2017-18 CATALOG

ST. CHARLES COMMUNITY COLLEGE

2017-18 CATALOG

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CONFIDENTIALITY

Confidentiality of Financial Records

The General Education Provision Act of 1974, as amended by the Family Educational Rights and Privacy Act of 1974, provides for privacy safeguards for students and families by setting up guidelines for the disclosure of education records and personally identifiable information.

The law provides that financial assistance records of a student may be inspected by that student with the following exception: The Financial Assistance Office will not release to a dependent student the financial records of his or her parents without the written consent of the parents.

Confidentiality of Student Records

In compliance with the Family Educational Rights and Privacy Act of 1974, St. Charles Community College affords students the right to inspect official records directly relating to them. The act does not permit the college to provide information regarding grades, transcripts or schedules to parents of SCC students without written consent of the student. Consent forms are available in the Enrollment Services Department.

STUDENT RESPONSIBILITY FOR CATALOG INFORMATION

This catalog is effective beginning Sept. 1, 2017, for the 2017-18 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.

ADMISSIONS POLICY

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. 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 as explained in this section. 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.

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 Academic Advising 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.

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

A freshman is any student who has completed fewer than 30 credit hours; a sophomore has completed 30 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.

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 Enrollment Services Department.

- Credits for courses with passing grades may be accepted at the college's discretion.
- To have the credits taken at other institutions evaluated, submit a Request for Transfer Evaluation Form (PDF) to the Enrollment Services Department 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

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)

The Colllege Level Examination (CLEP) allows for the evaluation of 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 Government	50	3	POL 101
American History 1	50	3	HIS 101
American History 2	50	3	HIS 102
Management	50	3	BUS 201
Marketing	50	3	BUS 230
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, Advanced Placement 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	4 or 5	6	ART 1500 & ART 1505
Biology	4 or 5	4	BIO 150
Calculus AB	3, 4 or 5	5	MAT 180
Calculus BC	3, 4 or 5	10	MAT 180 & 230
Chemistry	4 or 5	5	CHM 115
Psychology	3, 4 or 5	3	PSY 101
U.S. Government & Politics	4 or 5	3	POL 101
U.S. History	4 or 5	3	HIS 101
Statistics	3	4	MAT 157
Statistics	4 or 5	3	MAT 175
Computer Science A	4 or 5	3	CPT 189
Computer Science Principles	4 or 5	3	CPT 115
Environmental Science	3, 4 or 5	3	BIO 122
Macroeconomics	3, 4 or 5	3	ECO 110
Microeconomics	3, 4 or 5	3	ECO 120
Physics 1: Algebra-Based	3, 4 or 5	3 (credit awarded for lecture only)	General Physics 1
Physics 2: Algebra-Based	3, 4 or 5	3 (credit awarded for lecture only)	General Physics 2
Human Geography	3, 4 or 5	3 (credit will not be awarded towards the A.A.T. degree)	GEO 100
English Language and Composition		4 or 5	3 ENG 101
English Literature and Composition		4 or 5	3 Humanities Elective
European History	4 or 5	6	HIS 145 and HIS 146
World History	4 or 5	6	HIS 202 and HIS 203
Comparative Government And Politics	4 or 5	3	POL 201

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, you may 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 degree. Examples of courses included ACT 101, BUS 101 or some computer courses. Credits 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

- 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.
- A grade of "B" or better is required in all high school coursework that is articulated.
- 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).
- When meeting with an SCC academic counselor or registration assistant, students must identify themselves as having articulated credit through their high school.
- Students must present the white copy of the Certificate of Credit to Enrollment Services.
- Students must complete 6 hours of college-level coursework toward an A.A.S. 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.

High School Articulation Agreements

To see the articulation agreements from the following high schools, visit *www.stchas.edu/academics/college-catalog/getting-started-scc* and click Credit Through Articulation Process.

Bowling Green
Clopton
Elsberry
Fort Zumwalt
Francis Howell
Gasconade County-Hermann
Lewis & Clark
Louisiana High School
Montgomery County RII
North Tech High School
Orchard Farm
Pattonville
Pike Lincoln Tech Center
Ritenour
Silex
South Callaway RII
St. Charles & St. Charles West High School
Troy
Warrenton
Wellsville Middleton
Wentzville

Military Experience

Experience in the Armed Services may be considered for credit based upon recommendations of the American Council on Education Commission and the student's intended major. Submit a military transcript and you will be awarded 2 credit hours of Physical Education. Contact the financial aid officer/Veterans Services for information on obtaining a military transcript.

Contact Information

TRANSFER SERVICES MANAGER
636-922-8632 | *williamwhite@stchas.edu*

DIRECTOR OF ENROLLMENT SERVICES
636-922-8436 | *cakins@stchas.edu*

RECRUITMENT & ASSESSMENT MANAGER
636-922-8626 | *blegate@stchas.edu*

TUITION
& FINANCIAL ASSISTANCE

FINANCIAL ASSISTANCE

Grants, loans, scholarships and part-time employment are available to St. Charles Community College students who qualify. Most awards are based on need and require you to maintain a minimum grade point average. Most awards are made for one academic year only. Students who wish to be considered for financial assistance should apply for admission to SCC and submit an application for federal financial assistance.

For detailed information on cost of attendance, payment of tuition and fees, financial assistance, payment plans, third-party billing, refund policy and residency in the district, visit *stchas.edu/admissions, stchas.edu/finaid* and *stchas.edu/tuition.*

STUDENT SUPPORT SERVICES

DEGREE AUDITS

Degree audits (a calculation of courses needed for a degree or certificate) are available in Room 1204 of the Administration Building, or students may access a computerized audit through their mySCC portal. The degree audit is for advisement purposes only. It is not a substitute for the official degree audit required by the registrar for graduation. It is not to be considered as an application for graduation.

EMERGENCY SERVICES AND PHONE CALLS

If a person is seriously injured or becomes ill on campus, the community assistance 911 number or the Department of Public Safety (636-922-8545) should be called immediately. In any injury incident, whether or not it is an emergency, the Department of Public Safety should be immediately notified. An incident report must be filed with Department of Public Safety in all cases of injury and emergency. If emergency transportation and treatment at a health care facility are necessary, all costs are the responsibility of the person who is transported. Students may not receive phone calls at the college through a college phone number except in cases of emergency. In the event of an emergency, you will be contacted in class to return a phone call. The caller will be asked to provide a phone number to the Department of Public Safety and the nature of the emergency in order for the college to determine if the call warrants a student being removed from class. DPS may be reached at 636-922-8545.

SERVICES FOR STUDENTS WITH DISABILITIES

To apply for services you should schedule an appointment with the Disability Support Services (DSS) manager. The process includes a review of your documentation and an interview with the manager. Accommodations and disability status are approved on a case-by-case basis. Accommodations are arranged to ensure access to all programs/courses at SCC.

New students should apply to the college online and complete their assessment test or submit ACT scores before meeting with the DSS manager. Each section of the assessment test is untimed and is taken on a computer. An online calculator is allowed for the math section. For more information, contact the Assessment Center. If accommodations are approved for the assessment tests, they will be provided through DSS and must be scheduled ahead of time.

Contact Information

DISABILITY SUPPORT SERVICES MANAGER
636-922-8247 | *pgeorge@stchas.edu*

COLLEGE POLICIES
ACADEMIC AND GENERAL

STUDENT RESPONSIBILITIES

STUDENT CONDUCT CODE

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REPEATING A COURSE

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WITHDRAWAL

STUDENT RESPONSIBILITIES

We believe that students are responsible for their learning. Similarly, student rights accompany exercise of responsibility for learning.

- Selecting a program of study that is consistent with his/her abilities and interests.
- Selecting coursework that corresponds with his/her program of study and readiness level.
- Enrolling in a schedule of classes appropriate to the time and effort that he/she will allocate to academic requirements.
- Being attentive and participating in class activities.
- Completing all class assignments as directed by the instructor or course syllabus.
- Complying with all college announcements and requirements found in the catalog and official publications.
- Seeking appropriate support services to improve his/her level of academic achievement and to enhance the quality of college life.
- Behaving in a humane and ethical manner both in the classroom and in all communication and contact with the instructor, other staff members and other students.
- Students are expected to attend all class sessions and report to each session on time. If an absence occurs, students are responsible for all work missed. Excessive absences that jeopardize successful completion of the course (as outlined in the course syllabus) may result in a lowered or failing grade in the class.

STUDENT CONDUCT CODE

Students enrolling at SCC are to conduct themselves in a manner compatible with the educational purposes of the college. If you fail to do so, the college will institute appropriate disciplinary action, which may include dismissal. Specifically, students are expected to comply with federal, state and local laws concerning activities prohibited on public school property and at college-sponsored functions. Civil disobedience, assault, forgery, gambling, immoral conduct, libel, theft, use and sale of alcoholic beverages and other dangerous drugs, vandalism, or possession of firearms, explosives, dangerous chemicals, or other weapons are prohibited while on college property or at a college-sponsored event. Students who hold a conceal and carry permit or endorsement may not bring firearms on campus.

GRADUATION REQUIREMENTS AND PROCEDURES

Graduation Requirements

The requirements for graduation at St. Charles Community College are those specified in the college catalog at the time a student enrolls or of any subsequent catalog as long as the student enrolls in at least one fall or spring term each academic year (August-May). If you change programs, you will be expected to meet the graduation requirements of the catalog in effect at the time of your program change. (See sections on Graduation Requirements in the chapter on Academic Programs – Degrees and Certificates in this catalog.)

In the case of curriculum changes, academic deans may make adjustments to your educational plan to meet program requirements. Every effort will be made to count earlier course work in a way most beneficial to the student in fulfilling current requirements. Students are subject to all policies/regulations stated in the most recent catalog.

Applying for Graduation

To be eligible for graduation from SCC, you must adhere to the following:

- File an application for graduation with the Enrollment Services Department during the semester before you wish to graduate. **Check the current academic calendar for specific application deadlines.** The calendar can be found online at *www.stchas.edu/events*. A summer graduate who wishes to participate in the May commencement ceremony must file an application for graduation by Feb. 1. The deadlines allow the college ample time to review student applications, to ensure that all requirements for graduation have or will be met, and to allow students the time to make course adjustments before the close of registration of their final semester.
- Submit the $30 graduation fee. This fee is non-refundable if degree requirements are not met by graduation. You will be required to pay this fee each time you apply for graduation. However, if you decide to postpone your graduation to the following semester, the fee is transferable so long as the Enrollment Services Department is notified in writing three weeks before your original anticipated date of graduation.
- Meet all requirements of the degree/certificate program as outlined in the college catalog, with at least 15 of these credit hours actually earned at SCC.
- Earn a cumulative grade point average of at least 2.0 and be in good academic standing.
- Resolve all financial obligations to the college and return all library and college materials.
- Students who plan to earn a degree at SCC will need to meet the requirements of the catalog in effect when they first enrolled or of any subsequent catalog as long as they enroll in at least one fall or spring term each academic year (August-May).

Issuance of Diplomas

Diplomas earned for December and May graduates will be issued shortly after the May commencement. August diplomas will be mailed at the end of August. Degrees earned in December will be posted on the student transcript at the time all degree requirements are met.

Commencement Exercises

Commencement exercises are held annually in May. Students who are graduating in May and graduates from the previous December may participate in the exercises, along with those who have applied for and been tentatively accepted to graduate in the coming August.

Earning More Than One Degree

- A separate application must be filed for each degree or certificate whether they were earned at the same time or during different semesters.
- The specific requirements of each degree or certificate must be completed.
- When two degrees are being earned, a student must choose the degree that requires the highest number of total semester hours and earn at least 15 additional hours. Example: If one degree requires 64 credits and the other requires 66, you must complete 81 total semester hours (66 + 15). If both degrees require 64 semester hours, you must complete a total of 79 credits.
- If two degrees or certificates are earned at the same time, the graduation fee for the second is $10. If the second degree or certificate is earned in another semester, the $30 graduation fee must be paid each semester that a degree is awarded.

REPEAT OF A COURSE

You may repeat one time any credit course for which you did not receive at least a "C" for graded courses, or a grade of "P" for pass/fail courses. Exceptions to this rule include PE activity courses and some music courses. If the course can be repeated and have multiple attempts count toward graduation hours, then all attempts count in the cumulative GPA. "Ws" or withdrawals from a course are treated as an attempt. All grades from each attempt are recorded on the transcript, but SCC will use the higher grade to calculate the grade point average (GPA). Some colleges and universities will recalculate the grade point average for admissions purposes and include both grades earned. Students wishing to attempt a course for the third time must speak with an advisor or the department chair to obtain permission to enroll. In general, courses may not be attempted a fourth time. Where courses are a part of a sequence (English, math, reading), students may enroll in or audit the prerequisite course in order to acquire the prerequisite skills necessary for a successful fourth attempt. For financial assistance eligibility, all attempts will count towards maximum hour limits and completion ratio.

AUDITING A COURSE

If you wish to attend a course without taking an examination or receiving credit for the course, you may register on an audit basis. Students who register on an audit basis will pay the regular tuition rate and must meet the course prerequisites or receive special permission from the instructor. Audit students must adhere to the same policies and procedures as all students. If you wish to change from audit to credit or from credit to audit after the course is under way, you must process the change through the Enrollment Services Department within the first four weeks of classes (prorated for summer classes). Students cannot count audited courses to establish full-time status.

CHANGE OF ACADEMIC PROGRAM

You may petition to change your program (or major) by filing a form available in the Enrollment Services Department, or online at *stchas.edu/docs/pdfs/15-0528-ENR-Change%20of%20Degree%20Form.pdf*

ATTENDANCE

General Policy

The college has no plan of recognized class 'cuts' or absences. You should attend all class meetings in which you are enrolled. Excessive absence may be sufficient cause to fail the course. For distance classes, "attendance" will be defined as active participation in the course as described in the individual course syllabus. The final decision as to what constitutes excessive absence from a class is left to the instructor and will be outlined in the course syllabus. Students should discuss any absences with their instructor. Students who are absent from classes while participating in college-sponsored events or activities will not be automatically penalized for the absence. It is the expectation that students will normally be excused from class except under extraordinary circumstances.

Students must complete the following procedures to determine the outcome of their absence for each missed class:

1) Students should make every effort to schedule college-sponsored activities around classes.
2) Students are responsible for notifying their instructors in advance of the absence. When possible, contact your instructor at least two weeks before the event/activity. Face-to-face interaction between student and instructor is preferred.
3) In advance of the activity, students must provide their instructor(s) a completed Event Form for each missed class. Student Event Forms are available to student athletes in CC 104 and for members of clubs and organizations in CC 102. This form will help you discuss the potential effects of the absence with your instructor.
4) Students are expected to make up any classwork in a time frame to be determined by the instructor. When a test is scheduled for the day of the expected absence, students should discuss with their instructor how to make other arrangements to take the test. You should use the ACE Center for additional help and the Assessment Center for make-up tests.
5) If you fail to inform the faculty in advance of the expected absence, the absence may or may not be accommodated at the instructor's discretion.
6) Absences for the student-related activity will be reflected in your attendance record.

WITHDRAWAL FROM COURSES

All students who wish to drop a course or courses must obtain and complete an Add/Drop Form from the Enrollment Services Department. It is the student's responsibility to return the completed Registration Form to the Registrar's Office. You may also drop online through SCC Connection.

Discontinuing a course will affect your transcript (permanent record) as follows: A student who withdraws officially from a course before the end of the 10th week of class meetings will receive a "W" for the course. If you simply stop attending class and do not officially withdraw from the course, you will receive an "F" grade for the course. Leaving the Registration Form with your instructor does not constitute an official withdrawal from the course. The form must be returned to the Enrollment Services Department in accordance with withdrawal procedure and dates. A listing of important course withdrawal dates may be obtained in the Enrollment Services Department or online at *stchas.edu/calendar*. These dates are published in the credit class schedules and on the college website. The approved withdrawal dates are prorated for courses fewer than 16 weeks in length and for interim and summer sessions. The Veterans Administration may interpret the withdrawal from courses differently, so veterans should check with the Financial Assistance Office.

GRADING
AND ACADEMIC HONORS

GRADING SYSTEM

GRADE GRIEVANCE POLICY

REVIEW OF ACADEMIC STATUS

SATISFACTORY ACADEMIC PROGRESS

SCHOLASTIC HONORS

TRANSCRIPTS

OUTCOMES ASSESSMENT

GRADING SYSTEM

Grading symbols and corresponding grade points are listed below. Some symbols are not grades but designations of administrative action regarding course work.

A (Excellent) Student has demonstrated outstanding proficiency in mastering course objectives. (4 grade points per credit hour in computation of grade point average.)

B (Above Average) Student has demonstrated above-average proficiency in mastering course objectives. (3 points)

C (Average) Student has demonstrated average proficiency in mastering course objectives. (2 points)

D (Below Average) Student has demonstrated below-average proficiency in mastering course objectives. (1 point)

F (Failing) Student has not demonstrated a minimum passing proficiency in mastering course objectives (0 points)

I (Incomplete) Due to extenuating circumstances, a student may be given an extension of time by the instructor to complete course objectives. The "I" can be issued only at the discretion of the instructor. Once you are issued an "I," you may not withdraw from the course in which the "I" was issued. The "I" must be made up by the midterm of the following semester or it will become an "F" grade. The incomplete must be completed with the instructor who originally issued the "I." The "I" does not count in computation of grade point average.

P (Pass) Student has completed the course work satisfactorily. This mark is used for most developmental courses and other courses at the discretion of the college. (Does not count in computation of grade point average.)

R (Re-enroll) The student has made satisfactory progress but should re-enroll until the course objectives are completed. This mark is used for developmental courses only. (Does not count in computation of grade point average.)

V (Audit) Student's final registration in the course was on an audit basis (no credit). (Does not count in computation of grade point average.)

W (Withdrawal) A "W" is not a grade, but an indication of administrative action requested by the student. You must officially withdraw from a course before the end of the 10th week of classes. For courses shorter than the normal semester, the withdrawal period will be prorated. A "W" may not be changed to a grade. (Does not count in computation of grade point average.)

AW (Administrative Withdrawal) The grade of "AW" will be assigned to those courses that have been administratively withdrawn from a student's record. A grade of "AW" will not count in a student's grade point average but will count in their overall completion ratio. See Board Policy 439 Withdrawal.

Z Administratively unable to give a grade at this time.

GRADE GRIEVANCE POLICY

Students with concerns about grades should, whenever possible, first approach the instructor for clarification/resolution. Concerns about final grades must be expressed by the end of the next regular semester. If, after contacting the instructor, you still have concerns, you should address them to the appropriate program coordinator and/or department chair who will work with you and the instructor to resolve the matter. If the department is unable to remedy the situation, you should address your concerns to the division dean. If resolution still is not achieved, you may then appeal in writing to the Office of Academic Affairs and Enrollment Management. Anonymous calls or unsigned letters will not be acknowledged. Only concerns expressed by the individual student involved will be addressed.

REVIEW OF ACADEMIC STATUS

The college recognizes that extenuating circumstances occur from time to time that may warrant further review of a student's academic progress. Contact the Enrollment Services Department for more information.

NOTE: Students with concerns about course requirements, class procedures, teaching styles or grades should follow the procedure outlined in the Procedure for Addressing Student Concerns section of the catalog.

SATISFACTORY ACADEMIC PROGRESS

St. Charles Community College (SCC) has academic standards that all students must meet. It is necessary for students to maintain a sufficient grade point average (GPA) to graduate from SCC and transfer to a four year college or start a career. Students who meet SCC academic standards are making "satisfactory academic progress" and are in "good standing."

To stay in "good standing," students must maintain a cumulative GPA of 2.0 after they have earned 15 college credit hours or more at SCC.

WHAT HAPPENS IF MY GPA DROPS BELOW 2.0?

Academic Warning: A student is placed on academic warning when their cumulative GPA falls below 2.0 for the first time. Students are unable to register for additional courses until they have completed a mandatory online college success workshop through Canvas.

Academic Probation 1: A student is placed on Academic Probation 1 when their cumulative GPA falls below 2.0 in two consecutive terms. The student must complete an online workshop through Canvas. The student is also required to enroll for classes with an academic counselor after completion of the workshop and is limited to a maximum of 13 credit hours.

Academic Probation 2: A student is placed on Academic Probation 2 when their cumulative GPA remains below a 2.0 for a third consecutive term. The student must complete an online workshop through Canvas. The student is also required to enroll for classes with an academic counselor after completion of the workshop and is limited to a maximum of 13 credit hours.

Academic Suspension: A student is placed on Academic Suspension when their cumulative GPA remains below a 2.0 for a fourth consecutive term. Students will be prohibited from enrolling in courses the semester following the suspension status.

Academic Dismissal: A student will no longer be allowed to attend SCC unless they are academically reinstated by the executive dean for enrollment management. Students must wait a minimum of one semester to appeal this status (summer semester excluded). For a detailed list of procedures to apply for academic reinstatement, contact the office of the executive dean for enrollment management at 636-922-8238.

WHAT IF I GET SUSPENDED?

Suspended students will be required to sit out a semester to reevaluate their academic plans. Students may return the following semester. A meeting with the director of academic counseling is required to enroll in classes. Enrollment is restricted to 13 credit hours.

Students wishing to appeal the layout period and remain continuously enrolled, may make an appointment to speak with the director of academic counseling at 636-922-8477.

After returning from suspension students are required to maintain a 2.0 term GPA each semester that they attend SCC. A meeting with an academic counselor is required to enroll for classes.

Students who do not earn at least a 2.0 term GPA will be academically dismissed.

When a student's cumulative GPA reaches a 2.25 or above, they are placed on a less restrictive status and are then able to enroll for courses without meeting with an academic counselor.

SCHOLASTIC HONORS

Full-time students who earn a 3.50 or above semester grade point average in 12 or more semester hours of credit and part-time students who earn at least a 3.50 GPA for each cumulative 12 credit hours will be named to the Dean's List. Developmental courses, pass/fail courses, transfer credits and courses in which incomplete grades were received do not count toward the credit hours.

The Associate of Arts, Associate of Arts in Teaching, Associate of Science, and Associate of Applied Science degrees and certificates will be granted with the following designations to candidates of superior academic achievement:

Cumulative GPA of at least 3.50-3.74 – Honors

Cumulative GPA of 3.75-3.99 – High Honors

Cumulative GPA of 4.0 – Highest Honors

Indication of scholastic honors at the commencement ceremony will be based on the previous fall semester cumulative GPA.

TO REQUEST A TRANSCRIPT

We now offer electronic transmission of official transcripts. Students can track their status and be notified via text or email when the transcript has been sent.

You may request a transcript by accessing this link: *GetMyTranscript.org*. In addition, in-person requests can be made. We do not accept FAXED requests. Use the Transcript (PDF) and Enrollment Verification Form (PDF).

OUTCOMES ASSESSMENT

SCC is committed to the assessment of college programs and services to improve and maintain their quality and effectiveness. Classroom and program activities, including surveys and focus groups, will be used to assess the outcomes of college education.

Students completing the Associate of Arts 42-hour general education block are required to take COL 299 Sophomore Portfolio Assessment, which will assess their acquisition of knowledge and skills.

Students who complete career-technical programs will be assessed on their mastery of essential occupational skills and general education knowledge. The method of assessing these skills will vary by discipline. Some of the methods used by the programs will be portfolios, culminating projects, field specific national tests and tests developed by the department.

Contact Information

DIRECTOR OF ENROLLMENT SERVICES
636-922-8436 | *cakins@stchas.edu*

DIRECTOR OF ACADEMIC COUNSELING
636-922-8477 | *jlansdowne@stchas.edu*

STUDENT RIGHTS

ADDRESSING STUDENT CONCERNS

EXTERNAL RESOLUTION OPTIONS

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

PROHIBITION OF DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT AND SEXUAL VIOLENCE

PROCEDURE FOR ADDRESSING STUDENT CONCERNS

Students with concerns about course requirements, class procedures, teaching styles or grades should whenever possible first approach the instructor for clarification/resolution. Concerns about final grades must be expressed by the end of the next regular semester. If, after contacting the instructor you still have concerns, you should address them to the appropriate program coordinator and/or department chair who will work with you and the instructor to resolve the matter. If the department is unable to remedy the situation, you should address your concerns to the division dean.

Individual departments may establish their own internal procedures for handling student concerns. If the division is unable to remedy the situation, you may then appeal in writing to the Office of Academic Affairs and Enrollment Management. Anonymous calls or unsigned letters will not be acknowledged. Only concerns expressed by the individual student involved will be dealt with.

Employees of the college may not legally discuss matters pertaining to non-minor students with parents, spouses, friends or classmates without a signed release from the student.

EXTERNAL RESOLUTION OPTIONS

The Missouri Department of Higher Education serves as a clearinghouse for post-secondary student complaints. The MDHE complaint policy may be found at *dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf*. This web page contains information about the complaint process and includes instructions for how to file a formal complaint. Note that the policy provides that a student who wishes to file a complaint with the department must first exhaust all formal and informal avenues provided by the institution to resolve disputes.

Additionally, students may also contact:

Higher Learning Commission of the
North Central Association of Colleges and Schools
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
800-621-7440; Fax: 312-263-7462

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

The College is committed to non-discrimination and equal opportunity regarding the treatment of students, faculty and staff. The College adheres to a strict non-discrimination policy in student admission, educational programs, activities, and employment regardless of race, color, sex, sexual orientation, religion, creed, national origin, ancestry, age, veteran status, disability, or genetic information. The College is an Equal Opportunity Employer.

The College maintains a complaint procedure for the purpose of investigating and providing prompt and equitable remedy.

PROHIBITION OF DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT AND SEXUAL VIOLENCE

All forms of discrimination and harassment degrade the quality of work and diminish the academic mission and will not be tolerated. Sexual harassment, because of its nature, has received special attention within Title IX of the Education Amendments of 1972 (Title IX) and Title VII of the Civil Rights Act. Further, because of the unique relationship between student and faculty member or supervisor and subordinate and the inequities in power, sexual harassment is especially troublesome in the academic environment. Sexual harassment not only violates the law and college policy, but also can damage personal and professional relationships, cause career or economic disadvantage and expose the college to legal liabilities and other financial consequences.

Sexual and other forms of harassment can be prevented through instilling knowledge and awareness. This policy is intended to increase awareness and provide practical information regarding sexual harassment by making available information, resources and the availability of guidance on the subject.

Even consensual sexual or romantic relationships may be perceived as or become occasions of sexual harassment. For more information, individuals should refer to Policy 434.1/534.1, Romantic or Sexual Relationships.

Sexual Harassment

Sexual harassment is unwelcome conduct of sexual nature. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors or other unwelcome written, electronic, verbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's education, employment or participation in college activity;
- Submission to, or rejection of, such conduct by an individual is used as the basis for decisions affecting that individual's academic standing, employment status or participation in a college program or activity;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive environment for that individual's employment, education or participation in a college program or activity. (This third situation is commonly known as hostile environment sexual harassment.)

Sexual harassment may occur between members of the same or opposite sex; sexual harassment may occur between persons of the same or different college status (faculty, staff, student, visitor, vendor, other). Groups may also be found to engage in sexual harassment.

Harassment based on a person's sex is not limited to instances involving sexual behavior. Behavior that is based on sexual advances or overtones, as well as sex or gender harassment because of a person's sex (for example, being denied equal treatment because a person is a female or male, or being treated differently because of gender stereotypes) may be considered sexual harassment.

Sexual harassment may include unwelcome sexually-oriented kidding or teasing, sexual innuendos, sexually-oriented jokes, jokes about gender-specific traits or which are gender-based or the display of obscene material.

Someone who is not the direct and immediate target of sexual harassment may still be a victim of sexual harassment. Harassing behavior toward others may be so offensive, demeaning or disruptive as to constitute a hostile work or academic environment, though not specifically directed at the observer or individual lodging a complaint.

Sexual Assault

Sexual assault is actual or attempted physical sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to:

- Intentional touching of another person's intimate parts without that person's consent;
- Other intentional sexual contact with another person without that person's consent;
- Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent;
- Penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent;
- Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or
- Non-forcible sexual intercourse with a person who is under the statutory age of consent.

In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent can be given by word or action, but non-verbal consent is not as clear. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Consent must be freely given.

In order to give effective consent one must be of legal age and capable of making such decision. Assent does not constitute consent if:

1) It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or
2) It is given by a person who by reason of youth, mental disease or defect, incapacitation, a drug-induced state, or any other reason is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or
3) It is induced by force, duress, or deception.

Domestic Violence

Domestic violence is a felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Stalking

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for her or his safety or the safety of others, or suffer substantial emotional distress.

For purposes of this definition:

- "Course of conduct" means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property;
- "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling; and
- "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

Sexual Exploitation

Sexual exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual violence offenses. Examples of sexual exploitation include, but are not limited to:

- invasion of sexual privacy;
- prostituting another person;
- non-consensual digital, video, or audio recording of nudity or sexual activity;
- unauthorized sharing or distribution of digital, video, or audio
- recording of nudity or sexual activity;
- engaging in voyeurism;
- going beyond the boundaries of consent (such as allowing someone to hide in a closet to watch you having consensual sex);
- knowingly exposing someone to or transmitting an STI, STD, or HIV to another person;
- intentionally or recklessly exposing one's genitals in non-consensual circumstances;
- inducing another to expose their genitals;
- sexually based stalking and/or bullying.

Sexual Violence

For purposes of this policy, sexual violence collectively refers to the terms "sexual assault," "domestic violence," "dating violence," "stalking," and "sexual exploitation" as defined in this policy.

Reporting Discrimination, Harassment, Sexual Harassment and Sexual Violence

Students may report discrimination, harassment, sexual harassment, and sexual violence to the Title IX coordinator, Sylvia Edgar, 636-922-8654, *sedgar@stchas.edu*, Room ADM 1242; or the deputy Title IX coordinator/ dean of student success, 636-922-8238, Room ADM 1123.

Employees may report discrimination, harassment, sexual harassment, and sexual violence to the Title IX coordinator, Sylvia Edgar, 636-922-8654, *sedgar@stchas.edu*, Room ADM 1242; or the deputy Title IX coordinator/ vice president for human resources, Donna Davis, 636-922-8300, *ddavis@stchas.edu*, Room ADM 1242.

Reports of discrimination or harassment may also be made to any administrative officer of the college listed below:

PRESIDENT:
636-922-8380

VICE PRESIDENT FOR ACADEMIC AFFAIRS AND ENROLLMENT MANAGEMENT:
636-922-8356

VICE PRESIDENT FOR ADMINISTRATIVE SERVICES:
636-922-8359

VICE PRESIDENT FOR MARKETING AND STUDENT LIFE:
636-922-8277

The Title IX coordinator and deputy Title IX coordinators will accept anonymous reports of discrimination, harassment, sexual harassment, and sexual violence and will take all reasonable steps to investigate and respond to such reports. However, the college's ability to respond to anonymous reports may be limited.

Individuals may also report sexual violence to the Department of Public Safety (DPS) at 636-922-8545, CS 103. A report to DPS will be considered a report to law enforcement. Though DPS can assist victims of sexual violence in accessing services and/or contacting the Title IX coordinator or deputy Title IX coordinators, DPS may also proceed with pursuing a criminal investigation and/or criminal charges with or without the victim's consent.

The college will respond in a prompt and equitable manner to allegations of discrimination, harassment, sexual harassment, and sexual violence and will respond appropriately to those who violate this policy, up to and including dismissal from employment or expulsion from the college, as applicable.

Though the college encourages all indiv111iduals to bring reports of discrimination, harassment, sexual harassment and sexual violence to the attention of the Title IX coordinator and/or deputy Title IX coordinators, credit-seeking students who wish to maintain confidentiality may contact the mental health counselor, which is provided by the college free of charge for credit-seeking students, at 636-922-8571. Unlike reports of discrimination, harassment, sexual harassment or sexual violence made to other college officials (which must be reported to the Title IX coordinator or deputy Title IX coordinators), credit-seeking students can speak with the mental health counselor confidentially and absent the student's consent, such reports or conversations will not be reported to the Title IX coordinator or deputy Title IX coordinators for further investigation pursuant to this policy. The mental health counselor can, however, assist the credit-seeking student in contacting the Title IX coordinator or the deputy Title IX coordinators to report discrimination, harassment, sexual harassment or sexual violence, at the student's request.

Employees may contact the Employee Assistance Program at 800-356-0856 for confidential assistance.

Any individual who wishes to maintain confidentiality may speak with off-campus rape or domestic violence crisis counselors and off-campus members of the clergy and chaplains.

While the Title IX coordinator, the dean of student success, and the vice president for human resources are formally responsible for enforcing compliance with discrimination, harassment, sexual harassment, and sexual violence policies, ensuring that the campus is free of discrimination, harassment, sexual harassment, and sexual violence is a shared responsibility of all members of the college community. A person does not

have to be the direct target or victim of the discrimination, harassment, sexual harassment, or sexual violence to report it. As mentioned above, this policy covers conduct occurring on property owned or operated by the college, at College-sanctioned functions, and may also apply to off-campus conduct that adversely affects the campus environment. Thus, conduct that occurs off-campus may violate this policy and should be reported to the Title IX coordinator or deputy Title IX coordinators.

If employee discrimination, harassment, sexual harassment, sexual violence, or retaliation is observed by, or reported to a college official (administrators, managers, and supervisors), then that official has the duty to immediately report the matter to the Title IX coordinator or the deputy Title IX coordinators. If student discrimination, harassment, sexual harassment, sexual violence, or retaliation is observed by, or reported to any employee who could be reasonably perceived to have authority or duty to report or address these issues (administrator, manager, supervisor, faculty member dean, coach, Athletic Director, academic counselor/advisor, club advisor, law enforcement or public safety officer, or student conduct administrator), then that official has the duty to immediately report the matter to the Title IX coordinator or the deputy Title IX coordinators. The fact that the alleged victim does not wish to file a complaint does not relieve the official of this responsibility.

If discrimination, harassment, sexual harassment, sexual violence, or retaliation of any kind is observed by or reported to an employee not listed above, that employee should report the matter to the Title IX coordinator or the deputy Title IX coordinators. The employee may initially be able to omit personally identifiable information. The Title IX coordinator, dean of student success, and/or the vice president for human resources will guide the employee with regard to how much detail is needed in the initial report. Following the initial report, college officials may need additional information in order to fulfill the College's obligations under Title IX. In taking these actions, the college will always be guided by the goals of empowering the victim and allowing the victim to retain as much control of the process as possible. No employee or representative of the college can or should promise confidentiality. However, the mental health counselor of the college will maintain confidentiality excluding threat of harm to oneself or another.

The method for reporting discrimination, harassment, sexual harassment, and sexual violence is also outlined in the St. Charles Community College Reporting Discrimination, Harassment, Sexual Harassment and Sexual Violence (Report Procedure). A copy of that document may be obtained from the following locations:

- Welcome Center, Administration Building
- Office of Human Resources
- Office of Academic Affairs and Enrollment Management
- Office of Administrative Services
- Department of Marketing and Communications
- Department of Enrollment Services
- Department of Student Life

The college recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time an incident of sexual violence occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report incidents of sexual violence to campus officials. A bystander reporting in good faith or a victim reporting sexual violence to College officials or law enforcement will not be subject to campus conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the sexual violence.

The college strictly prohibits retaliation of any kind against an individual for reporting discrimination, harassment, or sexual violence pursuant to this policy, assisting someone with a complaint of discrimination, harassment, or sexual violence, or participating in an investigation/disciplinary procedures following a complaint of discrimination, harassment, sexual harassment, or sexual violence. Examples of such prohibited retaliation include threats, intimidation, reprisals, adverse employment actions, or adverse educational actions. Any incidents of alleged retaliation should be immediately reported to the Title IX coordinator or the deputy Title IX coordinators. The college will take appropriate corrective action, including disciplinary action, up to and including dismissal or expulsion, if retaliation, which is prohibited by this policy occurs.

Discrimination, Harassment, Sexual Harassment and Sexual Violence Investigation/ Disciplinary Procedures

The college takes all reports of discrimination, harassment, sexual harassment, and sexual violence very seriously and responds to such reports in a prompt, equitable, and impartial manner. Investigations into allegations of discrimination, harassment, sexual harassment, or sexual violence will be completed as soon as practicable and typically take no longer than 60 days; however, extensions for good cause may be granted, with written notice to the parties of the delay and the reason for the delay. In determining whether allegations of discrimination, harassment, sexual harassment, or sexual violence constitute a violation of this policy, the college will consider the conduct alleged from the subjective and objective perspective of a reasonable person in the reporting party's position, considering all circumstances.

Following a report of discrimination, harassment, sexual harassment, or sexual violence, the Title IX coordinator will designate an individual(s) to conduct an investigation. As part of the investigation, as appropriate, the investigator(s) will meet with the reporting party, meet with the responding party, conduct additional interviews with fact witnesses, and gather relevant documentation. All investigations will be thorough, reliable, and impartial. Upon completion of the investigation, the investigator will provide a written report to the Title IX coordinator who will then release the report to the deputy Title IX coordinator. It is the deputy Title IX coordinator (or designee) who will determine, in consultation with the Title IX coordinator, whether there has been a policy violation and what disciplinary action(s)/sanction(s) (if any) will be imposed. Any disciplinary action(s)/sanction(s) and appeals will be governed by the following policies:

- Students: Policy 410 Student Conduct, Discipline and Due Process
- Full-time Faculty: MOU Section VIII Grievance Procedures, beginning at Step 3 for disciplinary action(s) up to and including Written Warning; and MOU Section XVIII Misconduct and Other Violations for Dismissal
- Staff: Policy 793 Disciplinary Actions and Policy 790.2 Problem Solving and Appeals

In cases of sexual harassment or sexual violence, both the reporting party and the responding party have the right to appeal the outcome of the investigation/disciplinary procedures.

The responding party and other necessary parties will be notified in writing of the deputy Title IX coordinator's finding of responsible/not responsible and any disciplinary action(s)/sanction(s) imposed, if any.

In addition to the procedures detailed above, the following rights, procedures, and guidelines apply in cases involving allegations of sexual harassment and sexual violence.

Following a report of sexual violence, the Title IX coordinator, deputy Title IX coordinators, or designee will:

- Provide the reporting party with referrals for medical care if appropriate;
- Assess the immediate safety needs of the reporting party;
- Provide the reporting party with contact information for DPS and/or the local police department and assist the reporting party with contacting DPS and/or the local police department if the reporting party requests;
- Inform the reporting party of the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services on and/or off campus including crisis hotline phone numbers;
- Assess the need to implement interim interventions and long-term protective measures, such as academic, transportation, and working accommodations, and provide those accommodations if they are reasonably available and requested by the reporting party;
- Provide a "no trespass" directive to the accused if deemed appropriate;
- Provide the reporting party with written instructions on how to apply for a protective order; and
- Provide the reporting party with a copy of this policy and inform the reporting party regarding timeframes for inquiry, investigation, and resolution.

Following a report of sexual violence or sexual harassment, the Title IX coordinator, deputy Title IX coordinators, or designee will determine whether interim interventions and protective measures should be implemented and are reasonably available, and, if so, take steps to implement those interim interventions and protective measures as soon as possible. Examples of interim interventions and protective measures include, but are not limited to: a college order of no contact, adjustment of course schedules, a leave of absence, reassignment to a different supervisor or position, or interim/administrative suspension. These remedies may be applied to one, both, or multiple parties involved. Violations of directives and/or protective measures provided by the Title IX coordinator, deputy Title IX coordinators, or their designee will constitute related violations that may lead to additional disciplinary action(s)/ sanctions(s). Interim Interventions and protective measures imposed may be temporary pending the results of the investigation/disciplinary procedures or may become permanent as determined by the College.

Following a report of sexual violence or other alleged criminal behavior, the college will assist the reporting party in contacting DPS and/or the local police department to report the alleged criminal behavior if requested by the reporting party and will work collaboratively with DPS and/or the local police department unless otherwise prohibited by law. However, the College will not delay its investigation/disciplinary procedures pending the final results of a criminal investigation or proceeding.

Prior to proceeding with an investigation of a report of sexual harassment or sexual violence, the college will inform the reporting party that the investigation/disciplinary procedures are being pursued in accordance with this policy. If a reporting party does not wish to proceed with the investigation/disciplinary procedures or does not consent to the disclosure of his or her name or other identifiable information to the accused, the college's ability to respond to the complaint may be limited. The college will take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request for confidentiality, but the College may not be able to comply with this request. The college will inform the reporting party if it cannot ensure confidentiality. Even if the reporting party does not wish to proceed with the investigation/ disciplinary procedures, Title IX may nevertheless require that the college "take reasonable action" in response to the complaint. The Title IX coordinator must weigh the reporting party's wish not to proceed/request for confidentiality with:

- The seriousness of the alleged conduct;
- Whether there have been other complaints of the nature against the same student and/or employee; and
- The responding party's right to receive information regarding the allegations under FERPA

The Title IX coordinator, the dean of student success, the vice president for human resources, the vice president for academic and student affairs, the college president, and other individuals involved in investigation/ disciplinary procedures related to reports of sexual violence receive training annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and are taught how to conduct the investigation/disciplinary procedures in a way that protects the safety of the reporting party and promotes accountability. These individuals also receive training on handling complaints of sexual harassment, these policies and procedures, and the confidentiality requirements. The College's investigation/disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the reporting party or the responding party. If the reporting party or the responding party believes the official investigating the complaint or handling an appeal (if available) has a conflict of interest or bias for or against the reporting party or responding party, he/she shall notify the Title IX coordinator as soon as reasonably possible. The Title IX coordinator will determine whether a conflict of interest or bias exists and will appoint an alternative official if appropriate.

During investigation/disciplinary procedures related to complaints of sexual violence or sexual harassment, both the reporting party and the responding party will have the following procedural rights:

- The opportunity to have an advisor of the individual's choosing present during any investigative and/or disciplinary meetings. The role of the advisor is solely to support the individual. The advisor is not permitted to ask or answer questions, serve as a witness, or make a statement on behalf of the complainant or accused. The college is not responsible for providing the reporting party or the responding party with an advisor.
- The right of the reporting party or the responding party to receive timely notice of meetings in which they are a participant;
- Subject to applicable law, the right to receive timely and equal access to any information relied on as part of the investigation/disciplinary procedures; and
- Equal opportunity to provide information through the investigation/disciplinary procedures.

- The reporting party and responding party will not be permitted to directly question each other.

Determinations of whether the responding party is deemed responsible for the alleged behavior will be based on the preponderance of evidence standard. A preponderance of the evidence exists when a reasonable person, after a careful balancing of available information, would conclude that it is more likely than not that a violation of this policy occurred and that the responding party is responsible for the violation. If a violation of this policy is found, the college will act to end the sexual violence or sexual harassment, prevent its recurrence, and remedy its effects on the individual and the campus community.

If the investigation/disciplinary procedures result from a report of sexual harassment, both the reporting party and the responding party will be notified in writing of the deputy Title IX coordinator's finding of responsible/not responsible and the disciplinary action(s)/sanction(s) imposed (when appropriate). The reporting party will only be notified of those that directly relate to the reporting party, like an order that the responding party stay away from the reporting party, and the right to appeal.

If the investigation/disciplinary procedures result from a report of sexual violence, both the reporting party and the responding party will be simultaneously notified in writing of the deputy Title IX coordinator's finding of responsible/not responsible and the disciplinary action(s)/sanction(s) imposed (when appropriate), the right to appeal, any changes to the result of investigation/disciplinary procedures, and when such results become final.

Confidentiality

Though the college encourages all individuals to bring reports of discrimination, harassment, sexual harassment, and sexual violence to the attention of the Title IX coordinator and/or the deputy Title IX coordinators, credit-seeking students who wish to maintain confidentiality may contact the mental health counselor, which is provided by the College free of charge for credit-seeking students, at 636-922-8571. Unlike reports of discrimination, harassment, sexual harassment or sexual violence made to other college officials (which must be reported to the Title IX coordinator or deputy Title IX coordinators), credit-seeking students can speak with the mental health counselor confidentially and absent the student's consent, such reports or conversations will not be reported to the Title IX coordinator or deputy Title IX coordinators for further investigation pursuant to this policy. The mental health counselor can, however, assist the student in contacting the Title IX coordinator or the deputy Title IX coordinators to report discrimination, harassment, sexual harassment or sexual violence, at the student's request.

Employees may contact the Employee Assistance Program at 800-356-0856 for confidential assistance.

Individuals who wish to maintain confidentiality may speak with off-campus rape crisis or domestic violence counselors and off-campus members of the clergy and chaplains.

While all reports of discrimination, harassment, sexual harassment, and sexual violence, other than those made to the mental health counselor, must be shared with the Title IX coordinator, such reports should be treated as confidential and shared only with persons who have a specific need to know due to their involvement in the investigation/disciplinary procedures related to the reporting party and/or their involvement in delivering resources or support services to the reporting party. If a reporting party requests confidentiality, the college will take all reasonable steps to investigate and respond to the complaint while respecting the reporting party's request for confidentiality; however, complete confidentiality may not be possible. The college will maintain as confidential any interim interventions or protective measures provided to the reporting party to the extent that maintaining such confidentiality will not impair the ability of the college to provide the interim interventions or protective measures. Further, publicly available recordkeeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).

Contact Information

CHIEF DIVERSITY OFFICER & TITLE IX COORDINATOR
636-922-8654 | *sedgar@stchas.edu*

DIRECTOR OF STUDENT LIFE
636-922-8544 | *kpfeiffer@stchas.edu*

SCC
SCC

GENERAL EDUCATION REQUIREMENTS

ASSOCIATE OF ARTS

ASSOCIATE OF APPLIED SCIENCE

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.

ASSOCIATE OF ARTS GENERAL EDUCATION REQUIREMENTS

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.

* 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.

