# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMISSIONS AND RECORDS</td>
<td>2</td>
</tr>
<tr>
<td>TUITION AND FINANCIAL ASSISTANCE</td>
<td>6</td>
</tr>
<tr>
<td>STUDENT SUPPORT SERVICES</td>
<td>7</td>
</tr>
<tr>
<td>COLLEGE POLICIES, GENERAL AND ACADEMIC</td>
<td>8</td>
</tr>
<tr>
<td>GRADING AND ACADEMIC HONORS</td>
<td>12</td>
</tr>
<tr>
<td>STUDENT RIGHTS</td>
<td>16</td>
</tr>
<tr>
<td>GENERAL EDUCATION REQUIREMENTS</td>
<td>24</td>
</tr>
<tr>
<td>ACADEMIC PROGRAMS, DEGREES AND CERTIFICATES</td>
<td>30</td>
</tr>
<tr>
<td>COURSE DESCRIPTIONS</td>
<td>100</td>
</tr>
<tr>
<td>PERSONNEL DIRECTORY</td>
<td>164</td>
</tr>
</tbody>
</table>
ADMISSIONS & RECORDS

CONFIDENTIALITY
STUDENT RESPONSIBILITY
ADMISSIONS POLICY
PLANNING PROGRAMS OF STUDY
COURSE LOAD
TRANSCRIPTS
NON-TRADITIONAL CREDIT
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.

<table>
<thead>
<tr>
<th>COURSE LOAD</th>
<th>FALL/SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>12 or more hours</td>
<td>6 or more</td>
</tr>
<tr>
<td>Part time</td>
<td>11 hours or less</td>
<td>5 or less</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>ACADEMIC SESSION</th>
<th>COURSE LOAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>10 credit hours</td>
</tr>
<tr>
<td>Fall</td>
<td>18 credit hours</td>
</tr>
<tr>
<td>Spring</td>
<td>18 credit hours</td>
</tr>
</tbody>
</table>

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 College 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.

<table>
<thead>
<tr>
<th>COURSE/ SUBJECT AREA</th>
<th>SCORE REQUIRED</th>
<th>HOURS GRANTED</th>
<th>SCC EQUIVALENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>50</td>
<td>3</td>
<td>POL 101</td>
</tr>
<tr>
<td>American History 1</td>
<td>50</td>
<td>3</td>
<td>HIS 101</td>
</tr>
<tr>
<td>American History 2</td>
<td>50</td>
<td>3</td>
<td>HIS 102</td>
</tr>
<tr>
<td>Management</td>
<td>50</td>
<td>3</td>
<td>BUS 201</td>
</tr>
<tr>
<td>Marketing</td>
<td>50</td>
<td>3</td>
<td>BUS 230</td>
</tr>
<tr>
<td>Psychology</td>
<td>50</td>
<td>3</td>
<td>PSY 101</td>
</tr>
<tr>
<td>Sociology</td>
<td>50</td>
<td>3</td>
<td>SOC 101</td>
</tr>
<tr>
<td>Western Civilization 1</td>
<td>50</td>
<td>3</td>
<td>HIS 145</td>
</tr>
<tr>
<td>Western Civilization 2</td>
<td>50</td>
<td>3</td>
<td>HIS 146</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>COURSE/ SUBJECT AREA</th>
<th>SCORE REQUIRED</th>
<th>HOURS GRANTED</th>
<th>SCC EQUIVALENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>4 or 5</td>
<td>6</td>
<td>ART 1500 &amp; ART 1505</td>
</tr>
<tr>
<td>Biology</td>
<td>4 or 5</td>
<td>4</td>
<td>BIO 150</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3, 4 or 5</td>
<td>5</td>
<td>MAT 180</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3, 4 or 5</td>
<td>10</td>
<td>MAT 180 &amp; 230</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4 or 5</td>
<td>5</td>
<td>CHM 115</td>
</tr>
<tr>
<td>Psychology</td>
<td>3, 4 or 5</td>
<td>3</td>
<td>PSY 101</td>
</tr>
<tr>
<td>U.S. Government &amp; Politics</td>
<td>4 or 5</td>
<td>3</td>
<td>POL 101</td>
</tr>
<tr>
<td>U.S. History</td>
<td>4 or 5</td>
<td>3</td>
<td>HIS 101</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
<td>4</td>
<td>MAT 157</td>
</tr>
<tr>
<td>Statistics</td>
<td>4 or 5</td>
<td>3</td>
<td>MAT 175</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>4 or 5</td>
<td>3</td>
<td>CPT 189</td>
</tr>
<tr>
<td>Computer Science Principles</td>
<td>4 or 5</td>
<td>3</td>
<td>CPT 115</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>3, 4 or 5</td>
<td>3</td>
<td>BIO 122</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>3, 4 or 5</td>
<td>3</td>
<td>ECO 110</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>3, 4 or 5</td>
<td>3</td>
<td>ECO 120</td>
</tr>
<tr>
<td>Physics 1: Algebra-Based</td>
<td>3, 4 or 5</td>
<td>3</td>
<td>General Physics 1 (credit awarded for lecture only)</td>
</tr>
<tr>
<td>Physics 2: Algebra-Based</td>
<td>3, 4 or 5</td>
<td>3</td>
<td>General Physics 2 (credit awarded for lecture only)</td>
</tr>
<tr>
<td>Human Geography</td>
<td>3, 4 or 5</td>
<td>3</td>
<td>GEO 100</td>
</tr>
<tr>
<td>English Language and Composition</td>
<td>4 or 5</td>
<td>3</td>
<td>ENG 101</td>
</tr>
<tr>
<td>English Literature and Composition</td>
<td>4 or 5</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>European History</td>
<td>4 or 5</td>
<td>6</td>
<td>HIS 145 and HIS 146</td>
</tr>
<tr>
<td>World History</td>
<td>4 or 5</td>
<td>6</td>
<td>HIS 202 and HIS 203</td>
</tr>
<tr>
<td>Comparative Government</td>
<td>And Politics</td>
<td>4 or 5</td>
<td>3</td>
</tr>
</tbody>
</table>
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
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
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).
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 without special permission from the instructor. Exceptions to this rule include PE activity courses and some music courses.

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 underway, 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 alternative 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 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 | cacins@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.

(Sexual assault includes, but is not limited to:)

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.

(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.)

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. Consent 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 cohabited 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;
- 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 individuals 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 | kpfieffer@stchas.edu
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.

<table>
<thead>
<tr>
<th>DISCIPLINE</th>
<th>DESCRIPTION</th>
<th>CREDIT HOURS</th>
<th>COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNICATIONS</td>
<td>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.</td>
<td>9</td>
<td>ENG 101, and 102 OR, HON 100, HON 101 One course from: SPE 101, 102, 110</td>
</tr>
<tr>
<td>SOCIAL SCIENCES</td>
<td>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.</td>
<td>9</td>
<td>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</td>
</tr>
</tbody>
</table>
### ASSOCIATE OF ARTS GENERAL EDUCATION REQUIREMENTS (CON.)

