJ 265	Internship I	1-6	
CRJ 298	Criminal Justice Capstone	1	
Total Required Hours			62-67

For more information call 636-922-8241.



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Call 636-922-8419

Education
Technology Building, Room 205

Related Degrees Certificates

- Elementary Education Transfer Program A.A.T.
- Secondary Education Transfer Program A.A.T.

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Education – Paraprofessional/Substitute Teacher A.A.S.

Education

Associate of Applied Science Degree

This degree offers classes in general education, professional education and early childhood. Many of the courses will transfer to a four-year institution and will count toward a bachelor's degree; others offer content specific to the needs of students with whom paraprofessionals are likely to work.

Note: MAT 108 has been designed especially for this program.

General Education Requirements		25
BIO 105/106	Essentials of Biology and Lab	4
ENG 101	English Composition I	3
ENG 102 -or-	English Composition II -or-	3
ENG 115 -or-	Technical Writing -or-	
ENG 125	Business Writing	
HIS 101 -or-	U.S. History to 1877 -or-	3
HIS 102 -or-	U.S. History Since 1877 -or-	
HIS 115 -or-	U.S. History Since 1945 -or-	
POL 101	American Government	
MAT 108	Understanding K-8 Mathematics	3
PSY 101	Introduction to Psychology	3
SPE 101	Oral Communications	3
	Fine Arts Elective	3
Professional Education Requirements		26
EDU 210	Teaching Profession with Field Experience	3
EDU 211	Foundations of Education	3
EDU 240	Education Psychology	3
EDU 225	Literature for Children -or-	3
CDC 103	Literacy and Literature for Young Children	
EDU 242	Art for Children	3
EDU 220	Technology for Teachers	3
CDC 107	Introduction to Young Children with Special Needs -or-	3
EDU 250	Education of Exceptional Learners	
CDC 112	Child Growth and Development I -or-	3
CDC 113	Child Growth and Development II -or-	
PSY 201	Child Psychology -or-	
PSY 215	Adolescent Psychology	
EDU 280	Practicum for Paraprofessionals	2
Electives - choose one of the following:		3
EDU 244	Physical Education for the Elementary Grades	3

EDU 246	Music for Children	3	
CDC 102	Creative Activities for Young Children	3	
CDC 201	Cognitive Activities for Young Children	3	
CDC 207	Curriculum and Materials for Young Children with Special Needs	3	
Open Electives			6
	Any Education or CDC course not already taken, except CDC 106		
PSY 201	Child Psychology	3	
PSY 210	Human Growth and Development	3	
PSY 215	Adolescent Psychology	3	
Total Required Hours			60

For more information call 636-922-8242



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General Technology A.A.S.

General Technology

Associate of Applied Science Degree

This degree program provides a broad scope of technical skills applicable to technician employment in appropriate industry or service companies. A core foundation including computer hardware/software applications, math, science, CAD and electronics is combined with specialized study areas relative to student/employer interest. Program opportunities exist for graduates as entry level technicians or for skill advancement of currently employed personnel in technical fields.

General Education Requirements		24
(Elective must be from Social Sciences)		
Required Core Courses		12
ETC 101	Fundamentals of Electronics	3
CDM 103	Introduction to CAD Systems	2
CPT/BAS 103 -or-	Microcomputer Applications -or-	3

CPT 106	PC Operating Systems	3	
BUS 204	Total Quality Operations Management	3	
EGR 100	Introduction to Engineering	1	
Program Major Concentration			25
(Electronics, Networking, Telecommunications, CAD, etc., including 200 level technology courses of student's interests)			
Electives			3
(Technology, management, computers, graphic design, multimedia, and more according to student's interests and needs.)			
Total			64

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Call 636-922-8556

Graphic Design

Visual Arts Building (VAB)

Related Degrees Certificates

- [Art/Graphic Design Transfer Program Schedule Guide](#)
- [Print Media C.S.](#)

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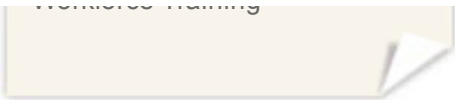
Graphic Design A.A.S.

Graphic Design

Associate of Applied Science Degree

Combining traditional art fundamentals with cutting-edge technology, the Graphic Design A.A.S. degree consists of comprehensive coursework that prepares students for a variety of jobs, including Web design, video editing, computer animation, print production, and others. These skills can be applied to many jobs, including advertising, promotion, printing, broadcast, the cinema, etc. This degree encompasses all current and near-future baseline skills required by graphic employers and includes information and techniques designed to maximize students' employability.

General Education Requirements			24
Must Include:			
PHL 160	Ethics	3	
PSY 101	Introduction to Psychology - or -	3	
SOC 101	Introduction to Sociology	3	



Required Courses for Graphic Design		31
ART 110	Drawing I	3
ART 120	Drawing II	3
ART 150	Art History I	3
ART 170	Design I	2
ART 180	Design II	2
ART 190	Macintosh Basics	2
ART 285	Sculpture I	3
ART 290	Page Layout on the Macintosh	4
ART 291	Digital Imaging	3
ART 292	Graphic Design for the Web	3
ART 293	Video Production/Portfolio Development (capstone embedded)	3
Additional Courses for Graphic Design		12
ART 220	Black & White Photography I	3
ART 260	Printmaking I	3
ART 270	Commercial Illustration I	3
ART	Art Elective	3
Total Required Hours		67

For more information, call 636-922-8241.

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Emergency Medical Science A.A.S.

Emergency Medical Science Associate of Applied Science Degree

The Associate of Applied Science in Emergency Medical Science is the result of formal agreements between St. Charles Community College and RespondRight EMS Academy (REMSA) Educational Division, as well as an agreement between St. Charles Community College and St. Charles County Ambulance District (SCCAD). Students satisfactorily completing the approved curriculum at REMSA or SCCAD and submitting proof of passing the national registry for EMS will receive 30 transfer credit hours toward the associate of applied science degree in emergency medical science. Students may begin taking the additional hours required at SCC at any time but will only be awarded the additional 30 hours when the above requirements are met.

General Education Requirements		31
Must Include:		
CPT 103	Microcomputer Application	3
PSY 216	Abnormal Psychology	3
ENG 101	English Composition I	3
*HIS/POL	American History or Political Science	3
LIT	Literature (Any LIT course)	3
MAT 105 or 121	Applied Math or Intermediate Algebra	3
PHL 160	Ethics	3
PSY 101	Introduction to Psychology	3
CHM 101/CHM 103	Introduction to Chemistry & Laboratory	4
SPE 101	Oral Communication	3
*Choose one of the following HIS 101, HIS 102, HIS 115, POL 101, POL 102		
*Required Course in Emergency Medical Science	This requirement is fulfilled by the approved completion of REMSA or SCCAD and submitting proof of passing the national registry for EMS	30
Total Required Hours		61

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Call 636-922-8398

Human Services

Social Sciences Building, Room 1104

Related Degrees Certificates

- [Human Services – Gerontology Option A.A.S.](#)
- [Human Services – Substance Abuse Services Option A.A.S.](#)
- [Human Services – Victimology Option A.A.S.](#)
- [Human Services – Youth Services Option A.A.S.](#)

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Human Services – General Option A.A.S.

Human Service

Associate of Applied Science Degree

This program provides a basic social science framework and perspective for a career in human services and upgrading current skills.

Persons interested in this program should enjoy working with people. They should possess good verbal and oral communications and problem solving skills and have a positive attitude about themselves and others.

Graduates are qualified for positions as alcoholism education counselors, directors of GED (General Education Development) tutoring programs, house parents, nursing home activity directors, case workers, corrections officers, vocational rehabilitation workers, teacher's aides for exceptional children and personnel assistants. Graduates are prepared for positions in social welfare, mental health, juvenile and adult correction, geriatrics, education, counseling, and related fields in business and industry.

General Education Requirements

Must include:

24

ENG 125	Business Writing	3	
PSY 101	Introduction to Psychology	3	
Required Courses in Human Services			21
HMS 100	Introduction to Human Services	3	
HMS 101	Theories and Skills	3	
HMS 102	Policy and Politics	3	
HMS 201	Human Services Practicum I*	3	
HMS 202	Human Services Practicum II*	3	
HMS 203	Human Services Practicum Seminar I	3	
HMS 204	Human Services Practicum Seminar II	3	
Additional Courses for General Option			12
HMS 111	Group Practice in Human Services	3	
Choose from CRJ, HMS, PSY, SOC, computer courses and business courses approved by the HMS program coordinator.		9	
Other Required Courses			7
CPT/BAS 103	Microcomputer Applications	3	
SOC 101	Introduction to Sociology	3	
HMS 298	Human Services Capstone	1	
Total Required Hours			64

* Practicum oriented toward option area.

For more information call 636-922-8241.



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Human Services – Gerontology Option A.A.S.

Human Service

Associate of Applied Science Degree

This program provides students with a basic social science framework and perspective for pursuing a career in human services. The program also provides currently employed human services workers the opportunity to upgrade their skills.

Persons interested in this program should enjoy working with people. They should possess good verbal and oral communications and problem solving skills and have a positive attitude about themselves and others.

Graduates are qualified for positions as alcoholism education counselors, directors of GED (General Education Development) tutoring programs, house parents, nursing home activity directors, case workers, corrections officers, vocational rehabilitation workers, teacher's aides for exceptional children and personnel assistants. These positions are available in the areas of social welfare, mental health, juvenile and adult correction, geriatrics, education, counseling, and related fields in business and industry.

General Education Requirements

Must include:

24

For More Information

Call 636-922-8398

Human Services

Social Sciences Building, Room 1104

Related Degrees Certificates

- [Human Services – General Option A.A.S.](#)
- [Human Services – Substance Abuse Services Option A.A.S.](#)
- [Human Services – Victimology Option A.A.S.](#)
- [Human Services – Youth Services Option A.A.S.](#)

ENG 125	Business Writing	3	
PSY 101	Introduction to Psychology	3	
Required Courses in Human Services			21
HMS 100	Introduction to Human Services	3	
HMS 101	Theories and Skills	3	
HMS 102	Policy and Politics	3	
HMS 201	Human Services Practicum I*	3	
HMS 202	Human Services Practicum II*	3	
HMS 203	Human Services Practicum Seminar I	3	
HMS 204	Human Services Practicum Seminar II (capstone embedded)	3	
Additional Courses for Gerontology Option			12
SOC 151	Gerontology	3	
SOC 251	Aspects of Aging	3	
PSY 225	Psychology of Aging	3	
SOC 210	Sociology of Health and Healthcare	3	
Other Required Courses			7
CPT/BAS 103	Microcomputer Applications	3	
SOC 101	Introduction to Sociology	3	
HMS 298	Human Services Capstone	1	
Total Required Hours			64

*Practicum oriented toward option area.

For more information call 636-922-8241.



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Human Services – Substance Abuse Services Option A.A.S.

Human Service

Associate of Applied Science Degree

This program provides students with a basic social science framework and perspective for pursuing a career in human services. The program also provides currently employed human services workers the opportunity to upgrade their skills.

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For More Information

Call 636-922-8398

Human Services

Social Sciences Building, Room 1104

Related Degrees Certificates

- Human Services – General Option A.A.S.
- Human Services – Gerontology Option A.A.S.
- Human Services – Victimology Option A.A.S.
- Human Services – Youth Services Option A.A.S.

General Education Requirements			24
Must include:			
ENG 125	Business Writing	3	
PSY 101	Introduction to Psychology	3	
Required Courses in Human Services			21
HMS 100	Introduction to Human Services	3	
HMS 101	Theories and Skills	3	
HMS 102	Policy and Politics	3	
HMS 201	Human Services Practicum I*	3	
HMS 202	Human Services Practicum II*	3	
HMS 203	Human Services Practicum Seminar I	3	
HMS 204	Human Services Practicum Seminar II (capstone embedded)	3	
Additional Courses for Substance Abuse Services Option			12
HMS 103	Addictive Disease Concepts	3	
HMS 104	Treatment-Alcohol and Drug Abuse	3	
CRJ 230	Crisis Intervention	3	
CRJ 205	Juvenile Justice System - or -	3	
HMS/CRJ 290	Special Topics in Human Services/Criminal Justice	3	
Other Required Courses			7
CPT/BAS 103	Microcomputer Applications	3	
SOC 101	Introduction to Sociology	3	
HMS 298	Human Services Capstone	1	
Total Required Hours			64

* Practicum oriented toward option area.

For more information call 636-922-8241.



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Human Services – Victimology Option A.A.S.

Human Service

Associate of Applied Science Degree

This program provides students with a basic social science framework and perspective for pursuing a career in human services. The program also provides currently employed human services workers the opportunity to upgrade their skills.

Persons interested in this program should enjoy working with people. They should possess good verbal and oral communications and problem solving skills and have a positive attitude about themselves and others.

Graduates are qualified for positions as alcoholism education counselors, directors of GED (General Education Development) tutoring programs, house parents, nursing home activity directors, case workers, corrections officers, vocational rehabilitation workers, teacher's aides for exceptional children and personnel assistants. These positions are available in the areas of social welfare, mental health, juvenile and adult correction, geriatrics, education, counseling, and related fields in business and industry.

General Education Requirements

Must include:

24

For More Information

Call 636-922-8398

Human Services

Social Sciences Building, Room 1104

Related Degrees Certificates

- Human Services – General Option A.A.S.
- Human Services – Gerontology Option A.A.S.
- Human Services – Substance Abuse Services Option A.A.S.
- Human Services – Youth Services Option A.A.S.

ENG 125	Business Writing	3	
PSY 101	Introduction to Psychology	3	
Required Courses in Human Services			21
HMS 100	Introduction to Human Services	3	
HMS 101	Theories and Skills	3	
HMS 102	Policy and Politics	3	
HMS 201	Human Services Practicum I*	3	
HMS 202	Human Services Practicum II*	3	
HMS 203	Human Services Practicum Seminar I	3	
HMS 204	Human Services Practicum Seminar II (capstone embedded)	3	
Additional Courses for Victimology Option			12
CRJ 140	Introduction to Criminal Justice System	3	
CRJ 101	Introduction to Victimology	3	
CRJ 210	Victim Services	3	
CRJ 230	Crisis Intervention - or -	3	
HMS/CRJ 290	Special Topics in Human Services/Criminal Justice	3	
Other Required Courses			7
CPT/BAS 103	Microcomputer Applications	3	
SOC 101	Introduction to Sociology	3	
HMS 298	Human Services Capstone	1	
Total Required Hours			64

*Practicum oriented toward option area.

For more information call 636-922-8241.



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Human Services – Youth Services Option A.A.S.

Human Service

Associate of Applied Science Degree

This program provides students with a basic social science framework and perspective for pursuing a career in human services. The program also provides currently employed human services workers the opportunity to upgrade their skills.

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Graduates are qualified for positions as alcoholism education counselors, directors of GED (General Education Development) tutoring programs, house parents, nursing home activity directors, case workers, corrections officers, vocational rehabilitation workers, teacher's aides for exceptional children and personnel assistants. These positions are available in the areas of social welfare, mental health, juvenile and adult correction, geriatrics, education, counseling, and related fields in business and industry.

General Education Requirements

Must include:

24

For More Information

Call 636-922-8398

Human Services

Social Sciences Building, Room 1104

Related Degrees Certificates

- Human Services – General Option A.A.S.
- Human Services – Gerontology Option A.A.S.
- Human Services – Substance Abuse Services Option A.A.S.
- Human Services – Victimology Option A.A.S.

ENG 125	Business Writing	3	
PSY 101	Introduction to Psychology	3	
Required Courses in Human Services			21
HMS 100	Introduction to Human Services	3	
HMS 101	Theories and Skills	3	
HMS 102	Policy and Politics	3	
HMS 201	Human Services Practicum I*	3	
HMS 202	Human Services Practicum II*	3	
HMS 203	Human Services Practicum Seminar I	3	
HMS 204	Human Services Practicum Seminar II (capstone embedded)	3	
Additional Courses for Youth Services Option			12
PSY 215	Adolescent Psychology	3	
CRJ 230	Crisis Intervention	3	
HMS 104	Treatment Alcohol and Drug Abuse	3	
CRJ 205	Juvenile Justice System - or -	3	
HMS 106	Introduction to Youth Services Management	3	
Other Required Courses			7
CPT/BAS 103	Microcomputer Applications	3	
SOC 101	Introduction to Sociology	3	
HMS 298	Human Services Capstone	1	
Total Required Hours			64

*Practicum oriented toward option area.

For more information call 636-922-8241.



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Allied Health – Occupational Therapy Assistant A.A.S.

Occupational Therapy Associate of Applied Science Degree

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is 301-652-AOTA. Graduates will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a certified occupational therapy assistant (COTA). Many states, including Missouri, require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT certification examination.

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

For More Information

Call 636-922-8280

**Occupational Therapy Assistant
Program**

Administration Building, Room 1442

prior to enrolling in a program of study. Information obtained through various screening procedures may prevent entry into the OTA program.

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

General Education Requirements			26
Must include:			
BIO 240/243	Anatomy & Physiology I* and Lab	4	
BIO 241/244	Anatomy & Physiology II and Lab	4	
ENG 101	English Composition I	3	
ENG 102 OR	English Composition II OR	3	
ENG 115 OR	Technical Writing OR		
ENG 125	Business Writing		
HIS/POL	History or Political Science***	3	
PSY 101	Introduction to Psychology	3	
PSY 210	Human Growth and Development	3	
SPE 101	Oral Communication	3	
Required Courses in Occupational Therapy Assistant			39
OTA 100	Fundamentals of OTA I	4	
OTA 102/112	Fundamentals of OTA II and Lab	4	
OTA 103	Adaptive Activities I	2	
OTA 104/114	Adaptive Activities II and Lab	2	
OTA 203/213	Fundamentals of OTA III and Lab	5	
OTA 204/214	Fundamentals of OTA IV and Lab	4	
OTA 207/217	Health and Disease and Lab	4	
OTA 209	Health Occupations Seminar	2	
OTA 210	OTA Practicum I	4	

OTA 211	OTA Practicum II	4	
OTA 218	Adaptive Living Skills	4	
Other Required Courses			10
BIO 270	Kinesiology**	3	
CPT/BAS 103	Microcomputer Applications	3	
	Humanities Elective	3	
OTA 298	OTA Capstone	1	
Total Required Hours			75

* Prerequisite must be completed (High School Biology or Equivalent)

** Pre-requisite is required (BIO 240/243 - Anatomy and Physiology I), with a grade of C or better, taken within the last 5 years.

*** Choose from one History or Political Science course: HIS 101, 102, or 115. POL 101 or 102.

This credit allocation is based on a credit ratio of one credit for two (2) hours of laboratory.

NOTE: Students completing this program will be assessed in program-related competencies and general education. (OTA 298 - OTA Capstone)

For more information call 636-922-8241.



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Skilled Trades A.A.S.

Skilled Trades

Associate of Applied Science Degree

This degree program is for students who have completed an approved apprenticeship training program. It allows a union apprentice or journeyman to receive college credit for previously acquired knowledge, skills, and experience by applying those credits towards the associate's

degree. The A.A.S. in Skilled Trades may enable students to pursue an advanced degree at a four-year institution in fields such as construction technology, construction management, or related areas.

The Skilled Trades Apprenticeship Training Program at SCC recognizes the core curriculum of any apprenticeship training program that is approved by the Bureau of Apprenticeship and Training. If your training meets these standards, your journeyman status can be transferred to SCC as credit to satisfy a portion of the specific program requirements needed for an associate's degree.

Options in Skilled Trades

Apprenticeship Training A.A.S. Degree

- o Asbestos Worker
- o Boilermaker Workers
- o Bricklayer
- o Carpenter
- o Cement Mason
- o Construction Craft Laborer
- o Electrician
- o Elevator Construction Worker
- o Floor Layer
- o Glazier
- o GM/United Auto

- o Iron Worker
- o Operating Engineer
- o Painter
- o Pipefitter
- o Plasterer
- o Plumber
- o Roofer
- o Sheet Metal Worker
- o Tile Setter
- o Wallpaperer and Drywall Taper

General Education Requirements		24
Must include:		
CPT 103	Microcomputer Applications, -or-	3
CPT 106	PC Operating Systems	3
ENG 102	English Composition II -or-	3
ENG 125	Business Writing	3
*Required Courses in Skilled Trades	This requirement is fulfilled by the approved completion of the Journeyman's Certificate from the Bureau of Apprenticeship and Training, a division of the U.S. Department of Labor	40
Total Required Hours		64

* The Journeyman's Certificate courses must be transferred in as a block and are only accepted after the student receives the certificate. Proof of receipt of the journeyman's license is required.



Associate of Arts in Teaching – 2012-13

[Graduation Requirements](#)

Education

- [Elementary Education Transfer Program A.A.T.](#)
- [Secondary Education Transfer Program A.A.T.](#)



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Associate of Arts in Teaching Graduation Requirements

General Education Requirements

General Education studies at St. Charles Community College guide students into a deeper understanding of themselves and of their responsibilities as citizens, and they provide the knowledge and skills on which to build a richer appreciation of their world.

NOTE: The courses below meet the general education requirements* for SCC and the state of Missouri. This sequence of courses is for the students who wish to transfer to a 4-year institution and have met their general education requirements. To obtain the Associate of Arts degree from SCC, students must also meet the Institutional Requirements outlined below.

* Some academic programs may require a specific course within a discipline. Please see the [Degrees and Certificates](#) section for details. Check with academic advising for transfer institution-specific requirements.

SCC Institutional Requirements

- Students enrolled in any course that requires contact with P-12 students will be required to sign permission for and pay for a criminal background check.
- Students must achieve a minimum GPA of 2.5, including a C or better in each EDU class.
- Students must achieve a minimum score of 235 on each section of the C-BASE.
- A minimum of 15 credit hours must be completed at SCC.

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Discipline	Description	Credit Hours	Courses
COMMUNICATIONS	To develop students' effective use of the English language and quantitative and other symbolic systems essential to their success in school and in the world. Students should be able to read and listen critically and to write and speak with thoughtfulness, clarity, coherence, and persuasiveness.	9	ENG 101, 102 SPE101
SOCIAL SCIENCES	To develop students' understanding of themselves and the world around them through study of content and the processes used by historians and social and behavioral scientists to discover, describe, explain, and predict human behavior and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others. (Students must fulfill the state statute requirements for the United States and Missouri Constitutions.)	9	PSY101 POL 101 One Course from Group 1: HIS 101, 102, 115
HUMANITIES	To develop students' understanding of the ways in which humans have addressed their condition through imaginative work in the humanities and fine arts; to deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic, and historical circumstances; and to appreciate the world of the creative imagination as a form of knowledge.	9	One Course from Group I: EDU 242, 246 ART 101, 150, 151, 160, 170 MUS 110, 111, 112, 113, 114, 229, 230, 231, 232, 235 THE 122, 123, 124, 229, 230 One Course from Group II: EDU 125, 225 Any LIT Any PHL Any Foreign Language One Additional Course from Group I or II
MULTICULTURAL/ VALUING	To develop students' abilities to understand the moral and ethical values of a diverse society and to understand that many courses of action are guided by value judgments about the way things ought to	3	One Course from: Elementary: ANT 102, GEO 100, 101, 102

	be. Students should be able to make informed decisions through identifying personal values and the values of others and through understanding how such values develop. They should be able to analyze the ethical implications of choices made on the basis of these values.		Secondary: ANT 102, 103,151,161, 171,201, 202, 220, or POL 220, 224, BUS 105, or CPT 105; BUS 255, ESL 107, 108 GEO 100(<i>will be required for state certification</i>), 101, 102, HIS 145, 146, 160, 201, 240 LIT 200, 241, or SOC 241 LIT 270, 271, 272, 273, 275, MUS 111, 235 PHL 201, POL 201, 210, 255, SPE 215, Any Foreign Language, Any GLC or GLS
MATHEMATICS	To develop students' understanding of fundamental mathematical concepts and their applications. Students should develop a level of quantitative literacy that would enable them to make decisions and solve problems and which could serve as a basis for continued learning.	3-4	MAT 160
NATURAL SCIENCE	To develop students' understanding of the principles and laboratory procedures of life and physical sciences and to cultivate their abilities to apply the empirical methods of scientific inquiry. Students should understand how scientific discovery changes theoretical views of the world, informs our imaginations, and shapes human history. Students should also understand that science is shaped by historical and social contexts.	8	BIO 100, 101/103, 105 /106, or 150 110/113, 120/121, 122, 125/127, or 160 (105/106 suggested) One Course From Group II: CHM 101/103, 110/113 or 115 PHY 105/107, 111/113, 125/127, 130/131, 150/153, 225/227, 240/243 Elementary: Include two labs with corresponding lecture Secondary: Include at least one lab with corresponding lecture.
CAPSTONE	To assess acquisition of knowledge and skills.		Pass all areas of C-BASE test

Higher-Order Thinking. To develop students' ability to distinguish among opinions, facts, and inferences; to identify underlying or implicit assumptions; to make informed judgments; and to solve problems by applying evaluative standards.

Managing Information. To develop students' abilities to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic and other sources in preparation for solving problems and making informed or GLS.



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For More Information

Call 636-922-8419

Education

Technology Building, Room 205

Related Degrees Certificates

- Education – Paraprofessional/Substitute Teacher A.A.S.
- Secondary Education Transfer Program A.A.T.

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Elementary Education Transfer Program A.A.T.

Education

Associate of Arts in Teaching Degree

Italicized courses are recommended to be taken for elective credits.

First Semester

ENG 101	English Composition I	3	
PSY 101	Introduction to Psychology	3	
MAT 160	College Algebra	4	
	Natural Science Group I With lab	4	
COL 101	College Success Seminar+	1	
	TOTAL		15

Second Semester

ENG 102	English Composition II	3	
EDU 211	Foundations of Education#	3	

EDU 210	Teaching Profession With Field Experience#	3	
	Humanities	3	
HIS 101 or 102	U.S. History	3	
	TOTAL		15
	(Take CBASE exam by end of this semester.)		
Third Semester			
	<i>Education Elective+</i>	3	
EDU 220	Technology for Teachers#	3	
	Multicultural/Valuing	3	
	Humanities	3	
EDU 240	Educational Psychology#	3	
	TOTAL		15
Fourth Semester			
SPE 101	Oral Communications	3	
	Humanities	3	
	<i>Education Elective+</i>	3	
	Natural Science Group II With Lab	4	
POL 101	American Government	3	
EDU 290	Portfolio Assessment in Education#	1	
	TOTAL		17
Total Hours Required for Graduation			62

Additional Requirements to Earn the AAT Degree

- o #EDU 210, 211, 220, 240 and 290 **are required** to earn an AAT degree.
- o Students **must** complete a mid-preparation portfolio, which will be done in EDU 290.
- o A "C" or better is required in any EDU course.

- o Students must achieve a cumulative GPA of 2.5 which includes all courses transferred to SCC as well as courses taken at SCC. (Transfer institutions may require a higher GPA.)
- o Students must achieve a minimum score of 235 on each section of the C-BASE. (Higher score may be required at transfer institution.) C-BASE test dates and review guide available in the Assessment Center, SC 133.
- o +Students enrolled in EDU 210, 211 or EDU 244 will be required on the first day of class to give permission for SCC to request a background check. Students who have been convicted of a felony will not be allowed to observe/participate in P-12 schools and must appeal to the Missouri State Board of Education before completing a Teacher Education program. For more details, click on the "Education Department" on the site index of SCC website.

+Education Electives – The *italicized* courses are recommended elective hours for the AAT Degree. Check with your transfer college for the transferability of each course.

Suggested Electives

COL 101 Orientation to College
 EDU 125 Teaching Literacy Through Storytelling
 EDU 225 Literature for Children
 EDU 242 Art for Children
 EDU 244 Phy. Ed. for Elementary+
 EDU 246 Music for Children
 EDU 250 Education of Exceptional Learners
 MAT 108 Understanding K-8 Mathematics (Does not satisfy math requirement)
 MAT 121 Intermediate Algebra
 MAT 201 Structures of Math Systems I
 MAT 202 Structures of Math Systems II
 MAT 202 Structures of Math Systems II
 PSY 201 Child Psychology
 PSY 210 Human Growth and Development

For more information, call 636-922-8241.



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Secondary Education Transfer Program A.A.T.

Education

Associate of Arts in Teaching Degree

Italicized courses are recommended to be taken for elective credits.

First Semester

ENG 101	English Composition I	3	
<i>COL 101</i>	<i>College Success Seminar*</i>	1	
PSY 101	Intro. to Psychology	3	
MAT 160 or 165 or higher	College Algebra or Contemp. College Math	3-4	
HIS 101 or 102	U.S. History	3	
	Multicultural/Valuing	3	
	TOTAL		16-17

Second Semester

For More Information

Call 636-922-8419

Education

Technology Building, Room 205

Related Degrees Certificates

- o Education – Paraprofessional/Substitute Teacher A.A.S.
- o Elementary Education Transfer Program A.A.T.

ENG 102	English Composition II	3	
EDU 210	Teaching Profession with Field Experience#+	3	
	<i>Teaching Field Requirement*</i>	3	
	Natural Science Group I	3-4	
EDU 240	Educational Psychology#	3	
	TOTAL		15-16
Third Semester			
SPE 101	Oral Communication	3	
	Humanities Courses	6	
	<i>Teaching Field Requirement*</i>	3	
EDU 211	Foundations of Education #+	3	
	Additional General Education credit, if needed	1-2	
	TOTAL		15-17
Fourth Semester			
	Humanities Course	3	
POL 101	American Government	3	
	Natural Science-Group II	3-4	
EDU 290	Portfolio Assessment in Education#	1	
EDU 220	Technology for Teachers #	3	
	TOTAL		13-14
Total Hours Required For Graduation			62

Additional Requirements to earn the AAT degree:

- o #EDU 210, 211, 220, 240 and 290 **are required** to earn an AAT degree.
- o Students **must** complete a mid-preparation portfolio, which will be done in EDU

290.

- o A "C" or better is required in any EDU course.
- o Students must achieve a cumulative GPA of 2.5 which includes all courses transferred to SCC as well as courses taken at SCC. (Transfer institutions may require a higher GPA.)
- o Students must achieve a minimum score of 235 on each section of the C-BASE. (Higher score may be required at transfer institution.) C-BASE test dates and review guide available in the Assessment Center, SC 133.
- o +Students enrolled in EDU 210, 211 or EDU 244 will be required on the first day of class to give permission for SCC to request a background check. Students who have been convicted of a felony will not be allowed to observe/participate in P-12 schools and must appeal to the Missouri State Board of Education before completing a Teacher Education program. For more details, click on the "Education Department" on the site index of SCC website.

*A student majoring in secondary education will need to determine the subject area he/she will teach in order to take appropriate classes for the teaching field requirements. *It is extremely important that the student check with his/her transfer institution for the best choice of electives that will meet major field requirements.*

*Education Electives – The *italicized* courses are recommended elective hours for the AAT Degree. Check with your transfer college for the transferability of each course.

Suggested Electives

COL 101 Orientation to College

EDU 125 Teaching Literacy Through Storytelling

Courses in Teaching Field

EDU 250 Education of Exceptional Learners

MAT 108 Understanding K-8 Mathematics (Does not satisfy math requirement)

MAT 121 Intermediate Algebra

PSY 215 Adolescent Psychology

PSY 210 Human Growth and Development





Associate of Science Degrees – 2012-13

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Health Information Technology

- [Health Information Technology A.S.](#)

Nursing

- [Nursing A.S.](#)

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For More Information

Call 636-922-8496

**CAD/Pre-Engineering/General
Technology Department**

Administration Building, Room 1242

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Pre-Engineering Transfer Program A.S.

Engineering

Associate of Science Degree

Students wanting to complete an Associate of Science Degree must follow one of the programs outlined in the SCC/Missouri University of Science and Technology "Model Program for Engineering Transfers" or SCC/University of Missouri-Columbia "Engineering Transfer Program." Should you experience difficulty transferring your SCC coursework to another institution, contact the Vice President for Academic and Student Affairs for assistance with an appeal to the receiving institution.

Transfer Guides Available: Determination of specific courses should be based on the individual engineering area desired (Electrical, Mechanical, Civil, etc.) and the school to which you plan to transfer. Transfer Guides are available for Southern Illinois University-Carbondale, Missouri University of Science and Technology, UM-Columbia, UM- St. Louis/ Washington University Joint Engineering Program, and Washington University. **Bolded** classes below are standard classes for most engineering degrees at most schools of engineering.

+ Humanities/Social Science Electives-Typical Social Science courses include History, Political Science, Sociology, Psychology and Economics. Humanities courses typically

include non-applied Art, Music, and Theater courses, Literature, and Philosophy. Check transfer school's requirements before choosing these courses.

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

** Check with transfer institution to see if this course is required for engineering area desired.

			17
MAT 180	Calculus and Analytic Geometry I*	5	
CHM 115 (110/113)	General Chemistry I	5	
ENG 101	English Composition I	3	
	U.S. History or American Government	3	
COL 101	College Success Seminar	1	
Second Semester			14
MAT 230	Calculus and Analytic Geometry II	5	
PHY 240/243	College Physics I and Lab	5	
ENG 102	English Composition II ** or	3	
SPE 101/110	Oral Communication/Interpersonal Communication **		
EGR 100	Introduction to Engineering **	1	
Third Semester			16
MAT 240	Calculus and Analytic Geometry III	5	
PHY 241/244	College Physics II and Lab	5	
EGR 104	Engineering Design **	3	
EGR 170	Engineering Mechanics-Statics	3	
Fourth Semester			15- 16

CPT course per transfer institution-CPT 182/186/280/284 **		3	
Humanities/Social Science Elective +		3	
MAT 250	Differential Equations	3	
ECO 110 or 120	Principles of Macroeconomics or Microeconomics **	3	
EGR 210	Engineering Mechanics-Dynamics <i>or</i>	3	
EGR 220	Electrical Circuits **		
EGR 221	Electrical Circuits Lab (optional)	1	
Total Hours Required for Graduation		64	



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For More Information

Call 636-922-8292

Health Information Technology Program

Administration Building, Room 1442

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Health Information Technology A.S.

Health Information Technology Associate of Science Degree

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

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

After successfully completing the two-year HIT program, graduates are eligible to write the national exam leading to accreditation as a Registered Health Information Technician (RHIT).

Effective Fall 2013 a 2.5 cumulative overall grade point average must be achieved. All grades in the Health Information classes must maintain a 2.5 grade point average as

well. All grades in biology courses must be C or better. Students need to have successfully completed Beginning Algebra before taking Health Care Statistics by either placing into Intermediate Algebra on the Academic Skills Assessment or earn a grade of "C" or above in Beginning Algebra.

The Academic Skills Assessment is required before enrolling in math or English courses. If you place into lower level courses than those that are required for the degree, then you must first take those courses before beginning the above curriculum. A student who already has taken college math or English courses or has taken the assessment tests at another college within the past two years may be able to waive the assessment. Contact the Student Development office for more information. You must demonstrate acceptable health status in order to participate in directed practicums.

General Education Requirements		29
BIO 240/243	Anatomy & Physiology I*	4
ENG 101	English Composition I	3
PSY 101	Introduction to Psychology	3
BIO 241/244	Anatomy & Physiology II	4
BIO 265	Pathophysiology	3
PHL 160	Ethics	3
SOC 101	Introduction to Sociology	3
SPE 101	Oral Communication	3
BAS/CPT 103	Microcomputer Applications	3
Required Courses for HIT		33
HIT 110	Medical Terminology I	3
HIT 115	Pharmacology & Diagnostic Procedures	3
HIT 120/121	Health Care Data & Lab	3
HIT 125/126	Health Care Technology & Lab	3
HIT 150	Directed Practicum I	1
HIT 200	Directed Practicum II	3

HIT 220/221	Nosology & Lab	3	
HIT 235	Health Care & the Law	2	
HIT 240	Health Care Statistics & Quality Improvement	3	
HIT 250	Directed Practicum III	3	
HIT 260	Health Information Management Seminar	2	
HIT 270/271	CPT Coding & Lab	2	
HIT 280	Healthcare Billing and Reimbursement Issues	2	
Other Required Courses			6
ENG 102 OR	English Composition II OR	3	
Any LIT			
Any HIS** OR		3	
Any POL			
Total Required Hours			68

NOTES:

1. *Prerequisite: High School biology or equivalent coursework within the last five years.
2. **Choose one of the following: HIS 101, HIS 102, HIS 115, POL 101, POL 102.

To begin Health Information Technology courses, student must be ready to take ENG 101, MAT 098, and BAS/CPT 103, if they have not already been taken.

For more information, call 636-922-8241.

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For More Information

Call 636-922-8280

Nursing Department

Administration Building, Room 1442

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Nursing A.S.

Nursing

Associate of Science Degree

The nursing program at SCC includes courses in science and liberal arts, as well as nursing. Nursing courses consist of lecture and laboratory periods and include carefully planned clinical experiences in local health care facilities. Clinicals begin early in the first semester and increase in length of time and complexity of skill as the program progresses. A well-equipped lab on campus allows students to practice their skills. Flexible scheduling allows students to choose between day and evening courses and clinical experiences.

The total program must yield a cumulative grade point average of 2.0, and all nursing and science courses must have earned a grade of "B" or above. Effective 2013.