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, and 102 OR, HON 100, HON 101 One course from: SPE 101, 102, 110
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.	9	One course from Group I: HIS 101, 102 115, 270 HON 100, 101, 102, 107 POL 101, 102 One course from Group II: Any ANT, CRJ 140, 175 ECO 100, 110, 120, EDU 247 Any GEO, PSY 101, SOC 101 HON 102, 104 One Additional Course from Group I or II, or: Any HIS, Any POL or Group III: HON 103

ASSOCIATE OF ARTS GENERAL EDUCATION REQUIREMENTS (CON.)

DISCIPLINE	DESCRIPTION	CREDIT HOURS	COURSES
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 1001 (101), 1500 (150), 1505 (151), 2100, 2210 (160), 1200 (170), 2210, 2220 (222), 2401, 2501, 2551, 2601, 2701, 2751; COM 123, COM 124; ENG 200, 201, 202, 203, 206, 207, 208, 209, 250; MUS 109, 110, 111, 112, 113, 114, 229, 230, 231, 232, 234, 235 One Course from Group II: HON 104,108, Any LIT Any PHL, Any Foreign Language, BUS 105/CPT 105, ENG 280 One Additional Course from Group I or II THE 122, 123, 124, 229, 230
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, 181, 201, 202, 220, 224; ART 1001, 1500, 1505, 2210; BUS 105 or CPT 105; BUS 255; CRJ 280; EDU 247; ENG 280; ESL 107, 108; GEO 100, 101, 102, 110; Any GLC; Any GLS; HIS 145, 146, 160, 202, 203, 240; HMS 151; HON 104; LIT 200, 201, 207, 215, 216, 218, 222, 223, 230, 239, 240, 241, 242, 265, 267, 271, 272, 273, 274, 275, 280; SOC 151, 224, 241; 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 which could serve as a basis for continued learning.	3-4	MAT 155 or higher

NOTE: A student who takes a 3 credit hour math course that is equivalent to or higher than MAT 155, for example MAT 175, will need to take an additional general education credit hour, to meet the 42 credit hour general education requirement. Speak with your academic counselor.

DISCIPLINE	DESCRIPTION	CREDIT HOURS	COURSES
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 105/106, 110/113, 120/121 122, 130, 150 OR 160; HON 106 One Course From Group II: CHM 101/103, 106, 110/113, or 115; PHY 105/107, 111/113 125/127, 130/131, 150/153, 145 (225)/147 (227), 250

ASSOCIATE OF ARTS GENERAL EDUCATION REQUIREMENTS (CON.)

DISCIPLINE	DESCRIPTION	CREDIT HOURS	COURSES
			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 APPLIED SCIENCE 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. See Degrees and Certificates section for details.

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; HON 100, 101 One Course from Group I: SPE 101, 102, 110
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	EDU 247, HIS 101, 102, 115, 202, 203, 270; HON 100, 101, 102; POL 101, 103
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, COM 123, COM 124, 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/BTC 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

CAMERA
101

ACADEMIC PROGRAMS
DEGREES AND CERTIFICATES

Instructional programs at St. Charles Community College offer you several options in attaining long-term or short-term educational goals.

If your goal is to complete requirements for the first two years of a bachelor's degree, you can enroll in SCC's college transfer program. The transfer program contains courses that parallel the first two years of study at many four-year institutions.

Another option is the career-technical program pathway. You can earn a certificate or degree that leads directly into the job market upon graduation from SCC. These one- and two-year programs allow you to match your career skills with jobs available in today's rapidly changing work force.

If you would like to take college-level classes but are unable to come to campus on a regular basis, you may take advantage of distance learning courses such as online, teleweb, telecourse and video courses.

A listing of courses offered for a specific semester can be found at www.stchas.edu/distance.

Of course, not everyone comes to college seeking a degree, so SCC offers you the option to take credit classes one at a time to update job skills or for personal enrichment. Or, if you need to improve basic reading, writing and math skills before enrolling in college-level work, we encourage you to find out more about developmental programs and special study skills classes.

Descriptions of SCC credit courses begin on p. 102 or can be found online. Look under the "Academics" section online at www.stchas.edu.

SCC INSTITUTIONAL REQUIREMENTS FOR EARNING A DEGREE OR CERTIFICATE:

- **Complete the minimum number of credit hours required for your degree program.**
- **Complete a minimum of 15 credit hours at SCC.**
- **Earn a 2.00 cumulative grade point average.**

ART 34-37

Degrees

A.A.S. Graphic Design
A.F.A. Studio Art
A.F.A. Graphic Design
A.F.A. Art Education

Certificates

C.S. Design Media
C.S. Photography
C.S. Print Media
C.S. Web Media

Transfer Program Schedule (A.A.)

Art/Design

BUSINESS ADMINISTRATION 38-41

Degrees

A.A.S. Business Administration

Certificates

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

Transfer Program Schedule (A.A.)

Business
Economics

Certificates/Certifications (Non-Credit)

Bookkeeper Certificate Program

BUSINESS TECHNOLOGY 41-43

Degrees

A.A.S. Business Technology

Certificates

C.A. Computer Applications
C.A. Customer Service
C.A. Desktop Publishing
C.S. Software Productivity

Certificates/Certifications (Non-Credit)

Microsoft Office Certificate

COMPUTER SCIENCE 44-53

Degrees

A.A.S. Computer Programming
A.A.S. Cyber Security
A.A.S. Database Management
A.A.S. Management Information Systems
A.A.S. Multimedia and Web Design
A.A.S. Network Security
A.A.S. Networking
A.S. Cyber Security
A.S. Management Information Systems
A.S. Programming

Certificates

C.A. Data Management
C.A. Multimedia
C.A. Networking
C.A. Programming Languages
C.A. Web Design
C.S. Computer Security
C.S. Cyber Security
C.S. Desktop Support
C.S. IT Project Management
C.S. Networking (Routing and Switching)
C.S. Programming
C.S. System Administration
C.S. Web Development

Transfer Program Schedule (A.A.)

Computer Science

CRIMINAL JUSTICE 54-56

Degrees

A.A.S. Law Enforcement

Certificates

C.A. Law Enforcement

Transfer Program Schedule (A.A.)

Criminal Justice

Certificates/Certifications (Non-Credit)

Paralegal Certificate

EDUCATION 57-62

Degrees

A.A.T. Early Childhood Education
A.A.T. Elementary Education
A.A.T. Secondary Education

A.A.S. Child Care and Early Education
A.A.S. Paraprofessional Studies
A.A.S. Paraprofessional Studies – Autism

Certificates

C.A. Child Care and Early Education
C.S. Autism Specialist

ENGINEERING 62-63

Degrees

A.S. Engineering

ENGLISH COMMUNICATIONS/ FOREIGN LANGUAGES 63-65

Certificates

C.S. Creative Writing
C.S. English as a Second Language

Transfer Program Schedule (A.A.)

Communications
English
Foreign Language

GENERAL EDUCATION 66-67

Degrees

A.A. Liberal Arts/Undecided

Certificates

C.S. Diversity
C.S. Honors

Transfer Program Schedule (A.A.)

Liberal Arts/Undecided

HEALTHCARE 67-77

Degrees

A.S. Nursing
A.S. Health Information Management
A.A.S. Emergency Medical Science
A.A.S. Occupational Therapy Assistant
A.S. Pre-Pharmacy

Certificates

C.A. Practical Nursing
C.S. Medical Assisting
C.S. Medical Billing and Coding

Certificates/Certifications (Non-Credit)

Basic Life Support for Healthcare Providers Skill Evaluation
Certified Medication Technician
Certified Nurse Assistant
Certified Nurse Assistant – Accelerated Program
Clinical Supervisor
IV Therapy
Level One Medication Aide – Biennial Update
Medical Administrative Assistant with EHR
Medical Transcription Editor
Pharmacy Technician
Phlebotomy
Professional Medical Coding and Billing with Applied PCS
Registered Nurse First Assistant

HUMAN SERVICES 78

Degrees

A.A.S. Human Services

Transfer Program Schedule Guide (A.A.)

Social Work

HUMANITIES 79-80

Certificates

C.A. Global Studies

Transfer Program Schedule Guide (A.A.)

Theatre

MATH 80

Transfer Program Schedule Guide (A.A.)

Mathematics

MUSIC 81-82

Degrees

A.F.A. Music

Transfer Program Schedule Guide (A.A.)

Music

PHYSICAL EDUCATION 83-85

Degrees

A.S. Exercise Science
A.S. Recreation/Leisure

Certificates/Certifications (Non-Credit)

Personal Fitness Trainer

SCIENCE 85-88

Degrees

A.S. Biology
A.S. Chemistry
A.S. Pre-Environmental Health and Safety

SOCIAL SCIENCE 88-90

Transfer Program Schedule Guides (A.A.)

Geography
History
Political Science
Psychology
Sociology

TRADES/MANUFACTURING 90-96

Degrees

A.A.S. Computer-Aided Drafting
A.A.S. General Technology
A.A.S. Skilled Trades
A.A.S. Supply Chain Logistics and Manufacturing Techniques
A.A.S. Welding

Certificates

C.A. Computer Aided Drafting
C.A. Entry Level Welding
C.A. Manufacturing Technology
C.S. Basic Welding
C.S. Advanced Welding
C.S. Manufacturing Technology, Certified Production Technician

Certificates/Certifications (Non-Credit)

American Welding Society Certificate
Certified Production Technician
Home Inspection Certificate

PROGRAM DEFINITIONS

Associate of Arts (A.A.)

The A.A. is awarded to students completing the requirements of the academic transfer program with a minimum of 64 semester hours including general education core requirements. It generally parallels the first two years of a Bachelor of Arts degree at a four-year institution.

Associate of Arts in Teaching (A.A.T.)

The A.A.T. is awarded to students completing the requirements of the academic transfer program for future educators. It is a 64-hour program that includes a general education core and elective/institutional requirements. It generally parallels the first two years of a Bachelor of Arts degree at a four-year institution.

Associate of Fine Arts (A.F.A.)

The A.F.A. is awarded to students completing the requirements of a specifically identified academic program available within this degree. Minimum credit hours vary based on the specific program. The Associate of Fine Arts degree is a transfer degree for students planning to pursue a bachelor's degree with a concentration in studio fine arts, graphic design, Art Education or music at either a four-year college, university or art school.

Associate of Science (A.S.)

The A.S. is awarded to students completing the requirements of a specifically identified academic program available within this degree. Minimum credit hours required varies based on the specific program. It generally parallels the first two years of a Bachelor of Arts degree or a Bachelor of Science degree at a four year institution.

Associate of Applied Science (A.A.S.)

The A.A.S. is awarded to students completing the requirements of one of the career/technical programs. Minimum credit hours required varies based on the specific program. Although this degree is not intended to be a transfer degree, some of the courses will transfer to four-year institutions.

Certificate of Achievement (C.A.)

Certificates are awarded upon completion of a prescribed sequence of courses for each program. Normally, two semesters are necessary to complete the requirements for a one-year certificate.

Certificate of Specialization(C.S.)

This certificate is for people who desire information or skills in a specific area related to their current job. They usually can be completed in a short period of time.

For more information and to view schedule guides for the career/technical degree and certificates, please visit *www.stchas.edu/academic/majors-degrees-certificates*

Graduation Requirements

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

Art

DEGREES

GRAPHIC DESIGN A.A.S.

Department: Art

Total Credit Hours: 72 credits

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, and the cinema.

This degree encompasses all current and near-future baseline skills required by graphic employers and includes information and techniques designed to maximize student's employability.

COURSE	TITLE	CREDITS
General Education Requirements (24 credits)		
Mathematics		
MAT 105	Applied Math	3
Communication		
ENG 101	English Composition I	3
ENG 102 or	English Composition II	3
ENG 115 or	Technical Writing	
ENG 125 or	Business Writing	
SPE 101	Oral Communication	3
Social Science		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History since 1877	
HIS 115 or	U.S. History since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
Natural Science		
Any BIO	Any Biology Course	3
Any CHM	Any Chemistry Course	
Any PHY	Any Physical Science Course	
Humanities		
ART 2100	History of Graphic Design	3
Elective		
ART 2700	Intro to Printmaking	3
Core Course Requirements (48 credits)		
ART 1400	Drawing I	3
ART 1405	Drawing II	3
ART 1500 or	Survey of Western Art History I	3
ART 1505	Survey of Western Art History II	
ART 1200	2-D Design	3
ART 1205	Color Theory	3
ART 1105	Digital Art Studio	3
ART 1300	3-D Design	3
ART 2110	Page Layout	3
ART 2120	Typography	3
ART 2130	Digital Imaging & Illustration	3
ART 2140	Web Design	3
ART 2160	Motion Graphics	3
ART 2170	Video Production	3
ART 2800 or	Black and White Photo I	3
ART 2810	Digital Photo I	
ART 2900	Illustration I	3
ART 2199	Portfolio Design & Professional Practices (capstone)	3

Total Required Hours: 72 credits

STUDIO ART A.F.A. TRANSFER PROGRAM

Department: Art

Total Credit Hours: 62 credits

The Associate of Fine Arts degree is a transfer degree for students planning to pursue a bachelor's degree with a concentration in studio fine arts at either a four-year college, university or art school. The degree provides experience in different art media areas to prepare students for a career in a creative arts profession.

COURSE	TITLE	CREDITS
General Education Requirements (19 credits)		
Communication		
ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPE 101 or	Oral Communication	3
SPE 102 or	Public Speaking	
SPE 110	Interpersonal Communication	
Mathematics		
MAT 155***	Contemporary College Math (or higher)	4
Social Science		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
Natural Science		
Any BIO or	Any Biology Course	3
Any CHM or	Any Chemistry Course	
Any PHY	Any Physical Science Course	
Core Course Requirements (24 credits)		
ART 1105**	Digital Art Studio	3
ART 1200	2D-Design	3
ART 1205	Color Theory	3
ART 1300	3-D Design	3
ART 1400	Drawing I	3
ART 1405	Drawing II	3
ART 1500	Survey of Western Art History I	3
ART 1505	Survey of Western Art History II	3

Electives (18 credits)

Electives	5 additional studio art courses reflecting a breadth of studio experiences*	15
ART 2999****	Sophomore Studio Art Seminar	3

Total Required Hours: 62 credits

*Per College policy Individual students may be required to take COL 101.

* Studio Art Option majors must take at least one art elective from each of the three groups of art electives as follows:

Group 1: Drawing III, Figure Drawing, Illustration, Painting
Group 2: Sculpture, Ceramics, Jewelry
Group 3: Printmaking, Photography, Fibers

The additional two art electives can be from whichever area the student has the most interest, or another area in which they have not yet tried.

** ART 1105 also fulfills the SCC computer literacy requirement.

*** The Academic Skills Assessment is required before enrolling in math or English courses. If a student places into lower-level courses than are required for his/her degree, then the student needs to first enroll in such courses before enrolling in the required courses.

**** SCC A.F.A. in Studio Art graduation requirement.

GRAPHIC DESIGN A.F.A. TRANSFER PROGRAM

Department: Graphic Design

Total Credit Hours: 62 credits

Graduates with an A.F.A. degree may enter fields including fine art, graphic design, curatorial, fabrication, illustration, animation, video, as well as higher education.

The Associate of Fine Arts degree is a professional transfer degree for students planning to pursue a bachelor's degree with a concentration in graphic design or studio fine arts at either a four-year college, university or art school. The degree provides experience in selected areas to prepare students for a career in a creative arts profession.

COURSE	TITLE	CREDITS
General Education Requirements (19 credits)		
Communication		
ENG 101**	English Composition 1	3
ENG 102	English Composition II	3
SPE 101 or	Oral Communication	3
SPE 102 or	Public Speaking	
SPE 110	Interpersonal Communication	
Mathematics		
MAT 155**	Contemporary College Math or higher	4
Social Science		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State and Local Government	
Natural Science		
Any BIO or	Any Biology Course	3
Any CHM or	Any Chemistry Course	
Any PHY	Any Physical Science Course	
Core Course Requirements (24 credits)		
ART 1105*	Digital Art Studio	3
ART 1200	2D-Design	3
ART 1205	Color Theory	3
ART 1300	3-D Design	3
ART 1400	Drawing I	3
ART 1405	Drawing II	3
ART 1500	Survey of Western Art History I	3
ART 1505	Survey of Western Art History II	3
Electives (18)		
Electives	5 additional graphic design courses	15
ART 2199	Portfolio Design & Professional Practices	3

Total Required Hours: 62 credits

*Per College policy Individual students may be required to take COL 101.

* ART 1105 also fulfills the SCC computer literacy requirement.

** The Academic Skills Assessment is required before enrolling in math or English courses. If a student places into lower-level courses than are required for his/her degree, then the student needs to first enroll in such courses before enrolling in the required courses.

ART EDUCATION A.F.A.

Department: Art

Total Credit Hours: 69 credits

The Associate of Fine Arts degree is a professional transfer degree which prepares SCC students pursuing a bachelor's degree in art education at a four-year college or university. The degree provides experience in different art media areas as well as education courses to prepare students in both areas and to take the MOGEA examination for Education.

COURSE	TITLE	CREDITS
General Education Requirements (23 credits)		
Communications		
ENG 101	English Composition I	3
SPE 101 or	Oral Communication	3
SPE 102	Public Speaking	
Math		
MAT 156	College Algebra for Educators	4
Social Sciences		
PSY 101	Introduction to Psychology	3
POL 101	American Government	3
Natural Science		
BIO 105	Essentials of Biology	3
PHY 111	Introduction to Physical Science	3
Natural Science Lab		
BIO 106 or	Essentials of Biology Lab	1
PHY 113	Introduction to Physical Science Lab	
Core Art Course Requirements (24 credits)		
ART 1105	Digital Art Studio	3
ART 1200	2D-Design	3

ART 1205	Color Theory	3
ART 1300	3D Design	3
ART 1400	Drawing I	3
ART 1405	Drawing II	3
ART 1500	Survey of Western Art History I	3
ART 1505	Survey of Western Art History II	3

Art Electives: 3 additional art studio courses (9 credits)

3D Art electives (choose 1)

ART 2500 or	Ceramics I or	3
ART 2600	Sculpture I	

2D Art electives (choose 2)

ART 2300 or	Drawing III	6
ART 2310 or	Painting I	
ART 2400 or	Intro to Printmaking	
ART 2700 or	Illustration	
ART 2800 or	B&W Photo I	
ART 2810 or	Digital Photo I	
ART 2110 or	Page Layout	
ART 2120 or	Typography	
ART 2130	Digital Imaging & Illustration	

Education Requirements (13 credits)

EDU 212	Foundations of Education	3
EDU 222	Technology for Teachers	3
EDU 240	Education Psychology	3
EDU 285	Teaching Profession with Field Experience	3
EDU 290	Portfolio Assessment in Education	1
MoGEA Exam	(Passing score required to transfer)	-

Total Required Hours: 69 credits

** ART 1105 also fulfills the SCC computer literacy requirement.

*** The Academic Skills Assessment is required before enrolling in Math or English courses. If a student places into lower-level courses than are required for his/her degree, then the student needs to first enroll in such courses before enrolling in the required courses.

CERTIFICATES

DESIGN MEDIA C.S.

Department: Graphic Design

Total Credit Hours: 27 credits

Design Media C.S. recipients will enter the design field.

This certification program provides a way to upgrade existing or to learn new skills in the area of design media.

COURSE	TITLE	CREDITS

General Education Requirements (0 credits)

Core Course Requirements (27 credits)

ART 1200	2-D Design	3
ART 1105	Digital Art Studio	3
ART 2810	Digital Photo I	3
ART 2110	Page Layout	3
ART 2120	Typography	3
ART 2130	Digital Imaging	3
ART 2140	Web Design	3
ART 2160	Motion Graphics	3
ART 2170	Video Production	3

Total Required Hours: 27 credits

PHOTOGRAPHY C.S.

Department: Art

Total Credit Hours: 18 credits

Photography C.S. recipients may enter the photography field.

This certification program provides a way for students to upgrade existing or to learn new skills in the area of photography.

COURSE	TITLE	CREDITS

General Education Requirements (0 credits)

Core Course Requirements (18 credits)

ART 1105	Digital Art Studio	3
ART 2800	Black & White Photo I	3
ART 2810	Digital Photo I	3
ART 2860	Studio Lighting	3
ART 2870	Event Photography	3
ART 2170	Video Production	3

Total Required Hours: 18 credits

PRINT MEDIA C.S.

Department: Graphic Design

Total Credit Hours: 18 credits

Print Media C.S. recipients may enter both the print and graphic design fields.

This certification program provides a way to upgrade existing or to learn new skills in the area of print media.

COURSE	TITLE	CREDITS

General Education Requirements (0 credits)

Core Course Requirements (18 credits)

ART 1105	Digital Art Studio	3
ART 1200	2-D Design	3
ART 2810	Digital Photo I	3
ART 2120	Typography	3
ART 2110	Page Layout	3
ART 2130	Digital Imaging	3

Total Required Hours: 18 credits

WEB MEDIA C.S.

Department: Graphic Design

Total Credit Hours: 24 credits

Web Media C.S. recipients may enter both the Web and graphic design fields.

This certification program provides a way to upgrade existing or to learn new skills in the area of Web media.

COURSE	TITLE	CREDITS
General Education Requirements (0 credits)		
Core Course Requirements (24 credits)		
ART 1200	2-D Design	3
ART 1105	Digital Art Studio	3
ART 2810	Digital Photo I	3
ART 2110	Page Layout	3
ART 2120	Typography	3
ART 2130	Digital Imaging	3
ART 2140	Web Design	3
ART 2160	Motion Graphics	3

Total Required Hours: 24 credits

TRANSFER PROGRAM SCHEDULE GUIDE

ART/GRAPHIC DESIGN

Department: Art

Total Credit Hours: 64 credits

This transfer program provides a dynamic learning experience in the visual arts in order to prepare students to transfer to four-year institutions to major in studio art or graphic design.

Art and graphic design graduates may enter fields ranging from the fine arts, a wide array of design areas, production, development, illustration and animation, advertising and broadcast or cinema.

Suggested Schedule Planning

COURSE	TITLE	CREDITS
First Semester (18 credits)		
ART 1400	Drawing I	3
ART 1500	Survey of Western Art History I	3
ENG 101	English Composition I	3
MAT 155 or	Contemporary College Math	4
MAT 158 or higher	College Algebra	
Social Science (Group I)		3
Second Semester (15 credits)		
ART 1405	Drawing II	3
ART 1505	Survey of Western Art History II	3
ART 1200	2D Design	3
ENG 102	English Composition II	3
ART 1105	Digital Art Studio	3
Third Semester (15-16 credits)		
Social Science (Group II)		3
ART 1205	Color Theory	3
ART 1300	3D Design	3
Natural Science	3	
Humanities (Group II)		3-4
Fourth Semester (17 credits)		
Social Science		3
Multicultural/Valuing		3
SPE 101 or	Oral Communication	3
SPE 102 or	Pubic Speaking	
SPE 110	Interpersonal Communication	
Course(s) in major for transfer institution*		3
Natural Science With Lab		4
COL 299	Sophomore Portfolio Assessment	1

Total Hours Required for Graduation: 64 credits

*Per College policy Individual students may be required to take COL 101.

* For an AA in Studio Art, choose from:
ART 2210 Modern & Contemporary Art History, ART 2220 History of Photography, ART 2300 Drawing III, ART 2310 Figure Drawing, ART 2400 Painting, ART 2500 Ceramics, ART 2550 Jewelry, ART 2600 Sculpture, ART 2700 Intro to Printmaking, ART 2750 Fibers, ART 2800 Black & White Photography I, ART 2810 Digital Photo I, ART 2900 Illustration I, ART 2930 Gallery Management Internship

* For an AA in Graphic Design, choose from:
ART 2100 History of Graphic Design, ART 2110 Page Layout, ART 2120 Typography, ART 2130 Digital Imaging & Illustration, ART 2800 B&W Photography I, ART 2810 Digital Photo I

For more information, call 636-922-8241.

Business Administration

DEGREES

BUSINESS ADMINISTRATION A.A.S.

Department: Business Administration

Total Credit Hours: 66 credits

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

COURSE	TITLE	CREDITS
General Education Requirements (25)		
Mathematics		
MAT 121**	Intermediate Algebra (or higher)	4
Communication		
ENG 101**	English Composition I	3
ENG 115 or	Technical Writing	3
ENG 125	Business Writing	
SPE 101	Oral Communication	3
Social Science		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
Natural Science		
Any BIO	Any Biology Course	3
Any CHM	Any Chemistry Course	
Any PHY	Any Physical Science Course	
Humanities		
BUS 105	Business Ethics	3
Elective		
ECO 110	Principles of Macroeconomics*	3
Core Course Requirements (26 credits)		
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/BTC 103 or	Microcomputer Applications	3
CPT 115	Intro to Data Processing	
ECO 120	Principles of Microeconomics*	3
Choose one of the following options (8-9 credits):		
Management Option:		
BUS 204	Total Quality Operations Management	3
BUS 206	Human Resource Management	3
BUS 210	Organizational Behavior	3
Marketing Option:		
BUS 232	Advertising/Sales Promotion	3
BUS 236	Consumer Behavior	3
BUS 238	Personal Selling	3
Accounting Option:		
ACT 115	Computerized Accounting	3
ACT 210	Intermediate Accounting I	3
ACT 240	Individual Income Tax Accounting	3
Finance Option:		
ACT 105	Personal Accounting and Finance	3
ECO 220	Money and Banking	3
Elective from		
ACT, BUS, ECO, GEO 120, MAT 175 or BTC 170		3
Plus 2 electives from any		
ACT, BUS, ECO, MAT 175, GEO 120, or BTC 170		5-6

Total Required Hours: 65-66 credits

* ACT 101 or high school accounting is strongly recommended.

** The Academic Skills Assessment is required before enrolling in math or English courses. If a student places into lower-level courses than are required for his/her degree, then the student needs to first enroll in such courses before enrolling in the required courses.

For more information, call 636-922-8334.

CERTIFICATES

BUSINESS ADMINISTRATION C.A.

Department: Business Administration

Total Credit Hours: 31-32 credits

This certificate program provides students with entry-level knowledge of business administration. The Business Administration Certificate of Achievement can be completed in one year. Business Administration students choose an area of focus – accounting, banking and finance, management and marketing.

COURSE	TITLE	CREDITS
General Education Requirements (13)		
Mathematics		
MAT 098	Beginning Algebra or higher	4
Communication		
ENG 101 or	English Composition I	3
ENG 102 or	English Composition II	
ENG 115 or	Technical Writing or	
ENG 125 or	Business Writing or	
SPE 101	Oral Communication	
Social Science		
ECO 100 or	Survey Economics	3
ECO 110	Principles of Macroeconomics	
Elective		
CPT/BTC 103	Microcomputer Applications	3
CPT 115	Introduction to Data Processing	

Core Course Requirements (6-7 credits)

ACT 101 or	Applied Accounting	3
ACT 110**	Financial Accounting I	4
BUS 101	Introduction to Business	3

Electives (12 credits)

Management Option

BUS 201	Principles of Management	3
BUS 206	Human Resource Management	3
BUS 210	Organizational Behavior	3

Marketing Option

BUS 230	Principles of Marketing	3
BUS 232	Advertising/Sales Promotion	3
BUS 236	Consumer Behavior	3

Accounting Option

ACT 115	Computerized Accounting	3
ACT 130	Managerial Accounting	3
ACT 240	Individual Income Tax Accounting	3

Finance Option

BUS 220	Business Finance	3
ECO 120	Principles of Microeconomics	3
ECO 220	Money and Banking	3
Any ACT or Any BUS or Any ECO or MAT 175 or GEO 120		3

Total Required Hours: 31-32 credits

* Required for Finance option

** Required for Accounting and Finance option

ACCOUNTING C.S.

Department: Accounting

Total Credit Hours: 16 credits

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 requires 16 credit hours, no general education credits and consists of five classes.

COURSE	TITLE	CREDITS
General Education Requirements (0 credits)		
Core Course Requirements (10 credits)		
ACT 101	Applied Accounting**	3
ACT 110	Financial Accounting	4
ACT 115	Computerized Accounting	3
Electives (6 credits) – Pick two		
Any ACT		3
Any BUS		3
Any ECO		3

Total Required Hours: 16 credits

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

BANKING/FINANCE C.S.

Department: Economics/Finance

Total Credit Hours: 15 credits

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 requires 15 credit hours, no General Education credits and consists of five classes.

COURSE	TITLE	CREDITS
General Education Requirements (0 credits)		
Core Course Requirements (6 credits)		
BUS 101	Introduction to Business	3
BUS 220	Principles of Finance	3
Electives (9) – Pick three		
Any ACT		3
Any BUS		3
Any ECO		3

Total Required Hours: 15 credits

MANAGEMENT C.S.

Department: Business Administration

Total Credit Hours: 15 credits

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 requires 15 credit hours, no general education credits and consists of five classes.

A business management certificate is a short-term education program that covers the basics of the business world. Students will learn about basic management principles, human resource management and business practices. Students will also learn basic accounting and communication skills. This program offers a certificate instead of a degree.

COURSE	TITLE	CREDITS
General Education Requirements (0 credits)		
Core Course Requirements (6 credits)		
BUS 101	Introduction to Business	3
BUS 201	Principles of Management	3
Electives (9 credits) – Pick three		
Any ACT		3
Any BUS		3
Any ECO		3

Total Required Hours: 15 credits

MARKETING C.S.

Department: Business Administration

Total Credit Hours: 15 credits

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 requires 15 credit hours, no General Education credits and consists of five classes.

This certificate program generally prepares individuals to undertake and manage the process of developing consumer audiences and moving products from producers to consumers. It includes instruction in buyer behavior and dynamics, principle of marketing research, demand analysis, cost-volume and profit relationships, pricing theory, marketing campaign and strategic planning, market segments, advertising methods, sales operations and management, consumer relations, retailing and applications to specific products and markets.

COURSE	TITLE	CREDITS
General Education Requirements (0 credits)		
Core Course Requirements (6 credits)		
BUS 101	Introduction to Business	3
BUS 230	Principles of Marketing	3
Electives (9 credits) Pick three		
Any ACT		3
Any BUS		3
Any ECO		3

Total Required Hours: 15 credits

TRANSFER PROGRAM SCHEDULE GUIDE

BUSINESS (A.A.)

Department: Accounting

Total Credit Hours: 64 credits

What Is Business Administration – Transfer Program A.A.?

This transfer program provides students with a basic knowledge of business administration and prepares individuals to continue their education at a four-year university. Business administration students choose an area of focus – accounting, banking and finance, management or marketing. Completion of this degree prepares students to transfer to a four-year university.

Business administration graduates may enter fields ranging from accounting, general business, banking and finance, management and marketing.

Suggested Schedule Planning

(Accounting, Finance and Banking, Management, Marketing)

COURSE	TITLE	CREDITS
Italicized courses are recommended to be taken for elective credits.		
First Semester (17-18 credits)		
ENG 101	English Composition I	3
MAT 158	College Algebra – General Education	4
Natural Science		3-4
Humanities (Group I)		3
Social Science (Group I)		3
Second Semester (16 credits)		
ENG 102	English Composition II	3
MAT 175	*Introductory Statistics**	4-5
ECO 110	Principles of Macroeconomics	
Humanities (Group II)		
Natural Science with Lab		4
Third Semester (16-17 credits)		
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	3
CPT 115	Intro to Data Processing+	
Fourth Semester (16 credits)		
Course(s) in major for transfer institution+		6
Humanities (PHL 160 recommended)		3
SPE 101	Oral Communication	3
ACT 130	*Managerial Accounting+*	*3*
COL 299	Sophomore Portfolio Assessment	1

Total Hours Required for Graduation: 64 credits

Per College policy Individual students may be required to take COL 101.

* 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.

For more information, call 636-922-8241.

ECONOMICS (A.A.)

Department: Economics/Finance

Total Credit Hours: 64 credits

Suggested Schedule Planning

COURSE	TITLE	CREDITS
Italicized courses are recommended to be taken for elective credits.		
First Semester (17 credits)		
ENG 101	English Composition I	3
MAT 162	College Algebra - STEM	4
Social Science (Group I)		3

	Humanities (Group I)	3
ECO 110	Principles of Macroeconomics	3

Second Semester (16-17 credits)

ENG 102	English Composition II	3
MAT 180 or		4-5
MAT 210 or		
	Foreign Language 101 or other course(s) in major for transfer institution+	
	Humanities (Group II)	3
ECO 120	Principles of Microeconomics	3
SPE 101	Oral Communication	3

Third Semester (13-15 credits)

	MAT 230 or Foreign Language 102 or other course(s) in major for transfer institution+	4-5
	Multicultural/Valuing	3
	Natural Science	3
ECO 220	Money and Banking	3

Fourth Semester (14-16 credits)

	MAT 240 or Foreign Language 201 or other course(s) in major for transfer institution+	4-5
	Humanities 3	
	Natural Science with Lab	4
CPT 103 or	Computer Science Requirement or	3
CPT 115	Computer Science Requirement	
COL 299	Sophomore Portfolio Assessment	1

Total Hours Required For Graduation: 64 credits

Per College policy Individual students may be required to take COL 101.

+ Most universities require three semesters in one foreign language for a Bachelor of Arts Degree (ARB, FRN, GRM, SPN). MAT 210 is recommended for students earning a Bachelor of Science Degree. In addition, the calculus sequence is recommended for students planning to continue on to graduate school.

For more information, call 636-922-8241.

CERTIFICATES (NON-CREDIT)

BOOKKEEPER CERTIFICATE PROGRAM

Department: Continuing Education

Total Credit Hours: non-credit

What Is the Bookkeeper Certificate Program?

The SCC Bookkeeper Certificate can help you get started on a new career or upgrade your current job skills as a Bookkeeper. Classes are taught by professionals emphasizing real-world skills that can be immediately applied to the workplace.

Required courses:

- Accounting Boot Camp
- QuickBooks (Part 1 & Part 2)
- Certified Bookkeeper

Business Technology

DEGREES

BUSINESS TECHNOLOGY A.A.S.

Department: Business Technology

The Business Technology (BTC) program at St. Charles Community College addresses a combination of business and technology skills. The BTC program provides training in all facets of Microsoft Office, desktop publishing, office operations and customer service. Students will also learn to apply skills in time management, personal organization, supervision and administration in the workplace.

COURSE	TITLE	CREDITS

General Education Requirements (24 credits)

Mathematics

MAT 105	Applied Math*	3

Communication

ENG 101	English Composition I*	3
ENG 102	English Composition II*	3
SPE 101	Oral Communications	3

Social Science

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	
HIS 202 or	Southwestern Asia: The Islamic World & India or	
HIS 203 or	Eastern Asia: China and the Pacific Rim	
HIS 270 or	History of Missouri or	
POL 101 or	American Government or	
POL 102 or	State & Local Government	

Natural Science

	Any BIO, CHM or PHY	3

Humanities

CPT 105	Computer Ethics	3

Elective

BTC/CPT 103	Microcomputer Applications	3

Core Course Requirements (34 credits)

BTC 105	Proofreading & Editing Business Documents	2
BTC 130	Customer Service	1
BTC 131	Telephone Communication Skills	1
BTC 132	Time Management (online)	1
BTC 136	Electronic Communication with Stakeholders	3
BTC 145	Business Technology Tools	3
BTC 160	Word Processing - Word	2
BTC 165	Presentations - PowerPoint	2
BTC 170	Spreadsheet Applications - Excel	3
BTC 175	Database Applications - Access	2
BTC 190	Planning and Design Concepts - Publisher	2
BTC 245	Administrative Procedures	3
BTC 247	Administrative Supervision	3
BTC 250	Business Simulations	3
BTC 290	Publishing Projects - InDesign	2

Electives (6 credits)

ACT 101 or	Applied Accounting or	3
BUS 101	Intro to Business	
CPT 125	Project Management	3

Total Required Hours: 64 credits

Contact Information: Nancy Graviett *ngraviett@stchas.edu* 636-922-8390

* The Academic Skills Assessment is required before enrolling in a Math or English course. If a student places into lower level courses than are required for the degree, then the student must first enroll in the lower level courses before enrolling in the courses required for graduation.

CERTIFICATES

COMPUTER APPLICATIONS C.A.

Department: Business Technology

Total Credit Hours: 37 credits

This certificate program provides the graduate with entry-level skills in computer applications. Responsibilities may include tasks related to word process, spreadsheets, presentations, database management, and desktop publishing. Current computer and technology skills are applied in all areas of Microsoft Office, desktop publishing, and use of the Internet.

Business Technology 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.

COURSE	TITLE	CREDITS
General Education Requirements (12 credits)		
Mathematics		
MAT 105	Applied Math	3
Communication		
ENG 101 or	English Composition I	3
ENG 102 or	English Composition II	
SPE 101	Oral Communication	
Social Science		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History since 1877	
HIS 115 or	U.S. History since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State and Local Government	
Elective		
BTC/CPT 103	Microcomputer Applications	3
Core Course Requirements (25 credits)		
BTC 105	Proofreading and Editing Business Documents	2
BTC 136	Business Communication with Stakeholders	2
BTC 138	Project Management	1
BTC 150	Managing Information - Outlook	1
BTC 160	Word Processing - Word	2
BTC 165	Presentations - PowerPoint	2
BTC 170	Spreadsheet Applications - Excel	3
BTC 175	Database Applications - Access	2
BTC 190	Planning and Design Concepts (Microsoft Publisher)	2
BTC 245	Administrative Procedures	3
BTC 247	Administrative Supervision	3
BTC 290	Publishing Projects	2

Total Required Hours: 37 credits

CUSTOMER SERVICE C.A.

Department: Business Technology

Total Credit Hours: 35 credits

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.

The courses for this certificate may be applied to the Associate of Applied Science degree.

COURSE	TITLE	CREDITS
General Education Requirements (12 credits)		
Mathematics		
MAT 105	Applied Math	3
Communication		
ENG 101 or	English Composition I	3
ENG 102 or	English Composition II	
SPE 101	Oral Communications	
Social Science		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History since 1877	
HIS 115 or	U.S. History Since 1945	
HIS270 or	History of Missouri	
POL 101 or	American Government	
POL 102 or	State & Local Government	
Elective		
BTC/CPT 103	Microcomputer Applications	3
Core Course Requirements (23 credits)		
BTC 105	Proofreading and Editing Business Documents	2
BTC 130	Customer Service Excellence	1
BTC 131	Telephone Communication Skills	1
BTC 132	Time Management	1
BTC 135	Your Professional Image	1
BTC 136	Electronic Communication with Stakeholders	2
BTC 137	Interpersonal Skills	1
BTC 138	Project Management	1
BTC 150	Managing Information - Outlook	1
BTC 160	Word Processing - Word	2
BTC 165	Presentations - PowerPoint	2
BTC 170	Spreadsheet Applications - Excel	3
BTC 175	Database Applications - Access	2
BTC 245	Administrative Procedures	3

Total Required Hours: 35 credits

DESKTOP PUBLISHING C.A.

Department: Business Technology

Total Credit Hours: 37 credits

This certificate program provides the graduate with entry-level skills as a desktop publisher 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 Photoshop and Adobe Illustrator and the Internet.

Work with the Business Technology 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.

COURSE	TITLE	CREDITS
General Education Requirements (12 credits)		
Mathematics		
MAT 105	Applied Math	3
Communication		
ENG 101 or	English Composition I	3
ENG 102 or	English Composition II	
SPE 101	Oral Communications	
Social Science		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
Elective		
BTC/CPT 103	Microcomputer Applications	3
Core Course Requirements (25 credits)		
BTC 136	Electronic Communication with Stakeholders	2
BTC 138	Project Management	1
BTC 160	Word Processing - Word	2
BTC 165	Presentations - PowerPoint	2
BTC 170	Spreadsheet Applications - Excel	3
BTC 175	Database Applications - Access	2
BTC 190	Planning and Design Concepts - Publisher	2
BTC 247	Administrative Supervision	3
BTC 290	Publishing Projects	2
CPM 170	Computer Graphics	3
CPM 210	Digital Photo Editing	3

Total Required Hours: 37 credit

SOFTWARE PRODUCTIVITY C.S.

Department: Business Technology

Total Credit Hours: 19 credits

This certificate is designed for students who want to develop or update their application software skills to meet the needs of their current or future employment. The certificate can be earned completely online and will help enhance skills in specific areas for people in all career fields.

COURSE	TITLE	CREDITS
General Education Requirements (0 credits)		
Core Course Requirements (16 credits)		
BTC 103	Microcomputer Applications	3
BTC 136	E-Communication With Stakeholders	2
BTC 160	Word Processing	2
BTC 165	Presentations Using PowerPoint	2
BTC 170	Spreadsheet Applications - Excel	3
BTC 175	Database Applications - Access	2
BTC 190	Planning & Design Concepts - Publisher	2
Electives (3 credits) - Choose one		
BTC 145	Business Technology Tools	3
BTC 250	Business Simulations	3

Total Required Hours: 19 credits

CERTIFICATES (NON-CREDIT)

MICROSOFT OFFICE CERTIFICATE

Department: Continuing Education

To remain competitive in today's workforce, employees must demonstrate a strong working knowledge of many key software applications. This non-credit certificate program will assist you with upgrading your current skills and learning new ones. Your training will provide you with professional knowledge of the entire Microsoft Office Suite.

Top reasons adults enroll in the Microsoft Office Certificate Program

- Acquire new technical skills
- Update and enhance job skills
- Retrain for a new career
- Increase earning potential

Prerequisites

- Knowledge of computers
- Beginning Computer Keyboarding or the ability to type 20 words per minute

Required courses

Courses are taught by practicing professionals who emphasize real-world skills that can be immediately applied to the workplace.

- Microsoft Word (6 modules)
- Microsoft Excel (6 modules)
- Microsoft Access
- Microsoft PowerPoint
- Microsoft Publisher
- Microsoft Outlook

Computer Science

DEGREES

COMPUTER PROGRAMMING A.A.S.

Department: Computer Science

Total Credit Hours: 64 credits

Applications development is a foundation of information technology (IT) departments, and as custom applications become more prevalent on the Web and on network systems, companies are seeking skilled programmers.

COURSE	TITLE	CREDITS
General Education Requirements (25 credits)		
Mathematics		
MAT 121	Intermediate Algebra	4
Communication		
ENG 101	English Composition I	3
ENG 102 or	English Composition II	3
ENG 115 or	Technical Writing	
ENG 125	Business Writing	
SPE 101	Oral Communication	3
Social Sciences		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
Natural Science		
Any BIO or	Any Biology Course	3
Any CHM or	Any Chemistry Course	
Any PHY or	Any Physical Science	
Humanities		
CPT/BUS 105	Computer Ethics/Business Ethics	3
Elective		
CPT 103	Microcomputer Applications	3
Core Course Requirements (18 credits)		
CPT 106	PC Operating Systems	3
CPM 120	Windows Multimedia	3
CPT 121	Basics of Data Communications	3
CPT 165	Programming Logic	3
CPT 200	Systems Analysis & Design	3
CPT 135	Programming in Python	3
Primary Electives (12 credits) - Choose two pairs of the following:		
CPT 182 and	Beg. Programming C++	6
CPT 281	Adv. Programming C++	
CPT 187 and	Visual Basic (.NET)	6
CPT 282	Adv. Visual Basic (.NET)	
CPT 189 and	Java Programming.	6
CPT 287	Adv. Java Programming	
CPT 181 and	SQL Basics and	6
CPT 260	Oracle Programming	
Secondary Electives (9 credits) - Choose any three of the following:		
CPT 250	Database Programming (PHP).	3
CPM 190	Dynamic Programming Lang.	3
CPT 185	Programming in C#	3
CPT 104	Intro to Animation & Games	3
CPT 160	Mobile Apps Development	3

Total Required Hours: 64 credits

CYBER SECURITY A.A.S.

Department: Computer Science – Networking

Total Credit Hours: 71 credits

The A.A.S. degree in Cyber Security helps IT professionals build cyber security skills used to help protect corporate networks. Students learn how a hacker compromises secure networks, how to set up defenses against hackers, and how to gather forensic evidence if an intrusion occurs. The focus is on understanding the technologies so that cyber attacks may be more fully discovered, analyzed and prevented.

COURSE	TITLE	CREDITS
General Education Requirements (25 credits)		
Mathematics		
MAT 121	Intermediate Algebra	4
Communication		
ENG 101	English Composition I	3
SPE 101 or	Oral Communication	3
SPE 102 or	Public Speaking	
SPE 110	Interpersonal Communication	
ENG 102 or	English Composition II	3
ENG 115 or	Technical Writing	
ENG 125	Business Writing	
Social Science		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
Natural Science		
Any BIO, CHM or PHY		3
Humanities		
CPT 105	Computer Ethics.	3
Elective		
CPT 103	Microcomputer Applications.	3
Core Course Requirements (46 credits)		
CPC 107	IT Technical Support (A+)	5
CPC 170	CCNA1	5
CPC 171	CCNA2	5
CPC 202	Windows Server & Active Directory.	5
CPC 290	Virtualization Technologies	3
CPC 245	CCNA Security	5
CPC 155	Programming for System Administrators	3
CPC 180	Introduction to Linux	3
CPC 260	Linux Administration	3
CPC 160	Security Fundamentals	3

CPC 161	Computer Forensics	3
CPC 162	Ethical Hacking	3

Total Required Hours: 71 credits

DATABASE MANAGEMENT A.A.S.

Department: Computer Science – Database Management

Total Credit Hours: 64 credits

Databases are used to store, retrieve and manipulate data in nearly every type of organization including business, healthcare, education, government and libraries. Database technology is routinely used by individuals on personal computers, by work groups accessing databases on network servers, and by all employees using enterprise-wide distributed applications.