<table>
<thead>
<tr>
<th>DISCIPLINE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HUMANITIES</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>CREDIT</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>HOURS</strong></td>
<td>Courses:&lt;br&gt;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</td>
</tr>
<tr>
<td><strong>COURSES</strong></td>
<td>One Course from Group II: HON 104, 108, Any LIT Any PHL, Any Foreign Language, BUS 105/CPT 105, ENG 280</td>
</tr>
<tr>
<td><strong>MULTICULTURAL/VALUING</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>CREDIT</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>HOURS</strong></td>
<td>Courses:&lt;br&gt;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</td>
</tr>
<tr>
<td><strong>COURSES</strong></td>
<td>One Additional Course from Group I or II THE 122, 123, 124, 229, 230</td>
</tr>
<tr>
<td><strong>MATHEMATICS</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>CREDIT</strong></td>
<td>3-4</td>
</tr>
<tr>
<td><strong>HOURS</strong></td>
<td>Courses:&lt;br&gt;MAT 155 or higher</td>
</tr>
<tr>
<td><strong>COURSES</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>NATURAL SCIENCE</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>CREDIT</strong></td>
<td>7</td>
</tr>
<tr>
<td><strong>HOURS</strong></td>
<td>Courses:&lt;br&gt;One Course From Group I: BIO 105/106, 110/113, 120/121 122, 130, 150 OR 160; HON 106</td>
</tr>
<tr>
<td><strong>COURSES</strong></td>
<td>One Course From Group II: CHM 101/103, 106, 110/113, 115; PHY 105/107, 111/113 125/127, 130/131, 150/153, 145 (225)/147 (227), 250</td>
</tr>
<tr>
<td><strong>NOTE:</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
## ASSOCIATE OF ARTS GENERAL EDUCATION REQUIREMENTS (CON.)

<table>
<thead>
<tr>
<th>DISCIPLINE</th>
<th>DESCRIPTION</th>
<th>CREDIT HOURS</th>
<th>COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPSTONE</td>
<td>To assess acquisition of knowledge and skills.</td>
<td>1</td>
<td>COL 299</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>DISCIPLINE</th>
<th>DESCRIPTION</th>
<th>CREDIT HOURS</th>
<th>COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNICATION</td>
<td>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.</td>
<td>9</td>
<td>ENG 101; ENG 102, 115 or 125; HON 100, 101; One Course from Group I: SPE 101, 102, 110</td>
</tr>
<tr>
<td>SOCIAL SCIENCE</td>
<td>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.</td>
<td>3</td>
<td>EDU 247, HIS 101, 102, 115, 202, 203, 270; HON 100, 101, 102; POL 101, 103</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>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.</td>
<td>3</td>
<td>MAT 105 or higher</td>
</tr>
<tr>
<td>HUMANITIES</td>
<td>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.</td>
<td>3</td>
<td>Any ART, BUS 105 or CPT 105, COM 123, COM 124, EDU 125, Any LIT, Any MUS, Any PHL, Any THE, Any Foreign Language</td>
</tr>
<tr>
<td>NATURAL SCIENCE</td>
<td>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.</td>
<td>3</td>
<td>Any BIO, Any CHM, Any PHY</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td></td>
<td>3</td>
<td>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</td>
</tr>
</tbody>
</table>
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.
- Students earning the Associate of Arts Degree must complete one of the following courses: BTC/CPT 103, CPT 115 EDU 220 or test for competency.
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

CERTIFICATES/CERTIFICATIONS (NON-CREDIT)
Bookkeeper Certificate Program

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
- Child Care and Early Education
- Paraprofessional Studies
- 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

### Human Services 78
#### Degrees
- A.A.S. Human Services

### 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

### Mathematics 80

### Music 81-82
#### Degrees
- A.F.A. Music

### Physical Education 83-85
#### Degrees
- A.S. Exercise Science
- A.S. Recreation/Leisure

### 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 105</td>
<td>Applied Math</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 115</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 125</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIS 101</td>
<td>U.S. History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>U.S. History since 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 115</td>
<td>U.S. History since 1945</td>
<td>3</td>
</tr>
<tr>
<td>HIS 270</td>
<td>History of Missouri</td>
<td>3</td>
</tr>
<tr>
<td>POL 101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>POL 102</td>
<td>State &amp; Local Government</td>
<td>3</td>
</tr>
<tr>
<td>Any BIO</td>
<td>Any Biology Course</td>
<td>3</td>
</tr>
<tr>
<td>Any CHM</td>
<td>Any Chemistry Course</td>
<td>3</td>
</tr>
<tr>
<td>Any PHY</td>
<td>Any Physical Science Course</td>
<td>3</td>
</tr>
<tr>
<td>ART 2100</td>
<td>History of Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 2700</td>
<td>Intro to Printmaking</td>
<td>3</td>
</tr>
<tr>
<td>ART 1400</td>
<td>Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 1405</td>
<td>Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 1500</td>
<td>Survey of Western Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ART 1505</td>
<td>Survey of Western Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ART 1200</td>
<td>2-D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 1205</td>
<td>Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>ART 1105</td>
<td>Digital Art Studio</td>
<td>3</td>
</tr>
<tr>
<td>ART 1300</td>
<td>3-D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 2110</td>
<td>Page Layout</td>
<td>3</td>
</tr>
<tr>
<td>ART 2120</td>
<td>Typography</td>
<td>3</td>
</tr>
<tr>
<td>ART 2130</td>
<td>Digital Imaging &amp; Illustration</td>
<td>3</td>
</tr>
<tr>
<td>ART 2140</td>
<td>Web Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 2150</td>
<td>Motion Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 2170</td>
<td>Video Production</td>
<td>3</td>
</tr>
<tr>
<td>ART 2800 or</td>
<td>Black and White Photo I</td>
<td>3</td>
</tr>
<tr>
<td>ART 2810</td>
<td>Digital Photo I</td>
<td>3</td>
</tr>
<tr>
<td>ART 2900</td>
<td>Illustration I</td>
<td>3</td>
</tr>
<tr>
<td>ART 2199</td>
<td>Portfolio Design &amp; Professional Practices (capstone)</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 or</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPE 102 or</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MAT 155***</td>
<td>Contemporary College Math (or higher)</td>
<td>4</td>
</tr>
<tr>
<td>HIS 101</td>
<td>U.S. History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>U.S. History since 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 115</td>
<td>U.S. History since 1945</td>
<td>3</td>
</tr>
<tr>
<td>HIS 270</td>
<td>History of Missouri</td>
<td>3</td>
</tr>
<tr>
<td>POL 101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>POL 102</td>
<td>State &amp; Local Government</td>
<td>3</td>
</tr>
<tr>
<td>Any BIO or</td>
<td>Any Biology Course</td>
<td>3</td>
</tr>
<tr>
<td>Any CHM or</td>
<td>Any Chemistry Course</td>
<td>3</td>
</tr>
<tr>
<td>Any PHY</td>
<td>Any Physical Science Course</td>
<td>3</td>
</tr>
<tr>
<td>ART 1105**</td>
<td>Digital Art Studio</td>
<td>3</td>
</tr>
<tr>
<td>ART 1200</td>
<td>2D-Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 1205</td>
<td>Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>ART 1300</td>
<td>3-D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 1400</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 1405</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 1500</td>
<td>Survey of Western Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ART 1505</td>
<td>Survey of Western Art History II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Hours: 62 credits