CURRICULUM			
Science and Liberal Arts Courses			31
ENG 101	English Composition I	3	

CHM 101, 103	Introduction to Chemistry and Lab	4	
BIO 240, 243	Anatomy & Physiology I and Lab	4	
BIO 241, 244	Anatomy & Physiology II and Lab	4	
PSY 101	Introduction to Psychology	3	
BIO 245, 247	Microbiology and Lab	4	
ENG 102 or LIT	English Composition II or Any Literature	3	
HIS or POL*	American History or Political Science (must pass required U.S. Constitution test)	3	
SOC 101	Introduction to Sociology	3	
Nursing Courses			41
NUR 103, 113, 123	Introduction to Nursing (Lecture, Lab, Clinical)	8	
NUR 104, 114, 124	Nursing of Adults/Children (Lecture, Lab, Clinical)	9	
NUR 105, 125	Nursing of Adults/Children II (Lecture, Clinical)	3	
NUR 253, 263, 273	Nursing of Adults/Children III (Lecture, Lab, Clinical)	10	
NUR 254, 264, 274	Nursing of Adults/Children IV (Lecture, Lab, Clinical)	11	
Total Required Hours			72

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

NURSING TRANSFER PROGRAM

Associate of Science

This program prepares graduates to take the national licensure exam for registered nurses (RN). Graduates of this program may also be eligible to continue their education at a four-year institution. SCC has developed transfer agreements with nursing programs at senior institutions.

For specific admissions requirements that apply to the two-year nursing program at SCC, see Admissions and Records, or call vocational counseling at 636-922-8241.

For more information, call 636-922-8241.



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Certificates of Achievement – 2012-13

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Business Administration

- [Business Administration C.A.](#)

Business Administrative Systems

- [Business Administrative Systems C.A.](#)
- [Business Administrative Systems – Clerical Assistant C.A.](#)
- [Business Administrative Systems – Customer Service C.A.](#)
- [Business Administrative Systems – Desktop Publishing C.A.](#)

Childhood & Early Development

- [Child Care & Early Education C.A.](#)

Computer Aided Drafting

- [Computer Aided Drafting \(CAD\) C.A.](#)

Computer Science-Database Management

- [Data Management C. A.](#)

Computers-Multimedia/Web Design

- [Computer Science – Multimedia C.A.](#)
- [Computer Science – Web Design C.A.](#)

Computers-Networking

- [Computer Science – Networking C.A.](#)

Computers-Programming

- [Computer Science – Programming Languages C.A.](#)

Criminal Justice

- [Criminal Justice – Law Enforcement C.A.](#)

General Education

- [General Education C.A.](#)

Global Culture

- [Global Studies C.A.](#)

Practical Nursing

- [Allied Health – Practical Nursing C.A.](#)

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Certificates of Achievement Graduation Requirements

General Education Requirements

Using the chart below, complete a minimum of 30 credit hours, including 12 credit hours of general education courses:

- o one course from Communication
- o one course from Mathematics (MAT 098 or above),
- o one course from Social Science
- o one course from any of the three remaining sections OR
- o one course from Computer Science

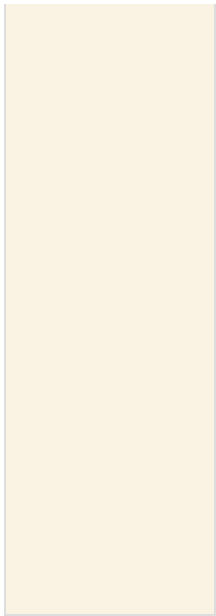
NOTE: Some academic programs may require a specific course within a discipline. Please see the [Degrees and Certificates section](#) for details.

SCC Institutional Requirements

- o Complete specific program requirements as listed under each program.
- o Complete a minimum of 15 credit hours at SCC.
- o Earn a 2.00 cumulative grade point average.

Note: Travel courses may **not** be used to fulfill general education requirements.

Discipline	Description	Credit Hours	Courses
COMMUNICATION	To develop students' effective use of the English language and quantitative and other symbolic systems essential to their success in school and in the world. Students should be able to read and listen critically and to write and speak with thoughtfulness, clarity, coherence, and persuasiveness.	3	ENG 101, or 102, or 115 or 125 or SPE 101
SOCIAL SCIENCE	To develop students' understanding of themselves and the world around them through study of content and the processes used by historians and social and behavioral scientists to discover, describe, explain, and predict human behavior and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others.	3	HIS 101, 102, 115 POL 101, 102
MATHEMATICS	To develop students' understanding of fundamental mathematical concepts and their applications. Students should develop a level of quantitative literacy that would enable them to make decisions and solve problems and which could serve as a basis for continued learning.	3	MAT 098 or higher
HUMANITIES	To develop students' understanding of the ways in which humans have addressed their condition through imaginative work in the humanities and arts; to deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic, and historical circumstances; and to appreciate the world of the creative imagination as a form of knowledge.	3	Any ART Any LIT Any MUS Any PHL Any THE Any Foreign Language course
NATURAL SCIENCE	To develop students' understanding of the principles and laboratory procedures of life and physical sciences and to cultivate their abilities to apply the empirical methods of scientific inquiry. Students should understand how scientific discovery changes theoretical views of the world, informs our imaginations, and shapes human history. Students should also understand that science is shaped by historical and social contexts.	3	Any BIO Any CHM Any PHY
ELECTIVE		3	Any ANT



Any **ART**
Any **BAS** 103
Any **BIO**
Any **CPT** 103, 115
Any **CHM**
Any **ECO**
Any **EDU** 220
Any **ENG**
Any **GEO**
Any **HIS**
Any **LIT**
Any **MAT**
Any **MUS**
Any **PHE**
Any **PHL**
Any **PHY**
Any **POL**
Any **PSY**
Any **SOC**
Any **SPE**
Any **THE**



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For More Information

Call 636-922-8419

Economics/Finance

Technology Building, Room 205

Related Degrees Certificates

- o Accounting C.S.
- o Banking/Finance C.S.
- o Business Administration A.A.S.
- o Business Transfer Program Schedule Guide
- o Management C.S.
- o Marketing C.S.

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Business Administration C.A.

Business Administration

Certificate of Achievement

General Education Requirements			13
Must Include:			
	ECO 100	Survey Economics	3
- OR -	ECO 110*	Principles of Macroeconomics	3
	CPT/BAS 103	Microcomputer Applications	3
- OR -	CPT 115	Introduction to Data Processing	3
	MAT 098	Beginning Algebra or higher	4
Business Core Courses:			6, 7
	ACT 101	Applied Accounting	3
- OR -	ACT 110**	Financial Accounting I	4
	BUS 101	Introduction to Business	3

Choose one of the following options:		9
Management Option: (9)	Marketing Option: (9)	
BUS 201 Principles of Management	BUS 230 Principles of Marketing	
BUS 206 Human Resource Management	BUS 232 Advertising/Sales Promotion	
BUS 210 Organizational Behavior	BUS 236 Consumer Behavior	
Accounting Option: (9)	Finance Option: (9)	
ACT 115 Computerized Accounting	BUS 220 Business Finance	
ACT 130 Managerial Accounting	ECO 120 Principles of Microeconomics	
ACT 240 Individual Income Tax Accounting	ECO 220 Money and Banking	
Plus <i>one elective</i> from any ACT, BUS, ECO, MAT 175 or GEO 120		3
Total Required Hours		31, 32

* Required for Finance Option

**Required for Accounting & Finance Option

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For More Information

Call 636-922-8334

Business Administrative Systems (BAS)

Technology Building, Room 105

Related Degrees Certificates

- o Business Administrative Systems A.A.S.
- o Business Administrative Systems – Clerical Assistant C.A.
- o Business Administrative Systems – Customer Service C.A.
- o Business Administrative Systems – Desktop Publishing C.A.

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Business Administrative Systems C.A.

Business Administrative Systems Certificate of Achievement

This certificate program provides the graduate with entry-level skills as a secretary, administrative assistant, or receptionist. Learn to provide excellent office support services. You will acquire a broad range of skills that will allow you to choose an area of specialization once you are on the job.

Earn this certificate and apply all these credits towards the two-year Associate of Applied Science Degree in Business Administrative Systems once you acquire employment. Work with the Business Administrative Systems program representatives for scheduling and job placement assistance at any time during your course work.

General Education Requirements		12
Must Include:		
BAS/CPT 103	Microcomputer Applications	3
MAT 105	Applied Math	3

Required Courses in Business Administrative Systems			22
BAS 105	Proofreading & Editing Business Documents	3	
BAS 150	Managing Information-Outlook	1	
BAS 160	Word Processing - Word	2	
BAS 165	Presentations - PowerPoint	2	
BAS 170	Spreadsheet Applications - Excel	2	
BAS 175	Database Applications - Access	2	
BAS 190	Planning and Design Concepts (Microsoft Publisher)	2	
BAS 245*	Administrative Procedures	3	
BAS 247*	Administrative Supervision	3	
BAS 290	Publishing Projects (Adobe In Design)	2	
Total Required Hours			34

* Students must earn a C or above in these courses in order to graduate.

Contact information, Nancy Graviett 636-922-8390
ngraviett@stchas.edu

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Business Administrative Systems – Clerical Assistant C.A.

Business Administrative Systems Certificate of Achievement

This certificate program provides the graduate with entry-level skills as a receptionist or office assistant performing general clerical tasks. Responsibilities may include operating basic office equipment, handling daily telephone calls, mail, and records management tasks. Current computer and technology skills are applied in all areas of Microsoft Office, desktop publishing, and use of the Internet.

Business Administrative Systems program representatives assist students with job placement efforts throughout the program. The courses for this certificate may be applied to the Associate of Applied Science degree in the same area.

General Education Requirements		12
Must Include:		
BAS/CPT 103	Microcomputer Applications	3

For More Information

Call 636-922-8334

Business Administrative Systems (BAS)

Technology Building, Room 105

Related Degrees Certificates

- o Business Administrative Systems A.A.S.
- o Business Administrative Systems C.A.
- o Business Administrative Systems – Customer Service C.A.
- o Business Administrative Systems – Desktop Publishing C.A.

MAT 105	Applied Math	3	
Required Courses in Business Administrative Systems			22
BAS 105	Proofreading & Editing Business Documents	3	
BAS 150	Managing Information-Outlook	1	
BAS 160	Word Processing - Word	2	
BAS 165	Presentations - PowerPoint	2	
BAS 170	Spreadsheet Applications - Excel	2	
BAS 175	Database Applications - Access	2	
BAS 190	Planning and Design Concepts (Microsoft Publisher)	2	
BAS 245*	Administrative Procedures	3	
BAS 247*	Administrative Supervision	3	
BAS 290	Publishing Projects (Adobe InDesign)	2	
Additional Required Courses for Clerical Assistant Option			2
BAS 131	Telephone Communication Skills (Online Course)	1	
BAS 136	Business Communications (Online Course)	1	
Total Required Hours			36

* Students must earn a C or above in these courses in order to graduate.

Contact information, Nancy Graviett 636-922-8390
 ngraviett@stchas.edu

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Business Administrative Systems – Customer Service C.A.

Business Administrative Systems Certificate of Achievement

This program provides the students with skills necessary to handle customers professionally, effectively, and successfully. You will become comfortable with business communication--written and verbal; improve time management skills; from professional work standards and image; review professional telephone skills; and brush up on keyboarding and computer skills.

Work with the Business Administrative Systems program representatives for scheduling and job placement assistance at any time during your course work. The courses for this certificate may be applied to the Associate of Applied Science Degree.

General Education Requirements			12
Must Include:			
BAS/CPT 103	Microcomputer Applications	3	
MAT 105	Applied Math	3	

For More Information

Call 636-922-8334

Business Administrative Systems (BAS)

Technology Building, Room 105

Related Degrees Certificates

- o Business Administrative Systems A.A.S.
- o Business Administrative Systems C.A.
- o Business Administrative Systems – Clerical Assistant C.A.
- o Business Administrative Systems – Desktop Publishing C.A.

Required Courses in Business Administrative Systems			15
BAS 101	Keyboarding	3	
BAS 105	Proofreading and Editing Business Documents	3	
BAS 150	Managing Information-Outlook	1	
BAS 160	Word Processing - Word	2	
BAS 165	Presentations - PowerPoint	2	
BAS 170	Spreadsheet Applications - Excel	2	
BAS 175	Database Applications - Access	2	
Additional Required Courses for Customer Service Option			6
BAS 130	Customer Service Excellence (Online Course)	1	
BAS 131	Telephone Communication Skills (Online Course)	1	
BAS 132	Time Management (Online Course)	1	
BAS 135	Your Professional Image (Online Course)	1	
BAS 136	Business Communications (Online Course)	1	
BAS 137	Interpersonal Skills (Online Course)	1	
Total Required Hours			33

For more information, call 636-922-8241.

Gainful Employment Disclosures



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Business Administrative Systems – Desktop Publishing C.A.

Business Administrative Systems Certificate of Achievement

This certificate program provides the graduate with entry-level skills as desktop publisher, clerical assistant, and capable of producing basic publishing documents. Training is provided in many computer software skill areas, page layout, design, and management techniques for use in small businesses and home publishing businesses. Current computer and technology skills are applied in all program areas of Microsoft Office, Adobe InDesign, Adobe PageMaker, QuarkXPress, Adobe Photoshop and Illustrator, and the Internet.

Work with the Business Administrative Systems program representatives for scheduling and job placement assistance at any time during your course work. The courses for this certificate may be applied to the Associate of Applied Science Degree in Business Administrative Systems.

General Education Requirements	12
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For More Information

Call 636-922-8334

Business Administrative Systems (BAS)

Technology Building, Room 105

Related Degrees Certificates

- o Business Administrative Systems A.A.S.
- o Business Administrative Systems C.A.
- o Business Administrative Systems – Clerical Assistant C.A.
- o Business Administrative Systems – Customer Service C.A.

Must Include:			
BAS/CPT 103	Microcomputer Applications	3	
MAT 105	Applied Math	3	
Required Courses in Business Administrative Systems			15
BAS 160	Word Processing - Word	2	
BAS 165	Presentations - PowerPoint	2	
BAS 170	Spreadsheet Applications - Excel	2	
BAS 175	Database Applications - Access	2	
BAS 190	Planning and Design Concepts (Microsoft Publisher)	2	
BAS 247*	Administrative Supervision	3	
BAS 290	Publishing Projects (Adobe InDesign)	2	
Additional Required Courses for Desktop Publishing Option			6
CPM 170	Computer Graphics	3	
CPM 210	Digital Photo Editing	3	
Total Required Hours			33

* Students must earn a C or above in these courses in order to graduate.

Contact information, Nancy Graviett 636-922-8390
 ngraviett@stchas.edu

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Call 636-922-8398

Child Care and Early Education
Social Sciences Building, Room 1104

Related Degrees Certificates

- Child Care and Early Education A.A.S.

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Child Care & Early Education C.A.

Child Care & Early Education Certificate of Achievement

This certificate prepares students for entry-level or assistant positions in early childhood programs.

Students who have had experience in early childhood programs may also select the courses that are necessary to meet state licensing requirements for administrative positions in early childhood programs.

General Education Requirements		12
Required Courses in Child Care		18
CDC 101	Introduction to Early Childhood	3
CDC 104	Principles of Early Childhood Education	3
CDC 105	Observation & Participation in Early Childhood Settings	2
CDC 107	Introduction to Young Children with Special Needs	3

CDC 109	Observation & Participation Seminar	1	
CDC 112	Child Growth and Development I	3	
CDC 208	Nutrition, Health, and Safety of Children	3	
Child Care Electives (choose two)			6
CDC 102	Creative Activities for Children	3	
CDC 103	Literacy & Literature for Young Children	3	
CDC 106	Issues in Early Childhood	1-3	
CDC 108	Infant and Toddler Development and Curriculum	3	
CDC 201	Cognitive Activities for Young Children	3	
CDC 202	Music & Movement in Early Childhood	3	
CDC 204	Management of Early Childhood Programs	3	
Total Required Hours			36

For more information call 636-922-8241.

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For More Information

Call 636-922-8496

CAD/Pre-Engineering/General Technology Department
Administration Building, Room 1242

Related Degrees Certificates

- Computer Aided Drafting (CAD) A.A.S.

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Computer Aided Drafting (CAD) C.A.

Computer Aided Drafting Certificate of Achievement

This certificate provides the student with skills comprehensive enough for entry-level employment in as little as one year. The student is afforded some latitude in upper-level course choices.

General Education Requirements			13
MAT 098	Beginning Algebra or higher***	4	
CPT/BAS 103	Microcomputer Applications	3	
ENG 101	English Composition I***	3	
HIS/POL	History or Political Science**	3	
Required Courses in Computer Aided Drafting & Manufacturing			8
CDM 103	Introduction to CAD Systems	2	
CDM 104	CAD Systems II	3	

CDM 221	Solid Modeling I	3	
Additional CDM Electives for Certification: (choose four)			11-12
CDM 120	Descriptive Geometry	2	
CDM 205	Architectural Drafting I	3	
CDM 206	Architectural Drafting II	3	
CDM 207	Revit Architecture I	3	
CDM 208	Revit Architecture II	3	
CDM 209	Construction Materials	3	
CDM 210	HVAC Drafting	3	
CDM 211	Structural Drafting	3	
CDM 212	Electrical/Electronic Drafting	3	
CDM 222	Solid Modeling II	3	
CDM 223	Geometric Dimensioning/Tolerance	3	
CDM 235	Manufacturing Processes	3	
CDM 251	Introduction to Piping Drafting	3	
CDM 255	Civil Drafting	3	
CDM 265	Sustainable Design	3	
CPM 220	3D Animation	3	
GEO 120	Introduction to GIS	3	
Other Courses Required for Certification			1
CDM 298	CAD Capstone	1	
Total Required Hours			33-34

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Computer Science – Multimedia C.A.

Computers-Multimedia/Web Design Certificate of Achievement

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

Multimedia developers produce and develop CD-ROMs, online training, kiosks and media development using video, audio, programming, animations and graphics.

General Education Requirements				12
Must Include:				
CPT 115	Introduction to Data Processing	3		
Required Computer Science Courses				
CPT 106	PC Operating Systems	3		
CPM 120	Windows Multimedia	3		
Additional Courses for Multimedia Option (choose 4)				
CPM 170	Computer Graphics	3		
CPM 190	Dynamic Programming Languages	3		
CPM 210	Digital Photo Editing (Adobe Photoshop)	3		
CPM 220	3D Animation (Sketchup)	3		
CPM 250	Web Animation (Flash)	3		
CPM 260	Content Management Systems (CMS)	3		
CPM 270	Digital Video Editing (Adobe Premiere)	3		
Total Required Hours				30

For more information, call 636-922-8594.

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For More Information

Call 636-922-8334

Computer Science – Multimedia and Web Design
Technology Building, Room 105

Related Degrees Certificates

- o Computer Science – Multimedia and Web Design Option A.A.S.
- o Computer Science – Web Design C.A
- o Multimedia C.S.
- o Web Development C.S.

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Computer Science – Web Design C.A.

Computers-Multimedia/Web Design Certificate of Achievement

Web designers design Web pages, graphical content and animation, using HTML and Web editors.

Learn the fundamentals of Web page authoring and design using the latest programs on the market leading to entry-level positions. Companies everywhere need webmasters to compete in today's business world.

General Education Requirements			12
Must Include:			
CPT/BAS 103	Microcomputer Applications	3	
Required Courses in Computer Science Core			9
CPT 106	PC Operating Systems	3	
CPM 120	Windows Multimedia	3	

For More Information

Call 636-922-8334

Computer Science – Multimedia and Web Design

Technology Building, Room 105

Related Degrees Certificates

- o Computer Science – Multimedia and Web Design Option A.A.S.
- o Computer Science – Multimedia C.A.
- o Multimedia C.S.
- o Web Development C.S.

CPM 160	HTML	3	
Additional Courses for Web Design Option (Minimum of 9 Credit Hours)			9
CPM 190	Dynamic Programming Languages	3	
CPM 215	Fireworks	2	
CPM 230	Social Media Marketing for the Web	3	
CPM 240	Web Design (Dreamweaver)	3	
CPM 250	Web Animation (Flash)	3	
CPM 260	Content Management Systems	3	
CPM 280	JavaScript	3	
CPT 160	Mobile Apps Development	3	
Total Required Hours			30

For more information, call 636-922-8594.

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For More Information

Call 636-922-8322

Computer Science – Networking
Technology Building, Room 105

Related Degrees Certificates

- Computer Science – Network Security A.A.S.
- Computer Science – Networking Option A.A.S.

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Computer Science – Networking C.A.

Computers-Networking Certificate of Achievement

This certificate program provides you with basic skills as a network engineer through hands-on, skills-based training in state-of-the-art classroom labs. Learn to provide end user support and how to configure workstations, servers, routers, and switches.

Earn this certificate and apply all these credits towards the two-year Associate of Applied Science degree in computer networking.

General Education Requirements		12
Core Requirements		19
CPC 107	A+ (Computer Repair & Maintenance)	5
CPC 125	Windows Desktop Operating Systems	3
CPC 160	Desktop Security	3
CPC 170	CCNA1	5

CPC 180	Introduction to UNIX/Linux	3	
Total Required Credit Hours			31

For more information, call (636) 922-8241.

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Computer Science – Programming Languages C.A.

Computers-Programming Certificate of Achievement

Software development is a foundation of IT departments, and this certificate prepares you for entry-level positions that develop, manufacture, and support a wide range of software products.

Operation systems and other system software, productivity software, network software, and Internet software are some of the exciting programs that are continuously enhanced and expanded.

General Education Requirements		12
Additional Courses Required for Programming Language Option		18
(Choose Six)		
CPT 104	Intro to Prog Animation & Games	3
CPT 160	Mobile Apps Development	3

For More Information

Call 636-922-8334

Computer Science – Programming
Technology Building, Room 105

Related Degrees Certificates

- [Computer Science – Computer Programming Option A.A.S.](#)

CPT 172	FORTRAN	3	
CPT 174	COBOL Programming I	3	
CPT 175	COBOL Programming II	3	
CPT 182	Beginning Programming in C++	3	
CPT 185	Programming in C#	3	
CPT 186	Advanced Programming in C++	3	
CPT 240	SQL Basics	3	
CPT 250	Database Programming	3	
CPT 260	Oracle Programming	3	
CPT 280	Visual Basic for Windows	3	
CPT 282	Advanced Visual Basic	3	
CPT 284	Java Programming	3	
CPT 287	Advanced Java Programming	3	
CPM 190	Dynamic Programming Languages	3	
Total Required Hours			30

For more information call 636-922-8568.

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For More Information

Call 636-922-8398

Criminal Justice

Social Sciences Building, Room 1104

Related Degrees Certificates

- [Criminal Justice Transfer Program Schedule Guide](#)
- [Criminal Justice – Law Enforcement A.A.S.](#)

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Criminal Justice – Law Enforcement C.A.

Criminal Justice

Certificate of Achievement

Complete a minimum of 32 credit hours, including 12 credit hours of general education courses (one course from communication, one course from mathematics [MAT 098 or above], one course from social science, and one course from any of the three remaining categories listed in the A.A.S. chart or one course from computer science).

General Education Requirements - see above			12
Must include:			
MAT 098	Beginning Algebra	3	
CRJ Core Courses (choose three of the following):			
CRJ 140	Introduction to Criminal Justice	3	
CRJ 170	Criminal Law*	3	
CRJ 171	Criminal Evidence	3	

CRJ 175	Criminology	3	
CRJ 201	Conflicting Perspectives	3	
CRJ 205	Juvenile Justice	3	
Law Enforcement Electives (choose from the following)			5-9
CRJ 101	Introduction to Victimology	3	
CRJ 103	Addictive Disease Concepts	3	
CRJ 104	Treatment: Alcohol & Drugs	3	
CRJ 110	Investigations I	3	
CRJ 202	Correctional Institutions	3	
CRJ 210	Crime Victimization	3	
CRJ 224	Constitutional Law I	3	
CRJ 230	Crisis Intervention*	3	
CRJ 240	Probation and Parole	3	
CRJ 250	Police Administration	3	
CRJ 260	Police Community Relations	3	
CRJ 266	Internship II	1-6	
CRJ 291/292	Mock Trial**	6	
Other Required Course			2-6
CRJ 265	Internship I	1-6	
CRJ 298	Capstone	1	
Total Required Hours			32-36

Graduates of the Police Academy are given credit for 12 hours toward this program certificate. Courses are marked with an asterisk(). Police Academy Graduates can also receive 2 additional hours toward the A.A.S. degree for Physical Education.

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

For more information, call 636-922-8241.

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For More Information

Call 636-922-8419

Education

Technology Building, Room 205

Related Degrees Certificates

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General Education C.A.

General Education

Certificate of Achievement

This is a 42-hour program that is part of the requirements for the Associate of Arts in Art and Sciences. As designed, it allows students to explore a variety of disciplines and introduces the fundamentals of a college education from the perspectives of different subject areas. In addition to giving a broad foundation for preparation for any future area of study, it allows students to explore subjects they are most interested in and may want to major in after transferring to a four-year institution. A student, who completes this 42-hour program and applies for, will be entitled to receive a Certificate of Achievement General Education.

ENG 101	English Composition I	3	
ENG 102	English Composition II	3	
SPE 101	Oral Communications	3	
	One Social Science Course from Group I: HIS 101, 102, 115, 270 POL 101, 102	9	

One Social Science Course from Group II:

Any ANT
CRJ 140, 175
ECO 100, 110, 120
Any GEO
PSY 101
SOC 101, 102

One Additional Course from Group I or II, or:

Any HIS
Any POL

One Humanities Course from Group I:

ART 101, 150, 160, 170
MUS 111, 112, 231, 232, 234
MUS 113 or 229 or THE 229
MUS 114 or 230 or THE 230
THE 122, 123, 124

One Humanities Course from Group II:

BUS 105 or CPT 105
Any LIT
Any PHL
Any Foreign Language

One Additional Course from Group I or II

9

Choose one MultiCultural/Valuing Course:

ANT 102, 103, 151, 161, 171, 201, 202, 220
BUS 105 or CPT 105
BUS 255
ESL 101, 102
GEO 100, 101, 102
Any GLC
Any GLS
HIS 145, 146, 160, 201
LIT 200, 271, 272, 273, 275
LIT 241 or SOC 241
MUS 111

3

	PHL 201 POL 201, 210, 220, 255 Any Foreign Language SPE 215		
MAT 160, 165 or higher*	College Algebra, Contemporary College Math or higher	3-4	
	<p>One Natural Science Course From Group I: BIO 100, 105/106, 110/113, 120/121, 122, 130, 140</p> <p>One Natural Science Course From Group II: CHM 101/103, 110/113 PHY 111/113, 125/127, 130/131, 150/153, 225/227, 240/243 <i>At least one lab must be taken with a corresponding lecture course</i></p>	7	
COL 299	Sophomore Portfolio Assessment	1	
*A student who does not take MAT 160 to meet the Mathematics requirement, may need to take an additional credit hour, e.g. an additional science lab or an hour GLC course to meet the 42 credit hour general education requirement. Speak with your counselor or advisor.			
Total Required Hours		42	

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For More Information

Call 636-922-8609

Global Culture/Global Studies
Humanities Building, Room 203

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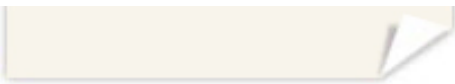
Global Studies C.A.

Global Culture

Certificate of Achievement

This program is designed to enable students to develop a fundamental level of international and intercultural competence, and to prepare them to assume their role in an increasingly complex, interconnected and interdependent world. Additionally, the Program will reinforce the four State-Level Skill Area Goals and the four State-Level Knowledge Area Goals of the new General Education structure using an explicit global focus.

General Education Requirements		12
Must include:		
<i>Choose one course from:</i>		
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 125	Business Writing	3
SPE 101	Oral Communications	3



<i>Choose one course from:</i>			
CPT/BAS 103	Microcomputer Applications	3	
CPT 115	Introduction to Data Processing	3	
MAT 098	Beginning Algebra	3	
BIO 100	Introductory Biology	3	
BIO 105/106	Essentials of Biology I and Lab	4	
BIO 110/113	Human Biology and Lab	4	
BIO 120/121	Introduction to Ecology and Lab	4	
BIO 122	Environmental Science	3	
BIO 130	Human Sex and Reproduction	3	
CHM 101/103	Introduction to Chemistry and Lab	4	
CHM 115	General Chemistry I and Lab	4	
PHY 111/113	Introduction to Physical Science and Lab	4	
PHY 125/127	Introduction to Physical Geology and Lab	4	
PHY 130	Astronomy	3	
PHY 150/153	General Physics I and Lab	4	
PHY 240/243	College Physics I and Lab	5	
Also,			
One general education course from Group I Global course listings.			
Group I: ART 101, 150, 160, GLC 290, LIT 200, 271, 272, 273, 275, MUS 111, 231, 232, PHL 201, SPE 215, THE 122, GLC courses		3	
One general education course from Group II Global course listings			
Group II: ANT 102, 151, 161, 171, 220, BUS 255, GEO 100, 101, 102, GLS 290, HIS 145, 146, 160, 201, 240, POL 201, 210, 220, 255, GLS courses (other than 101)		3	

Additional Required Courses			
GLS 101	Introduction to Global Studies	3	
Foreign Language course numbered 201 or higher			
The remainder of the Certificate courses to reach the minimum of 30 hours will be chosen from the two lists of approved Global Studies Certificate courses. At least two course prefixes must be represented in each group.			
Total Required Hours		30	

For more information, call 636-922-8241.



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Call 636-922-8280

Practical Nursing Program
Administration Building, Room 1442

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Allied Health – Practical Nursing C.A.

Practical Nursing Certificate of Achievement

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

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

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

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

General Education Requirements			14
BIO 240/243	Anatomy & Physiology I	4	

BIO 241/244	Anatomy & Physiology II	4	
PSY 101	Introduction To Psychology	3	
SOC 151 -or-	Gerontology -or-	3	
SOC 251 -or-	Aspect of Aging -or-	3	
PSY 225	Psychology of Aging	3	
Required Nursing Courses			33
NPN 100	Personal & Vocational Concepts	1	
NPN 101/111/121	Fundamentals of Nursing	7	
NPN 102/112	Maternal Child Nursing	6	
NPN 151/161/171	Medical-Surgical Nursing I	11	
NPN 152/162/172	Medical-Surgical Nursing II	8	
Other Required Courses			3
ENG 096 -or-	Developmental Writing II -or-	3	
ENG 101	English Composition I	3	
Total Required Hours			50

For more information, contact 636-922-8280.

Gainful Employment Disclosures



Certificates of Specialization – 2012-13

Business Administration

- [Accounting C.S.](#)
- [Banking/Finance C.S.](#)
- [Management C.S.](#)
- [Marketing C.S.](#)

Computer Science

- [Computer Science – Computer Security C.S.](#)

Computers-Multimedia/Web Design

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English/Literature

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Accounting C.S.

Business Administration

Certificate of Specialization

A Certificate of Specialization in Accounting targets people already in the workforce, seeking to improve skills or wanting to obtain new skills. The specialized certificate contains 16 credit hours, no General Education credits and consists of five classes.

Required Courses			
ACT 101	Applied Accounting**	3	
ACT 110	Financial Accounting	4	
ACT 115	Computerized Accounting	3	
	Two electives from any ACT, BUS or ECO	6	
Total Required Hours			16

**If the student has an accounting background or experience, ACT 101 can be waived.

For More Information

Call 636-922-8419

Business Administration

Technology Building, Room 205

Related Degrees Certificates

- Banking/Finance C.S.
- Business Administration A.A.S.
- Business Administration C.A.
- Business Transfer Program Schedule Guide
- Management C.S.
- Marketing C.S.



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Banking/Finance C.S.

Business Administration

Certificate of Specialization

A Certificate of Specialization in Finance targets people already in the workforce, seeking to improve skills or wanting to obtain new skills. The specialized certificate contains 15 credit hours, no General Education credits and consists of five classes.

Required Courses			
BUS 101	Introduction to Business	3	
BUS 220	Principles of Finance	3	
	Three electives from any ACT, BUS or ECO	9	
Total Required Hours			15

For More Information

Call 636-922-8419

Economics/Finance

Technology Building, Room 205

Related Degrees Certificates

- Accounting C.S.
- Business Administration A.A.S.
- Business Administration C.A.
- Business Transfer Program Schedule Guide
- Management C.S.
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Management C.S.

Business Administration

Certificate of Specialization

A Certificate of Specialization in Management targets people already in the workforce, seeking to improve skills or wanting to obtain new skills. The specialized certificate contains 15 credit hours, no General Education credits and consists of five classes.

Required Courses			
BUS 101	Introduction to Business	3	
BUS 201	Principles of Management	3	
	Three electives from any ACT, BUS or ECO	9	
Total Required Hours			15

For More Information

Call 636-922-8419

Business Administration

Technology Building, Room 205

Related Degrees Certificates

- Accounting C.S.
- Banking/Finance C.S.
- Business Administration A.A.S.
- Business Administration C.A.
- Business Transfer Program
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- Marketing C.S.



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Marketing C.S.

Business Administration

Certificate of Specialization

Certificate of Specialization

A Certificate of Specialization in Marketing targets people already in the workforce, seeking to improve skills or wanting to obtain new skills. The specialized certificate contains 15 credit hours, no General Education credits and consists of five classes.

Required Courses		
BUS 101	Introduction to Business	3
BUS 230	Principles of Marketing	3
	Three electives from any ACT, BUS or ECO	9
Total Required Hours		15

For More Information

Call 636-922-8419

Business Administration
Technology Building, Room 205

Related Degrees Certificates

- Accounting C.S.
- Banking/Finance C.S.
- Business Administration A.A.S.
- Business Administration C.A.
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For More Information

Call 636-922-8334

Computer Science

Technology Building, Room 105

Related Degrees Certificates

- [Computer Science Transfer Program Schedule Guide](#)

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Computer Science – Computer Security C.S.

Computer Science Certificate of Specialization

A Certificate of Specialization in Computer Security provides an additional option for potential students to upgrade skills in a focused area of study and make them more desirable to employers. Students will be awarded this certificate only upon successful completion of all the following courses:

Required Courses for Certificate of Specialization in Computer Security			
CPT 105	Computer Ethics	3	
CPT 115	Intro to Data Processing	3	
CPT 121	Basics of Data Communications	3	
CPT 165	Computer Programming Logic	3	
CPC 170	Networking Basics	5	

CPT 200	Systems Analysis and Design	3	
CPT 246	Computer Security	3	
Total Required Hours			23

For more information, call 636-922-8241.



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Multimedia C.S.

Computers-Multimedia/Web Design Certificate of Specialization

A Certificate of Specialization in Multimedia provides an additional option for students to upgrade skills in a focused area of study. Students will be awarded this certificate only upon successful completion of all the following courses:

Required Courses for Certificate of Specialization in Multimedia		
CPM 120	Windows Multimedia	3
CPM 170	Computer Graphics (Adobe Illustrator)	3
CPM 210	Digital Photo Editing (Adobe Photoshop)	3
CPM 220	3D Animation	3
CPM 250	Web Animation (Adobe Flash)	3
CPM 270	Digital Video Editing (Adobe Premiere)	3
Total Required Hours		18

For more information, call 636-922-8241.

For More Information

Call 636-922-8334

Computer Science – Multimedia and Web Design

Technology Building, Room 105

Related Degrees Certificates

- o Computer Science – Multimedia and Web Design Option A.A.S.
- o Computer Science – Multimedia C.A.
- o Computer Science – Web Design C.A.
- o Web Development C.S.



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Web Development C.S.

Computers-Multimedia/Web Design Certificate of Specialization

A Certificate of Specialization in Web Development provides an additional option for potential students to upgrade skills in a focused area of study. Students will be awarded this certificate only upon successful completion of all the following courses:

Required Courses for Certificate of Specialization in Web Development		
CPM 160	HTML	3
CPM 190	Dynamic Programming Languages	3
CPM 240	Advanced Web Design (Adobe Dreamweaver)	3
CPM 250	Web Animation (Adobe Flash)	3
		12
Choose options for a minimum of 6 credits:		
CPM 215	Fireworks	2
CPM 230	Social Media Marketing for the Web	3

For More Information

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Computer Science – Multimedia and Web Design

Technology Building, Room 105

Related Degrees Certificates

- o Computer Science – Multimedia and Web Design Option A.A.S.
- o Computer Science – Multimedia C.A.
- o Computer Science – Web Design C.A.
- o Multimedia C.S.

CPT 160	Mobile Apps Development	3	
CPT 240	SQL Basics	3	
CPT 250	Database Programming	3	
CPM 260	Content Management Systems (CMS)	3	
CPM 280	JavaScript	3	
Total Required Hours			18

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English as a Second Language C.S.