Required Courses

COURSE	TITLE	CREDITS
General Education Requirements (25 credits)		
Mathematics		
MAT 121	Intermediate Algebra	4
Communication		
ENG 101	English Composition I	3
ENG 102 or	English Composition II	3
ENG 115 or	Technical Writing	
ENG 125 or	Business Writing	
SPE 101	Oral Communication	3
Social Science		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
Natural Science		
Any BIO or	Any Biology Course	3
Any CHM or	Any Chemistry Course	
Any PHY	Any Physical Science Course	
Humanities		
CPT/BUS 105	Computer Ethics/Business Ethics	3
Elective		
CPT 103	Microcomputer Applications	3
Core Course Requirements (33 credits)		
CPT 106	PC Operating Systems	3
CPT 121	Basics of Data Communications	3
CPM 120	Windows Multimedia	3
CPT 135	Programming in Python	3
CPT 165	Programming Logic	3
CPT 200	Systems Analysis & Design	3
CPT 201	Intro to Database Management	3
CPT 240	SQL Basics	3
CPT 246	Computer Security	3
CPT 250	Database Programming	3
CPT 260	Oracle Programming	3
Electives (6 credits) - Choose any two of the following courses**		
CPM 190	Dynamic Programming Languages	3
CPT 265	DB2 Programming	3
CPT 271	Programming in Perl	3
CPT 187	Visual Basic (.NET)	3
CPT 282	Advanced Visual Basic (.NET)	3
GEO 120	Introduction to GIS	3
GEO 225	Advanced GIS	3

Total Required Hours: 64 credits

MANAGEMENT INFORMATION SYSTEMS A.A.S.

Department: Computer Science – Management Information Systems

Total Credit Hours: 65 credits

Computer and information systems managers, often called information technology (IT) managers or IT project managers, plan, coordinate, and direct computer-related activities in an organization. They help determine the information technology goals of an organization and are responsible for implementing computer systems to meet those goals.

COURSE	TITLE	CREDITS
General Education Requirements (25 credits)		
Mathematics		
MAT 121	Intermediate Algebra	4
Communication		
ENG 101	English Composition I	3
ENG 102 or	English Composition II	3
ENG 115 or	Technical Writing	
ENG 125	Business Writing	
SPE 101	Oral Communication	3
Social Sciences		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
Natural Science		
Any BIO or	Any Biology Course	3
Any CHM or	Any Chemistry Course	
Any PHY	Any Physical Science	
Humanities		
CPT/BUS 105	Computer Ethics/Business Ethics	3
Elective		
CPT 103	Microcomputer Applications	3
Core Course Requirements (40 credits)		
CPT 135	Programming in Python	3
CPT 106	PC Operating Systems	3
CPT 121	Basics of Data Communications	3
CPT 165	Programming Logic	3
CPT 200	Systems Analysis & Design	3
CPT 201	Intro to Database Management	3
CPT 246	Computer Security	3

BUS 101	Introduction to Business	3
ACT 110	Financial Accounting I	4
BUS 201	Introduction to Management	3
BUS 230	Introduction to Marketing	3
CPT Elective Part 1-choose 1(see below)		3
CPT Elective Part 2-choose 1(see below)		3

Total Required Hours: 65 credits

CPT Electives: Choose any two (2) of the following:

PART 1 (SPRING). . . . . CHOOSE 1 COURSE FOR 3 HRS
PART 2 (FALL) . . . . . CHOOSE 1 COURSE FOR 3 HRS

CPT 182	Beg. Programming C++
CPT 281	Adv. Programming C++
CPT 187	Visual Basic (.NET)
CPT 282	Adv. Visual Basic (.NET)
CPT 189	Java Programming
CPT 287	Adv. Java Programming
CPT 250	Database Programming (PHP)
CPM 190	Dynamic Programming Lang.
CPT 185	C# Programming
CPT 104	Intro to Animation & Games
CPT 160	Mobile Apps Development
CPT 181	SQL Basics

MULTIMEDIA AND WEB DESIGN A.A.S.

Department: Computer Science – Multimedia and Web Design

Total Credit Hours: 66-67 credits

This degree gives you a thorough knowledge of various multimedia software and scripting languages including graphics development, photo editing, video editing, creating 2D/3D animations, Web page design using HTML, JavaScript, PHP, MySQL, content management systems and social media.

Our degree in Multimedia and Web Design focuses on integrating various up-to-date software and scripting languages to create a broad base in the field, preparing you for multiple career opportunities.

COURSE	TITLE	CREDITS

General Education Requirements (24-25 credits)

Mathematics

MAT 105 or	Applied Math.	3-4
MAT 121 or higher	Intermediate Algebra or higher	

Communication

ENG 101	English Composition I	3
ENG 115	Technical Writing	3
SPE 101	Oral Communication	3

Social Science

HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	

Natural Science

Any BIO or	Any Biology Course	3
Any CHM or	Any Chemistry Course or	
Any PHY	Any Physical Science	

Humanities

CPT/BUS 105	Computer/Business Ethics	3

Elective

CPT 115	Introduction to Data Processing	3

Core Course Requirements (33 credits)

CPT/BTC 103	Microcomputer Applications	3
CPT 106	PC Operating Systems	3
CPT 121	Basics of Data Communications	3
CPT 165	Programming Logic	3
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 295	Beyond HTML/Portfolios Capstone	3
CPM 260	Content Management Systems (Word Press)	3

Electives (9 credits) - Choose three

CPM 190	Dynamic Programming Languages	3
CPM 220	3-D Animation (Sketchup)	3
CPM 230	Social Media Marketing for the Web	3
CPM 240	Web Design (Adobe Dreamweaver)	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: 66-67 credits

* The Academic Skills Assessment is required before enrolling in math or English courses. If a student places into lower-level courses than are required for his/her degree, then the student needs to first enroll in lower-level courses before enrolling in the courses needed for graduation.

The student earning an Associate of Applied Science degree needs to be aware that the courses taken for the degree are specifically designed to help in obtaining employment after earning the degree and are not designed for transfer to a four-year institution. If the student wants to transfer courses, then the Associate of Arts degree should be pursued.

** Courses that will fulfill the graduation requirements for general education electives, social science, natural science and humanities are listed in the "Associate of Applied Science Degree Graduation Requirements" in the college catalog.

+ CPM 290 (Topics in Multimedia) independent study course for students who want to study multimedia in depth, needs appropriate prerequisite and instructors permission.

Contact Information: Jane O'Donnell *iodonnell@stchas.edu*, 636-922-8594

If you have specific questions about additional computer information, contact the Computer Science Department in TECH 105.

NETWORK SECURITY A.A.S.

Department: Computer Science – Networking

Total Credit Hours: 70 credits

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, EC-Council Authorized Training Center, VMware IT Academy and A+ programs prepare you for the corporate workplace and industry certifications. Learn how to configure, manage, troubleshoot and secure network workstations, servers, routers, switches and networks.

COURSE	TITLE	CREDITS
General Education Requirements (25 credits)		
Mathematics		
MAT 121	Intermediate Algebra	4
Communication		
ENG 101	English Composition I	3
ENG 102 or	English Composition II	3
ENG 115 or	Technical Writing	
ENG 125	Business Writing	
SPE 101 or	Oral Communication	3
SPE 102 or	Public Speaking	
SPE 110	Interpersonal Communication	
Social Sciences		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
Natural Science		
Any BIO, CHM or PHY		3
Humanities		
CPT/BUS 105	Computer/Business Ethics	3
Elective		
CPT 103	Microcomputer Applications	3
Core Course Requirements (45 credits)		
CPC 107	IT Technical Support (A+)	5
CPC 170	CCNA1	5
CPC 171	CCNA2	5
CPC 172	CCNA3	5
CPC 173	CCNA4	5
CPC 245	CCNA Security	5
CPC 180	Introduction to Linux	3
CPC 260	Linux Administration	3
CPC 160	Security Fundamentals	3
CPC 161	Computer Forensics	3
CPC 162	Ethical Hacking	3

Total Required Hours: 70 credits

NETWORKING A.A.S.

Department: Computer Science

Total Credit Hours: 70 credits

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.

COURSE	TITLE	CREDITS
General Education Requirements (25 credits)		
Mathematics		
MAT 121	Intermediate Algebra	4
Communication		
ENG 101 or	English Composition I	3
ENG 102 or	English Composition II	3
ENG 115 or	Technical Writing	
ENG 125 or	Business Writing	
SPE 101 or	Oral Communication	3
SPE 102 or	Oral Communication	
SPE 110	Oral Communication	
Social Science		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
Natural Science		
Any BIO, CHM or PHY		3
Humanities		
CPT 105	Computer Ethics	3
Elective		
CPT 103	Microcomputer Applications	3
Core Course Requirements (45 credits)		
CPC 107	A+ (Computer Repair & Maintenance)	5
CPC 125	Windows Desktop Operating Systems	3
CPC 202	Windows Server & Active Directory	5
CPC 180	Introduction to Linux	3
CPC 260	Linux Administration	3
CPC 170	CCNA1	5
CPC 171	CCNA2	5
CPC 172	CCNA3	5
CPC 173	CCNA4	5
CPC 290	Virtualization Technologies	3
CPC 299	New Technologies	3

Total Required Hours: 70 credits

CYBER SECURITY A.S.

Department: Computer Science – Networking

Total Credit Hours: 60-61 credits

The Cyber Security Associate of Science degree is designed to help students complete the first two years of their bachelors program at SCC. With the program's inherent flexibility in its design, students are able to select most of their computer science courses based on the four-year institution they wish to attend after graduating from SCC.

COURSE	TITLE	CREDITS
General Education Requirements (36-37 credits)		
Mathematics		
MAT 162	College Algebra (STEM)	4
MAT 150	Trigonometry	3
MAT 175	Introductory Statistics	3
Communication		
ENG 101	English Composition I	3
ENG 102 or	English Composition II	3
ENG 115	Technical Writing	
SPE 101	Oral Communication	3
Social Science		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	3
POL 102	State and Local Government	
Natural Science		
Any BIO or	Biology Course	4-5
Any CHM or	Chemistry Course	
Any PHY	Physical Science	
Humanities		
PHL 160	Ethics	3
Choose one Humanities General Education Course		3
Core Course Requirements (24 credits)		
CPT/CPC/CPM		
Choose courses in major for transfer institution		24

Total Required Hours: 60-61 credits

Per College policy Individual students may be required to take COL 101- 1 credit hour.

MANAGEMENT INFORMATION SYSTEMS A.S.

Department: Computer Science – Management Information Systems

Total Credit Hours: 60-64 credits

The Management Information Systems Associate of Science degree is designed to help students complete the first two years of their Bachelors program at SCC. With the program's inherent flexibility in its design, students are able to select most of their computer science courses based on the four-year institution they wish to attend after graduating from SCC.

COURSE	TITLE	CREDITS
General Education Requirements (30-34 credits)		
Mathematics		
MAT 162 or	College Algebra-STEM	4-5
MAT 180	Calculus & Analytical Geometry I	
MAT 150 or	Trigonometry	3-5
MAT 230	Calc & Analytical Geometry II	
MAT 175	Introductory Statistics	3
Communication		
ENG 101	English Composition I	3
ENG 102 or	English Composition II	3
ENG 125	Business Writing	
SPE 101	Oral Communication	3
Social Science		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History since 1877	
HIS 115 or	U.S. History since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State and Local Government	
Natural Science		
Any BIO or	Any Biology Course or	4-5
Any CHM or	Any Chemistry Course or	
Any PHY	Any Physical Science Course	
Humanities		
Choose one Humanities General Education course		3
Core Course Requirements (30 credits)		
CPT 103	Microcomputer Applications	3
CPT/BUS 105	Computer/Business Ethics	3
CPT/CPM/CPC/ACT/BUS		
Choose 8 Courses in Major for Transfer Institution		24

Total Required Hours: 60-64 credits

Per College policy, individual students may be required to take COL 101.

PROGRAMMING A.S.

Department: Computer Science – Computer Programming

Total Credit Hours: 65-66 credits

The Programming Associate of Science degree is designed to help students complete the first two years of their bachelors program at SCC. With the program's inherent flexibility in its design, students are able to select most of their computer science courses based on the four-year institution they wish to attend after graduating from SCC.

COURSE	TITLE	CREDITS
General Education Requirements (38-39 credits)		
Mathematics		
MAT 175	Introductory Statistics	3
MAT 180	Calculus & Analytical Geometry I	5
MAT 230	Calc & Analytical Geometry II.	5
MAT 240	Calc & Analytical Geometry III	5
Communication		
ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPE 101	Oral Communication	3

Social Science

HIS 101	U.S. History to 1877....3
HIS 102	U.S. History Since 1877
HIS 115	U.S. History Since 1945
HIS 270	History of Missouri
POL 101	American Government
POL 102	State and Local Government

Natural Science

Any BIO	Any Biology Course....4-5
Any CHM	Any Chemistry Course
Any PHY	Any Physical Science Course

Humanities

Choose one from the general education humanities courses 3

Core Course Requirements (27 credits)

CPT 103	Microcomputer Applications....3
CPT 135	Python Programming....3
CPT 165	Computer Programming Logic....3
CPT 200	System Analysis and Design....3
CPT/CPC/CPM	
Choose courses in Major for Transfer Institution 15	

Total Required Hours: 65-66 credits

Per College policy Individual students may be required to take COL 101.

CERTIFICATES

DATA MANAGEMENT C.A.

Department: Computer Science – Database Management

Total Credit Hours: 31 credits

Computer database managers write and code logical and physical database descriptions and specify identifiers of database to management system or direct others in coding descriptions.

COURSE	TITLE	CREDITS

General Education Requirements (13 credits)

Mathematics

MAT 098	Beginning Algebra 4

Communication

ENG 101	English Composition I 3

Social Sciences

HIS 101	U.S. History to 1877....3
HIS 102	U.S. History Since 1877
HIS 115	U.S. History Since 1945
HIS 270	History of Missouri
POL 101	American Government
POL 102	State & Local Government

Elective

CPT 103	Microcomputer Applications....3

Core Course Requirements (18 credits)

CPT 201	Intro to Database Management....3
CPT 181	SQL Basics....3
Database Elective Part 1 (see below)....3	
CPT 106	PC Operating Systems 3
CPT 260	Oracle Programming 3
Database Elective Part 2 (see below)....3	

Total Required Hours: 31 credits

Database Electives: Choose two (2) total

Part 1 (Fall) Database Elective 1 (Choose any 1)

Part 2 (Spring) Database Elective 1 (Choose any 1)

CPT 115	Introduction to Data Processing
CPT 115	Introduction to Data Processing
CPT 121	Basics of Data Communications
CPT 121	Basics of Data Communications
CPM 190	Dynamic Programming Languages
CPT 250	Database Programming (PHP)
CPT 165	Computer Programming Logic
CPT 165	Computer Programming Logic
CPT 135	Programming in Python
CPT 185	C# Programming

MULTIMEDIA C.A.

Department: Computer Science – Multimedia and Web Design

Total Credit Hours: 31 credits

You will learn the fundamentals of multimedia authoring and design using the latest programs on the market leading to entry-level positions.

COURSE	TITLE	CREDITS

General Education Requirements (13 credits)

Mathematics

MAT 098	Beginning Algebra 4

Communication

ENG 101	English Composition I 3

Social Science

HIS 101	U.S. History to 1877....3
HIS 102	U.S. History since 1877
HIS 115	U.S. History since 1945
HIS 270	History of Missouri
POL 101	American Government
POL 102	State and Local Government

Elective

CPT 115	Introduction to Data Processing....3

Core Course Requirements (6 credits)

CPT 106	PC Operating Systems 3
CPM 120	Windows Multimedia 3

Additional Core Requirements (12 credits) – Choose any four

CPM 170	Computer Graphics....3
CPM 190	Dynamic Programming Languages....3
CPM 210	Digital Photo Editing 3
CPM 220	3D Animation 3
CPM 250	Web Animation....3
CPM 260	Content Management Systems 3
CPM 270	Digital Video Editing....3

Total Required Hours: 31 credits

NETWORKING C.A.

Department: Computer Science – Networking

Total Credit Hours: 32 credits

Computer networking programs at St. Charles Community College provide hands-on, skills-based training in state-of-the-art classroom labs. They help to prepare you for the corporate workplace and industry certifications. Learn how to configure, manage, troubleshoot and secure network workstations, servers, routers, switches and networks.

COURSE	TITLE	CREDITS
General Education Requirements (13 credits)		
Mathematics		
MAT 098 or higher	Beginning Algebra	4
Communication		
ENG 101 or	English Composition I	3
ENG 102 or	English Composition II	
ENG 115 or	Technical Writing	
ENG 125 or	Business Writing	
SPE 101 or	Oral Communication	
SPE 102 or	Public Speaking	
SPE 110	Interpersonal Communication	
Social Sciences		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
Elective		
CPT 103 or		3
CPT 115 or		
any other course(s)		
Core Course Requirements (19 credits)		
CPC 107	A+ (Computer Repair & Maintenance	5
CPC 125	Windows Desktop Operating Systems	3
CPC 170	CCNA1	5
CPC 180	Introduction to Linux	3
CPC 160	Security Fundamentals	3

Total Required Hours: 32 credits

PROGRAMMING LANGUAGES C.A.

Department: Computer Science – Computer Programming

Total Credit Hours: 31 credits

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.

COURSE	TITLE	CREDITS
General Education Requirements (13 credits)		
Mathematics		
MAT 098	Beginning Algebra	4
Communication		
ENG 101	English Composition I	3
Social Sciences		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
Elective		
CPT 103	Microcomputer Applications	3
Primary Elective (12 credits) – Choose two pairs of the following:		
CPT 182 and	Beg. Programming C++	6
CPT 281	Adv. Programming C++	
CPT 187 and	Visual Basic (.NET)	6
CPT 282	Adv. Visual Basic (.NET)	
CPT 189 and	Java Programming.	6
CPT 287	Adv. Java Programming	
CPT 181 and	SQL Basics.	6
CPT 260	Oracle Programming	
Secondary Elective (6 credits) - Choose one pair of the following:		
CPT 135 and	Programming in Python	6
CPT 250	Database Programming (PHP)	
CPM 190 and	Dynamic Prog. Languages	6
CPT 160	Mobile Apps Development	
CPT 104 and	Intro to Prog. Animation & Games	6
CPT 185	Programming in C#	

Total Required Hours: 31 credits

WEB DESIGN C.A.

Department: Computer Science – Multimedia and Web Design

Total Credit Hours: 31 credits

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.

COURSE	TITLE	CREDITS
General Education Requirements (13 credits)		
Mathematics		
MAT 098	Beginning Algebra	4
Communication		
ENG 101	English Composition I	3
Social Science		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History since 1877	
HIS 115 or	U.S. History since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State and Local Government	
Elective		
CPT 103	Microcomputer Applications	3
Core Course Requirements (9 credits)		
CPT 106	PC Operating Systems	3
CPM 120	Windows Multimedia	3
CPM 160	HTML	3
Additional Core Requirements (minimum 9 credits)		
CPM 190	Dynamic Programming Languages	3
CPM 230	Social Media Marketing for the Web	3
CPM 240	Web Design	3
CPM 250	Web Animation	3
CPM 260	Content Management Systems	3
CPM 280	JavaScript	3
CPT 160	Mobile Apps Development	3
CPM 295	Beyond HTML/ Portfolio (capstone)	3

Total Required Hours: 31 credits

For more information, call the program coordinator at 636-922-8594.

COMPUTER SECURITY C.S.

Department: Computer Science – Networking

Total Credit Hours: 23 credits

A Certificate of Specialization in Computer Security provides an additional option for students to upgrade skills in a focused area of study. Students completing all of these courses at SCC also earn the CNSS 4011 Information Systems Security Professionals Certificate, recognized by the National Security Agency (NSA) in Washington, DC.

COURSE	TITLE	CREDITS
General Education Requirements (0 credits)		
Core Course Requirements (23 credits)		
CPT/BUS 105	Computer Ethics	3
CPT 115	Introduction to Data Processing	3
CPT 121	Basics of Data Communications	2
CPT 165	Programming Logic	3
CPT 200	Systems Analysis and Design	3
CPT 246	Computer Security	3
CPC 170	CCNA1	5

Total Required Hours: 23 credits

CYBER SECURITY C.S.

Department: Computer Science – Networking

Total Credit Hours: 20

The Certificate of Specialization in Cyber Security prepares students for the CompTIA Security+ and Cisco CCNA Security certification exams and also prepares and authorizes students to take the Certified Ethical Hacker (CEH) or Computer Hacking Forensics Investigator (CHFI) certification exams. These highly valued certification exams and classes teach students the offensive skills used by hackers to gain unauthorized entry into a network, and how to gather evidence of such attacks.

COURSE	TITLE	CREDITS
General Education Requirements (0 credits)		
Core Course Requirements (20 credits)		
CPC 160	Security Fundamentals	3
CPC 161	Computer Forensics	3
CPC 162	Ethical Hacking	3
CPC 245	CCNA Security	5
CPC 155	Survey of Programming and Scripting Languages	3
CPC 180	Intro to Linux Recommended prerequisite classes: CPC 107, CPC 170, CPC 171, or certifications or skills equivalent to A+ and CCENT	3

Total Required Hours: 20 credits

DESKTOP SUPPORT C.S.

Department: Computer Science – Networking

Total Credit Hours: 24

The Certificate of Specialization in Desktop Support prepares students for the CompTIA A+ certification and various Microsoft Certifications. Students are prepared for jobs in desktop support and working in a help desk environment.

COURSE	TITLE	CREDITS
General Education Requirements (0 credits)		
Core Course Requirements (24 credits)		
CPC 107	IT Technical Support	5
CPC 125	Windows Desktop Operating Systems	3
CPC 202	Windows Server and Active Directory	5
CPC 170	CCNA1	5
CPC 299	Help Desk Technologies, ITIL, IT Careers	3
CPC 180	Intro to Linux	3

Total Required Hours: 24 credits

IT PROJECT MANAGEMENT C.S.

Department: Computer Science – Computer Programming

With an increasing demand for high tech solutions to today's business and industry challenges, there is a growing need for good people with high quality IT project management knowledge and skills. The Certificate of Specialization in IT Project Management provides students with a solid foundation in computer science and knowledge of project management. This certificate covers the basics of programming, database design, logical thinking, project experience, knowledge and understanding of the 10 units in the Project Management Book of Knowledge (PMBOK). This certificate is an intense accelerated program and designed to be completed in just 24 weeks with the student taking two classes every eight weeks. After completion of this certificate program students will also be eligible to take the Certified Associate in Project Management (CAPM) exam offered by the Project Management Institute (PMI) for industry certification.

COURSE	TITLE	CREDITS
General Education Requirements (0 credits)		
Core Course Requirements (18 credits)		
First Eight Weeks		**6**
CPT 135	Python Programming	3
CPT 165	Computer Programming Logic	3
Second Eight Weeks		**6**
CPT 125	Introduction to Project Management	3
CPT 181	SQL Basics	3
Third Eight Weeks		**6**
CPT 200	System Analysis and Design	3
CPT 225	Advanced Topics in Project Management	3

Total Required Hours: 18 credits

MULTIMEDIA C.S.

Department: Computer Science – Multimedia and Web Design

Total Credit Hours: 18 credits

A Certificate of Specialization in Multimedia provides an additional option for students to upgrade skills in a focused area of study.

You will learn the fundamentals of multimedia authoring and design using the latest programs on the market leading to entry-level positions..

COURSE	TITLE	CREDITS
General Education Requirements (0 credits)		
Core Course Requirements (18 credits)		
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 credits

For more information, call 636-922-8241.

NETWORKING (ROUTING & SWITCHING) C.S.

Department: Computer Science – Networking

Total Credit Hours: 20

The Certificate of Specialization in Networking is part of our Cisco Networking Academy. It focuses on preparing students for the Cisco Certified Entry Level Technician (CCENT) and Cisco Certified Network Associate (CCNA) certifications- teaching students the skills necessary to program routers and switches and to design, implement and troubleshoot enterprise networks. You'll learn the fundamentals of networking, routing and switching in our state-of -the-art lab by working on real equipment.

COURSE	TITLE	CREDITS
General Education Requirements (0 credits)		
Core Course Requirements (20 credits)		
CPC 170	CCNA1	5
CPC 171	CCNA2	5
CPC 172	CCNA3	5
CPC 173	CCNA4	5

Total Required Hours: 20 credits

PROGRAMMING C.S.

Department: Computer Science – Computer Programming

Total Credit Hours: 18 credits

An accelerated Certificate of Specialization program that includes six computer science courses in programming and program design to be completed in six months. Each student will work in a cohort taking two courses every eight weeks. At the end of each eight-week session, a test covering the programming language will be given and if passed earns the student an industry-recognized certification.

COURSE	TITLE	CREDITS
General Education Requirements (0 credits)		
Core Course Requirements (18 credits)		
First Eight Weeks (6 credits)		
CPT 135	Python Programming	3
CPT 165	Computer Programming Logic	3
Second Eight Weeks (6 credits)		
CPT 181	SQL Basics	3
CPT 189	Java Programming	3
Third Eight Weeks (6 credits)		
CPT 287	Advanced Java Programming	3
CPT 200	System Analysis and Design	3

Total Required Hours: 18 credits

SYSTEM ADMINISTRATION C.S.

Department: Computer Science – Networking

Total Credit Hours: 22

The Certificate of Specialization in System Administration prepares students for the CompTIA A+ certification, various Microsoft certifications, Red Hat Certified System Administrator (RHCSA), and VMware Certified Professional-Data Center Virtualization (VCP-DCV) certifications. Students learn the skills needed to administer both Windows and Linux servers, Active Directory, and virtualization.

COURSE	TITLE	CREDITS
General Education Requirements (0 credits)		
Core Course Requirements (22 credits)		
CPC 107	IT Technical Support	5
CPC 125	Windows Desktop Operating Systems	3
CPC 202	Windows Server and Active Directory	5
CPC 260	Linux Administration	3
CPC 290	Virtualization Technologies	3
CPC 180	Intro to Linux	3

Total Required Hours: 22 credits

WEB DEVELOPMENT C.S.

Department: Computer Science – Multimedia and Web Design

Total Credit Hours: 18 credits

A Certificate of Specialization in Web Development provides an additional option for students to upgrade skills in a focused area of study.

COURSE	TITLE	CREDITS
General Education Requirements (0 credits)		
Core Course Requirements (12 credits)		
CPM 160	HTML	3
CPM 190	Dynamic Programming Languages	3
CPM 260	Content Management Systems (CMS)	3
CPM 295	Beyond HTML/Portfolio (capstone)	3
Electives (6 courses) - Choose two		
CPM 230	Social Media Marketing for the Web	3
CPM 250	Web Animation (Adobe Flash)	3
CPT 160	Mobile Apps Development	3
CPT 240	SQL Basics	3
CPT 250	Database Programming	3
CPM 240	Advanced Web Design (Adobe Dreamweaver)	3
CPM 280	Javascript	3

Total Required Hours: 18 credits

TRANSFER PROGRAM SCHEDULE GUIDE

COMPUTER SCIENCE (A.A.)

Department: Computer Science – Multimedia and Web Design

Total Credit Hours: 64 credits

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.

Suggested Schedule Planning

COURSE	TITLE	CREDITS

Italicized courses are recommended to be taken for elective credits.

First Semester (15 credits)		
ENG 101	English Composition I	3
CPT 115	Intro to Data Processing	3
MAT 180	Calculus & Analytic Geometry I	5
Humanities (Group I)		3
Second Semester (17 credits)		
ENG 102	English Composition II	3
Humanities (Group II)		3
Multicultural/Valuing		3
MAT 230	*Calculus & Analytical Geometry II*	5
Social Science (Group I)		3
Third Semester (18 credits)		
Natural Science with Lab		4
SPE 101	Oral Communications	3
MAT 240	*Calculus & Analytical Geometry III*	5
Course(s) in major for transfer institution		3
Social Science (Group II)		3
Fourth Semester (16-17 credits)		
MAT 242	*Intro to Linear Algebra*	3
Course(s) in major for transfer institution		3
Natural Science Course		3-4
Humanities Course		3
Social Science Course		3
COL 299	Sophomore Portfolio Assessment	1

Total Hours Required For Graduation: 64 credits

Per College policy Individual students may be required to take COL 101.

Criminal Justice

DEGREES

LAW ENFORCEMENT A.A.S.

Department: Criminal Justice

Total Credit Hours: 62-68 credits

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 emphasis. The A.A.S. will help students obtain employment in the law enforcement area of the criminal justice system. The A.A. is a transfer program for students who plan to pursue a bachelor's 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 1000-hour course at Eastern Missouri law Enforcement Training Academy. These credit hours will be granted at the completion of all the other A.A.S. degree requirements. See an academic advisor if you have attended or plan to attend the academy.

COURSE	TITLE	CREDITS
General Education Requirements (24-25 credits)		
Mathematics		
MAT 105 or higher	Applied Math or higher	3-4
Communication		
ENG 101	English Composition I	3
ENG 102 or	English Composition II (recommended)	3
ENG 125	Business Writing	
SPE 101	Oral Communication	3
Social Science		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
Natural Science		
Any BIO or	Any Biology Course	3
Any CHM or	Any Chemistry Course	
Any PHY	Any Physical Science Course	
Humanities		
Any Humanities (PHL 102 - Intro to Logic is recommended)		3
Elective		
BTC/CPT 103	Microcomputer Applications	3
Core Course Requirements (23-28 credits)		
CRJ 140	Introduction to Criminal Justice	3
CRJ 170	Criminal Law & Procedures	3
CRJ 171	Rules of Evidence	3
CRJ 175	Criminology	3
CRJ 201	Criminal Justice: Politics & Policy	3
CRJ 205	Juvenile System	3
SOC 101	Introduction to Sociology	3
CRJ 265	Internship I	1-6
CRJ 298	Criminal Justice Capstone	1
Law Enforcement Option (15) – Select from the Following		
CRJ 101	Introduction to Victimology	3
CRJ 103	Addictive Disease Concepts	3
CRJ 104	Treatment Alcohol & Drugs	3
CRJ 110	Criminal Investigations	3
CRJ 202	Correctional Institutions	3
CRJ 210	Crime Victimization	3
CRJ 224	Constitutional Law	3
CRJ 230	Crisis Intervention	3
CRJ 240	Probation and Parole	3
CRJ 250	Police Administration	3
CRJ 260	Police and Community Relations	3
CRJ 266	Internship II	1-6
CRJ 280	Comparative CRJ & Criminology	3
CRJ 290	Special Topics	1-3
CRJ 291	Mock Trial	1-3
CRJ 292	Mock Trial Competition	1-3

Total Required Hours: 62-68 credits

* The Academic Skills Assessment is required before enrolling in a math or English course. If a student places into lower-level courses that are required for the degree, then the student must first enroll in lower-level courses before enrolling in the courses required for graduation.

** Other writing courses may be substituted for English 102, but if the student plans to transfer to a four-year institution, then English 102 should be taken.

+Courses that will fulfill the graduation requirements for General Education electives, English, Social Science and Natural Science are listed in the Associate of Applied Science Degree Graduation Requirements.

CERTIFICATES

LAW ENFORCEMENT C.A.

Department: Criminal Justice

Total Credit Hours: 32-38 credits

Complete a minimum of 32 credit hours, including 12 credit hours of general education courses (one course from communication, one course from mathematics, one course from social science, and one course from the electives.

The college grants up to 15 credit hours toward the A.A.S. degree for students who already have completed the 1000-hour course at Eastern Missouri Law Enforcement Training Academy. These credit hours will be granted at the completion of all the other A.A.S. degree requirements. See an academic advisor if you have attended or plan to attend the academy.

This certification program prepares individuals to perform the duties of police and public security officers, including patrol and investigative activities, traffic control, crowd control and public relations, witness

interviewing, evidence collection and management, basic crime prevention methods, weapon and equipment operation and maintenance, report preparation and other routine law enforcement responsibilities.

COURSE	TITLE	CREDITS
General Education Requirements (12-13 credits)		
Mathematics		
MAT 098 or higher	Beginning Algebra	3-4
Communication		
ENG 101 or	English Composition I	3
ENG 102 or	English Composition II	
ENG 125 or	Business Writing	
SPE 101	Oral Communication	
Social Science		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
Elective		
BTC/CPT 103	Microcomputer Applications	3
Core Course Requirements (9 credits) – 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	Criminal Justice: Politics & Policy	3
CRJ 205	Juvenile Justice	3
Law Enforcement Electives (9 credits) – Choose from the following		
CRJ 101	Introduction to Victimology	3
CRJ 103	Addictive Disease Concepts	3
CRJ 104	Treatment: Alcohol & Drugs	3
CRJ 110	Investigations	3
CRJ 202	Correctional Institutions	3
CRJ 210	Crime Victimization	3
CRJ 224	Constitutional Law	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 Courses (2-7 credits)		
CRJ 265	Internship I	1-6
CRJ 298	Capstone	1

Total Required Hours: 32-38 credits

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

For more information, call 636-922-8253.

TRANSFER PROGRAM SCHEDULE GUIDE

CRIMINAL JUSTICE (A.A.)

Department: Criminal Justice

Total Credit Hours: 64 credits

This transfer program focuses on the criminal justice system, its organizational components and processes and its legal and public policy contexts. It includes instruction in criminal law and policy, police and correctional systems organization, the administration of justice and the judiciary and public attitudes regarding criminal justice issues.

Suggested Schedule Planning

COURSE	TITLE	CREDITS
Italicized courses are recommended to be taken for elective credits.		
First Semester (16-17 credits)		
ENG 101	English Composition I	3
MAT 155 or	Contemporary College Math	3-4
Mat 158	College Algebra, or higher	
Social Science (Group I)		3
Social Science (Group II)		3
CRJ 140	*Introduction to Criminal Justice*	3
Second Semester (15 credits)		
ENG 102	English Composition II	3
Multicultural/Valuing		3
CPT 103 or	Microcomputer Applications	3
CPT 115	Introduction to Data Processing	
Humanities (Group I)		3
CRJ 205	*Juvenile Justice System*	3
Third Semester (15-16 credits)		
Natural Science	3-4	
Humanities (Group II)		3
Course(s) in major for transfer institution		3
CRJ 202	*Correctional Institutions*	3
Humanities		3
Fourth Semester (16-17 credits)		
Natural Science with Lab		3-4
SPE 101	Oral Communication	3
Social Science		3
CRJ 265	*Internship or transferable elective**	3
CRJ 201	*Criminal Justice: Politics and Policy*	3
COL 299	Sophomore Portfolio Assessment	1

Total Hours Required For Graduation: 64 credits

Per College policy Individual students may be required to take COL 101.

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

For more information, call 636-922-8241.

CERTIFICATES (NON-CREDIT)

PARALEGAL CERTIFICATE

Department: Continuing Education

Total Credit Hours: non-credit

Choose from Live Lecture or Online Study

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. Training includes instruction on how to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law and assist in preparing cases for courtroom litigation. The instruction is practice oriented and relates to those areas of the law in which paralegal are most in demand. The Paralegal Certificate Course offers instruction on how to work as a full-time or part-time paralegal, or how to open you own freelance business. There are no prerequisites other than a high school diploma (or GED), but students must be prepared to complete a significant amount of homework each week. This program can help students increase their office's efficiency, productivity and billable hours as well as learn new marketable job skills.

Registration

Visit *stchas.edu/learnforlife* or call 636-922-8233

Formats

Live lecture course offered several times a year.

For schedule visit *stchas.edu/learnforlife*, or call 636-922-8233.

Online course: A new class begins every eight weeks.

The online course is completed in two seven-week sessions and both sessions must be successfully completed in order to receive a certificate. Students may begin their course study with any online session offered.

Topics of Study

Students will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of law in which paralegals are in most demand.

Live Lecture:

Session 1: "Legal Terminology, Documents, Ethics, and the Litigation Process": This first session focuses on the history of American jurisprudence, the theory of law, the legal process, and the nature of litigation. Discussion will cover pre-trial, trial and post-trial procedures as well as an in depth coverage of legal ethics. At the end of the first session of class, students will know how to prepare a Complaint/Petition, Answer, Third Party Complaint/Petition, and Motion for Summary Judgment.

Session 2: "Introduction to the Evidentiary Predicate": This session covers the rules of evidence and civil procedure. Basic interviewing and investigation techniques and the development and use of demonstrative evidence will also be explained. At the end of the second session of class, students will prepare discovery matter such as Interrogatories, Request for Admissions and Request for Production of Documents.

Session 3: "Identifying Relevant Authority": During this session, students will learn how to identify relevant law, determine the differences between primary and secondary authority, and between mandatory and persuasive authority, and learn how to find and apply authority to hypothetical factual situations.

Session 4: "Introduction to Legal Research": Students will learn research techniques for use in legal memoranda, motions, and briefs. Primary and secondary source materials will be discussed, and a concise approach to legal research will be developed.

Session 5: "Legal Research Practice": Legal research skills will be applied this session with emphasis on shepardizing statutes and case law and learning to use computerized legal research terminals. Numerous research assignments will be given, discussed and critiqued. The West Key Number System® will be learned thoroughly.

Session 6: "Legal Writing and Appellate Procedure": This final session will concentrate on the preparation and critique of legal memoranda, including an Interoffice Memorandum of Law and Appellate Brief. Principles of appellate procedure will also be reviewed. Proper citation format will be covered along with a discussion of job hunting techniques and job leads for those seeking their first employment as paralegals.

There are no prerequisites for the course. Students will be expected to complete a significant amount of homework for each session. This program will help students increase their office's efficiency, productivity and billable hours as well as learn new marketable job skills.

Education

DEGREES

EARLY CHILDHOOD EDUCATION A.A.T.

Department: Education

Total Credit Hours: 64 credits

The Missouri public 4-year institutions of higher education, and some private 4-year institutions, have agreed to accept the A.A.T. as equivalent to their first two years of teacher education. Thus, a student who completes an A.A.T. at SCC should have no more credit hours to complete during the last two years than a native 4-year student at that institution.

Because course content is organized in different configurations at different institutions, you may repeat some content areas, but not credit hours. Students who do not complete the A.A.T. will transfer course by course; individual institutions have agreed to transfer specific courses but have not guaranteed that students will have no more credits to complete than their native students. Check with your transfer institution to see if you will need to have a certain score on the ACT test for admittance to their institution.

The most current listing of institutions that will accept the A.A.T. is available at *dhe.mo.gov/cota*. Students need to work closely with their transfer institution to ensure that courses taken at SCC will meet degree requirements and that all entrance requirements have been met for the transfer school.

COURSE	TITLE	CREDITS

General Education Requirements (42 credits)

Mathematics

MAT 156	College Algebra - Educators	4

Communication

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPE 101 or	Oral Communications	3
SPE 102	Public Speaking	

Social Science

PSY 101	Introduction to Psychology	3
HIS 102 or	U.S. History Since 1877*	3
HIS 146	Western Civilization: Modern Europe	
POL 101 or	American Government*	3
POL 102	State and Local Government	

Natural Science – Option 1

(Choose Option 1 or Option 2)

BIO 105 and	Essentials of Biology and	11
CHM 115 and	General Chemistry I and	
PHY 111	Introduction to Physical Science	

Natural Science – Option 2

BIO 105/106 and	Essentials of Biology with Lab
CHM 101/103 and	Introduction to Chemistry with Lab
PHY 111/113	Introduction to Physical Science with Lab

Humanities

May take both LIT Requirements from this section or may choose a second LIT from the following:

LIT 271 and	Literature and Contemporary Cultures	3
LIT 210 or	American Literature from 1620-1865	3
LIT 220 or	American Literature from 1865-Present	
LIT 200 or	World Mythology	
LIT 201 or	Mythology in Western Culture	
LIT 207 or	Introduction to the Bible as Literature	
LIT 215 or	Introduction to Poetry	
LIT 222 or	Native American Literature	
LIT 223 or	African American Literature	
LIT 230 or	Contemporary Fiction	
LIT 240 or	Contemporary Literature	
LIT 250 or	English Literature before 1800	
LIT 252 or	Introduction to Shakespeare	
LIT 260 or	English Literature after 1800	
LIT 272 or	World Literature - Ancient World through the Renaissance	
LIT 273 or	World Literature - Enlightenment to 20th Century	
LIT 275 or	Holocaust Literature	
LIT 280 or	Gender Issues in Literature	
LIT 289	Writing about Literature	

Multicultural/Valuing – choose one

*cannot count for both EDU and MVC credit

GEO 100 or	Principles of Geography	3
ECO 100 or	Survey Economics or	
EDU 247	Multicultural Education	

Core Course Requirements (13 credits)

All EDU courses must be completed with a grade of "C" or higher and cumulative GPA of 3.00

EDU 212	Foundations of Education in a Diverse Society	3
EDU 222	Educational Technology	3
EDU 240	Education Psychology	3
EDU 285	Teaching Profession with Field Experience	3
EDU 290	Portfolio Assessment in Education**	1

Electives** (9 credits)

*Courses are a part of the Statewide Articulation A.A.T. Agreement

EDU 125	Teaching Literature through Storytelling	3
EDU 201	Cognitive Activities & STEM for Young Children	3
EDU 202	Creative Activities & Play for Young Children	3
EDU 204	Principles of Early Childhood Curriculum	3
EDU 205	Children, Families, and Communities	3
EDU 207	Introduction to Young Children with Special Needs	3
EDU 208	Nutrition, Health, and Safety of Young Children	3
EDU 225	Literature for Children	3
EDU 242	Art for Children	3
EDU 246	Music for Children	3
EDU 247*	Multicultural Education	3
EDU 250*	Education of Exceptional Learners	3
EDU 252	Autism Spectrum Disorders	3
EDU 255	Social Communication and Sensory Integration	3

Total Required Hours: 64 credits

* Students must take either HIS 102 or POL 101 to meet state requirements

** Entire MoGEA must be passed for successful completion of EDU 290. MOGEA Exam covers English, Math, Science and Social Studies – must achieve a passing score in all areas - recommend taking before completion of 30 credit hours.

ELEMENTARY EDUCATION A.A.T.

Department: Education

Total Credit Hours: 64 credits

The Missouri public 4-year institutions of higher education, and some private 4-year institutions, have agreed to accept the A.A.T. as equivalent to their first two years of teacher education. Thus, a student who completes an A.A.T. at SCC should have no more credit hours to complete during the last two years than a native 4-year student at that institution. Because course content is organized in different configurations at different institutions, you may repeat some content areas, but not credit hours. Students who do not complete the A.A.T. will transfer course by course; individual institutions have agreed to transfer specific courses but have not guaranteed that students will have no more credits to complete than their native students. Check with your transfer institution to see if you will need to have a certain score on the ACT test for admittance to their institution.

The most current listing of institutions that will accept the A.A.T. is available at *http://www.dhe.mo.gov/cota*. Students need to work closely with their transfer institution to ensure that courses taken at SCC will meet degree requirements and that all entrance requirements have been met for the transfer school.

COURSE	TITLE	CREDITS

General Education Requirements (42 credits)

Mathematics

MAT 156	College Algebra - Educators	4

Communication

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPE 101 or	Oral Communications	3
SPE 102	Public Speaking	

Social Science

*Preferred by most transfer institutions and meets state requirement

PSY 101	Introduction to Psychology	3
HIS 102 or	U.S. History Since 1877*	3
HIS 146	Western Civ: Modern Europe	
POL 101 or	American Government*	3
POL 102	State and Local Government	

Natural Science – Option 1

(Choose Option 1 or Option 2)

BIO 105 and	Essentials of Biology	11
CHM 115 and	Essentials of Biology with Lab	
PHY 111	Introduction to Physical Science	

Natural Science – Option 2

CHM 101/103 and	Essentials of Biology with Lab
PHY 111/113	Introduction to Physical Science with Lab

Humanities

May take both LIT Requirements from this section or may choose a second LIT from the following:

LIT 271 and	Literature and Contemporary Cultures	3
LIT 210 or	American Literature from 1620-1865	3
LIT 220 or	American Literature from 1865-Present	
LIT 200 or	World Mythology	
LIT 201 or	Mythology in Western Culture	
LIT 207 or	Introduction to the Bible as Literature	
LIT 215 or	Introduction to Poetry	
LIT 222 or	Native American Literature	
LIT 223 or	African American Literature	
LIT 230 or	Contemporary Fiction	
LIT 240 or	Contemporary Literature	
LIT 250 or	English Literature before 1800	
LIT 252 or	Introduction to Shakespeare	
LIT 260 or	English Literature after 1800	
LIT 272 or	World Literature - Ancient World through the Renaissance	
LIT 273 or	World Literature - Enlightenment to 20th Century	
LIT 275 or	Holocaust Literature	
LIT 280 or	Gender Issues in Literature	
LIT 289	Writing about Literature	

Multicultural/ Valuing – Choose one

* Cannot count for both EDU and MVC credit

GEO 100 or	Principles of Geography	3
ECO 100 or	Survey Economics	
EDU 247*	Multicultural Education	

Core Course Requirements (13 credits)

All EDU courses must be completed with a grade of "C" or higher and cumulative GPA of 3.00

EDU 212	Foundations of Education in a Diverse Society	3
EDU 222	Educational Technology	3
EDU 240	Education Psychology	3
EDU 285	Teaching Profession with Field Experience	3
EDU 290	Portfolio Assessment in Education**	1

Electives** (9 credits)

Choose one (3 credits):

EDU 242 or	Art for Children	3
EDU 245 or	Integrating Movement and the Arts of Elem. Ed	
EDU 246	Music for Children	

Choose two (6 credits):

*Part of Statewide Articulation A.A.T. Agreement

EDU 125 or	Teaching Literature through Storytelling	6
EDU 225 or	Literature for Children	
EDU 242 or	Art for Children	
EDU 246 or	Music for Children	
EDU 247 or	Multicultural Education	
EDU 250 or	Education for Exceptional Learners	
EDU 252 or	Autism Spectrum Disorders	
EDU 255	Social Communication and Sensory Integration	

Total Required Hours: 64 credits

* Students must take either HIS 102 or POL 101 to meet state requirements

** Entire MOGEA must be passed for successful completion of EDU 290. MOGEA Exam covers English, Math, Science and Social Studies – must achieve a passing score in all areas – recommend taking before completion of 30 credit hours.

SECONDARY EDUCATION A.A.T.