STUDENT 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 or</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPE 102 or</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MAT 155***</td>
<td>Contemporary College Math (or higher)</td>
<td>4</td>
</tr>
<tr>
<td>HIS 101</td>
<td>U.S. History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>U.S. History since 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 115</td>
<td>U.S. History since 1945</td>
<td>3</td>
</tr>
<tr>
<td>HIS 270</td>
<td>History of Missouri</td>
<td>3</td>
</tr>
<tr>
<td>POL 101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>POL 102</td>
<td>State &amp; Local Government</td>
<td>3</td>
</tr>
<tr>
<td>Any BIO or</td>
<td>Any Biology Course</td>
<td>3</td>
</tr>
<tr>
<td>Any CHM or</td>
<td>Any Chemistry Course</td>
<td>3</td>
</tr>
<tr>
<td>Any PHY</td>
<td>Any Physical Science Course</td>
<td>3</td>
</tr>
<tr>
<td>ART 1105**</td>
<td>Digital Art Studio</td>
<td>3</td>
</tr>
<tr>
<td>ART 1200</td>
<td>2D-Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 1205</td>
<td>Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>ART 1300</td>
<td>3-D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 1400</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 1405</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 1500</td>
<td>Survey of Western Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ART 1505</td>
<td>Survey of Western Art History II</td>
<td>3</td>
</tr>
</tbody>
</table>
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.

** 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 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101**</td>
<td>English Composition 1 ...............</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II .............</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 or Oral Communication ..........</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SPE 102 or Public Speaking ..................</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SPE 110 Interpersonal Communication .........</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

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.

** 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I ................</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 or Oral Communication ...............</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SPE 102</td>
<td>Public Speaking ........................</td>
<td>3</td>
</tr>
<tr>
<td>MAT 156</td>
<td>College Algebra for Educators .......</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology ...........</td>
<td>3</td>
</tr>
<tr>
<td>POL 101</td>
<td>American Government ..................</td>
<td>3</td>
</tr>
</tbody>
</table>

Social Science

BIO 105 Essentials of Biology ...................................... 3
PHY 111 Introduction to Physical Science ....................... 3

Natural Science

BIO 106 or Essentials of Biology Lab ............................ 3
PHY 113 Introduction to Physical Science Lab ................. 3

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 |
| 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 |

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 |
| 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 |
| ART 1200 | 2-D Design ............................................... 3 |
| ART 1105 | Digital Art Studio ......................................... 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1200</td>
<td>2-D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 1105</td>
<td>Digital Art Studio</td>
<td>3</td>
</tr>
<tr>
<td>ART 2810</td>
<td>Digital Photo I</td>
<td>3</td>
</tr>
<tr>
<td>ART 2110</td>
<td>Page Layout</td>
<td>3</td>
</tr>
<tr>
<td>ART 2120</td>
<td>Typography</td>
<td>3</td>
</tr>
<tr>
<td>ART 2130</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>ART 2140</td>
<td>Web Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 2160</td>
<td>Motion Graphics</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1400</td>
<td>Drawing I.</td>
<td>3</td>
</tr>
<tr>
<td>ART 1500</td>
<td>Survey of Western Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 155 or Contemporary College Math</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MAT 158 or higher College Algebra</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Science (Group II)</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Second Semester (15 credits)

| ART 1405 | Drawing II             | 3       |
| ART 1505 | Survey of Western Art History II | 3       |
| ART 1200 | 2D Design               | 3       |
| ART 1110 | Digital Art Studio      | 3       |
| ART 1205 | Color Theory            | 3       |

Third Semester (15-16 credits)

Social Science (Group II) | 3
ART 1205 | Color Theory            | 3

*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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Education Requirements (25)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 121**</td>
<td>Intermediate Algebra (or higher)</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101**</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 115 or ENG 125</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIS 101 or HIS 102</td>
<td>U.S. History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 115 or HIS 270</td>
<td>U.S. History Since 1877</td>
<td></td>
</tr>
<tr>
<td>POL 101 or POL 102</td>
<td>American Government</td>
<td></td>
</tr>
<tr>
<td>Natural Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any BIO</td>
<td>Any Biology Course</td>
<td>3</td>
</tr>
<tr>
<td>Any CHM</td>
<td>Any Chemistry Course</td>
<td></td>
</tr>
<tr>
<td>Any PHY</td>
<td>Any Physical Science Course</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 105</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECO 110</td>
<td>Principles of Macroeconomics*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Core Course Requirements (26 credits)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACT 110*</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACT 130</td>
<td>Managerial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 201</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 220</td>
<td>Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>BUS 230</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 298</td>
<td>Business Administration Capstone</td>
<td>1</td>
</tr>
<tr>
<td>CPT/BTC 103 or ECO 120</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CPT 115</td>
<td>Intro to Data Processing</td>
<td></td>
</tr>
<tr>
<td>Choose one of the following options (8-9 credits):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management Option:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 204</td>
<td>Total Quality Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 206</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>Marketing Option:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 232</td>
<td>Advertising/Sales Promotion</td>
<td>3</td>
</tr>
<tr>
<td>BUS 236</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BUS 238</td>
<td>Personal Selling</td>
<td>3</td>
</tr>
<tr>
<td>Accounting Option:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACT 115</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACT 210</td>
<td>Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACT 240</td>
<td>Individual Income Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Finance Option:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACT 105</td>
<td>Personal Accounting and Finance</td>
<td>3</td>
</tr>
<tr>
<td>ECO 220</td>
<td>Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>Elective from</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACT, BUS, ECO, GEO 120, MAT 175 or BTC 170</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Plus 2 electives from any</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACT, BUS, ECO, MAT 175, GEO 120, or BTC 170</td>
<td></td>
<td>5-6</td>
</tr>
<tr>
<td><strong>Total Required Hours: 65-66 credits</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Education Requirements (13)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 098</td>
<td>Beginning Algebra or higher</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101 or ENG 102</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 115 or ENG 125</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>POL 101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any BIO</td>
<td>Any Biology Course</td>
<td>3</td>
</tr>
<tr>
<td>Any CHM</td>
<td>Any Chemistry Course</td>
<td></td>
</tr>
<tr>
<td>Any PHY</td>
<td>Any Physical Science Course</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 105</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECO 110</td>
<td>Principles of Macroeconomics*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Core Course Requirements (26 credits)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACT 110*</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACT 130</td>
<td>Managerial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 201</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 220</td>
<td>Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>BUS 230</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 298</td>
<td>Business Administration Capstone</td>
<td>1</td>
</tr>
<tr>
<td>CPT/BTC 103 or ECO 120</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CPT 115</td>
<td>Intro to Data Processing</td>
<td></td>
</tr>
<tr>
<td>Choose one of the following options (8-9 credits):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management Option:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 204</td>
<td>Total Quality Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 206</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>Marketing Option:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 232</td>
<td>Advertising/Sales Promotion</td>
<td>3</td>
</tr>
<tr>
<td>BUS 236</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BUS 238</td>
<td>Personal Selling</td>
<td>3</td>
</tr>
<tr>
<td>Accounting Option:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACT 115</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACT 210</td>
<td>Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACT 240</td>
<td>Individual Income Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Finance Option:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACT 105</td>
<td>Personal Accounting and Finance</td>
<td>3</td>
</tr>
<tr>
<td>ECO 220</td>
<td>Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>Elective from</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACT, BUS, ECO, GEO 120, MAT 175 or BTC 170</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Plus 2 electives from any</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACT, BUS, ECO, MAT 175, GEO 120, or BTC 170</td>
<td></td>
<td>5-6</td>
</tr>
<tr>
<td><strong>Total Required Hours: 65-66 credits</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 098</td>
<td>Beginning Algebra or higher</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101 or ENG 102</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 115 or ENG 125</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>POL 101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any BIO</td>
<td>Any Biology Course</td>
<td>3</td>
</tr>
<tr>
<td>Any CHM</td>
<td>Any Chemistry Course</td>
<td></td>
</tr>
<tr>
<td>Any PHY</td>
<td>Any Physical Science Course</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 105</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECO 110</td>
<td>Principles of Macroeconomics*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Core Course Requirements (26 credits)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACT 110*</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACT 130</td>
<td>Managerial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 201</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 220</td>
<td>Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>BUS 230</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 298</td>
<td>Business Administration Capstone</td>
<td>1</td>
</tr>
<tr>
<td>CPT/BTC 103 or ECO 120</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CPT 115</td>
<td>Intro to Data Processing</td>
<td></td>
</tr>
<tr>
<td>Choose one of the following options (8-9 credits):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management Option:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 204</td>
<td>Total Quality Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 206</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>Marketing Option:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 232</td>
<td>Advertising/Sales Promotion</td>
<td>3</td>
</tr>
<tr>
<td>BUS 236</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BUS 238</td>
<td>Personal Selling</td>
<td>3</td>
</tr>
<tr>
<td>Accounting Option:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACT 115</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACT 210</td>
<td>Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACT 240</td>
<td>Individual Income Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Finance Option:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACT 105</td>
<td>Personal Accounting and Finance</td>
<td>3</td>
</tr>
<tr>
<td>ECO 220</td>
<td>Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>Elective from</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACT, BUS, ECO, GEO 120, MAT 175 or BTC 170</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Plus 2 electives from any</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACT, BUS, ECO, MAT 175, GEO 120, or BTC 170</td>
<td></td>
<td>5-6</td>
</tr>
<tr>
<td><strong>Total Required Hours: 65-66 credits</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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.
### 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 ........................................................................... 3
- Any BUS or ........................................................................... 3
- Any ECO or ........................................................................... 3
- MAT 175 or ........................................................................... 3
- 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 101</td>
<td>Applied Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACT 110**</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACT 115</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 220</td>
<td>Principles of Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 201</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 230</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives (9 credits) Pick three