English/Literature

Certificate of Specialization

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

I. Three Courses in English as a Second Language			
Writing: at least one course - 3 credits			
ESL 107	Intensive Grammar Review for Non-Native Speakers	3	
ESL 108	Intermediate Composition for Non-Native Speakers	3	
Total Required Hours			3

Related Degrees Certificates

- English Transfer Program Schedule Guide

Speaking and Listening: at least one course - 3 credits			
ESL 103/SPE 100	Pronunciation & Communication & Listening for Non-Native Speakers	3	
ESL 105	Advanced Conversation for Non-Native Speakers	3	
Total Required Hours			3
Reading: at least one course - 3 credits			
ESL 104	College Reading for Non-Native Speakers	3	
ESL 106	Advanced Reading for Non-Native Speakers	3	
*Options if students have tested out of Reading			
ESL 100	Welcome/ Orientation to SCC for Non-Native Speakers	3	
Total Required Hours			3
II. Two Courses in Advanced Communication and Culture- 6 credits			
Reading			
RDG 111	Reading Across the Disciplines	3	
Writing			
ENG 101	English Composition I	3	
ENG 102	English Composition II	3	
Speaking and Listening			
SPE 101	Oral Communications	3	

Culture			
GLS 101	Introduction to Global Studies	3	
(Choose 1) Music:	MUS 111, or MUS 150, or a Music Performance Class	3	
(Choose 1) Art:	ART 101, or ART 150, or an Art Studio Course	3	
Total Required Hours		6	
III. Approved Elective: One Course from List Below			
ART (studio art), BAS 101, BAS 103/CPT 103, BAS 130, BAS 131, BAS 132, BAS 135, BAS 136, BAS 137, COL 090, CPT courses (Non-English intensive), CRJ 140, ESL 100, ESL 101, ESL 102, ESL 103/SPE 100, ESL 105, Foreign Language (must have completed ESL 102), HMS 100, MAT, MUS (any performance class), RDG 080, RDG 081, RDG, 083, RDG 084, RDG 090, RDG 104, RDG 106, SPE 101 (must have completed ESL 105)			
Total Required Hours		3	
Total Required Hours		18	



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Graphic Design

Visual Arts Building (VAB)

Related Degrees Certificates

- o [Art/Graphic Design Transfer Program Schedule Guide](#)
- o [Graphic Design A.A.S.](#)

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Print Media C.S.

Graphic Design

Certificate of Specialization

Earning a Certificate of Specialization in Print Media provides a way for students to upgrade existing or to learn new skills in the area of print media. Students will be awarded this certificate only upon successful completion of all the following courses:

Required Courses for Certificate of Specialization in Print Media		
ART 110	Drawing I	3
ART 170	Design I	2
ART 190	Macintosh Basics	2
ART 260	Printmaking I	3
ART 290	Page Layout on the Macintosh	4
ART 291A	Digital Imaging	3
Total Required Hours		17

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Accounting Course Descriptions

ACT 101 Applied Accounting ... 3

Introduces the accounting cycle. Basic concepts covered include double-entry bookkeeping and examination of basic financial reports such as the balance sheet, statement of owner's equity and income statement. Emphasis on cash receipts, cash disbursements, accounts receivable and accounts payable. Some assignments made using general ledger accounting software. Intended to be the first accounting course for students who have not taken high school accounting or have no accounting experience.

ACT 105 Personal Accounting and Finance ... 3

Overview of practical business procedures, covering banking procedures (ATM, statements), investment matters, budgeting, insurance, payroll and associated taxes, interest, marketing and other economic issues, and other areas important to economic survival in a highly sophisticated business environment.

ACT 110 Financial Accounting I ... 4

Prerequisites: ACT 101 or high school accounting or department approval and MAT 098 or ASMNT A121.

Introduction to financial accounting, through the theory and logic underlying accounting procedures as well as the measurement and presentation of financial data. Brief review of the basic accounting cycle. Development of fundamental concepts in determination of income and presentation of financial position of business firms. Exposure to partnership accounting as well as coverage of corporation accounting including stocks, stockholder equity transactions, and bonds. Introduction to international accounting as well as statement of cash flows.

ACT 115 Computerized Accounting ... 3

Prerequisites: ACT 101 or ACT 110 or successful completion of high school accounting or departmental approval.

Exposure to some of the most popular accounting software used in the marketplace by small and medium sized businesses. Computer application packages include Quickbooks, Peachtree, and Microsoft Excel. For students continuing their accounting/ business education or who want more knowledge in computerized accounting applications.

ACT 120 Financial Accounting II ... 3

Prerequisites: ACT 110. Continuation of Financial Accounting I.

Emphasis on corporation organization and operations, corporate stockholders' equity, earnings and dividends, long-term liabilities, leases, investments, and cash flows statements. Includes analysis of financial manufacturing operations, cost accounting principles, budgets and standard costs, cost-volume profit analysis, and capital budgeting. (Not recommended for Associate of Arts degree transfer students.)

ACT 130 Managerial Accounting ... 3

Prerequisites: ACT 110

Introduction to relevant costs for decision making, controlling, contribution approach to decision-making, and absorption costing versus direct costing effect on income. Coverage of segment profitability, budgeting, capital projects, selection and subsequent evaluation, cost volume and allocation involving joint costs decentralization, and performance measurement and transfer pricing. Emphasis on performance standards, activity-based costing, variance analysis, and responsibility accounting.

ACT 198 Accounting Internship ... 1-3 hrs

Prerequisites: Requires prior approval of department chair or dean.

Students placed in a position or in business to gain practical experience and learn specific operational technologies.

ACT 210 Intermediate Accounting I ... 3

Prerequisites: ACT 120 or ACT 130.

Accounting theory and practice related to the acquisition, use and disposal of fixed and intangible assets. Recognition and measurement of current assets including cash and inventories are covered. Includes comprehensive study of financial statements. Spring.

ACT 220 Intermediate Accounting II ... 3

Prerequisites: ACT 210

Continuation of accounting theory. Examination of traditional plant assets, long-term liabilities, stockholders equity and current subjects of controversy. Emphasis on income taxes, leases, inflation accounting, cash flow statements, pension accounting, determination of earnings per share and investments.

ACT 240 Individual Income Tax Accounting ... 3

Prerequisites: ACT 110

Fundamentals of federal income taxation with emphasis on individuals. Topics include determination of income, exclusions, exemptions, personal and business deductions, credits, accounting methods, and capital gains and losses.

ACT 245 Cost Accounting ... 3

Prerequisites: ACT 120 or ACT 130.

Focus on accountant as information gatherer and interpreter. Includes fundamental elements of production costs, budgeting, standard costs, and analysis of variances relate to interpretation and control of production costs, costing of spoilage, waste and scrap, and activity-based costing.

Anthropology Course Descriptions

ANT 101 Physical Anthropology and Archaeology ... 3

Study of human evolutionary development. Principles, theories, data, and methods employed by physical anthropologists and archaeologists used to cover subjects such as evolution, human prehistory, the fossil evidence of homo sapiens and ancestral forms.

ANT 102 Introduction to Cultural Anthropology ... 3

Study of diverse human cultures. Introduction of basic concepts and techniques practiced by cultural anthropologists. Topics include language, kinship, gender, economics, politics, ecology, and religion. Discussion of problems resulting when traditional societies confront industrial societies or industrialization.

ANT 103 Introduction to Archaeology ... 3

Introduction to archaeology, with emphasis on scientific methods and procedures, tools, and techniques used by archaeologists to recover information about the past from the material remains.

ANT 105 Introduction to Biological Anthropology ... 3

Survey of common topics, including human evolutionary fossil record, modern physical variations such as ?race,? forensics, and primate behavior and evolution.

ANT 151 World Archaeology ... 3

Examines archaeological discoveries from prehistoric cultures and ancient civilizations of Africa, Asia, Europe, the Americas, and Oceania. Exploration of human achievements from earliest human ancestors to the present to develop understanding of human condition and foundations of modern world.

ANT 161 Archaeology of Religion ... 3

Study of what archaeology reveals about early religions beyond the information contained in historical texts. Material evidence provides different perspectives on the development, practice, and spread of religions around the world. Focus is on ancient Near East ? a shared backdrop for the emergence of the world religions of Judaism, Christianity, and Islam.

ANT 171 Introduction to Egyptology ... 3

Introduction to history, geography, society, and culture of Ancient Egypt. Special emphasis on archaeological remains. A look at how ancient Egypt foundation for the modern world has been studied and portrayed.

ANT 201 Field School in Archaeology ... 3-6 hrs

Exploration of practical methods of archaeological survey and excavation needed to learn about past civilizations and cultures. Students will participate in a dig or survey project in St. Charles County or at a location such as New Mexico or Madagascar.

ANT 202 Current Debates in Anthropology ... 3

Focuses on contemporary debates in anthropology (such as ? do sexually egalitarian societies exist? Did Neanderthals interbreed with modern humans? Is ethnic conflict inevitable?) from all four subdisciplines of the field. Special emphasis and discussion of current issues in cultural anthropology.

ANT 220 Middle East: People and Cultures ... 3

Survey of the cultural similarities and differences among the peoples of the Near and Middle East, including historical, ethnological, and contemporary relationships.

ANT 224 People and Cultures of Africa ... 3

General anthropological survey of African cultures and civilizations, past and present, throughout the continent.

ANT 290 Topics in Anthropology ... 3

Exploration of topic selected by instructor. Topic varies depending on semester and instructor.

Art Course Descriptions

ART 101 Art Appreciation ... 3

Lectures to stimulate visual, emotional and intellectual awareness of humankind's artistic heritage. Covers historically significant art forms from prehistoric through postmodernism.

ART 110 Drawing I ... 3

Introduction to drawing through variety of methods, both traditional and contemporary. Emphasis placed on analysis of space and form as well as familiarization with and control of drawing material. Introduction to line, perspective, shading, and texture.

ART 120 Drawing II ... 3

Prerequisites: ART 110

Continuation of ART 110 reassessing methods and analysis with emphasis on color theory and use of wet and dry media.

Corequisites: Recommended corequisite ART 101 or ART 150.

ART 130 Painting I ... 3

Prerequisites: ART 110

Theory and practice of painting using oil media on canvas. Build stretchers, stretch canvas, and practice classical techniques in color theory, still life, and abstract.

Corequisites: Recommended corequisite ART 160.

ART 135 Ceramics I ... 3

Fundamental techniques and design elements used in making art with clay. Wheel throwing and hand building processes, and studio operations such as clay recycling, glaze mixing, and kiln loading.

ART 136 Ceramics II ... 3

Prerequisites: ART 135

Introduction to wheel throwing and hand building techniques at intermediate level with continued emphasis on creative design. Participation in studio operations.

ART 140 Painting II ... 3

Prerequisites: ART 130

Theory and practice of painting using oil and acrylics. Development of form through color and texture. Work with variety of media to encourage emphasis on individual expression.

ART 150 Survey of Western Art History I: Prehistory to End of the Middle Ages ... 3

Survey art history course focusing on historically significant cultures and forms of art and architecture in Western Civilization. Exploration of the development of human achievements from Prehistory to the end of the Middle Ages. Lecture course primarily for art majors.

ART 151 Survey of Western Art History II: Renaissance to the Twentieth Century ... 3

Prerequisites: ART 150

Survey art history course focusing on historically significant cultures and forms of art and architecture in Western Civilization. Exploration of the development of human achievements from the Renaissance to the 20th century. Lecture course primarily for art majors.

ART 160 Modern and Contemporary Art History ... 3

Prerequisites: ART 101 or ART 150 or 151.

Art History lecture course focusing on significant artistic developments and forms of art and architecture through exploration of the development of human achievements in the modern and contemporary era. Lecture course designed primarily for art majors.

ART 170 Design I ... 2

Emphasis on principal elements of two-dimensional design through assigned problems using a variety of materials.

ART 180 Design II ... 2

Prerequisites: ART 170

Continuation of Design I, with emphasis on the interaction of colors as design and exploration of various color theories through a series of problems.

ART 190 Macintosh Basics ... 2

Introduction to Macintosh computer platform. Overview of computer hardware, basic factory-installed software. Macintosh operation, troubleshooting, repair, and practices. Input and output devices, such as scanners, digital cameras, video equipment and printers.

ART 210 Figure Drawing I ... 3

Prerequisites: ART 110

Introduction to human-figure drawing through traditional and contemporary methods. Emphasis on analysis of space and form as well as human anatomy.

ART 211 Drawing III ... 3

Prerequisites: ART 120

Continuation of Drawing II. Emphasis on variety of drawing materials and subject matter as well as development of individual expression.

ART 220 Black & White Photography I ... 3

Introduction to basics and principles of black and white photography. Includes mechanical and visual aspects and darkroom skills for developing and printing black and white film. Requires manual single-lens reflex camera. Cost of course supplies may exceed \$200.

ART 221 Digital Photography I ... 3

Basic processes and procedures of creating imagery through the use of new technology and other devices. Explores digital tools and processes as a means for photographic input, output and basic image manipulation. Fundamental computer skills are required. Mac platform preferred. Students will be responsible for their own 8-10 megapixel adjustable digital camera minimum as well as other supplies. DSLR cameras with RAW capabilities are preferred. Cost of course supplies may exceed \$200.

ART 222 History of Photography ... 3

Exploration of photography, its historical development, an examination of it as an art medium, and its influence on the development of modern art and contemporary culture.

ART 224 Black & White Photography II ... 3

Prerequisites: Art-220

Approach to photography primarily from creative visual aspect, emphasis is placed on concept development. Increases photographer's awareness of and sensitivity to visual aspects such as composition while refining mechanical skills such as exposure, developing and darkroom skills while using black & white media. Requires manual single-lens reflex camera. Cost of course supplies may exceed \$200.

ART 225 Digital Photography II ... 3

Prerequisites: ART-221

Intermediate exploration of the aesthetics and techniques of digital photography including a further investigation of the constructed image, color management, asset management and output methods. Students will produce one or more portfolios of digital images. Students will be responsible for their own 8-10 megapixel adjustable digital camera minimum as well as other supplies. DSLR cameras with RAW capabilities are preferred. Cost of course supplies may exceed \$200.

ART 231 Photography III ... 3

Prerequisites: ART 224

Continuation of Photography II, with emphasis on technical consistency and sophistication in expression of ideas.

ART 232 Topics: Advanced Photography ... 3

Prerequisites: ART 231

Advanced course on contract individual study basis to gain greater expertise in photography.

ART 233 Special Topics in Photography ... 3

Prerequisites: ART 230 or consent of instructor.

Variable content covering in-depth advanced topics in technique and subject matter not covered in regular curriculum. Topics vary and may include subjects such as portrait photography and lighting, location photography: landscape and architecture, non-silver photographic processes, working with color positives, etc.

ART 239 Gallery Management Internship ... 3

Prerequisites: ART 101 or ART 150, ART 170, and permission from instructor.

Basic processes and procedures of curating a fine art exhibition and managing exhibition space. Explore SCC's community art venue from a behind-the-scenes perspective while developing an understanding of the responsibilities of managing, funding, and maintaining exhibition space. Participation in installation and planning of SCC Gallery exhibitions. May involve field trips.

ART 240 Painting III ... 3

Prerequisites: ART 140

Continuation of Painting II. Special projects in both traditional and nontraditional materials and subject matter.

ART 241 Topics: Advanced Painting ... 3

Prerequisites: ART 240

Advanced course on contract individual study basis to gain greater expertise in painting.

ART 250 Figure Drawing II ... 3

Prerequisites: ART 210

Continuation of Figure Drawing I with introduction of color theory and wet-drawing media.

ART 259 Visual Arts Studio Internship ... 1-3

On-the-job experience in visual arts. Students may apply for an internship with artists or art-related businesses to enhance career readiness. Visual arts studio internships must be approved and sponsored by a faculty advisor.

ART 260 Printmaking I ... 3

Prerequisites: ART 110 or ART 170

Process and techniques of various printmaking methods including wood/linoleum block, collagraph, single and multi-colored editioning techniques.

ART 265 Material Studies ... 3

In-depth exploration of the processes of creating art textiles. Draws upon contemporary and historical sources and personal imagery for expression using the fiber medium. Techniques include direct application of dyes and pigments with various resist methods, screen print processes, creating a dimensional fiber form, and exploring pattern structures. Students create within directed problems and develop abilities to verbalize ideas through conversations and critiques.

ART 270 Commercial Illustration I ... 3

Prerequisites: ART 110

Illustration techniques for commercial purposes including drawing, paint, ink, and collage techniques. Stresses content in illustration.

ART 272 Commercial Illustration II ... 3

Prerequisites: ART 270

Research in contemporary illustration processes and techniques. Emphasis placed on subject interpretation using variety of art mediums.

ART 275 Art and Architecture Field Studies ... 3

Prerequisites: One of the following: ART 101, ART 110, ART 150, ART 170, ART 220, ART 283, or ART 285.

Field course covering art, architecture, and history of a region of the world involving supervised on-site field studies and coursework outlined in an individual learning agreement. Includes lectures, directed readings, writing, drawing, photography, and other creative projects as well as visits to important sites and artifacts. Students must also register for and participate in approved academic study tour, study abroad, or field experience.

ART 280 Printmaking II ... 3

Prerequisites: ART 260

Single and multi-colored etching techniques using line, aquatint, soft ground, and editioning processes.

ART 281 Topics: Advanced Printmaking ... 3

Prerequisites: ART 280

Advanced course on contract individual study basis to gain greater expertise in printmaking.

ART 283 Figurative Clay Sculpture I ... 3

Step-by-step introduction to basics of clay sculpting using figure as reference for subject matter. Projects include relief sculpture, portrait, and small animal sculpture. Techniques include armature making, latex, and plaster mold making, casting, and final patination of sculpture.

ART 284 Figurative Clay Sculpture II ... 3

Prerequisites: ART 283

Expands upon skills and concepts learned in ART 283.

ART 285 Sculpture I ... 3

Introduction to sculpture materials, skills, history, and concepts. Explores methods in manipulation of traditional and experimental sculptural media, including additive and subtractive techniques. Involves studio work, research, lecture, and discussion. Emphasis as much on learning technique as understanding concepts and personal expression.

ART 287 Jewelry Making ... 3

Introduction to materials and processes of jewelry making. Techniques include cutting, piercing, filing, joining, casting, forging, soldering, and cold connections. Stress on intricacies of working with different metals and experimental media and design concepts along with personal expression.

ART 288 Sculpture II ... 3

Prerequisites: ART 285 Continuation of Sculpture I.

Emphasis on artisanship, exploration, and research to gain more sophisticated and self-motivated personal direction. Introduces skills in welding and metal fabrication as well as individual media choices. May include some metal casting.

ART 290 Page Layout on the Macintosh ... 4

Prerequisites: ART 190

Focus on page layout, publication design, and layout techniques. Current versions of Adobe InDesign and QuarkXPress used to cover a range of work, from flyers and brochures to magazines and multi-page publishing. Typography, use of space, and traditional industry standards and practices included. Designed for Graphic Design majors.

ART 291A Digital Imaging ... 3

Prerequisites: ART 170, ART 190, ART 290.

Focus on artwork creation and digital manipulation of photographic images. Use of Macintosh computers, Adobe Illustrator and Adobe Photoshop for familiarity with basic tools used in graphic design and digital imaging. Includes design skills, including line, shape, form, volume, and color. Projects focus on logo creation, image correction and adjustment, combining imagery, color correction, etc. Discussion and demonstration of traditional printing technology (offset lithography) through class and field trips. Review of legal issues related to digital imagery and freelance design.

ART 292 Graphic Design for the Web ... 3

Prerequisites: ART 291, ART 180.

Web page development on the Macintosh platform, using Macromedia Dreamweaver and Macromedia Flash. Topics include conceptualization and design of a well-designed site, use of line art and photographs, routine maintenance of a site, etc. Continuation of student design studies, applying graphic concepts to the interactive Web. Coverage of Web animation, including animated GIFs and Flash presentations.

ART 293 Video Production and Portfolio Development ... 3

Prerequisites: ART 292

Focus on nonlinear digital video editing. Use of Macintosh computers, Apple iMovie, and Final Cut Pro to cover traditional vs. digital video, video formats, inputting methods, editing methods, and output to both videotape and DVD. Application of 2-dimensional graphic design concepts and techniques to time-based video production. Graphic Design Capstone embedded.

ART 295 Topics: Advanced Sculpture ... 3

Prerequisites: ART 288

Advanced course on contract individual study basis to gain greater expertise in sculpture.

ART 296 Advanced Jewelry Making ... 3

Prerequisites: ART 287

Advanced course on contract individual study basis to gain greater expertise in jewelry making.

ART 297 Topics: Advanced Ceramics ... 3

Prerequisites: ART 136

Advanced course on contract individual study basis to gain greater expertise in ceramics.

ART 299 Special Problems in Studio Art ... 3

Prerequisites: ASMNT INS.

Advanced study in studio art discipline beyond courses appearing in this catalog. Projects predetermined through interview with instructor, completed during studio times offered in discipline.

Biology Course Descriptions

BIO 095 Foundations in Science for Health Careers ... 1

This course provides the foundations of scientific terminology and concepts useful for success in Anatomy & Physiology I (acceptable prerequisite for BIO 240/243). Topics include: scientific method, chemistry of life, cell biology, genetics, energetics, overview of human systems. This course is graded on a Pass/Fail basis. Offered online only.

BIO 100 Introductory Biology ... 3

Introduction to biology, the science of life. Includes origin and nature of life, from simplest single-celled forms to complex plants and animals and human beings. Appreciation of diversity and unity in living world by studying form and organization of the bacteria and other cells to specialization of structures in human body. Offered online only.

BIO 105 Essentials of Biology ... 3

Examines fundamental principles of biology. Includes organization of living things, scientific method, cell and molecular biology, genetics, ecology, evolution, and relationship between biology and society. Suitable for non-science majors.

Corequisites: Recommended (not required) BIO 106

BIO 106 Essentials of Biology Laboratory ... 1

Emphasis on use of methodologies typical of biological studies. Compliments topics covered in BIO 105. Suitable for non-science majors.

Corequisites: BIO 105

BIO 110 Human Biology ... 3

Survey of human body structure and function for non-science major. Study of all organ systems of the body along with current topics in human biology.

BIO 113 Human Biology Laboratory ... 1

Use of models, specimens, and investigative activities intended to enhance study of human organism.

Corequisites: BIO 110

BIO 120 Introduction to Ecology ... 3

Explores structure and function of ecosystems. Study of general ecological principles in context of current problems in world's ecosystems. Course includes field trips to off-campus locations. Hybrid course. (For non-science majors.)

BIO 121 Introduction to Ecology Laboratory ... 1

Ecological investigations in field and laboratory settings and procedures similar to those used by ecologists to study the natural world. Investigations will complement topics covered in BIO 120. Course includes field trips to off campus locations. Requires concurrent enrollment in BIO 120.

Corequisites: BIO 120

BIO 122 Environmental Sciences ... 3

Study of biological and physical characteristics and principles of nature. Deals with diverse topics such as ecology, endangered species, pollution, meteorology, earth studies, populations, etc. Occasional guest speakers or field trips included. (For non-science majors)

BIO 130 Human Sex and Reproduction ... 3

Human reproduction from biological point of view. Topics include human inheritance (from chromosomes to biotechnology), human reproduction (male and female anatomy and physiology), fetal development and birth, sexually transmitted diseases (emphasis on AIDS epidemic), and evolution of sexual reproduction. (For non-science majors.)

BIO 150 General Biology I ... 5

Prerequisites: MAT 121, One year of high school biology or equivalent with a C or better; One year of high school chemistry or equivalent with a grade of C or better.

Basic principles of plant and animal biology, including cell biology, biochemistry, energetics, genetics, evolution, and ecology. Appreciation of scientific method in general and biological methodology. Lab component will emphasize the use of methodologies typical of biological studies. For science majors.

BIO 151 General Biology II ... 5

Prerequisites: BIO 150 with a grade of C or better

Continuation of General Biology I. Emphasis on botany, zoology, animal systems, behavior, taxonomy. Lab component will feature laboratory and field activities that complement studies in lecture. For science majors.

BIO 160 General Botany ... 4

Prerequisites: BIO 150

Introduction to diversity of plant kingdom. Topics include plant cell structure, physiology of plant cell, study of major groups of plants and their life cycles, and study of various biomes. Includes laboratory component. Spring only.

BIO 240 Anatomy and Physiology I ... 3

Prerequisites: High school biology or its equivalent within the last five years with a grade of C or better.

Structure and function of human body, with particular attention to cell biology, skeletal system, muscular system, nervous system, and endocrine system.

Corequisites: BIO 243

BIO 241 Anatomy and Physiology II ... 3

Prerequisites: BIO 240 with a grade of C or better, BIO 243.

Continuation of study of structure and function of human body. Topics include cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproduction.

Corequisites: BIO 244

BIO 242 Anatomy and Physiology Supplement ... 1

Prerequisites: High school biology or its equivalent within the last five years.

Supplement and reinforcement of concepts presented in BIO 240 and 243. Strongly recommended for students who have failed or received a "W" in BIO 240 or its equivalent; recommended for all students in BIO 240.

Corequisites: BIO 240 and 243

BIO 243 Anatomy and Physiology Laboratory I ... 1

Activities to enhance study of topics covered in the lecture section (BIO 240). Use of models, charts, and both microscopic and gross specimens to illustrate various systems.

Corequisites: BIO 240

BIO 244 Anatomy and Physiology Laboratory II ... 1

Prerequisites: BIO 243, BIO 240

Continuation of BIO 243. Use of laboratory activities to enhance study of human body structure and function.

Corequisites: BIO 241

BIO 245 Microbiology ... 3

Prerequisites: High school biology or equivalent with a grade of C or better within the last five years.

Covers contemporary scene of microbiology for students interested in health-related sciences. Focus on microbes, especially bacteria, in terms of identification, genetics, cultivation, isolation, and destruction. Nature of various diseases along with chemotherapy and immunology (natural and acquired).

Corequisites: BIO 247

BIO 247 Microbiology Laboratory ... 1

Hands-on experience with techniques of identification and manipulation of microbial organisms, reinforcing material covered in lecture session.

Corequisites: BIO 245

BIO 265 Pathophysiology ... 3

Prerequisites: BIO 240, BIO 241, BIO 243, BIO 244

Study of mechanisms of disease conditions. Working from foundation of normal function, exploration of what can go wrong and how. Emphasis on conditions most commonly encountered by today's health professionals. Combination of lecture, discussion, and seminar.

BIO 270 Kinesiology ... 3

Prerequisites: BIO 240/243 with a grade of C or better, and taken within the last 5 years.

Study of movement of the human body. Emphasis on elements of skeletomuscular system and how they produce movements. Examines role of nervous coordination of body movement. Combination of lecture and lab.

Corequisites: OTA 100 or permission of instructor

BIO 280 (formerly 140) Nutrition Pathways ... 3

Prerequisites: BIO 240 with a grade of C or better, BIO 241 can be taken as a prerequisite or corequisite

Scientific study of the essential nutrients and their function in the body. Recommended nutrient intakes, diet assessments and planning, relationships between diet and health will also be covered.

BIO 291 Natural History Field Studies ... 1-4 hrs

Prerequisites: 100 level biology course in the last five years or permission of instructor.

Field course covering topics in the natural history of a specific region of the world. Supervised on-site field studies and coursework in an individual learning agreement. Lectures, directed readings, writing, and other creative projects, or online/distance coursework. Approved academic study tour, study abroad, or field experience required.

BIO 295 Topics in Biology ... 1-4 hrs

Topics in biology presented as complete course. May be repeated for credit if the same topic is not repeated. (May require permission of the instructor)

Corequisites: BIO 297

BIO 297 Topics in Biology Laboratory ... 1-2 hrs

Experimental component of Biology 295 if appropriate for the topic.

Corequisites: BIO 295

Business Administration Course Descriptions

ACT 101 Applied Accounting ... 3

Introduces the accounting cycle. Basic concepts covered include double-entry bookkeeping and examination of basic financial reports such as the balance sheet, statement of owner's equity and income statement. Emphasis on cash receipts, cash disbursements, accounts receivable and accounts payable. Some assignments made using general ledger accounting software. Intended to be the first accounting course for students who have not taken high school accounting or have no accounting experience.

ACT 105 Personal Accounting and Finance ... 3

Overview of practical business procedures, covering banking procedures (ATM, statements), investment matters, budgeting, insurance, payroll and associated taxes, interest, marketing and other economic issues, and other areas important to economic survival in a highly sophisticated business environment.

ACT 110 Financial Accounting I ... 4

Prerequisites: ACT 101 or high school accounting or department approval and MAT 098 or ASMNT A121.

Introduction to financial accounting, through the theory and logic underlying accounting procedures as well as the measurement and presentation of financial data. Brief review of the basic accounting cycle. Development of fundamental concepts in determination of income and presentation of financial position of business firms. Exposure to partnership accounting as well as coverage of corporation accounting including stocks, stockholder equity transactions, and bonds. Introduction to international accounting as well as statement of cash flows.

ACT 115 Computerized Accounting ... 3

Prerequisites: ACT 101 or ACT 110 or successful completion of high school accounting or departmental approval.

Exposure to some of the most popular accounting software used in the marketplace by small and medium sized businesses. Computer application packages include Quickbooks, Peachtree, and Microsoft Excel. For students continuing their accounting/ business education or who want more knowledge in computerized accounting applications.

ACT 120 Financial Accounting II ... 3

Prerequisites: ACT 110. Continuation of Financial Accounting I.

Emphasis on corporation organization and operations, corporate stockholders' equity, earnings and dividends, long-term liabilities, leases, investments, and cash flows statements. Includes analysis of financial manufacturing operations, cost accounting principles, budgets and standard costs, cost-volume profit analysis, and capital budgeting. (Not recommended for Associate of Arts degree transfer students.)

ACT 130 Managerial Accounting ... 3

Prerequisites: ACT 110

Introduction to relevant costs for decision making, controlling, contribution approach to decision-making, and absorption costing versus direct costing effect on income. Coverage of segment profitability, budgeting, capital projects, selection and subsequent evaluation, cost volume and allocation involving joint costs decentralization, and performance measurement and transfer pricing. Emphasis on performance standards, activity-based costing, variance analysis, and responsibility accounting.

ACT 198 Accounting Internship ... 1-3 hrs

Prerequisites: Requires prior approval of department chair or dean.

Students placed in a position or in business to gain practical experience and learn specific operational technologies.

ACT 210 Intermediate Accounting I ... 3

Prerequisites: ACT 120 or ACT 130.

Accounting theory and practice related to the acquisition, use and disposal of fixed and intangible assets. Recognition and measurement of current assets including cash and inventories are covered. Includes comprehensive study of financial statements. Spring.

ACT 220 Intermediate Accounting II ... 3

Prerequisites: ACT 210

Continuation of accounting theory. Examination of traditional plant assets, long-term liabilities, stockholders equity and current subjects of controversy. Emphasis on income taxes, leases, inflation accounting, cash flow statements, pension accounting, determination of earnings per share and investments.

ACT 240 Individual Income Tax Accounting ... 3

Prerequisites: ACT 110

Fundamentals of federal income taxation with emphasis on individuals. Topics include determination of income, exclusions, exemptions, personal and business deductions, credits, accounting methods, and capital gains and losses.

ACT 245 Cost Accounting ... 3

Prerequisites: ACT 120 or ACT 130.

Focus on accountant as information gatherer and interpreter. Includes fundamental elements of production costs, budgeting, standard costs, and analysis of variances relate to interpretation and control of production costs, costing of spoilage, waste and scrap, and activity-based costing.

BUS 101 Introduction to Business ... 3

Survey course covering many facets of business; a general knowledge of the modern business environment. Review of economic, social, legal, and ethical systems affecting U.S. firms. General concepts of business organization, management, people aspects of business, together with functions of production, marketing (including international), accounting, finance, computers, and information systems.

BUS 105 Business Ethics ... 3

Introductory survey of classical and contemporary ethical theories related to current business and computer situations and problems with an emphasis on case studies and examples (formerly BUS 250).

BUS 115 Introduction to Public Relations ... 3

Basic functions of public relations in the public and private sector. Emphasis on history, case studies and writing, including press releases, media plans and speeches. Media's role in public relations, and role in shaping and swaying public opinion. Specific jobs and emphasis areas also covered.

BUS 198 Business Administration Internship ... 1-3 hrs

Prerequisites: BUS 201. Requires prior approval of department chair or dean.

Students placed in position in an agency or in business to gain practical experience and learn specific operational technologies.

BUS 201 Principles of Management ... 3

Prerequisites: BUS 101

Presents management and organizational concepts with application to realistic organizational situations. Areas covered include management theory past and present, functions of management, organizational structure (centralization/decentralization), span of control, motivation theories and practice, together with decision making in daily operations of marketing, production, forecasting, distribution and contemporary issues. Course structured around functions of management planning, organizing, staffing, directing and controlling.

BUS 204 Total Quality Operations Management ... 3

Examines many choices each organization makes on journey to achieving excellence. Study of exemplary organizations, their operational choices, and how those decisions lead to improved financial and market performance. Addresses key operational issues in services and manufacturing such as inventory, production methods, capacity planning, production planning, total quality management, reengineering business processes, and statistical process control. Examines qualitative and quantitative methods in operations of well-known organizations.

BUS 206 Human Resources Management ... 3

Covers many functions involved in personnel administration as performed by human resources department administrator and line managers. Explores aspects of human resource management: planning, recruiting, interviewing, selecting, placing, training, motivating, evaluating, rewarding, and disciplining employees. Presentation of pay systems, job evaluations, and some labor/management issues. Use of case analysis.

BUS 208 Entrepreneurship/ Small Business Management ... 3

Study of small business and its importance in American economy. Analysis of problems of small business through use of case studies. Application of functions of management to small business environment, including personnel, finance, promotion, government relations, ethics, and insurance.

BUS 210 Organizational Behavior ... 3

Deals with people at work in various organizational situations and how to motivate human assets to work together more effectively. Analysis of how to meet needs and goals of employees within organization while making organization productive. Covers motivation theories, communications, status and role behavior and contemporary human relations issues in firms.

BUS 220 Principles of Finance ... 3

Prerequisites: BUS 101, MAT 098 or ASMNT A121.

Basics of financial analysis, forecasting, operating and financial leverage, working capital, current asset management, short-term financing, time value concepts and practices, and cost of capital equity financing, dividend policy, convertible bonds, warrants and options. Includes role of financial manager in organization.

BUS 230 Principles of Marketing ... 3

Prerequisites: BUS 101

Introduces consumer and institutional behavior patterns and overall role of marketing in the economy. Examines marketing process and its functions, together with marketing mix (place, product, price and promotion). Presents psychological and societal motivations that translate need through demand to satisfaction. Provides means to evaluate firm's capabilities, develop marketing strategies, and introduce marketing techniques to meet objectives. Review of marketing ethics and some international aspects of marketing.

BUS 232 Advertising and Sales Promotion ... 3

Introduction to theory, practice, and techniques of advertising. Consideration of role of advertising and sales promotion. General survey of kinds and purposes of media, psychological implications of typical appeals, and limited practice in promotional programming. Coordination of advertising display and publicity in context of realistic sales promotion programs.

BUS 234 Retailing ... 3

Prerequisites: BUS 230

Fundamentals of retail store organization and management, including store location, layout, buying, pricing operation, advertising, display, and analysis associated with merchandise handling. Area retailers invited to discuss actual application of various retailing activities, e.g. buying, advertising, and inventory control.

BUS 236 Consumer Behavior ... 3

Marketing strategy and tactics explained based on explicit or implicit beliefs about consumer behavior. Included are external influences to buying, internal influences, the consumer's buying decision process, social and ethical issues in consumer behavior. Presents information search and consumer research methods as well as ultimate consumer and industrial buyers.

BUS 238 Personal Selling ... 3

Fundamentals of personal selling from the determination of customer needs to the close of the sale. Treats factors such as customer problems, merchandising knowledge, and personality traits of successful salespersons. Covers special selling topics and the role of the sales manager, together with motivation and compensation of the sales staff.

BUS 246 Legal Environment of Business ... 3

Prerequisites: BUS 101

Introduction to general nature of law and how its meaning affects climate in which a business operates. Exploration of role of government and government's attitude toward business, antitrust legislation and enforcement, public control through taxation, regulation, competition, mergers, and commerce/trade restrictions. Covers freedom of contract and labor/management relations.

BUS 255 International Business ... 3

Prerequisites: BUS 101

Survey course to develop understanding and appreciation of environments and operations of international business. The nature of international business, international environment, organizations and monetary systems, foreign environment, and management tools that deal with environmental forces.

BUS 270 E-marketing ... 3

Examines impact of the Internet on traditional methods of marketing and related business functions. Explores existing and potential use of the Internet for marketing goods and services. Analyzes the effect of the Internet on marketing strategy and the marketing mix.

BUS 272/CPM 230 Social Media Marketing for the Web ... 3

Advertising method that uses social network services like e-mail, blogs, Facebook and Twitter to increase Web presence. Learn to develop and use social media to enhance search engine optimization (how search engines find your website) and engage visitors.

BUS 298 Business Administration Capstone ... 1

This course is a culminating experience integrating all the course work taken in the Business Administration Associate of Applied Science program. This course includes individual and programmatic assessment. All Business Administration AAS degree-seeking students are required to take this capstone class in their final semester before graduating.

Business Administrative Systems Course Descriptions

BAS 101 Keyboarding ... 3

Introduction to computer keyboard and development of correct techniques for keyboarding documents. Speed and accuracy exercises to develop necessary skill level. Emphasis on straight copy skills, basic keyboarding applications, and document formatting such as letters, memos, reports, and tabulation problems. Designed for both beginning typists and individuals who need to refresh keyboarding skills.

BAS 103 Microcomputer Applications ... 3

Introduces use of business applications in word processing, spreadsheets, databases and presentations. Windows application package used for each application. (PC-based software only) Keyboarding skills recommended. Students may not receive credit for both BAS 103 and CPT 103.

BAS 105 Proofreading and Editing Business Documents ... 3

Emphasizes document formatting and review of basic related grammar and punctuation rules. Proofreading and editing techniques applied to business documents.

BAS 122 Skillbuilding ... 1

Prerequisites: BAS 101

Improves speed and accuracy of keyboarding/ typing skills in preparation for job entry and testing. Concentration on individual goals and skill improvement.