Department: Education

Total Credit Hours: 64 credits

The Missouri public 4-year institutions of higher education, and some private 4-year institutions, have agreed to accept the A.A.T. as equivalent to their first two years of teacher education. Thus, a student who completes an A.A.T. at SCC should have no more credit hours to complete during the last two years than a native 4-year student at that institution. Because course content is organized in different configurations at different institutions, you may repeat some content areas, but not credit hours. Students who do not complete the A.A.T. will transfer course by course; individual institutions have agreed to transfer specific courses but have not guaranteed that students will have no more credits to complete than their native students. Check with your transfer institution to see if you will need to have a certain score on the ACT test for admittance to their institution.

The most current listing of institutions that will accept the A.A.T. is available at *http://www.dhe.mo.gov/cota*. Students need to work closely with their transfer institution to ensure that courses taken at SCC will meet degree requirements and that all entrance requirements have been met for the transfer school.

COURSE	TITLE	CREDITS

General Education Requirements (42 credits)

Mathematics*

MAT 156 or	College Algebra - Educators	4
MAT 162	College Algebra - STEM	

Communication

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPE 101 or	Oral Communications	3
SPE 102	Public Speaking	

Social Science

**Preferred by most transfer institutions and meets state requirement

PSY 101	Introduction to Psychology	3
HIS 102 or	U.S. History Since 1877**	3
HIS 146	Western Civilization: Modern Europe	
POL 101 or	American Government**	3
POL 102	State and Local Government	

Natural Science Option 1 (includes 1 two-hour CHM lab)

BIO 105 and		
CHM 115 and		
PHY 111 or		
BIO 105 and	Essentials of Biology	11
CHM 115	General Chemistry I	

Natural Science Option 2 (must take 2 labs)

BIO 105/106 and		
CHM 101/103 and		
PHY 111/113		
CHM 101/103 and	Introduction to Chemistry with Lab	
PHY 111/113	Introduction to Physical Science with Lab	

Humanities

May take both LIT Requirements from this section or may choose a second LIT from the following

LIT 271 and	Literature and Contemporary Cultures and	3
LIT 210 or	American Literature from 1620-1865	3
LIT 220 or	American Literature from 1865-Present	
LIT 200 or	World Mythology	
LIT 201 or	Mythology in Western Culture	
LIT 207 or	Introduction to the Bible as Literature	
LIT 215 or	Introduction to Poetry	
LIT 222 or	Native American Literature	
LIT 223 or	African American Literature	
LIT 230 or	Contemporary Fiction	
LIT 240 or	Contemporary Literature	
LIT 250 or	English Literature before 1800	
LIT 252 or	Introduction to Shakespeare	
LIT 260 or	English Literature after 1800	
LIT 272 or	World Literature - Ancient World through the Renaissance	
LIT 273 or	World Literature - Enlightenment to 20th Century	
LIT 275 or	Holocaust Literature	
LIT 280 or	Gender Issues in Literature	
LIT 289	Writing about Literature	

Multicultural/Valuing – Choose one

* Cannot count for both EDU and MVC credit

GEO 100 or	Principles of Geography	3
ECO 100	Survey Economics	
ECO 247*	Multicultural Education	

Core Course Requirements (13 credits)

All EDU courses must be completed with a grade of "C" or higher and cumulative GPA of 3.00

EDU 212	Foundations of Education in a Diverse Society	3
EDU 222	Educational Technology	3
EDU 240	Education Psychology	3
EDU 285	Teaching Profession with Field Experience	3
EDU 290	Portfolio Assessment in Education***	1

Electives (9 credits)

Choose two (6 credits):

*Courses are a part of the Statewide Articulation A.A.T. Agreement

EDU 125 or	Teaching Literature through Storytelling	6
EDU 225 or	Literature for Children	
EDU 242 or	Art for Children	
EDU 246 or	Music for Children	
EDU 247 or	Music for Children	
EDU 250 or	Education for Exceptional Learners	
EDU 252 or	Autism Spectrum Disorders	
EDU 255	Social Communication and Sensory Integration	

Choose one (3 credits):

PSY 210 or	Human Growth and Development	3
PSY 215	Adolescent Psychology	

Any content area course above what is required for the A.A.T.

Total Required Hours: 64 credits

* If a 3-credit MAT 162 equivalent is taken, an additional credit hour must be taken in General Education

** Students must take HIS 102 or POL 101 to meet state requirements.

*** Entire MOGEA must be passed for successful completion of EDU 290. MOGEA Exam covers English, Math, Science and Social Studies – must achieve a passing score in all areas – recommend taking before completion of 30 credit hours.

CHILD CARE & EARLY EDUCATION A.A.S.

Department: Child Care and Early Education

Total Credit Hours: 66-67 credits

This degree provides students the knowledge and skills to care for and teach young children (birth to age 8). Child care professionals promote the social, emotional, cognitive and physical growth of children by guiding and supervising them through developmentally appropriate experiences.

COURSE	TITLE	CREDITS
General Education Requirements (24-25 credits)		
Mathematics		
MAT 105	Applied Math	3-4
MAT 108	Understanding K-8 Math	
MAT 121	Intermediate Algebra	
Communication		
ENG 101	English Composition I	3
ENG 102 or	English Composition II	3
ENG 115 or	Technical Writing	
ENG 125	Business Writing	
SPE 101	Oral Communication	3
Social Science		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
POL 101 or	American Government	
POL 102	State & Local Government	
Natural Science		
Any BIO or	Any Biology	3
Any CHM or	Any Chemistry	
Any PHY	Any Physical Science	
Humanities		
Any Humanities (ART 1001 or MUS 111 preferred)		3
Elective		
Any Elective		3
Core Course Requirements (39 credits)		
CDC 101	Introduction to Early Childhood Education	3
CDC 102	Creative Activities and Play for Young Children	3
CDC 103	Literacy & Literature for Young Children	3
CDC 104	Principles of Early Childhood Curriculum	3
CDC 105	Early Childhood Practicum I	2
CDC 107	Introduction to Young Children with Special Needs	3
CDC 109	Early Childhood Practicum I Seminar	1
CDC 112	Child Growth & Development I: Prenatal Through Early Childhood	3
CDC 113	Child Growth & Development II: Birth Through Adolescence	3
CDC 201	Cognitive Activities and STEM for Young Children	3
CDC 203	Early Childhood Practicum II	2
CDC 205	Children, Families & Communities	3
CDC 206	Early Childhood Practicum III	2
CDC 208	Nutrition, Health & Safety of Children	3
CDC 209	Early Childhood Practicum II Seminar	1
CDC 210	Early Childhood Practicum III Seminar	1
Elective Courses in Child Care (3) – Choose one		
CDC 106	Experiences in Early Childhood Education	1-3
CDC 108	Infant & Toddler Development and Curriculum	3
CDC 202	Music & Movement for Young Children	3
CDC 204	Management of Early Childhood Programs	3
CDC 207	Curriculum & Materials for Young Children With Special Needs	3

Total Required Hours: 66-67 credits

Contact Information: Kathy Drews, 636-922-8424 or *kdrews@stchas.edu*.

* The Academic Skills Assessment is required before enrolling in a math or English course. If a student places into lower-level courses than are required for the degree, then the student must first enroll in lower-level courses before enrolling in the courses required for graduation.

** CDC 104, CDC 105, & CDC 109 must be taken together and are offered only in the fall semester. Permission of program chair.

*** CDC 203, CDC 206, CDC 209 & CDC 210 must be taken together and are offered only in the spring semester. Permission of program chair.

+ Courses that will fulfill the graduation requirements for General Education electives, Social Science, Natural Science and Humanities are listed in the "Associate of Applied Science Degree Graduation Requirements." Students must demonstrate computer literacy.

PARAPROFESSIONAL STUDIES A.A.S.

Department: Education

Total Credit Hours: 66 credits

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.

COURSE	TITLE	CREDITS
General Education Requirements (28 credits)		
Mathematics		
MAT 108	Understanding K-8 Mathematics	3
Communication		
ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPE 101	Oral Communication	3
Social Science		
POL 101	American Government (required)	3
PSY 101	Introduction to Psychology	3
HIS 101	U.S. History to 1877	3
HIS 102	U.S. History Since 1877	
HIS 115	U.S. History Since 1945	
Natural Science		
Any BIO or	Any Biology	4
Any CHM or	Any Chemistry	
Any PHY	Any Physical Science and the corresponding lab	
Humanities		
EDU 242	Art for Children	3

Core Course Requirements (35 credits)

CDC 112 and	Child Growth and Development I	6
CDC 113	Child Growth and Development II	
PSY 201 and	Child Psychology	6
PSY 215	Adolescent Psychology	
EDU 211	Foundations of Education	3
EDU 220	Technology for Teachers	3
EDU 225	Literature for Children	3
EDU 240	Educational Psychology	3
EDU 250	Education of Exceptional Learners	3
CDC 107	Introduction to Young Children With Special Needs	3
CDC 207	Curriculum and Materials for Young Children With Special Needs	3
EDU 252	Autism Spectrum Disorders	3
EDU 285	Teaching Profession With Field Experience	3
EDU 280	Practicum for Paraprofessionals	2

Education Electives (3 credits) – Choose one of the following

EDU 244	Physical Education for the Elementary Grades	3
EDU 246	Music for Children	3
CDC 102	Creative Activities and Play for Young Children	3
CDC 103	Literacy and Literature for Young Children	3

Total Required Hours: 66 credits

* The Academic Skills Assessment is required before enrolling in a math or English course. If a student places into lower-level courses than are required for the degree, then the student must first enroll in lower-level courses before enrolling in the courses required for graduation.

** Students must also pay for and pass the Paraprofessional State Exam

PARAPROFESSIONAL STUDIES AUTISM SPECIALIST A.A.S.

Department: Education

Total Credit Hours: 69 credits

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.

COURSE	TITLE	CREDITS

General Education Requirements (28 credits)

Mathematics

MAT 108	Understanding K-8 Mathematics	3

Communication

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPE 101	Oral Communication	3

Social Science

POL 101	American Government	3
PSY 101	Introduction to Psychology	3
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115	U.S. History Since 1945	

Natural Science

Any BIO or	Any Biology	4
Any CHM or	Any Chemistry	
Any PHY	Any Physical Science and the corresponding lab	

Humanities

EDU 242	ART for Children	3

Core Course Requirements (6 credits)

CDC 112 and	Child Growth and Development I	6
CDC 113	Child Growth and Development II	
PSY 201 and	Child Psychology	6
PSY 215	Adolescent Psychology	
EDU 211	Foundations of Education	3
EDU 220	Technology for Teachers	3
EDU 225	Literature for Children	3
EDU 240	Educational Psychology	3
EDU 250	Education of Exceptional Learners	3
CDC 107	Introduction to Young Children With Special Needs	3
CDC 207	Curriculum and Materials for Young Children With Special Needs	3
EDU 252	Autism Spectrum Disorders	3
EDU 255	Social Communication & Sensory Integration	3
PSY 240	Applied Behavior Analysis	3
EDU 285	Teaching Profession With Field Experience	3
EDU 280	Practicum for Paraprofessionals	2

Total Required Hours: 69 credits

* The Academic Skills Assessment is required before enrolling in a math or English course. If a student places into lower-level courses than are required for the degree, then the student must first enroll in lower-level courses before enrolling in the courses required for graduation.

** Students must also pay for and pass the Paraprofessional State Exam

CERTIFICATES

AUTISM SPECIALIST C.S.

Department: Education

Total Credit Hours: 12 credits

Earning a Certificate of Specialization in Autism Specialist provides individuals who possess 60 hours of college credit and are currently working full-time as a Paraprofessional, or individuals who possess at least a two year degree in Education, the opportunity to expand their knowledge with four additional courses that focus specifically on Autism in the world of Education.

COURSE	TITLE	CREDITS

General Education Requirements (0 credits)

Core Course Requirements (12 credits)

EDU 250	Education of Exceptional Learners	3
EDU 252	Autism Spectrum Disorders	3
EDU 255	Social Communication and Sensory Integration	3
PSY 240	Applied Behavior Analysis	3

Total Required Hours: 12 credits

CHILD CARE & EARLY EDUCATION C.A.

Department: Child Care and Early Education

Total Credit Hours: 36-37 credits

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.

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

COURSE	TITLE	CREDITS
General Education Requirements (12-13 credits)		
Mathematics		
MAT 108 or	Understanding K-8 Math or	3-4
MAT 121 or higher	Intermediate Algebra or higher	
Communication		
ENG 101 or	English Composition I or	3
ENG 102 or	English Composition II or	
ENG 115 or	Technical Writing or	
ENG 125	Business Writing	
SPE 101	Oral Communication	3
Social Science		
HIS 101 or	U.S. History to 1877 or	3
HIS 102 or	History Since 1877 or	
HIS 115 or	U.S. History Since 1945 or	
POL 101 or	American Government or	
POL 102	State & Local Government	
Natural Science		
Any BIO or	Any Biology course or	3
Any CHM or	Any Chemistry course or	
Any PHY	Any Physical Science	
Core Course Requirements (18 credits)		
CDC 101	Introduction to Early Childhood Education	3
CDC 104	Principles of Early Childhood Curriculum	3
CDC 105	Early Childhood Practicum I	3
CDC 107	Introduction to Young Children With Special Needs	3
CDC 109	Early Childhood Practicum I Seminar	1
CDC 112	Child Growth & Development I: Prenatal Through Early Childhood	3
CDC 208	Nutrition, Health & Safety of Children	3
Elective Courses in Child Care (6 credits) – Choose two		
CDC 102	Creative Activities and Play for Young Children	3
CDC 103	Literacy & Literature for Young Children	3
CDC 106	Experiences in Early Childhood Education	1-3
CDC 108	Infant & Toddler Development and Curriculum	3
CDC 201	Cognitive Activities and STEM for Young Children	3
CDC 202	Music & Movement for Young Children	3
CDC 204	Management of Early Childhood Programs	3

Total Required Hours: 36-37 credits

For more information, call 636-922-8669.

Engineering

DEGREES

ENGINEERING A.S.

Department: Pre-Engineering

Total Credit Hours: 64 credits

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.

Suggested Schedule Planning

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.

COURSE	TITLE	CREDITS
First Semester (15 credits)		
MAT 180	Calculus and Analytic Geometry I*	5
CHM 115	General Chemistry I	5
ENG 101	English Composition I	3
EGR 100	Introduction to Engineering**	1
Second Semester (16 credits)		
MAT 230	Calculus and Analytic Geometry II	5
PHY 250	Engineering Physics I	5
ENG 102 or	English Composition II** or	3
SPE 101/110	Oral Communication/Interpersonal Communication**	
EGR 104	Engineering Design**	3
Third Semester (16 credits)		
MAT 240	Calculus and Analytic Geometry III	5
PHY 251	Engineering Physics II	5
EGR 170	Engineering Mechanics-Statics	3

HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State and Local Government	

Fourth Semester (15-16 credits)

CPT course per transfer institution – CPT 182/187/189/281**		3
Humanities/social science elective+		3
MAT 250	Differential Equations	3
ECO 110 or	Principles of Macroeconomics	3
ECO 120	Microeconomics **	
EGR 210 or	Engineering Mechanics-Dynamics	3
EGR 220	Electrical Circuits **	
EGR 221	Electrical Circuits Lab (optional)	1

Total Hours Required for Graduation: 62-63 credits

+ Humanities/Social Science Electives – Typical social science courses include history, political science, sociology, psychology and economics. Humanities courses typically include literature, philosophy, and non-applied art, music and theatre courses. 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.

Per College policy Individual students may be required to take COL 101.

English/ Communications/ Foreign Languages

CERTIFICATES

CREATIVE WRITING C.S.

Department: English/Literature

Total Credit Hours: 16 credits

Earning a Certificate of Specialization in creative writing provides students the opportunity to hone their skills and abilities in a variety of forms of creative writing, as well as the practices of publishing writing. Students will be awarded this certificate upon completion of the following courses in the following areas.

COURSE	TITLE	CREDITS
General Education Requirements (0 credits)		
Core Course Requirements (16 credits)		
Creative Writing Foundation		
ENG 201	Introduction to Creative Writing	3
Area One: Publication Practices (Choose 1)		
ENG 202 or	Creative Writing II	3
ENG 203	Self-Publishing Workshop	
Area Two: Writing Workshops (Choose 2):		
ENG 200 or	Book Writing Workshop	6
ENG 206 or	Fiction Writing	
ENG 207 or	Poetry Writing	
ENG 208 or	Writing for Stage and Screen	
ENG 209 or	Writing Creative Nonfiction	
ENG 250 or	Advanced Creative Writing Workshop	
ENG 299	Topics in Creative Writing	
Area Three: Literature Requirement (Choose 1)		
LIT 215 or	Introduction to Poetry	3
LIT 230 or	Contemporary Fiction	
LIT 240 or	Contemporary Literature	
Any LIT	Any LIT course with department chair permission	
Creative Writing Capstone		
ENG 298	Creative Writing Portfolio	1

Total Required Hours: 16 credits

ENGLISH AS A SECOND LANGUAGE C.S.

Department: English as a Second Language

Total Credit Hours: 18-22 credits

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 18-22 credit hours, encouraging mastery of English Reading, Writing and Speaking skills, and would consist of at least, but not limited to six courses.

COURSE	TITLE	CREDITS
General Education Requirements (9-12 credits)		
Writing		
ESL 107 or	Intensive Grammar Review for Non-Native Speakers	
ESL 108 or	Intermediate Composition for Non-Native Speakers	
ESL 109	Research Writing for Non-Native Speakers	3-4
Speaking & Listening		
ESL 103/ SPE 100 or	Pronunciation & Communication and Listening for Non-Native Speakers	
ESL 105	Advanced Conversation & Speaking Skills for Non-Native Speakers/Oral Communication.	3-4
Reading		
ESL 104 or	College Reading for Non-Native Speakers Advanced	
ESL 106	College Reading for Non-Native Speakers	3-4
* Elective if students have tested out of Reading		
ESL 100 or	Welcome/Orientation to SCC for Non-Native Speakers	3
ESL 109	Research Writing for Non-Native Speakers	
Advanced Communication & Culture Requirements (6 credits – choose two courses)		
Reading		
RDG 111	Reading Across the Disciplines	6
Writing		
ENG 101	English Composition I	
ENG 102	English Composition II	
Speaking & Listening		
SPE 101	Oral Communications	
Culture		
GLS 101	Introduction to Global Studies	
MUS 111	Music Appreciation	
MUS 250	Music Audio Production I	
Music Performance Class		
ART 1001	Art Appreciation	
ART 1105	Digital Art Studio	
Art Studio Course		
Elective – Choose One		
ART	(Studio Art)	3
BTC 101	Keyboarding	
BTC/CPT 103	Microcomputer Applications	
BTC 130	Customer Service Excellence	
BTC 131	Telephone Communication Skills	
BTC 132	Time Management	
BTC 135	Your Professional Image	
BTC 136	Electronic Communication with Stakeholders	
BTC 137	Interpersonal Skills	
CPT Courses	(Non-English intensive)	
ESL 100	SCC Success and Skills for Non-Native Speakers	
ESL 107	Intensive Grammar Review for Non-Native Speakers	
ESL 108	Intermediate Composition for Non-Native Speakers	
ESL 103/SPE 100	Pronunciation, Communication, and Listening for Non-Native Speakers	
ESL 105	Advanced Conversation and Speaking Skills for Non-Native Speakers	
ESL 109	Advanced Conversation and Speaking Skills for Non-Native Speakers	
ESL 120	Advanced Conversation and Speaking Skills for Non-Native Speakers	
ESL 299	AESL Conversation and Current Events	
Foreign Language	(must have completed ESL 108)	
HMS 100	Introduction to Human Services	
Any MAT	Any Math	
MUSIC	(any performance class)	
RDG 080	Spelling I	
RDG 081	Spelling II	
RDG 083	Vocabulary Improvement	
RDG 084	Introduction to College Vocabulary	
RDG 090	Vocabulary for College Reading	
RDG 104	Reading For Non-Native Speakers	
RDG 106	Advanced Reading for Non-Native Speakers	
SPE 101	Advanced Reading for Non-Native Speakers	

Total Required Hours: 18-22 credits

TRANSFER PROGRAM SCHEDULE GUIDES

COMMUNICATION (A.A.)

Department: Communications

Total Credit Hours: 64 credits

Suggested Schedule Planning

COURSE	TITLE	CREDITS
Italicized courses are recommended to be taken for elective credits.		
First Semester (16-18 credits)		
ENG 101	English Composition I	3
MAT 155 or	Contemporary College Math or	3-4
MAT 158 or higher	College Algebra or higher	
SPE 101	Oral Communications	3
Social Science (Group I)		3
Humanities (Group II)*		3-4
Second Semester (16-17 credits)		
ENG 102	English Composition II	3
Natural Science With Lab		4
COM 102	*Introduction to Mass Communication*	3

SPE 102 *Public Speaking* 3
Humanities* 3-4

Third Semester (15-16 credits)

SPE 110 *Interpersonal Communication* 3
Course(s) in major for transfer institution 6
Social Science (Group II) 3
Multicultural/Valuing/Foreign Language* 3-4

Fourth Semester (16-17 credits)

Social Science 3
CPT 103 or Microcomputer Applications or 2
CPT 115 Introduction to Data Processing
Course(s) in major for transfer institution 3
Natural Science Natural Science 3-4
Humanities (Group I) 3
COL 299 Sophomore Portfolio Assessment 1

Total Hours Required For Graduation: 64 credits

* 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.

For more information, call 636-922-8241.

Per College policy, individual students may be required to take COL 101.

ENGLISH (A.A.)

Department: English/Literature

Total Credit Hours: 64 credits

Suggested Schedule Planning

COURSE TITLE CREDITS

Italicized courses are recommended to be taken for elective credits.

First Semester (16-18 credits)

ENG 101 English Composition I 3
MAT 155 Contemporary College Math 3-4
MAT 158 or higher College Algebra
Humanities/Foreign Language * 3-4
Social Science (Group I) 3
Natural Science 3

Second Semester (15-16 credits)

ENG 102 English Composition II 3
LIT 250 *Survey of English Literature before 1800* 3
Social Science 3
Humanities/Foreign Language * 3-4
Course(s) in major for transfer institution 3

Third Semester (16-17 credits)

Natural Science With Lab 4
Multicultural/Valuing/Foreign Language 3-4
SPE 101 Oral Communication 3
LIT 210 *American Literature from 1629-1865* 3
LIT 260 *Survey of English Literature after 1800* 3

Fourth Semester (16 credits)

CPT 103 or Microcomputer Applications or 3
CPT 115 Introduction to Data Processing
Social Science (Group II) 3
LIT 220 *American Literature from 1865-Present* 3
Course(s) in major for transfer institution 3
Humanities (Group I) 3
COL 299 Sophomore Portfolio Assessment 1

Total Hours Required For Graduation: 64 credits

* 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.

For more information, call 636-922-8241.

Per College policy, individual students may be required to take COL 101.

FOREIGN LANGUAGE (ARABIC, FRENCH, GERMAN, SPANISH) (A.A.)

Department: Foreign Language

Total Credit Hours: 64 credits

Suggested Schedule Planning

COURSE TITLE CREDITS

Italicized courses are recommended to be taken for elective credits.

First Semester (14-15 credits)

ENG 101 English Composition I 3
MAT 155 or Contemporary College Math 3-4
MAT 158 or higher College Algebra or higher
Foreign Language 101 (ARB, FRN, GRM, SPN) 4
Social Science (Group I) 3

Second Semester (16-17 credits)

ENG 102 English Composition II 3
Foreign Language 102 (ARB, FRN, GRM, SPN) 4
Natural Science 3
Social Science (Group II) 3
Course(s) in major for transfer institution 3-4

Third Semester (17 credits)

Natural Science with Lab 4
Foreign Language 201 (ARB, FRN, GRM, SPN) 4
Course(s) in major for transfer institution 3
SPE 101 Oral Communication 3
Social Science 3

Fourth Semester (17 credits)

Multicultural/Valuing 3
Course(s) in major for transfer institution 3
Humanities (Group I) 3
CPT 103 or Microcomputer Applications 3
CPT 115 Introduction to Data Processing
Foreign Language 202 (ARB, FRN, GRM, SPN) 4
COL 299 Sophomore Portfolio Assessment 1

Total Hours Required For Graduation: 64 credits

For more information, call 636-922-8241.

Per College policy, individual students may be required to take COL 101.

General Education

CERTIFICATES

DIVERSITY C.S.

Department: Diversity

Total Credit Hours: 13 credits

Will offer students an opportunity to exhibit their specialized experience with diversity while acquiring their general education. It indicates that students have participated in college-level academic discourse on topics such as age, race, gender, disabilities, and culture. These may encompass Gender Studies, Diaspora Studies (Black, Indian, Native American Indian and Jewish Studies, for example), Disabilities Studies, and Regional Studies.

COURSE	TITLE	CREDITS

General Education Requirements (0 credits)

Core Course Requirements (12 credits)

Complete SCC study abroad program or 12
Any GLC, GLS, Foreign Language, ANT 102, 103, 105, 151, 161, 171, 201, 202, 220, 224, BUS 105, 255, CPT 105, CRJ 280, ESL 107, 108, GEO 100, 101, 102, 110, HIS 145, 146, 160, 202, 203, 240, LIT 200, 207, 215, 222, 230, 240, 241, 242, 265, 267, 271, 272, 273, 274, 275, 280, MUS 111, PHL 201, POL 201, 210, 220, 255, SPE 215, SOC 241 or 242*

Secondary Core Course Requirements (1 credit)

Study tour or	.....	1
COL 299 or	Sophomore Portfolio Project or	
DC 299	Portfolio project designed by the Diversity Certificate Coordinator	

Total Required Hours: 13 credits

* No more than one course from each discipline

HONORS C.S.

Department: Arts, Humanities & Social Sciences

The SCC Honors Certificate of Specialization provides high-achieving students with an accelerated academic experience. In the courses taken for Honors, students will engage in interdisciplinary learning, independent research, and civic engagement.

COURSE	TITLE	CREDITS

General Education Requirements (0 credits)

Core Course Requirements (24-28 credits)

4 Honors-only courses

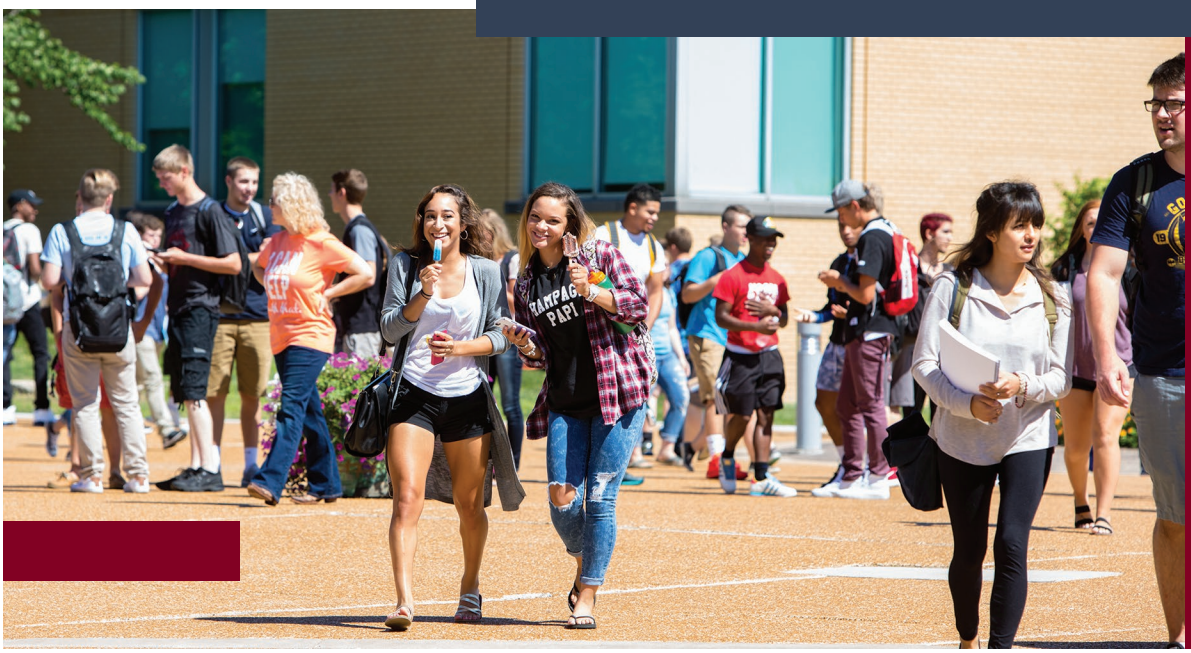
In these classes, students will explore course topics unique to the Honors Program. These courses are interdisciplinary in nature and are team-taught by members of 2 disciplines. (For example, History and English or Psychology and Political Science.) Students will take these courses with other Honors students. Honors-only courses will count for at least 1 general education course. Honors-only courses can be taken for general education courses or as electives.. 12

4 Honors-contract courses

These courses give students the option to earn Honors credit in subjects they choose. Students will enroll in a regular sections of classes but will "contract" with their professors for Honors credit by doing special projects, papers, or presentations. 12-16

Total Required Hours: 24-28 credits

Students are advised to take 1 Honors-only course and 1 Honors-contracted course per semester. Students are advised to take Honors sections of COL 101 and COL 299.



TRANSFER PROGRAM SCHEDULE GUIDE

LIBERAL ARTS/UNDECIDED (A.A.)

Department: Arts, Humanities & Social Sciences

Total Credit Hours: 64 credits

Suggested Schedule Planning

COURSE	TITLE	CREDITS

Italicized courses are recommended to be taken for elective credits.

First Semester (16-17 credits)

ENG 101	English Composition I	3
MAT 155 or	Contemporary College Math or	3-4
MAT 158 or higher	College Algebra- General Education	
Elective Course		3
Social Science (Group I)		3
Humanities (Group I)		3

Second Semester (16-17 credits)

ENG 102	English Composition II	3
Natural Science with Lab		4
Elective		3
Multicultural/Valuing/Foreign Language*		3-4
SPE 101	Oral Communications	3

Third Semester (15-16 credits)

Electives		6
Humanities (Group II)/Foreign Language *		3-4
Social Science (Group II)		3
CPT 103 or	Microcomputer Applications or	2
CPT 115	Introduction to Data Processing	

Fourth Semester (16-17 credits)

Social Science		3
Humanities/Foreign Language *		3-4
Natural Science		3
Elective Courses		6
COL 299	Sophomore Portfolio Assessment	1

Total Hours Required For Graduation: 64 credits

* 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.

Healthcare

DEGREES

NURSING A.S.

Department: Nursing

Total Credit Hours: 72 credits

The nursing program includes courses in science and liberal arts, as well as nursing. Courses consist of lecture and lab 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 clinical experiences. The SCC Associate Degree of Nursing Program is fully approved by the Missouri State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing, Inc. 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 two of this section. (1-14) 1990. RSMO 335.066.

CREDITS	COURSE	TITLE

General Education Requirements (31 credits)

Communication

ENG 101	English Composition I	3
ENG 102 or	English Composition II	3
Any LIT	Any LIT	

Social Science

HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
POL 101 or	American Government	
POL 102	State & Local Government	
PSY 101	Intro to Psychology	3
SOC 101	Intro to Sociology	3

Natural Science

CHM 101/103 or	Intro to Chemistry & Lab	4
CHM 106	Chemistry for Allied Health	
BIO 250A/250B	Anatomy & Physiology I & Lab.	4
BIO 251A/251B	Anatomy & Physiology II & Lab	4
BIO 246	Microbiology	4

Core Course Requirements (41 credits)

NUR 103, 113, 123	Introduction to Nursing (Lecture, Lab, Clinical).	9
NUR 104, 114, 124	Nursing of Adults/Children I (Lecture, Lab, Clinical).	11
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 credits

NURSING TRANSFER PROGRAM Associate of Science

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

All required science courses must have been taken within five years from the start of the program and passed with a "B" or better.

The prerequisite for Introduction to Chemistry is a "C" or better in Beginning Algebra (MAT 098) or higher assessment.

The prerequisite for Anatomy & Physiology I is high school biology or its equivalent within the last five years with a grade of "C" or better and CHM 101/103 or CHM 106 or its equivalent with a grade of a "C" or better within the last five years.

For specific admission requirements that apply to the two-year nursing program at SCC, see Allied Health Advising, or contact vocational counseling at alliedhealth@stchas.edu. For more information, call 636-922-8241.

HEALTH INFORMATION MANAGEMENT A.S.

Department: Health Information Management

Total Credit Hours: 70-73 credits

Students in Health Information Management (HIM) will receive the guidance of a talented, caring faculty dedicated to producing competent HIM 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, medical coding and billing and practical experience in approved health care facilities.

The HIM 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*.

COURSE	TITLE	CREDITS
General Education Requirements (21 credits)		
Communication		
ENG 101	English Composition I	3
ENG 102 or	English Composition II or	3
Any LIT	Any Literature	
SPE 101	Oral Communications	3
Computer Science		
BTC/CPT 103	Microcomputer Applications	3
Social Science		
PSY 101	Intro to Psychology	3
SOC 101	Intro to Sociology	3
HIS or	U.S. History or	3
POL	American Government (HIS 101, HIS 102, HIS 115, POL 101, POL 102)	
Core Course Requirements (49 credits)		
HIM 110	Medical Terminology I	3
HIM 115	Pharmacology & Diagnostic Procedures	3
HIM 120/121	Health Care Data & Lab	3
HIM 125/126	Health Care Technology & Lab	3
HIM 140	Anatomy & Physiology for HIM #*	5
HIM 141	Pathophysiology for Allied Health	3
HIM 150	Directed Practicum	1
HIM 220/221	ICD Coding & Lab	3
HIM 230	Healthcare Data Analysis	3
HIM 238	Health Care Legal & Ethical Issues	3
HIM 241	Health Care Statistics +	3
HIM 242	Health Care Management	3
HIM 243	Quality Management and Performance Improvement	3
HIM 250	Applied Practicum	3
HIM 260	Health Information Management Seminar	2
HIM 270/271	CPT Coding & Lab	3
HIM 280	Healthcare Billing and Reimbursement Issues	2
Elective (3 credits) (optional)		
HIM 290/291	Advanced Coding & Lab	3

Total Required Hours: 70-73 credits

NOTES:

- # BIO 250A/B and BIO 251A/B may substitute for HIM 140 Anatomy & Physiology for HIM -5 credits.
- * Prerequisite: High School biology with a C, within the last five years.
- + Students must assess into MAT 121 or have earned a C or higher in MAT 098.

To begin Health Information Management courses, student must have taken ENG 101 and BTC/CPT 103, with a grade of C or better.

Curriculum subject to revision to meet CAHIIM requirements.

EMERGENCY MEDICAL SCIENCE A.A.S.

Department: Health Information Management

Total Credit Hours: 61-62 credits

The Associate of Applied Science in Emergency Medical Science is the result of formal agreements between St. Charles Community College and Respond Right EMS Academy (REMSA) Educational Division, as well as an agreement between St. Charles Community College and St. Charles County Ambulance District (SCCAD). The college grants 30 credit hours toward the A.A.S. degree for students who submit proof of passing the National Registry of Emergency Medical Technicians (NREMT) Exam. These credit hours will be granted at the completion of all the other A.A.S. degree requirements. See an academic advisor if you have or plan to take the NREMT Exam. 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 requirement is met.

COURSE	TITLE	CREDITS
General Education Requirements (31-32 credits)		
Mathematics		
MAT 105 or	Applied Math or	3-4
MAT 121	Intermediate Algebra	
Communication		
ENG 101	English Composition I	3
Any LIT	Any LITERATURE	3
SPE 101	Oral Communications	3
Social Science		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History since 1877	
HIS 115 or	U.S. History Since 1945	
POL 101 or	American Government	
POL 102	State & Local Government	

Natural Science

CHM 101/103	Introduction to Chemistry & Laboratory	4

Humanities

PHL 160	Ethics	3

Elective

BTC/CPT 103	Microcomputer Applications	3
PSY 101	Introduction to Psychology	3
PSY 216	Abnormal Psychology	3

Core Course Requirements* (30 credits)

This requirement is fulfilled by submitting proof of passing the National Registry of Emergency Medical Technicians (NREMT) Exam. These credit hours will be granted at the completion of all the other A.A.S. degree requirements.

Total Required Hours: 61-62 credits

The Academic Skills Assessment Test or appropriate ACT score is required before enrolling in Math or English courses. If a student places into courses lower than those required for his/her degree, those courses need to be completed before enrolling in the required courses.

* 30 credit hours awarded for completion of Respond Right EMS Academy Paramedic EMT-P Program or St. Charles County Ambulance District EMT-P Program. Documentation of certification is required before the A.A.S. Degree will be awarded.

For more information about the Respond Right Program contact:

Director of EMS Education
Respond Right EMS Academy

7491 Mexico Road
St. Peters, MO 63376

Office: 314-713-1645 | Fax: 888-859-9304

www.respondright.com | *donna@respondright.com*

For more information about St. Charles County Ambulance District contact:

St. Charles County Ambulance District

4169 Old Mill Parkway

St. Peters, MO 63376

Office: 636-344-7663 | Fax: 636-447-9060

www.sccad.com | *bprice@sccad.com*

OCCUPATIONAL THERAPY ASSISTANT A.A.S.

Department: Occupational Therapy Assistant

Total Credit Hours: 75 credits

Admission to the Occupational Therapy Assistant Program is on a selective basis. Because of the academic demand of a curriculum that prepares graduates to take a national certification examination, applicants must meet certain academic standards.

Students must make an appointment (636-922-8246) with a career-technical counselor to plan course work and to apply for the Occupational Therapy Assistant Program.

Students are eligible to enroll in Occupational Therapy courses when the following requirements have been met:

- Must meet all of the college admission requirements.
- GPA: Minimum 2.75 on a 4.0 scale on at least 15 hours of college work including English Composition I and MAT 098 with a "B" or better.
- Previous Official College Transcripts: Must submit all previous non-SCC official transcripts and request they be evaluated by completing and submitting a Request for Evaluation of Transfer Credit.

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 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.

COURSE	TITLE	CREDITS
General Education Requirements (28 credits)		
Communication		
ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPE 101 or	Oral Communications or	3
SPE 102	Public Speaking	
Social Science		
PSY 101	Intro to Psychology	3
PSY 210	Human Growth & Development	3
HIS or	History or	3
POL	Political Science	
Mathematics		
MAT 147	Statistics – Allied Health	4
Humanities		

	ARB, ART, FRN, GRM, LIT, MUS, PHL, SPN, THE, BUS/CPT 105 or EDU 125	3

Elective

BTC/CPT 103	Microcomputer Applications	3

Core Course Requirements (47 credits)

OTA 105	Fundamentals of OTA I	12
OTA 115	Applied Kinesiology/Functional A & P	
OTA 125	Occupation Based Activities I	
OTA 106	Fundamentals of OTA II	12
OTA 116	Applied A & P for Health & Disease	
OTA 126	Occupation Based Activities II	
OTA 205	Fundamentals of OTA III	13
OTA 215	Prof Development/Clinical Competency	
OTA 225	Occupation Based Activities III	
OTA 226	OTA Practicum I	4
OTA 227	OTA Practicum II	4
OTA 206	OTA Capstone	2

Total Required Hours: 75 credits

PRE-PHARMACY A.S.

Department: Science

Total Credit Hours: 65-69 credits

This Associate of Science in Pre-Pharmacy degree program prepares students to transfer to a pharmacy school. Because requirements vary at each pharmacy school, students should check with their advisor and the institution they plan to transfer to ensure they are enrolled in the correct courses.

COURSE	TITLE	CREDITS

General Education Requirements (39-42 credits)

Mathematics

MAT 180	Calculus and Analytic Geometry	5

Communication

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPE 101	Oral Communication	3

Social Science

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	
HIS 270 or	History of Missouri or	
POL 101 or	American Government or	
POL 102	State and Local Government	

Natural Science

CHM 115	General Chemistry I	5
BIO 150	General Biology I	5

Elective**

4 of the listed electives**

See course descriptions in catalog** 12-15

Core Course Requirements (26-27 credits)

Biology

BIO 151	General Biology II	5
BIO 250A/250B	Anatomy & Physiology I and lab	4

Chemistry

CHM 116	General Chemistry II	5
CHM 240	Organic Chemistry I	3
CHM 241	Organic Chemistry II	3
CHM 243	Organic Chemistry lab	2

Physics

PHY 150/153	General Physics I with lab	4

College Requirement (1 credit)

Electives Options

BIO 251A/251B	Anatomy & Physiology II With lab	4
BIO 246	Microbiology	4
CHM 222	Quantitative Analysis	3
ECO 110 or	Principles of Macroeconomics or	3
ECO 120	Principles of Microeconomics	
HIM 110	Medical Terminology	3
Any PHL	Any Philosophy	3
PHY 151/154	General Physics II With Lab	4
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Total Required Hours: 66-69 credits

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

** Check with transfer institution to see which courses are required.

Per College policy Individual students may be required to take COL 101.

The bolded courses are required for application to SIUE, STL COP and UMKC pharmacy schools. All other courses are required for one or more of the listed pharmacy schools.

CERTIFICATES

PRACTICAL NURSING C.A.

Department: Practical Nursing

Total Credit Hours: 50 credits

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

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 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.

COURSE	TITLE	CREDITS

General Education Requirements (17 credits)

Communication

ENG 096	Developmental Writing II	3
ENG 101	English Composition I	

Social Science

PSY 101	Intro to Psychology	3
SOC 151 or	Gerontology or	3
SOC 251 or	Aspect of Aging or	
PSY 225	Psychology of Aging	

Natural Science

BIO 250A/250B	Anatomy & Physiology I	4
BIO 251A/251B	Anatomy & Physiology II	4

Core Course Requirements (33 credits)

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

Total Required Hours: 50 credits

For more information, contact 636-922-8241 or email alliedhealth@stchas.edu.

MEDICAL ASSISTING C.A.

Department: Health Information Management

Total Credit Hours: 44-45

COURSE	TITLE	CREDITS

General Education Requirements (15-16 credits)

Mathematics

MAT 098 or	Beginning Algebra or	3-4
MAT 105	Applied Math *	

Communication

ENG 101	English Composition I	3
SPE 110	Interpersonal Communication	3

Social Science

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	
HIS 270	History of Missouri	

Elective

CPT 103	Microcomputer Applications	3

Core Course Requirements (29 credits)

HIM 110	Medical Terminology	3
HIM 140	Anatomy & Physiology for Allied Health	5
HIM 141	Pathophysiology	3
MDA 115	Pharmacology & Admin. of Meds #	3
MDA 120	Administrative Procedures #	3
MDA 121	Medical Insurance & Billing #	3
MDA 140	Procedures in a Clinical Setting #	3
HIM 238	Healthcare Legal & Ethical Issues	3
MDA 150	Medical Assistant Clinical Externship(8wk)#	3

Total Required Hours: 44-45 credits

(#) Program requirement prior to any MDA course work- Basic Life Support (BLS) Certification

(*) Must assess into MAT 098 or complete developmental courses necessary to meet the requirements

MEDICAL BILLING AND CODING C.A.

Department: Health Information Management

Total Credit Hours: 42

COURSE	TITLE	CREDITS

General Education Requirements (10 credits)

Mathematics

MAT 098	Beginning Algebra	4

Communication

ENG 101	English Composition I	3

Social Science

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	
HIS 270	History of Missouri	

Core Course Requirements (32 credits)

HIM 110	Medical Terminology	3
HIM 120/121	Health Care Data/Lab	3
HIM 125/126	Health Care Technologies/Lab	3
HIM 140	Anatomy & Physiology for Allied Health	5
HIM 141	Pathophysiology	3
HIM 238	Healthcare Legal & Ethical Issues	3
HIM 220/221	ICD Coding/Lab	3
HIM 270/271	CPT Coding/Lab	3
HIM 280	Healthcare Billing & Reimbursement Issues	2
HIM 251	Billing/Coding Clinical *	2
HIM 252	CCA Review *	2

Total Required Hours: 42 credits

Students must complete CPT 103 prior to beginning the Medical Billing & Coding Certificate Program.

*All certificate courses except HIM 251 & HIM 252 are transferable to the

HIM AS Degree program.

These courses are specific to the Coding and Billing Certificate of Achievement.

CERTIFICATIONS (NON-CREDIT)

Registration Requirements

Registration is done in the Nursing & Allied Health Office (#1 Academy Place, Dardenne Prairie, MO 63368). Office hours are from 8 a.m.-4 p.m. Monday-Friday. Hours may vary, please call to confirm. These are non-credit, certificate courses. Tuition is due at the time of registration and is non-refundable and non-transferable.

BASIC LIFE SUPPORT FOR HEALTH CARE PROVIDERS SKILLS EVALUATION

Department: Health Occupations

Registration Deadline: day before class (unless section fills up before then)

The Basic Life Support for Healthcare Providers (BLS) course is intended for current healthcare providers or those who are planning to work in healthcare. This type of CPR is required for students entering St. Charles Community College's RN, PN, and OTA programs.

St. Charles Community College offers only the skills evaluation test related to this certification. The cognitive portion of the course (HeartCode BLS) is completed online through the American Heart Association at *onlineaha.org*. Students MUST present the printed completion certificate from the online course when they arrive to class. Students who do not have the certificate or who have not completed the online cognitive portion will not be allowed to stay in class.

CERTIFIED MEDICATION TECHNICIAN

Department: Health Occupations

This course provides the classroom instruction necessary to obtain Certified Medication Technician (CMT) certification in the state of Missouri. The CMT is permitted to administer medications to residents in a long term care setting (typically not in hospitals). Students must be employed as a CNA at a licensed facility to be eligible for this course. Twenty-four hours of clinical observation at the student's employing facility is required for course completion.

There are four components that make up the CMT Program at St. Charles Community College: pre-test, classroom instruction, clinical work and final exam. Students must pass the pre-test to be eligible for the CMT class. Upon successful completion of both the classroom instruction and the clinical work, students will be eligible to take the final exam, which will lead to state certification.