- Any ACT
- Any BUS
- Any ECO

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)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 158</td>
<td>College Algebra – General Education</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td>Humanities (Group I)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social Science (Group I)</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 162</td>
<td>College Algebra - STEM</td>
<td>4</td>
</tr>
<tr>
<td>Social Science (Group I)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

First Semester (17 credits)
Humanities (Group I) ............................................................. 3
ECO 110 Principles of Macroeconomics ............................. 3

**Second Semester (16-17 credits)**
ENG 102 English Composition II ..................................... 3
MAT 180 or Pre-Calculus .................................................. 4-5
MAT 210 or Calculus ....................................................... 4-5
Foreign Language 101 or other course(s) in major
for transfer institution+ .................................................... 4-5
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 ........................ 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.
+ 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 105</td>
<td>Applied Math*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communications</td>
<td>3</td>
</tr>
<tr>
<td>HIS 101 or</td>
<td>U.S. History to 1877 or</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102 or</td>
<td>U.S. History since 1877 or</td>
<td>3</td>
</tr>
<tr>
<td>HIS 115 or</td>
<td>U.S. History Since 1945 or</td>
<td>3</td>
</tr>
<tr>
<td>HIS 202 or</td>
<td>Southwestern Asia: The Islamic World &amp; India or</td>
<td>3</td>
</tr>
<tr>
<td>HIS 203 or</td>
<td>Eastern Asia: China and the Pacific Rim</td>
<td>3</td>
</tr>
<tr>
<td>HIS 270 or</td>
<td>History of Missouri or</td>
<td>3</td>
</tr>
<tr>
<td>POL 101 or</td>
<td>American Government or</td>
<td>3</td>
</tr>
<tr>
<td>POL 102 or</td>
<td>State &amp; Local Government</td>
<td>3</td>
</tr>
<tr>
<td>Any BIO, CHM or PHY.</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CPT 105</td>
<td>Computer Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BTC/CPT 103</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

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 .................... 3
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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 105</td>
<td>Applied Math</td>
<td>3</td>
</tr>
<tr>
<td>Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101 or</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 or</td>
<td>English Composition II</td>
<td></td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communications</td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIS 101 or</td>
<td>U.S. History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102 or</td>
<td>U.S. History since 1877</td>
<td></td>
</tr>
<tr>
<td>HIS 115 or</td>
<td>U.S. History Since 1945</td>
<td></td>
</tr>
<tr>
<td>HIS 270 or</td>
<td>History of Missouri</td>
<td></td>
</tr>
<tr>
<td>POL 101 or</td>
<td>American Government</td>
<td></td>
</tr>
<tr>
<td>POL 102</td>
<td>State &amp; Local Government</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BTC/CPT 103</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

Core Course Requirements (25 credits)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTC 136</td>
<td>Electronic Communication with Stakeholders</td>
<td>2</td>
</tr>
<tr>
<td>BTC 138</td>
<td>Project Management</td>
<td>1</td>
</tr>
<tr>
<td>BTC 160</td>
<td>Word Processing - Word</td>
<td>2</td>
</tr>
<tr>
<td>BTC 165</td>
<td>Presentations - PowerPoint</td>
<td>2</td>
</tr>
<tr>
<td>BTC 170</td>
<td>Spreadsheet Applications - Excel</td>
<td>3</td>
</tr>
<tr>
<td>BTC 175</td>
<td>Database Applications - Access</td>
<td>2</td>
</tr>
<tr>
<td>BTC 190</td>
<td>Planning and Design Concepts - Publisher</td>
<td>2</td>
</tr>
<tr>
<td>BTC 247</td>
<td>Administrative Supervision</td>
<td>3</td>
</tr>
<tr>
<td>BTC 290</td>
<td>Publishing Projects</td>
<td>2</td>
</tr>
<tr>
<td>CPM 170</td>
<td>Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CPM 210</td>
<td>Digital Photo Editing</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Hours: 37 credits