BAS 130 Customer Service Excellence ... 1

Develop fundamental principles of serving customer needs. Learn to analyze situations, develop solutions, implement and evaluate effectiveness, and train others. Covers all vital areas to help handle customers professionally, effectively, and successfully. Build good rapport with customers and associates.

BAS 131 Telephone Communication Skills ... 1

Improve telephone skills to meet needs of work place and become more customer service oriented in handling of telephone communications. Techniques of scripting and organization. Practice handling variety of customers.

BAS 132 Time Management ... 1

Time management techniques and organizational planning to improve efficiency on the job. Identify strengths and weaknesses. Develop prioritization skills and learn how and when to delegate.

BAS 135 Your Professional Image ... 1

Review of appropriate business etiquette in today's work place. Real applications of best way to develop and maintain a professional image

BAS 136 Business Communication with Customers ... 1

Focus is on improving writing skills for memos, letters, reports/proposals, and presentations. Organize ideas, select the right words and sentence structure, techniques of editing and proofreading to convey message(s).

BAS 137 Interpersonal Skills ... 1

Develop interpersonal skills needed for today's diverse work place. Learn to make decisions using problem-solving techniques. Study different types of customers and workers and how to communicate and work successfully with each.

BAS 145 Business Technology Tools ... 3

Prerequisites: Keyboarding skills.

Emphasis on the use of technology found in today's business environment. Students will enter and edit information as well as manipulate and format data using the current technology. Voice recognition, mobile computing devices, and other input methods to complete administrative tasks will be addressed.

Corequisites: BAS/CPT 103

BAS 150 Managing Personal Information – Outlook ... 1

Learn to use Outlook effectively to maintain your personal and/or work information. Topics include: handling e-mail, organizing contacts and tasks, using notes, managing calendars, and scheduling meetings and resources.

BAS 160 Word Processing - MS Word ... 2

Focus on learning intermediate and advanced concepts and functions of current version of MS Word. Topics include creating, editing and saving documents to intermediate and advanced functions ? merges, macros, tables, wizards/templates, to multi-page documents with many special features.

Corequisites: BAS/CPT 103.

BAS 165 Presentations Using PowerPoint ... 2

Presentation and application of beginning through advanced functions of PowerPoint. Topics include: create effective graphic presentations, organize and outline content of presentation, format text and graphics, apply tools, correctly chart/graph information, change color schemes, and create customized templates. Use of resources available for preparing presentations, including effective presentation skills.

BAS 170 Spreadsheet Applications - Excel ... 2

Presentation and application of business functions of Excel. Topics include formulas and functions, absolute/relative cell references, templates, reports, charting/graphing, formatting, and integration of Excel and MS Word.

BAS 175 Database Applications - Access ... 2

Presentation and application of Access functions. Topics include: plan and design tables, query data, design and generate forms and reports, establish relationships, manage multiple databases, integrate Access with other MS Office applications.

BAS 190 Planning and Design Concepts-Microsoft Publisher ... 2

Prerequisites: BAS 103/CPT 103

Focus is on preparation, planning, and design of various desktop publishing documents using Microsoft Publisher. Design basics and elements of design such as planning message for target audience, consistency, proportion, balance, color choice, and unity will be emphasized.

BAS 201 Machine Transcription ... 2

Prerequisites: BAS 105, BAS 160

Application of software, grammar and business communication formatting skills to transcribe mailable documents from recorded dictation. Emphasis on process speed and accuracy. Content of dictated material in a variety of business operations, including legal and medical.

BAS 245 Administrative Procedures ... 3

Prerequisites: BAS 160 with a minimum grade of C or above.

Develop understanding of procedures in today's electronic office. Review of composition, telecommunications, electronic mail, making travel and meeting arrangements, document formatting, financial statements, records management, human relations, job application procedures, and decision-making skills. Students must earn a C or above in the course in order to graduate. Hybrid course. Fall.

BAS 247 Administrative Supervision ... 3

Prerequisites: BAS 160 with a minimum grade of C or above.

Supervision of employees, including how to handle personnel problems, hire, terminate, and promote employees. Also, budgeting, employee evaluations, and use of decision-making skills. Students must earn a C or above in the course in order to graduate. Hybrid course. Spring

BAS 250 Business Simulations ... 4

Prerequisites: BAS 103, BAS 105, BAS 160, BAS 165, BAS 170, BAS 175 with a minimum grade of C or above.

Application of all MS Office and desktop publishing skills to complete various office simulation projects. Use of critical thinking, time management, organizational skills, and integration of computer skills as performance standards. Implementation of a realistic work environment. Students must earn a C or above in the course in order to graduate. Hybrid course. Spring

BAS 290 Publishing Projects- Adobe inDesign ... 2

Prerequisites: BAS 190.

This course will reinforce planning and design concepts with a focus on preparing desktop publishing documents and marketing items on a project basis. Importance will be placed on real-world application of design basics and applying those while learn to use Adobe InDesign.

Chemistry Course Descriptions

CHM 101 Introduction to Chemistry ... 3

Prerequisites: One of the following must be completed: MAT 098, ASMNT A121

Introduction to basic principles of chemistry, including inorganic, analytical, physical and organic chemistry. Emphasizes practical applications, including health and environmental applications.

Corequisites: CHM 103

CHM 103 Introduction to Chemistry Laboratory ... 1

Hands-on course with emphasis on proper laboratory techniques and experimental activities that illustrate concepts studied in CHM 101.

Corequisites: CHM 101

CHM 115 General Chemistry I ... 5

Prerequisites: 1 year of High School Chemistry or CHM 101 or equivalent and MAT 121 with a grade of C or better.

Study of how compounds are formed and named, chemical equations, calculations and problem-solving involving elements, compounds and chemical equations including stoichiometry, thermochemistry; properties of gases, solids, solutions, and acids and bases. Experiments introduce basic lab skills and aspects of qualitative and quantitative analysis.

CHM 116 General Chemistry II ... 5

Prerequisites: CHM 115 with a grade of C or better; or CHM 110 & 113 with a grade of C or better; and MAT 160 or higher.

Continuation of Chemistry I. Includes study of chemical equilibria, acid-base chemistry, complex ions, thermodynamics, oxidation-reduction reactions, nuclear chemistry, and introduction to organic chemistry. Experiments continue to introduce and improve laboratory skills and problem solving.

CHM 222 Quantitative Analysis ... 3

Prerequisites: CHM 116, with a grade of C or better.

Introduction to volumetric, spectrophotometric, and gravimetric chemistry. Focus on instrumental analysis and advanced chemical laboratory skills. Additional laboratory time may be required.

CHM 240 Organic Chemistry I ... 3

Prerequisites: CHM 116, with a grade of C or better.

Introduction to structure, nomenclature, properties, synthesis and reactions of aliphatic and aromatic carbon compounds.

CHM 241 Organic Chemistry II ... 3

Prerequisites: CHM 240, with a grade of C or better.

Continuation of study of structure, nomenclature, properties, synthesis and reactions of aliphatic and aromatic carbon compounds with emphasis on chemistry of carbonyl compounds.

Corequisites: CHM 243

CHM 243 Organic Chemistry I Laboratory ... 2

Prerequisites: CHM 240, with a grade of C or better or equivalent.

Hands-on introduction to laboratory techniques and procedures of organic synthesis and identification.

Corequisites: CHM 241

Child Care & Early Education Course Descriptions

CDC 101 Introduction to Early Childhood ... 3

Overviews historical and contemporary early childhood programs and curriculum. Examines qualities and skills necessary for working effectively with young children. Surveys range of opportunities open to child care personnel in various early childhood settings. Comparative site observations are part of course work. Fall and Spring. Summer, even years.

CDC 102 Creative Activities for Young Children ... 3

Introduces techniques and materials to foster creativity, imagination, and artistic expression. Examines teacher's role in planning and implementing process-oriented activities.

CDC 103 Literacy and Literature for Young Children ... 3

Utilizes various genres of children's literature and other materials to support emergent literacy and language development in young children.

CDC 104 Principles of Early Childhood Education ... 3

Prerequisites: CDC 101, CDC 112

Investigates theory and practice of early childhood education in variety of program settings. Includes survey of teaching models and techniques, curriculum planning and scheduling, and classroom management.

Corequisites: CDC 105, CDC 109

CDC 105 Observation and Participation in Early Childhood Settings ... 2

Prerequisites: CDC 101, CDC 112; permission of the program coordinator required.

Involves observation and participation, under qualified supervision, in early childhood education settings. Coordinates with course objectives from CDC 104.

Corequisites: CDC 104, 109

CDC 106 Issues in Early Childhood ... 1-3 hrs

Variable credit for prior learning experience based upon evaluation by child care program director.

CDC 107 Introduction to Young Children with Special Needs ... 3

Introduces characteristics of individuals with exceptionalities and overviews history and educational theories related to individuals with exceptionalities, especially children. Examines impact of disabilities and other special needs on individuals, families, schools and communities. Includes class lectures and discussion as well as site visits.

CDC 108 Infant and Toddler Development and Curriculum ... 3

Follows development of infants and toddlers (conception to 3 years of age). Examines theories of physical, cognitive (including language), social and emotional areas of development. Emphasis on developmentally appropriate activities, materials, room arrangement, and scheduling. Guided observation, recordkeeping for assessment, and interaction with infants and toddlers. Summer, odd years.

CDC 109 Observation and Participation Seminar ... 1

Prerequisites: CDC 101, CDC 112

Corequisite seminar for CDC 105.

Corequisites: CDC 104, CDC 105

CDC 112 Child Growth and Development I ... 3

Study of human development from conception to approximately age 6. Investigates theories related to physical, cognitive (including language), social and emotional growth and development. Examines relationship among areas of development and the connection between development and children's behaviors.

CDC 113 Child Growth and Development II ... 3

Prerequisites: CDC 112

Exploration of human development throughout the lifespan and investigation of theories related to physical, cognitive (including language), social and emotional growth and development. Examines relationships among areas of development as well as the connection between development and behavior. Focus is also on developmental issues in childhood, adolescence and adulthood.

CDC 201 Cognitive Activities for Young Children ... 3

Prerequisites: CDC 112

Focus on developmentally appropriate methods and materials to enhance young children's awareness of math, science, and social studies concepts. Emphasizes techniques to develop observation, problem solving, and thinking skills

CDC 202 Music and Movement in Early Childhood ... 3

Explores music and movement activities to support perceptual, fine, and gross motor development. Overviews techniques to enhance creative movement and singing.

CDC 203 Child Care and Education Practicum I ... 2

Prerequisites: CDC 105 and permission of the program coordinator required.

Involves practical teaching experience with young children, under qualified supervision, in early childhood classroom setting. Contact instructor for placement information before enrollment.

Corequisites: CDC 206, CDC 209

CDC 204 Management of Early Childhood Programs ... 3

Emphasizes operation and management of early childhood programs including issues related to staffing, curriculum and program planning, funding, facilities, public relations, and licensing and accreditation. Summer, even years.

CDC 205 Children, Families, and Communities ... 3

Overviews interrelationships between children, families, and society. Highlights topics of home/school, communication and involvement, community resources, and societal influences such as violence and divorce.

CDC 206 Child Care and Education Practicum II ... 2

Prerequisites: CDC 105 and permission of program coordinator required.

Involves comprehensive teaching experience with young children, under qualified supervision, in early childhood classroom setting. Includes lesson planning and implementation, assessment and recordkeeping, communicating with parents and families, and all other phases of classroom operation.

Corequisites: CDC 203 and CDC 209

CDC 207 Curriculum and Materials for Young Children with Special Needs ... 3

Prerequisites: CDC 107

Reviews methods and techniques for planning and adapting instruction for learners with special needs. Provides experience with observing and recording, screening and assessment instruments, and other resources for implementing individualized learning plans.

CDC 208 Nutrition, Health, and Safety of Children ... 3

Examines nutrition, health, and safety factors affecting children from birth through adolescence. Topics include dietary requirements and nutrition education, health assessment, childhood illnesses and immunizations, first aid, accident prevention, and child abuse.

CDC 209 Child Care and Education Practicum Seminar II ... 2

Prerequisites: CDC 105 and 30 hours completed course work from Child Care Program

Corequisite seminar for CDC 203 and CDC 206

Corequisites: Corequisite seminar for CDC 203 and CDC 206

College Development Course Descriptions

COL 090 College Study Skills ... 3

Develops, improves, and practices study skills critical to success in college. Skills include time management, concentration, memory, SQ4R textbook study method, note taking from both lecture and textbook, exam preparation and test taking.

COL 101 College Success Seminar ... 1

Information and experiences to facilitate college success for freshman. Required of all first-time freshmen students taking 9 or more hours (6 hours or more in the summer semester).

COL 104 Online Information and Internet Research ... 1

Skills needed to select and search online information sources. Focus is on strategies for searching online catalogs, indexes, and the Internet. Includes resource comparison, evaluation and citation, and types of information.

COL 299 Sophomore Portfolio Assessment ... 1

Prerequisites: Sophomore standing.

Students will complete activities from 3 discipline areas* which will include evidence of Higher Order Thinking (HOT) and Managing Information (MI). Students may be required to complete a comprehensive standardized assessment test. The discipline areas are: Humanities, Social Science, and Multicultural/Valuing

Corequisites: Students should take this course after completing 30 hours of their 42 hour AA general education transfer block.

Communications Course Descriptions

COM 102 Introduction to Mass Communication ... 3

Focus on different modes of mass communication including radio, television, film, video, magazines, newspapers, publishing, advertising, public relations, photography, and telecommunications. Development of media from invention to present, effects of media on society, government controls, censorship, and other issues.

COM 112 Introduction to Radio and Television Broadcasting ... 3

Introduction to broadcasting, including history, government regulations, station operation, and program development.

COM 115 Introduction to Public Relations ... 3

Basic functions of public relations in public and private sector. Emphasis on history, case studies, and writing including press releases, media plans, and speeches. Media role in public relations, and role in shaping and swaying public opinion. Specific jobs and emphasis areas covered.

COM 120 Electronic News Gathering ... 3

Prerequisites: COM 102

Instruction in video skills for pre-production, production, and post-production of television news. On-location, single-camera shooting will be emphasized. Includes lectures, discussions, practical applications, and evaluations.

COM 260 Video Production for the Media ... 3

Prerequisites: COM 102

Introduction to all aspects of video production. Remote and studio television production will be covered. Hands-on experience in the use of equipment to produce video projects for the media. Consists of lectures, field assignments, in-class activities, and examinations.

COM 270 Media Literacy ... 3

Emphasis on the ability to access, analyze and evaluate media in a variety of media formats. Review of tools necessary to understand the role of the media as well as skills of inquiry necessary for citizens of a democracy. Media formats examined include journalism, advertising and political communications.

COM 290 Topics in Mass Communication ... 3

Exploration of a topic selected by the department. Topics may include examination of mass communication in a variety of contexts: presidential elections, mass communication theory, mass communication effects, impact of the Internet, etc.

COM 296 Mass Communication Internship ... 3

Prerequisites: COM 102 or consent of instructor.

Students placed in participatory position in mass media corporation or organization. Includes assignments related to internship.'

Computers Course Descriptions

CPT 103 Microcomputer Applications ... 3

Introduces use of business applications in word processing, spreadsheets, databases, and presentations. Windows application package used for each application. (PC-based software only) Keyboarding skills recommended. (Students may not receive credit for both BAS 103 and CPT 103.)

CPT 104 Introduction to Programming for Animation and Computer Games ... 3

Prerequisites: Student must have completed any remedial reading courses they have been required to take.

Basic computer programming techniques using the "Alice" programming tool, to create virtual worlds containing animation and or simple games. Utilizes traditional problem solving techniques and logic to assist in program development. "Alice" tool uses "Drag and Drop" technology to create their virtual worlds; additional computer language is not required.

CPT 105 Computer Ethics ... 3

Introductory survey of classical and contemporary ethical theories related to current business and computer situations and problems with an emphasis on case studies and examples. Course fulfills AA general education requirements. (formerly CPB 105)

CPT 106 Operating Systems ... 3

Introduction to the concepts of computer operating systems, including DOS, Linux and Windows 7. Covers the three types of interfaces: command line, menu, and graphical. Operating concepts of file, disk, and other resource management.

CPT 115 Introduction to Data Processing ... 3

Introduction to computer systems with topics that include system components, data storage techniques, binary arithmetic, operating systems, device characteristics, and programming. Course fulfills AA general education requirements.

Corequisites: Recommended Corequisite: CPT 106

CPT 121 Basics of Data Communications ... 3

Understanding and appreciation of data communications from user's perspective. Overview of data communications concepts to address data communications issues in contemporary home or business environment. Online only (formerly CPC 120).

Corequisites: CPT-115

CPT 130 Introduction to UNIX Operating System ... 3

Prerequisites: CPT 106

Introduction to UNIX operating system. Covers essential components of operating system, concept of shell, and basic editing techniques. Includes file structures, file access, linking files, and script files.

CPT 160 Mobile Apps Development ... 3

Developing applications for mobile devices on various platforms.

CPT 165 Computer Programming Logic ... 3

Prerequisites: CPT 115

Understanding and appreciation of computer problem solving methods. Applies knowledge of specific characteristics of computer language and coding mechanics to logical solution of given problem. Logic and programming techniques apply to any of machine-oriented or high-level languages currently available.

CPT 172 FORTRAN Programming ... 3

Prerequisites: MAT 121

Continues development of good programming style using FORTRAN language. Emphasis is on development and use of single and multi-dimensional arrays and on development and use of subroutines and functions.

Corequisites: Recommended corequisite: CPT 165.

CPT 174 COBOL Programming I ... 3

General orientation to concept of structured COBOL programming and the use of COBOL language features and programming techniques. Taught on IBM-compatible PC.

Corequisites: Recommended corequisite: CPT 165

CPT 175 COBOL Programming II ... 3

Prerequisites: CPT 174

Continuation of COBOL Programming I. Introduces programs of increased complexity, using advanced features of COBOL language, including sorts, indexed files, and subroutines. Taught on IBM-compatible PC.

CPT 182 Beginning Programming in C++ ... 3

Prerequisites: CPT 106 or CPT 115

Advanced programming topics using the C language. Emphasis on data structures and file handling.

Corequisites: Recommended corequisite: CPT 165.

CPT 185 Programming in C# (C Sharp) ... 3

Prerequisites: CPT 106 or CPT 115

Object-oriented approach to programming as well as the C# programming language.

CPT 186 Advanced Programming in C++ ... 3

Prerequisites: CPT 182

Working knowledge of object-oriented programming using C++ language. Features extensive hands-on programming development using C++ compiler on IBM-compatible system.

CPT 198 Computer Science Internship ... 1-3 hrs

Requires prior approval of department chair or dean. Students placed in a position in business to gain practical experience and learn specific operational technologies.

CPT 200 Systems Analysis and Design ... 3

Orientation to the development of computer-based man-machine information systems. Study of system life cycles, development of logical systems specification, data collection techniques, human factors design, and standards for documentation.

Corequisites: CPT-165

CPT 201 Introduction to Database Management ... 3

Prerequisites: CPT 103, CPT 115

Practical foundation for the design, implementation, and management of database systems. Includes the Internet's impact on how databases are designed, implemented, and used (formerly CPB 201).

CPT 204 Advanced Applications ... 3

Prerequisites: CPT 103

Continuation of topics covered in elementary applications course. Emphasis on spreadsheet macros, functions, graphics, and database form development, modeling, and merging features using word processor (formerly CPB 101).

CPT 220 Data Integration Techniques ... 3

Prerequisites: CPT 204

Creation and use of custom menus, forms, and other features in spreadsheet and database environments, and use of logic structures, control loops and other branching techniques. Emphasis on handling data by defining properties and by creating value trees, event trees, and data links to external data files (formerly CPB 220).

CPT 230 Advanced UNIX ... 3

Prerequisites: CPT 130

In-depth look at UNIX operating system and how it works. Advanced file access and programming in shell. Covers basic system administration and close look at security administration (formerly CPC 230).

CPT 240 SQL Basics ... 3

Prerequisites: CPT 103 or CPT 115

Extensive hands-on activities using in-class SQL-based relational database to transform request into SQL query. How to create and test increasingly complex queries, how to build tables using data definition capabilities of SQL, how to create views for querying and manipulating data, and how to index in SQL database (formerly CPB 240). Fall

CPT 243 Intranets and E-Commerce ... 3

Prerequisites: CPT 115

Definition of E-Commerce, Intranets and Extranets. Exploration of major business opportunities, limitations, issues, and risks of all these technologies as well as how they are conducted and managed (formerly CPC 220). Online only.

CPT 245 Telephony ... 3

Prerequisites: CPT 115

Coverage of signaling protocols used in telephony and the convergence of the telephone network with data networks (formerly CPC 280). Online only.

CPT 246 Computer Security ... 3

Prerequisites: CPT 121

Exploration of LAN and WAN network security issues and various resolutions to the problems (formerly CPC 282). Online only.

CPT 249 Network Architecture and Protocol ... 3

Prerequisites: CPT 121

Terminology, operating systems, network topology, computer network architecture and hardware, and introduction to network protocols. Protocols covered include block-oriented send and wait protocols and streaming protocols. Includes introduction to Internet working protocols (formerly CPC 200). Online only.

CPT 250 Database Programming ... 3

Prerequisites: CPT 103 or CPT 115

Special topics course about how to program in a commercially popular database language and integrating databases for the Web.

CPT 260 Oracle Programming ... 3

Prerequisites: CPT 103 or CPT 115

In-depth coverage of Oracle's current Programming Language/ Structured Query Language (PL/SQL) bringing all benefits and capabilities of a high-level programming language to the database environment.

CPT 265 DB2 Programming ... 3

Prerequisites: CPT 165, CPT 201, CPT 240

Production of application programs manipulating DB2 databases in a UNIX, Windows NT, Windows 95, or OS/2 environment. Emphasis on embedding static SQL statements and preparing programs for execution.

CPT 271 Programming in Perl ... 3

Prerequisites: CPT 130, CPT 165, CPT 201

Quick prototyping, systems utilities, software tools, database access and www programming. Perl modules and extensions greatly reduce development time for any given task. Perl scripting included. Role of Perl in bioinformatics.

CPT 280 Visual BASIC ... 3

Prerequisites: CPT 106 or CPT 115

Using Visual Basic 2005. Principles of effective graphic user interface design, and how to import and adopt code from other versions of BASIC. Building applications by selecting and creating appropriate controls, defining their properties, and coding their events.

CPT 282 Advanced Visual BASIC ... 3

Prerequisites: CPT 280

Advanced topics will include object-oriented programming with Visual Basic 2005, XML processing, database integration, as well as web forms and services.

CPT 284 Java Programming ... 3

Prerequisites: CPT 106 or CPT 115

Essentials of Java programming with emphasis on object-oriented features. Explores inter-relationship of Java and the Web.

CPT 287 Advanced Java Programming ... 3

Prerequisites: CPT 284

Advanced topics in Java programming including servlets, database development, and advanced object-oriented design using Swing and Java Beans.

Computer Aided Drafting Course Descriptions

CDM 103 Introduction to CAD Systems ... 2

Uses both AutoCAD and Cadkey software to introduce CAD. Coverage includes functions of CAD drawing, its components, creating and editing drawing, input methods, basic views, basic dimensioning, and steps needed to save and retrieve completed CAD drawings. Engineering report required.

CDM 104 CAD Systems II ... 3

Prerequisites: CDM 103 with a grade of "C" or better.

Extends topics covered in CDM 103 and includes advanced orthographic views, tolerancing and dimensioning. Covers sketching, sectional views, auxiliary views and basic descriptive geometry. Uses AutoCAD software.

CDM 120 Descriptive Geometry ... 2

Prerequisites: CDM 104

Analysis of basic shape descriptions using successive auxiliary views and rotations to determine true lengths, sizes and shapes, and to find solutions to problems dealing with coplanar and non-coplanar forces. Engineering report required.

CDM 205 Architectural Drafting I ... 3

Prerequisites: CDM 104

General orientation, site work, floor plans, elevation drawings, structural information and dimensioning information, roof plans, schedules of fixtures and equipment.

CDM 206 Architectural Drafting II ... 3

Prerequisites: CDM 205

Detail drawings, sections, stairs, foundation plans, and introduction to electrical drawings, plumbing and HVAC drawings, perspectives and renderings

CDM 207 Revit Architecture I ... 3

Prerequisites: CDM 104

Introduction to use and application of Revit software. Course includes Building Information Modeling, shared user design, and sustainable/green building features.

CDM 208 Revit Architecture II ... 3

Prerequisites: CDM-207

Intermediate application of Revit software for commercial architectural design involving Building Information Modeling. Collaboration techniques, advanced design development tools and advanced construction documents are featured.

CDM 209 Construction Materials ... 3

Prerequisites: CDM 104

Use and availability of concrete, masonry, metals, wood and plastics, thermal and moisture protection, doors and windows, finishes, etc.

CDM 210 HVAC Drafting ... 3

Prerequisites: CDM 104

Design of systems related to size and structure of buildings. Drawings for heating systems: forced air, hot water, radiant, and electrical. Air conditioning systems and drawings.

CDM 211 Structural Drafting ... 3

Prerequisites: CDM 104

Interpretation of general plans, stress diagrams, erection diagrams and specifications. Preparation of steel details, falsework plans, foundation and masonry plans, and bills of material and bolt lists. Drawing of basic welding details.

CDM 212 Electrical/Electronic Drafting ... 3

Prerequisites: CDM 104

Includes electrical symbols and fundamentals, conduit and grounding plans, lighting plans, details of electrical equipment, electronic symbols and tables, connections diagrams, schematic block and logic diagrams, instrumentation and control drawings.

CDM 221 Solid Modeling I ... 3

Prerequisites: CDM 103

Introduction to parametric solid modeling using Solidworks software.

CDM 222 Solid Modeling II ... 3

Prerequisites: CDM 221

Intermediate parametric solid modeling using Solidworks software.

CDM 223 Geometric Dimensioning/Tolerance ... 3

Prerequisites: CDM 104

Fundamentals and techniques, general dimensioning, practices, limit dimensions, cylindrical fits, S.I. metrics, tolerances of position and form, surface texture, profile, orientation and runout.

CDM 231 Tool Path Generation ... 3

Prerequisites: CDM 104

Includes short history of N/C programming, cutters, speeds and feeds, sequence of operations, tool path generation for 3-axis and multiaxis machines, tooling and machine language using Mastercam program and completion of prototypes in CNC manufacturing cell.

CDM 235 Manufacturing Processes ... 3

Prerequisites: CDM 104

Focuses on processes used in manufacturing metal parts. Includes machining, stamping, extruding, swaging, grinding, casting, forging, roll forming, welding, electrical discharge machining (EDM) and threading. Finishing processes include anodizing, tempering, annealing, pickling, etc. Addresses overall process of manufacturing planning. Prerequisite waived with instructor consent.

CDM 251 Introduction to Piping Drafting ... 3

Prerequisites: CDM 104

Pneumatic/ hydraulic fundamentals and codes, kinds of pipe and specifications, piping symbols, piping schematics, plans, riser diagrams, isometrics, and details of piping.

CDM 255 Civil Drafting ... 3

Prerequisites: CDM 104

Drawing and interpretation of site plans and maps, calculating drainage; and drawing structural steel details, reinforcing concrete and the piping related to site plans.

CDM 265 Sustainable Design ... 3

Prerequisites: CDM-104

Examination of sustainability and green construction design and drafting items related to residential and commercial design. Topics will include building materials, methodologies, energy production and storage, water use and waste systems. Course includes a review of LEED certification items.

CDM 270 Externship ... 3

Prerequisites: Approval of CAD/CAM department chair and meet externship requirements.

Practical work experience and structured occupational learning specific to CAD/CAM major. Provides educational experience not available in classroom or lab.

CDM 298 CAD/CAM Capstone ... 1

Culminating course experience for the CAD/CAM program.

Corequisites: Application for graduation

CPM 120 Windows Multimedia ... 3

Use of Windows operating system to present multimedia applications and theory to create kiosks, DVDs, presentations and Web pages with text, graphics, sound, video, and animations. Emphasis on windows Multimedia techniques such as application software integration, embedding sounds, graphics and videos, working with different file formats and resolutions, sound and video capture, and using various editing software for different multimedia applications. Computer literacy recommended.

CPM 160 Introduction to HTML ... 3

Creation of Web pages using HTML scripting covering tags, frames, tables, hypertext, graphics, sound and gif animations. Advanced topics include Cascading Style Sheets and new areas of HTML. Computer literacy recommended.

CPM 170 Computer Graphics (Adobe Illustrator) ... 3

Introduction to computer graphics software to create multimedia and presentation graphics. Emphasis on use of tools and menus to create special effects and to scale, stretch, rotate, group, and layer graphics.

CPM 190 Dynamic Programming Languages ... 3

Prerequisites: CPT 165

Introduction to tools and skills required to build and maintain WWW server sites, using a variety of languages. Online only.

CPM 200 XML ... 3

Prerequisites: CPM 160

Creation of Web pages using XML (eXtensible Markup Language) documents including Internal and External Document Type Definitions, creation of XML schemas, creating XML namespaces for use with two different schemas, and using data types to define specific attributes and elements as well as the extraction of the XML data into other programs. Online only.

CPM 210 Digital Photo Editing (Adobe Photoshop) ... 3

Edit and enhance digital photos with special techniques and tools using popular software. Prepare photos, backgrounds, and buttons for Web pages; restore old photos and create photo composites.

CPM 215 Fireworks ... 2

Use of Adobe Fireworks software aimed at Web developers with features such as: optimizing images for the Web, creating transparent backgrounds, adding hotspots, photo galleries and creating wireframes for Web pages.

CPM 220 3D Animation ... 3

Creation of 2-3 dimensional animation and its playback as part of multimedia demonstration. Concepts and tools involved in computer animation and graphics.

CPM 230/ BUS 272 Social Media Marketing for the Web ... 3

Advertising method that uses social network services like e-mail, blogs, Facebook and Twitter to increase web presence. Learn to develop and use social media to enhance search engine optimization (how search engines find your website) and engage visitors.

CPM 240 Web Design (Adobe Dreamweaver) ... 3

Introduction to Web editors and techniques used to design Web pages. Developed concepts include frames, tables, cascading style sheets, embedding java script code, and database integration. Emphasis on principles of good Web design and navigation.

CPM 250 Web Animation (Adobe Flash) ... 3

Design and integration of graphics, text, and audio sources to create animations and Web pages for the Internet. Utilization of current Web application software.

CPM 251 E-Learning Development Capstone ... 3

Prerequisites: CPM 120

Create interactive computer-based training modules for the Internet and DVDs using software designed for training. Focus is on training design techniques and testing methods (formerly CPM 230).

CPM 260 Content Management Systems (CMS) ... 3

Focus on Web-based content management systems that provide website authoring, collaboration and administration tools to create and manage website content for users with little knowledge of Web programming or markup languages.

CPM 270 Digital Video Editing (Adobe Premiere) ... 3

Hardware and software tools to capture audio, still, and full-motion video including scanners and video capture boards. Covers techniques used to edit and play captured audio/video. Discussion of data compression methods.

CPM 280 Javascript ... 3

Prerequisites: CPM 160

Writing script through use of Javascript programming language to create interactivity and animation for Web pages. Online only.

CPM 290 Topics in Multimedia ... 3

Appropriate prerequisite course(s); Instructor's permission required. Independent in-depth study on multimedia topics or software. Topics can include Advanced PhotoShop, Advanced Illustrator, cartoon and game animation using Flash, Using Lingo With Director or Authorware incorporating a series of software packages to be presented within a portfolio.

Computers-Networking Course Descriptions

CPC 107 A+ (Computer Repair and Maintenance) ... 5

Preparation to meet the requirements of the A+ certification exam. How to build, configure, upgrade, and troubleshoot PCs. Combination of lectures, demonstrations, discussions, and hands-on labs.

CPC 125 Windows Desktop Operating Systems ... 3

In-depth introduction to current Windows desktop operating systems including installation, resource use, hardware devices and drivers, system performance and reliability, network protocols and services, desktop, security and troubleshooting. Emphasis on supporting end users. Combination of lectures, demonstrations, discussions and hands-on labs. Preparation for Microsoft certification.

CPC 160 Security Fundamentals ... 3

Prerequisites: CPC 107

Learn the fundamentals of security and prepare for the Security + certification exam. Combination of hands-on labs, lectures, and demonstrations.

CPC 161 Computer Forensics ... 3

Prerequisites: CPC 107

Explore use of analytical and investigative techniques to identify, collect, examine and preserve evidence or electronically stored information. Combination of hands-on labs, lectures and demonstrations.

CPC 162 Certified Ethical Hacking ... 3

Prerequisites: CPC 170

Determine weaknesses and vulnerabilities in target systems using the same tools and knowledge as a malicious hacker (in a lawful way) in order to increase security. Preparation for CEH certification. Combination of hand-on labs, lectures and demonstrations.

CPC 170 CCNA1 ... 5

First course in a four-course sequence that prepares student for Cisco Certified Network Administrator (CCNA) certification and the job market. Over the four-course sequence learn networking fundamentals, routing and switching protocols, router and switch configuration in the LAN and WAN, security issues and solutions, and wireless technologies. Combination of hands-on labs, lectures, and demonstrations.

CPC 171 CCNA2 ... 5

Prerequisites: CPC 170

Second course in a four-course sequence that prepares student for Cisco Certified Network Administrator (CCNA) certification and the job market. Over the four-course sequence learn networking fundamentals, routing and switching protocols, router and switch configuration in the LAN and WAN, security issues and solutions, and wireless technologies. Combination of hands-on labs, lectures, and demonstrations.

CPC 172 CCNA3 ... 5

Prerequisites: CPC 171

Third course in a four-course sequence that prepares student for Cisco Certified Network Administrator (CCNA) certification and the job market. Over the four-course sequence learn networking fundamentals, routing and switching protocols, router and switch configuration in the LAN and WAN, security issues and solutions, and wireless technologies. Combination of hands-on labs, lectures, and demonstrations.

CPC 173 CCNA4 ... 5

Prerequisites: CPC 172

Fourth course in a four-course sequence that prepares student for Cisco Certified Network Administrator (CCNA) certification and the job market. Over the four-course sequence learn networking fundamentals, routing and switching protocols, router and switch configuration in the LAN and WAN, security issues and solutions, and wireless technologies. Combination of hands-on labs, lectures, and demonstrations.

CPC 180 Introduction to UNIX/Linux ... 3

Introduction to UNIX/Linux, installation, users and groups, package management, permissions and general network configuration. Combination of lectures, demonstrations, discussions and hands-on labs.

CPC 202 Windows Server and Active Directory ... 5

Prerequisites: CPC 107, CPC 125, or instructor permission.

In-depth study of the latest Windows Server operating system including installation, managing a server environment, access to resources, disaster recovery, IP addressing, name resolution, routing and remote access and network security. Combination of lectures, demonstrations, discussions and hands-on labs. Preparation for Microsoft certifications.

CPC 224 Microsoft SQL Server ... 3

Prerequisites: CPC 202, CPC 203

Preparation to meet certification requirements to become Microsoft Certified Professional (MCP) or Microsoft Certified Systems Engineer (MCSE). How to design and implement database solution using Microsoft SQL Server. Combination of lectures, demonstrations, discussions, online assignments, and hands-on labs.

CPC 225 Microsoft Exchange Server ... 3

Prerequisites: CPC 202

Preparation to meet certification requirements to become Microsoft Certified Professional (MCP) or Microsoft Certified Systems A. How to implement, administer, and troubleshoot information systems that incorporate Microsoft Exchange Server. Combination of lectures, demonstrations, discussions, online assignments, and hands-on labs.

CPC 240 Wireless LANs ... 5

Prerequisites: CPC 171, CCNA certification, or by instructor permission.

Introduction to Wireless LANs. Topics include IEEE 802.11 standard, wireless radio technology, wireless topologies, access points, bridges, antennas, security, site survey preparation, troubleshooting, and emerging technologies. Combination of lectures, demonstrations, discussions, online assignments, and hands-on labs.

CPC 245 Network Security I ... 5

Prerequisites: CPC 173, CCNA certification, or by computer networking instructor permission.

In-depth introduction to network security based on router firewalls and security appliances. Topics include Access Control Lists (ACLs), AAA security, intrusion detection, monitoring, and securing Virtual Private Networks (VPNs). Combination of

lectures, demonstrations, discussions, online assignments, and hands-on labs. Preparation for security-related industry certifications.

CPC 246 Network Security II ... 5

Prerequisites: CPC 245 or computer networking instructor permission.

Second course in a series of security classes providing in-depth study of network security based on firewall security devices. Topics include router and security appliance ACLs, AAA, advanced protocols and intrusion detection, failover and system maintenance, VPNs, and device management. Combination of lectures, demonstrations, discussions, online assignments, and hands-on labs. Preparation for security-related industry certifications.

CPC 247 Voice Over IP ... 5

Prerequisites: CPC 173 or CCNA Certification.

Introduction to Voice over IP including a discussion of converged networks, gateways and trunks, and call management. Combination of lectures, demonstrations, discussions, and hands-on labs.

CPC 260 UNIX/Linux Administration ... 3

Prerequisites: CPC 180

Learn what a UNIX/Linux administrator needs to know to support a UNIX/Linux server. Includes DNS, DHCP, mail services, Web and SQL services, file and print sharing, backup and recovery, monitoring and optimization, and configuration management.