The classroom instruction provides the 65 contact hours required for students to be eligible for certification as a CMT in the state of Missouri.

Students must score at least an 80% on all classroom tests to pass this portion of the program.

Eligibility Requirements for Classroom Instruction

- Achieve a passing score on the CMT pre-test.
- Be able to provide documentation of a high school diploma or GED/HiSET certificate.
- Be certified as a CNA with at least 6 months of work experience in the field and provide copy of certificate.
- Be employed in an Intermediate or Skilled Nursing Facility that is authorized and willing to provide supervision for the clinical hours. A letter of recommendation is required (document will be provided upon registration for the pre-test).

Final Exam Information

The CMT final exam is administered to students who have successfully completed the CMT classroom instruction and clinical requirements through St. Charles Community College (SCC). The exam consists of a written exam and practicum (clinical) exam. Students must score at lease an 80% on the written exam to move onto the practicum portion. Students must score 100% on the practicum portion or qualify for certification.

The exam may be taken up to two times in a 90-day period following the completion of the classroom instruction. An additional fee will be assessed for re-testing.

CERTIFIED NURSE ASSISTANT

Department: Health Occupations

This program, approved by the Missouri Department of Health and Senior Services (DHSS), provides the instruction and on-the-job training required to become a Certified Nurse Assistant (CNA) in the state of Missouri. The program teaches basic nursing skills, resident rights, safety, communication techniques and infection control. CNAs are eligible for employment in nursing homes, hospitals, home care agencies and doctor's offices.

There are three different components that make up the CNA Program at St. Charles Community College: classroom instruction, clinical internship and final exam (state exam). Students must complete all three components in order to be certified.

This program runs year-round and follows an open-entry format (new students begin class every week). Students with all the appropriate registration materials can come in during office hours to register and pay for the classroom portion of the program and one can usually start within 3 weeks of enrollment (depending on class availability). Most students average about 5 months to complete all three components of the program.

Classroom Instruction (CNA 100)

This classroom instruction provides the 75 hours of classroom preparation required by DHSS. Daytime classes are held one day per week (Monday

OR Tuesday) from 8 a.m.-3 p.m. for 12 weeks. The evening class is held on Tuesday AND Thursday from 4-9 p.m. for 8 weeks (class availability varies depending on volume of enrollment – registration in certain sections may close for several weeks if a class fills up). Students MUST attend class on the day they choose during registration. Students must have a combined average of 80% on all exams to pass the classroom portion of the program.

Eligibility Requirements

Please bring the following items when you come in to register (click the links below for more information) –

- Acceptable Family Care Safety Registry Background Screening
- Negative 2-Step TB Test

Clinical Internship (CNA 102)

The clinical internship provides the 100 hours of on-the-job training required for CNA certification in the state of Missouri. Students are eligible to register for this component once they have completed at least 50% of their classroom instruction. Students MUST be registered for the clinical internship by their last day of classroom instruction.

Enrollment in the classroom portion of the CNA program does not guarantee acceptance into the clinical internship.

Prior to beginning their clinical hours, students will be required to complete and pass a urine drug screening (done at a facility designated by SCC) and attend a clinical orientation. Information and required paperwork will be provided to the student during the clinical registration process.

Students who are employed at a State of Missouri approved training site (these are Intermediate or Skilled Care Facilities) may elect to do their clinical training through their employer. In this case, students will need to coordinate with their facility to complete the required hours. (Please note: Not all facilities are approved to do this training – please check with your Administrator to verify eligibility.)

Beginning and ending times of shifts will vary based on the clinical site. A typical day shift begins around 7 a.m. and a typical evening shift begins around 3 p.m.

Eligibility Requirements

- Have completed at least 50% of the SCC CNA classroom instruction.
- Have a combined average of 80% on all classroom exams (instructor verification required on clinical application)
- Complete and pass a urine drug screening at a designated facility (paperwork provided during clinical registration).
- Have a current flu vaccine and be able to provide documentation (Sept-March).

Final Exam (CNA 100-75)

The Missouri CNA exam is administered to students who have successfully completed the CNA classroom instruction and clinical internship requirements through SCC. The exam consists of a 75-question multiple-choice written exam followed by a nine-procedure practicum (clinical) exam. Students must score at least an 80% on the written exam in order to move on to the practicum portion. Students must then score 100% on the practicum to qualify for certification.

Students must be completed with their 100 clinical hours and REGISTERED for the final exam within 3 months of completing their CNA classroom instruction. Exams are typically administered 3-5 weeks after registration. The exam may be taken up to three times within a 90-day time period. Additional fees are assessed for any re-testing.

Upon completion of the exam, results will be submitted to DHSS and an approved certifying agency. Certificates will be issued by the certifying agency and students should receive them within 45 days of testing.

Eligibility Requirements

- Successful completion of both the classroom instruction and clinical internship hours.
- Register and pay for the exam within 3 months of completion of the classroom instruction.

CERTIFIED NURSE ASSISTANT - ACCELERATED PROGRAM

Department: Health Occupations

This program, approved by the Missouri Department of Health and Senior Services (DHSS), provides the instruction and on-the-job training required to become a Certified Nurse Assistant (CNA) in the state of Missouri. The program teaches basic nursing skills, resident rights, safety, communication techniques and infection control. CNAs are eligible for employment in nursing homes, hospitals, home care agencies and doctor's offices.

There are three different components that make up the CNA Program at St. Charles Community College: classroom instruction, clinical internship and final exam (state exam). Students must complete all three components in order to be certified.

Classroom Instruction

The classroom instruction provides the 75 hours of preparation required by DHSS. Students will attend class twice a week. ATTENDANCE IN ALL CLASSES IS MANDATORY. Because of the accelerated nature of this course, no absences will be permitted. Failure to attend class may result in failure of the program.

Eligibility Requirements

Please bring the following items when you come in to register (click the links below for more information) –

- Acceptable Family Care Safety Registry Background Screening
- Negative 2-Step TB Test

Clinical Internship (CNA 102)

The clinical internship provides the 100 hours of on-the-job training required for CNA certification in the state of Missouri. Students are eligible to register for this component once they have completed at least 50% of their classroom instruction. Students MUST be registered for the clinical internship by their last day of classroom instruction.

Enrollment in the classroom portion of the CNA program does not guarantee acceptance into the clinical internship.

Prior to beginning their clinical hours, students will be required to complete and pass a urine drug screening (done at a facility designated by SCC) and attend a clinical orientation. Information and required paperwork will be provided to the student during the clinical registration process.

Students who are employed at a State of Missouri approved training site (these are Intermediate or Skilled Care Facilities) may elect to do their clinical training through their employer. In this case, students will need to coordinate with their facility to complete the required hours. (Please note: Not all facilities are approved to do this training – please check with your Administrator to verify eligibility.)

Beginning and ending times of shifts will vary based on the clinical site. A typical day shift begins around 7 a.m. and a typical evening shift begins around 3 p.m.

Eligibility Requirements

- Have completed at least 50% of the SCC CNA classroom instruction.
- Have a combined average of 80% on all classroom exams (instructor verification required on clinical application)
- Complete and pass a urine drug screening at a designated facility (paperwork provided during clinical registration).
- Have a current flu vaccine and be able to provide documentation (Sept-March).

Final Exam (CNA 100-75)

The Missouri CNA exam is administered to students who have successfully completed the CNA classroom instruction and clinical internship requirements through SCC. The exam consists of a 75-question multiple-choice written exam followed by a nine-procedure practicum (clinical) exam. Students must score at least an 80% on the written exam in order to move on to the practicum portion. Students must then score 100% on the practicum to qualify for certification.

Students must be completed with their 100 clinical hours and REGISTERED for the final exam within 3 months of completing their CNA classroom instruction. Exams are typically administered 3-5 weeks after registration. The exam may be taken up to three times within a 90-day time period. Additional fees are assessed for any re-testing.

Upon completion of the exam, results will be submitted to DHSS and an approved certifying agency. Certificates will be issued by the certifying agency and students should receive them within 45 days of testing.

Eligibility Requirements

- Successful completion of both the classroom instruction and clinical internship hours.
- Register and pay for the exam within 3 months of completion of the classroom instruction.

CLINICAL SUPERVISOR

Department: Health Occupations

This online self-paced course is designed to prepare the RN or LPN to supervise Nurse Assistant students during their 100 hours of on-the-job training in a licensed long term care facility.

Students can register at any time and the program includes 24/7 online access. The content is integrated into an interactive learning experience which includes automatic grading, virtual interaction with the instructor and electronic tracking of grades. Students have one week to complete this course. Most students average 5-6 hours to finish all required coursework.

Upon successful completion of the program, the student will be placed on the Missouri Registry and receive a certificate of completion from St. Charles Community College.

Eligibility Requirements

- Current unrestricted Missouri LPN or RN licensure or possession of a temporary permit to practice as an RN or LPN in Missouri or employee of a federal facility located in Missouri who possesses a current license as an LPN or RN in another state.
- At least one year of experience in Long Term Care (LTC) if not currently employed in a LTC facility. Please call 636-922-8215 to verify eligibility or provide appropriate documentation.

- Access to a reliable computer and Internet Service Provider (ISP). The choice of computer and ISP, and any related expenses, are the responsibility of the student.
- Active email account that can be accessed throughout the program.

IV THERAPY

Department: Health Occupations

Dates: Open-entry (students will have a maximum of 7 weeks to complete the online modules; on-campus lab day and off-site clinical day will be scheduled with the instructor once online coursework is done)

This 44-contact-hour course provides nurses with the skills necessary to administer IV Therapy using the Missouri State Board of Nursing approved curriculum.

The majority of the course is completed online through Canvas (St. Charles Community College online instructional site). There is one required on-campus lab day (date will be mutually agreed upon with the instructor once required online coursework is completed) and eight hours of off-site clinical work assigned by the instructor. Students will be required to score at least an 80% on the written final exam and demonstrate a 100% mastery of the clinical objectives on the final practicum exam in order to be certified.

Prior to the clinical work, students will be required to take and pass a urine drug screening at a designated facility. Paperwork will be provided during registration.

Eligibility Requirements

- Current Missouri LPN or RN, OR LPN or RN in possession of a temporary permit to practice in Missouri, OR employee of a federal facility located in Missouri who possesses a current license as an LPN or RN in another state.
- Access to a reliable computer and Internet Service Provider (ISP). The choice of computer and ISP and any other related expenses are the responsibility of the student.
- Active email account that can be accessed throughout the program.
- Must provide results from an acceptable background screening from the Family Care Safety Registry (dated within the last 90 days).
- Be free from tuberculosis and provide documentation of a negative 2-step TB test or "result of findings" from a chest x-ray (dated within the last 12 months).

MEDICAL ADMINISTRATIVE ASSISTANT WITH EHR

Department: Health Occupations

The Medical Administrative Assistant with EHR program is an online, self-paced program that will prepare students for national certification and also for employment in this rapidly growing healthcare field.

This program is designed to prepare students to earn the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) credentials after graduation. The interactive online curriculum includes over 200 hours of training on the industry-standard exEMRx EHR software to ensure students are prepared for the workforce. Students also learn Microsoft Office basics, healthcare documentation and reimbursement, and medical office management topics such as practice finances and standard office procedures. In addition to one-on-one support from experienced instructors throughout the course and access to personalized graduate support after graduation, students receive twelve textbooks.

The program includes six months of online access from the date of activation and students can register anytime. With the average completion hours of 200, most students are able to complete the program in three or four months of part-time study (approximately 15-20 hours per week).

Upon completion of the program the student will be given vouchers to take the CMAA (offered through the National Healthcareer Association) AND the CEHRS (offered through the National Healthcareer Association) national certification exams. National certification is issued by third-party organizations and industry governing bodies. Additional information on these certifications can be found by contacting these agencies. The certification exams are not offered through St. Charles Community College.

Additional information on this program can be found at *www.careerstep.com/stcharles*.

Course Requirements

- An Internet Service Provider (ISP) and active email account are required for utilization of the online course. The choice of provider and expense are the responsibility of the student.
- A personal computer (PC or Mac) is required for the program.

- Very basic keyboarding skills.

Note: All coursework must be completed within six months of registration. The online course is an integrated curriculum designed for use in a six-month independent study program. Students should anticipate spending 10-15 hours per week on the curriculum to complete the program in the six months given.

MEDICAL TRANSCRIPTION EDITOR

Department: Health Occupations

Approved by the Association for Healthcare Documentation Integrity (AHDI), and Medical Transcription Editor program focuses on teaching the skills needed to work as a medical transcriptionist and medical transcription editor. Students study medical terminology, anatomy, healthcare documentation, and editing theory and technique as well as developing and practicing their typing and listening skills on hundreds of authentic, employer-provided dictations from a variety of specialties.

In addition to one-on-one instructor support and personalized graduate support, enrollment includes ebooks, a transcription foot pedal, an AHDI membership, a subscription to an online reference library, and a voucher to take the RHDS exam. National certification is issued by a third-party organization. Additional information on certification can be found by contacting this agency. The certification exam is not offered through St. Charles Community College.

This curriculum is owned by Career Step and St. Charles Community College acts as a third-party registration entity for them. Additional information on Career Step and this program can be found at *www.careerstep.com/stcharles.*

Course Requirements

- An Internet Service Provider (ISP) and active e-mail account are required for utilization of the online course. The choice of provider and expense are the responsibility of the student.
- A personal computer (PC), and WAVPlayer software for transcribing medical reports by means of the computer are required for the program.
- A headset (not included) is strongly recommended for sound clarity.
- Basic keyboarding skills.

Note: All coursework must be completed within 12 months of registration. The online course is an integrated curriculum designed for use as a one-year independent study program and fits easily into an academic year. Students should anticipate spending 10-15 hours per week on the curriculum to complete the program within 12 months.

PHARMACY TECHNICIAN

Department: Health Occupations

A pharmacy technician is qualified for employment in retail pharmacies, hospitals, long term care pharmacies and licensed prescription vendors. This 12-week course, taught by a registered pharmacist, provides the classroom instruction necessary to be a successful pharmacy technician. The class focuses on prescription drug processing, drug classifications, physiology, drug interactions, pharmacy calculations, medical terminology and compounding.

Students must be at least 17 years of age and be able to provide documentation of High School Graduation or GED/HiSET Completion in order to register for this course.

Students who are successful in this course will receive a certificate of completion from St. Charles Community College (SCC) and be eligible to apply for national certification (either the PTCB or ExCPT). SCC does not offer these certification exams on campus or as part of the pharmacy technician curriculum. Students interested in learning more about these certifications can contact the Board of Pharmacy by calling 573-751-0091 or going to *http://pr.mo.gov/pharmacists.asp*.

Eligibility Requirements

- High school diploma or GED/HiSET certificate.
- Must be at least 17 years of age.

PHLEBOTOMY

Department: Health Occupations

St. Charles Community College Health Occupations Program offers a phlebotomy course for students interested in entry-level positions as phlebotomists. Students receive a certificate upon successful completion of the course.

This course prepares students for entry-level positions as phlebotomists in hospitals, clinical labs and physician offices. With practical experience obtained at a clinical partner facility, students learn to draw blood using various techniques in micro-collection and gain experience in specimen collection, transport, reporting and recording of patient data. There are 120 clinical hours required in addition to the online coursework and mandatory lab days.

NOTE: While the college does not offer the national certification exam on campus, our curriculum prepares anyone to sit for the exam.

Classroom Instruction/Mandatory Lab

The classroom instruction for this course will include online work (done at home on your personal computer) and mandatory on-campus lab days (see dates above). Students will be required to complete weekly coursework and assignments via Canvas (St. Charles Community College's instructional website) and be present and participate in labs held at the Nursing & Allied Health Center.

Clinical

Typically schedules are full shifts (6-8 hours) between 6 a.m.-6 p.m. (some limited evening and weekend clinicals are available). All clinical rotations will include and require weekday hours (Mon.-Fri.). Hours will be coordinated by instructor.

The 120 clinical hours provide students the means to accomplish the required venipuncture's in order to complete the Phlebotomy program at SCC and seek out certification (if desired).

Prior to beginning their clinical hours, students will be required to complete and pass a urine drug screening (done at a facility designated by SCC).

Eligibility Requirements

- High school diploma or GED/HiSET certificate.

- Acceptable Family Care Safety Registry Background Screening
- Negative 2-Step TB Test
- Documentation of MMR Vaccine (2 doses)
- Documentation of Hepatitis B Vaccine (3 doses)
- Documentation of seasonal flu vaccine (September-March)

PROFESSIONAL MEDICAL CODING & BILLING WITH APPLIED PCS

Department: Health Occupations

The AHIMA-approved Professional Medical Coding and Billing with Applied PCS program prepares students for the Certified Coding Associate (CCA) and Certified Professional Coder (CPC) certification Exams. Topics studied include healthcare information management, reimbursement methodologies, biomedical sciences, and current code sets, including an in-depth look at ICD-10-PCS. Students practice their coding skills in an extensive practical section to gain valuable hands-on experience before graduation.

In addition to one-on-one support from experienced instructors during training and access to personalized graduate support, students receive ebooks, industry codebooks, access to online references, and a voucher for one of the national certification exams. National certification is issued by third-party organizations and industry governing bodies. Additional information on these certifications can be found by contacting these agencies. The certification exams are not offered through St. Charles Community College.

This curriculum is owned by Career Step and St. Charles Community College acts as a third-party registration entity for them. Additional information on this program, and Career Step, can be found at *www.careerstep.com/stcharles*.

Course Requirements

- An Internet Service Provider (ISP) and active email account are required for utilization of the online course. The choice of provider and expense are the responsibility of the student.
- A personal computer (PC) is required for the program.
- Basic keyboarding skills.

Note: All coursework must be completed within 12 months of registration. The online course is an integrated curriculum designed for use as a one-year independent study program and fits easily into an academic year. Students should anticipate spending 10-15 hours per week on the curriculum to complete the program within 12 months.

REGISTERED NURSE FIRST ASSISTANT

Department: Health Occupations

Contact the Health Occupations office at 636-922-8295 for an application packet.

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 an additional three hours through an approved internship program. Additional information regarding the scope of practice for the RNFA and the AORN Position Statement on RNFAs is available at *www.AORN.org*.

Course Requirements

- Copy of current RN license valid through the end of the program.
- Copy of a current BLS or ACLS card valid through the end of the program.
- Copy of CNOR certificate (CNOR exam must be completed prior to the end of the program) OR APRN (proof of recognition must be submitted prior to the end of the program).
- Signed letter (on employing hospital's letterhead) documenting two years of peri-operative experience. Letter must include signature of immediate supervisor or the institution's director of human resources.
- Signed letter of support from surgeon preceptor (on surgeon's letterhead) who will provide a minimum of 100 hours of supervised clinical practicum as required by the course objectives.
- Successful completion of the classroom/didactic objectives including the final written exam.

- Successful completion of the clinical objectives including documentation of clinical procedures and activities.

Note: Students who do not meet the eligibility requirements or do not intend to take the CNOR exam, may enroll in the course as an audit. Students who do not complete all of the course requirements for the clinical will be issued a grade of "F" in December. It is not possible to change from a credit to audit once the student has enrolled in the course.

Human Services

DEGREES

HUMAN SERVICES A.A.S.

Department: Human Services

Total Credit Hours: 61-62 credits

This program provides a basic social science framework and perspective for a career in human services and expanding professional skill sets.

COURSE	TITLE	CREDITS
General Education Requirements (24-25 credits)		
Mathematics		
MAT 105 or higher	Applied Math or higher	3-4
Communication		
ENG 101	English Composition I	3
ENG 125	Business Writing	3
SPE 101	Oral Communication	3
Social Science		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
Natural Science		
Any BIO, CHM or PHY		3
Humanities		
Any Humanities		3
Elective		
BTC/CPT 103	Microcomputer Applications	3
Core Course Requirements (28 credits)		
HMS 100	Introduction to Human Services	3
HMS 101	Theories and Skills	3
HMS 102	Policy and Politics	3
HMS 195	Human Services: Professional Field Skills	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
HMS 298	Human Services Capstone	1
SOC 101	Introduction to Sociology	3
Electives (9 credits)		
Any CRJ, ECO, HMS, PSY or SOC		6
Any computer course or business course approved by the HMS program coordinator		3

Total Required Hours: 61-62 credits

TRANSFER PROGRAM SCHEDULE GUIDE

SOCIAL WORK (A.A.)

Department: Human Services

Total Credit Hours: 64 credits

Suggested Schedule Planning

COURSE	TITLE	CREDITS
Italicized courses are recommended to be taken for elective credits.		
First Semester (16-17 credits)		
ENG 101	English Composition I	3
MAT 155 or	Contemporary College Math	3-4
MAT158 or higher	College Algebra or higher	
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
POL 101	American Government	3
Second Semester (15-16 credits)		
ENG 102	English Composition II	3
Humanities/Foreign Language *		3-4
ECO 100 or	*Survey Economics*	3
ECO 110	*Principles of Macroeconomics*	
CPT 103 or	Microcomputer Applications or	3
CPT 115	Introduction to Data Processing	
Course(s) in major for transfer institution+		3
Third Semester (15-17 credits)		
Natural Science		3
Humanities/Foreign Language *		3-4
SPE 101	Oral Communication	3
Course(s) in major for transfer institution+		6
Fourth Semester (16-18 credits)		
Natural Science with Lab		3
Humanities (Group I)		3
Course(s) in major for transfer institution+		6
Multicultural/Valuing/Foreign Language*		3-4
COL 299	Sophomore Portfolio Assessment	1

Total Hours Required For Graduation: 64 credits

* 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.

Per College policy, individual students may be required to take COL 101.

Humanities

CERTIFICATES

GLOBAL STUDIES C.A.

Department: Global Culture/Global Studies

Total Credit Hours: 30 credits

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.

COURSE	TITLE	CREDITS

General Education Requirements (6-8 credits)

Communication

ENG 101	English Composition I	3
ENG 102	English Composition II	
SPE 101	Oral Communications	
SPE 102	Public Speaking	

Science

BTC/CPT 103 or	Microcomputer Applications	3-5
CPT 115 or	Introduction to Data Processing	
MAT 098 or	Beginning Algebra	
BIO 100 or	Introduction to Biology	
BIO 105/106 or	Essentials of Biology I and Lab	
BIO 110/113 or	Human Biology and Lab	
BIO 120/121 or	Introduction to Ecology and Lab	
BIO 122 or	Environmental Science	
BIO 130 or	Human Sex and Reproduction	
CHM 101/103 or	Introduction to Chemistry and Lab	
CHM 115 or	General Chemistry I and Lab	
PHY 111/113 or	Introduction to Physical Science and Lab	
PHY 125/127 or	Introduction to Physical Geology and Lab	
PHY 130 or	Astronomy	
PHY 150/153 or	General Physics I and Lab	
PHY 240/243	College Physics I and Lab	

Core Course Requirements (6-7 credits)

GLS 101	Introduction to Global Studies	3
Foreign Language course numbered 201 or higher		3-4

Electives (15-18 credits)

Choose at least two*:

ART 1001	Art Appreciation	6-12
ART 1105	Digital Art Studio	
ART 1200	2-D Design (Design I)	
ESL 105	Advanced Conversation and Speaking Skills for Non-Native Speakers	
GLC 290	Special Topics in Global Culture	
LIT 200	World Mythology	
LIT 230	Contemporary Fiction	
LIT 240	Contemporary Literature	
LIT 271	Literature and Contemporary Cultures	
LIT 273	World Literature - Enlightenment to 20th Century	
LIT 275	Holocaust Literature	
MUS 111	Music Appreciation	
MUS 231	Voice Class I	
PHL 201	Introduction to Logic	
SPE 215	Voice and Diction	
THE 122	Introduction to Theatre	

GLC Courses

Choose at least two*:

ANT 102	Introduction to Cultural Anthropology	6-12
ANT 151	World Archaeology	
ANT 161	Archaeology of Religion	
ANT 171	Introduction to Egyptology	
ANT 220	Middle East: People and Cultures	
BUS 255	International Business	
CRJ 280	Comparative Criminology and Criminal Justice	
GEO 100	Principles of Geography	
GEO 101	Geography: The Eastern World	
GEO 102	Geography: The Western World	
GLS 290	Special Topics in Global Studies	
HIS 145	Western Civilization: Ancient and Medieval Heritage	
HIS 146	Western Civilizations, Modern European Heritage	
HIS 160	Native American History	
HIS 202	Southwestern Asia: The Islamic World & India	

HIS 240	Europe Since 1914
POL 201	International Relations
POL 210	Comparative Politics
POL 220	Middle Eastern Politics
POL 255	European Politics and Cultures
GLS Courses (other than 101)	

Total Required Hours: 30 credits

* At least two course prefixes must be represented in each group

TRANSFER PROGRAM SCHEDULE GUIDE

THEATRE (A.A.)

Department: Theatre

Total Credit Hours: 64 credits

Suggested Schedule Planning

COURSE	TITLE	CREDITS

Italicized courses are recommended to be taken for elective credits.

First Semester (16-17 credits)

ENG 101	English Composition I	3
MAT 155 or	Contemporary College Math	3-4
MAT 158 or higher	College Algebra- General Education or higher	
THE 128	*Acting I*	3
Course(s) in major for transfer institution		3
THE 122	Introduction to Theatre	3

Second Semester (16-17 credits)

ENG 102	English Composition II	3
Natural Science with Lab		4
SPE 101	Oral Communication	3
THE 228	*Acting II*	3
Humanities (Group II)/Foreign Language *		3-4

Third Semester (15-16 credits)

Humanities/Foreign Language *		3-4
Course(s) in major for transfer institution		6
Social Science (Group I)		3
Social Science (Group II)		3

Fourth Semester (16-18 credits)

Social Science		3
CPT 103 or	Microcomputer Applications	3
CPT 115	Introduction to Data Processing	
Natural Science		3-4
Course(s) in major for transfer institution		3
Multicultural/Valuing/Foreign Language*		3-4
COL 299	Sophomore Portfolio Assessment	1

Total Hours Required For Graduation: 64 credits

* 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.

For more information, call 636-922-8241.

Per College policy, individual students may be required to take COL 101.

Math

TRANSFER PROGRAM SCHEDULE GUIDE

MATHEMATICS (A.A.)

Department: Mathematics

Total Credit Hours: 64 credits

Suggested Schedule Planning

COURSE	TITLE	CREDITS

Italicized courses are recommended to be taken for elective credits.

First Semester (15-16 credits)

ENG 101	English Composition I	3
Social Science (Group I)		3
Humanities (Group II)/Foreign Language*		3-4
MAT 180	Calculus & Analytical Geometry I	5

Second Semester (17-18 credits)

ENG 102	English Composition II	3
SPE 101	Oral Communications	3
Humanities/Foreign Language*		3-4
Social Science (Group II)		3
MAT 230	*Calculus & Analytical Geometry II*	5

Third Semester (15-16 credits)

Multicultural/Valuing/Foreign Language*		3-4
Natural Science with Lab		4
MAT 242	*Intro to Linear Algebra or*	
Elective		3
MAT 240	*Calculus & Analytical Geometry III*	5

Fourth Semester (16 credits)

Humanities (Group I)		3
CPT 103 or	Microcomputer Applications or	3
CPT 115	Introduction to Data Processing	
Natural Science		3
Social Science		3
MAT 250	*Differential Equations*	3

COL 299	Sophomore Portfolio Assessment	1

Total Hours Required For Graduation: 64 credits

* 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.

Per College policy, individual students may be required to take COL 101.

Music

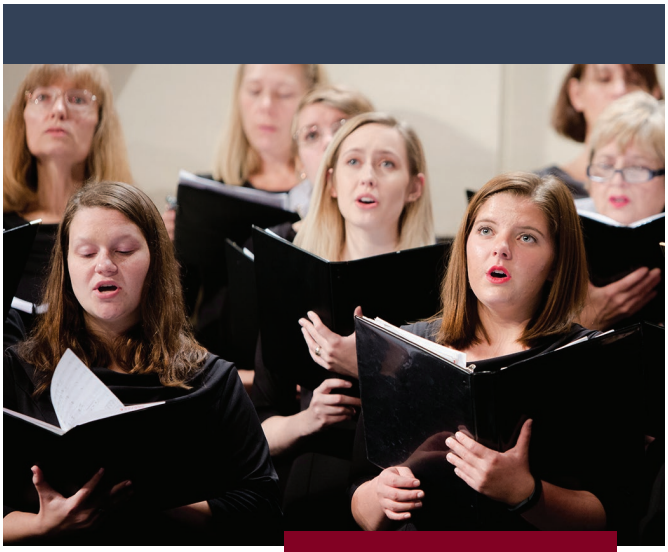
DEGREES

MUSIC A.F.A.

Department: Music

Total Credit Hours: 66 credits

COURSE	TITLE	CREDITS
General Education Requirements (22 credits)		
Communication		
ENG 101***	English Composition 1	3
ENG 102	English Composition II	3
SPE 101 or	Oral Communications	
SPE 102 or	Public Speaking	
SPE 110	Interpersonal Communications	3
Math		
MAT 155***	Contemporary College Math (or higher)	4
Social Science		
HIS 101 or	U.S. History to 1877	
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	3
Natural Science		
Any BIO or	Any Biology Course	
Any CHM or	Any Chemistry Course	
Any PHY	Any Physical Course	3
Computer Literacy		
CPT 103/		
BTC 103 or	Microsoft Applications	
CPT 115	Intro to Data Processing	3
Music Core Course Requirements (38 credits)		
MUS 231	Music History I	3
MUS 232	Music History II	3
MUS 021	Recital and Concert Attendance (all 4 semesters)	0
MUS 131/132/ 281/282	Music Theory I, II, II, IV	12
MUS 133/134/ 283/284	Ear Training and Sight Singing I, II, III, IV	4
MUS 119/120/ 219/220	Piano Proficiency I, II, III, IV	4



Large Ensemble

Choose 1 group from the following:

MUS 115/116/ 117/118	Chamber Choir I, II, III, IV	4
MUS 105/106/ 107/108	SCC Singers I, II, III, IV	
MUS 175/176/ 177/178	Concert Band I, II, III, IV	
MUS 185/186/ 187/188	Orchestra I, II, III, IV	

(2 credits each semester in primary instrument)
Private Lessons

Choose from the following:

MVV	Applied Voice	8
MVK	Applied Piano or Organ	
MVG	Applied Guitar, Bass Guitar, or Jazz Guitar	
MVP	Applied Percussion	
MVS	Applied Strings	
MVW	Applied Woodwinds	
MVB	Applied Brass	

Music Elective Requirements (6 credits)

Choose 6 credits total

MUS 225	Elements of Conducting	3
MUS 286	Teaching Methods: Brass	2
MUS 287	Teaching Methods: Strings	2
MUS 288	Teaching Methods: Percussion	2
MUS 285	Teaching Methods: Woodwinds	2
MUS 141, 142, 143, 144	Show Choir I, II, III, IV	1
MUS 164, 264	Jazz Improvisation I, II	2
MUS 229, 230	History of American Musical Theatre I, II	3
MUS 162	English/Italian Diction	1
MUS 163	French/German Diction	1
MUS 145, 146, 147, 148	Jazz Band I, II, III, IV	1
MUS 165, 166, 167	Instrumental Chamber Ensemble I, II, III	1
MUS 195, 196, 197, 198	Wind Ensemble I, II, III, IV	1
MUS 234	Jazz History	3
MUS 210	Music Typography	2

MUS 259, 260	Musical Theatre Workshop I, II	1
MUS 295	Opera Theatre Workshop	1-3
MUS 250, 251	Music Audio Production I, II	3
MUS 299	Sophomore Recital	0

Total Required Hours: 66

***The Academic Skills Assessment is required before enrolling in Math or English courses. If a student places into lower-level courses than are required for his/her degree, then the student needs to first enroll in such courses before enrolling in the required courses.

TRANSFER PROGRAM SCHEDULE GUIDE

MUSIC MAJOR (VOICE, PIANO, OR INSTRUMENTAL) (A.A.)

Department: Music

Total Credit Hours: 64 credits

Suggested Schedule Planning

COURSE TITLE CREDITS

Italicized courses are recommended to be taken for elective credits.

First Semester (18 credits*)

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
	Multicultural/Valuing	3
MUS 021	Recital and Concert Attendance	0
Social Science (Group I)		3
ENG 101	English Composition I	3

Second Semester (20 credits*)

MUS 132	*Music Theory II*	3
MUS 134	*Ear Training & Sight Singing II*	1
	Large Ensemble II	1
	Applied Music II	2
MAT 155 or	Contemporary College Math or	3
MAT158 or higher	College Algebra- General Education or higher	
ENG 102	English Composition II	3
Humanities (Group II)		3
Social Science (Group II)		3
MUS 021	Recital and Concert Attendance	0
MUS 120	*Piano Proficiency II*	1

Third Semester (20 credits*)

MUS 281	*Music Theory III*	3
MUS 283	*Ear Training & Sight Singing III*	1
	Large Ensemble III	1
	Applied Music III	2
MUS 231	Music History I	3
CPT 103 or	Microcomputer Applications or	3
CPT 115	Introduction to Data Processing	
MUS 021	Recital and Concert Attendance	0
MUS 219	*Piano Proficiency III*	1
Social Science		3
Natural Science		3

Fourth Semester (19 credits*)

MUS 282	*Music Theory IV*	3
MUS 284	*Ear training & Sight Singing IV*	1
	Large Ensemble IV	1
	Applied Music IV	2
MUS 232	*Music History II (Humanities Group I)*	3
	Natural Science with Lab	4
MUS 021	Recital and Concert Attendance	0
MUS 220	Piano Proficiency IV	1
SPE 101	Oral Communication	3
COL 299	Sophomore Portfolio Assessment	1

Total Hours Required For Graduation: 64 credits

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.

For more information, contact Becky Thorn at *bthorn@stchas.edu* or 636-922-8399.

Per College policy, individual students may be required to take COL 101.

Physical Education

DEGREES

EXERCISE SCIENCE A.S.

Department: Physical Education

Total Credit Hours: 64-65 credits

This Associate of Science degree in physical education prepares students to transfer to a four-year institution to major in exercise science. Because requirements vary at each four-year institution, students should check with their advisor and the transfer institution to ensure they are enrolled in the correct courses.

COURSE	TITLE	CREDITS
General Education Requirements (27 credits)		
Mathematics		
MAT 158	College Algebra*	4
Communications		
ENG 101	English Composition 1*	3
ENG 102	English Composition II*	3
SPE 101 or	Oral Communication	3
SPE 110	Interpersonal Communication**	
Social Science		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	U.S. History or American Government	
Natural Science		
BIO 250A/250B	Anatomy & Physiology I with Lab.	4
CHM 101/103	Introduction to Chemistry with Lab	4
Elective+	Humanities or Social Sciences Elective	3
Core Course Requirements (37-38 credits)		
Physical Education		
PHE 103	Health	3
PHE 105	First-Aid	2
PHE 106	Personal Wellness	2
PHE 205	Foundations of PE Sport	3
PHE 250	History & Philosophy of Sport	3
PHE 270	Sociological Aspects of Sport	3
PHE 275	Psychology Aspects of Physical Education	3
Physical Activity Courses (1 hour each semester)		4
Exercise Science		
BIO 251A/251B	Anatomy & Physiology II with Lab	4
BIO 270	Kinesiology.	3
BIO 280	Nutrition Pathways	3
Electives (3-4 credits)**		
PHY 150/153	General Physics 1 with Lab	4
MAT 175	Introductory Statistics	3
College Requirement (1 credits)		
Total Required Hours: 64-65 credits		

+ Humanities/Social Science Electives – Typical social science courses include history, political science, sociology, psychology, and economics. Humanities courses typically include literature, philosophy and non-applied art, music and theatre courses.

Check transfer school's requirements before choosing courses.

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

** Check with transfer institution to see which course is required for the desired physical education degree.

Per College policy, individual students may be required to take COL 101.

Suggested Schedule Planning

COURSE	TITLE	CREDITS
Fall Semester (15 credits)		
ENG 101	English Composition I	3
HIS/POL`U.S. History or American Government		3
MAT 158	College Algebra-General Education	4
PHE 103	Concepts: Health	3
PHE Activity Course		1
Spring Semester (16 credits)		
BIO 250A/250B	Anatomy & Physiology I with Lab.	4
CHM 101/103	Intro to Chemistry with Lab	4

ENG 102	English Composition II	3
PHE 105	First Aid/Safety	2
PHE 106	Personal Wellness	2
PHE Activity Course		1

Fall Semester (17 credits)

BIO 251A/251B	Anatomy & Physiology II with Lab	4
BIO 270	Kinesiology	3
SPE 101 or	Oral Communication	3
SPE 110	Interpersonal Communication	
PHE 205	Foundations of PE, Health and Sport	3
PHE 270	Sociological Aspects of PE and Sport	3
PHE Activity Course		1

Spring Semester (16-17 credits)
Choose one:

PHE 109 or PHE 252 or BIO 280		3
Elective	Humanities or Social Science Elective	3
MAT 175 or	Introductory Statistics or	3-4
PHY 150/153	General Physics I with Lab	
PHE 250	History and Philosophy of PE and Sport	3
PHE 275	Psychological Aspects of PE and Sport	3
PHE Activity Course		1

Total Hours Required for Graduation: 64-65 credits

Per College policy, individual students may be required to take COL 101.

RECREATION/LEISURE A.S.

Department: Physical Education

Total Credit Hours: 66 credits

This degree prepares students to transfer to a four-year institution to major in recreation and leisure. Because requirements vary at each four-year institution, students should check with their advisor and the transfer institution to ensure they are enrolled in the correct courses.

COURSE	TITLE	CREDITS

General Education Requirements (30 credits)

Mathematics

MAT 158	College Algebra*	4

Communications

ENG 101	English Composition I*	3
ENG 102	English Composition II*	3
SPE 101	Oral Communication	3
SPE 110	Interpersonal Communication**	

Social Science

HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	U.S. History or American Government	

Natural Science

One lecture course from group 1 and corresponding lab

BIO 110/113 or	Human Biology with Lab	3-4
BIO 105/106	Essentials of Biology with Lab	

Natural Science

One lecture course from group 2 and corresponding lab

PHY 111/113 or	Introduction to Physical Science with Lab	3-4
PHY 125/127 or	Introduction to Physical Geology with Lab	
PHY 130/131 or	Astronomy with Lab	
CHM 101/103	Introduction to Chemistry with Lab	

Elective +

Humanities or Social Sciences Elective		3
CPT 105	Computer Ethics	3

Core Course Requirements (29 credits)

Physical Education

PHE 103	Health	3
PHE 105	First Aid	2
PHE 106	Personal Wellness	2
PHE 205	Foundations of PE Sport	3
PHE 250	History & Philosophy of Sport	3
PHE 270	Sociology of Sport	3
PHE 275	Psychology of Sports	3
Physical Activity Courses (1 hour each semester)		4

Recreation & Leisure

PHE 204	Introduction to Recreation & Leisure	3
PHE 208	Outdoor Recreation & Leisure	3

Elective (6 credits)

Any ART, ACT, ANT		6
BUS 101	Introduction to Business	
ENG 125	Business Writing	
MAT 175	Introduction to Statistics	

Total Required Hours: 64-66 credits

+ Humanities/Social Science Electives – Typical social science courses include history, political science, sociology, psychology and economics. Humanities courses typically include literature, philosophy and non-applied art, music and theatre courses. 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 courses.

* Check with the transfer institution to see which course is required for the desired physical education degree.

Per College policy, individual students may be required to take COL 101.

CERTIFICATES (NON-CREDIT)

PERSONAL FITNESS TRAINER CERTIFICATE

Department: Continuing Education

Become a Personal Fitness Trainer

Gain the knowledge, practice and experience that you need in order to be successful in this growing business. The fitness profession offers flexible hours, full and part-time careers and supplemental income. It is a career that will make you smile every time you clock in!

To register, visit *www.stchas.edu/learnforlife*.

Methods of Instruction

The nine-week course is taught on the St. Charles Community College campus and includes, lecture, demonstration, hands-on practice, skills assessments and final examination. Registered students receive course workbook and study guide and information on required course textbook. Students are also required to participate in a 30-hour internship.

Completion Requirements

Students must earn a score of 70% or higher on the written exam and in each of the five section practical exams. Attendance is required and students are only allowed one excused absence. Students with an excused absence must schedule a make-up session and complete any work assigned. Adult CPR/AED is required for the certification to be issued. All items must be completed within 12 months of the original course start date. Certification is good for two years. The renewal period is based on the original course completion dates.

Pre-Requisite

High school diploma or GED Required. This is a beginning level course. Students must obtain Adult CPR & AED certification in order to receive certification.

Registration

Register online at *www.stchas.edu/learnforlife* or call 636-922-8233.

Learning Outcomes

After successfully completing this course, students will be able to:

1) Understand and describe basic anatomy, kinesiology and exercise physiology.
2) Assess an individual's level of fitness using ACSM guidelines.
3) Design and customize exercise programs.
4) Demonstrate proper execution of resistance, cardio-respiratory and flexibility exercises.
5) Identify and demonstrate at least one strength exercise for every major muscle group.
6) Explain ACSM and AHA recommendations for cardiovascular exercise.

Course Outline

Classroom Lecture

Session 1: Physical activity, health and health appraisals
Session 2: Exercise physiology
Session 3: Functional anatomy and biomechanics
Session 4: Fitness evaluation, assessment and nutrition
Session 5: Exercise prescription: Cardiovascular, resistance and flexibility
Session 6: Special populations: Youth, children, older adults and women
Session 7: Exercise leadership and behavior modification
Session 8: Injury prevention and treatment and program administration
Session 9: Written Exam

Practical

Session 1: Medical history and screening lesson and presentation
Session 2: Interview techniques and goal setting lesson and presentation
Session 3: Fitness testing protocols: lesson and presentation
Session 4: Fitness testing protocols: practice and role playing
Session 5: Exercise prescription, equipment use: lesson and presentation
Session 6: Exercise prescription and equipment use: practice and role playing
Session 7: Resistance training techniques, program design: lesson and presentation
Session 8: Resistance training techniques, program design: practice and role playing
Session 9: Practical Exam

Science

DEGREES

BIOLOGY A.S.

Department: Biology

Total Credit Hours: 61-64 credits

This degree program prepares students to transfer to a four-year college or university to major in biology. Because requirements vary at each four-year college or university, students should check with their advisor and the transfer institution to ensure they are enrolled in the correct courses.

COURSE	TITLE	CREDITS
General Education Requirements (35-37 credits)		
Mathematics		
MAT 180 or	Calculus and Analytic Geometry I or	4-5
MAT 210**	Survey Calculus**	

Communication

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPE 101	Oral Communications	3
SPE 110**	Interpersonal Communication**	Social Science
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State and Local Government	

Natural Science

BIO 150	General Biology I	5
CHM 115	General Chemistry I	5

Humanities

Elective	See course descriptions in catalog**	3

Elective

Humanities or Social Sciences Elective
or BIO course numbered 200+
or CHM 222**
See course descriptions in catalog** 3-4

Core Course Requirements (26-27 credits)

Biology

BIO 151	General Biology II	5

Chemistry

CHM 116	General Chemistry II	5
CHM 240	Organic Chemistry I	3
CHM 241	Organic Chemistry II	3
CHM 243	Organic Chemistry lab	2

Physics

PHY 150/153	General Physics I with lab	4
PHY 151/154	General Physics II with lab	4

Total Required Hours: 61-64 credits

+ Humanities/Social Science Electives – Typical social science courses include history, political science, sociology, psychology and economics. Humanities courses typically include literature, philosophy, and non-applied art, music and theatre courses. Check transfer school's requirements before choosing these courses.

^ This elective includes the Humanities/Social Science Electives but can also be used for any other course required by the transfer institution. Check transfer school's requirements before choosing this course.

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

** Check with transfer institution to see which course is required for the desired biology degree.

CHEMISTRY A.S.

Department: Science

Total Credit Hours: 62-65 credits

This Associate of Science in Chemistry degree program prepares students to transfer to a four-year college or university to major in chemistry. Because requirements vary at each four-year college or university, students should check with their advisor and the institution they plan to transfer to ensure they are enrolled in the correct courses.

COURSE	TITLE	CREDITS

General Education Requirements (31-33 credits)

Mathematics

MAT 180	Calculus and Analytic Geometry	5

Communication

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPE 101 or	Oral Communications	3
SPE 110 **	Interpersonal Communication**	Social Science
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	

POL 101 or	American Government	
POL 102	State & Local Government	
Elective	See course descriptions in catalog**	3

Natural Science

CHM 115	General Chemistry I	5

Humanities

Elective	See course descriptions in catalog**	3

Elective

Humanities or Social Sciences
or MAT course numbered 200+
See course descriptions in catalog** 3-5

Core Course Requirements (31-32 credits)

Chemistry

CHM 116	General Chemistry II	5
CHM 222	Quantitative Analysis	3
CHM 240	Organic Chemistry I	3
CHM 241	Organic Chemistry II	3
CHM 243	Organic Chemistry lab	2

Physics

PHY 250	Engineering Physics I	5
PHY 251	Engineering Physics II	5

Math

MAT 230	Calculus & Analytic Geometry II	5

Total Required Hours: 62-65 credits

+ Humanities/Social Science Electives- Typical social science courses include history, political science, sociology, psychology and economics. Humanities courses typically include literature, philosophy, and non-applied art, music and theatre courses. Check transfer school's requirements before choosing these courses.

^ This elective includes the Humanities/Social Science Electives but can also be used for any other course required by the transfer institution. Check transfer school's requirements before choosing this course.

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

** Check with transfer institution to see which course is required for the desired chemistry degree.

PRE-ENVIRONMENTAL HEALTH AND SAFETY A.S.

Department: Science

Total Credit Hours: 79 credits

This degree prepares students for a career in public health and environmental science.