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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTC 103</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>BTC 136</td>
<td>E-Communication With Stakeholders</td>
<td>2</td>
</tr>
<tr>
<td>BTC 160</td>
<td>Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>BTC 165</td>
<td>Presentations Using PowerPoint</td>
<td>2</td>
</tr>
<tr>
<td>BTC 170</td>
<td>Spreadsheet Applications - Excel</td>
<td>3</td>
</tr>
<tr>
<td>BTC 175</td>
<td>Database Applications - Access</td>
<td>2</td>
</tr>
<tr>
<td>BTC 190</td>
<td>Planning &amp; Design Concepts - Publisher</td>
<td>2</td>
</tr>
</tbody>
</table>

Electives (3 credits) - Choose one

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTC 145</td>
<td>Business Technology Tools</td>
<td>3</td>
</tr>
<tr>
<td>BTC 250</td>
<td>Business Simulations</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 121</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

Communication

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECOM 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ECOM 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ECOM 115</td>
<td>Technical Writing</td>
<td></td>
</tr>
<tr>
<td>ECOM 125</td>
<td>Business Writing</td>
<td></td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Social Sciences

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 101</td>
<td>U.S. History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>U.S. History Since 1877</td>
<td></td>
</tr>
<tr>
<td>HIS 115</td>
<td>U.S. History Since 1945</td>
<td></td>
</tr>
<tr>
<td>HIS 270</td>
<td>History of Missouri</td>
<td></td>
</tr>
<tr>
<td>POL 101</td>
<td>American Government</td>
<td></td>
</tr>
<tr>
<td>POL 102</td>
<td>State &amp; Local Government</td>
<td></td>
</tr>
</tbody>
</table>

Natural Science

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO or CHM or PHY</td>
<td>Any Biology Course</td>
<td>3</td>
</tr>
<tr>
<td>BIO or CHM or PHY</td>
<td>Any Chemistry Course</td>
<td></td>
</tr>
<tr>
<td>BIO or CHM or PHY</td>
<td>Any Physical Science</td>
<td></td>
</tr>
</tbody>
</table>

Humanities

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT/BUS 105</td>
<td>Computer Ethics/Business Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 103</td>
<td>Microcomputer Applications</td>
<td></td>
</tr>
</tbody>
</table>

Core Course Requirements (18 credits)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 106</td>
<td>PC Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CPM 120</td>
<td>Windows Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>CPT 121</td>
<td>Basics of Data Communications</td>
<td>3</td>
</tr>
<tr>
<td>CPT 165</td>
<td>Programming Logic</td>
<td>3</td>
</tr>
<tr>
<td>CPT 200</td>
<td>Systems Analysis &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>CPT 135</td>
<td>Programming in Python</td>
<td>3</td>
</tr>
</tbody>
</table>

Primary Electives (12 credits) - Choose two pairs of the following:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 182</td>
<td>Beg. Programming C++</td>
<td>6</td>
</tr>
<tr>
<td>CPT 281</td>
<td>Adv. Programming C++</td>
<td></td>
</tr>
<tr>
<td>CPT 187</td>
<td>Visual Basic (.NET)</td>
<td>6</td>
</tr>
<tr>
<td>CPT 282</td>
<td>Adv. Visual Basic (.NET)</td>
<td></td>
</tr>
<tr>
<td>CPT 189</td>
<td>Java Programming</td>
<td>6</td>
</tr>
<tr>
<td>CPT 287</td>
<td>Adv. Java Programming</td>
<td></td>
</tr>
<tr>
<td>CPT 181</td>
<td>SQL Basics and</td>
<td>6</td>
</tr>
<tr>
<td>CPT 260</td>
<td>Oracle Programming</td>
<td></td>
</tr>
</tbody>
</table>

Secondary Electives (9 credits) - Choose any three of the following:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 250</td>
<td>Database Programming (PHP)</td>
<td></td>
</tr>
<tr>
<td>CPM 190</td>
<td>Dynamic Programming Lang.</td>
<td></td>
</tr>
<tr>
<td>CPT 185</td>
<td>Programming in C#</td>
<td></td>
</tr>
<tr>
<td>CPT 104</td>
<td>Intro to Animation &amp; Games</td>
<td></td>
</tr>
<tr>
<td>CPT 160</td>
<td>Mobile Apps Development</td>
<td></td>
</tr>
</tbody>
</table>

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 to respond to attacks that penetrate security barriers, how to develop and employ techniques to stop 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 121</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

Communication

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECOM 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPE 102</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>SPE 110</td>
<td>Interpersonal Communication</td>
<td></td>
</tr>
<tr>
<td>ECOM 102</td>
<td>English Composition II</td>
<td></td>
</tr>
<tr>
<td>ECOM 115</td>
<td>Technical Writing</td>
<td></td>
</tr>
<tr>
<td>ECOM 125</td>
<td>Business Writing</td>
<td></td>
</tr>
</tbody>
</table>

Social Science

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 101</td>
<td>U.S. History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>U.S. History Since 1877</td>
<td></td>
</tr>
<tr>
<td>HIS 115</td>
<td>U.S. History Since 1945</td>
<td></td>
</tr>
<tr>
<td>HIS 270</td>
<td>History of Missouri</td>
<td></td>
</tr>
<tr>
<td>POL 101</td>
<td>American Government</td>
<td></td>
</tr>
<tr>
<td>POL 102</td>
<td>State &amp; Local Government</td>
<td></td>
</tr>
</tbody>
</table>

Natural Science

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO or CHM or PHY</td>
<td>Any Biology Course</td>
<td>3</td>
</tr>
<tr>
<td>BIO or CHM or PHY</td>
<td>Any Chemistry Course</td>
<td></td>
</tr>
<tr>
<td>BIO or CHM or PHY</td>
<td>Any Physical Science</td>
<td></td>
</tr>
</tbody>
</table>

Humanities

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 105</td>
<td>Computer Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 103</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

Core Course Requirements (46 credits)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPC 107</td>
<td>IT Technical Support (A+)</td>
<td>5</td>
</tr>
<tr>
<td>CPC 170</td>
<td>CCNA1</td>
<td>5</td>
</tr>
<tr>
<td>CPC 171</td>
<td>CCNA2</td>
<td>5</td>
</tr>
<tr>
<td>CPC 202</td>
<td>Windows Server &amp; Active Directory</td>
<td>5</td>
</tr>
<tr>
<td>CPC 290</td>
<td>Virtualization Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CPC 245</td>
<td>CCNA Security</td>
<td>5</td>
</tr>
<tr>
<td>CPC 155</td>
<td>Programming for System Administrators</td>
<td>3</td>
</tr>
<tr>
<td>CPC 180</td>
<td>Introduction to Linux</td>
<td>3</td>
</tr>
<tr>
<td>CPC 260</td>
<td>Linux Administration</td>
<td>3</td>
</tr>
<tr>
<td>CPC 160</td>
<td>Security Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 121</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

Communication

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 115</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 125</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Social Science