CPC 270 CCNP1 ... 5

Prerequisites: CPC 173 or CCNA certification

First course in a series that prepares students for CCNP certification. Reference Cisco System's Web site (www.cisco.com/certification) for specific competencies addressed. Combination of hands-on labs, lectures and demonstrations.

CPC 271 CCNP2 ... 5

Prerequisites: CPC 173 or CCNA Certification

Second course in a series that prepares students for CCNP certification. Reference Cisco System's Web site (www.cisco.com/certification) for specific competencies addressed. Combination of hands-on-labs, lectures and demonstrations.

CPC 272 CCNP3 ... 5

Prerequisites: CPC 173 or CCNA Certification

Third course in a series that prepares students for CCNP certification. Reference Cisco System's Web site (www.cisco.com/certification) for specific competencies addressed. Combination of hands-on labs, lectures and demonstrations.

CPC 273 CCNP4 ... 5

Prerequisites: CPC 173 or CCNA Certification.

Fourth course in a series that prepares students for CCNP certification. Reference Cisco System's Web site (www.cisco.com/certification) for specific competencies addressed. Combination of hands-on labs, lectures and demonstrations.

CPC 290 Virtualization Technologies ... 3

Prerequisites: CPC 107

Introduction to virtualization technologies and use in current corporate environments. Heavy emphasis on VMware and other products like Hyper V. Combination of lectures, demonstrations and hands-on labs.

CPC 299 New Technologies ... 3

Prerequisites: CPC 107

Advanced IT topics including current trends and important skill sets. Combination of lectures, demonstrations and hand-on labs when appropriate.

Criminal Justice Course Descriptions

CRJ 101 Introduction to Victimology ... 3

Introduces psychological impact incurred by crime victims. Basic crisis intervention techniques, working with and understanding special populations of victims and their needs, i.e. family violence, sexual assault victims, child victims, homicide survivors and response of criminal justice system, current laws and review of history of victim movement. Fall.

CRJ 103 Addictive Disease Concepts ... 3

Explores addiction from historical and theoretical background to current concepts. Variety of addictive behaviors examined with special focus on psychoactive drug dependency. Fall.

CRJ 104 Treatment: Alcohol and Drug Abuse ... 3

Focus on treatment of alcohol and drug abuse as a continuum of processes from intervention through rehabilitation. Incorporates ways to address needs of people suffering from alcohol and drug abuse. Spring.

CRJ 110 Criminal Investigations ... 3

Introductory perspective on the tactics, strategies, and techniques of criminal investigations.

CRJ 140 Introduction to Criminal Justice System ... 3

Overview of criminal justice system, including historical development, present status, and suggested reforms. Includes detailed descriptions of duties and functions of specific actors in system, including victim, offender, police, prosecuting and defense attorneys, courts and corrections.

CRJ 165 Introduction to Security ... 3

Survey of security systems and techniques, security surveys, and economic factors related to security.

CRJ 170 Criminal Law and Procedure ... 3

Analysis of substantive criminal law and criminal procedure. Specific attention given to Missouri Criminal Code and cases that interpret Missouri laws. Fall.

CRJ 171 Rules of Criminal Evidence ... 3

Basic rules of evidence applicable to criminal and other related police duties. Examines fundamental questions of evidence and theories of proof, including hearsay, documentary proof, self-incrimination, relevance, and presumptions. Spring.

CRJ 175 Criminology ... 3

Study of various explanations of crime: classical psychological, sociological, critical, and interactionist. Examines array of responses available to system, including punishment by incarceration and other alternatives.

CRJ 201 Criminal Justice: Politics and Policy ... 3

Prerequisites: CRJ 140

Examination of the conflicting and converging needs and skills of social roles necessary for sound criminal justice system in society. Objectives, activities and skills of citizen, criminal justice professional, and social scientist identified and analyzed. Spring.

CRJ 202 Correctional Institutions ... 3

Detailed examination of American correctional institutions, including roles of detainees or inmates, correctional officers, and administration. Topics include classification schemes, prison life and violence, and conflict between custody and treatment functions of institution.

CRJ 205 Juvenile Justice Systems ... 3

Examines justification for juvenile court system and looks at organization, functions, and jurisdiction of juvenile agencies. Specific attention given to Missouri juvenile system and court cases interpreting these laws.

CRJ 210 Crime Victimization: Policies and Procedures ... 3

Concepts, dynamics, and policies of programs for victims of crime, including their historical development, techniques for intervention, and response of criminal justice system. Model victim witness programs evaluated for strengths, weaknesses, and needed changes. Spring.

CRJ 224 Constitutional Law ... 3

Examines United States Constitution and relationship to American Society as a whole and criminal justice system in particular. Fall.

CRJ 230 Crisis Intervention ... 3

Introduction to theories and practices related to intervening and mediating in and defusing crises, and referral of people in crises. Spring.

CRJ 240 Probation and Parole ... 3

Historical development, relative merits and disadvantages of these programs, and analysis of their success as applied in all types of probational systems. Spring.

CRJ 250 Police Administration ... 3

Analyzes organization and administration of police departments and systems, highlighting peculiar characteristics of police organizations and personnel, budgeting for police departments, control and responsibility of police departments and relation of police department to other public agencies and general principles of public administration. Fall.

CRJ 260 Police-Community Relations ... 3

Studies development of police-community relations units, analyzes current police-community relations programs in large cities, and engages in hands-on development and observation of programs in action. General Education Skills Assessment is embedded. Spring.

CRJ 265 Internship ... 1-6 hrs

Prerequisites: Instructor's permission

Students placed in participative position in criminal justice agency.

CRJ 266 Internship II ... 1-6 hrs

Prerequisites: CRJ 265

Students enroll in Criminal Justice Practicum a second time.

CRJ 280 Comparative Criminology and Criminal Justice ... 3

Prerequisites: Completion of 24 credit hours of 100 level or above, prior to enrollment.

Analysis of criminal justice systems and crime in other cultures and how other cultures define and respond to criminal behavior.

CRJ 290 Special Topics in Criminal Justice ... 1-3 hrs

Credit for individual study or selected classes in subjects such as role of women in the criminal justice system, poverty and crime, or police civil liability. Instructor's approval required.

CRJ 291 Mock Trial ... 1-3 hrs

Clarifies working roles in legal establishment. Students portray each of courtroom principals: judge, prosecutor, defense attorney, defendant, and juror. Study hypothetical case through research and work with attorney instructors in courtroom setting. Procedures and working knowledge of judicial system. Fall.

CRJ 292 Mock Trial Competition ... 1-3 hrs

Prerequisites: CRJ 291

Students compete in American Mock Trial Association Regional Tournament. Spring.

CRJ 298 Criminal Justice Capstone ... 1

Culminating experience integrating Criminal Justice Associate of Applied Science program course work. Required for Criminal Justice AAS degree-seeking students in the final semester before graduation.

Economics Course Descriptions

ECO 100 Survey Economics ... 3

Prerequisites: One of the following must be completed: MAT 096, ASMNT A120.

Introduction to basic economic decision-making at both micro and macro levels. Overview of topics relating to aggregate economic activity and to individual economic activity of households and firms.

ECO 110 Principles of Macroeconomics ... 3

Prerequisites: One of the following must be completed: MAT 098, ASMNT A121

Introduction to determination of aggregate measures of economic activity, price level, employment and national output. Topics include inflation, unemployment and economic growth; money and banking system; and formulation of fiscal and monetary policies in pursuit of economic stabilization.

ECO 120 Principles of Microeconomics ... 3

Prerequisites: One of the following must be completed: MAT 098, ASMNT A121

Introduction to determination of prices in product and factor markets. Topics include individual decision-making behavior of households and firms; interactions in markets of varying degrees of competition; and effects of such markets on allocation of scarce resources and distribution of income.

ECO 220 Money and Banking ... 3

Prerequisites: ECO 110

Examination of nature of money and factors influencing money stock; introduction to monetary theory and policy; and impact of monetary phenomena on employment, production, prices and balance of payments.

Education Course Descriptions

EDU 125 Teaching Literacy Through Storytelling ... 3

Learn to communicate through the magic of storytelling. An auditory form of learning that can enhance curricula.

EDU 210 Teaching Profession with Field Experience ... 3

Prerequisites: ENG 101

Observe teaching and learning for thirty (30) hours or more in P-12 classrooms. Introduction to the requirements for teacher preparation and certification. Examination of characteristics of effective teaching. Students will be able to determine if a career in teaching is an appropriate goal.

EDU 211 Foundations of Education ... 3

Prerequisites: ENG 101

Examination of the historical, philosophical, sociological, political, economic, and legal foundations of the American public education system. Nature of school environments, design, and organization of school curricula and characteristics of effective schools and instruction in grades P-12 will be explored. Educational structures, practices, and projections for the future will be studied.

EDU 220 Technology for Teachers ... 3

Prerequisites: ENG 096 or ASSMT ENG 101

Focus on integration of instructional technology into the P-12 classrooms. Variety of software programs, presentation technology, and telecommunication tools. Concentration on social, ethical, legal, and human issues surrounding the use of technology. Course fulfills A.A. general education requirement for computer literacy.

Corequisites: ENG 101

EDU 225 Literature for Children ... 3

Study of children's literature from preschool to eighth grade, with best forms of literature for children and to develop standards of judgment in selection of reading materials for children. Recommended for elementary education majors.

EDU 240 Educational Psychology ... 3

Prerequisites: ENG 096 or ASMT ENG 101

Relation of psychological principles to teaching, learning, and assessment, and the educational practice in P-12 classrooms. Focusing on the learner and the learning process, teacher characteristics, and classroom processes that increase student motivation. Student diversity and appropriate instructional strategies for students with special needs will also be introduced.

Corequisites: PSY 101 or PSY 210

EDU 242 Art for Children ... 3

Experience in teaching techniques of various appropriate media of visual arts and uses in elementary and middle school curricula.

EDU 244 Physical Education for Elementary Grades ... 3

For education majors. Understanding of child's total development with special emphasis on physical motor development. Overview of play, movement activities, teaching techniques, discipline, and working with individual differences.

EDU 246 Music for Children ... 3

For elementary education majors with no previous musical training. Introduction to methods to teach music through singing, playing the piano and other simple instruments, and rhythmic response to music. Emphasizes creative nature of music, with introduction to materials functional in classroom setting.

EDU 250 Education of Exceptional Learners ... 3

Introduction to exceptional learners and their education in grades P-12. Knowledge, skills, and dispositions that will enable students to work effectively with exceptional learners in general education or special education will be covered.

Corequisites: EDU 240

EDU 280 Practicum for Paraprofessionals ... 2

Prerequisites: EDU 240 and permission of program coordinator

Culminating course for the A.A.S. for Paraprofessionals. Observation and participation in local P-12 classrooms. Investigation and discussion will relate to the profession. Students must be available to participate in local classrooms during the P-12 school day.

Corequisites: EDU 250 or CDC 107

EDU 290 Portfolio Assessment in Education ... 1

Prerequisites: 12 credit hours consisting of EDU 210, EDU 211, EDU 220, and EDU 240 with grade "C" or better, previously or concurrently.

Compilation by pre-service teachers of portfolios of observations, descriptions, and reflections upon their studies in professional education as required by the Missouri Department of Elementary and Secondary Education mid-preparation benchmarks of the MoSTEP standards. Portfolios will be presented to the four-year school to which the student transfers, and copies will be retained by the Education program as assessment evidence for accrediting bodies.

Engineering Course Descriptions

EGR 100 Introduction to Engineering ... 1

Introduction to the profession of engineering within the scope of overall technical occupations. Course includes resources for major exploration (incorporating regional professional societies, guest seminars, and university transfer information). Emphasis is placed on emerging trends in field practice (globalization, computerization, nanotechnology,

renewable energy, bio engineering, and contract engineering). Content focuses on distinguishing aspects of practice (advanced math/science application, planning, analysis, communication) critical to the profession.

EGR 104 Engineering Design ... 3

Prerequisites: MAT 121

Introduction to technical project management involving team activities with project planning, physical design with CAD, data analysis, and communication. Planning topics covered include project scoping, scheduling, budgeting, decision analysis, and risk reduction. Data analysis includes basic charting/ statistics, data interpretation, and measurement science. Communication learning involves novel methods for effectiveness both with technical and non-technical audiences. A team project is involved necessitating significant team member interaction outside of class. AutoCAD, Excel, Word, and PowerPoint are learned and utilized.

EGR 170 Engineering Mechanics I-Statics ... 3

Prerequisites: MAT-230, PHY-240

Application of principles of mechanics to engineering problems of equilibrium. Includes resultants, equilibrium, friction, trusses, center of gravity and moment of inertia.

Corequisites: MAT-240

EGR 210 Engineering Mechanics II-Dynamics ... 3

Prerequisites: EGR 170

Application of principles of mechanics to engineering problems of motion and acceleration. Topics include plane motion; force, mass and acceleration; work and energy; and impulse and momentum.

EGR 220 Electrical Circuits ... 3

Prerequisites: MAT 230

Application of advanced mathematics (calculus and differential equations) to the understanding of circuits and circuit elements. Topics include network components and properties, node voltages and mesh currents, signal models, first order circuits, and second order circuits. The final exam will be administered via the Missouri University of Science and Technology.

EGR 221 Electrical Circuits I Laboratory ... 1

Prerequisites: MAT 230

Laboratory to accompany Electrical Circuits I.

Corequisites: EGR 220

EGR 296 Engineering Internship ... 3

Prerequisites: EGR 100, ASMNT-INS

Participatory position placement in a local engineering firm. May require specialized training. Requires reflective paper on the experience. 12 credits in A.S. Pre-Engineering Program is required.

English as a Second Language Course Descriptions

ESL 100 Welcome/Orientation to SCC for Non-Native Speakers ... 3

Advanced instruction for non-native speaking students regarding key strategies and skills needed to be successful in an American college, including listening, speaking, note taking, test taking, time management and basic written communication. Student must take the Compass ESL test.

Corequisites: Placement in ESL 104(RDG 104), ESL 107(101) or equivalent skill level.

ESL 103 Pronunciation, Communication, and Listening for Non-Native Speakers ... 4

Instruction in pronunciation for non-native speakers. By learning the American style of intonation, rhythm/speech production and syllable stress, students will be better understood and more articulate and expressive. Small group and

individual communication activities will focus on speaking and listening. Open to non-native speakers of an intermediate level or above. Student must take the Compass ESL test.

Corequisites: ESL 100, ESL 104, Suggested co-requisite: ESL 107 (101) or equivalent skill level (not required).

ESL 104 (Formerly RDG 104) College Reading for Non-Native Speakers ... 4

Directed practice in college reading skills emphasizing vocabulary, comprehension, critical thinking, reading efficiency and reading across the curriculum for non-native speaking students. Student must take the Compass ESL test. Student may not receive credit for both RDG 104 and ESL 104.

Corequisites: ESL 100, ESL 103, and suggested corequisite of ESL 107.

ESL 105 Advanced Conversation and Speaking Skills for Non-Native Speakers ... 3

Prerequisites: ESL 103/SPE 100 or equivalent skill level, ESL 104 with a minimum grade of C

Focus on improvement in conversational skills for non-native speakers with emphasis in fluency in speaking English, but also requiring refinement in listening skills. Included: current events dealing with American and International culture and films and video presentations. Student must take the Compass ESL test.

Corequisites: ESL 106, and a suggested Corequisite ESL 108

ESL 106 (Formerly RDG 106) Advanced College Reading for Non-Native Speakers ... 3

Prerequisites: Complete ESL 103, ESL 104 (RDG 104) with a grade of C or better and ESL 100

Directed practice in advanced college reading skills emphasizing discipline specific vocabulary, advanced comprehension, higher level critical thinking skills, improved reading efficiency and reading across the curriculum for second-language students. Student must take the Compass ESL test. Student may not receive credit for both RDG 106 and ESL 106.

Corequisites: ESL 100, ESL 105 and the suggested corequisites of ESL 108

ESL 107 (formerly ESL 101) Intensive Grammar Review for Non-Native Speakers ... 4

College-level review of grammar and vocabulary for ESL students, emphasizing target grammar concepts, sentences and paragraph structure, vocabulary, idioms and reading skills. Student must take Compass ESL test.

Corequisites: ESL 100, ESL 103 and suggested corequisite of ESL 104

ESL 108 (formerly ESL 102) Intermediate Composition for Non-Native Speakers ... 3

Prerequisites: ESL-107 (ESL-101), minimum grade of C, ESL-104 (RDG-104) or equivalent, ESL-100

Advanced instruction for non-native-speaking students in developing college level writing skills in English. Students will work on essential composition skills, including sentence, paragraph, and essay skills, as well as advanced grammar skills. Students will also be required to read, discuss and analyze short essays and selections as the foundation of discussion and writing.

Corequisites: ESL 100, ESL 105, and the suggested corequisite of ESL 106

ESL 109 Research Writing for Non-Native Speakers ... 3

Prerequisites: ESL 105, 106, 108 (ESL 105 can be waived with Program Coordinator approval)

Students will build skills in composition with a focus in skills necessary for writing research papers: familiarity with using the library, online databases, integrating research into essays, MLA form, while advancing reading skills, grammar, and sentence structure. Reading and writing assignments will be enhanced with classroom discussion, peer editing, and conferencing.

ESL 120 Success in Health Care Careers for Non-Native Speakers ... 3

Prerequisites: ESL 105 or equivalent skill level (permission of coordinator/instructor) and ESL(RDG)106

For non-native speakers entering health care programs in American colleges. Includes communicating in health care facilities, reading health care textbooks, medical records, and professional literature, learning in labs and clinicals, medical terminology and culture in American health care.

Corequisites: ESL 108(102)

ESL 299 ESL Conversation and Current Events ... 1

Prerequisites: ESL 100, 103, 104, 107 or equivalent skill level

Conversation development based on current events, cultural issues and academic concerns. Vocabulary, spoken grammar skills and listening comprehension, will be emphasized.

English/Literature Course Descriptions

ENG 095 Developmental Writing I ... 3

Prerequisites: Writing Placement Score 1-2/Place in RDG 092 or higher.

Remediates basic writing weaknesses such as basic grammar and sentence structure. Focus on construction of developed paragraphs. Course is ungraded and may be repeated.

ENG 096 Developmental Writing II ... 3

Prerequisites: Placement or ENG 095 with pass grade

Pre-college-level writing class focusing on basic writing skills. Includes review of sentence structure, grammar, punctuation, and paragraph structure. May require assignments in ACE Center. Course does not count toward most degrees. Some sections offered as ESL friendly, i.e. taught by instructor trained to work with students for whom English is not primary language. Course grade on pass (P), repeat (R), or fail (F) basis.

ENG 101 English Composition I ... 3

Prerequisites: Meet 1 of the following: 1.) Assess into ENG-101; 2.) Pass ENG-096; 3.) Grade of B or better in ESL-108 and a grade of C or better in ESL-106 (or assess out of ESL-106); 4.) Grade of C or better in ESL-109 and a grade of C or better in ESL-106 (or assess out of ESL-106).

College-level writing course required for all other college-level writing classes. Emphasizes essay structure, ways of organizing information, and use of sources. Basic research skills and critical thinking skills as integral part of course.

ENG 102 English Composition II ... 3

Prerequisites: C grade in ENG 101 or EACT27 and Writing Score of 5 or 6

Advanced college-level writing course emphasizing analysis and in-depth research. Critical reading and thinking skills as well as library skills are integral part of course.

ENG 115 Technical Writing ... 3

Prerequisites: ENG 101

Required course for some technical programs. Writing skills applied to technical reports and summaries. Emphasizes special language, information, and audience demands of technical subjects and audiences. Students must receive a minimum grade of ?C? in ENG 101 to register for course.

ENG 125 Business Writing ... 3

Prerequisites: C or better in ENG 101

Required course for some business majors. Writing skills applied to various types of business communications including business correspondence. Emphasis on demands of special audiences and types of communications.

ENG 200 Book Writing Workshop ... 3

Student should have excellent writing skills and be proficient in the English language. Skills and methods required to professionally write a fiction or nonfiction book. Students will complete the framework and a minimum of three chapters for possible submission to a publisher.

ENG 201 Introduction to Creative Writing ... 3

Exploration of various forms and processes of creative writing.

ENG 203 Self-Publishing Workshop ... 3

From manuscript preparation to media marketing, presentation of how to publish books for bookstore shelves or for family history. Guest speakers enhance course with expertise in industry. Instructor is published professional writer.

ENG 206 Workshop in Creative Writing: Narrative Forms ... 3

Prerequisites: ENG 201 or permission of instructor

Advanced creative writing with emphasis on guided editing and revision of narrative forms including essay, fiction, and creative non-fiction.

ENG 207 Workshops in Creative Writing: Poetry ... 3

Prerequisites: ENG 201 or permission of instructor

Advanced poetry writing with emphasis on open discussion of student work and individualized critique by instructor and peers.

LIT 200 World Mythology ... 3

Prerequisites: ENG 101

Survey of central myths of Greece, Middle East, Africa, India, Native America, and China. Emphasis on how myths have shaped various cultures.

LIT 207 Introduction to the Bible as Literature-The Old Testament: Genesis through Malachi ... 3

Prerequisites: ENG 101

A review of Biblical significance and influence in secular literature. Biblical literacy is assumed by such authors as Chaucer, Keats, Shakespeare, Asimov, Kemp, and Atwood. Cultural touchstones of morality, humanity, and sexuality grounded in Biblical texts will be examined in literature.

LIT 210 American Literature From 1620-1865 ... 3

Prerequisites: ENG 101

Study of development of U.S. literary tradition beginning with early colonists through Civil War. Reading and discussion of major authors of poetry, fiction, drama and historical documents.

LIT 215 Introduction to Poetry ... 3

Prerequisites: ENG 101

A close study of poetry with special emphasis on the varieties of poetic form and the means of interpretation and evaluation. The works studied will be international in nature and from at least three different centuries.

LIT 216 Dramatic Literature ... 3

Prerequisites: ENG 101

Introductory course in dramatic literature stressing the influences of the past upon modern theater, the commonality and differences between theatrical and filmed drama, and the process on how the written script becomes a live or filmed production.

LIT 220 American Literature From 1865-present ... 3

Prerequisites: ENG 101

Survey of American literature beginning with the period after the Civil War to the present. Major American writers in poetry, fiction, and drama will be read and discussed in relation to the development of intellectual thought and literary theory. Includes writers who reflect diverse voices ? Native American, African American, Asian American, Latin American, etc. ? who make America unique.

LIT 221 The American Dream and the 20th Century ... 3

Prerequisites: ENG 101

A multi-discipline course focusing on the concept of the American Dream in history, literature and film. This course emphasizes the American Era from the end of WWI to the present.

LIT 230 Contemporary Fiction ... 3

Prerequisites: ENG 101

Introduction to American and international fiction written from 1960 to the present. Includes short and long fiction with major emphasis on the similarities and differences of the cultural narratives that reflect the global village.

LIT 236 Science Fiction ... 3

Prerequisites: ENG 101

Focus on interplay between society and scientific theories, advances and fears of change. Beginning in the romantic period, examines societal reactions to challenges presented by scientific discovery and the resulting changes in world view. Course uses fiction and film.

LIT 237 Detective Fiction ... 3

Prerequisites: ENG 101

Among the most popular type of genre fiction, beginning with E.A. Poe. Reflecting values and fears of the society and provides entertainment and insight into cultures past and present. Classic writers of detective fiction, contemporary practitioners and film examples are used.

LIT 238 Horror Fiction ... 3

Prerequisites: ENG 101

Examination of classic and contemporary writing in order to explore the human fascination with the monstrous, the supernatural, and states of psychological consciousness. Includes the evolution of the horror genre and examine its place in the literary canon.

LIT 240 Contemporary Literature ... 3

Prerequisites: ENG 101

Survey of post-modern literature from 1946 to the present. Includes reading and discussion of poems, essays, short stories, plays, and novels representative of the global and multicultural nature of contemporary society.

LIT 241 Sociology Through Literature ... 3

Prerequisites: ENG 101, SOC 101

Application of sociological concepts to literature to analyze socio-historical events.

LIT 242 Post Colonial Literature ... 3

Prerequisites: ENG 101

From Australia to Asia, from the Middle East to Africa, writers in the former colonies of the British empire found a unique voice to explore their lives and their countries. Focuses on the voices of post-colonial literature in the 20th century as they deal with issues of power, gender and politics.

LIT 250 English Literature Before 1800 ... 3

Prerequisites: ENG 101

Overview of earliest works written in English. Traces development of various forms of literature from beginnings in early Anglo-Saxon poetry through Shakespeare's plays and Romantic Poets.

LIT 252 Introduction to Shakespeare ... 3

Prerequisites: ENG 101

Introductory course of Shakespeare's insights into human behavior, the conflict inherent within societies, and his use of language.

LIT 260 English Literature After 1800 ... 3

Prerequisites: ENG 101

Overview of English literature beginning with Romantics and continuing through Modern Age. Includes poetry, drama, fiction, and essays.

LIT 262 Gothic Literature ... 3

Prerequisites: ENG 101

Focuses on a broad reading of novels, films, stories, and poems in the Gothic literary sensibility. Unlike horror fiction, which focuses on grisly detail, Gothic is primarily concerned with fear of the unknown and resulting paranoia.

LIT 265 Fiction to Film ... 3

Prerequisites: ENG 101

Investigates fiction and film with emphasis on their uniqueness and relationship, their common narrative elements that convince reader and viewer of their correspondence to life, and of the process of translation from one narrative form to another.

LIT 271 Literature and Contemporary Cultures ... 3

Prerequisites: ENG 101

Introduction to prose, poetry, drama, and film from around the globe by authors from 1900 to Present.

LIT 272 World Literature - Ancient World Through the Renaissance ... 3

Prerequisites: ENG 101

Explores foundations of Western literary traditions from pre-Classical and Classical World through Middle Ages and Renaissance.

LIT 273 World Literature - Enlightenment to 20th Century ... 3

Prerequisites: ENG 101

Explores foundations of Western literary traditions from the Enlightenment to early 20th Century.

LIT 274 Evolution of the Tragedy: Tragic Heroes and Heroines ... 3

Prerequisites: ENG 101

Overview of the evolution of dramatic tragedy from Greek to Modern theater.

LIT 275 Holocaust Literature ... 3

Prerequisites: ENG 101

Study of novels, essays, poetry, and other art centered on genocide in the Second World War and the post-Holocaust world. Explores matters of Jewish particularity as well as global implications of the Holocaust.

LIT 299 Topics in Literature ... 3

Prerequisites: ENG 101

Variety of special literature studies offered.

Foreign Language Course Descriptions

ARB 101 Arabic Language and Culture I ... 4

Basic Arabic language skills includes speaking, listening comprehension, reading and writing, with emphasis on effective linguistic functioning in real situations. Explores cultures of Arabic-speaking countries.

ARB 102 Arabic Language and Culture II ... 4

Prerequisites: ARB 101

Continuation of ARB 101. Explores cultures of Arabic-speaking countries.

ARB 190 Topics in Arabic Language and Culture ... 1-3 hrs

Prerequisites: Dependant on topic.

Exploration of special topics and/or activities in Arabic language and culture.

ARB 201 Arabic Language and Culture III ... 4

Prerequisites: ARB 102 or equivalent

Follow-up to ARB 102. Expanded opportunities for listening to, speaking, reading, and writing Modern Standard Arabic. Continued exploration of culture, with an emphasis on Arab intellectuals, poets and writers. Emphasis remains on linguistic functioning in real situations.

ARB 202 Arabic Language and Culture IV ... 4

Prerequisites: ARB 201 or equivalent.

Follow-up to ARB 201. Precise and coherent use of Modern Standard Arabic language through development of the speaking, reading, writing and listening skills; more focus on syntax, morphology, and grammar. Students will take part in meaningful, functional communication that might be encountered in real life complex situations. Varied reading and writing activities representing cultural topics will be included. Media Arabic will be introduced.

FRN 101 French Language and Culture I ... 4

Beginning French course that presents basic language skills of speaking, listening comprehension, reading and writing, with emphasis on effective linguistic functioning in real situations. Includes culture unit on Paris. Opportunity provided for audio-lingual practice outside of class.

FRN 102 French Language and Culture II ... 4

Prerequisites: FRN 101 or 1 to 1 1/2 years minimum high school language study

Continuation of French 101, including culture unit on France.

FRN 190 Topics in French Language and Culture ... 39816

Prerequisites: Dependant on topic.

Exploration of special topics and/or activities in 100 level French language and culture. Prerequisite and corequisite dependant on topic.

Corequisites: Dependant on topic.

FRN 195 French Language and Civilization ... 1-9 hrs

Involves travel and/or study in Francophone or French culture area. May have prerequisites and may be repeated for credit. Will not satisfy General Education requirements.

FRN 201 French Language and Culture III ... 4

Prerequisites: FRN 102 or 1 1/2 to 2 years minimum high school language study. A grade of C or better in the prerequisite course is recommended

Follow up to French 102. Provides expanded opportunities for listening to, speaking, reading, and writing French. Continues exploration of culture, with emphasis on Francophone world. Emphasis remains on linguistic functioning in real situations.

FRN 202 French Conversation and Composition ... 4

Prerequisites: FRN 201 or 2 years minimum high school language study. A grade of C or better in the prerequisite course is recommended.

Intensive one-semester course focusing on conversational skills, grammar review, and composition. Exploration of role of French in North America.

FRN 210 Introduction to French Cinema ... 3

Study of the history and artistic elements of French cinema through critical examination of directors, themes, and techniques. Lectures in English with films in French with English subtitles. French students must complete selected assignments in French. Credit for both FRN 210 and GLC 210 not allowed.

FRN 215 Reading in French ... 3

Prerequisites: FRN 201 or two years minimum high school language study. A grade of C or better in the prerequisite course is recommended.

Reading and discussion of various short selections and at least one complete work in the original French. Reading strategies specific to French language, including vocabulary building, reading for comprehension, and use of literary tenses.

FRN 220 French Culture and Civilization ... 3

Prerequisites: One of the following must be completed: FRN 201, FRN 202, FRN 215, or three to four years high school language study. A grade of C or better in the prerequisite course is recommended

Survey of history of French civilization and influence throughout world, with emphasis on culture of present-day France and Quebec. Exercises and activities to practice and improve French language skills. (Taught in French.)

FRN 290 Topics in Intermediate French Language and Culture ... 1-6 hrs

Exploration of special topics in 200 level French language and culture. Prerequisite and corequisite dependant on topic.

GRM 101 German Language and Culture I ... 4

Beginning German course that presents basic language skills of speaking, listening comprehension, reading and writing, with emphasis on effective linguistic functioning in real situations. Opportunity provided for audio-lingual practice outside of class.

GRM 102 German Language and Culture II ... 4

Prerequisites: GRM 101 or 1 to 1 1/2 years minimum high school language study. A grade of C or better in the prerequisite course is recommended.

Continuation of German 101.

GRM 190 Topics in German Language and Culture ... 1-3 hrs

Prerequisites: Dependant on topic.

Exploration of special topics and/or activities in German language and culture.

GRM 195 German Language and Civilization Experience ... 1-9 hrs

Involves travel and/or study in German speaking or German culture area. May have prerequisites and may be repeated for credit. Will not satisfy general education requirements.

GRM 201 German Language and Culture III ... 4

Prerequisites: GRM 102 or 1 1/2 to 2 years minimum high school language study. A grade of C or better in the prerequisite course is recommended.

Intensive course with emphasis on conversational proficiency. Grammar review and expansion. Variety of literary and cultural readings used for vocabulary building and as basis for classroom discussion. Opportunity provided for audio-lingual practice outside of class.

GRM 202 German Conversation and Composition ... 4

Prerequisites: GRM 201 or two years minimum high school language study. A grade of C or better in the prerequisite course is recommended.

Continuation and completion of materials presented in German 201.

GRM 215 Reading in German ... 3

Prerequisites: GRM 201 or two years minimum high school language study. A grade of C or better in the prerequisite course is recommended.

Reading and discussion of short selections and at least one complete work in the original German. Exploration of reading strategies specific to German language, including vocabulary building, reading for comprehension, and the use of literary tenses. Summer.

GRM 290 Topics in Intermediate German Language and Culture ... 1-3 hrs

Prerequisites: Dependant on topic.

Exploration of special topics in 200 level German language and culture. Prerequisite and corequisite dependant on topic.

Corequisites: Dependant on topic.

SPN 101 Spanish Language and Culture I ... 4

Beginning Spanish course that presents basic language skills of speaking, listening comprehension, reading and writing, with emphasis on effective linguistic functioning in real situations. Opportunity provided for audio-lingual practice outside of class.

SPN 102 Spanish Language and Culture II ... 4

Prerequisites: SPN 101 or 1 to 1 1/2 years minimum high school language study. A grade of C or better in the prerequisite course is recommended.

Continuation of Spanish 101.

SPN 190 Topics in Spanish Language and Culture II ... 1-3 hrs

Exploration of special topics and/or activities in 100 level Spanish language and culture. Prerequisite and corequisite dependant on topic.

SPN 195 Spanish Language and Civilization Experiences ... 1-9 hrs

Involves travel and/or study within Hispanic or Latin American culture area. May have prerequisites and may be repeated for credit.

SPN 201 Spanish Language and Culture III ... 4

Prerequisites: SPN 102 or 1 1/2 to 2 years minimum high school language study. A grade of C or better in the prerequisite course is recommended.

Follow up to SPN 102. Provides expanded opportunities for listening, speaking, reading, and writing. Opportunity provided for audio-lingual practice outside of class.

SPN 202 Spanish Conversation and Composition ... 4

Prerequisites: SPN 201 or two years minimum high school language study. A grade of C or better in the prerequisite course is recommended.

Intensive one-semester course focusing on conversational skills, grammar review and composition. Exploration of role of Hispanic world.

SPN 215 Reading in Spanish ... 3

Prerequisites: SPN 201 or two years of high school Spanish. A grade of C or better in the prerequisite course is recommended.

Reading and discussion of various short selections and at least one complete work in the original Spanish.

SPN 220 Latin American Culture and Civilization ... 3

Prerequisites: SPN 202 or three to four years high school language study. A grade of C or better in the prerequisite course is recommended.

Overview of history, geography, culture and social development of peoples of Latin America . Exercises and activities reinforce and develop Spanish language skills. (Taught in Spanish.)

SPN 230 Spanish Culture and Civilization ... 3

Prerequisites: SPN 202 or three to four years high school language study. A grade of C or better in the prerequisite course is recommended.

Overview of history, geography, culture, and social development of peoples of the Iberian Peninsula. Exercises and activities reinforce and develop Spanish language skills. (Taught in Spanish.)

SPN 290 Topics in Intermediate Spanish Language and Culture ... 1-6 hrs

Prerequisites: Dependant on topic.

Exploration of special topics in 200 level Spanish language and culture. Prerequisite and corequisite dependant on topic.

Corequisites: Dependant on topic.

General Technology Course Descriptions

ETC 101 Fundamentals of Electronics ... 3

Introductory course in electricity and electronics. Topics include a study of resistors, Ohm's law, series and parallel circuits, voltage and current dividers, DC meters, Kirchoff's laws, conductors and insulators, and capacitors. Emphasis is on direct current circuitry and troubleshooting. Course includes lecture material and laboratory practice. A basic understanding of algebra is necessary.

Geography Course Descriptions

GEO 100 Principles of Geography ... 3

Covers the major areas of geographic study, both physical and cultural, and how each is distributed globally. Promotes understanding of a multicultural world and the differing values held by people throughout that world.

GEO 101 Geography: The Eastern World ... 3

Survey of Asia, Africa, the Middle East, Australia, and Pacific World. Emphasis on topographical, physical, human and cultural factors.

GEO 102 Geography: The Western World ... 3

Survey of the continents of Europe, North America, and South America. Emphasis on topographical, physical, human and cultural factors.

GEO 110 Geography for Educators ... 3

Prerequisites: Must be a declared Education major or completed EDU 210

Review of National Geography Standards, the DESE Common Core Standards for geographic studies, and the general education assessment review topics for the geographic area of social sciences, broken into three grade levels (fourth, eighth and 12th). Review which geographic concepts should be taught at which age and with what level of complexity. Major geographic areas will be included: maps and mapping techniques; cultural differences; political boundaries; global economic variations; urban design and purpose; population distribution; climate; environmental issues including the relationships between humans and the earth; natural resource distribution; topography; geomorphology; research and presentation methods.

Corequisites: or enrolled in EDU 210

GEO 115 Geography of North America ... 3

Survey of physical, topographical, economic, and cultural factors of United States and Canada.

GEO 120 Introduction to GIS (Geographic Information Systems) ... 3

Introduction to the concepts and experiences in Geographic Information Systems (GIS). Examines how to manipulate and analyze spatial data with exploration of practical uses of GIS. Includes using GIS technology and software through hands-on exercises and projects to solve real-world problems. Focus on developing skills in the use of visual maps and written communication in GIS.

GEO 220 GIS Internship ... 1-3 hrs

Prerequisites: GEO 120 and permission of instructor.

Application of geographic technique and information learned in GIS class through work force experience.

GEO 221 GIS Internship II ... 1-3 hrs

Prerequisites: GEO 220 and permission of instructor.

Application of advanced geographic techniques and information learned in GIS class through workforce experience.

GEO 222 GIS Internship III ... 1-3 hrs

Prerequisites: GEO 221 and permission of instructor.

Application of advanced geographic techniques and information learned in GIS class through workforce experience.

GEO 225 Advanced GIS ... 3

Prerequisites: GEO 120 or permission of instructor.