Students who earn this degree at SCC and qualify for admission to Missouri Southern State University's Bachelor of Science Degree program in environmental health can take advantage of a seamless transfer process. The four-year degree is one of only 30 environmental health degrees in the United States accredited by the National Environmental Science and Protection Accreditation Council (EHAC). MSSU's bachelor's degree is offered on campus or online (facilitated by an SCC faculty member), so our students have the opportunity to complete the entire program without ever leaving SCC.

COURSE	TITLE	CREDITS

General Education Requirements (79 credits)

Mathematics

MAT 162	College Algebra - STEM	4

Communication

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPE 102	Oral Communication	3

Social Science I

HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History since 1877	
POL 101	American Government	3

Social Science II

Select two courses with different prefixes

ANT 105 or	Intro to Biological Anthropology	6
ECO 100 or 110 or 120	Economics	
SOC 101 or	Intro to Sociology	
PSY 101	Intro to Psychology	

Humanities I

ART 101 or	Art Appreciation	3
MUS 111 or	Music Appreciation	
THE 122	Intro to Theatre	

Humanities II

LIT 210 or	American Literature	3
LIT 220 or		
LIT 250 or	English Literature	
LIT 260 or		
LIT 272 or	World Literature	
LIT 273 or	Music Appreciation	
PHL 101 or	Intro to Philosophy	
PHL 160	Ethics	

Biology

BIO 110/113 or	Human Biology	4-5
BIO 105/106 or	Essentials of Biology	
BIO 150 or	General Biology	
BIO 240/243	Anatomy and Physiology I	

Science

BIO 246	Microbiology	4
CHM 115	General Chemistry I	5
CHM 116	General Chemistry II	5
CHM 240/CHM 243	Organic Chemistry I	5
PHY 150/PHY 153	General Physics I	4

Health and Wellness*

PHE 106	Personal Wellness	2

International Studies*

GLC 215 or	Intercultural Communication	3
HIS 145 or	Western Civilization	
HIS 146 or		
GEO 100 or	Principles of Geography	
BUS 255 or	International Business	
Any Foreign Language		

Electives**

BIO 122*** or	Environmental Science	16
BIO 151 or	General Biology II	
BIO 241/BIO 244 or	Anatomy & Physicology II, Anatomy and Physiology I supplement	
BIO 242 or	Pathophysiology	
BIO 265 or	Nutrition Pathways	
BIO 280 or		
BUS 101 or	Intro to Business	
BUS 115 or	Intro to Public Relations	
CHM 222 or	Quantitative Analysis	
BUS 241 or	Organic Chemistry II	
GEO 120 or	Introduction to GIS	
GEO 225 or	Advanced GIS	
MAT 175 or	Introductory Statistics	
PHY 105/PHY 107 or	Environmental Geology	
PHY 151/PHY 154 or	General Physics II	
SPE 225 or	Professional Communication	
Any Foreign Language		

Total Required Hours: 79 credits

* Required by MSSU

** Additional credit hours received when taking SCC General Education Courses will count towards the elective credit hours

*** Introductory level environmental science course will not count towards the core requirements, but may serve as a pathway for students to assure their interest in the field

Social Science

TRANSFER PROGRAM SCHEDULE GUIDES

GEOGRAPHY (A.A.)

Department: Geography

Total Credit Hours: 64 credits

Suggested Schedule Planning

COURSE	TITLE	CREDITS

Italicized courses are recommended to be taken for elective credits.

First Semester (16-18 credits)

ENG 101	English Composition I	3
MAT 155 or	Contemporary College Math	3-4
MAT 158 or higher	College Algebra- General Education or higher	
GEO 100	*Principles of Geography*	3
Humanities (Group II)*		3-4
Social Science		3

Second Semester (15-16 credits)

ENG 102	English Composition II	3
SPE 101	Oral Communication	3
Course(s) in major for transfer institution		3
Social Science (Group I)		3
Humanities*	3-4	

Third Semester (16-17 credits)

GEO 101	*Geography: The Eastern World*	3
Natural Science with Lab		4
Multicultural/Valuing*		3-4
Course(s) in major for transfer institution		3
CPT 103 or	Microcomputer Applications	3
CPT 115	Introduction to Data Processing	

Fourth Semester (16 credits)

Course(s) in major for transfer institution		3
Natural Science		3
GEO 102	*Geography: The Western World*	3
Humanities (Group I)		3
Social Science		3
COL 299	Sophomore Portfolio Assessment	1

Total Hours Required For Graduation: 64 credits

* 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.

For more information, call 636-922-8241.

Per College policy, individual students may be required to take COL 101.

HISTORY (A.A.)

Department: History

Total Credit Hours: 64 credits

Suggested Schedule Planning

COURSE	TITLE	CREDITS

Italicized courses are recommended to be taken for elective credits.

First Semester (16-18 credits)

ENG 101	English Composition I	3
MAT 155 or	Contemporary College Math	3-4

MAT 158	College Algebra- General Education	
HIS 101	U.S. History to 1877	3
Humanities*		3-4
Multicultural/Valuing*		3

Second Semester (15-16 credits)

ENG 102	English Composition II	3
HIS 102	U.S. History Since 1877	3
Humanities (Group I)		3
Humanities (Group II)*		3-4
Course(s) in major for transfer institution		3

Third Semester (16 credits)

Natural Science with Lab		4
HIS 145	*Western Civilization Ancient & Medieval*	3
Course(s) in major for transfer institution		6
SPE 101	Oral Communication	3

Fourth Semester (16 credits)

Natural Science		3
HIS 146	*Western Civilization Modern Europe*	3
Course(s) in major for transfer institution		3
CPT 103 or	Microcomputer Applications	3
CPT 115	Introduction to Data Processing	
Social Science (Group II)		3
COL 299	Sophomore Portfolio Assessment	1

Total Hours Required For Graduation: 64 credits

* 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.

For more information, call 636-922-8241.

Per College policy, individual students may be required to take COL 101.

POLITICAL SCIENCE (A.A.)

Department: Political Science

Total Credit Hours: 64 credits

Suggested Schedule Planning

COURSE	TITLE	CREDITS

Italicized courses are recommended to be taken for elective credits.

First Semester (14-15 credits)

ENG 101	English Composition I	3
MAT 155 or	Contemporary College Math	3-4
MAT 158 or higher	College Algebra or higher	
POL 101	American Government	3
Humanities/Foreign Language *		4

Second Semester (18-19 credits)

ENG 102	English Composition II	3
POL 210	Comparative Politics	3
Humanities (Group I)		3
Humanities/Foreign Language *		3-4
Course(s) in major for transfer institution		6

Third Semester (16-17 credits)

Natural Science with Lab		4
Course(s) in major for transfer institution		6
SPE 101	Oral Communication	3
Multicultural/Valuing/Foreign Language*		3-4

Fourth Semester (16 credits)

Natural Science		3
POL 201	*International Relations*	3
Course(s) in major for transfer institution		3
CPT 103 or	Microcomputer Applications	3
CPT 115	Introduction to Data Processing	
Social Science (Group II)		3
COL 299	Sophomore Portfolio Assessment	1

Total Hours Required For Graduation: 64 credits

* 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.

Per College policy, individual students may be required to take COL 101.

PSYCHOLOGY/SOCIOLOGY (A.A.)

Department: Psychology

Total Credit Hours: 64 credits

Suggested Schedule Planning

COURSE	TITLE	CREDITS

Italicized courses are recommended to be taken for elective credits.

First Semester (16-17 credits)

ENG 101	English Composition I	3
MAT 155 or	Contemporary College Math	3-4
MAT 158 or higher	College Algebra or higher	
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	
Social Science (Group I)		3
Humanities (Group I)		3

Second Semester (16-17 credits)

ENG 102	English Composition II	3
Humanities/Foreign Language*		3-4
Course(s) in major for transfer institution		6
Natural Science with Lab		4

Third Semester (15-16 credits)

SPE 101	Oral Communication	3
Humanities/Foreign Language*		3-4
Social Science		3
Course(s) in major for transfer institution		6

Fourth Semester (16-17 credits)

Natural Science		3
CPT 103 or	Microcomputer Applications	3
CPT 115	Introduction to Data Processing	
Multicultural/Valuing/Foreign Lang.*		3-4
Course(s) in major for transfer institution		6
COL 299	Sophomore Portfolio Assessment	1

Total Hours Required For Graduation: 64 credits

* 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.

Per College policy, individual students may be required to take COL 101.

Trades/Manufacturing

DEGREES

COMPUTER-AIDED DRAFTING (CAD) A.A.S.

Department: Computer-Aided Drafting

Total Credit Hours: 66-68 credits

This program option provides students with a comprehensive knowledge of computer-aided drafting (CAD). Students will be able to choose from a list of optional CAD courses to allow emphasis in architectural, industrial, civil or broad scope applications as desired. Additional courses in science and math are required.

COURSE	TITLE	CREDITS

General Education Requirements (34-35 credits)

Mathematics

MAT 150	Trigonometry	3
MAT 162	College Algebra- STEM	4
MAT 171	Pre-Calculus Math	6

Communication

ENG 101	English Composition I	3
ENG 115	Technical Writing	3
SPE 101	Oral Communications	3

Social Science

HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State and Local Government	

Natural Science

PHY 150/153	Physics I and Lab	4

Elective

CPT/BTC 103	Microcomputer Applications	3
ART 1400	Drawing I	3
Any 2 general electives		
Any course 100 level or higher		6

Core Course Requirements (12 credits)

CDM 103	Introduction to CAD Systems	2
CDM 104	CAD Systems II	3
CDM 205	Architectural Drafting I	3
CDM 207	Revit Architectural Drafting I	
CDM 221	Solid Modeling I	3
CDM 298	CAD Capstone	1

Electives (20-21 credits)**

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 and Tolerance	3
CDM 227	Revit MEP	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	3 D Animation	3
GEO 120	Introduction to GIS	3
GEO 225	Advanced GIS	3

Total Required Hours: 66-68 credits

* The Academic Skills Assessment is required before enrolling in Math or English courses. If a student places into lower level courses than are required for his/her degree, then the student needs to first enroll in lower level courses before enrolling in the courses needed for graduation.

** CDM electives listed above. Choose 20-21 hours.

***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).

GENERAL TECHNOLOGY A.A.S.

Department: General Technology

Total Credit Hours: 71-73 credits

General technology graduates with an A.A.S. degree may enter fields ranging from technical support, engineering, software, science, math or computer-based positions.

This associate 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.

COURSE	TITLE	CREDITS
General Education Requirements* (31-33 credits)		
Mathematics		
MAT 150	Trigonometry	3
MAT 162	College Algebra-STEM	4
MAT 171	Pre-Calculus Math	6
Communication		
ENG 101	English Composition I	3
ENG 115 or	Technical Writing	3
ENG 125	Business Writing	
SPE 101	Oral Communication	3
Social Science		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State and Local Government	
Natural Science		
CHM 115 or	General Chemistry I	5
PHY 150/153	Physics I and Lab	4
Elective		
CPT/BTC 103	Microcomputer Applications	3
Any 2 general electives		
Any course 100 level or higher		6
Core Course Requirements* (12 credits)		
ETC 101	Fundamentals of Electronics	3
CDM 103	Introduction to CAD Systems	2
CPT/BTC 103 or	Microcomputer Applications	3
CPT 106	PC Operating Systems	
BUS 204	Total Quality Operations Management	3
EGR 100	Introduction to Engineering	1

Program Major Concentration (25 credits)

(Electronics, Networking, Telecommunications, CAD, etc., including 200 level technology courses of student's interests)

Elective Courses* (3 credits)

(Technology, management, computers, graphic design, multimedia and more according to student's interests and needs.)

Total Required Hours: 71-73 credits

*If planning to utilize as transfer credits to another institution, contact advising or the General Technology Program coordinator for more specific requirements.

SKILLED TRADES A.A.S.

Department: General Technology

Total Credit Hours: 64-65 credits

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 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 degree. These 40 credit hours will be granted at the completion of all the other A.A.S. degree requirements.

COURSE	TITLE	CREDITS
General Education Requirements (24-25 credits)		
Mathematics		
MAT 105 or higher	Applied Math or higher	3-4
Communication		
ENG 101	English Composition I	3
ENG 102 or	English Composition II	3
ENG 125	Business Writing	
SPE 101	Oral Communications	3
Social Science		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History since 1877	
HIS 115 or	U.S. History since 1945	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102	State & Local Government	
Natural Science		
Any BIO or	Any Biology Course	3
Any CHM or	Any Chemistry Course	
Any PHY	Any Physical Science Course	
Humanities		
Any ART or	Any ART Course Descriptions	3
BUS/CPT 105 or	Business Ethics	
Any LIT or	Any LITERATURE Course	
Any MUS or	Any MUSIC Course	
Any PHL or	Any PHILOSOPHY Course	
Any THE or	Any THE Course	
ARB, FRN, GRM, or SPN		
Elective		
BTC/CPT 103	Microcomputer Applications	3
CPT 106	PC Operating Systems	

Core Course Requirements (40 credits)

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. These credit hours will be granted at the completion of all the other A.A.S. degree requirements.

Total Required Hours: 64-65 credits

SUPPLY CHAIN LOGISTICS AND MANUFACTURING TECHNOLOGIES A.A.S

Department: General Technology

Designed to prepare students for the modern manufacturing environment. This program will prepare students for employment with companies that have implemented team-oriented design, supply chain logistics, production, quality, and maintenance systems within the manufacturing environment. American manufacturers are increasingly using high-tech equipment that involves multiple integrated systems. It is critical that companies be able to recruit and employ individuals who can identify the supply chain from factories to warehouses and know how to identify different technologies in a manufacturing environment.

COURSE	TITLE	CREDITS
General Education Requirements (25-27 credits)		
Mathematics		
MAT 105	Applied Math or higher	3-4
Communication		
ENG 101	English Composition I	3
ENG 115 or	Technical Writing	3
ENG 125	Business Writing	
SPE 101 or	Oral Communication	3
SPE 102 or	Public Speaking	
SPE 110	Interpersonal Communications	
Social Science		
HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History Since 1877	
HIS 115 or	U.S. History Since 1945	
HIS 202 or	Non-West Civ/Mid East & India	
HIS 203 or	Non-West Civ/Mid East & India	
HIS 270 or	History of Missouri	
POL 101 or	American Government	
POL 102 or	State & Local Government	
ECO 100	Survey Economics	
Natural Science		
Any BIO or	Any Biology Course	3
Any CHM or	Any Chemistry Course	
Any PHY	Any Physical Science Course	
Humanities		
Any ART or BUS/CPT 105 or DAN 196 or DAN 197, DAN 198, DAN 199 or Any LIT, MUS, PHL, THE or and Foreign Language		3-4
Elective		
CPT 103	Principles of Green Production	3
CPT 115	Intro to Data Processing	
Core Course Requirements (31 credits)		
MFG 101	Principles of Safety	3
MFG 111	Principles of Quality Practices	3
MFG 201	Principles of Manufacturing Process and Production	3
MFG 220	Principles of Maintenance Awareness	3
MFG 205	Manufacturing Process Controls	3
LGM 101	Supply Chain and Logistics I	3
LGM 210	Supply Chain and Logistics II	3
MFG 105	Employment Strategies	3
MFG 225	Supervisory Skills	3
MFG 215	Problem Solving	3
Choose one:		
MFG 230 or	Manufacturing Measurement	3
BUS 204 or	Total Quality Operations Management	
BUS 208 or	Entrepreneurship/ Small Bus Mgmt	
BUS 210	Organizational Behavior	
Electives (5-6 credits)		
Pick two:		
MFG 141	Principles of Green Production	3
CDM 103	Introduction to CAD	2
GEO 120	Introduction to GIS	3

Total Required Hours: 61-64 credits

WELDING A.A.S.

Department: General Technology

Students who achieve the Associate of Applied Science degree in General Technology with an emphasis in welding have the skills needed to achieve Advanced Welder Certification through the American Welding Society (AWS). They can also transfer to a four-year program in fields like Industrial Technology to pursue a bachelor's degree.

COURSE	TITLE	CREDITS
General Education Requirements (24 credits)		
Mathematics		
MAT 105 or higher	Applied Mathematics	3
Communication		
ENG 101	English Composition	
ENG 102 or	English Composition II	
ENG 115 or	Technical Writing	
ENG 125	Business Writing	
SPE 101	Oral Communications	9
Social Sciences		
HIS 101	U.S. History to 1877	
HIS 102	U.S. History since 1877	
HIS 115	U.S. History since 1945	
HIS 270	History of Missouri	
POL 101	American Government	
POL 102	State and Local Government	3
Natural Science		
Any BIO, CHM, PHY		3
Humanities		
Any ART or BUS/CPT 105 or PHE 196, 197, 198, 199 or EDU 125 or Any LIT, MUS, PHL, THE or any Foreign Language		3

Elective

CPT 103	Microcomputer Applications
CPT 115	Introduction to Data Processing....3

Core Course Requirements (42 credits)

WLD 101	Introduction to Welding....3
WLD 111	Thermal Cutting....2
WLD 121	Shielded Metal Arc Welding I....4
WLD 122	Shielded Metal Arc Welding II....4
WLD 125	Welding Inspection & Testing....2
WLD 131	Gas Metal Arc Welding I....4
WLD 132	Gas Metal Arc Welding II....4
WLD 141	Flux Cored Arc Welding I....4
WLD 142	Flux Cored Arc Welding II....4
WLD 151	Gas Tungsten Arc Welding I....4
WLD 152	Gas Tungsten Arc Welding I....4
BUS 204 or	Total Qual Operations Mgmt
BUS 208 or	Entreprshp/Small Bus Mgmnt
BUS 210	Organizational Behavior....3

Total Required Hours: 66 credits

CERTIFICATES

COMPUTER-AIDED DRAFTING (CAD) C.A.

Department: Computer-Aided Drafting

Total Credit Hours: 33-34 credits

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.

This certificate provides the student with knowledge of computer-aided drafting (CAD) while requiring a shorter time commitment than the Associate of Applied Science degree.

COURSE	TITLE	CREDITS

General Education Requirements (13 credits)

Mathematics

MAT 098	Beginning Algebra or Higher***....4

Communication

ENG 101	English Composition I....3

Social Science

HIS 101 or	U.S. History to 1877....3
HIS 102 or	U.S. History Since 1877
HIS 115 or	U.S. History Since 1945
HIS 270 or	History of Missouri
POL 101 or	American Government
POL 102	State & Local Government

Elective

CPT/BTC 103	Microcomputer Applications....3

Core Course Requirements (9 credits)

CDM 103	Introduction to CAD Systems....2
CDM 104	CAD Systems II....3
CDM 221	Solid Modeling I....3
CDM 298	CAD Capstone....1

Electives (11-12 credits) - Choose four

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 and Tolerance....3
CDM 227	Revit MEP....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

Total Required Hours: 33-34 credits

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

*** The Academic Skills Assessment is required before enrolling in Math or English course. If a student places into lower level courses than are required for his/her degree, then the student needs to first enroll in lower level courses before enrolling in the courses needed for graduation.

The student earning a Certificate needs to be aware that the courses taken are specifically designed to help in obtaining employment, are not designed for transfer to a four-year institution. If the student wants to transfer courses, then the Associate of Arts Degree should be pursued.

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

ENTRY LEVEL WELDING C.A.

Department: General Technology

Students who earn this certificate have acquired the skills necessary to achieve Entry-Level Welder Certification through the American Welding Society (AWS). If they choose, they can continue study to earn the Associate of Applied Science degree in General Technology with an emphasis in welding.

COURSE	TITLE	CREDITS

General Education Requirements (13 credits)

Mathematics

MAT 098 or higher	Beginning Algebra....4

Communication (Pick one:)

ENG 101 or	English Composition I....3
ENG 102 or	English Composition II

ENG 115 or	Technical Writing
ENG 125 or	Business Writing
SPE 101	Oral Communications

Social Sciences (Pick one:)

HIS 101 or	U.S. History to 1877 3
HIS 102 or	U.S. History since 1877
HIS 115 or	U.S. History since 1945
HIS 270 or	History of Missouri
POL 101 or	American Government
POL 102	State and Local Government

Elective

(Pick one:)

Any ANT or	Any Anthropology Course 3
Any ART or	Any ART Course
Any BIO or	Any Biology Course
Any CHM or	Any Chemistry Course
Any ECO or	Any Economics Course
Any ENG or	Any English Course
Any Foreign Language or	
Any GEO or	Any Geography Course
Any HIS or	Any History Course
Any LIT or	Any Literature Course
Any MAT or	Any Math Course
Any MUS or	Any Music Course
Any PHE or	Any Physical Education Course
Any PHL or	Any Philosophy Course
Any POL or	Any Political Science
Any PSY or	Any Physical Science
Any SOC or	Any Sociology Course
Any SPE or	Any Speech Course
Any THE or	Any Theatre/Film
CPT 103 or	Microcomputer Applications
CPT 115 or	Introduction to Data Processing
EDU 220	Technology for Teachers

Core Course Requirements (23)

WLD101	Introduction to Welding	3
WLD111	Thermal Cutting	2
WLD121	Shielded Metal Arc Welding I	4
WLD125	Welding Inspection & Testing	2
WLD131	Gas Metal Arc Welding I	4
WLD141	Flux Cored Arc Welding I	4
WLD151	Gas Tungsten Arc Welding I	4

Total Required Hours: 36 credits

MANUFACTURING TECHNOLOGY C.A.

Department: General Technology

Prepares students for the modern manufacturing environment and engages them to discover skills and knowledge needed to succeed in the high tech, advanced manufacturing workplace. Students will also learn about supervisory techniques, employment strategies, and ways to solve problems in a manufacturing environment.

COURSE	TITLE	CREDITS

General Education Requirements (16 credits)

Mathematics

MAT 098 or higher	Beginning Algebra	4

Communication

ENG 101	English Composition I	3
ENG 115 or	Technical Writing	3
ENG 125	Business Writing	
SPE 101 or	Oral Communications	3
SPE 102 or	Public Speaking	
SPE 110	Interpersonal Communication	

Social Science

HIS 101 or	U.S. History to 1877	3
HIS 102 or	U.S. History since	
HIS 115 or	U.S. History Since 1945	
HIS 202 or	Non-West Civ/Mid East & India	
HIS 203 or	Non-West Civ/East and South Asia	
HIS 270 or	History of Missouri	
ECO 100 or	Survey Economics	
POL 101 or	American Government	
POL 102	State & Local Government	

Core Course Requirements (22 credits)

MFG 101	Principles of Safety	3
MFG 111	Principles of Quality Practices	3
MFG 201	Principles of Man. Processes & Production	3
MFG 220	Principles of Maintenance Awareness	3
MFG 105	Employment Strategies	1
MFG 141	Principles of Green Production	3
MFG 225	Supervisory Skills	3
MFG 215	Problem Solving	3

Total Required Hours: 38 credits

BASIC WELDING C.S.

Department: General Technology

Students who earn this certificate of specialization have basic skills in welding and thermal cutting. If they wish to pursue a career in welding, they may choose to continue study to earn an Advanced level Welder Certificate of Specialization, Entry-Level Welder Certificate, or the Associate of Applied Science degree in General Technology with an emphasis in welding.

Required Courses

COURSE	TITLE	CREDITS

General Education Requirements (4 credits)

MAT 098 or Higher	Beginning Algebra	4

Core Course Requirements (11 credits)

WLD 101	Introduction to Welding	3
WLD 111	Thermal Cutting	2
WLD 121	Shielded metal Arc Welding I	4
WLD 125	Welding Inspection & Testing	2

Total Required Hours: 15 credits

ADVANCED WELDING C.S.

Department: General Technology

Students who earn this certificate have acquired the skills necessary to achieve Advanced Welder Certification through the American Welding Society (AWS). If they choose, they can continue to study to achieve the Associate of Applied Science degree in General Technology with an emphasis in welding.

Required Courses

COURSE	TITLE	CREDITS
General Education Requirements (0 credits)		
Core Course Requirements (16credits)		
WLD 122	Shielded Metal Arc Welding II	4
WLD 132	Gas Metal Arc Welding II	4
WLD 142	Flux Cored arc Welding II	4
WLD 152	Gas Tungsten Arc Welding II	4

Total Required Hours: 16 credits

MANUFACTURING TECHNOLOGY, CERTIFIED PRODUCTION TECHNICIAN C.S.

Department: General Technology

Total Credit Hours: 15

A Certificate of Specialization in Manufacturing Technology targets those who seek to improve their skills or who wish to obtain new skills in the area of Manufacturing. The specialize certificate requires 15 credit hours.

Required Courses

COURSE	TITLE	CREDITS
General Education Requirements (4 credits)		
Mathematics		
MAT 098	Beginning Algebra	4
Core Course Requirements (12 credits)		
MFG 101	Principles of Safety	3
MFG 111	Principles of Quality Practices	3
MFG 201	Principles of Manufacturing Processes and Production	3
MFG 220	Principles of Maintenance Awareness	3

Total Required Hours: 12 credits

CERTIFICATES (NON-CREDIT)

AMERICAN WELDING SOCIETY CERTIFICATE

Department: Workforce Development

St. Charles Community College (SCC) now offers a nationally recognized welding program designed to educate and prepare students for gainful employment and to meet the needs of the welding technology fields. We constantly strive to meet the needs of our students and industry through specialized classes and customized training.

Upon successful completion, graduates will be able to:

- Safely & effectively use welding equipment
- Utilize various joining processes
- Read & interpret welding blueprints
- Demonstrate proper transport, setup, adjustment & use of cutting & welding equipment
- Properly utilize several welding processes

Interested in earning an American Welding Society (AWS) Certificate?

Getting started is easy! Contact Scott Kearns, Training Specialist, at 636-922-8667 or *skearns@stchas.edu* to schedule an appointment and determine program eligibility.

Classes forming now! Call today!

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership.

CERTIFIED PRODUCTION TECHNICIAN

Department: Workforce Development

Skills training includes:

- Safety (10-Hour OSHA General Industry Card awarded upon completion of required hours)
- Quality Practices
- Manufacturing Processes
- Maintenance Awareness

Interested in becoming a Certified Production Technician?

Getting started is easy! Contact Scott Kearns, Training Specialist, at 636-922-8667 or *skearns@stchas.edu* to schedule an appointment and determine program eligibility. Classes forming now. Call today!

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HOME INSPECTION CERTIFICATE

Department: Continuing Education

This 10-course online certificate program provides students with the technical skills and expertise needed to succeed in the home inspection field. Students learn how to conduct visual examinations and deliver written reports on the physical and operational condition of homes or housing units.

Modules

The 10 modules will be delivered though a blended approach of printed material and online sessions. Each of the ten modules requires a minimum of 42 hours of study and you can work from the comfort of your home or office. Exercises and practical quizzes allow you to check your level of understanding with feedback. With the mixed mode format you can stay connected with your instructor and other learners and share ideas with participants in your online community. Support will also be available by telephone or email and instructional videos. CD-ROMS are included and self-testing quizzes will help you measure your knowledge.

Modules can be taken in any order.

Roofing – This course describes both sloped and flat roof construction. Detailed descriptions and rich illustrations help to explain flashing details and the intersections that are often problems on roofs. Roof problems, causes and implications are identified for all of the common roofing materials. Included are sections on how to inspect roofs and what to watch for with various roofing materials.

Structure – All the structural elements of a building from the footings and foundations to the floor, wall and roof assemblies are addressed in detail. Elements of good construction are explained and illustrated, along with common failure modes and how to identify them.

Electrical – This program starts with a description of house electricity and develops an understanding of the basics. The course moves on to address getting electricity into the house, and distributing it safely to its end-use points including switches, lights and receptacles. The course is designed for people who do not have an electrical background. The learning objective is to provide the learner with the skills necessary to perform the electrical part of a professional home inspection.

Heating I – This course provides an introduction to residential heating systems, starting with a description of fuels and then focusing on furnaces and boilers. Modern combination systems are also discussed. Detailed instructions on operational tests, common failure modes and life expectancies of various systems are included.

Heating II – The heating discussion is continued with coverage of chimneys, wood heating, fireplaces, steam heating, electric heating systems and space heaters. The information is presented in a straightforward fashion with clear diagrams. Again, this course concentrates on inspection strategies, test procedures and problem identification.

Air Conditioning & Heat Pumps – These complicated mechanical systems are broken down into simple components. The course starts with basic principles of operation and builds an understanding. Considerable detail is provided on how these systems fail. Upon completion, the learner is able to test and inspect air conditioning and heat pump systems as a professional home inspector.

Plumbing – The plumbing course is broken into four segments: supply piping, water heaters, waste piping and plumbing fixtures. The physics of water is covered at the beginning in a simple, common sense way. Instruction on how systems work and common failure modes is provided. Again, the illustrations add significantly to the learning experience.

Exterior – This course starts with an interesting illustrated description of architectural styles. Descriptions of wall systems, windows and doors are included, along with a discussion about how to inspect and identify problems. Exterior structures and landscaping features are also addressed.

Insulation & Interior – This course focuses on two different parts of the home. The first section addresses home insulation and ventilation systems. Modern building standards are explained along with the principles of heat transfer. The Interior section addresses floor, wall and ceiling finishes as well as stairs, windows, doors and wet basements. How things are built, what goes wrong and why it matters are all addressed.

Communication & Professional Practice – This is the only non-technical course. The focus here is the home inspection process and how the business works. There are discussions about how home inspections are arranged and how to conduct an inspection. We address such issues as communicating your findings to clients verbally and in writing. There is excellent instruction on writing professional technical reports, and sample checklists are included.

NOTES

NOTES

COURSE DESCRIPTIONS

ACCOUNTING

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 strongly recommended

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 I (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 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. Fall

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

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 181 The Archaeology of Mythology (3)

Investigate what archaeology can add to the study of mythology and of the cultures that created these stories. Topics include both prehistoric and historic time periods from around the world, with a special emphasis on Classical Greece and Rome.

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.

ARABIC

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: Dependent 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.

ART

ART 1001 Art Appreciation (3)

Lectures to stimulate visual, emotional and intellectual awareness of humankind's artistic heritage. Covers historically significant art forms from prehistoric through post-modernism. The course will not fulfill the requirements for a major in art.

ART 1101 Mac 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 1105 Digital Art Studio (3)

Focus on introducing students to digital art forms, software programs, and the interrelationship of art and technology. Students will gain experience using digital tools to create fine art & graphic communications pieces weaving technical skills into creative vision.

ART 1200 2-D Design (Design I) (3 (2))

Introduction to the basic study, use, and control of the art elements and principles of two-dimensional design that are fundamental to all visual arts through assigned problems using readings, discussion and exercises employing a variety of materials and tools.

ART 1205 Color Theory (Design II) (3 (2))

Prerequisites: ART 1200 (ART 170)

Continue to build mastery in both use and understanding of design elements and principles with specific emphasis on the interaction and application of color in design and exploration of various color theories through a series of exercises.

ART 1300 3-D Design (3)

Introduction to the basic study, use, and control of the art elements and principles that govern three-dimensional design and structure through assigned problems using readings, discussion and exercises designed to employ a variety of concepts, materials and tools specific to the construction of three-dimensional art .

ART 1400 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 1405 Drawing II (3)

Prerequisites: ART 1400 (ART 110)

Continuation of ART 1400 (110) reassessing methods and analysis with emphasis on color theory and use of wet and dry media.

ART 1500 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.

ART 1505 Survey of Western Art History II: Renaissance to the Twentieth Century (3)

Prerequisites: ART 1001 (ART 101) or ART 1500 (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.

ART 2100 History of Graphic Design (3)

This is a survey course on the history of Graphic Design. This course will cover the history and development of visual communication. It will begin with the development of language and will trace the evolution of word and image throughout history using the works of designers and illustrators that have influenced the continuing development of the discipline. There will be an emphasis on the influence of technology, culture, major artistic movements, and socio-political factors on the evolution of graphic design.

ART 2110 Page Layout (3)

Prerequisites: ART 1105

Focus on page layout, publication design, and layout techniques covering a range of work, from fliers, brochures, magazines, multi-page publishing as well as electronic formats. Typography, use of space and traditional industry standards and practices included as well as prepress guidelines for print and electronic media.

ART 2120 Typography (3)

Prerequisites: ART 1105

Focus of course will stress the refined use of typography as a design and communication tool. Students will study the history and classifications of letter-forms and use it in the creation of various typographical designs and presentations. Typical projects may range from letter and alphabet design to the use of typographical forms as the feature design elements in graphic designs or page layouts.

ART 2130 Digital Imaging and Illustration (3)

Prerequisites: ART 1105 or instructor consent

Focus on the creation and digital manipulation of artwork & images increasing familiarity with basic tools used the design. Projects focus on artwork and logo creation, image correction and adjustment, combining imagery, color correction, etc. Discussion and demonstration of traditional printing technology. Review of legal issues related to digital imagery and freelance design included.

ART 2140 Web Design (3)

Prerequisites: ART 2130 or instructor consent

Emphasis on web page design & development. Topics include the conceptualization and construction of a variety of web sites, including individual pages, HTML, email, animation, etc. Implementation of all aspects of graphic design will play a part in the overall class. This is a continuation of student design studies, applying graphic concepts to the interactive Web.

ART 2160 Motion Graphics (3)

Prerequisites: ART 1105 and ART 2130 or permission of instructor

In this class students will learn the basics of motion graphics design and animation through completion of finished projects that may include movie/tv show titles, kinetic typography, commercials, info graphics and animated shorts.

ART 2170 Video Production (3)

Prerequisites: ART 2810 (ART 221) or ART 1105 and ART 2800 (ART 220) or Instructor Consent

Course will focus on video art as an expressive media. Students will learn the basics of video production/post production through completion of finished projects that may include music videos, interview/maker videos, commercials, how to videos, comedy shorts and short form stories. Cost of course may exceed $200.

ART 2199 Portfolio Design and Professional Practices (3)

Prerequisites: instructor consent

Focus of the course will emphasize the opportunities and procedures in various

fields of graphic design, illustration and the creative industries. Students will be guided in the preparation of a portfolio of their work, a resume, related documents and will learn practical interviewing techniques. The intent will be to prepare students to enter the art field with a confident and professional attitude.

ART 2210 Modern and Contemporary Art History (3)

Prerequisites: ART-1001 (ART 101) or ART-1500 (ART 150) or ART-1505 (ART 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.

ART 2220 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 2300 Drawing III (3)

Prerequisites: ART 1405 (ART 120)

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

ART 2310 Figure Drawing I (3)

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

ART 2320 Figure Drawing II (3)

Prerequisites: ART 2310 (ART 210)

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

ART 2330 Figure Drawing III (3)

Prerequisites: ART 2320

Studio art course that expands upon the core principles explored in Figure Drawing I and II along with broader experimentation in use of materials and deeper personal expression.

ART 2390 Special Problems in Studio Art: Drawing (3)

Prerequisites: Permission of Instructor

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.

ART 2400 Painting I (3)

Prerequisites: ART 1400 (ART 110)

Studio course where students work with oil paints to realistically represent subject matter in the tradition of Western Art and participate in critique sessions. Paint density, texture and chemistry will be discussed. The formal aspects of drawing will be applied. Painting demonstrations are designed to help each student understand the objective of the assignments. Students will prepare their own painting surfaces in order to learn and appreciate the craft involved with the entire process of creating a finished work of art.

ART 2401 Painting for Non-Art Majors (3)

An introduction to the fundamental concepts of painting in a studio environment. Students will become familiar with the materials and techniques used in painting. This course will not fulfill the requirements for a major in art.

ART 2410 Painting II (3)

Prerequisites: ART 2400 (ART 130)

Studio course where students work with paint to represent subject matter, broaden techniques learned in ART 2410, develop personal expression and participate in critique sessions. Paint density, texture and chemistry will be discussed. Painting demonstrations are designed to help each student understand the objective of the assignments. Students will prepare their own painting surfaces in order to learn and appreciate the craft involved with the entire process of creating a finished work of art.

ART 2420 Painting III (3)

Prerequisites: ART 2410 (ART 140)

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

ART 2430 Topics: Advanced Painting (3)

Prerequisites: ART 2420 (ART 240)

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

ART 2490 Special Problems in Studio Art: Painting (3)

Prerequisites: Permission of instructor

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.

ART 2500 Ceramics I (3)

Prerequisites: ART 1300

A study of the basic principles of ceramics and ceramic art making with emphasis on the hand-building process and introduction to wheel throwing. Studio operations such as clay mixing, clay recycling, glaze mixing and kiln loading will also be covered.

ART 2501 Ceramics for Non-Art Majors (3)

An introduction to the fundamental concepts of ceramics in a studio environment. Students will become familiar with the materials and techniques used in ceramics. This course will not fulfill the requirements for a major in art.

ART 2510 Ceramics II (3)

Prerequisites: ART 2500 (ART 135)

Continuation of Ceramics I with more emphasis on wheel throwing skills, experimentation with glazes and creative design and expression. How to run a ceramics facility is covered through course participation in studio operations.

ART 2520 Topics: Advanced Ceramics (3)

Prerequisites: ART 2510 (ART 136)

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

ART 2550 Jewelry I (3)

Prerequisites: ART 1300

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 2551 Jewelry for Non-Art Majors (3)

An introduction to the basic essentials of making jewelry in an art studio environment. Students will become familiar with the materials and techniques used in making jewelry. This course will not fulfill the requirements for a major in art.

ART 2560 Jewelry II (3)

Prerequisites: ART 2550 (ART 277)

Further exploration and refinement of metal fabrication processes as introduced in Jewelry I. Techniques may include soldering, jewelry scale casting, surface embellishment techniques, enameling techniques, hydraulic die forming and mechanism design to create jewelry and small scale objects.

ART 2570 Topics: Advanced Jewelry (3)

Prerequisites: ART 2560 (ART 278)

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

ART 2590 Special Problems in Studio Art: Ceramics (3)

Prerequisites: Permission of Instructor

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

ART 2595 Special Problems in Studio Art: Jewelry (3)

Prerequisites: Permission of Instructor

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.

ART 2600 Sculpture I (3)

Prerequisites: ART 1300

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 2601 Sculpture for Non-Art Majors (3)

An introduction to the fundamental concepts of sculpture in a studio environment. Students will become familiar with the materials and techniques used in sculpture. This course will not fulfill the requirements for a major in art.

ART 2610 Sculpture II (3)

Prerequisites: ART 2600 (ART 285)

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 2620 Figure Sculpture (Figurative Clay Sculpture I) (3)

Prerequisites: ART 2600

Introduction to basics of figure sculpture using the human figure as reference for subject matter for modeling in clay over an armature. Some other ways of constructing the figure may also be investigated.

ART 2630 Topics: Advanced Sculpture (3)

Prerequisites: ART 2610 (ART 288) or ART 2620 (ART 283)

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

ART 2690 Special Problems in Studio Art: Sculpture (3)

Prerequisites: Permission of instructor

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.

ART 2700 Intro to Printmaking (Printmaking I) (3)

Prerequisites: ART 1400 (ART 110) or ART 1200 (ART 170)

Introduction to basic traditional printmaking processes. It is assumed upon entrance that students have no prior printmaking knowledge. Processes covered include: Woodcut (black and white woodcut, color woodcut), Intaglio (etching, acquaint, drypoint), and Monotype.

ART 2701 Printmaking for Non-Art Majors (3)

An introduction to the fundamental concepts of printmaking in a studio environment. Students will become familiar with the materials and techniques used in printmaking. This course will not fulfill the requirements for a major in art.

ART 2710 Relief Printmaking (3)

Prerequisites: ART 2700

This course is designed to build upon basic relief printing processes covered in Intro to Printmaking. Processes covered include: Reductive woodcut, Multiple Block Woodcut, Wood Engraving, Monotype, and Relief Printed Collagraph.

ART 2720 Intaglio Printmaking (3)

Prerequisites: ART 2700

This course is designed to build upon basic intaglio processes covered in Intro to Printmaking. Processes covered include: Color Intaglio (multiple plate, a la poupee), Engraving, Soft Ground, Sugar lift, Spit Bite, and Collagraph.

ART 2730 Topics: Advanced Printmaking (3)

Prerequisites: ART 2710 or ART 2720

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

ART 2750 Fibers (3)

Prerequisites: ART 1200 or ART 1300

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 2751 Fibers for Non-Art Majors (3)

An introduction to the fundamental concepts of Fiber and Textile based art in a studio environment. Students will become familiar with the materials and techniques used in Fibers. This course will not fulfill the requirements for a major in art.

ART 2790 Special Problems in Studio Art: Printmaking (3)

Prerequisites: Permission of instructor.

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.

ART 2795 Special Problems in Studio Art: Fibers (3)

Prerequisites: Permission of Instructor

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.

ART 2800 Black and 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 2810 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 2820 Black and White Photography II (3)

Prerequisites: ART 2800 (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 2830 Digital Photography II (3)

Prerequisites: ART 2810 (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 2840 Photography III (3)

Prerequisites: ART 2820 (ART 224) or ART 2830 (ART 225)

This course is a continuation in understanding black and white and or digital photography, and in understanding photographic images in general in terms of how they function as art work; with emphasis on technical consistency and sophistication in expression of ideas.

ART 2850 Topics: Advanced Photography (3)

Prerequisites: ART 2840 (ART 231)

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

ART 2855 Special Topics in Photography (3)

Prerequisites: ART 2820 (ART 224) or ART 2830 (ART 225) or permission 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. Class may be repeated for credit up to three times if different topic is studied.

ART 2860 Studio Lighting (3)

Prerequisites: ART 2810

Provides hands-on instruction in the photographic studio in the manipulation and utilization of light for the production of professional quality images. Students are taught to accurately control lighting for portraits, objects, products, etc. to create strong portfolio images. Cost of course supplies may exceed $200.

ART 2870 Event Photography (3)

Prerequisites: ART 2810

Students learn to use their technical expertise, creativity and composition skills to produce and preserve images that visually tell a story or record an event. Photographic techniques and location considerations are discussed as well as the business practices essential to be successful in the profession. Cost of course supplies may exceed $200.

ART 2890 Special Problems in Studio Art: Black and White Photography (3)

Prerequisites: Permission of Instructor.

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.

ART 2895 Special Problems in Studio Art: Digital Photography (3)

Prerequisites: Permission of Instructor.

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.

ART 2900 Illustration I (3)

Prerequisites: ART 1400 (ART 110)

Course exploring techniques, materials and methods of illustration for commercial and fine art purposes. Projects emphasize individual creativity and concept but also emphasize working with clients.

ART 2910 Illustration II (3)

Prerequisites: ART 2900 (ART 270)

Continuation of Illustration I with an advanced approach. Emphasis placed on subject interpretation and individual concept and creativity using variety of art mediums.

ART 2930 Gallery Management Internship (3)

Prerequisites: 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 2950 Visual Arts Studio Internship (3)

Prerequisites: Permission of Instructor

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 2970 Art and Architecture Field Studies (3-Jan)

Prerequisites: One of the following: ART 1001(101), 1200(170), 1300, 1400(110), 1500(150), 2750(265) 2401, 2501, 2551, 2601, 2701, 2751 2800(220), 2930(239) or Permission of Instructor

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 2990 Special Problems in Studio Art: Illustration (3)

Prerequisites: Permission of Instructor

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.

ART 2995 Special problems in Studio Art (3)

Prerequisites: Permission of Instructor

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.

ART 2999 Sophomore Studio Art Seminar (3)

Prerequisites: Upon completion of 31 to 32 credits of the requirements towards an AFA degree (3rd semester.)

A course for art majors planning to transfer to a four-year institution for a Bachelor of Fine Arts degree or a BA degree in Studio Art. This course will guide students in how to photograph their artwork and prepare their visual art portfolio for review by the transfer institutions and exhibition spaces. Opportunities and procedures in the various fields of visual art will be discussed. Other necessary skills such as artist resume writing and artist statement writing will also be undertaken.

BIOLOGY

BIO 095 Pre-A&P Foundations in Science (1)

This course provides the foundations of scientific terminology and concepts useful for success in Anatomy & Physiology I (acceptable prerequisite for BIO 250A/250B). 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)

Corequisites: Recommended (not required) BIO 106

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.

BIO 106 Essentials of Biology Laboratory (1)

Corequisites: BIO 105

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

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)

Corequisites: BIO 110

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

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 t o Ecology Laboratory (1)

Corequisites: BIO 120

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.

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 242 Anatomy and Physiology Supplement (1)

Corequisites: BIO 250A(240) and 250B(243)

Supplement and reinforcement of concepts presented in BIO 250A and 250B. Strongly recommended for students who have failed or received a "W" in BIO 250A or its equivalent; recommended for all students in BIO 250A.

BIO 246 Microbiology (4)

Prerequisites: High-school biology or equivalent and high-school chemistry or equivalent with a grade of a "C" or better within the last five years.

Basic concepts of microbiology including metabolism, genetics, and inhibition of bacteria, fungi and viruses. Emphasis on human pathogens, infection, resistance, and immunity. Laboratory exercises reinforce lecture concepts and teach fundamental skills in microscopy, aseptic technique, isolation, and identification of microorganisms.

BIO 250A Anatomy and Physiology I (4 (3))

Prerequisites: High school biology or its equivalent within the last five years with a grade of C or better and CHM 101/103 or CHM 106 or its equivalent with a grade of a "C: or better within the last five years.

Corequisites: BIO 250B

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

BIO 250B Anatomy and Physiology Laboratory I (0)

Corequisites: BIO 250A

Activities to enhance study of topics covered in the lecture section (BIO 250A). Use of models, charts, and both microscopic and gross specimens to illustrate various systems.

BIO 251A Anatomy and Physiology II (4)

Prerequisites: BIO 250A (previously BIO 240) and BIO 250B (previously BIO 243) with a grade of C or better.

Corequisites: BIO 251B (previously BIO 244)

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

BIO 251B Anatomy and Physiology Laboratory II (0)

Prerequisites: BIO 250B (previously BIO 243) with a grade of C or better, BIO 250A (previously BIO 240)

Corequisites: BIO 251A (previously BIO 241)

Continuation of BIO 250B (previously BIO 243). Use of laboratory activities to enhance study of human body structure and function.