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 101</td>
<td>U.S. History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>U.S. History Since 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 115</td>
<td>U.S. History Since 1945</td>
<td>3</td>
</tr>
<tr>
<td>HIS 270</td>
<td>History of Missouri</td>
<td>3</td>
</tr>
<tr>
<td>POL 101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>POL 102</td>
<td>State &amp; Local Government</td>
<td>3</td>
</tr>
</tbody>
</table>

Natural Science

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any BIO</td>
<td>Any Biology Course</td>
<td>3</td>
</tr>
<tr>
<td>Any CHM</td>
<td>Any Chemistry Course</td>
<td>3</td>
</tr>
<tr>
<td>Any PHY</td>
<td>Any Physical Science Course</td>
<td>3</td>
</tr>
</tbody>
</table>

Humanities

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT/BUS 105</td>
<td>Computer Ethics/Business Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 103</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

Core Course Requirements (33 credits)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 106</td>
<td>PC Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CPT 121</td>
<td>Basics of Data Communications</td>
<td>3</td>
</tr>
<tr>
<td>CPM 120</td>
<td>Windows Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>CPT 135</td>
<td>Programming in Python</td>
<td>3</td>
</tr>
<tr>
<td>CPT 165</td>
<td>Programming Logic</td>
<td>3</td>
</tr>
<tr>
<td>CPT 200</td>
<td>Systems Analysis &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>CPT 201</td>
<td>Intro to Database Management</td>
<td>3</td>
</tr>
<tr>
<td>CPT 240</td>
<td>SQL Basics</td>
<td>3</td>
</tr>
<tr>
<td>CPT 246</td>
<td>Computer Security</td>
<td>3</td>
</tr>
<tr>
<td>CPT 250</td>
<td>Database Programming</td>
<td>3</td>
</tr>
<tr>
<td>CPT 260</td>
<td>Oracle Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives** (6 credits) - Choose any two of the following courses

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPM 190</td>
<td>Dynamic Programming Languages</td>
<td>3</td>
</tr>
<tr>
<td>CPT 265</td>
<td>DB2 Programming</td>
<td>3</td>
</tr>
<tr>
<td>CPT 271</td>
<td>Programming in Perl</td>
<td>3</td>
</tr>
<tr>
<td>CPT 187</td>
<td>Visual Basic (.NET)</td>
<td>3</td>
</tr>
<tr>
<td>CPT 282</td>
<td>Advanced Visual Basic (.NET)</td>
<td>3</td>
</tr>
<tr>
<td>GEO 120</td>
<td>Introduction to GIS</td>
<td>3</td>
</tr>
<tr>
<td>GEO 225</td>
<td>Advanced GIS</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Hours: 71 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 121</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

Communication

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 115</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 125</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Social Sciences

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 101</td>
<td>U.S. History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>U.S. History Since 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 115</td>
<td>U.S. History Since 1945</td>
<td>3</td>
</tr>
<tr>
<td>HIS 270</td>
<td>History of Missouri</td>
<td>3</td>
</tr>
<tr>
<td>POL 101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>POL 102</td>
<td>State &amp; Local Government</td>
<td>3</td>
</tr>
</tbody>
</table>

Natural Science

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any BIO</td>
<td>Any Biology Course</td>
<td>3</td>
</tr>
<tr>
<td>Any CHM</td>
<td>Any Chemistry Course</td>
<td>3</td>
</tr>
<tr>
<td>Any PHY</td>
<td>Any Physical Science Course</td>
<td>3</td>
</tr>
</tbody>
</table>

Humanities

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT/BUS 105</td>
<td>Computer Ethics/Business Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 103</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

Core Course Requirements (40 credits)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 135</td>
<td>Programming in Python</td>
<td>3</td>
</tr>
<tr>
<td>CPT 106</td>
<td>PC Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CPT 121</td>
<td>Basics of Data Communications</td>
<td>3</td>
</tr>
<tr>
<td>CPT 165</td>
<td>Programming Logic</td>
<td>3</td>
</tr>
<tr>
<td>CPT 200</td>
<td>Systems Analysis &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>CPT 201</td>
<td>Intro to Database Management</td>
<td>3</td>
</tr>
<tr>
<td>CPT 246</td>
<td>Computer Security</td>
<td>3</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 105</td>
<td>Applied Math</td>
<td></td>
</tr>
<tr>
<td>MAT 106</td>
<td>Introduction to Management</td>
<td></td>
</tr>
<tr>
<td>MAT 115</td>
<td>Programming C++</td>
<td></td>
</tr>
<tr>
<td>MAT 120</td>
<td>Visual Basic (.NET)</td>
<td></td>
</tr>
<tr>
<td>MAT 125</td>
<td>Adv. Visual Basic (.NET)</td>
<td></td>
</tr>
<tr>
<td>MAT 130</td>
<td>Java Programming</td>
<td></td>
</tr>
<tr>
<td>MAT 135</td>
<td>C# Programming</td>
<td></td>
</tr>
<tr>
<td>MAT 140</td>
<td>Intro to Animation &amp; Games</td>
<td></td>
</tr>
<tr>
<td>MAT 145</td>
<td>Mobile Apps Development</td>
<td></td>
</tr>
<tr>
<td>MAT 150</td>
<td>SQL Basics</td>
<td></td>
</tr>
<tr>
<td>CPT 182</td>
<td>Beg. Programming C++</td>
<td></td>
</tr>
<tr>
<td>CPT 281</td>
<td>Adv. Programming C++</td>
<td></td>
</tr>
<tr>
<td>CPT 187</td>
<td>Visual Basic (.NET)</td>
<td></td>
</tr>
<tr>
<td>CPT 282</td>
<td>Adv. Visual Basic (.NET)</td>
<td></td>
</tr>
<tr>
<td>CPT 189</td>
<td>Java Programming</td>
<td></td>
</tr>
<tr>
<td>CPT 287</td>
<td>Adv. Java Programming</td>
<td></td>
</tr>
<tr>
<td>CPT 190</td>
<td>Database Programming (PHP)</td>
<td></td>
</tr>
<tr>
<td>CPT 195</td>
<td>Dynamic Programming Lang.</td>
<td></td>
</tr>
<tr>
<td>CPT 145</td>
<td>C# Programming</td>
<td></td>
</tr>
<tr>
<td>CPT 150</td>
<td>Intro to Animation &amp; Games</td>
<td></td>
</tr>
<tr>
<td>CPT 160</td>
<td>Mobile Apps Development</td>
<td></td>
</tr>
<tr>
<td>CPT 161</td>
<td>SQL Basics</td>
<td></td>
</tr>
</tbody>
</table>

Core Course Requirements (33 credits)