Exploration of increasingly complex geographic concepts using computer and analytical methods to solve spatial problems. Sophisticated GIS technology used to find and explain spatial patterns. ESRI products and GPS technology used to create data and maps.

GEO 299 Topics in Geography ... 3

Prerequisites: Instructor's permission.

Exploration of topic selected by department. Introduction to research techniques and seminar approach as integral part of scholarship.

Geology Course Descriptions

PHY 105 Environmental Geology ... 3

Examination of geologic processes and hazards that influence human activities and the geologic aspects of pollution and waste-disposal.

PHY 107 Environmental Geology Laboratory ... 1

Exercises focus on environmental and social issues relevant to environmental problems and the effects of human interaction in geologic processes.

Corequisites: PHY 105-Environmental Geology.

PHY 125 Introduction to Physical Geology ... 3

Introduces a basic understanding of topics in physical geology including the unifying theory of plate tectonics, discussions of Earth materials (rocks and minerals), internal processes (volcanism, earthquakes), surface processes (surface and ground water, weathering, erosion), and geologic time. Campus outings will be incorporated to emphasize Missouri geology.

PHY 127 Introduction to Physical Geology Laboratory ... 1

Laboratory reinforces topics discussed in Physical Geology lecture (PHY 125) by utilizing practical experimentation and observations.

Corequisites: Preceded or accompanied by PHY 125.

PHY 225 Historical Geology ... 3

Introduces an understanding of the history of Earth's development including identification and interpretation of sediments, sedimentary rocks and rock structures, environments of deposition, major tectonic and depositional events of North America, and the evolution of life. Campus outings will be incorporated to emphasize Missouri geology.

PHY 227 Historical Geology Laboratory ... 1

Exercises in interpreting Earth's history by examination of sediments, sedimentary rocks, geologic time, and identification and taxonomic classification of fossils.

Corequisites: PHY 225

Global Culture Course Descriptions

GLC 105 Family History Research Practicum ... 1

Research trip to major genealogical collection. Introduction to library research for the family historian, including research organization, trip planning, conducting actual on-site research, and post-trip follow-up and analysis. Emphasis on historical research method, patterns of social and cultural identity, and migration.

GLC 133 Cultures of Central America and the Caribbean ... 1-3 hrs

Explores cultures of Central America and the Caribbean Basin in the context of a study tour (or study abroad) in one or more locations in that region of the world. Investigates cultural characteristics and values and compares and contrasts the nature of diverse cultures. Explores biases and cultural influences that affect a person's perception of these cultures.

GLC 135 Cultures of the Amazon and Andes ... 1-3 hrs

Explores the cultures of the upper Amazon and the Andes in the context of study tour to Peru. Investigates questions related to cultural characteristics and values with comparison and contrast of the nature of diverse cultures. Provides opportunities to understand biases and cultural influences that affect perceptions of Amazonian and Andean cultures. Specific course objectives, strategies, and evaluation procedures outlined in a learning agreement with the instructor. Summer.

GLC 140 Celtic History and Contemporary Culture ... 1-3 hrs

Field course with focus on Celtic political and cultural history from prehistoric to modern times. Experiential approach that combines study tours of various Celtic sites with readings, films, writing assignments, and/or other activities. Specific course objectives, strategies, and evaluation procedures defined in individual learning agreement with the instructor.

GLC 145 The Theater in London ... 1

Immersion trip into the theater in London, England, through play performances, museum visits, backstage tours, and lectures and discussions led by experts in theatrical arts and crafts to introduce the best English-speaking theater in the world.

GLC 155 Central European History and Cultures ... 1-3 hrs

Field course with focus on European political and cultural history. Exploration of history and cultures in context of study tour to Central Europe. Among cultural issues deals with question of what is "Europe." Specific course objectives, strategies, and evaluation procedures outlined in a learning agreement with the instructor.

GLC 170 African Culture ... 1-3 hrs

Field course with a focus on contemporary culture in a specific region of the African continent. Experiential approach that combines study tours of various African sites with readings, films, writing assignments, and other activities. Specific course objectives, strategies, and evaluation procedures outlined in learning agreement with the instructor.

GLC 180 Australian Culture ... 1-3 hrs

Field course with a focus on contemporary culture in a specific region of the Australian continents. Experiential approach combining study tours of various Australian sites with readings, films, writing assignments, and other activities. Specific course objectives, strategies, and evaluation procedures defined in individual learning agreement with the instructor.

GLC 210 Introduction to French Cinema ... 3

Study of the history and artistic elements of French cinema through critical examination of directors, themes, and techniques. Lectures in English with films in French with English subtitles. French students must complete selected assignments in French. Credit for both GLC 210 and FRN 210 not allowed.

GLC 215 Intercultural Communication ... 3

Explores issues related to intercultural communication process. Considers important role of context (social, cultural, and historical) in intercultural interactions. Topics include stereotyping, prejudice, ethnocentrism, social class and religious identities, folk culture, power, and intercultural conflict.

GLC 290 Special Topics in Global Culture ... 3

Prerequisites: Permission of instructor

Exploration of a humanities-based global topic selected by department. Global events, current or historical information, and geographical knowledge will be included.

GLS 101 Introduction to Global Studies ... 3

Introductory course to develop global awareness and exposure to different cultures. Provides interdisciplinary approach to international and intercultural issues.

GLS 290 Special Topics in Global Studies ... 3

Prerequisites: Permission of instructor.

Exploration of a non-humanities-based global topic selected by department. Global events, current or historical information, and geographical knowledge will be included.

Health Information Technology Course Descriptions

HIT 110 Medical Terminology ... 3

Introduction to medical terminology focusing on building anatomical and pathophysiologic terms through identification and interpretation of Latin and Greek roots, prefixes, and suffixes. Pronunciation, spelling, and transcribing basic terms relating to body systems, medical specialties, and common diseases.

HIT 115 Pharmacology and Diagnostic Procedures ... 3

Prerequisites: HIT 110

The language of medical specialties, diagnostic modalities, and body systems. Emphasis on word analysis, pronunciation, spelling and commonly prescribed drugs.

HIT 120 Health Care Data ... 3

Prerequisites: Acceptance into HIT Program.

Introduction to health information management including health care delivery systems; health information management profession; health care data, collection, quality, access and retention.

Corequisites: HIT 110, HIT 121.

HIT 121 Health Care Data Laboratory ... 0

Prerequisites: HIT 120.

Special projects, guest speakers, and field trips to reinforce principles taught in Health Care Data lecture.

HIT 125 Health Care Technologies ... 3

Prerequisites: HIT 120, HIT 121, ENG 101, BAS/CPT 103.

Continuation of HIT 120 with emphasis on indexes and registries, computer-based patient record, and health information systems.

Corequisites: HIT 115, HIT 126, HIT 128, HIT 150.

HIT 126 Health Care Technology Laboratory ... 0

Prerequisites: HIT 120, HIT 121, ENG 101, BAS/CPT 103.

Special projects, guest speakers, and field trips to reinforce principles taught in Health Care Technologies lecture.

Corequisites: HIT 125, HIT 128

HIT 128 Electronic Health Records ... 1

In-depth study of Electronic Health Record system development life cycle.

Corequisites: HIT 115, HIT 125, HIT 126, HIT 150

HIT 150 Directed Practicum ... 1

Prerequisites: HIT 120, HIT 121.

Introduction to medical records department in variety of hospitals and alternative settings.

Corequisites: HIT 125, HIT 126.

HIT 200 Directed Practicum II ... 3

Prerequisites: HIT 120, HIT 121, HIT 125, HIT 126, HIT 150

Practice in basic and technical functions of medical records department.

Corequisites: HIT 220, HIT 235

HIT 220 Nosology ... 3

Prerequisites: HIT 110, HIT 115, BIO 240, BIO 241, BIO 243, BIO 244.

Study of classification systems with major emphasis on inpatient coding using ICD-10-CM and reimbursement methodologies, specifically DRGs.

Corequisites: HIT 200, HIT 221, BIO 265

HIT 221 Nosology Laboratory ... 0

Prerequisites: HIT 110, HIT 115, BIO 240, BIO 241, BIO 243, BIO 244

Special projects to reinforce principles taught in Nosology lecture.

Corequisites: HIT 200, BIO 265.

HIT 222 Coding Transitions ... 2

Prerequisites: HIT 220/221

The study of the ICD-10-CM and ICD-10-PCS medical coding systems.

HIT 235 Health Care and the Law ... 2

Prerequisites: HIT 120, HIT 121, HIT 125, HIT 126.

Medical records as legal documents focusing on procedures involved in court disclosure of medical records, laws pertaining to release of information from medical records, medical record requirements for accrediting, approving, licensing and certifying agencies. Covers laws and regulations governing preparation and use of medical records, responsibilities of physician, risk of malpractice, and physician's role in the hospital.

HIT 238 Healthcare Legal & Ethical Issues ... 3

Prerequisites: HIT 120, HIT 121, HIT 125, HIT 126, HIT 128

Study legal and ethical issues in the health care field focusing on procedures involved in court disclosure of medical records, laws pertaining to release of information from medical records, and medical record requirements for accrediting, approving, licensing and certifying agencies. Learn laws and regulations governing preparation and use of medical records, ethical practice standards, fraud and abuse, and other medical/legal issues.

HIT 240 Health Care Statistics and Quality Improvement ... 3

Prerequisites: HIT 120, HIT 121, HIT 125, HIT 126.

In addition, one of the following must be completed: MAT 098, ASMNT A121. In-depth study of hospital statistics, sources, definitions, collection, reporting, and presentation of data. Basic overview of quality improvement, function, applications, and utilization review.

HIT 241 Health Care Statistics ... 2

Prerequisites: HIT 120, HIT 121, HIT 125, HIT 126, must assess into MAT 121 or have earned a C or higher in MAT 098

In-depth study of hospital statistics, sources, definitions, collection, reporting, and presentation of data. (Effective Spring 2015)

Corequisites: HIT-243

HIT 243 Quality Management and Performance Improvement ... 3

Prerequisites: HIT 220, HIT 221, HIT 238

A basic overview of quality performance improvement processes, function, applications, and utilization review.

Corequisites: HIT 241

HIT 250 Directed Practicum III ... 3

Prerequisites: HIT 150, HIT 200.

Advanced student practice emphasizing building of supervisory skills applied in health care setting. Program capstone experiences included.

Corequisites: HIT 240, HIT 260, HIT 270.

HIT 260 Health Information Management Seminar ... 2

Prerequisites: HIT 120, HIT 121, HIT 125, HIT 126, HIT 200

Principles of supervisory management applied to a Health Information Management environment, including: team work and leadership, staffing, training, performance and productivity monitoring, work process design, policies and procedures, and budgeting.

HIT 270 CPT Coding ... 2

Prerequisites: HIT 220, HIT 221

Outpatient coding guidelines and reimbursement with major emphasis on CPT coding.

Corequisites: HIT 271

HIT 271 CPT Coding Laboratory ... 0

Prerequisites: HIT 220, HIT 221

Application of outpatient coding guidelines and reimbursement with major emphasis on CPT coding, to reinforce principles taught in lecture component, HIT 270.

Corequisites: HIT 270

HIT 280 Healthcare Billing and Reimbursement Issues ... 2

Prerequisites: HIT 220, HIT 221

Healthcare billing and reimbursement issues will be covered. Included: payor categories, APCs and other prospective payment systems, the revenue cycle, chargemaster, RBRVS, regulatory guidelines, billing processes, etc.

Corequisites: HIT 270, HIT 271

History Course Descriptions

HIS 101 U.S. History to 1877 ... 3

Survey of historical, cultural, political, economic, and institutional forces and events that shaped United States history through period of Reconstruction. HIS 101 complies with provisions of Section 170.011 RsMo.

HIS 102 U.S. History Since 1877 ... 3

Survey of the historical, cultural, political, economic, and institutional forces and events that shaped United States history from 1877 to present. HIS 102 complies with provisions of Section 170.011 RsMo.

HIS 105 Family History Research Practicum ... 1

Research trip to major genealogical collection. Introduction to library research for the family historian, including research organization, trip planning, conducting actual on-site research, and post-trip follow-up and analysis. Emphasis on historical research method, patterns of social and cultural identity, and migration.

HIS 115 U.S. History Since 1945 ... 3

Survey of United States from end of WWII to present. Special attention placed on historical, political, social, and cultural forces that have influenced the nation. Covers constitutional and judicial changes since 1945. HIS 115 complies with provisions of Section 170.011 RsMo.

HIS 145 Western Civilization: Ancient and Medieval Heritage ... 3

Introduction to ancient civilizations of Eastern Mediterranean, classical civilizations of Greece, Rome, and Western European society up to the Renaissance.

HIS 146 Western Civilizations, Modern European Heritage ... 3

Beginning with Renaissance, survey of history of Western civilization through post-WWII period.

HIS 160 Native American History ... 3

Introduction and survey of Native American History from prehistoric to the present. Attention placed on tribal histories and their social and political relationships with various European powers and the United States.

HIS 202 Introduction to Non-Western Civilization/Middle East and India ... 3

Survey of social, cultural and political history of the Middle East and India.

HIS 203 Introduction to Non-Western Civilization/East Asia and South Asia ... 3

Survey of social, cultural and political history of East Asia and South Asia.

HIS 230 Film as History ... 3

Selected historical topics discussed against how film has presented them for general audiences. View at least six feature films representing historical issues and through required readings, presentations, and discussions, evaluate and critique the fact or fiction.

HIS 240 Europe Since 1914 ... 3

Beginning with events leading up to WWI, survey of political, economic, and social history of Europe. Special attention given to Russian Revolution, Soviet State, Nazi Germany and collapse of the Soviet Empire in the 1990s.

HIS 270 History of Missouri ... 3

Emphasis on events in Missouri as way to understand larger context of American national experience. Missouri was established as the nation was still in the process of establishing itself. Covers national trends and problems such as immigration, industrialization, and racial problems. Discussion of prominent Missourians. This course complies with provisions of Section 170.011 RsMo.

HIS 280 Modern British History ... 3

Introduction to political/social life in modern Britain: social stratification, the historic evolution of the political infrastructure, and dealing with published materials on the historical context of British socio-political issues.

HIS 296 History Internship ... 3

Prerequisites: Approval from the history department chair. In addition, one of the following must be completed: HIS 101, HIS 102.

Students placed in participatory position in a government agency, museum/archives, or community organization. Requires research paper relating to some aspect of the internship.

HIS 299 Topics in History ... 3

Prerequisites: Instructor's permission.

Exploration of topic selected by the department. Introduction to historical research techniques and seminar approach as integral part of scholarship.

Human Service Course Descriptions

HMS 100 Introduction to Human Services ... 3

Survey introduction to human and community needs and to concepts of helping profession. Examination of community resources, relationship of agencies and bureaucracies to total community, and worker's role and responsibility in helping profession.

HMS 101 Human Services: Theories and Skills ... 3

Overview of methodology used in helping profession. Includes analysis of helping relationships, study of interpersonal skills and practice techniques. Emphasizes process-oriented approach to solving individual, family, and community problems.

HMS 102 Human Services: Policy and Politics ... 3

Analysis of political process involved in formulation of social welfare policies from a historical point of view. Federal, state, and local programs examined in terms of skills and knowledge to effect program planning and delivery.

HMS 103 Addictive Disease Concepts ... 3

Explores addiction from historical and theoretical background to current concepts. Variety of addictive behaviors examined with special focus on psychoactive drug dependency.

HMS 104 Treatment: Alcohol and Drug Abuse ... 3

Emphasizes concept of treatment of alcohol and drug abuse as a continuum of processes from intervention through rehabilitation. Incorporation of integral parts of continuum and ways in which it addresses needs of people suffering from alcohol and drug abuse.

HMS 105 Financing Human Services ... 3

Study of finance, organization, and administration for potential human service executives. Emphasis on budget planning, budget control, techniques of fund raising through independent campaigns, community chests and united funds, sustaining memberships, capital campaigns, trust funds, publicity, and promotional techniques.

HMS 106 Introduction to Youth Services Management ... 3

Addresses needs and issues of potentially and presently employed residential treatment workers, including philosophy of residential services, observation and recording skills, problem-solving, group skills, and team approach.

HMS 111 Group Practice in Human Services ... 3

Focus on basic issues of group work in human services settings. Covers theory behind group work practice, a study of various types of groups, ethical issues, group leadership, and process of forming and working with groups.

HMS 112 Interviewing in the Helping Relationship ... 3

Provides integrated approach to basic helping skills, utilizing theories, practice, and case application. Introduction to interviewing skills for use in both professional and paraprofessional settings.

HMS 201 Human Services Practicum I ... 3

Prerequisites: HMS 100, HMS 101

Field work experience in social, educational, law enforcement (corrections), or other community service organization. Supervision by practicum site professional and college faculty member. Ten or more hours of work experience each week.

Corequisites: Concurrent enrollment in HMS 203 required.

HMS 202 Human Services Practicum II ... 3

Prerequisites: HMS 201, HMS 203

Continuation of HMS 201. Depending on student objectives, Human Services Practicum II may be in the same organization or different one. Ten or more hours of work experience each week.

Corequisites: Concurrent enrollment in HMS 204 required.

HMS 203 Human Services Practicum Seminar I ... 3

Prerequisites: HMS 100, HMS 101

Discussion and analysis in small groups of the human services practicum experience. Special learning objectives related to kind of work student will do in organization after completion of program.

Corequisites: Concurrent enrollment in HMS 201 required.

HMS 204 Human Services Practicum Seminar II ... 3

Prerequisites: HMS 201, HMS 203

Continuation of HMS 203 with different learning objectives. Related to work student will do after completion of programs.

Corequisites: Concurrent enrollment in HMS 202 is required.

HMS 205 Disability and Society ... 3

Overview of disabilities: cognitive, psychiatric and physical. History of disability, major legislation that impacts persons with disabilities, resources in the community and how disability impacts the person and society.

HMS 290 Special Topics in Human Services ... 3

Individual study or selected classes focused on specific Human Services topics which will vary each semester and by instructor. Students may suggest topics of interest.

HMS 298 Human Services Capstone ... 1

Culminating experience integrating Human Services Associate of Applied Science program course work. Required for Human Services AAS degree-seeking students in the final semester before graduation.

Journalism Course Descriptions

JRN 120 Introduction to Journalism ... 3

Survey of journalism, including history and study of various media. Emphasis is on journalistic principles, writing, editing and makeup, including work on official student publications.

JRN 240 Writing for the Print Media ... 3

Prerequisites: ENG 101, minimum grade of C.

Introductory course in developing skills in writing and reporting for print media. Special attention given to news releases, feature stories, and reporting techniques. Introduction to use of photography.

JRN 280 Journalism Practicum I ... 3

Prerequisites: JRN 120 or instructor's permission.

Practical application of news writing, editing, and makeup skills. Emphasizes production experience on official student publications.

JRN 281 Journalism Practicum II ... 1-3 hrs

Prerequisites: JRN 280

Continued work on SCC online student newspaper, SCCougar. Advanced work will include special projects or service as editor or director.

JRN 282 Journalism Practicum III ... 1-3 hrs

Prerequisites: JRN 281

Additional semester of work on SCC online student newspaper, SCCougar. Advanced work will include special projects or service as editor or director.

Mathematics Course Descriptions

MAT 096 Pre-Algebra ... 4

Prerequisites: Placement in MAT 096.

Topics include percents, conversions, area and volume, signed numbers, algebraic expressions, linear equations, statistical graphs, mean, median, mode and their applications. Pass/fail course; does not count toward graduation.

MAT 098 Beginning Algebra ... 4

Prerequisites: Grade of "P" (pass) in MAT 096 or placement in MAT 098.

Topics include linear equations and inequalities, quadratic equations, operations on polynomials, exponent properties, factoring, Pythagorean Theorem, operations on rational expressions, graphs of points and linear equations, systems of two equations in two variables, square roots and applications.

MAT 105 Applied Math ... 3

Prerequisites: Grade of P (pass) in MAT 096 or ASMNT MAT 098.

For career students to develop quantitative reasoning skills. Includes basic logic, financial decision-making, probability, statistical reasoning, linear and exponential modeling, and right triangle applications. Relevance of mathematics discussed as it relates to other disciplines.

MAT 108 Understanding K-8 Mathematics ... 3

Prerequisites: Grade of P (pass) in MAT 096 or ASMNT MAT 098.

Basic concepts of the K-8 math curriculum. Concepts experienced through multiple representations ? numerically, algebraically, geometrically, and verbally.

MAT 121 Intermediate Algebra ... 4

Prerequisites: Grade of C or better in MAT 098, MAT 098C or placement in MAT 121.

Topics include linear, quadratic, absolute value, rational, exponential, and radical forms and related expressions, equations, inequalities, and applications; relationship between graph and equation of first/second degree and exponential functions; systems of equations in two or three variables; and equations and graphs of circles.

MAT 122 Euclidean Geometry ... 3

Prerequisites: Grade of C or better in MAT 098 or ASMNT MAT 121.

Study of geometrical properties and formal Euclidean proofs developed from definitions, postulates, theorems, and corollaries. Topics include intersecting and parallel lines, triangles, quadrilaterals, circles, area and volume, and coordinate geometry.

MAT 150 Trigonometry ... 3

Prerequisites: Grade of C or better in MAT 121 or ASMNT MAT 160.

Grade of C or better in MAT 160 College Algebra strongly recommended. Study of trigonometric functions and applications. Topics include angles, length of arc, trigonometric functions, law of cosines, law of sines, identities, trigonometric equations, inverse trigonometric functions, complex numbers, and polar coordinates. Students may not receive credit for both MAT 150 and MAT 171.

MAT 160 College Algebra ... 4

Prerequisites: Grade of C or better in MAT 121 or ASMNT MAT 160.

Designed for students in transfer programs. Topics include linear and quadratic equations and inequalities; complex numbers and solution of higher degree polynomial equations; systems of linear equations; matrices; graphing functions including exponential, logarithmic, and rational polynomial functions; conic sections; sequences, and series. Students may not receive credit for both MAT 160 and MAT 171.

MAT 165 Contemporary College Math ... 3

Prerequisites: Grade of C or better in MAT 121 or ASMNT MAT 160.

Provides appreciation of mathematics and understanding of role of mathematics in today's society. Topics include history of mathematics, math in humanities and social sciences, consumer math, logic, set theory, algebra, geometry, trigonometry, probability, and statistics.

MAT 171 Pre-Calculus Mathematics ... 6

Prerequisites: Grade of B or better in MAT 121 or ASMNT MAT 171.

Unified study of College Algebra and Trigonometry provides necessary background for Calculus. Includes linear, quadratic, rational, and higher degree polynomial equations and inequalities; systems of equations; relations and functions along with graphs and equations; exponentials and logarithms; inverse; degree and radian measure; trigonometric functions; identities; triangles; vectors; polar coordinates; complex numbers; matrices and determinants;

sequences and series; binomial theorem; mathematical induction; and applications. Students may not receive credit for MAT 171 and either MAT 150 and MAT 160. Students not planning to take Calculus may satisfy mathematics requirement for A.A. degree with MAT 160 or MAT 165 in lieu of MAT 171.

MAT 175 Introductory Statistics ... 3

Prerequisites: Grade of C or better in MAT 160, ASMNT MAT 180, or ASMNT MAT 210.

Topics include descriptive statistics, sampling techniques, counting techniques, probability, probability distributions, confidence interval estimates, hypothesis testing, simple linear regression, and one-way ANOVA.

MAT 180 Calculus and Analytic Geometry I ... 5

Prerequisites: Grade of C or better in MAT 171 or both MAT 150 and MAT 160 or ASMNT MAT 180.

First in a sequence of three courses including analytic geometry, differential calculus, and integral calculus. Recommended for majors in mathematics, computer science, physical sciences, or engineering. Includes analytic geometry, functions, limits, continuity, the derivative and differentials, applications of the derivative and differentials, antidifferentiation, indefinite and definite integrals, and applications of definite integral.

MAT 201 Structure of Math Systems I ... 3

Prerequisites: Grade of C or better in MAT 160 or ASMNT MAT 180.

For potential elementary teachers. Topics include sets, logic, number bases, systems of numeration, system of whole numbers, systems of integers, system of rational numbers, development of real number system, field properties, algorithms for whole numbers, and terminology of mathematics.

MAT 202 Structure of Math Systems II ... 3

Prerequisites: Grade of C or better in MAT 160 College Algebra or ASMNT MAT 180.

Intuitive study of elementary geometry, including constructions, congruence, similarity, motion geometry tessellation, and deductive theory of geometry. Study of measurement, including area and volumes. Introduction to concepts of probability and statistics.

MAT 210 Survey Calculus ... 4

Prerequisites: Grade of C or better in MAT 160 or ASMNT MAT 210.

Recommended for business, life sciences, and social science majors. Focus on techniques of differential and integral calculus with application to business, life sciences, and social sciences. Trigonometry not used.

MAT 230 Calculus and Analytic Geometry II ... 5

Prerequisites: Grade of C or better in MAT 180 or ASMNT MAT 230.

Second course in sequence of three recommended for majors in mathematics, computer science, physical sciences, or engineering. Topics include transcendental functions, techniques of integration, indeterminate forms, improper integrals, infinite series, and polar curves.

MAT 240 Calculus and Analytic Geometry III ... 5

Prerequisites: Grade of C or better in MAT 230.

Third course in sequence of three recommended for mathematics, computer science, physical science, or engineering majors. Topics include calculus of vectors in two or three dimensions, partial derivatives, multiple integrals and their applications; and introductory topics from differential equations.

MAT 242 Introductory Linear Algebra ... 3

Prerequisites: MAT 230 with a grade of C or better.

A first course in linear algebra intended for mathematics, computer science, science, and engineering majors. Topics include matrix algebra, determinants, and vector spaces, linear transformations, and eigenvalues and eigenvectors. Offered Fall semester.

MAT 250 Differential Equations ... 3

Prerequisites: Grade of C or better in MAT 240.

First course in differential equations for mathematics, science, and engineering majors. Topics include solution and application of ordinary differential equations including n-th order nonhomogeneous equations with variable coefficients and simultaneous differential equations. Methods used include Laplace transform, power series, variation of parameter, matrix methods and introduction to numerical solutions. Offered Spring, Summer semester.

MAT 260 A Transition to Theoretical Mathematics ... 3

Prerequisites: Grade of C or better in MAT 230.

First course in theoretical mathematics for mathematics, computer science, engineering and science majors. Includes logic and proofs, set theory, relations and functions, cardinality, introductory abstract algebra and introductory real analysis. Offered Spring semester.

Music Course Descriptions

MUS 021 Recital and Concert Attendance ... 0

Attendance and/or participation at musical performances and master classes, repeated until degree requirement is satisfactorily met.

MUS 101 Foundations of Music ... 3

Study in clefs, notation, rhythm, scale structures, pitch, and melodic writing. Basic introduction with no previous experience necessary.

MUS 102 Accompanying ... 0.25

Prerequisites: MUS 151 and consent of instructor

Practical experience and working knowledge of basic and advanced techniques for successful piano accompanying.

MUS 105 SCC Singers I ... 1

Performance class; students will work on music culminating in public performances. May be repeated for up to 3 credit hours.

MUS 106 SCC Singers II ... 1

Second enrollment of MUS 105.

MUS 107 SCC Singers III ... 1

Third enrollment of MUS 105

MUS 108 SCC Singers IV ... 1

Fourth enrollment of MUS 105.

MUS 109 American Popular Music ... 3

Survey of American popular music from 1840 to the present. Examination of the types, styles, and influential musicians of American pop music.

MUS 110 American Music Appreciation ... 3

Emphasis on American music as a panorama of distinct yet parallel streams-popular, folk, sacred, and classical-that reflect the uniquely diverse character of the United States. Musical styles will be compared and contrasted across regions and time, delivering a vision of American music both exuberant and inventive, a music that arises out of the history and musical traditions of many immigrants.

MUS 111 Music Appreciation ... 3

Introductory course for non-music majors. Presents main elements of music, how they develop and change throughout history, and the role of music in society. Emphasis on understanding musical elements and aural applications. Attendance required at live performances.

MUS 112 Jazz Appreciation ... 3

Explores the earliest origins of jazz from Creole roots in Louisiana through blues, ragtime, Dixieland, big band, swing, bebop, cool jazz, avante garde, Latin jazz, and fusion. Students taking this course may not receive credit for MUS 234.

MUS 113 Musical Theater Appreciation I ... 3

Study of musical theater from its beginnings through Rodgers & Hammerstein. Students taking this course may not receive credit for MUS 229/ THE 229.

MUS 114 Musical Theater Appreciation II ... 3

Study of musical theater from Rodgers and Hammerstein to the present. Students taking this course may not receive credit for MUS 230/THE 230.

MUS 115 Chamber Choir ... 1

Prerequisites: Audition with instructor approval.

Select choral ensemble specializing in chamber, madrigal, and show choir literature, culminating in public performance. May be repeated for up to 3 credit hours.

MUS 116 Chamber Choir II ... 1

Prerequisites: MUS 115

Select choral ensemble specializing in chamber, madrigal, and show choir literature, culminating in public performance. May be repeated for up to 3 credit hours.

MUS 117 Chamber Choir III ... 1

Prerequisites: MUS 116

Select choral ensemble specializing in chamber, madrigal, and show choir literature, culminating in public performance. May be repeated for up to 3 credit hours.

MUS 118 Chamber Choir IV ... 1

Prerequisites: MUS 117, ASMNT INS.

Fourth semester of Chamber Choir.

MUS 119 Piano Proficiency I ... 1

Entry-level piano course for music majors with little knowledge of basic rudiments and grand staff reading. The first of a four-course sequence needed to prepare music education majors to meet Missouri piano proficiency requirements for certification to teach in public schools.

Corequisites: MUS 131 and MUS 133

MUS 120 Piano Proficiency II ... 1

Prerequisites: MUS 119 or Piano Skills Exam.

Continuation of MUS 119.

MUS 121 Piano Class I ... 2

Develops basic skills and techniques in piano playing, applicable to various types of music. No previous keyboard experience required.

MUS 122 Piano Class II ... 2

Prerequisites: MUS 121

Continuation of MUS 121.

MUS 123 Voice Class I ... 1

Fundamentals of tone production, diction, posture, and breathing. Includes simple songs and part singing.

MUS 124 Voice Class II ... 1

Prerequisites: MUS 123

Continuation of MUS 123.

MUS 125 Guitar Class I ... 1

Basic guitar skills through a classic method, including first-position notes and scales, root chords, and accompaniment patterns while developing solo and ensemble skills. Corequisite: MUS 101 or basic theory knowledge. Recommended materials: Classic Guitar.

MUS 126 Guitar Class II ... 1

Second enrollment of MUS 125.

MUS 127 Guitar Class III ... 1

Third enrollment of MUS 125 and 126.

MUS 128 Guitar Class IV ... 1

Fourth enrollment of MUS 125, 126, and 127.

MUS 129 Percussion Class I ... 1

Open to students with little or no previous formal training. Note-reading and basic percussion playing techniques for snare drum, timpani, xylophone/marimba, orchestral percussion instruments, drum set, and Latin percussion instruments (bongos, congas, timbales, etc.) will be included. Selected works for each instrument will be studied.

MUS 130 Percussion Class II ... 1

Prerequisites: MUS 129

Open to students with little or no previous formal training. Note-reading and basic percussion playing techniques for snare drum, timpani, xylophone/marimba, orchestral percussion instruments, drum set, and Latin percussion instruments (bongos, congas, timbales, etc.) will be included. Selected works for each instrument will be studied.

MUS 131 Music Theory I ... 3

Prerequisites: MUS 101 or permission of instructor.

Study of basic rhythm, melody, principal triads and inversions, dominant seventh chords, cadences, non-harmonic tones, part-writing, and keyboard harmony.

Corequisites: MUS 133.

MUS 132 Music Theory II ... 3

Prerequisites: MUS 131

continuation of MUS 131 including secondary triads, seventh chords, secondary dominants, elementary modulation, figured bass, and keyboard harmony.

Corequisites: MUS 134

MUS 133 Ear Training and Sightsinging I ... 1

Prerequisites: MUS 101 or music assessment test.

Study of rhythmic, melodic, and harmonic dictation in major and minor scales and sightsinging in treble and bass clefs.

Corequisites: MUS 131

MUS 134 Ear Training and Sightsinging II ... 1

Prerequisites: MUS 133

Continuation of MUS 133 involving more complex rhythmic, melodic, and harmonic dictation and sightsinging.

Corequisites: MUS 132

MUS 135 Women's Chorale I ... 1

Treble voiced choral ensemble; students work on music culminating in public performance. Not limited to women but is only for singers with treble voices.

MUS 136 Women's Chorale II ... 1

Second enrollment of MUS 135.

MUS 137 Women's Chorale III ... 1

Third enrollment of MUS 135.

MUS 138 Women's Chorale IV ... 1

Fourth enrollment of MUS 135.

MUS 139 Percussion Class III ... 1

Prerequisites: MUS 129

Third semester of percussion class.

MUS 140 Percussion Class IV ... 1

Prerequisites: MUS 139

Fourth semester of Percussion Class.

MUS 141 Show Choir I ... 1

Prerequisites: Audition

Select choral ensemble presenting choreographed numbers from musical theater and contemporary popular music.

MUS 142 Show Choir II ... 1

Prerequisites: Audition

Second enrollment of MUS 141.

MUS 143 Show Choir III ... 1

Prerequisites: Audition

Third enrollment of MUS 141

MUS 144 Show Choir IV ... 1

Prerequisites: Audition

Fourth enrollment of MUS 141.

MUS 145 Jazz Band I ... 1

Prerequisites: Instructor's permission.

Performance course; students rehearse with semester performance as culmination. Must supply own instrument. May be repeated for up to 3 credit hours.

MUS 146 Jazz Band II ... 1

Prerequisites: MUS 145 and instructor's permission.

Performance course; students rehearse with semester performance as culmination. Must supply own instrument. May be repeated for up to 3 credit hours.

MUS 147 Jazz Band III ... 1

Prerequisites: MUS 146 and instructor's permission.

Performance course; students rehearse with semester performance as culmination. Must supply own instrument. May be repeated for up to 3 credit hours.

MUS 148 Jazz Band IV ... 1

Prerequisites: MUS 147 and instructor's permission.

Performance course; students rehearse with semester performance as culmination. Must supply own instrument. May be repeated for up to 3 credit hours.

MUS 162 English/Italian Diction ... 1

Basic study of International Phonetic Alphabet and comprehensive study of rules, phonetics, and techniques of English and Italian diction in performance.

MUS 163 German/French Diction ... 1

Basic study of International Phonetic Alphabet and comprehensive study of rules, phonetics, and techniques of German and French diction in performance.

MUS 164 Jazz Improvisation ... 2

Prerequisites: MUS 101 or instructor's approval.

Explores all aspects of improvisation from beginning to intermediate level. Includes various playing techniques and application of basic theory. Previous playing experience required. Must supply own instrument.

MUS 165 Instrumental Chamber Ensemble I ... 1

Prerequisites: Audition with instructor's approval.

Performance class; students study music and performance techniques through rehearsals culminating in public performances. Must supply own instrument.

MUS 166 Instrumental Chamber Ensemble II ... 1

Second enrollment of MUS 165

MUS 167 Instrumental Chamber Ensemble III ... 1

Prerequisites: MUS 166

Third enrollment of MUS 165

MUS 175 Concert Band I ... 1

Prerequisites: Instructor's permission.

Students study music techniques through rehearsals culminating in public performances. Must supply own instrument.

MUS 176 Concert Band II ... 1

Prerequisites: MUS 175

Second enrollment of MUS 175

MUS 177 Concert Band III ... 1

Prerequisites: MUS 176

Third enrollment of MUS 175

MUS 178 Concert Band IV ... 1

Prerequisites: MUS 177

Fourth enrollment of MUS 175

MUS 185 Orchestra I ... 1

Prerequisites: Must be able to read music and be proficient on an orchestral instrument.

Preparation and performance techniques through the study of orchestral repertoire with emphasis on rehearsal disciplines and musical interpretations. Final performance at end of the semester. Enrollment subject to instrumentation.

MUS 186 Orchestra II ... 1

Prerequisites: MUS 185

Second enrollment of MUS 185

MUS 187 Orchestra III ... 1

Prerequisites: MUS 186

Third enrollment of MUS 185

MUS 188 Orchestra IV ... 1

Prerequisites: MUS 187

Continuation of MUS 185

MUS 195 Wind Ensemble I ... 1

Prerequisites: Audition with instructor's approval.

A select 12-20 piece ensemble; students prepare music culminating in public performance.

Corequisites: Concert Band.

MUS 196 Wind Ensemble II ... 1

Prerequisites: MUS 195

Second Enrollment of MUS 195.

Corequisites: Concert Band.

MUS 197 Wind Ensemble III ... 1

Prerequisites: MUS 196

Third enrollment of MUS 195.

Corequisites: Concert Band.

MUS 198 Wind Ensemble IV ... 1

Prerequisites: MUS 197

Fourth enrollment of MUS 195

Corequisites: Concert Band.

MUS 210 Music Typography ... 2

Prerequisites: MUS 101

Introduction to the art of music notation using notation software.

MUS 219 Piano Proficiency III ... 1

Prerequisites: MUS 120 or Piano Skills Exam.

Intermediate level piano class for music majors who possess a knowledge of all basic rudiments.

MUS 220 Piano Proficiency IV ... 1

Prerequisites: MUS 219 or Piano Skills Exam.

Continuation of MUS 219 to prepare music majors for piano proficiency exam.