BIO 265 Pathophysiology (3)

Prerequisites: BIO 250A (240), BIO 251A(241), BIO 250B(243), BIO 251B(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. Combines lecture, discussion, and seminar.

BIO 270 Kinesiology (3)

Prerequisites: BIO 250A(240)/250B(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. Fall

BIO 280 Nutrition Pathways (3)

Prerequisites: BIO 250A(240)/250B(243) with a grade of C or better, BIO 251A(241)/251B(244) 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)

Corequisites: BIO 297

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)

BIO 297 Topics in Biology Laboratory (1-2 hrs)

Corequisites: BIO 295

Experimental component of Biology 295 if appropriate for the topic.

BUSINESS ADMINISTRATION

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). Students may not receive credit for both BUS 105 and CPT 105.

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, re-engineering business processes, and statistical process control. Examines qualitative and quantitative methods in operations of well-known organizations. Fall

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. Fall

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. Spring

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. Spring

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. Spring

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. Fall

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. Fall

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. Spring

BUS 272
Social Media Marketing (3)

Examines how to develop an effective strategy for communicating to a targeted audience using the accelerated tools available in an online market. Will touch on the use of Social Media, Email Marketing, Blogging, SEO and PPC advertisements to create engagement. It will also cover the use of Google Analytics to track performance.

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 TECHNOLOGY

BTC 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.

BTC 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 BTC (BAS) 103 and CPT 103.

BTC 105
Proofreading and Editing Business Documents (2)

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

BTC 122 Skill-building (1)

Prerequisites: BTC (BAS) 101

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

BTC 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.

BTC 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. Spring

BTC 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.

BTC 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. Fall

BTC 136
Electronic Communication with Stakeholders (3 (2))

Apply fundamental communication rules and etiquette to electronic communication and calendars with all stakeholders (employees, customers, vendors, stockholders, etc). Learn how electronic communication has changed internal and external communication, and see how social media fits into this new model. Spring

BTC 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. Fall

BTC 138 Introduction to Project Management (1)

Build a foundation of project management terminology and skills. Learn to budget and schedule tasks while avoiding common pitfalls.

BTC 145 Business Technology Tools (3)

Prerequisites: Keyboarding skills.

Corequisites: BTC/BAS/CPT 103

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.

BTC 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.

BTC 160 Word Processing – MS Word (2)

Corequisites: BTC/BAS/CPT 103.

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 like merges, macros, tables, wizards/templates, to multi-page documents with many special features. Fall

BTC 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. Spring

BTC 170 Spreadsheet Applications – Excel (3)

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. Spring

BTC 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. Fall

BTC 190 Planning and Design Concepts – Microsoft Publisher (2)

Prerequisites: BTC/BAS/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. Spring

BTC 245 Administrative Procedures (3)

Prerequisites: BTC (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 be available for shadowing hours in local business. Students must earn a C or above in the course in order to graduate. Hybrid course. Fall odd years only.

BTC 247 Administrative Supervision (3)

Prerequisites: BTC(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 be available for shadowing hours in local business. Students must earn a C or above in the course in order to graduate. Hybrid course. Spring

BTC 250 Business Simulations (3)

Prerequisites: BTC(BAS) 103, BTC(BAS) 138, BTC(BAS) 160, BTC(BAS) 165, BTC(BAS) 170, BTC(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

BTC 290 Publishing Projects – Adobe InDesign (2)

Prerequisites: BTC(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. Fall odd years only

CHEMISTRY

CHM 101 Introduction to Chemistry (3)

Prerequisites: MAT 098 with a grade of "C" or better

Corequisites: CHM 103

Introduction to basic principles of chemistry, including measurements and problem-solving, atomic theory, chemical nomenclature, chemical reactions, molecular structure, properties of gases, liquids and solids, acid-base chemistry and oxidation-reduction chemistry.

CHM 103 Introduction to Chemistry Laboratory (1)

Corequisites: CHM 101

Hands-on course with emphasis on proper lab techniques and experimental activities that illustrate concepts from CHM 101.

CHM 106 Chemistry for Allied Health (4)

Prerequisites: MAT 098 with a grade of "C" or better

This is a one-semester lab and lecture course providing students with basic concepts in

general, organic, and biological chemistry. It will assist students in problem-solving skills and significantly emphasize the applications of chemistry to human health. This is not a general education course for the AA Degree.

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 158,160 or 162 or higher with a grade of C or better.

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.

Principles and practice of quantitative chemistry including descriptive statistics; equilibria pertaining to acid-base, complexometric, redox and solubility; volumetric analysis; spectrophotometric analysis and an introduction to chromatography. Fall

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.

Corequisites: CHM 243

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

CHM 243 Organic Chemistry Laboratory (2)

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

Corequisites: CHM 241

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

CHILD CARE & EARLY EDUCATION

CDC 101 Introduction to Early Childhood Education (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. Site observations are part of course work. Fall and Spring. Summer, even years.

CDC 102
Creative Activities and Play for Young Children (3)

Introduces techniques and materials to foster creativity, imagination and artistic expression. It investigates the role of play in children's development. Examines teacher's role in planning and implementing process-oriented activities. Site observations are a part of the course work. Students may not receive credit for both EDU 202 and CDC 102.

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. Site observations are a part of the course work.

CDC 104 Principles of Early Childhood Curriculum (3)

Prerequisites: CDC 101, CDC 112

Corequisites: CDC 105, CDC 109

Investigates theory and practice of early childhood education in variety of program settings. Includes survey of program models, teaching techniques, curriculum planning and scheduling, and classroom management. Site observations are a part of the course work. Fall

Students may not receive credit for both EDU 204 and CDC 104.

CDC 105 Early Childhood Practicum I (2)

Prerequisites: CDC 101, CDC 112

Corequisites: CDC 104, 109

Involves observation and participation, under qualified supervision, in early childhood education settings. Coordinates with course objectives from CDC 104. The practicum experience is also paired with a coordinating seminar, CDC 109. Site observations are a part of the course work.

CDC 106 Experiences in Early Childhood Education (1-3 hrs)

This course provides for variable credit for prior professional development learning experiences related to working with young children from birth to age 8. 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. Site observations are a part of the course work. Students cannot receive credit for both EDU 207 and CDC 107.

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, record-keeping for assessment, and interaction with infants and toddlers. Site observations are a part of the course work. Summer, odd years.

CDC 109 Early Childhood Practicum I Seminar (1)

Prerequisites: CDC 101, CDC 112

Corequisites: CDC 104, CDC 105

Provides opportunities for discussion and collaboration among students about field experiences. It supports course objectives from CDC 105. Requires concurrent enrollment in CDC 104, 105. Fall

CDC 112 Child Growth and Development I: Prenatal through Early Childhood (3)

Study of human development from conception to about 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. Site observations are a part of the coursework.

CDC 113 Child Growth and Development II: Birth through Adolescence (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. Site observations are a part of this course work.

CDC 201 Cognitive Activities and STEM for Young Children (3)

Prerequisites: CDC 112

Focus on developmentally appropriate methods and materials to enhance young children's awareness of science, technology, engineering and math concepts. Emphasizes techniques to develop observation, problem solving and thinking skills. Site observations are a part of the course work. Students may not receive credit for both CDC 201 and EDU 201.

CDC 202 Music and Movement for Young Children (3)

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

CDC 203 Early Childhood Practicum II (2)

Prerequisites: CDC 101, 104, 105, 109, 112

Corequisites: CDC 206, 209, 210

Involves practical teaching experience with young children, under qualified supervision, in early childhood classroom setting. It includes lesson planning and implementation, assessment and record keeping, communicating with parents and families, and all other phases of classroom operation. Site observations are part of the course work.

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. Site observations are a part of the course work. Spring & 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. Student cannot receive credit for both CDC 205 and EDU 205.

CDC 206 Early Childhood Practicum III (2)

Prerequisites: CDC 101, 104, 105, 109, 112

Corequisites: CDC 203, 209, 210

Involves comprehensive teaching experience with young children, under qualified supervision, in early childhood classroom setting. Includes lesson planning and implementation, assessment and record-keeping, communicating with parents and families, and all other phases of classroom operation. Site observations are a part of the course work.

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. Site observations are a part of the course work.

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 recognition and intervention. Students may not receive credit for both EDU 208 and CDC 208.

CDC 209 Early Childhood Practicum II Seminar (1)

Prerequisites: CDC 101, 104, 105, 109, 112

Corequisites: CDC 203, 206, 210

This is a co-requisite seminar that supports course objectives for CDC 203 Early Childhood Practicum II. It provides opportunities for discussion and collaboration among students about field experiences.

CDC 210 Early Childhood Practicum III Seminar (1)

Prerequisites: CDC 101, CDC 112, and one other CDC course.

Provides opportunities for discussion and collaboration among students about field experiences. The seminar supports course objectives from CDC 206.

COLLEGE DEVELOPMENT

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)

For freshman students covering various aspects of college life including resources and procedures, interacting with instructors, instructor expectations, critical thinking, goal setting and commitment, learning styles, development of network and support groups, value of education and philosophy of learning, identification of student interests and needs, technology used in college classes and study skills. Required for first-time freshmen students.

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 110
Career Development (1)

Assists in making career decisions through assessment of interests, values and abilities. Application of these traits to world of work to find career as appropriate combination of these three. In-depth exploration of several careers.

COL 299 Sophomore Portfolio Assessment (1)

Prerequisites: ENG 101 and Sophomore standing.

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

Students will complete activities from 3 different general education discipline areas: Humanities, Social Science, and Multicultural/ Valuing which will include evidence of Higher Order Thinking (HOT) and Managing Information (MI). Students may bring 1 artifact from a previous General Education course and revise it to meet the capstone criteria.

COMMUNICATION

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 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.

COM-124 History of Film (3)

History of cinema from late 19th century beginnings to present. Attention given to technological, economic and artistic issues. Classic films of various directors and countries. Weekly viewings required.

COM 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. Course is equated to BUS 232.

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 280
Applied Communication Practicum I (3)

Prerequisites: COM 102, COM 115 or instructor's permission.

Practical application of mass media content production. Emphasizes production experience on official student publications or Public Relations projects.

COM 281
Applied Communication Practicum II (3)

Prerequisites: COM 280

Practical application of mass media content production. Emphasizes production experience on official student publications or Public Relations projects.

COM 282
Applied Communication Practicum III (3)

Prerequisites: COM 281

Practical application of mass media content production. Emphasizes production experience on official student publications or Public Relations projects.

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.

COMPUTER-AIDED DRAFTING

CDM 103 Introduction to CAD Systems (2)

Utilization of the latest version of AutoCAD to create, edit, and store introductory computer drawings. Involves draw and modify commands, layer creation, blocks, and dimensioning. Includes orthographic views, layouts, viewports, paper/model space, scaling, and lineweights. Basic design elements and drafting standards considerations are provided.

CDM 104 CAD Systems II (3)

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

The latest version of AutoCAD is used to perform intermediate level CAD commands. Modifications of dimension properties and tolerancing are addressed. 3D modeling is introduced. Isometric, oblique, sectional, and auxiliary views are created. Multiple layouts, block editing, datalinked tables, external references (XREFs), attributes, concept hand sketching, and drafting symbols are covered.

CDM 120
Descriptive Geometry (2)

Prerequisites: CDM 104

Analysis of basic shapes with successive auxiliary view and rotations. Understanding of intersections, angles, and locations of multiple planes. Problem-solving of forces using vector geometry. Understanding of bearings and azimuths. Principle coverage regarding the revolutions of points, lines, planes, and solids. Construction of 6-view multi-view perspectives.

CDM 205
Architectural Drafting I (3)

Prerequisites: CDM 104

Uses the latest version of AutoCAD Architecture to perform introductory construction techniques, foundation plans, and material requirements. Basic, standardized architectural practices are involved with floor plans, exterior elevations, and specific architectural layering.

CDM 206
Architectural Drafting II (3)

Prerequisites: CDM 205

Acquisition of intermediate level architectural drafting using the most recent version of AutoCAD Architecture. Understanding of site planning, load design elements, framing methods, alternative elevations, and beam sizing. Involves knowledge attainment of millwork and cabinet technology, rendering methods, and building codes.

CDM 207
Revit Architecture I (3)

Prerequisites: CDM 104

Learning of introductory elements of the latest version of Revit CAD software. Acquisition of Building Information Modeling (BIM) knowledge. Perspectives on shared user design utilized in commercial architecture. Perform drawing designs using Revit for floor plans, elevations, sections, and rendering. Perform building estimates and schedules, and construction document sets.

CDM 208
Revit Architecture II (3)

Prerequisites: CDM-207

Utilization of most recent version of Revit software to design a three story commercial project. Understanding of practices for commercial models, view, dimensions, families, and editing. Learning of landscaping, curbing, parking, and walkway design. 3D design incorporation of foundation setting, beams, and footings. Creating of custom stairs and railings. Comprehension of intermediate level BIM practices.

CDM 209
Construction Materials (3)

Prerequisites: CDM 104

Knowledge/comprehension course involving building materials properties and structures. Understanding of steel, aluminum, and concrete production/testing. Knowledge acquisition of asphalt methods and wood properties. Composite material properties (including microscopic) are covered. No computer work is involved in this class, but knowledge applies to many civil and architectural design applications.

CDM 210 HVAC Drafting (3)

Prerequisites: CDM 104

Utilizes the latest AutoCAD software to draw HVAC designs, schedules, and reference data. Knowledge acquisition of relevant HVAC scientific elements- including heat, thermodynamics, and combustion. Course topics include heating and air conditioning systems/designs.

CDM 211
Structural Drafting (3)

Prerequisites: CDM 104

Perform structural shop drawings using the most current version of AutoCAD. Achieve conceptual understanding of structural design and economic considerations. Acquire understanding of steel grades and shapes. Learn framing elements, and use critical tables and reference materials for structural designs.

CDM 212 Electrical/ Electronic Drafting (3)

Prerequisites: CDM 104

Uses the latest version of AutoCAD Electrical to draw schematics, logic diagrams, and wire diagrams. Acquire understanding of electronics symbols, components, and references. Apply elements into CAD designs with circuit boards, wiring, and cabling. Use electrical drafting layers on a building floor plan.

CDM 221 Solid Modeling I (3)

Prerequisites: CDM 103

Uses the current version of SolidWorks software to provide introductory 3D design elements. Applications are involved with basic

part modeling, 3D dimensioning, assembly models and operations, introductory molds, and sheet metal parts. Vector problem-solving for 3D application is performed. The product development cycle is covered.

CDM 222 Solid Modeling II (3)

Prerequisites: CDM 221

Uses the current version of SolidWorks software for intermediate 3D modeling. Utilizes sketch tools for entities, parametric modeling, and design tables. Assembly and multiple configuration drawings are performed. Mold, sheet metal, surface, and weld designs are covered. Course items include mass properties, dimensioning, and reference geometry. Students have an opportunity to take the Certified SolidWorks Associate Exam in this class.

CDM 223 Geometric Dimensioning/Tolerance (3)

Prerequisites: CDM 104

Uses the latest AutoCAD version to apply advanced dimensioning and tolerancing. Understanding of drafting symbols, tolerance calculations, datums, material conditions, and material boundaries. Application of form, orientation, and location tolerances. Understanding of profile and runout tolerances.

CDM 227 Revit MEP (3)

Prerequisites: CDM-207

Teach concepts, principles, and applications of 3D parametric models and computer designs using Autodesk Revit software. Create, document and print mechanical, electrical, and plumbing (MEP) components in shared (multiuser) model structure. Provide applications relevant to construction, architecture, industry, and engineering.

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 multi-axis machines, tooling and machine language using Mastercam 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

Draw piping schematics, plan views, elevations, spooling, notes, fittings, and charts using the latest version of AutoCAD. Obtain knowledge of piping processes, drafting practices, and flow diagrams. Acquire learning of piping equipment considerations (flanges, sections, fittings, valves, pumps, and vessels). Utilize math related to piping designs.

CDM 255 Civil Drafting (3)

Prerequisites: CDM 104

Utilizes the latest version of AutoCAD Civil 3D software. Demonstrate basic civil technical information, including topographic mapping, profiles/contours, highway plans, roadway/subdivision layouts, site grading, and sewer designs. Demonstrate survey point, and surface layouts. Complete roadway alignments, profiles, assemblies, and corridors. Process terrain data.

CDM 265 Sustainable Design (3)

Prerequisites: CDM-104

Use the latest version of AutoCAD to assemble a portfolio of sustainable design work. Acquire knowledge about sustainability issues and green construction. Obtain knowledge about LEED standards and certification. Review current trends in sustainable construction methods, energy, water, and waste as related to residential and commercial construction. Achieve learning about sustainable building materials, water use, and energy storage. Complete a project that converts an existing commercial structure for LEED certification.

CDM 270 Externship (3)

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

Involves obtaining credit for workplace learning of computer-aided drafting practices, methods, and applications. Must have an existing or pending CAD learning employment situation before seeking approval by the CAD Program Coordinator. Course involves validation of workplace learning and a documented report of learning experiences.

CDM 298 CAD/CAM Capstone (1)

Corequisites: Application for graduation

Enrollment can occur during the last semester of study for a Certificate of Achievement, or during the last or next-to-last semester for an Associates Degree. Class involves meetings to organize materials and planning for employment (or future advancement) interaction with SCC Career Services Dept. is included. A portfolio of coursework drawing designs, sketches, and other drafting work is developed. Standardized assessments, including Missouri and National drafting standards, are performed.

COMPUTERS

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: Take CPT-135 and CPT-165 or Permission of Instructor

The course examines the proper steps in the creation of animation and game design. It covers history of gaming, game genre, story and character development, and game management. The creation of simple games will also be examined using the GameMaker development tool.

CPT 105 Ethics in Technology (3)

Introductory survey of classical and contemporary ethical theories related to technology use today and problems with an emphasis on case studies and examples. Course fulfills AA general education requirements. (formerly CPB 105) Students may not receive credit for both BUS 105 and CPT 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.

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).

CPT 125 Introduction to Project Management (3)

This course will introduce the students to the basic principles of Project Management. The students will be taught five of the ten Knowledge Areas of the Project Management Book of Knowledge (PMBOK).

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 135 Programming in Python (3)

Prerequisites: CPT-165 previous or concurrent

Learning good problem-solving techniques using the Python programming language. Object-oriented concepts are included.

CPT 160 Mobile Apps Development (3)

Prerequisites: CPT-135 and CPT-165 or Instructor Permission

Developing applications for mobile devices on various platforms.

CPT 165 Computer Programming Logic (3)

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

Corequisites: Recommended corequisite: CPT 165.

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.

CPT 174 COBOL Programming I (3)

Corequisites: Recommended corequisite: CPT 165

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

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 181 SQL Basics (3)

Prerequisites: CPT 103 or Instructor Permission

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 182 Beginning Programming in C++ (3)

Prerequisites: CPT 135 and CPT 165 or instructor permission

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

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

Prerequisites: CPT-135 and CPT-165 or permission of instructor

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

CPT 187 Visual Basic.NET (3)

Prerequisites: CPT-135 and CPT-165 or Permission of Instructor

Using Visual Basic.NET, design effective user interfaces using appropriate controls, properties and coding.

CPT 189 Java Programming (3)

Prerequisites: CPT-135 and CPT-165 or permission of instructor

This class will provide students with the opportunity to master basic fundamentals of the Java programming language, to understand Object Oriented Design (OOD) and Object Oriented Analysis (OOA).

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)

Prerequisites: Take 1 group: CPT-182 & CPT-186, CPT-280 & CPT-282, CPT-284 & CPT-287, CPT-240 & CPT-260 or permission of instructor (note: two groups are better)

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.

CPT 201 Introduction to Database Management (3)

Prerequisites: CPT 103 or Permission of Instructor

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 225 Advanced Topics in Project Management (3)

Prerequisites: CPT 125

This course is an extension of the CPT-125 Introduction to Project Management and will introduce the students to more advanced concepts. The students will be introduced to the remaining five of the ten Knowledge Areas of the Project Management Book of Knowledge (PMBOK). The students will also run a simulated project.

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 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 135 and CPT-165 or Permission of Instructor

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 181 or Permission of Instructor

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 281 Advanced Programming in C++ (3)

Prerequisites: CPT 182

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

CPT 282 Advanced Visual Basic.NET (3)

Prerequisites: CPT 187

Advanced Visual Basic.NET topics include object-oriented programming, database integration, functions, and procedures.

CPT 287 Advanced Java Programming (3)

Prerequisites: CPT 182 or CPT 189

This class will provide students with the opportunity to master advanced programming techniques using Java programming language, to obtain a higher level understanding of Object Oriented Design (OOD), and Object Oriented Analysis (OOA).

COMPUTERS/ MULTIMEDIA

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 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 Social Media Marketing (3)

Examines how to develop an effective strategy for communicating to a targeted audience using the accelerated tools available in an online market. Will touch on the use of Social Media, Email Marketing, Blogging, SEO and PPC advertisements to create engagement. It will also cover the use of Google Analytics to track performance.

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 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.

CPM 295 Beyond HTML/ Portfolios (Capstone) (3)

Prerequisites: CPM 160

Beyond basic Web design, course focuses on responsive design (design for mobile devices), search engine optimization, analytics and implementing jQuery. Students will create a Web-based portfolio and utilize project management tools.

COMPUTERS/ NETWORKING

CPC 107 IT Technical Support (A+) (5)

Preparation to meet the requirements of the CompTIA A+ certification exam. How to build, configure, upgrade and troubleshoot PCs and mobile devices. 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 155 Programming for System Administrators (3)

Introduction and survey of modern programming and scripting languages with an orientation towards cyber security needs. Offered in an online or hybrid format only.

CPC 160 Security Fundamentals (3)

Prerequisites: CPC 107 or CPC 125

Fundamentals of security and preparation for the CompTIA Security + certification exam. Combination of hands-on labs, lectures and demonstrations.

CPC 161 Computer Forensics (3)

Prerequisites: CPC 160

Corequisites: CPC 155

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. Fall

CPC 162 Ethical Hacking (3)

Prerequisites: CPC 160

Corequisites: CPC 155

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. Fall

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 Linux (3)

Introduction to Linux, installation, users and groups, package management, permissions and general network configuration. This is one of two classes required to prepare for the Red Hat Certified System Administrator certification. 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. Spring

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 or CCENT certification.

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 CCNA Security (5)

Prerequisites: CPC 171 or CCENT Certification

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. Spring

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 Linux Administration (3)

Prerequisites: CPC 180

Learn what a Linux administrator needs to know to support a Linux server. Includes DNS, DHCP, mail services, Web and SQL services, file and print sharing, backup and recovery, monitoring and optimization, and configuration management. This is the second of two classes required to prepare for the Red Hat Certified System Administrator certification. Combination of lectures, demonstrations, discussions and hands-on labs.

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. Fall

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

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 (Usually students seeking an internship with SCC have attained sophomore standing, have completed at least 9 credit hours in CRJ prefix courses with a minimum of a 2.33 GPA in those courses and a 2.0 GPA overall at SCC for all courses taken. Students are expected to be free of any record of academic dishonesty or criminal record of any kind excluding minor violations such as traffic tickets. Students themselves are expected to initially contact agencies directly to apply for the internship).

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.

DIVERSITY

DC 299
Diversity Portfolio (1)

Prerequisites: Completion of the 4 classes or study abroad required for completion of Diversity Certificate

For students who completed a semester study-abroad program or four courses denoted as diversity courses (as one of three choices for the second part of the certificate). Students will work with the Academic Diversity Initiatives Lead in an independent study. Student will write a paper/response about diversity from three scholarly articles, a film, book, or speech/festival, event or performance that explores diversity.

ECONOMICS

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

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 201 Cognitive Activities and STEM for Young Children (3)

Prerequisites: CDC 112

Focus on developmentally appropriate methods and materials to enhance young children's awareness of science, technology, engineering and math concepts. Emphasizes techniques to develop observation, problem solving and thinking skills. Site observations are a part of the course work. Students may not receive credit for both EDU 201 and CDC 201.

EDU 202 Creative Activities and Play for Young Children (3)

Introduces techniques and materials to foster creativity, imagination and artistic expression. It investigates the role of play in children's development. Examines teacher's role in planning and implementing process-oriented activities. Site observations are a part of the course work. Students may not receive credit for both EDU 202 and CDC 102.

EDU 204 Principles of Early Childhood Education (3)

Prerequisites: CDC 101 and CDC 112

Investigates theory and practice of early childhood education in variety of program settings. Includes survey of program models, teaching techniques, curriculum planning and scheduling, and classroom management. Site observations are a part of the course work. Students may not receive credit for both EDU 204 and CDC 104.

EDU 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. Students cannot receive credit for both CDC 205 and EDU 205.

EDU 207 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. Site observations are a part of the course work. Students cannot receive credit for both EDU 207 and CDC 107.

EDU 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 recognition and intervention. Students may not receive credit for both EDU 208 and CDC 208.

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 212 Foundation of Education in a Diverse Society (3)

Prerequisites: ENG 101

Examine educational practice from diverse historical, philosophical, sociological, economic, and legal perspectives, Emphasis will be on educational equity, sociocultural influences on teaching and learning, and how teachers and schools can contribute to interpersonal and intercultural understanding and respect, social justice and democratic citizenship. Explore the nature of school environments, the fundamental goals of education in the American public school, English Language Learners, the relationship between school and diverse society, the organization of school curricula, and characteristics of effective schools and instruction in grades P-12. In addition, students will complete 8 hours of observations/presentations in K-12 classrooms in the community, during regular K-12 school day hours.

EDU 220 Technology for Teachers (3)

Prerequisites: EDU 211 with a minimum grade of C or department permission

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.

EDU 222 Educational Technology (3)

Prerequisites: ENG 101 and EDU 211 or EDU 212 or permission of instructor

Learn how to integrate instructional technology into P-12 classrooms, through a variety of software programs, presentation technology, telecommunication tools, and assistive technology. Focus will also be on social, ethical, legal, and human issues surrounding the use of technology. In addition, students will complete 5 hours of observation in K-12 classrooms in the community, during regular K-12 school day hours.

EDU 225
Literature for Children (3)

Prerequisites: EDU-211 or Department permission

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. Students will complete 8 hours of observations/presentations in K-12 classrooms in the community, during regular K-12 school day hours.

EDU 240
Educational Psychology (3)

Prerequisites: EDU 211 with a minimum grade of C, or department permission and PSY 101, ENG 101 or assess into ENG 102

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.

EDU 242 Art for Children (3)

Prerequisites: ENG 101 or higher and EDU 211 or department permission

Experience in teaching techniques of various appropriate media of visual arts and uses in elementary and middle school curricula. In addition, students will have one off campus meeting that will take place at the St. Louis Art Museum.

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 245 Integrating Movement and the Arts in Elementary Education (3)

Prerequisites: EDU 211

Provides methods for pre-service teachers to integrate movement and the arts (physical and kinesthetic activity as well as literary) and fine arts into traditional classroom disciplines (communication arts, math, science and social studies).

EDU 246
Music for Children (3)

Prerequisites: EDU-211 or Department Permission

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 247
Multicultural Education (3)

Prerequisites: ENG 101

Examines the multicultural context of education and prepare students to understand and teach learners from diverse backgrounds, with diverse characteristics, and with differing social identities. The course will address issues of educational equity, sociocultural influences on teaching and learning, and how teachers and schools can contribute to interpersonal and intercultural understanding and respect, social justice, and democratic citizenship.

EDU 250 Education of Exceptional Learners (3)

Prerequisites: Minimum grade of C or better in both EDU 240, EDU 211 or department permission

Introduction to exceptional learners and their education in grades PK-12. Knowledge, skills and dispositions that will enable students to work effectively with exceptional learners in general education or special education will be covered. Students will complete 20 hours of observations in K-12 classrooms in the community, during regular K-12 school day hours.

EDU 252
Autism Spectrum Disorders (3)

Prerequisites: EDU 211, EDU 250 or Department Permission

Corequisites: EDU 250

Focuses on a broad overview of autism spectrum disorders with particular emphasis on characteristics, definition, educational aspects and contemporary issues in the field of special education. It is designed to provide students with a firm grounding in the foundations of teaching persons with autism, methods to enhance classroom functioning and skill acquisition and expose them to recent developments in the field. Special emphasis will be given to selecting evidence-based practices and enhancing collaboration among individuals with ASD, their families and supporting professionals.

EDU 255
Social Communication and Sensory Integration (3)

Prerequisites: EDU 211, EDU 250 or Department Permission

Provides students with an overview of the components of communication and issues and strategies to increase an individual's communication abilities, with emphasis on visual aspects of language. Sensory systems, sensory processing and sensory motor development and the implications of sensory processing when working with students with autism spectrum disorders. It will include emphasis on strategies for team building, planning, data-based decision making and evaluation.

EDU 280 Practicum for Paraprofessionals (2)

Prerequisites: EDU 211, EDU 220, EDU 240, EDU 250, EDU 252, EDU 285

Corequisites: EDU 285

Culminating course for the A.A.S. for Paraprofessional degree. This course has been designed to acquaint students with the day-to-day realities of classroom life and expose them to professional and instructional issues in order to provide a realistic understanding of being a Paraprofessional. Students will complete 45 practicum hours in PK-12 classrooms, in the community. Investigation and discussion will relate to the profession. Students must be available to participate in local PK-12 classrooms during the regular school day.

EDU 285 Teaching Profession with Field Experience (3)

Prerequisites: ENG-101, and EDU-211,EDU-220, EDU-240 with a grade of "C" or better in the EDU courses.

This course has been designed to acquaint students with the day-to-day realities of classroom life and expose them to various professional and instructional issues in order to provide a realistic understanding of the teaching profession. Students will complete 45 practicum hours in K-12 classrooms in the community. Generally, the hours are completed

as 5-8 hours each week, two days per week, on alternate days from the class meeting days. The SCC student will perform a variety of activities such as: providing small group instruction, tutoring individuals, assisting students with assignments, providing whole class instruction, proctoring exams, and more while under the guidance of a Pre-K-12th grade classroom teacher. Furthermore, the course instructor from SCC observe our students in action as he/she is fulfilling their practicum experience in community classrooms.

EDU 290 Portfolio Assessment in Education (1)

Prerequisites: EDU 285, EDU 211, EDU 220, and EDU 240 with grade "C" or better and completion of all sections of the MEP State Exam and successful passage of all sections of the MoGEA State Exam.

Corequisites: EDU 285

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 MoSPE/MIPEC 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.

ELECTRONICS

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.

ENGINEERING

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-250

Corequisites: MAT-240

Application of principles of mechanics to engineering problems of equilibrium. Includes resultants, equilibrium, friction, trusses, center of gravity and moment of inertia.

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

Corequisites: EGR 220

Laboratory to accompany Electrical Circuits I.

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

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 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

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 202
Creative Writing II (3)

Prerequisites: ENG 201

A continuation of Creative Writing I with a focus on publication of works through both a review of submission procedures for periodical publications and publishers and production of a literary magazine. Writing for this class will be interpretive in nature.

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
Fiction Writing (3)

Advanced creative writing with emphasis on guided editing and revision of narrative forms including essay, fiction, and creative non-fiction.

ENG 207 Poetry Writing (3)

Advanced poetry writing with emphasis on open discussion of student work and individualized critique by instructor and peers.

ENG 208 Writing for Stage and Screen (3)

Advanced drama and screenplay writing with emphasis on open discussion of student work and individualized critique by instructor and peers. Additional emphasis on formatting and industry expectations.

ENG 209
Writing Creative Nonfiction (3)

Advanced writing of various forms of creative nonfiction, including but not limited to memoir, autobiography, travel writing, lyric and meditative essay, and others, with emphasis on open discussion of student work and individualized critique by instructor and peers.

ENG 249 Editing the Literary Publication (1)

By serving as assistant readers for a literary journal, students will learn the industry practices and standards of literary publishing by reading and evaluating work submitted by writers and assisting in design and production. Note: Completion of ENG 201 recommended.

ENG 250 Advanced Creative Writing Workshop (3)

Prerequisites: ENG 206, 207, 208, or 209 or permission of instructor

An advanced creative writing workshop for students who have completed either Fiction Writing, Poetry Writing, Writing for Stage and Screen, or Writing Creative Nonfiction, in which students will further hone their skills and polish their work in a workshop setting. Instructor and class-wide feedback will be the primary form of response.

ENG 280 Linguistics: The Science of Words (3)

Prerequisites: ENG 101

Introduction to linguistics, the study of how language forms and changes. Includes phonetics, phonology, morphology, syntax, and semantics, along with language acquisition and development, and pragmatics.

ENG 298
Creative Writing Portfolio (1)

As a culmination of creative writing studies, students will work one-on-one with the instructor to create a portfolio of polished manuscripts. Required materials will be determined by the instructor.

ENG 299
Topics in Creative Writing (3)

Special topics writing class. Topics vary semester to semester.

ENGLISH AS A SECOND LANGUAGE

ESL 100
SCC Success and Skills for Non-Native Speakers (3)

Corequisites: Placement in ESL 104(RDG 104), ESL 107(101) or equivalent skill level, ESL 199(unless a student has previously attended a semester at a U.S. college and has taken an equivalent course or the student has been a resident for more than two years).

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.

ESL 103 Pronunciation, Communication, and Listening for Non-Native Speakers (4)

Corequisites: ESL 100, ESL 104, Suggested co-requisite: ESL 107 (101) or equivalent skill level (not required).

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.

ESL 104 College Reading for Non-Native Speakers (4)

Corequisites: ESL 100, ESL 103, and suggested corequisite of ESL 107.

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.

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

Corequisites: ESL 106, and a suggested Corequisite ESL 108

This course will include both verbal and nonverbal communication, both small group and public speaking, with three or four graded oral presentations. This course is designed to build speaking and listening skills for non-native speakers who have had some fluency instruction in speaking English, but need guided practice in refining conversation, making presentations and listening in a variety of situations. Other topics to be discussed include self-concept, others' perceptions, and the importance of being able to communicate in a variety of situations. Because this class is aimed at international students and non-native speakers, it will definitely include readings, communication, films and conversation about international and multicultural issues. Student must take the Compass ESL test.

ESL 106 Advanced College Reading for Non-Native Speakers (3)

Prerequisites: Complete ESL 103, ESL 104 (RDG 104), ESL 100 with a grade of C

Corequisites: ESL 105 and the suggested corequisites of ESL 108

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.

ESL 107 Intensive Grammar Review for Non-Native Speakers (4)

Corequisites: ESL 100, ESL 103 and suggested corequisite of ESL 104

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.

ESL 108 Intermediate Composition for Non-Native Speakers (3)

Prerequisites: ESL-107 (ESL-101), ESL-104 (RDG-104) or equivalent, minimum grade of C

Corequisites: ESL 100, ESL 105, and the suggested corequisite of ESL 106

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, essay and advanced grammar skills. Students will also be required to read, discuss and analyze short essays and selections as the foundation of discussion and writing.

ESL 109 Research Writing for Non-Native Speakers (3)

Prerequisites: ESL 105, 106, 108 with a minimum grade of C; (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 115 Community as Classroom Lab (0)

Corequisites: Corequisite to all classes that begin with ESL/INE prefixes or are cross-listed with classes that have ESL prefixes. Once enrolled in ESL, the students should be automatically put in this zero credit course.

This course includes writing and conversation labs that provide extra practice with difficult classroom concepts, from grammar and vocabulary to fluency and conversation, and in addition features field trips, opportunities for campus interaction, tutoring, guest speakers, independent work in the community, and practice on ESL computer learning platforms. Although some workshops/labs may be required, in this course students may choose opportunities best tailored to their needs and schedules.

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, minimum grade of C;

Corequisites: ESL 108(102)

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.

ESL 199 Study of U.S. Culture and Community (1)

Prerequisites: Students must take the ESL assessments prior to entry unless this course is the only course they will be taking.

Corequisites: ESL 100 (co-requisite may be waived in some cases)

This course will increase students' awareness of cultural, socio-economic and life style differences between the United States and other countries, as well as provide ample opportunity for non-native speakers to practice speaking, listening, reading and writing. Students will also learn more about the various regions and cultural-ethnic groups in this country. Students will learn new vocabulary and idioms, make an oral presentation, and write a short paper by the finish of the class.

ESL 299 ESL Conversation and Current Events (1)

Prerequisites: ESL 100, 103, 104, 107 or equivalent skill level with a minimum C grade;

Conversation development based on current events, cultural issues and academic concerns. Vocabulary, spoken grammar skills and listening comprehension, will be emphasized.

FRENCH

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 (3-Jan)

Prerequisites: Dependent on topic.

Corequisites: Dependent on topic.

Exploration of special topics and/or activities in 100 level French language and culture. Prerequisite and corequisite dependent 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 dependent on topic.

GEOGRAPHY

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

Corequisites: or enrolled in 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.

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.

GERMAN

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.

Corequisites: Dependant on topic.

Exploration of special topics in 200 level German language and culture. Prerequisite and corequisite dependent on topic.

GLOBAL CULTURE

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.

GLOBAL STUDIES

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 MANAGEMENT

HIM 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.

HIM 115 Pharmacology and Diagnostic Procedures (3)

Prerequisites: HIM 110

The language of medical specialties, diagnostic modalities, and body systems. Emphasis on word analysis, pronunciation, spelling and commonly prescribed drugs.

HIM 120 Health Care Data (3)

Prerequisites: Acceptance into HIM Program. CPT/BTC 103, ENG 101

Corequisites: HIM 110, HIM 121.

Introduction to health information management including health care delivery systems; health information management profession; health care data, collection, quality, access and retention.

HIM 121 Health Care Data Laboratory (0)

Prerequisites: CPT/BTC 103, ENG 101

Corequisites: HIM 120

Case studies, projects and hands on activities to reinforce concepts from HIM 120.

HIM 125 Health Care Technologies (3)

Prerequisites: HIM 120, HIM 121, ENG 101, BAS/CPT 103.

Corequisites: HIM 115, HIM 126, HIM 128, HIM 150.

Continuation of HIM 120 with emphasis on indexes and registries, computer-based patient record, and health information systems.

HIM 126 Health Care Technology Laboratory (0)

Prerequisites: HIM 120,HIM 121, ENG 101, BAS/CPT 103.

Corequisites: HIM 125, HIM 128

Special projects, guest speakers, and field trips to reinforce principles taught in Health Care Technologies lecture.

HIM 128 Electronic Health Records (1)

Corequisites: HIM 115, HUM 125, HIM 126, HIM 150

In-depth study of Electronic Health Record system development life cycle.

HIM 129 Data Presentation (1)

This course is a continuation of Healthcare Data Analysis, focusing on data presentation.

HIM 140 Anatomy and Physiology for Allied Health (5)

Prerequisites: High School Biology or BIO 095

Foundation for the normal structure and function of human anatomy systems, focusing on the relationships between systems for students in Health Information Management and allied health programs. Fundamentals include anatomical and physiological terminology and homeostatic mechanisms. Note: This course does not meet the requirements for biology, nursing or OTA majors.

HIM 141 Pathophysiology for Allied Health (3)

Prerequisites: High School Biology or BIO 095

Study of pathology and general health management of diseases, conditions and injuries by body systems across the life span. Included: etiology, symptoms, signs, diagnosis, treatment, prognosis and outcomes of diseases, conditions and injuries. Course is not transferable. Students planning on continuing to a four-year university should take BIO 265.

HIM 150 Directed Practicum (1)

Prerequisites: HIM 120, HIM 121.

Corequisites: HIM 125, HIM 126.

Introduction to medical records department in variety of hospitals and alternative settings.

HIM 220 ICD Coding (3)

Prerequisites: BIO 250A , BIO 250B , BIO 251A , BIO 251B , or HIM 140, and HIM 110, HIM 115

Corequisites: HIM 221, and BIO 265 or HIM 141

Study of classification systems with major emphasis on inpatient coding using ICD-10-CM, ICD 10 PCS and reimbursement methodologies, specifically DRGs.

HIM 221 ICD Coding Laboratory (0)

Prerequisites: HIM 110, HIM 115, BIO 240, BIO 241, BIO 243, BIO 244

Corequisites: BIO 265.

Special projects to reinforce principles taught in ICD Coding lecture.

HIM 230 Healthcare Data Analysis (3)

Techniques to extract, analyze, and interpret healthcare data from the electronic health record and public data sources using database querying and data mining techniques. Methods covered will include Access relational databases, Excel spreadsheets, pivot tables, and SQL queries.

HIM 238 Healthcare Legal and Ethical Issues (3)

Prerequisites: HIM 120 or Acceptance into the MDA Program

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.

HIM 241 Health Care Statistics (2)

Prerequisites: HIM 120, HIM 121, HIM 125, HIM 126, must assess into MAT 121 or have earned a C or higher in MAT 098

Corequisites: HIM 243

In-depth study of hospital statistics, sources, definitions, collection and reporting of data.

HIM 242 Health Care Management (3)

Prerequisites: HIM 120/121 HIM 125/126

Principles of organization and strategic planning including workforce decisions, finance and budgeting, leadership techniques and team building to identify and manage process improvement.

HIM 243 Quality Management and Performance Improvement (3)

Prerequisites: HIM 220, HIM 221, HIM 238

Corequisites: HIM 241

A basic overview of quality performance improvement processes, function, applications, and utilization review.

HIM 250 Applied Practicum (3)

Prerequisites: HIM 150

Advanced student practice emphasizing targeted skill sets and building skills applied in a specific health care setting. Program capstone experiences included.

HIM 251 Medical Billing/ Coding Clinical (2)

Prerequisites: Final Semester Course, Program Director Approval

Supervised learning experience in a health care facility and/or virtual lab setting enabling the student to apply skills in basic billing and coding procedures and practices. Emphasis is on students achieving entry-level proficiency in billing and coding medical records and physician's office diagnoses and procedures, and the application of policies, standards and guidelines.

HIM 252 Certified Coding Associate (CCA) Exam Review (2)

Prerequisites: Program Director Approval, Final Semester Course

Review of the coding competencies and skills in preparation of a coding certification exam.

HIM 260 Health Information Management Seminar (2)

Prerequisites: HIM 120, HIM 121, HIM 125, HIM 126

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.

HIM 270 CPT Coding (3)

Prerequisites: BIO-250 A/B, BIO-251 A/B or HIM-140, HIM -110 and HIM -115

Corequisites: BIO-265 or HIM 141, HIM-220 and HIM 271

Outpatient coding guidelines and reimbursement with major emphasis on CPT coding.

HIM 271
CPT Coding Laboratory (0)

Prerequisites: HIM 220, HIM 221

Corequisites: HIM 270

Application of outpatient coding guidelines and reimbursement with major emphasis on CPT coding, to reinforce principles taught in lecture component, HIM 270.

HIM 280
Healthcare Billing and Reimbursement Issues (2)

Prerequisites: HIM 220, HIM 221

Corequisites: HIM 270, HIM 271

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.

HIM 290
Advanced Coding (3)

Prerequisites: HIM 220, HIM 221

Corequisites: HIM 291, HIM 270, HIM 271

This course is a continuation of HIM 220/221, focusing on assigning diagnosis and procedural codes from actual patient scenarios and determining the validity of CAC assigned codes.

HIM 291 Advanced Coding Laboratory (0)

Prerequisites: HIM 220, HIM 221

Corequisites: HIM 290, HIM 270, HIM 271

Application of coding guidelines with major emphasis on actual case scenarios, to reinforce principles and cases from HIM 290.

HISTORY

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 Southwestern Asia: The Islamic World & India (3)

Survey of social, cultural and political history of the Middle East and India.

HIS 203 Eastern Asia: China and the Pacific Rim (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 a way to understand the development of America. Covers national trends and problems such as immigration, westward expansion, industrialization, and racial issues from the perspective of impact on Missouri. Examination of prominent Missourians is included. 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 social and 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.

HONORS

HON 100 Inquiries in Composition and History (3)

Prerequisites: Admission to the Honors Program.

Interdisciplinary Honors course dealing with topics in English and History. Students will explore connections between the disciplines of English and History, while meeting the requirements and objectives of an English 102 or History 102. Topics will vary. Admissions to the Honors program required.

HON 101 Inquiries in English and History (3)

Prerequisites: Admission to the Honors Program

Interdisciplinary Honors course dealing with topics in English and History. Students will explore connections between the disciplines of English and History, while meeting the requirements and objectives of an English 102 or History 299 course. Topics will vary. Admissions to the Honors program required.

HON 102 Inquiries in Psychology and Political Science (3)

Prerequisites: Admissions to the Honors Program

An introductory overview of the intersection of psychology and political science. It is an examination of behavioral, cognitive, psychoanalytic, humanistic and biological viewpoints in psychology. The course includes learning principles and applications, motivation, emotions, stress, psychobiology, personality, abnormal behavior and approaches to therapy as well as the workings of the federal, state, and local governments in the United States. This course will also give students a broad overview of the issues that underlie our political system, as well as how citizens and government interact with one another. Admissions to the Honors program required.

HON 103 Inquiries in Political Science and Communications (3)

Prerequisites: Admission to the Honors Program

Interdisciplinary Honors course dealing with topics in political science and communications. Explore connections between the disciplines of political science and communications. Topics will vary. Student can count this as credit for COM 102 or POL 299. Admissions to the Honors program required.

HON 104 Inquiries in Literature and Anthropology (3)

Prerequisites: Admissions to the Honors program

Interdisciplinary Honors course dealing with topics in literature and anthropology. Students will explore connections between the disciplines of literature and anthropology. Topics will vary. Students can use the course to meet the requirement of LIT 200 or ANT 161. Admissions to Honors program required.

HON 105 Inquiries in Philosophy and Math (3)

Prerequisites: Admission to the Honors Program and completion of MAT 158, 160, or 162

Interdisciplinary honors course dealing with topics in philosophy and math. Exploration of the connections between the disciplines of philosophy and math. Topics will vary. Admissions to the Honors program required.