Electives (9 credits) - Choose three

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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Requirements (25 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 121</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 or</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 115 or</td>
<td>Technical Writing</td>
<td></td>
</tr>
<tr>
<td>ENG 125</td>
<td>Business Writing</td>
<td></td>
</tr>
<tr>
<td>SPE 101 or</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPE 102 or</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>SPE 110</td>
<td>Interpersonal Communication</td>
<td></td>
</tr>
<tr>
<td>Social Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIS 101 or</td>
<td>U.S. History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102 or</td>
<td>U.S. History Since 1877</td>
<td></td>
</tr>
<tr>
<td>HIS 115 or</td>
<td>U.S. History Since 1945</td>
<td></td>
</tr>
<tr>
<td>HIS 270 or</td>
<td>History of Missouri</td>
<td></td>
</tr>
<tr>
<td>POL 101 or</td>
<td>American Government</td>
<td></td>
</tr>
<tr>
<td>POL 102</td>
<td>State &amp; Local Government</td>
<td></td>
</tr>
<tr>
<td>Natural Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any BIO, CHM or PHY</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT/BUS 105</td>
<td>Computer/Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT 103</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Core Course Requirements (45 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPC 107</td>
<td>IT Technical Support (A+)</td>
<td>5</td>
</tr>
<tr>
<td>CPC 170</td>
<td>CCNA1</td>
<td>5</td>
</tr>
<tr>
<td>CPC 171</td>
<td>CCNA2</td>
<td>5</td>
</tr>
<tr>
<td>CPC 172</td>
<td>CCNA3</td>
<td>5</td>
</tr>
<tr>
<td>CPC 173</td>
<td>CCNA4</td>
<td>5</td>
</tr>
<tr>
<td>CPC 245</td>
<td>CCNA Security</td>
<td>5</td>
</tr>
<tr>
<td>CPC 180</td>
<td>Introduction to Linux</td>
<td>3</td>
</tr>
<tr>
<td>CPC 260</td>
<td>Linux Administration</td>
<td>3</td>
</tr>
<tr>
<td>CPC 160</td>
<td>Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CPC 161</td>
<td>Computer Forensics</td>
<td>3</td>
</tr>
<tr>
<td>CPC 162</td>
<td>Ethical Hacking</td>
<td>3</td>
</tr>
<tr>
<td>Total Required Hours: 70 credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Requirements (25 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 121</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101 or</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 or</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 115 or</td>
<td>Technical Writing</td>
<td></td>
</tr>
<tr>
<td>ENG 125</td>
<td>Business Writing</td>
<td></td>
</tr>
<tr>
<td>SPE 101 or</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPE 102 or</td>
<td>Oral Communication</td>
<td></td>
</tr>
<tr>
<td>SPE 110</td>
<td>Oral Communication</td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIS 101 or</td>
<td>U.S. History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102 or</td>
<td>U.S. History Since 1877</td>
<td></td>
</tr>
<tr>
<td>HIS 115 or</td>
<td>U.S. History Since 1945</td>
<td></td>
</tr>
<tr>
<td>HIS 270 or</td>
<td>History of Missouri</td>
<td></td>
</tr>
<tr>
<td>POL 101 or</td>
<td>American Government</td>
<td></td>
</tr>
<tr>
<td>POL 102</td>
<td>State &amp; Local Government</td>
<td></td>
</tr>
<tr>
<td>Natural Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any BIO, CHM or PHY</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT 105</td>
<td>Computer Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT 103</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Core Course Requirements (45 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPC 107</td>
<td>A+ (Computer Repair &amp; Maintenance)</td>
<td>5</td>
</tr>
<tr>
<td>CPC 125</td>
<td>Windows Desktop Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CPC 202</td>
<td>Windows Server &amp; Active Directory</td>
<td>5</td>
</tr>
<tr>
<td>CPC 180</td>
<td>Introduction to Linux</td>
<td>3</td>
</tr>
<tr>
<td>CPC 260</td>
<td>Linux Administration</td>
<td>3</td>
</tr>
<tr>
<td>CPC 170</td>
<td>CCNA1</td>
<td>5</td>
</tr>
<tr>
<td>CPC 171</td>
<td>CCNA2</td>
<td>5</td>
</tr>
<tr>
<td>CPC 172</td>
<td>CCNA3</td>
<td>5</td>
</tr>
<tr>
<td>CPC 173</td>
<td>CCNA4</td>
<td>5</td>
</tr>
<tr>
<td>CPC 290</td>
<td>Virtualization Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CPC 299</td>
<td>New Technologies</td>
<td>3</td>
</tr>
<tr>
<td>Total Required Hours: 70 credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ST. CHARLES COMMUNITY COLLEGE

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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 162</td>
<td>College Algebra (STEM)</td>
<td>4</td>
</tr>
<tr>
<td>MAT 150</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MAT 175</td>
<td>Introductory Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 115</td>
<td>Technical Writing</td>
<td></td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIS 101</td>
<td>U.S. History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>U.S. History Since 1877</td>
<td></td>
</tr>
<tr>
<td>HIS 115</td>
<td>U.S. History Since 1945</td>
<td></td>
</tr>
<tr>
<td>HIS 270</td>
<td>History of Missouri</td>
<td></td>
</tr>
<tr>
<td>POL 101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>POL 102</td>
<td>State and Local Government</td>
<td></td>
</tr>
<tr>
<td>Any BIO</td>
<td>Biology Course</td>
<td>4-5</td>
</tr>
<tr>
<td>Any CHM</td>
<td>Chemistry Course</td>
<td></td>
</tr>
<tr>
<td>Any PHY</td>
<td>Physical Science</td>
<td></td>
</tr>
<tr>
<td>PHL 160</td>
<td>Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

| SOCIAL SCIENCE |

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 102</td>
<td>U.S. History since 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 115</td>
<td>U.S. History since 1945</td>
<td></td>
</tr>
<tr>
<td>HIS 270</td>
<td>History of Missouri</td>
<td></td>
</tr>
<tr>
<td>POL 101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>POL 102</td>
<td>State and Local Government</td>
<td></td>
</tr>
</tbody>
</table>

| NATURE SCIENCE |

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any BIO</td>
<td>Any Biology Course</td>
<td>4-5</td>
</tr>
<tr>
<td>Any CHM</td>
<td>Any Chemistry Course</td>
<td></td>
</tr>
<tr>
<td>Any PHY</td>
<td>Any Physical Science</td>
<td></td>
</tr>
<tr>
<td>PHL 160</td>
<td>Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

| HUMANITIES |

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 103</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CPT/BUS 105</td>
<td>Computer/Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CPT/CPC/ACT/BUS</td>
<td>Choose 8 Courses</td>
<td></td>
</tr>
</tbody>
</table>

| Core Course Requirements (24 credits) |

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 175</td>
<td>Introductory Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 180</td>
<td>Calculus &amp; Analytical Geometry I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 230</td>
<td>Calc &amp; Analytical Geometry II</td>
<td>5</td>
</tr>
<tr>
<td>MAT 240</td>
<td>Calc &amp; Analytical Geometry III</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 175</td>
<td>Introductory Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 180</td>
<td>Calculus &amp; Analytical Geometry I</td>
<td>5</td>
</tr>
<tr>
<td>MAT 230</td>
<td>Calc &amp; Analytical Geometry II</td>
<td>5</td>
</tr>
<tr>
<td>MAT 240</td>
<td>Calc &amp; Analytical Geometry III</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Hours: 60-64 credits

Per College policy, individual students may be required to take COL 101–1 credit hour.