MUS 225 Elements of Conducting ... 3

Prerequisites: MUS 101

Introduction to baton techniques and elements of interpretation in conducting choral and instrumental music.

MUS 229 History of American Musical Theater I ... 3

Study of American musical theater from its origins through Rodgers & Hammerstein. Students taking this course may not receive credit for MUS 113.

MUS 230 History of American Musical Theater II ... 3

Study of American musical theater from Rodgers & Hammerstein to the present. Students taking this course may not receive credit for MUS 114.

MUS 231 Music History I ... 3

Survey of development of Western music from the ancient Greeks through the Baroque period. More in-depth coverage of art music than MUS 111.

MUS 232 Music History II ... 3

Continuation of MUS 231. Survey of music from 1600-1827.

Corequisites: Recommended prerequisite: MUS 231.

MUS 234 Jazz History ... 3

Explores earliest origins of Jazz from Creole roots in Louisiana, big band, swing, cool jazz, bebop, avant-garde, Latin jazz, and fusion. For students planning to major in music. Students taking this course may not receive credit for MUS 112.

MUS 235 Music in the Americas ... 3

Survey of music cultures found in the Americas focusing on the imported and indigenous music along with select music such as African-American music and Latin-American music. Appropriate for general students and music students.

MUS 250 Music Audio Production I ... 3

Basic background for working principles of audio and audio production in the music industry. Introduction to basic audio production techniques and theory. Topics include: microphones, speakers, mixing console operation, and audio editing. Students will complete projects independently and in small groups.

MUS 259 Music Theater Workshop I ... 1

Performance-oriented workshop experience that studies acting styles as applied to a song. Covers various styles and periods of musical theater.

Corequisites: MUS 229

MUS 260 Music Theater Workshop ... 1

Performance-oriented workshop experience that studies acting styles as applied to a song. Covers various styles and periods of musical theater.

Corequisites: MUS 230

MUS 264 Jazz Improvisation II ... 2

Prerequisites: MUS 164

Continuation of concepts and techniques learned in Jazz Improvisation I. Explore stylistic trends and developments of jazz improvisation.

MUS 281 Music Theory III ... 3

Prerequisites: MUS 132

Continuation of MUS 132. Including secondary functions 1 and 2, modulations, Binary and Ternary Form.

Corequisites: MUS 283

MUS 282 Music Theory IV ... 3

Prerequisites: MUS 281

Continuation of MUS 281

Corequisites: MUS 284

MUS 283 Ear Training and Sightsinging III ... 1

Prerequisites: MUS 134

Continuation of MUS 134

Corequisites: MUS 281

MUS 284 Ear Training and Sightsinging IV ... 1

Prerequisites: MUS 283

Continuation of MUS 283

Corequisites: MUS 282

MUS 285 Woodwind Methods ... 2

Prepare to teach woodwind instruments to elementary and middle school level students. Techniques for successful beginning woodwind instruction and performance are studied, along with instructional planning, procedures, and resource materials. Students' teaching and playing competencies will be centered on the flute, clarinet, and saxophone. Students will also become familiar with the oboe and bassoon.

MUS 286 Brass Methods ... 2

Prepare to teach brass instruments to elementary and middle school level students. Techniques for successful beginning brass instruction and performance are studied, along with instructional planning, procedures, and resource materials. Students' teaching and playing competencies will be on the trumpet, French horn, trombone, euphonium and tuba.

MUS 287 String Methods ... 2

Prepare to teach string instruments to elementary and middle school level students. Techniques for successful beginning string instruction and performance are studied, along with instructional planning, procedures, and resource materials. Students' teaching and playing competencies will be on the violin, viola, cello and bass.

MUS 288 Percussion Methods ... 2

Prepare to teach the major instruments found in the percussion family to elementary and middle school level students. Techniques for successful beginning percussion instruction and performance are studied, along with instructional planning, procedures, and resource materials. Students' teaching and playing competencies will be on the major instruments found in the percussion family.

MUS 295 Opera Theater Workshop ... 1-3

Prerequisites: Instructor Permission

A performing ensemble workshop emphasizing training and performance of operatic literature. Musical coaching/rehearsal, staging, stage movement, character development and technical stage training are included.

MUS 299 Sophomore Recital ... 0

Prerequisites: Completion of at least three (3) semesters of applied instrumental or vocal instruction (e.g. MUS 154).

Solo presentation (with accompaniment) in a recital-type setting of at least 30 minutes.

MVB 101 Trumpet Lessons I ... 1-2 hrs

Individual Trumpet Lessons, starting at the appropriate level.

MVB 102 Trumpet Lessons II ... 1-2 hrs

Prerequisites: MVB 101

Second enrollment of MVB 101.

MVB 103 Trumpet Lessons III ... 1-2 hrs

Prerequisites: MVB 102

Third enrollment of MVB 101.

MVB 104 Trumpet Lessons IV ... 1-2 hrs

Prerequisites: MVB 103

Fourth enrollment of MVB 101.

MVB 111 French Horn Lessons I ... 1-2 hrs

Individual French Horn Lessons, starting at the appropriate level

MVB 112 French Horn Lessons II ... 1-2 hrs

Prerequisites: MVB 111

Second enrollment of MVB 111.

MVB 113 French Horn Lessons III ... 1-2 hrs

Prerequisites: MVB 112

Third enrollment of MVB 111.

MVB 114 French Horn Lessons IV ... 1-2 hrs

Prerequisites: MVB 113

Fourth enrollment of MVB 111.

MVB 121 Trombone Lessons I ... 1-2 hrs

Individual Trombone Lessons, starting at the appropriate level.

MVB 122 Trombone Lessons II ... 1-2 hrs

Prerequisites: MVB 121

Second enrollment of MVB 121.

MVB 123 Trombone Lessons III ... 1-2 hrs

Prerequisites: MVB 122

Third enrollment of MVB 121.

MVB 124 Trombone Lessons IV ... 1-2 hrs

Prerequisites: MVB 123

Fourth enrollment of MVB 121.

MVB 131 Euphonium Lessons I ... 1-2 hrs

Individual Euphonium Lessons, starting at the appropriate level.

MVB 132 Euphonium Lessons II ... 1-2 hrs

Prerequisites: MVB 131

Second enrollment of MVB 131.

MVB 133 Euphonium Lessons III ... 1-2 hrs

Prerequisites: MVB 132

Third enrollment of MVB 131.

MVB 134 Euphonium Lessons IV ... 1-2 hrs

Prerequisites: MVB 133.

Fourth enrollment of MVB 131.

MVB 141 Tuba Lessons I ... 1-2 hrs

Individual Tuba Lessons, starting at the appropriate level.

MVB 142 Tuba Lessons II ... 1-2 hrs

Prerequisites: MVB 141

Second enrollment of MVB 141.

MVB 143 Tuba Lessons III ... 1-2 hrs

Prerequisites: MVB 142

Third enrollment of MVB 141.

MVB 144 Tuba Lessons IV ... 1-2 hrs

Prerequisites: MVB 143

Fourth enrollment of MVB 141.

MVK 101 Keyboard Lessons I ... 1-2 hrs

Individual Keyboard Lessons, starting at the appropriate level.

MVK 102 Keyboard Lessons II ... 1-2 hrs

Prerequisites: MVK 101

Second enrollment of MVK 101.

MVK 103 Keyboard Lessons III ... 1-2 hrs

Prerequisites: MVK 102

Third enrollment of MVK 101.

MVK 104 Keyboard Lessons IV ... 1-2 hrs

Prerequisites: MVK 103

Fourth enrollment of MVK 101.

MVK 111 Organ Lessons I ... 1-2 hrs

Individual Organ Lessons, starting at the appropriate level.

MVK 112 Organ Lessons II ... 1-2 hrs

Prerequisites: MVK 111

Second enrollment of MVK 111.

MVK 113 Organ Lessons III ... 1-2 hrs

Prerequisites: MVK 112

Third enrollment of MVK 111.

MVK 114 Organ Lessons IV ... 1-2 hrs

Prerequisites: MVK 113

Fourth enrollment of MVK 111.

MVK 201 Keyboard Lessons V ... 1-2 hrs

Prerequisites: MVK 104

Fifth enrollment of MVK 101.

MVK 202 Keyboard Lessons VI ... 1-2 hrs

Prerequisites: MVK 201

Sixth enrollment of MVK 101.

MVK 203 Keyboard Lessons VII ... 1-2 hrs

Prerequisites: MVK 202

Seventh enrollment of MVK 101.

MVK 204 Keyboard Lessons VIII ... 1-2 hrs

Prerequisites: MVK 203

Eighth enrollment of MVK 101

MVP 101 Percussion Lessons I ... 1-2 hrs

Individual Percussion Lessons, starting at the appropriate level.

MVP 102 Percussion Lessons II ... 1-2 hrs

Prerequisites: MVP 101

Second enrollment of MVP 101.

MVP 103 Percussion Lessons III ... 1-2 hrs

Prerequisites: MVP 102

Third enrollment of MVP 101.

MVP 104 Percussion Lessons IV ... 1-2 hrs

Prerequisites: MVP 103

Fourth enrollment of MVP 101.

MVP 201 Percussion Lessons V ... 1-2 hrs

Prerequisites: MVP 104

Fifth enrollment of MVP 101.

MVP 202 Percussion Lessons VI ... 1-2 hrs

Prerequisites: MVP 201

Sixth enrollment of MVP 101.

MVP 203 Percussion Lessons VII ... 1-2 hrs

Prerequisites: MVP 202

Seventh enrollment of MVP 101.

MVP 204 Percussion Lessons VIII ... 1-2 hrs

Prerequisites: MVP 203

Eighth enrollment of MVP 101.

MVS 101 Guitar-Classical Lessons I ... 1-2 hrs

Individual Guitar-Classical Lessons, starting at the appropriate level.

MVS 102 Guitar-Classical Lessons II ... 1-2 hrs

Prerequisites: MVS 101

Second enrollment of MVS 101.

MVS 103 Guitar-Classical Lessons III ... 1-2 hrs

Prerequisites: MVS 102

Third enrollment of MVS 101.

MVS 104 Guitar-Classical Lessons IV ... 1-2 hrs

Prerequisites: MVS 103

Fourth enrollment of MVS 101.

MVS 111 Guitar-Jazz Lessons I ... 1-2 hrs

Individual Guitar-Jazz Lessons, starting at the appropriate level.

MVS 112 Guitar-Jazz Lessons II ... 1-2 hrs

Prerequisites: MVS 111

Second enrollment of MVS 111.

MVS 113 Guitar-Jazz Lessons III ... 1-2 hrs

Prerequisites: MVS 112

Third enrollment of MVS 111

MVS 114 Guitar-Jazz Lessons IV ... 1-2 hrs

Prerequisites: MVS 113

Fourth enrollment of MVS 111

MVS 121 Guitar-Bass Lessons I ... 1-2 hrs

Individual Guitar-Bass Lessons, starting at the appropriate level.

MVS 122 Guitar-Bass Lessons II ... 1-2 hrs

Prerequisites: MVS 121

Second enrollment of MVS 121

MVS 123 Guitar-Bass Lessons III ... 1-2 hrs

Prerequisites: MVS 122

Third enrollment of MVS 121

MVS 124 Guitar-Bass Lessons IV ... 1-2 hrs

Prerequisites: MVS 123

Fourth enrollment of MVS 121.

MVS 131 Violin Lessons I ... 1-2 hrs

Individual Violin Lessons, starting at the appropriate level.

MVS 132 Violin Lessons II ... 1-2 hrs

Prerequisites: MVS 131

Second enrollment of MVS 131

MVS 133 Violin Lessons III ... 1-2 hrs

Prerequisites: MVS 132

Third enrollment of MVS 131.

MVS 134 Violin Lessons IV ... 1-2 hrs

Prerequisites: MVS 133

Fourth enrollment of MVS 131.

MVS 141 Viola Lessons I ... 1-2 hrs

Individual Viola Lessons, starting at the appropriate level.

MVS 142 Viola Lessons II ... 1-2 hrs

Prerequisites: MVS 141

Second enrollment of MVS 141

MVS 143 Viola Lessons III ... 1-2 hrs

Prerequisites: MVS 142

Third enrollment of MVS 141

MVS 144 Viola Lessons IV ... 1-2 hrs

Prerequisites: MVS 143

Fourth enrollment of MVS 141

MVS 151 Cello Lessons I ... 1-2 hrs

Individual Cello Lessons, starting at the appropriate level.

MVS 152 Cello Lessons II ... 1-2 hrs

Prerequisites: MVS 151

Second enrollment of MVS 151

MVS 153 Cello Lessons III ... 1-2 hrs

Prerequisites: MVS 152

Third enrollment of MVS 151

MVS 154 Cello Lessons IV ... 1-2 hrs

Prerequisites: MVS 153

Fourth Enrollment of MVS 151

MVS 161 Bass Lessons I ... 1-2 hrs

Individual Bass Lessons, starting at the appropriate level

MVS 162 Bass Lessons II ... 1-2 hrs

Prerequisites: MVS 161

Second enrollment of MVS 161

MVS 163 Bass Lessons III ... 1-2 hrs

Prerequisites: MVS 162

Third enrollment of MVS 161.

MVS 164 Bass Lessons IV ... 1-2 hrs

Prerequisites: MVS 163

Fourth enrollment of MVS 161.

MVS 221 Guitar-Bass Lessons V ... 1-2

Prerequisites: MUS 124

Fifth enrollment of MUS 121.

MVS 231 Violin Lessons V ... 1-2 credits

Prerequisites: MVS-134

Fifth enrollment of MVS 131.

MVS 232 Violin Lessons VI ... 1-2 credits

Prerequisites: MVS-231

Sixth Enrollment of MVS -131.

MVV 101 Voice Lessons I ... 1-2 hrs

Individual Voice Lessons, Starting at the appropriate level.

MVV 102 Voice Lessons II ... 1-2 hrs

Prerequisites: MVV 101

Second enrollment of MVV 101.

MVV 103 Voice Lessons III ... 1-2 hrs

Prerequisites: MVV 102

Third enrollment of MVV 101.

MVV 104 Voice Lessons IV ... 1-2 hrs

Prerequisites: MVV 103

Fourth enrollment of MVV 101.

MVV 201 Voice Lessons V ... 1-2 hrs

Prerequisites: MVV 104

Fifth enrollment of MVV 101.

MVV 202 Voice Lessons VI ... 1-2 hrs

Prerequisites: MVV 201

Sixth enrollment of MVV 101.

MVV 203 Voice Lessons VII ... 1-2 hrs

Prerequisites: MVV 202

Seventh enrollment of MVV 101

MVV 204 Voice Lessons VIII ... 1-2 hrs

Prerequisites: MVV 203

Eighth enrollment of MVV 101.

MVW 101 Flute/Piccolo Lessons I ... 1-2 hrs

Individual Flute/Piccolo Lessons, starting at the appropriate level.

MVW 102 Flute/Piccolo Lessons II ... 1-2 hrs

Prerequisites: MVW 101

Second enrollment of MVW 101.

MVW 103 Flute/Piccolo Lessons III ... 1-2 hrs

Prerequisites: MVW 102

Third enrollment of MVW 101

MVW 104 Flute/Piccolo Lessons IV ... 1-2 hrs

Prerequisites: MVW 103

Fourth enrollment of MVW 101.

MVW 111 Oboe Lessons I ... 1-2 hrs

Individual Oboe Lessons, starting at the appropriate level.

MVW 112 Oboe Lessons II ... 1-2 hrs

Prerequisites: MVW 111

Second enrollment of MVW 111.

MVW 113 Oboe Lessons III ... 1-2 hrs

Prerequisites: MVW 112

Third enrollment of MVW 111.

MVW 114 Oboe Lessons IV ... 1-2 hrs

Prerequisites: MVW 113

Fourth enrollment of MVW 111.

MVW 121 Clarinet Lessons I ... 1-2 hrs

Individual Clarinet Lessons, starting at the appropriate level.

MVW 122 Clarinet Lessons II ... 1-2 hrs

Prerequisites: MVW 121

Second enrollment of MVW 121.

MVW 123 Clarinet Lessons III ... 1-2 hrs

Prerequisites: MVW 122

Third enrollment of MVW 121

MVW 124 Clarinet Lessons IV ... 1-2 hrs

Prerequisites: MVW 123

Fourth enrollment of MVW 121

MVW 131 Bassoon Lessons I ... 1-2 hrs

Individual Bassoon Lessons, starting at the appropriate level.

MVW 132 Bassoon Lessons II ... 1-2 hrs

Prerequisites: MVW 131

Second enrollment of MBW 131.

MVW 133 Bassoon Lessons III ... 1-2 hrs

Prerequisites: MVW 132

Third enrollment of MVW 131

MVW 134 Bassoon Lessons IV ... 1-2 hrs

Prerequisites: MVW 133

Fourth enrollment of MVW 131

MVW 141 Saxophone Lessons I ... 1-2 hrs

Individual Saxophone Lessons, starting at the appropriate level.

MVW 142 Saxophone Lessons II ... 1-2 hrs

Prerequisites: MVW 141

Second enrollment of MVW 141.

MVW 143 Saxophone Lessons III ... 1-2 hrs

Prerequisites: MVW 142

Third enrollment of MVW 141.

MVW 144 Saxophone Lessons IV ... 1-2 hrs

Prerequisites: MVW 143

Fourth enrollment of MVW 141

Nursing Course Descriptions

NUR 100 Exploration of Nursing ... 1

Exploration of nursing from a broad view: nursing as a profession; educational requirements; advanced degree opportunities; the variety of roles in nursing practice; factors that promote student and professional success; and observation.

NUR 101 Tools for Success in an ADN Program ... 1

Prerequisites: Acceptance into the Nursing Program

Key strategies and skills needed to be successful in an RN nursing program. Included time management, note-taking regarding nursing texts, labs, clinicals, videos, listening, critical thinking, and clinical preparation. Attendance is mandatory for all four days to receive a passing grade.

NUR 103 Introduction to Nursing ... 8

Prerequisites: ASMNT. NURS.

Each human being is presented as a unique individual, constantly responding to internal and external stimuli. The nursing process is emphasized as students apply principles of physical, biological, and social sciences. Basic nutrition and pharmacology are introduced. Elements of health and disease are presented. Professional ethics and interpersonal relations are integrated throughout the course. Basic concepts of nursing are introduced and basic nursing skills are taught and practiced in the Nursing Laboratory.

Corequisites: BIO 240, BIO 243, ENG 101, CHM 101, CHM 103, NUR 113, NUR 123. Effective 2013, any required science course with a "B" or better.

NUR 104 Nursing of Adults and Children I ... 9

Prerequisites: BIO 240, BIO 243, CHM 101, CHM 103, ENG 101, NUR 103, NUR 113, NUR 123, PSY 101

Human growth and development is emphasized while studying human adaptive and maladaptive responses to disturbances in nutrition and fluid balance. Illnesses that interfere with these processes throughout the life span are presented with focuses on physiological, psychosocial, and spiritual aspects during each stage of development.

Corequisites: BIO 241, BIO 244, NUR 114, NUR 124, NUR 105, NUR 125

NUR 105 Nursing of Adults and Children II ... 3

Prerequisites: BIO 240, BIO 243, CHM 101, CHM 103, ENG 101, NUR 103, NUR 113, NUR 123, PSY 101, NUR 104, NUR 114, NUR 124.

Adaptive and maladaptive responses to stressors that interfere with psychosocial homeostasis are presented. Current treatment modalities are emphasized with a historical overview of psychiatric therapy.

Corequisites: NUR 125, NUR 104, NUR 114, NUR 124, BIO 241, BIO 244

NUR 107 Pharmacology ... 3

Prerequisites: BIO 240, BIO 241.

Elective on-line course that presents concepts of drug actions and how they affect various body systems and disease conditions. Provides concentrated, intentional opportunity for students to learn pharmacological principles and how they apply to care for humans.

NUR 113 Introduction to Nursing Laboratory ... 0

Students gain comprehensive knowledge and ability to safely and accurately perform nursing skills in a safe learning environment using multimedia, textbooks, self-direction, demonstrations and lab staff assistance. Included: vital signs, hygiene and medical asepsis, assessment, mobility, medication administration, sterile technique, dressing changes and fundamental medication math.

Corequisites: NUR 103, NUR 123

NUR 114 Nursing of Adults and Children I Laboratory ... 0

Prerequisites: NUR 103, NUR 113, NUR 123.

Students gain comprehensive knowledge and ability to safely and accurately perform nursing skills in a safe learning environment using multi-media, textbooks, self-direction, demonstrations and lab staff assistance. Included: urinary catheterization, intravenous fluids administration, nasogastric insertion, enteral feeding, ostomy care, medication administration synthesis and intermediate medication math.

Corequisites: NUR 104, NUR 124.

NUR 123 Introduction to Nursing Clinical ... 0

Students care for patients in the nursing home and/or hospital/health care center. Ten clinical laboratory hours per week.

Corequisites: NUR 103, NUR 113

NUR 124 Nursing of Adults and Children I Clinical ... 0

Prerequisites: NUR 103, NUR 113, NUR 123, NUR 105, NUR 125

Students plan, administer, and evaluate nursing care to patients in pediatric, geriatric, medical and surgical units. Observation of developmental stages is provided in schools, hospitals/health care centers, and nursing homes. Thirteen clinical laboratory hours per week.

Corequisites: NUR 104, NUR 114,

NUR 125 Nursing of Adults and Children II Clinical ... 0

Prerequisites: NUR 103, NUR 113, NUR 123

Students plan, administer, and evaluate nursing care to selected psychiatric patients. Various treatment centers in the St. Charles County and St. Louis Metropolitan area are utilized for observation and participation. Thirteen clinical laboratory hours per week, for three weeks.

Corequisites: NUR 104, NUR 105, NUR 114, NUR 124

NUR 200 Registered First Nurse Assistant ... 3

This AORN-approved class follows the core curriculum for the RN First Assistant. Six credit hours are awarded upon completion of the course. Three credits are earned through classroom/ theory presentation and internship. For eligibility requirements and registration packet, call (636) 922-8280.

NUR 220 RNFA Certification Clinical ... 3

Prerequisites: NUR 200

Supervised practice by surgeon mentor during actual surgical procedures. Documentation of procedures and activities is required. Must meet minimum clock hours to meet regulating guidelines.

NUR 253 Nursing of Adults and Children III ... 10

Prerequisites: BIO 240, BIO 243, CHM 101, CHM 103, ENG 101, NUR 103, NUR 113, NUR 123, BIO 241, BIO 244, NUR 104, NUR 114, NUR 124, NUR 105, NUR 125, PSY 101, BIO 245, BIO 247.

The individual is considered as a part of a social unit, the family. The development of sexual roles is presented and the physical, psychosocial, and ethno cultural factors that influence it are considered. Adaptive and maladaptive responses of

the mother, the neonate, and other family members to pregnancy and the birth process are examined. The human body's responses to interferences with oxygenation of tissue are studied as it relates to respiratory, hematological, and cardiac systems.

Corequisites: NUR 263, NUR 273, any two of the following: SOC 101, Literature or ENG 102, and US History or Government.

NUR 254 Nursing of Adults and Children IV ... 11

Prerequisites: BIO 240, BIO 243, BIO 241, BIO 244, BIO 245, BIO 247, CHM 101, CHM 103, ENG 101, ENG 102 or any LIT, PSY 101, SOC 101, NUR 103, NUR 113, NUR 123, NUR 104, NUR 114, NUR 124, NUR 105, NUR 125, NUR 253, NUR 263, NUR 273

The patient with problems related to mobility, perception, metabolism and body defense mechanisms is discussed, with emphasis on nurse and patient functioning on a health illness continuum. Included: assessment and neurological, endocrine, integumentary, musculoskeletal and sensory systems. Professional development is continued, as nursing leadership, ethical aspects of nursing care and the legal-professional role of the nurse are discussed.

Corequisites: NUR 264. NUR 274.

NUR 263 Nursing of Adults and Children III Laboratory ... 0

Prerequisites: BIO 240, BIO 243, CHM 101, CHM 103, ENG 101, NUR 103, NUR 113, NUR 123, BIO 241, BIO 244, NUR 104, NUR 114, NUR 124, NUR 105, NUR 125, PSY 101, BIO 245, BIO 247

Students gain comprehensive knowledge and ability to safely and accurately perform nursing skills in a safe learning environment using multi-media, textbooks, self-direction, demonstrations and lab staff assistance. Included: peripheral intravenous therapy, central venous catheters, respiratory care, ECG basics, blood product administration and advanced medication mathematics..

Corequisites: NUR 253, NUR 273.

NUR 264 Nursing of Adults and Children IV Laboratory ... 0

Prerequisites: BIO-240, BIO-243, CHM-101, CHM-103, ENG-101, NUR-103, NUR-113, NUR-123, BIO-241, BIO-244, BIO-245, BIO-247, PSY-101, NUR-104, NUR-114, NUR-124, NUR-105, NUR-125, NUR-253, NUR-263, NUR-273, SOC-101, ENG-102;

Students gain comprehensive knowledge and ability to safely and accurately perform nursing skills in a safe learning environment using multi-media, textbooks, self-direction, demonstrations and lab staff assistance. Included: communication in the health care setting and prioritizing, delegation and comprehensive medication mathematics.

Corequisites: NUR 254, NUR 274.

NUR 273 Nursing of Adults and Children III Clinical ... 0

Prerequisites: BIO 240, BIO 243, CHM 101, CHM 103, ENG 101, NUR 103, NUR 113, NUR 123, BIO 241, BIO 244, NUR 104, NUR 114, NUR 124, NUR 105, NUR 125, PSY 101, BIO 245, BIO 247.

Students plan, administer, and care for patients in labor and delivery, postpartum, and nursery units as well as in medical and surgical units in area hospital/health care facilities. Twelve clinical laboratory hours per week.

Corequisites: NUR 253, NUR 263.

NUR 274 Nursing of Adults and Children IV Clinical ... 0

Prerequisites: BIO 240, BIO 243, CHM 101, CHM 103, NUR 103, NUR 113, NUR 123, BIO 241, BIO 244, BIO 245, BIO 247, PSY 101, NUR 104, NUR 114, NUR 124, NUR 105, NUR 125, NUR 253, NUR 263, NUR 273, SOC 101, ENG 101, ENG 102 or any LIT

Gaining independence, students plan, administer, and evaluate total nursing care to patients and begin supervising others giving care. Emphasis is placed upon the nurse and patient functioning in a homeostatic milieu, with consideration of physical, psychosocial, ethnocultural and spiritual aspects of development. A 5-week preceptorship provides transition between student and practitioner. Sixteen clinical laboratory hours per week.

Corequisites: NUR 254, NUR 264.

Occupational Therapy Course Descriptions

OTA 100 Fundamentals of Occupational Therapy Assistant I ... 4

Prerequisites: BIO 240/243, ENG 101

Acceptance in the OTA Program. Introduction to occupational therapy, including its history, philosophy, and practice base in relation to treatment in psychosocial dysfunction, physical disabilities, and developmental pediatrics. Theories guiding occupational therapy practice, values and ethics of the profession. Exploration of oral and written communication skills. Overview of occupational therapy process and the OTA role in screening, assessment, treatment planning, treatment implementation, and discharge. Examination of role of occupational therapy personnel in variety of treatment settings, including concepts related to client-practitioner interaction and communication and the importance of collaboration with clients, caregivers, and other health care professionals. Level I Fieldwork opportunities to apply basic occupational therapy principles and techniques and observe roles of OTs and other allied health professionals. Four lecture hours and three hours per week. Level I fieldwork beginning week six for six weeks.

Corequisites: Suggested Corequisites: BIO 270/271, CPT 103, ENG 115 or ENG 125, OTA 103.

OTA 102 Fundamentals of Occupational Therapy Assistant II ... 3

Prerequisites: OTA 100

Introduction of beginning skills in occupational therapy treatment in psychosocial dysfunction. Major theories guiding occupational therapy practice in psychosocial treatment and their application to sensory motor, psychosocial, and cognitive development through the life span. Emphasis on group leadership and facilitation, development of communication and observation skills, and use of self as a therapeutic modality. Examination of issues related to death and dying. Exploration of occupational therapy process of assessment, treatment planning and treatment implementation and discontinuation of intervention in relation to psychosocial practice issues and concerns. Discussion of concepts of psychosocial intervention with other areas of practice. Role of the OTA in prevention, health maintenance, and quality of life of the individual with psychosocial dysfunction. Three lecture hours.

Corequisites: OTA 112, OTA 104/114, OTA 207/217

OTA 103 Adaptive Activities I ... 2

Prerequisites: BIO 240/243, ENG 101.

Acceptance into the OTA program. Use of activities in occupational therapy with primary emphasis on the performance area of play/leisure including, those that address sensory motor, cognitive, and psychosocial performance components. Introduction to common therapeutic media used in OT practice. Introduction to acquisition of basic skills, concepts of activity analysis, instruction of individuals and groups, problem-solving, equipment maintenance, and cost and supply factors. Four lab hours per week.

Corequisites: Suggested Corequisites : BIO 270/271, CPT 103, ENG 115 or ENG 125, OTA 100.

OTA 104 Adaptive Activities II ... 1

Prerequisites: OTA 100

Continuation of use of activities in OT with a primary emphasis on the performance area of work/productive activities that address sensory motor, cognitive, and psychosocial performance components. Activities, strategies, and techniques that emphasize the use of purposeful activities and occupation to enhance role function. Introduction to standardized and non-standardized evaluations using activity based format. Development of more advanced skills that focus on grading and adapting purposeful activities and instructing individuals and groups for therapeutic interventions. One lecture hour per week.

Corequisites: OTA 102/112, OTA 114, OTA 207/217.

OTA 112 Fundamentals of Occupational Therapy Assistant II Lab ... 1

Prerequisites: OTA 100

Lab course complement to OTA 102. Provides hands-on laboratory experience, reinforcing material covered in the lecture component. Two hours per week.

Corequisites: OTA 102, OTA 104/114, OTA 207/217

OTA 114 Adaptive Activities II Lab ... 1

Prerequisites: OTA 100

Lab course complement to OTA 104. Provides hands-on laboratory experience, reinforcing material covered in the lecture component. Two hours per week.

Corequisites: OTA 102/112, OTA 104, OTA 207/217

OTA 203 Fundamentals of Occupational Therapy III ... 4

Prerequisites: OTA 102

Occupational therapy process related to physical dysfunction evaluation and treatment procedures including self-care, therapeutic exercise, home management, use of adaptive equipment, work and play-leisure skills. Introduction to remediation in movement difficulties and practiced in the laboratory. Administration of standardized and non-standardized tests and evaluations, and need for demonstrating service competency. Activity analysis, documentation, formulation of goals and objectives, collaboration with occupational therapist on treatment implementation, assessment/ reassessment, and termination of treatment. Level I fieldwork introduces application of occupational therapy procedures under close supervision. Three lecture hours. Three hours Level 1 Fieldwork beginning week four for nine weeks or one week of 30 hours.

Corequisites: OTA 213, OTA 204/214, OTA 209, OTA 218

OTA 204 Fundamentals of Occupational Therapy IV ... 3

Prerequisites: OTA-102

Evaluation and treatment of pediatric population appropriate to role of OTA including development and perceptual motor skills, self-care, design and use of adaptive equipment, and play/leisure issues are explored in relation to normal sensory motor, psychosocial, and cognitive development. Interventions using age appropriate activities. Examination of cultural factors on treatment and treatment implementation, including the importance of collaboration and inclusion of family, care givers, and others in the OT process. Laboratory experiences arranged at on-site daycare center for typically developing and special needs children. Field trip to be arranged. Three lecture hours.

Corequisites: OTA 203/213, OTA 214, OTA 209, OTA 218.

OTA 207 Health and Disease ... 3

Prerequisites: OTA 100

Overview of disease conditions commonly seen for treatment by occupational therapy practitioners. Etiology, symptoms and physical and psychological reactions to these conditions. Basic influences contributing to healthy living. Includes medical terminology and procedures commonly used in occupational therapy.

Corequisites: OTA 102/112, OTA 104/114, OTA 217

OTA 209 Health Occupations Seminar ... 2

Prerequisites: OTA 102

Current trends and issues in the health care system, including legal and ethical components of practice, cultural diversity; OTR-OTA role delineation; supervision; documentation to ensure accountability and reimbursement requirements; community resources; multi-disciplinary approach to treatment; and employability skills. Examination of OTA as director of activity program in relation to assessment, treatment planning, and treatment implementation needs. Issues of continuing professional competency, research and program development, involvement in professional organizations and political advocacy. Exploration of quality assurance and measurement of treatment outcomes as well as credential requirements, compliance with regulations, and the use of non-professional personnel. Two lecture/seminar hours per week.

Corequisites: OTA 203/213, OTA 204/214, OTA 218.

OTA 210 Occupational Therapy Assistant Practicum I ... 4

Prerequisites: OTA 203

Development of professional skills through supervised application of treatment principles. Fieldwork experience in the treatment of geriatric clients, physically disabled children or adults, or clients with psychosocial dysfunction. Student under direct supervision from an occupational therapy practitioner in all aspects of occupational therapy practice. Requires at least 37 hours per week for eight weeks in each of two different sites for a total of 16 weeks. (See OTA 211). Specific objectives developed by the fieldwork site educator in collaboration with OTA academic fieldwork coordinator. Completion of at least one fieldwork practicum in a physical disability site and the second in any of the following: physical disability,

psychosocial, pediatric, hand therapy, work hardening, or a combination of sites. Psychosocial experiences are expected in all fieldwork.

Corequisites: OTA 298

OTA 211 Occupational Therapy Assistant Practicum II ... 4

Prerequisites: OTA 203

Development of professional skills through supervised application of treatment principles. Fieldwork experience in the treatment of geriatric clients, physically disabled children or adults, or clients with psychosocial dysfunction. Student under direct supervision from an occupational therapy practitioner in all aspects of occupational therapy practice. Requires at least 37 hours per week for eight weeks in each of two different sites for a total of 16 weeks. (See OTA 211). Specific objectives developed by the fieldwork site educator in collaboration with OTA academic fieldwork coordinator. Completion of at least one fieldwork practicum in a physical disability site and the second in any of the following: physical disability, psychosocial, pediatric, hand therapy, work hardening, or a combination of sites. Psychosocial experiences are expected in all fieldwork. Note: Fieldwork II must be completed within 18 months following completion of academic coursework. All academic and Level I and Level II Fieldwork must be completed before the student is eligible for graduation. Graduation from an accredited OTA program is a prerequisite to submitting an application to sit for the national certification examination.

Corequisites: OTA 298

OTA 213 Fundamentals of Occupational Therapy III Lab ... 1

Prerequisites: OTA 102

Lab course complement OTA 203. Provides hands-on laboratory experience, reinforcing material covered in the lecture component. Two hours per week.

Corequisites: OTA 203, OTA 204/214, OTA 209, OTA 218

OTA 214 Fundamentals of Occupational Therapy IV Lab ... 1

Prerequisites: OTA 102

Lab course complement to OTA 204. Provides hands-on laboratory experience, reinforcing material covered in the lecture component. Two hours per week.

Corequisites: OTA 203/213, OTA 204, OTA 209, OTA 218

OTA 217 Health & Disease Lab ... 1

Prerequisites: OTA 100

Lab course complement to OTA 207. Provides hands-on laboratory experience, reinforcing material covered in the lecture component.

Corequisites: OTA 102/112, OTA 104/114, OTA 207

OTA 218 Adaptive Living Skills ... 4

Prerequisites: OTA 102

Skills required for designing and fabricating adaptive equipment. Adaptive activities with a primary emphasis on performance area of activities of daily living as applied to seating, positioning, splinting, functional tasks, functional mobility, and environmental barriers. Communication with clients, families, care givers, and other health-care professionals in relation to benefits and use of adaptive equipment, its function, care, and precautions. Four hours per week.

Corequisites: OTA 203/213, OTA 204/214, OTA 209.

OTA 298 Occupational Therapy Capstone ... 1

Prerequisites: OTA 203

Completion of program-culminating experiences for the Occupational Therapy Assistant Associate's degree. Provides an opportunity for application and integration of academic course work into fieldwork experiences. Requires reflection of how the role of occupational therapy and the occupational therapy assistant are demonstrated and delineated in each fieldwork

facility. Allows for problem solving approach for adjusting to various work sites and handling feedback from supervisors. Requirements for college standardized testing, state licensure and national certification examination are reviewed. Completes development of professional resume and cover letter for employment.

Corequisites: OTA 210, OTA 211

Philosophy Course Descriptions

PHL 101 Introduction to Philosophy ... 3

Introduction to philosophical inquiry and historically important philosophical ideas by exploring issues discussed by classical and/or modern philosophers.

PHL 102 Introduction to Logic ... 3

Study of techniques and methods for identifying, classifying, clarifying, and evaluating various kinds of reasoning and related uses of language.

PHL 160 Ethics ... 3

Introductory survey of classical and contemporary theories in field of ethics. Questions considered regarding ideal moral life, nature of good and evil, principles for distinguishing right from wrong, and ethical relativism versus objectivism. Discusses selected moral dilemmas of modern living.

PHL 201 World Religion ... 3

Introduction to basic doctrines and stories of seven major religions of the world: Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

PHL 260 Reason and Religion ... 3

Prerequisites: ENG 101

Introduction to Western philosophy of religion. Topics include the character and reliability of religious experience, arguments for and against God's existence, the meaningfulness of religious language, the problem of evil, and life after death.

PHL 290 Topics in Philosophy ... 3

Seminar style course reflecting specializations in fields of philosophy. Titles may include: The Modern and the Postmodern, Democracy and Philosophy, Phenomenology and Existentialism, and Aesthetics.