HON 106 Biology and Psychopharmacology (3)

Overview of the intersection of biology and psychopharmacology. Emphasis will be on issues related to the use of specific psychoactive drugs in human culture. Students will become more informed about the bio-psychological factors that underlie drug use and abuse. Course will include a survey of human body structure and function for the non-science major while meeting the requirements of BIO 110 (Human Biology) for students pursuing an Associates of Arts degree.

HON 107 Inquiries in Composition and Sociology (3)

Explore connections between the disciplines of composition and sociology while meeting the requirements and objectives of an English 102 or Sociology 101 course. Topics will vary. Admissions to the Honors Program required.

HON 108 Inquiries in Literature and Philosophy (3)

Interdisciplinary Honors course dealing with topics in literature and philosophy. Students will explore connections between the disciplines of literature and philosophy. Topics will vary.

HUMAN SERVICES

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. Spring

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. Fall

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 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 151 Gerontology (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.

HMS 195 Human Services: Professional Field Skills (3)

Builds on theories presented in core HMS classes. Professional skill sets, such as case management, and informational/motivational/ interviewings will be emphasized, allowing students to refine these skills prior to enrolling in practicum courses. Students will participate in evaluative efforts to measure preparedness to work as human services.

HMS 201 Human Services Practicum I (3)

Prerequisites: HMS 100, HMS 101

Corequisites: Concurrent enrollment in HMS 203 required.

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.

HMS 202 Human Services Practicum II (3)

Prerequisites: HMS 201, HMS 203

Corequisites: Concurrent enrollment in HMS 204 required.

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.

HMS 203 Human Services Practicum Seminar I (3)

Prerequisites: HMS 100, HMS 101

Corequisites: Concurrent enrollment in HMS 201 required.

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.

HMS 204 Human Services Practicum Seminar II (3)

Prerequisites: HMS 201, HMS 203

Corequisites: Concurrent enrollment in HMS 202 is required.

Continuation of HMS 203 with different learning objectives. Related to work student will do after completion of programs.

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.

INTENSIVE ENGLISH

INE 101 Intensive English: Reading and Writing (3)

Prerequisites: TOEFL score of over 50, or permission of Chair of ESL Department

Corequisites: INE 102

Instruction for non-native-speaking students in developing emerging reading and writing skills in English. Students will work on essential writing skills at sentence level composition, and they will study vocabulary and idioms. Students will also be required to read, discuss and analyze short selections. Culture sharing and acclimation to the environment in the United States will also make up some of the reading and writing assignments.

INE 102 Intensive English: Listening and Speaking for NNS (3)

Prerequisites: TOEFL score of over 50, or permission of Chair of ESL Department

Corequisites: INE 101

Instruction for non-native-speaking students to develop emerging English listening and speaking skills in both academic and life-skills based situations. Activities will build students' confidence in speaking English. Students will practice pronunciation and listen to English at word level, sentence level and in simple conversations. Vocabulary, terminology, idioms, slang, grammar and syntax will be taught implicitly and explicitly. Students will discuss, interpret and analyze short readings or videos. Both culture sharing and everyday conversational strategies and topics will be included.

INE 199 Phonics and Fluency (2)

Prerequisites: Placement by ESL or Reading Chair

Corequisites: ESL 101, ESL 102, unless waived by ESL or Reading Chair

Focus will be on improving pronunciation and fluency, especially when reading aloud. Activities include spelling and phonics instruction as well as speaking and reading exercises designed to increase reader's fluency and natural voice when reading. A grade of "C" or better is needed to move into the next ESL class, ESL 104. Emphasis will be on speaking although writing will be part of the class curriculum as well.

JOURNALISM

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.

LITERATURE

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 201 Mythology in Western Culture (3)

Prerequisites: ENG-101

This class focuses on the pervading influence of Western mythological traditions in literature and culture.

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 218
Literature about Place (3)

Prerequisites: ENG 101

With increasing mobility and blending of cultures, ideas about place and setting are even more crucial to identity than in the past.

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 222
Native American Literature (3)

Prerequisites: ENG 101

A multi-disciplined study of the contribution of non-Europeans upon the national culture.

LIT 223 African American Literature (3)

Prerequisites: ENG 101

Survey of African-American literature from colonial America to present day United States. Includes slave narratives, essays speeches, music, poetry, short fiction, novels and drama/film, as well as a focus on their historical contexts.

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 cannon.

LIT 239
Humor in Literature (3)

Prerequisites: ENG 101

Explores humor in various media, including written sketches, short stories, novels, film by various writers, and the evolution of the humor genre, as well as the value it holds both historically and presently.

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 267 Film as Literature (3)

Prerequisites: ENG 101

This course seeks to read film from a literary perspective; discussions and readings are rooted in literary concepts such as character, theme, narrative structure, genre, motif, symbol, literary theory and adaptation. Sections of the course may generally survey this topic or be focused on a particular topic such as a single director, genre, or discourse.

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

Survey course in the foundations of world 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

Survey course in the foundations of world literary traditions from the European Enlightenment through the 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 280
Gender Issues in Literature (3)

Prerequisites: ENG 101 with a grade of C or better.

Through the reading of fiction and non-fiction texts, this class introduces students to literary, cultural, political and historical issues that shape gender and identity.

LIT 289
Writing about Literature (3)

Prerequisites: ENG 101

This course focuses on different ways of reading literature, using various theoretical lenses. Read the words of literary theorists and then apply their analysis along to novels, poems, short stories, drama, and films.

LIT 299
Topics in Literature (3)

Prerequisites: ENG 101

Variety of special literature studies offered.

LOGISTICS

LGM 101 Logistics and Supply Chain I (3)

Foundational knowledge needed to understand the world of supply chain logistics and related core competencies including: safety, quality control, communications, teamwork, good workplace conduct, and familiarity with computer systems that support supply chain operations.

LGM 210 Logistics and Supply Chain II (3)

Prerequisites: LGM 101

Emphasis on mid-level technical knowledge needed to understand the world of supply chain logistics and related core competencies. Includes product receiving, product storage, order processing, packaging, shipment, inventory control, safe handling of hazardous materials, evaluation of transportation modes, custom, and dispatch and tracking operations. Certified Logistics Associate (LGM 101) (MSSC) is a prerequisite to taking this course. Prepares students for MSSC/CLT. Includes a required certified exam upon class completion.

MANUFACTURING

MFG 101 Principles of Safety (3)

Introduction to the manufacturing world including specific instruction to facilitate safe work practices in industrial environment.

MFG 105 MFG 105 (1)

This course will assist students in securing employment. Students will develop an awareness of personal and academic skills as related to the job-seeking process.

MFG 111 Principles of Quality Practices (3)

Prerequisites: MFG 111

Provides knowledge and skills related to effective quality processes and practices used in today's manufacturing industry.

MFG 141 Principles of Green Production (3)

Introduction to the sustainability principles of "green" production, defined as workplace activities across all industries within the manufacturing sector that require the use of equipment, technologies, and processes to improve the environmental performance of manufacturing companies.

MFG 201 Principles of Manufacturing Processes and Production (3)

Prerequisites: MFG 101 and MFG 111

A broad overview of manufacturing sub-industries and their related products, processes, challenges and best practices.

MFG 205 Manufacturing Process Controls (3)

Provides students with current practices associated with production planning, production scheduling, and controlling production.

MFG 215 Problem Solving Tactics in Manufacturing (3)

Training in problem solving is emphasized as well as how to establish a culture of continuous improvement in a proactive environment.

MFG 220 Principles of Maintenance Awareness (3)

Prerequisites: MFG 101, MFG 111 or MFG 201

Insights into the basics of good maintenance practices for manufacturing through an understanding of electrical, mechanical and fluid power systems.

MFG 225 Supervisor Skills (3)

Foundational training for leaders at all levels including how to solve problems, set goals, and manage the conflict within an organization using hands on,interactive concepts.

MFG 230 Manufacturing Measurement (3)

Emphasis on use of instrumentation and process control. Concepts and measurement of physical variables and brief descriptions of individual process and combination of processes used in industry, such as go/no go, plug gauges, flatness, and coordinate measuring machine (CMM), control plans, and fixtures will be covered. Theory of operation and application of associated process instruments included.

MATH

MAT058 Supplement to College Algebra – General Education (2)

Prerequisites: placement into Math 158 or placement into Math 158 corequisite model

Corequisites: MAT 158

Provides a supplement, which will reinforce prerequisite concepts and skills necessary for success in Math 158.

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 147
Statistics- Allied Health (4)

Prerequisites: MAT-098 or MAT-098C with a minimum grade of B or assessed into Intermediate Algebra

Topics include graphs, qualitative and qualitative data, descriptive statistics, percentiles, counting techniques, probability, probability distributions, expected value, confidence interval estimates, hypothesis testing, simple linear regression, one-way ANOVA, and interpretation of statistical outcomes. This course is designed for OTA students.

MAT 150 Trigonometry (3)

Prerequisites: Grade of C or better in MAT 121 or assess into.

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 152
Algebra Bridges to Calculus and Analytic Geometry I (2)

Prerequisites: MAT 158 with a grade of C or better

Course bridges the gap between MAT 158 and MAT 162. It is for students who have taken MAT 158 as a general education course and are now STEM majors seeking a path into MAT 180. A grade of C or better in both MAT 152 and MAT 158 will satisfy the algebra prerequisite for MAT 180. MAT 180 has a trigonometry prerequisite that may be satisfied by a grade of C or better in MAT 150 or equivalent transfer course.

MAT 155 Contemporary College Math (4)

Prerequisites: MAT 121 with a minimum grade of C or better or ASMNT MAT 155

This course satisfies the general education requirement for the AA degree. Topics include: inductive and deductive reasoning, set theory, Venn diagrams, truth tables and logic, Geometry and Trigonometry, sequences and series, mathematics of finance, probability, statistics, and applications.

MAT 156
College Algebra-Educators (4)

Prerequisites: Grade of C or better in MAT 121 or assess into MAT 156.

This course satisfies the general education requirement for the A.A.T. degree for Education majors. Topics include linear and quadratic equations and inequalities, systems of linear equations, polynomials, functions and their graphs, sequences and series, perimeter, area, circumference, surface area, volume, similarity, congruence, Pythagorean Theorem, Trigonometric ratios, analyzing geometric proofs, coordinate geometry, statistical graphs, counting and probability techniques, sampling, inference, and descriptive statistics including measures of central tendency and spread, and applications.

MAT 157 College Statistics – General Education (4)

Prerequisites: MAT 121 with a minimum grade of C or assess into MAT 155

Topics include constructing and interpreting graphs, descriptive statistics, sampling techniques, counting techniques, probability, probability distributions, confidence interval estimates, hypothesis testing, correlation, regression, and ANOVA. Students may not receive credit for both Math 157 and Math 175. Recommended for non-STEM majors.

MAT 158 College Algebra – General Education (4)

Prerequisites: Grade of C or better in MAT 121 or assess into MAT 158.

This course satisfies the general education requirement for the AA degree. Designed for Non-STEM (non-Science, non-Technology, non-Engineering, non-Mathematics) majors. 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, rational and polynomial functions, sequences, and series. Students may not receive credit for both MAT 158 and MAT 160 or MAT 162 or MAT 171.

MAT 162
College Algebra – STEM (4)

Prerequisites: Grade of C or better in MAT 121 or ASMNT MAT 162

This course satisfies the general education requirement for the AA degree. Designed for students in STEM (Science, Technology, Engineering, Mathematics) 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, series, and binomial theorem. Students may not receive credit for both MAT 162 and MAT 158 or MAT 160 or MAT 171.

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 158, or MAT 160, or MAT 162; or ASMNT MAT 175.

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 MAT 150, MAT 152 and MAT 158 with a grade of C or better or both MAT 150 and MAT 162 with a grade of C or better, 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 one of the following: MAT 156, or MAT 158, or MAT 160 or MAT 162 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. Fall

MAT 202 Structure of Math Systems II (3)

Prerequisites: Grade of C or better in MAT 156 or MAT 158 or MAT 160 or MAT 162 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. Spring

MAT 210
Survey Calculus (4)

Prerequisites: Grade of C or better in MAT 158 or MAT 160 or MAT 162 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. Fall

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. Spring

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. Spring

MEDICAL ASSISTING

MDA 115 Pharmacology and Administration of Medications (3)

Corequisites: HIM 110

Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant.

MDA 120
Administrative Procedures (3)

Prerequisites: HIM 110, HIM 140, HIM 141

Focus is on medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, coding, billing, collecting, third party reimbursement, credit arrangements and computer use in the medical office.

MDA 121
Medical Insurance (3)

Corequisites: MDA 120

Emphasis is on medical office coding procedures for payment and reimbursement by patient or third-party payers for ambulatory care settings.

MDA 140 Procedures in a Clinical Setting (3)

Corequisites: MDA 120

Emphasis is on patient assessment, examination and treatment as directed by

physicians. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures and other treatments as appropriate for ambulatory care settings.

MDA 150 Medical Assisting Clinical/Externship (3)

Prerequisites: Completion of all coursework

Health-related work-based learning experience enables students to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional (faculty or preceptor) generally in a clinical setting. Clinical education is unpaid learning experience.

MUSIC

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, be-bop, 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)

Corequisites: MUS 131 and MUS 133

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.

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.

Corequisites: MUS 133.

Study of basic rhythm, melody, principal triads and inversions, dominant seventh chords, cadences, non-harmonic tones, part-writing, and keyboard harmony.

MUS 132 Music Theory II (3)

Prerequisites: MUS 131

Corequisites: MUS 134

Continuation of MUS 131 including secondary triads, seventh chords, secondary dominants, elementary modulation, figured bass, and keyboard harmony.

MUS 133 Ear Training and Sightsinging I (1)

Prerequisites: MUS 101 or music assessment test.

Corequisites: MUS 131

Study of rhythmic, melodic, and harmonic dictation in major and minor scales and sightsinging in treble and bass clefs.

MUS 134 Ear Training and Sightsinging II (1)

Prerequisites: MUS 133

Corequisites: MUS 132

Continuation of MUS 133 involving more complex rhythmic, melodic, and harmonic dictation and sightsinging.

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)

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

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

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

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

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)

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.

Corequisites: Concert Band.

A select 12-20 piece ensemble; students prepare music culminating in public performance.

MUS 196
Wind Ensemble II (1)

Prerequisites: MUS 195

Corequisites: Concert Band.

Second Enrollment of MUS 195.

MUS 197
Wind Ensemble III (1)

Prerequisites: MUS 196

Corequisites: Concert Band.

Third enrollment of MUS 195.

MUS 198
Wind Ensemble IV (1)

Prerequisites: MUS 197

Corequisites: Concert Band.

Fourth enrollment of MUS 195

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)

Corequisites: Recommended prerequisite: MUS 231.

Continuation of MUS 231. Survey of music from 1600-1827.

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 251 Music Audio Production II (3)

Prerequisites: MUS 250

Expands on recording curriculum explored in Audio 1 by increased focus on fundamentals and stereo recording. Concentration is on multi-track recording and in-depth use of Digital Audio Workstation software.

MUS 259 Music Theater Workshop I (1)

Corequisites: MUS 229

Performance-oriented workshop experience that studies acting styles as applied to a song. Covers various styles and periods of musical theater.

MUS 260 Music Theater Workshop (1)

Corequisites: MUS 230

Performance-oriented workshop experience that studies acting styles as applied to a song. Covers various styles and periods of musical theater.

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

Corequisites: MUS 283

Continuation of MUS 132. Including secondary functions 1 and 2, modulations, Binary and Ternary Form.

MUS 282 Music Theory IV (3)

Prerequisites: MUS 281

Corequisites: MUS 284

Continuation of MUS 281

MUS 283 Ear Training and Sightsinging III (1)

Prerequisites: MUS 134

Corequisites: MUS 281

Continuation of MUS 134

MUS 284 Ear Training and Sightsinging IV (1)

Prerequisites: MUS 283

Corequisites: MUS 282

Continuation of MUS 283

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 (3-Jan)

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.

MUSIC/PRIVATE LESSONS - BRASS

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.

MUSIC/PRIVATE LESSONS - GUITAR

MVG 101 Guitar-Classical Lessons I (1-2 hrs)

Individual Guitar-Classical Lessons, starting at the appropriate level.

MVG 102 Guitar-Classical Lessons II (1-2 hrs)

Prerequisites: MVG 101

Second enrollment of MVG 101.

MVG 103 Guitar-Classical Lessons III (1-2 hrs)

Prerequisites: MVG 102

Third enrollment of MVG 101.

MVG 104 Guitar-Classical Lessons IV (1-2 hrs)

Prerequisites: MVG 103

Fourth enrollment of MVG 101.

MVG 111 Guitar-Jazz Lessons I (1-2 hrs)

Individual Guitar-Jazz Lessons, starting at the appropriate level.

MVG 112 Guitar-Jazz Lessons II (1-2 hrs)

Prerequisites: MVG 111

Second enrollment of MVG 111.

MVG 113 Guitar-Jazz Lessons III (1-2 hrs)

Prerequisites: MVG 112

Third enrollment of MVG 111

MVG 114 Guitar-Jazz Lessons IV (1-2 hrs)

Prerequisites: MVG 113

Fourth enrollment of MVG 111

MVG 121
Guitar-Bass Lessons I (1-2 hrs)

Individual Guitar-Bass Lessons, starting at the appropriate level.

MVG 122
Guitar-Bass Lessons II (1-2 hrs)

Prerequisites: MVG 121

Second enrollment of MVG 121

MVG 123 Guitar-Bass Lessons III (1-2 hrs)

Prerequisites: MVG 122

Third enrollment of MVG 121

MVG 124 Guitar-Bass Lessons IV (1-2 hrs)

Prerequisites: MVG 123

Fourth enrollment of MVG 121.

MVG 221
Guitar-Bass Lessons V (2-Jan)

Prerequisites: MUS 124

Fifth enrollment of MUS 121.

MUSIC/PRIVATE LESSONS - PERCUSSION

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.

MUSIC/PRIVATE LESSONS - PIANO

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

MUSIC/PRIVATE LESSONS - STRING

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
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 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.

MUSIC/PRIVATE LESSONS - VOCAL

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.

MUSIC/PRIVATE LESSONS - WOODWIND

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

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 102 LPN Bridge to ADN Program (1)

Prerequisites: ENG-102, SOC-101 and one of HIS-101, HIS-102, HIS-115, HIS-270 POL-101 or POL-102, and CHM-101/103 or CHM-106

LPN Bridge to ADN Program will review fundamentals of nursing as they relate to the role transition from licensed professional nurse to registered nurse. Content will be reviewed including nursing process, professional ethics, interdisciplinary relationships, therapeutic communication, nutrition, pharmacology, assessment, medication administration, sterile technique and medication mathematics.

NUR 103 Nursing of Adult and Children I (9)

Prerequisites: ASMNT. NURS.

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.

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. Nursing history and 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 practice in the nursing lab. The student will learn health assessment techniques, with an emphasis on therapeutic communication.

NUR 104 Nursing of Adults and Children II (11)

Prerequisites: BIO 240, BIO 243, CHM 101, CHM 103, ENG 101, NUR 103, NUR 113, NUR 123, PSY 101

Corequisites: BIO 241, BIO 244, NUR 114, NUR 124

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. 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.

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)

Corequisites: NUR 103, NUR 123

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.

NUR 114 Nursing of Adults and Children I Laboratory (0)

Prerequisites: NUR 103, NUR 113, NUR 123.

Corequisites: NUR 104, NUR 124.

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.

NUR 123 Introduction to Nursing Clinical (0)

Corequisites: NUR 103, NUR 113

Students care for patients in the nursing home and/or hospital/health care center. Ten clinical laboratory hours per week.

NUR 124 Nursing of Adults and Children I Clinical (0)

Prerequisites: NUR 103, NUR 113, NUR 123

Corequisites: NUR 104, NUR 114

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.

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, PSY 101, BIO 245, BIO 247.

Corequisites: NUR 263, NUR 273, any two of the following: SOC 101, Literature or ENG 102, and U.S. History or Government.

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. Psychological adaptive and maladaptive responses to change in family dynamics and health conditions are considered.

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 253, NUR 263, NUR 273

Corequisites: NUR 264. NUR 274.

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.

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, PSY 101, BIO 245, BIO 247

Corequisites: NUR 253, NUR 273.

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.

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-253, NUR-263, NUR-273, SOC-101, ENG-102;

Corequisites: NUR 254, NUR 274.

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.

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, PSY 101, BIO 245, BIO 247.

Corequisites: NUR 253, NUR 263.

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.

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 253, NUR 263, NUR 273, SOC 101, ENG 101, ENG 102 or any LIT

Corequisites: NUR 254, NUR 264.

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.

OCCUPATIONAL THERAPY

OTA 100
Fundamentals of Occupational Therapy Assistant I (4)

Prerequisites: BIO 270 (taken previously or concurrently) BIO 250A/B(BIO 240/243), ENG 101

Corequisites: BIO 270 (taken previously or concurrently), OTA 103

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. Fall

OTA 102
Fundamentals of Occupational Therapy Assistant II (3)

Prerequisites: OTA 100

Corequisites: OTA 112, OTA 104/114, OTA 207/217

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. Spring

OTA 103
Adaptive Activities I (2)

Prerequisites: BIO 270(taken previously or concurrently) BIO 250 A/B (BIO 240/243), ENG 101.

Corequisites: BIO 270 (taken previously or concurrently), OTA 100.

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. Fall

OTA 104
Adaptive Activities II (1)

Prerequisites: OTA 100

Corequisites: OTA 102/112, OTA 114, OTA 207/217.

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. Spring

OTA 105
Fundamentals of OTA I (12)

Prerequisites: ENG 101, MAT 098

Corequisites: OTA 115, OTA 125

Introduction to occupational therapy, including history, philosophy and foundational skills required for OT practice. Context is offered based on the fundamental skills needed

in psychosocial dysfunction, physical and cognitive dysfunction, and pediatrics using the Occupational Therapy Practice Framework. Theories guiding OT practice, values, and ethics of the profession discussed.

OTA 106 Fundamentals of OTA II (12)

Prerequisites: OTA 105, OTA 115, OTA 125

Corequisites: OTA 116, OTA 126 MATH Stats for Allied Health

Build on foundation skills needed for OT practice and focuses on fundamental assessment and intervention skills in occupational therapy in psychosocial, physical, cognitive and pediatric dysfunction. Understanding of the OT process of assessment, treatment planning and implementation, transitions and discontinuation of OT services is addressed using the OTPF as a guide.

OTA 112 Fundamentals of Occupational Therapy Assistant II Lab (1)

Prerequisites: OTA 100

Corequisites: OTA 102, OTA 104/114, OTA 207/217

Lab course complement to OTA 102. Provides hands-on laboratory experience, reinforcing material covered in the lecture component. Two hours per week. Spring

OTA 114 Adaptive Activities II Lab (1)

Prerequisites: OTA 100

Corequisites: OTA 102/112, OTA 104, OTA 207/217

Lab course complement to OTA 104. Provides hands-on laboratory experience, reinforcing material covered in the lecture component. Two hours per week. Spring

OTA 115 Kinesiology/ Functional A & P (0)

Prerequisites: ENG 101, MAT 098

Corequisites: OTA 105, OTA 125

Foundation in the biological, physical, and physiological application in the practice of occupational therapy. Students will demonstrate understanding and knowledge of the structure and function of the human body including the musculoskeletal, nervous, cardiovascular, pulmonary, and endocrine systems. Students will apply knowledge for foundational practice skills such as ROM, assessment of muscle control, transfers, vital signs, body mechanics, client positioning and safe handling techniques.

OTA 116 Applied A & P in Health & Disease (0)

Prerequisites: OTA 105, OTA 115, OTA 125

Corequisites: OTA 106, OTA 126, Math Stats for Allied Health

Continuation of the foundational skills practiced in previous coursework. Students use of meaningful activities as defined by OTPF focusing on performance areas that specifically address performance skills such as sensory motor, cognitive and psychosocial components. Assessment and intervention strategies and techniques that emphasize the use of purposeful activities and occupation to enhance role function will be the focus of practical application of these skills.

OTA 125 Occupation Based Activities I (0)

Prerequisites: ENG 101, MAT 098

Corequisites: OTA 105, OTA 115

Introduction of occupation-based activities and the essential role occupation plays in the delivery of OT services. Primary emphasis is on the Occupational Therapy Practice Framework and its application in activity analysis and implementation of services.

OTA 126 Occupation Based Activities II (0)

Prerequisites: OTA 105, OTA 115, OTA 125

Corequisites: OTA 106, OTA 116, Math Stats for Allied Health

Builds on foundational skills and concepts of occupation-based activities and the essential role occupation plays in the delivery of occupational therapy services. The Occupational Therapy Practice Framework and its focus on activity analysis is the basis of practical application for assessment and intervention in clinical and nonclinical settings.

OTA 203 Fundamentals of Occupational Therapy III (4)

Prerequisites: OTA 102

Corequisites: OTA 213, OTA 204/214, OTA 209, OTA 218

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. Fall

OTA 204 Fundamentals of Occupational Therapy IV (3)

Prerequisites: OTA-102

Corequisites: OTA 203/213, OTA 214, OTA 209, OTA 218.

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. Fall

OTA 205 Fundamentals of OTA III (13)

Prerequisites: OTA 106, OTA 116, OTA 126

Corequisites: OTA 215, OTA 225

Builds on foundational and fundamental skills needed for entry-level occupational therapy practice related to psychosocial, physical, cognitive and pediatrics. Understanding of entry-level competency skills and implementation of OT treatment for demonstrating service competency is emphasized.

OTA 206 OTA Capstone (2)

Prerequisites: OTA 205, OTA 215, OTA 225

Corequisites: OTA 226, OTA 227

Final phase of professional development and culminating experiences for students in the Occupational Therapy Assistant Program. Provides an opportunity for reflection on the integration of academic coursework and fieldwork experiences and prepares the OTA student to enter the professional realm.

OTA 207 Health and Disease (3)

Prerequisites: OTA 100

Corequisites: OTA 102/112, OTA 104/114, OTA 217

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. Spring

OTA 209 Health Occupations Seminar (2)

Prerequisites: OTA 102

Corequisites: OTA 203/213, OTA 204/214, OTA 218.

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. Fall

OTA 210 Occupational Therapy Assistant Practicum I (4)

Prerequisites: OTA 203

Corequisites: OTA 298

Prerequisites: Satisfactory completion of all courses and Level I fieldwork through the fifth semester and GPA of 2.5; free of infectious diseases; current certification in CPR and First Aid; proof of personal accident insurance.

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 completion of full time caseload as defined by accreditation standards and the assigned facility. Specific objectives developed by the fieldwork site educator in collaboration with OTA academic fieldwork coordinator. Students are required to complete two full time practicums usually of eight weeks duration. Spring

OTA 211 Occupational Therapy Assistant Practicum II (4)

Prerequisites: OTA 203

Corequisites: OTA 298

Prerequisites: Satisfactory completion of all courses and Level I Fieldwork through the fifth semester and GPA of 2.5; free of infectious diseases; current certification in CPR and First Aid; proof of personal accident insurance.

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 completion of full time caseload as defined by accreditation standards and the assigned facility. Specific objectives developed by the fieldwork site educator in collaboration with OTA academic fieldwork coordinator. Students are required to complete two full time practicums usually of eight weeks duration. Spring

OTA 213 Fundamentals of Occupational Therapy III Lab (1)

Prerequisites: OTA 102

Corequisites: OTA 203, OTA 204/214, OTA 209, OTA 218

Lab course complement OTA 203. Provides hands-on laboratory experience, reinforcing material covered in the lecture component. Two hours per week. Fall

OTA 214 Fundamentals of Occupational Therapy IV Lab (1)

Prerequisites: OTA 102

Corequisites: OTA 203/213, OTA 204, OTA 209, OTA 218

Lab course complement to OTA 204. Provides hands-on laboratory experience, reinforcing material covered in the lecture component. Two hours per week. Fall

OTA 215 Professional Development/Clinical Competency (0)

Prerequisites: OTA 106, OTA 116, OTA 126, Stats for Allied Health

Corequisites: OTA 205, OTA 225

Builds on foundational and fundamentals skills needed for entry-level competency. Provides specific hands-on laboratory experience focused on demonstrating entry-level competency through student presentations, lab practical examinations and collaborative activities which reinforce foundational and fundamental skills previously practiced.

OTA 217 Health and Disease Lab (1)

Prerequisites: OTA 100

Corequisites: OTA 102/112, OTA 104/114, OTA 207

Lab course complement to OTA 207. Provides hands-on laboratory experience, reinforcing material covered in the lecture component. Spring

OTA 218
Adaptive Living Skills (4)

Prerequisites: OTA 102

Corequisites: OTA 203/213, OTA 204/214, OTA 209.

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. Fall

OTA 225 Occupation Based Activities III (0)

Prerequisites: OTA 106, OTA 116, OTA 126, Stats for Allied Health

Corequisites: OTA 205, OTA 215

Builds on fundamental competency skills and concepts of entry-level practice using occupation-based activities and the essential role occupation plays in the delivery of occupational therapy services. The Occupational Therapy Practice Framework and the AOTA Fieldwork Performance Evaluation will be the basis of practical application for understanding entry-level competency in various clinical and non-clinical settings.

OTA 226 OTA Practicum I (4)

Prerequisites: OTA 205, OTA 215, OTA 225

Corequisites: OTA 206

Level II Fieldwork is the opportunity to practice in the field under direct supervision of a clinical fieldwork educator. Practice emphasis uses the Occupational Therapy Practice Framework as it relates to documentation, facilitation of activities of daily living performance, ROM/MMT, positioning, splinting, functional activities, functional mobility/ transfers, treatment planning and addressing environmental barriers.

OTA 227 OTA Practicum II (4)

Prerequisites: OTA 205, OTA 215, OTA 225

Corequisites: OTA 206

Level II Fieldwork is the opportunity to practice in the field under direct supervision of a clinical fieldwork educator. Practice emphasis uses the Occupational Therapy Practice Framework as it relates to documentation, facilitation of activities of daily living performance, ROM/MMT, positioning, splinting, functional activities, functional mobility/ transfers, treatment planning and addressing environmental barriers.

OTA 298 Occupational Therapy Capstone (1)

Prerequisites: OTA 203

Corequisites: OTA 210, OTA 211

Completion of program-culminating experiences for the Occupational Therapy Assistant Associate 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. Spring

PHILOSOPHY

PHL 101
Introduction to Philosophy (3)

Introduction to philosophical inquiry and historically important philosophical ideas discussed by classical and/or modern philosophers. Topics may include the nature of love, the foundation of ethical action, the nature and limits of knowledge, the essence of truth, and the meaning of technology in contemporary culture.

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

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 128 Disc Golf (1)

Disc Golf is a lifetime recreational game suitable for youth to senior citizens. It is played on disc golf courses using elevated baskets as holes, tee areas and various weight flying discs as drivers and putters. The structure of the game is the same as golf. The objective is to throw at each hole using the fewest attempts and is completed when the putt lands in the basket. The score is recorded and players move to the next tee to attempt the next hole. The player with the lowest score at the end of the course, wins the game.

PHE 129 Pickleball (1)

Pickleball is a lifetime recreational court game suitable for youth to senior citizens. It is played inside or out on a court using paddles, balls and a low net. The structure of the game court is the same size as a doubles badminton court.

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 135 Ballet Conditioning (1)

Principles of fitness are developed using various ballet conditioning exercises. Strength and endurance are targeted as well as an understanding of body alignment and muscle balance are emphasized.

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, Health and Sport (3)

Introductory professional course for those exploring the fields of physical education, health and sport. Designed to provide opportunities to explore history, scope, values, professional responsibilities, and career opportunities.

PHE 206 Foundations of Sport Management (3)

The course is designed to introduce students to the field of sport management. Students will be exposed to areas of within the sport management profession which include human resources management, ethics, law, facility management, marketing, economics, and finance and event management. Students will also be introduced to academic and career opportunity in the sport management profession.

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 212 Advanced Physical Fitness (1)

Based on fitness test results, activities are presented in high intensity interval training style using a variety of challenges with or without equipment.

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

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)

Corequisites: PHY 105-Environmental Geology.

Exercises focus on environmental and social issues relevant to environmental problems and the effects of human interaction in geologic processes.

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)

Corequisites: Preceded or accompanied by PHY 111.

Laboratory reinforces topics discussed in Physical Science lecture (PHY 111) by utilizing hands-on experimentation.

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)

Corequisites: Preceded or accompanied by PHY 125.

Laboratory reinforces topics discussed in Physical Geology lecture (PHY 125) by utilizing practical experimentation and observations.

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)

Corequisites: Preceded or accompanied by PHY 130 - Astronomy.

Analysis and interpretation of astronomical data and observations with telescopes. No prior knowledge of astronomy assumed.

PHY 145
Historical Geology (3)

Corequisites: PHY 147

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 147 Historical Geology Laboratory (1)

Corequisites: PHY 145

Exercises in interpreting Earth's history by examination of sediments, sedimentary rocks, geologic time, and identification and taxonomic classification of fossils.

PHY 150
General Physics I (3)

Prerequisites: MAT 150 or MAT 158 or MAT 162

Corequisites: PHY 153

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.

PHY 151
General Physics II (3)

Prerequisites: PHY 150, PHY 153

Corequisites: PHY 154

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.

PHY 153 General Physics I Laboratory (1)

Corequisites: PHY 150

Experimental component of PHY 150.

PHY 154 General Physics II Laboratory (1)

Prerequisites: PHY 150, PHY 153

Corequisites: PHY 151

Experimental component for PHY 151.

PHY 250
Engineering Physics I (5)

Prerequisites: MAT 180

Calculus-based course that teaches fundamentals of mechanics, heat and sound. First of a two-semester sequence required for physical sciences and engineering degrees.

PHY 251
Engineering Physics II (5)

Prerequisites: MAT-230 and PHY-250

A calculus-based course that teaches that fundamentals of electricity, magnetism and optics. Second in a two-semester sequence required for physical sciences and engineering degrees.

PHY 290 Undergraduate Research (1-3 hrs)

Prerequisites: Consent of Instructor.

Introduction to research techniques and methods used in scientific experimentation. Summer

POLITICAL SCIENCE

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 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.

Corequisites: 2.5 GPA and sophomore standing.

Students placed in participatory position in government office or community organization. Requires research paper relating to some aspect of internship.

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

NPN 100 Personal and Vocational Concepts (1)

Prerequisites: Acceptance into practical nursing program.

Corequisites: NPN 101, NPN 111, NPN 121

Role of LPN in relationship to other members of health care team is presented. Includes nursing history, professional ethics, and interpersonal relations in today's health care setting.

NPN 101
Fundamentals of Nursing (7)

Prerequisites: Acceptance into practical nursing program.

Corequisites: NPN 100, NPN 111, NPN 121, BIO 250A(240), BIO 250B(243), and ENG 096 or ENG 101.

Emphasis is on the nursing process as students apply principles of physical, biological, and social sciences. Introduction of basic nutrition and pharmacology is included. Elements of health and disease and basic concepts of nursing are presented.

NPN 102
Maternal-Child Nursing (6)

Prerequisites: BIO 250A(240), BIO 250B(243), ENG 096 or ENG 101, NPN 100, NPN 101, NPN 111, NPN 121.

Corequisites: NPN 112

Family centered approach to pregnancy, birth, and adaptation to extrauterine life is presented. Stressors involved in labor and delivery, human sexuality and its role in growth and development, diseases common to the pediatric client are explored. The impact of psychosocial, physical, and spiritual stressors, as well as common issues and problems encountered in individual, family, and community living are presented. Environmental and social health factors as related to appropriate developmental stages are discussed.

NPN 111 Fundamentals of Nursing Laboratory (0)

Corequisites: NPN 100, NPN 101, NPN 121.

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 faculty assistance. Skills included are: vital signs, hygiene and medical and surgical asepsis, partial ongoing assessment (shift assessment), mobility and medication administration.

NPN 112 Maternal-Child Nursing Laboratory (0)

Corequisites: NPN 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 faculty assistance. Skills included are: sterile technique, dressing changes, urinary elimination, pediatric care and obstetrical care.

NPN 121 Fundamentals of Nursing Clinical (0)

Corequisites: NPN 101, NPN 111.

Students care for patients in nursing home, health care center, or hospital for a total of 80 clinical hours. Administration of medications is a part of clinical experience. Included in clinical hours is one hour for post conference for each day of clinical experience.

NPN 151
Medical Surgical Nursing I (11)

Prerequisites: BIO 250A(240), BIO 250B(243), ENG 096 or ENG 101, NPN 100, NPN 101, NPN 102, NPN 111, NPN 112, NPN 121.

Corequisites: NPN 161, NPN 171, BIO 251A(241), BIO 251B(244), PSY 101.

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.

NPN 152
Medical Surgical Nursing II (8)

Prerequisites: BIO 251A(241), BIO 251 B (244), PSY 101, NPN 151, NPN 161, NPN 171.

Corequisites: NPN 162, NPN 172.

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.

NPN 161 Medical Surgical Nursing I Laboratory (0)

Corequisites: NPN 151, NPN 171

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 faculty assistance. Skills included are: peripheral intravenous therapy, nasogastric insertion, central venous catheters, enteral feedings and ostomy care.

NPN 162 Medical Surgical Nursing II Laboratory (0)

Corequisites: NPN 152, NPN 172

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 faculty assistance. Included: tracheostomy care and respiratory suctioning.

NPN 171 Medical Surgical Nursing I Clinical (0)

Corequisites: NPN 151, NPN 161

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 settings. Included in clinical hours is one post conference hour, for each day of clinical experience. A total of 182 clinical hours.

NPN 172 Medical Surgical Nursing II Clinical (0)

Corequisites: NPN 152, NPN 162

Students learn beginning management skills to plan, administer, and evaluate nursing care to patients. Precepted hours in a health care facility are included. Clinical hours total are 112.

PSYCHOLOGY

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 240
Introduction to Applied Behavior Analysis (3)

Prerequisites: PSY 101

This course is an introduction to applied behavior analysis and the application of behavioral principles and procedures to social challenges. The students will learn about the causes of behavior, basic principles and procedures, and then apply this information to specific content areas or populations.

PSY 250
Drugs and Behavior (3)

Prerequisites: PSY 101

This course will address the many issues related to the use of psychoactive drugs. Students will learn about the biopsychological factors that underlie drug use and abuse while they examine specific individual drugs therapeutic psychoactive properties but also how long-term and/or excessive use modifies brain function. Students will learn how to distinguish between the science of psychopharmacology and the unsubstantiated claims of media, advertising and/or drug culture.

PSY 255
Brain and Behavior (3)

Prerequisites: PSY 101

Examination of the human nervous system focusing on the central nervous system, the development and function of nerve cells and the relation between the brain and behavior. Topics include motivation, learning, sensation and perception, movement, emotions and brain dysfunction.

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

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 085
Reading Fundamentals (3)

Prerequisites: reading assessment test.

This course is designed to help students expand the range of their reading comprehension and vocabulary skills with direct practice.

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 092
Reading Improvement (3)

Prerequisites: Course required based on assessment test reading scores or pass RDG085

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 or pass RDG 092.

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 104 Reading for Non-Native Speakers (4)

Prerequisites: Accuplacer ESL Listening Test score of 67 to 79 plus placement with the oral interview as required by the Academic ESL Program Coordinator.

Corequisites: ESL 100, ESL 103 required and a suggested corequisite of ESL 107.

Directed practice in college reading skills emphasizing vocabulary, comprehension, critical thinking, reading efficiency and reading across the curriculum for non-native speakers.

RDG 106
Advanced Reading for Non-Native Speakers (3)

Prerequisites: ESL 103/SPE 100,and ESL 104 with a minimum grade of C or better and ESL 100

Corequisites: ESL-105, and ESL-108 recommended

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.

RDG 111 Reading Across the Disciplines (3)

Prerequisites: ACT reading test score of 19 OR Accuplacer 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.

RDG 199 Phonics and Fluency (2)

Prerequisites: Placement by ESL Chair or Reading Chair

Corequisites: ESL 101, ESL 102, unless waived by ESL or Reading Chair

Focus will be on improving pronunciation and fluency, especially when reading aloud. Activities include spelling and phonics instruction as well as speaking and reading exercises designed to increase reader's fluency and natural voice when reading. A grade of "C" or better is needed to move into the next ESL class, ESL 104. Emphasis will be on speaking although writing will be part of the class curriculum as well.

SOCIOLOGY

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

Corequisites: Suggested corequisite: ART 101 or ART 150.

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.

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.

SPANISH

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 dependent 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.

Corequisites: Dependant on topic.

Exploration of special topics in 200 level Spanish language and culture. Prerequisite and corequisite dependent on topic.

SPEECH

SPE 100 Pronunciation and Communication for Non-Native Speakers (4)

Corequisites: ESL 100, ESL 104 and suggested Co-requisite ESL 107

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.

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)

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, resonation, 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 201 Leadership Theory and Development (3)

Prerequisites: Take one- SPE 101, SPE 102, SPE 110 or instructor consent

Leadership, the ability to influence other's behaviors and thoughts to accomplish a goal, is a responsibility faced in a variety of personal and professional contexts. Learn what it means to be a leader, how different leadership styles are utilized and how cultural, ethical and moral pressures affect leadership. Students will identify areas for personal growth and improvement in leadership positions as they learn and develop their own leadership skills, values, ethics and morals. Examination of leadership theory and development will be from a variety of backgrounds.

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

THE 115
Voice and Diction (3)

Prerequisites: SPE 101

Study of the development and understanding of respiration, phonation, resonation, 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 Acting I (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 143 Tap Dance I (1)

A beginning dance course that covers the basic tap dance techniques. Tap dance step combinations are used to develop an understanding of coordination, rhythmic variations and performance skills. Tap shoes are required.

THE 144 Modern Dance I (1)

A basic movement course emphasizing beginning and essential elements of dance. Course explores specific technique and terminology. Emphasis is placed on expression and creativity through dance movement.

THE 145 Jazz Dance I (1)

Using the basic elements of jazz dance, movements designed to increase range of motion, strength, endurance, agility, coordination, stability, line and spacial awareness will be emphasized. The dance elements of time, force, space, dynamics, expression and more will be incorporated.

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 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.

THE 230 History of American Musical Theater II (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)

Corequisites: MUS/THE 229

Performance-oriented workshop experience that studies acting styles as applied to a song. Covers various styles and periods of musical theater.

THE 260
Music Theater Workshop (1)

Corequisites: THE 230/MUS 230

Performance-oriented workshop experience that studies acting styles as applied to a song. Covers various styles and periods of musical theater.

THE 261 Introduction to Theater Management (3)

Examines the principles of theater and other performing arts management as it relates to profit and non-profit entities. Emphasis will be placed on the practical and contemporary aspects of the field, including facility management, budgeting, programming, audience development, fundraising, marketing, staffing and leadership.

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.

THE 299
Topics in Theater (3-Jan)

This course will be offered on an as needed basis to accommodate special projects.

WELDING

WLD 101
Introduction to Welding (3)

Corequisites: WLD 111

This covers basic work, health and safety information involved in the profession of welding, including the interpretation of welding symbols and sketches or drawings, and fabricating parts from sketches or drawings.

WLD 111
Thermal Cutting (2)

Corequisites: WLD 101

In this course students will learn to set up and perform straight square edge, shape square edge and straight bevel edge manual oxyfuel gas cuts (OFC) and plasma arc cuts (PAC) on various metals, perform OFC scarfing and gouging operations on carbon steel, and inspect and repair equipment used in cutting operations.

WLD 121 Shielded Metal Arc Welding I (4)

Prerequisites: WLD 101; WLD 111

In this course students will learn the basic skills and knowledge needed to set up Shielded Metal Arc Welding (SMAW) equipment, choose appropriate electrodes, and perform SMAW operations on carbon steel.

WLD 122 Shielded Metal Arc Welding II (4)

Prerequisites: WLD 121

This course expands on the techniques learned in WLD 121. Advanced welding techniques in Shielded Metal Arc Welding (SMAW) required of AWS Advanced level welders will be covered.

WLD 125 Welding Inspection and Testing (2)

Prerequisites: WLD 101; WLD 111; WLD 121

This welding class covers weld inspections and weld testing practices for the new welder; including how to examine cut surfaces and edges of prepared base metal parts; how to examine tack, root passes, intermediate layers, and completed welds.

WLD 131
Gas Metal Arc Welding I (4)

Prerequisites: WLD 101; WLD 111

In this course students will learn the basic skills and knowledge needed to set up Gas Metal Arc Welding (GMAW) equipment, choose appropriate electrodes, and perform GMAW-S and GMAW (spray) operations on carbon steel.

WLD 132
Gas Metal Arc Welding II (4)

Prerequisites: WLD 131

This course expands on the techniques learned in WLD 131. Advanced welding techniques in Gas Metal Arc Welding (GMAW) required of AWS Advanced level welders will be covered.

WLD 141
Flux Cored Arc Welding I (4)

Prerequisites: WLD 101; WLD 111

In this course students will learn the basic skills and knowledge needed to set up Flux Cored Arc Welding (FCAW) equipment, choose appropriate electrodes, and perform FCAW-G/GM and FCAW-S operations on carbon fuel.

WLD 142 Flux Cored Arc Welding II (4)

Prerequisites: WLD 141

This course expands on the techniques learned in WLD 141. Advanced welding techniques in Flux Cored Arc Welding (FCAW) required of AWS Advanced level welders will be covered.

WLD 151 Gas Tungsten Arc Welding I (4)

Prerequisites: WLD 101; WLD 111

In this course students will learn the basic skills and knowledge needed to set up Gas Tungsten Arc Welding (GTAW) equipment, choose appropriate electrodes and perform GTAW operations on carbon steel, austenitic stainless steel, and aluminum.

WLD 152 Gas Tungsten Arc Welding II (4)

Prerequisites: WLD 151

This course expands on the techniques learned in WLD 151. Advanced welding techniques in Gas Tungsten Arc Welding (GTAW) required of AWS Advanced level welders will be covered.

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