Physical Education Course Descriptions

PHE 102 Concepts: Drugs ... 2

Organized to provide a measure of sequential development and interrelatedness of subjects pertaining to psychoactive drugs and drug-taking behaviors. Sections include overview of drug problems in America, examination of effects of various drugs such as alcohol, cocaine, hallucinogens, prescription drugs, and others on the human body, and insight into drug abuse prevention efforts employed in variety of settings.

PHE 103 Concepts: Health ... 3

Study of vital health principles and problems. Personal and community health issues discussed. Overall objective to favorably influence habits, attitudes, and knowledge related to individual and community health. Offered on campus and Web.

PHE 105 First Aid/Safety ... 2

First aid practices to give appreciation of good safety habits. Practical application of basic first aid methods. CPR certification included.

PHE 106 Personal Wellness ... 2

Focuses on development of positive lifestyle by using combination of classroom/activity. Experiences include concepts of fitness, lifetime sports, stress management techniques, leisure well being, contemporary threats, and nutrition. Completion allows current SCC students to continue use of the SCC Fitness Center.

PHE 107 Selected Health Topics ... 0.5

Variable content designed to develop positive health practices for a lifetime of wellness. Topics vary with interest and need. Limit of 2 credit hours (four topics) may be used toward graduation credit.

PHE 108 Stress Management ... 3

Explores the nature of stress and the physiological and psychological effects upon the body due to prolonged stress responses. Short and long term somatic and behavioral techniques for applied stress control (i.e. exercise, nutrition, relaxation, visualization, meditation, goal setting, and time management) will be examined.

PHE 109 Nutrition for Weight Management ... 3

Understanding the role of nutritional quality and quantity of food intake, exercise and fitness levels and how they relate to body image, eating disorders, and obesity.

PHE 112 Beginning Swimming ... 1

Learn to swim. Covers water safety and water familiarity. Practices of basic strokes.

PHE 113 Volleyball ... 1

Basic rules, techniques, and safety. Activity class with emphasis on skill building through participation. Appropriate for beginners and experienced players.

PHE 114 Dance Aerobics I ... 1

Development of fitness and aerobic capacity by performing simple dance steps and other moves to music. Choreographed exercise. A written component will be included.

PHE 115 Physical Fitness ... 1

Improvement of overall fitness by combinations of activities.

PHE 118 Fitness Center I ... 1

Orientation to selectorized weight equipment and cardiovascular equipment to utilize all major muscle groups. Based upon fitness assessment, students are taught how to monitor personal progress under instructor supervision. Completion of the course allows student to use the Fitness Center during open hours without instructor supervision.

PHE 121 Step and Muscle Conditioning ... 1

Combines step aerobics and free weights. A written component may be required.

PHE 122 Yoga ... 1

Based on the principles of Hatha Yoga movements, students will increase in physical fitness, strength, flexibility, and balance. Breathing and meditation techniques will be used to assist the student in making the mind/body/spirit connection so yoga can be incorporated into daily life.

PHE 124 Pilates ... 1

Emphasis on exercises for the core muscles of the body by using balls, weighted bars, body weight postural cues, and breathing techniques to challenge muscles. Follows the Stotts method.

PHE 125 Walking Fitness ... 1

Principles of fitness development are developed using the activity of walking. Strength and endurance are targeted and an understanding of walking activity to weight management is emphasized.

PHE 126 Boot Camp ... 1

The total body is targeted by toning and strengthening the major muscles of the upper and lower body while challenging the cardiovascular system through fast-paced cardiovascular exercises.

PHE 127 Cardio Core Strength ... 1

A combination of Yoga, Pilates, and weighted fitness activities on the stability ball to challenge and develop cardio and muscle strength.

PHE 130 Beginning Rock Climbing ... 1

Safety and rock climbing techniques using indoor artificial cliff. All climbing done while wearing safety harness.

PHE 133 Beginning Cardio Kickboxing ... 1

Muscle conditioning and cardiovascular endurance gained through martial arts and boxing moves. Choreographed to music. Written component may be required.

PHE 137 Scuba ... 1

Safety and scuba diving techniques both in classroom and indoor pool. Course does not earn certification, but students can earn certification immediately afterward by paying for and passing open-water check-out dive. Students should know they might be asked to get further approval from a physician before being allowed to participate.

PHE 140 Introduction to Dance ... 3

Historical overview of dance as social and artistic form of expression with emphasis on understanding contemporary dance. Covers importance of dance in American society. No dance training required. Lecture and activity components.

PHE 141 Stretch and Strengthen ... 1

Stretching and strengthening exercises from dance world appropriate for dancers and sports enthusiasts. A written component may be required.

PHE 143 Tap Dance I ... 1

Basic steps of tap technique. Tap combinations will develop an understanding of coordination, rhythmic variations, and performance skills. Tap shoes are required.

PHE 144 Modern Dance I ... 1

Basic movement course emphasizing beginning and essential elements of dance. Explores technique and terminology. Excellent course for beginning dancers, theater students, and those who wish to teach creative movement or dance.

PHE 145 Jazz Dance I ... 1

Jazz techniques designed to give a firm grasp of basic movement, musicality, and strength.

PHE 146 Modern Dance II ... 1

Prerequisites: PHE 144

Applies principles of dance techniques to performance movement and various modern dance techniques. Also good for experienced dancers trying modern dance.

PHE 147 Jazz Dance II ... 1

Prerequisites: PHE 145 or permission from instructor.

Techniques and movements developed further to facilitate performance ability or just for fun.

PHE 160 Golf ... 1

Safety, rules, course etiquette, grip, stance, and swing. Time spent on practice putting green, driving range, and in actual play.

PHE 165 Current Topics: Selected Activities ... 1

Variable content to develop lifetime skills in sports, fitness, and/or leisure activities. Activities vary every eight weeks, reflecting newest trends. Same activity may be taken no more than twice for graduation credit.

PHE 204 Introduction to Recreation and Leisure ... 3

Introductory exploration of the recreation and leisure industry, including its history and philosophy. Students will explore the scope, values, professional responsibilities and career opportunities of the field.

PHE 205 Foundations of Physical Education and Sports Management ... 3

Introductory professional course for majors in physical education, exercise science, or sports management. Provides opportunities to explore history, scope, values, professional responsibilities, and career opportunities.

PHE 208 Outdoor Recreation and Leadership ... 3

An introduction to outdoor recreation. Identifies and demonstrate an understanding of the value, meaning and benefits of outdoor recreation experience. Includes outdoor adventure leadership experiences. Natural resources, state and federal agencies, governmental and private-sector impacts will be explored as well as outdoor activity and safety skills attained.

PHE 211 Tennis ... 1

PHE 213 Circuit Training ... 1

Prerequisites: PHE 118

Muscle strengthening using series of exercise machines.

PHE 214 Racquetball ... 1

Game played on indoor court using racquet and hard rubber ball. Eye protection recommended.

PHE 215 Step Aerobics ... 1

Prerequisites: PHE 118

Develops fitness and aerobic capacity by stepping on and off small raised platform repeatedly. Written component may be required.

PHE 216 Muscle Conditioning ... 1

Muscle strengthening using available techniques and materials. Written component may be required.

PHE 218 Fitness Center II ... 1

Prerequisites: PHE 118

Continued use of selectorized weight equipment and cardiovascular equipment upon review of individual progress in Fitness Center I. Exploration of various fitness variables such as Body Mass Index, body fat analysis, strength levels, and flexibility range will help each to understand fitness level and develop personal program. These activities fulfill the written component.

PHE 220 Dance Aerobics II ... 1

Prerequisites: PHE 114

Continuation of PHE 114. Challenge will include more complicated patterns and higher intensity work level. Written component may be required.

PHE 221 Self-Defense I ... 1

Unarmed response to dangerous situations using basic fundamentals of defense. Equal time given to mental preparedness and emotional coping with acts of violence. Flexibility and physical conditioning as it applies to self defense. May require written component.

PHE 222 Beginning Tae Kwon Do ... 1

Basic instruction in group setting by master of this ancient form of discipline and self-defense. Written component may be required.

PHE 230 Intermediate Rock Climbing ... 1

Prerequisites: PHE 130

Continuation of PHE 130.

PHE 231 Self-Defense II ... 1

Prerequisites: PHE 221

Follow-up class to Self Defense I. More advanced situational responses utilizing fundamental skills learned in PHE 221. May require written component.

PHE 232 Intermediate Tae Kwon Do ... 1

Prerequisites: PHE 222

Continuation of PHE 222. Written component may be required.

PHE 233 Intermediate Cardio Kickboxing ... 1

Prerequisites: PHE 133

Continuation of PHE 133. Muscle conditioning and cardiovascular endurance gained through martial arts and boxing moves. Choreographed to music. Written component may be required.

PHE 240 Creative Dance for Children ... 3

For preschool and elementary teachers; curriculum planning using appropriate dance for children at several stages of motor development. Techniques emphasize self-expression of children as they learn to move and move to learn.

PHE 250 History and Philosophy of Physical Education and Sport ... 3

History and philosophy of physical education and sport from ancient civilization to the 21st century. Explores changing thought regarding the physical body and the development of physical education.

PHE 251 Coaching Principles ... 3

Seminar course presenting important principles of coaching sports for novice and veteran coaches. Emphasizes planning, organization, teaching, curriculum design, and risk management. Students completing the course will be eligible to earn coaching certification through the American Sport Education Program (AESEP). Spring and Summer.

PHE 252 Nutrition for Sports Performance ... 3

Concept and components of nutrition as it relates to physical activity, exercise, and the athlete. A personalized sports specific nutrition action plan will be developed.

PHE 270 Sociological Aspects of Physical Education and Sport ... 3

Introduction to diverse aspects of sports and sports studies. Study of how culture, values, society, and physical education/sport influence one another. Applied issues include legal, political, economic, cultural, and educational aspects of physical education and sport programs in schools and society.

PHE 275 Psychological Aspects of Physical Education and Sport ... 3

Introduction to applied sport psychology, mental aspects of sports, and contemporary performance enhancement techniques. Includes theory and practice of sport psychology with mental aspects of training and competition, mental training techniques for psychomotor performance, and basic issues of performance psychology. Study of the following aspects of psychology as they influence performance: learning, practice, motivation, anxiety, perception, motor control, social facilitation, cohesion, retention, transfer, reinforcement, and leadership.

PHE 280 Women's Fast-Pitch Varsity Softball ... 1

Prerequisites: Permission of instructor.

Enrollment limited to members of varsity team.

PHE 282 Women's Fast Pitch Varsity Softball II ... 1

Prerequisites: Permission of instructor, PHE 280

Women's Fast-Pitch Varsity Softball II is limited to second year members of the varsity team. Credit awarded for varsity athletes during required practices/game season.

PHE 283 Women's Varsity Soccer ... 1

Prerequisites: Permission of instructor

Limited to members of the women's varsity soccer team. Awards credit for varsity athletes during the required practices/game season.

PHE 284 Women's Varsity Soccer II ... 1

Prerequisites: Permission of instructor, PHE 283

Continuation of PHE 283. Women's Varsity Soccer II is limited to second year members of the varsity team. Credit awarded for varsity athletes during the required practices/game season.

PHE 290 Men's Varsity Baseball ... 1

Prerequisites: Permission of instructor.

Enrollment limited to members of varsity team.

PHE 292 Men's Varsity Baseball II ... 1

Prerequisites: Permission of instructor, PHE 290

Continuation of PHE 290. Men's Varsity Baseball II is limited to second year members of the varsity team. Credit awarded for varsity athletes during required practices/game season.

PHE 293 Men's Varsity Soccer ... 1

Prerequisites: Permission of instructor.

Limited to members of the men's varsity soccer team. Awards credit for varsity athletes during required practices/game season.

PHE 294 Men's Varsity Soccer II ... 1

Prerequisites: Permission of instructor, PHE 293

Continuation of PHE 293. Men's Varsity Soccer II is limited to second year members of the varsity team. Credit awarded for varsity athletes during required practices/game season.

Physical Science Course Descriptions

PHY 105 Environmental Geology ... 3

Examination of geologic processes and hazards that influence human activities and the geologic aspects of pollution and waste-disposal.

PHY 107 Environmental Geology Laboratory ... 1

Exercises focus on environmental and social issues relevant to environmental problems and the effects of human interaction in geologic processes.

Corequisites: PHY 105-Environmental Geology.

PHY 111 Introduction to Physical Science ... 3

Introduces the basics in a variety of scientific disciplines including classical (Newtonian) physics, energy, matter and heat, wave behavior, electricity and magnetism, modern physics (the atom and nucleus), geology, and astronomy. Basic high school math/algebra is utilized in portions of this course.

PHY 113 Introduction to Physical Science Laboratory ... 1

Laboratory reinforces topics discussed in Physical Science lecture (PHY 111) by utilizing hands-on experimentation.

Corequisites: Preceded or accompanied by PHY 111.

PHY 125 Introduction to Physical Geology ... 3

Introduces a basic understanding of topics in physical geology including the unifying theory of plate tectonics, discussions of Earth materials (rocks and minerals), internal processes (volcanism, earthquakes), surface processes (surface and ground water, weathering, erosion), and geologic time. Campus outings will be incorporated to emphasize Missouri geology.

PHY 127 Introduction to Physical Geology Laboratory ... 1

Laboratory reinforces topics discussed in Physical Geology lecture (PHY 125) by utilizing practical experimentation and observations.

Corequisites: Preceded or accompanied by PHY 125.

PHY 130 Astronomy ... 3

Nonmathematical introduction to astronomy designed primarily for non-science majors. Topics include the history and cultural impact of astronomy, properties of solar system, and stellar structures. Supplemented by occasional hours of evening observation.

PHY 131 Astronomy Laboratory ... 1

Analysis and interpretation of astronomical data and observations with telescopes. No prior knowledge of astronomy assumed.

Corequisites: Preceded or accompanied by PHY 130 - Astronomy.

PHY 150 General Physics I ... 3

Prerequisites: MAT 150, or MAT 160

Survey of kinematics, dynamics, energy, momentum, rotational motion, fluids, and thermodynamics. Non-calculus in approach. Three hours of lecture-recitation and two hours of laboratory per week.

Corequisites: PHY 153

PHY 151 General Physics II ... 3

Prerequisites: PHY 150, PHY 153

Begins with wave motion, but emphasis on electricity and magnetism. Treats geometric and wave optics. Non-calculus in approach. Three hours of lecture-recitation and two hours of laboratory per week.

Corequisites: PHY 154

PHY 153 General Physics I Laboratory ... 1

Experimental component of PHY 150.

Corequisites: PHY 150

PHY 154 General Physics II Laboratory ... 1

Prerequisites: PHY 150, PHY 153

Experimental component for PHY 151.

Corequisites: PHY 151

PHY 225 Historical Geology ... 3

Introduces an understanding of the history of Earth's development including identification and interpretation of sediments, sedimentary rocks and rock structures, environments of deposition, major tectonic and depositional events of North America, and the evolution of life. Campus outings will be incorporated to emphasize Missouri geology.

PHY 227 Historical Geology Laboratory ... 1

Exercises in interpreting Earth's history by examination of sediments, sedimentary rocks, geologic time, and identification and taxonomic classification of fossils.

Corequisites: PHY 225

PHY 240 College Physics I ... 4

Prerequisites: MAT 180

Calculus-based course for engineering and science majors. Includes mechanics, heat, and sound.

Corequisites: PHY 243

PHY 241 College Physics II ... 4

Prerequisites: PHY 240, PHY 243

Continuation of PHY 240 introducing electricity, magnetism, and light.

Corequisites: PHY 244

PHY 243 College Physics I Laboratory ... 1

Prerequisites: MAT 180

Experimental component of PHY 240.

Corequisites: PHY 240

PHY 244 College Physics II Laboratory ... 1

Prerequisites: PHY 240, PHY 243

Experimental component of PHY 241.

Corequisites: PHY 241

PHY 290 Undergraduate Research ... 1-3 hrs

Prerequisites: Consent of Instructor.

Introduction to research techniques and methods used in scientific experimentation. Summer

Political Science Course Descriptions

POL 101 American Government ... 3

Basic concepts of political science with major emphasis on origin, principles, organization, and nature of American federal system and its politics. POL 101 complies with provisions of Section 170.011 RsMo.

POL 102 State and Local Government ... 3

Examines structure, functions, and operation of American state and local government within context of federalism. POL 102 complies with provisions of Section 170.011 RsMo.

POL 201 International Relations ... 3

Prerequisites: Any POL, HIS, or GEO.

Study of factors shaping relationships among nations with emphasis upon developing nations and economic, political and environmental issues.

POL 210 Comparative Politics ... 3

Prerequisites: Any POL, HIS, or GEO.

Analysis of ideologies, political cultures, and governmental structures of several different countries. Political systems of variety of nations chosen for study.

POL 220 Middle Eastern Politics ... 3

Survey of Middle Eastern countries as well as regional issues and conflicts. Explores political development of the region, including discussions of Islam, nationalism, and international intervention.

POL 255 European Politics and Cultures ... 3

Field course about European politics, history, and cultures in the context of a study tour. Explores the history of Europe and future of the European Union through readings, films, writing assignments, and other activities. Among cultural issues, deals with the questions of what is "Europe." Specific course objectives outlined in learning agreement with the instructor.

POL 280 Modern Britain ... 3

An introduction to the major aspects of political/social life in modern Britain: social stratification, the British political infrastructure, and dealing with published materials on British socio-political issues.

POL 296 Political Science Internship ... 3

Prerequisites: POL 101 or POL 102, and instructor's permission.

Students placed in participatory position in government office or community organization. Requires research paper relating to some aspect of internship.

Corequisites: 2.5 GPA and sophomore standing.

POL 299 Topics in Political Science ... 3

Prerequisites: Instructor's permission.

Exploration of one topic selected by department. Introduction to research techniques and seminar approved as integral part of scholarship.

Practical Nursing Course Descriptions

NPN 100 Personal and Vocational Concepts ... 1

Prerequisites: Acceptance into practical nursing program.

Role of LPN in relationship to other members of health care team. Includes nursing history, professional ethics, and interpersonal relations in today's health care setting.

Corequisites: NPN 101, NPN 111, NPN 121

NPN 101 Fundamentals of Nursing ... 7

Prerequisites: Acceptance into practical nursing program.

Emphasis on nursing process as students apply principles of physical, biological, and social sciences. Introduction of basic nutrition and pharmacology. Presents elements of health and disease. Introduces basic concepts of nursing.

Corequisites: NPN 100, NPN 111, NPN 121, BIO 240, BIO 243, and ENG 096 or ENG 101.

NPN 102 Maternal-Child Nursing ... 6

Prerequisites: BIO 240, BIO 243, ENG 096 or ENG 101, NPN 100, NPN 101, NPN 111, NPN 121.

Presents family centered approach to pregnancy, birth, and adaptation to extrauterine life. Examines stressors involved in labor and delivery and explores human sexuality and its role in growth and development. Present process of growth and development throughout the life span. Diseases common to the pediatric client. Explores impact on client of psychosocial, physical, and spiritual stressors. Common issues and problems encountered in individual, family, and community living. Environmental and social health factors as related to appropriate developmental stages. Summer.

Corequisites: NPN 112

NPN 111 Fundamentals of Nursing Laboratory ... 0

Students gain comprehensive knowledge and ability to safely and accurately perform nursing skills in a safe learning environment using multi-media, textbooks, self-direction, demonstrations and lab staff assistance. Included: vital signs, hygiene and medical asepsis, partial ongoing assessment (shift assessment), mobility and medication administration.

Corequisites: NPN 100, NPN 101, NPN 121.

NPN 112 Maternal-Child Nursing Laboratory ... 0

Students gain comprehensive knowledge and ability to safely and accurately perform nursing skills in a safe learning environment using multi-media, textbooks, self-direction, demonstrations and lab staff assistance. Included: sterile technique, dressing changes, urinary elimination, pediatric care and obstetrical care.

Corequisites: NPN 102

NPN 121 Fundamentals of Nursing Clinical ... 0

Students care for patients in nursing home, health care center, or hospital. Administration of medications is a part of clinical experience. Eight clinical laboratory hours per week. Included in clinical hours are two clinical post conference hours, one hour for each day of clinical experience.

Corequisites: NPN 101, NPN 111.

NPN 151 Medical Surgical Nursing I ... 11

Prerequisites: BIO 240, BIO 243, ENG 096, NPN 100, NPN 101, NPN 102, NPN 111, NPN 112, NPN 121.

Emphasis on human growth and development while studying human adaptive and maladaptive responses to disturbances in nutrition and fluid balance, gastrointestinal, and other body systems. Presents illnesses that interfere with these processes throughout life span with focuses on physiological, psychological, psychosocial, and spiritual aspects during each stage of development.

Corequisites: NPN 161, NPN 171, BIO 241, BIO 244, PSY 101.

NPN 152 Medical Surgical Nursing II ... 8

Prerequisites: BIO 241, BIO 244, PSY 101, NPN 151, NPN 161, NPN 171.

Continuation of study of adaptive and maladaptive responses to internal and external stressors that interfere with wellness and require nursing care. Includes beginning management as well as disturbances in endocrine, reproductive, and other body systems. Presents illnesses that interface with these processes throughout the life span with focus on physiological, psychological, psychosocial, and spiritual aspects during each stage of development.

Corequisites: NPN 162, NPN 172.

NPN 161 Medical Surgical Nursing I Laboratory ... 0

Students gain comprehensive knowledge and ability to safely and accurately perform nursing skills in a safe learning environment using multi-media, textbooks, self-direction, demonstrations and lab staff assistance. Included: peripheral intravenous therapy, nasogastric insertion, central venous catheters, enteral feedings and ostomy care.

Corequisites: NPN 151, NPN 171

NPN 162 Medical Surgical Nursing II Laboratory ... 0

Students gain comprehensive knowledge and ability to safely and accurately perform nursing skills in a safe learning environment using multi-media, textbooks, self-direction, demonstrations and lab staff assistance. Included: tracheostomy care and respiratory suctioning.

Corequisites: NPN 152, NPN 172

NPN 171 Medical Surgical Nursing I Clinical ... 0

Students plan, administer, and evaluate nursing care to patients in both acute and extended care facilities. Observation experiences provided in operating room, recovery room, emergency room, and other hospital and community settings. Thirteen clinical laboratory hours per week. Included in clinical hours are two clinical post conference hours, one hour for each day of clinical experience.

Corequisites: NPN 151, NPN 161

NPN 172 Medical Surgical Nursing II Clinical ... 0

Beginning management skills to plan, administer, and evaluate nursing care to patients in long term care facilities. Sixteen clinical laboratory hours per week. Included in clinical hours are two clinical post conference hours, one hour for each day of clinical experience. Forty eight hours of preceptorship is included.

Corequisites: NPN 152, NPN 162

Psychology Course Descriptions

PSY 101 Introduction to Psychology ... 3

Examination of behavioral, cognitive, psychoanalytic, humanistic, and biological viewpoints in psychology. Includes learning principles and applications, perception, motivation, emotions, stress, psychobiology, personality, abnormal behavior, and approaches to therapy.

PSY 201 Child Psychology ... 3

Prerequisites: PSY 101

Study of human development from conception to adolescence, emphasizing both current and historical approaches to research and theory, genetic and environmental influences on development, and sequence and timing of physical, mental, and personality development throughout years of childhood.

PSY 210 Human Growth and Development ... 3

Prerequisites: PSY 101

Survey of basis of human growth and development. Review of emotional, mental, physical, and social needs of children, adolescents, and adults. Analysis of multiple factors that influence and shape behavior and personality.

PSY 215 Adolescent Psychology ... 3

Prerequisites: PSY 101

Introduction to physical, mental, personality, and social developments unique to adolescence. Focus mainly on factors influencing normal development, but some abnormal behaviors discussed. Biological, psychological, cultural, and historical perspectives considered.

PSY 216 Abnormal Psychology ... 3

Prerequisites: PSY 101

Survey of abnormal/deviant behavior, including causes and theories of anxiety disorders, psychoses, mental retardation, drug abuse, sexual disorders, criminal behavior, and other selected topics. Includes discussion of diagnosis, prevention, and treatment of these disorders.

PSY 220 Personality Theories ... 3

Prerequisites: PSY 101

Study of major theories of personality with emphasis on developmental influence and integration of behavior. Theories surveyed represent dynamic, humanistic, cognitive, and behavioral perspectives. Issues such as self-concept, structure of personality, social adjustment, self-management, and maladjustment and therapy are considered within context of each theoretical system.

PSY 225 Psychology of Aging ... 3

Prerequisites: PSY 101

Examination of psychological processes of aging involving sensory, sexual, intellectual, and personality changes in later life with some attention to common mental disorders in the aged.

PSY 230 Social Psychology ... 3

Prerequisites: PSY 101

Study of social interaction of individuals and psychological principles and concepts involved in these relationships. Discussion of social perceptions, values, attitudes, prejudice, social influence, group dynamics, leadership, and other group processes.

PSY 290 Special Topics in Psychology ... 1-3 hrs

Selected studies in the field of psychology. Topics may include: psychological aspects of death, gender, issues in forensic psychology, diversity studies, preparation for marriage, child-rearing practices, and various other issues. Course may be repeated as topics vary by semester.

Reading Course Descriptions

RDG 080 Spelling I ... 2

Individualized course of study presenting words with basic spelling patterns, complicated consonant patterns, and complicated vowel patterns. Word families and rules for addition of word endings included. Programmed learning techniques utilized.

RDG 081 Spelling II ... 2

Individualized course of study presenting words with basic spelling patterns, complicated consonant patterns, and complicated vowel patterns. Word families and rules for addition of word endings included. Programmed learning techniques utilized.

RDG 083 Vocabulary Improvement ... 2

Individualized course that provides programmed learning to guide through elements of vocabulary development. Includes directed practice in context clues, working with visually similar words and homonyms, and learning commonly misunderstood words.

RDG 084 Introduction to College Vocabulary ... 3

Individualized, comprehensive course that provides programmed learning to guide through elements of college-level vocabulary. Includes Latin and Greek derivatives as well as words from fiction, drama, poetry, general literature, psychology, and foreign expressions. Emphasizes communication skills, and includes vocabulary as applied to rhetoric, figures of speech and clear, concise writing.

RDG 090 Vocabulary for College Reading ... 3

Directed practice in college vocabulary skills emphasizing communication skills, figures of speech, rhetoric, and clear and concise writing. Course is ESL friendly.

RDG 091 Foundations of Reading ... 3

Prerequisites: Nelson/Denny test score-Form G-raw score less than 18 or Nelson/Denny test form G comprehension score less than 160.

Directed practice in college reading skills emphasizing vocabulary, comprehension, basic reading skills, and reading for study. Course is ESL friendly.

RDG 092 Reading Improvement ... 3

Prerequisites: Course required based on assessment test reading scores.

Directed practice in college reading skills; emphasizes word comprehension skills including context clues, dictionary use, and word components as well as paragraph comprehension skills including locating and inferring information.

RDG 093 Introduction to College Reading ... 3

Prerequisites: Course required based on assessment test reading scores.

Provides directed practice in development of college reading skills, emphasizing vocabulary skills, comprehension skills, advanced reading skills, and reading for study. Vocabulary skills include dictionary use, word components and etymology, context clues, and multiple meanings of words. Comprehension skills include main ideas and support words signaling key concepts. Advanced reading skills include critical reading and reading efficiency. Reading for study includes effective textbook study methods, outlining, study mapping, summarizing, and textbook graphics.

RDG 106 Advanced Reading for ESL Students ... 3

Prerequisites: RDG 104 with a grade of C or better

Directed practice in advanced college reading skills emphasizing discipline specific vocabulary, advanced comprehension, higher level critical thinking skills, improved reading efficiency and reading across the curriculum for second-language students. Student must take the Compass ESL test.

Corequisites: ESL 100

RDG 111 Reading Across the Disciplines ... 3

Prerequisites: ACT reading test score of 19 OR Compass reading test score of 80 OR Nelson/Denny reading test score of 204 required.

Focus is on improving reading and thinking skills through skill instruction and extensive guided-practice with academic discipline-based readings.

SOC 101 Introduction to Sociology ... 3

Examines relationship between individual and society in social structure of modern society. Introduction to way in which sociologists interpret and research human behavior. Covers patterns of social interaction and social influences on individual conduct.

SOC 102 Introduction to Sociological Theory ... 3

Examination of key figures in sociology. Introduction to history of sociology, sociologists, theoretical perspectives, and the classical and contemporary sociological theory and the application of theory to social groups, social interaction, and social institutions.

SOC 151 Gerontology I ... 3

Overview of normal effects of aging including physical, psychological, and social changes. Problems associated with aging, such as increased dependence, loss of health, financial constraints, loss of friends and spouse, and altered living arrangements. Content presented from perspective of aging person and society as a whole.

SOC 201 Contemporary Social Issues ... 3

Prerequisites: SOC 101

Study of major social problems facing human groups in modern society such as deviance, inequality, war, and overpopulation. Emphasis placed on social problems that arise as result of institutional fluctuations in economy, family, government, religion, science, and technology.

SOC 210 Sociology of Health and Healthcare ... 3

Prerequisites: SOC 101 or equivalent

Examination of the social, economic, cultural and individual factors in age related health issues. Topics include epidemiology, social structuring of age, healthcare services, policies and programs, as well as relationships between doctors and patients.

SOC 215 Marriage and the Family ... 3

Prerequisites: SOC 101

Reviews historical development of the family and patterns of intimate relationships in modern society. Analysis of institution of family in terms of relationship to other institutions in society. Specific topics include love, dating, parenting, families in crisis, and alternative lifestyles.

SOC 221 Sociology of Art ... 3

Prerequisites: SOC 101, ENG 101

Major trends in art examined in relationship to socio-historical developments. Art seen as both comment on and reflection of society. Team taught by sociology instructor and art instructor.

Corequisites: Suggested corequisite: ART 101 or ART 150.

SOC 224 Sex, Gender, and Society ... 3

Prerequisites: SOC 101

Focus on analysis of women and men in society and culture. Multiple disciplines examined as means to study social processes through which sex roles develop and are acquired. Examines individual and social consequences of sex differences and sex inequality.

SOC 241 Sociology Through Literature ... 3

Prerequisites: SOC 101, ENG 101

Application of sociological concepts to literature to analyze literature as social commentary. Variety of literary selections used to analyze socio-historical events and movements.

SOC 251 Aspects of Aging ... 3

Prerequisites: SOC 101

Focus on social variables and forces that affect the aging process. Topics include sociological theories of aging, technological and social change and effects on environment of older people, and prejudice and discrimination against elderly.

SOC 290 Readings in Sociology ... 3

Prerequisites: SOC 101, ENG 101

Focus on specific social phenomenon. Topic varies depending on semester and instructor. Students encouraged to suggest topics of interest.

Speech/Communications Course Descriptions

SPE 100 Pronunciation and Communication for Non-Native Speakers ... 4

For the non-native speaker of English, this course focuses on pronunciation improvement. By learning the American style of intonation, rhythm, speech production, and syllable stress, speech will be more understandable, articulate and expressive. Small group and individual communication activities, both speaking and listening, will reinforce these skills. This course is open to non-native speakers of English who are at an intermediate level or above. Students must take the Compass ESL test.

Corequisites: ESL 100, ESL 104 and suggested Co-requisite ESL 107

SPE 101 Oral Communication ... 3

Focus on importance of communication competence in a variety of situations. Topics include verbal and nonverbal communication, listening, perception, self-concept, small group communication, and public speaking. Students required to prepare and present three to four graded oral presentations.

SPE 102 Public Speaking ... 3

Prerequisites: SPE 101

In-depth look at art of public speaking. Expands knowledge of ideas and concepts presented in SPE 101. Focus on presenting additional types of speeches, including business and organizational, ceremonial, speeches of tribute, acceptance, and toasting.

SPE 103 Persuasion ... 3

Skills necessary to become informed and critical consumer of persuasive messages. Persuasion examined through popular culture, advertising, politics, and mass media. Insights given into language use and symbols, nonverbal communication, and cultural and psychological approaches to persuasion.

SPE 104 Small Group Communication ... 3

Study of process of group communication. Focus on group development, group roles, decision-making, leadership, power, and conflict management. How to be more productive member of group by acquiring skills to enhance group interaction.

SPE 105 Interviewing ... 3

Focuses on art of interviewing in variety of contexts. Topics include types and uses of questions, common question pitfalls, listening, verbal and nonverbal communication, and specialized types of interviews such as journalistic, survey, persuasive, employment, performance review, counseling, and health care.

SPE 110 Interpersonal Communication ... 3

How to become more informed and skillful communicators in diverse social world and more aware of how and why misunderstandings arise in communication among people whose dissimilar backgrounds and identities lead them to have different views about what communication means and does. Topics include dealing with difficult people, expression of emotions, assertiveness training, and conflict management.

SPE 115 Voice and Diction ... 3

Prerequisites: SPE 101

Study of the development and understanding of respiration, phonation, resonance, articulation, and diction. Credit not available for both SPE 115 and THE 115.

SPE 200 Argumentation and Debate ... 3

Prerequisites: SPE 101

The discovery, support, and critical evaluation of intelligent arguments and decisions. Studies argument, evidence, reasoning, and oral advocacy; includes investigation, research, and critical analysis of claims and establishment of truth through proof.

SPE 205 Gender Communication ... 3

Answers to questions that confound women's and men's attempts to communicate with each other. Topics include gender construction through one's culture, portrayal of men and women in media, male and female approaches to conversation, role of power and empowerment in marriage and families, gender relations in workplace, and men and women in education.

SPE 210 Oral Interpretation ... 3

Prerequisites: SPE 101

Basic study of the principles of oral interpretation and their application performance. Credit not available for both SPE 210 and THE 210.

SPE 215 Intercultural Communication ... 3

Explores issues related to intercultural communication process. Considers important role of context (social, cultural, and historical) in intercultural interactions. Topics include stereotyping, prejudice, ethnocentrism, social class and religious identities, folk culture, power, and intercultural conflict.

SPE 225 Professional Communication ... 3

Prerequisites: SPE 101

Role of and development of professional communication skills intrinsic to the workplace. Focus is on the development of theoretical and performance competencies in interpersonal communication, small group communication, organizational communication and public communication. Includes understanding organizational diversity and ethics; improving listening skills; enhancing interviewing skills; managing group meetings and teamwork; and presentation of informational and persuasive proposals via enhancement of verbal, vocal and visual strategies.

Theater/Film Course Descriptions

THE 115 Voice and Diction ... 3

Prerequisites: SPE 101

Study of the development and understanding of respiration, phonation, resonance, articulation, and diction. Credit not available for both SPE 115 and THE 115.

THE 122 Introduction to Theater ... 3

Emphasizes appreciation of theater as one of living arts. Surveys theater history and dramatic theory from Greeks to present Broadway. Includes lectures, films and discussions on the practitioners and work. Requires attendance at live theater productions.

THE 123 Introduction to Cinema ... 3

Introduction to history, theory and criticism of film. Explores American and European film traditions. Major genres, authors and artists, and directing and production styles. Viewing of numerous films representative of various genres and directing styles.

THE 124 History of Film ... 3

History of cinema from late 19th century beginnings to present. Attention given its technological, economic and artistic issues. Classic films of various directors and countries. Weekly viewings required.

THE 126 Major Themes in Film ... 3

Focus on film theme. Among possibilities 1) genre films such as gangster film, western film and musical, 2) socially significant topics such as women and minorities in film, or 3) major styles or movements in film such as Film Noir or French New Wave. Topics change annually. Viewing time required

THE 128 Fundamentals of Acting ... 3

Introduction to developing oral and physical communication through exercises, improvisation, and scene work. Theories of acting introduced. Attendance at live theater productions required.

THE 140 Stagecraft ... 3

Introduction to basic fundamentals of stagecraft in scenery, lighting, costumes, and other areas of technical theater. Emphasis on practical application, with expectation to participate in technical production of college plays.

THE 210 Oral Interpretation ... 3

Prerequisites: SPE 101

Basic study of the principles of oral interpretation and their application performance. Credit not available for both SPE 210 and THE 210.

THE 228 Acting II ... 3

Prerequisites: THE 128

Continuation of introduction to acting class. More advanced scene work and polishing of audition techniques. Attendance at live theater production required.

THE 229 History of American Theater I ... 3

Study of American musical theater from its origins through Rodgers & Hammerstein. Students taking this course may not receive credit for MUS 113.

THE 230 History of American Musical Theater ... 3

Study of American musical theater from Rodgers and Hammerstein to the present.

THE 240 Introduction to Theater Design ... 3

Prerequisites: THE 140

Introduction to theater design in areas of scenery, lighting, and costume design. Exploration of fundamentals of design conception and communication through analysis, research, writing and project work.

THE 259 Music Theater Workshop I ... 1

Performance-oriented workshop experience that studies acting styles as applied to a song. Covers various styles and periods of musical theater.

Corequisites: MUS/THE 229

THE 260 Music Theater Workshop ... 1

Performance-oriented workshop experience that studies acting styles as applied to a song. Covers various styles and periods of musical theater.

Corequisites: THE 230/MUS 230

THE 270 Acting Practicum ... 1-3 hrs

Prerequisites: THE 128 and instructor's signature

Theories and techniques of acting and stagecraft applied in college productions.

THE 271 Stagecraft Practicum I ... 1-3 hrs

Prerequisites: THE 140 and instructor's signature

Practical application of technical theater to college productions.