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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 175</td>
<td>Introductory Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 180</td>
<td>Calculus &amp; Analytical Geometry I</td>
<td>5</td>
</tr>
<tr>
<td>MAT 230</td>
<td>Calc &amp; Analytical Geometry II</td>
<td>5</td>
</tr>
<tr>
<td>MAT 240</td>
<td>Calc &amp; Analytical Geometry III</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 098</td>
<td>Beginning Algebra</td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td></td>
</tr>
<tr>
<td>HIS 101</td>
<td>U.S. History to 1877</td>
<td></td>
</tr>
<tr>
<td>HIS 102</td>
<td>U.S. History Since 1877</td>
<td></td>
</tr>
<tr>
<td>HIS 115</td>
<td>U.S. History Since 1945</td>
<td></td>
</tr>
<tr>
<td>HIS 270</td>
<td>History of Missouri</td>
<td></td>
</tr>
<tr>
<td>POL 101</td>
<td>American Government</td>
<td></td>
</tr>
<tr>
<td>POL 102</td>
<td>State and Local Government</td>
<td></td>
</tr>
<tr>
<td>CPT 103</td>
<td>Microcomputer Applications</td>
<td></td>
</tr>
<tr>
<td>CPT 106</td>
<td>PC Operating Systems</td>
<td></td>
</tr>
</tbody>
</table>

Total Required Hours: 31 credits

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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 098</td>
<td>Beginning Algebra</td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td></td>
</tr>
<tr>
<td>HIS 101</td>
<td>U.S. History to 1877</td>
<td></td>
</tr>
<tr>
<td>HIS 102</td>
<td>U.S. History Since 1877</td>
<td></td>
</tr>
<tr>
<td>HIS 115</td>
<td>U.S. History Since 1945</td>
<td></td>
</tr>
<tr>
<td>HIS 270</td>
<td>History of Missouri</td>
<td></td>
</tr>
<tr>
<td>POL 101</td>
<td>American Government</td>
<td></td>
</tr>
<tr>
<td>POL 102</td>
<td>State and Local Government</td>
<td></td>
</tr>
<tr>
<td>CPT 115</td>
<td>Introduction to Data Processing</td>
<td></td>
</tr>
<tr>
<td>CPT 121</td>
<td>Basics of Data Communications</td>
<td></td>
</tr>
<tr>
<td>CPT 121</td>
<td>Basics of Data Communications</td>
<td></td>
</tr>
<tr>
<td>CPM 190</td>
<td>Dynamic Programming Languages</td>
<td></td>
</tr>
<tr>
<td>CPT 250</td>
<td>Database Programming (PHP)</td>
<td></td>
</tr>
<tr>
<td>CPT 165</td>
<td>Computer Programming Logic</td>
<td></td>
</tr>
<tr>
<td>CPT 165</td>
<td>Computer Programming Logic</td>
<td></td>
</tr>
<tr>
<td>CPT 135</td>
<td>Programming in Python</td>
<td></td>
</tr>
<tr>
<td>CPT 185</td>
<td>C# Programming</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Education Requirements (13 credits)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 098 or higher</td>
<td>Beginning Algebra</td>
<td>4</td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101 or</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 or</td>
<td>English Composition II</td>
<td></td>
</tr>
<tr>
<td>ENG 115 or</td>
<td>Technical Writing</td>
<td></td>
</tr>
<tr>
<td>ENG 125 or</td>
<td>Business Writing</td>
<td></td>
</tr>
<tr>
<td>SPE 101 or</td>
<td>Oral Communication</td>
<td></td>
</tr>
<tr>
<td>SPE 102 or</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>SPE 110</td>
<td>Interpersonal Communication</td>
<td></td>
</tr>
<tr>
<td><strong>Social Sciences</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIS 101 or</td>
<td>U.S. History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102 or</td>
<td>U.S. History Since 1877</td>
<td></td>
</tr>
<tr>
<td>HIS 115 or</td>
<td>U.S. History Since 1945</td>
<td></td>
</tr>
<tr>
<td>HIS 270 or</td>
<td>History of Missouri</td>
<td></td>
</tr>
<tr>
<td>POL 101 or</td>
<td>American Government</td>
<td></td>
</tr>
<tr>
<td>POL 102</td>
<td>State &amp; Local Government</td>
<td></td>
</tr>
<tr>
<td><strong>Elective</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT 103</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

**Core Course Requirements (19 credits)**

- CPC 107: A+ (Computer Repair & Maintenance)
- CPC 125: Windows Desktop Operating Systems
- CPC 170: CCNA1
- CPC 180: Introduction to Linux
- CPC 160: Security Fundamentals

**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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Education Requirements (13 credits)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 098</td>
<td>Beginning Algebra</td>
<td>4</td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Sciences</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIS 101 or</td>
<td>U.S. History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102 or</td>
<td>U.S. History Since 1877</td>
<td></td>
</tr>
<tr>
<td>HIS 115 or</td>
<td>U.S. History Since 1945</td>
<td></td>
</tr>
<tr>
<td>HIS 270 or</td>
<td>History of Missouri</td>
<td></td>
</tr>
<tr>
<td>POL 101 or</td>
<td>American Government</td>
<td></td>
</tr>
<tr>
<td>POL 102</td>
<td>State &amp; Local Government</td>
<td></td>
</tr>
<tr>
<td><strong>Elective</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT 103</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

**Primary Elective (12 credits) – Choose two pairs of the following:**

- CPT 182 and Beg. Programming C++
- CPT 281 and Adv. Programming C++
- CPT 187 and Visual Basic (.NET)
- CPT 282 and Adv. Visual Basic (.NET)
- CPT 189 and Java Programming
- CPT 287 and Adv. Java Programming
- CPT 181 and SQL Basics
- CPT 260 and Oracle Programming

**Secondary Elective (6 credits) - Choose one pair of the following:**

- CPT 135 and Programming in Python
- CPT 250 and Database Programming (PHP)
- CPT 190 and Dynamic Prog. Languages
- CPT 160 and Mobile Apps Development
- CPT 104 and Intro to Prog. Animation & Games
- CPT 185 and Programming in C#

**Total Required Hours:** 31 credits

---

50
## 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 098</td>
<td>Beginning Algebra</td>
<td>4</td>
</tr>
<tr>
<td>CPT 106</td>
<td>PC Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CPT 107</td>
<td>Intro to Linux</td>
<td>3</td>
</tr>
<tr>
<td>CPT 108</td>
<td>Web Design</td>
<td>3</td>
</tr>
<tr>
<td>CPT 109</td>
<td>Web Animation</td>
<td>3</td>
</tr>
<tr>
<td>CPT 110</td>
<td>Social Media Marketing</td>
<td>3</td>
</tr>
<tr>
<td>CPT 111</td>
<td>Content Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>CPT 112</td>
<td>JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>CPT 113</td>
<td>Mobile Apps Development</td>
<td>3</td>
</tr>
<tr>
<td>CPT 114</td>
<td>Beyond HTML/Portfolio (capstone)</td>
<td>3</td>
</tr>
<tr>
<td>CPM 190</td>
<td>Dynamic Programming Languages</td>
<td>3</td>
</tr>
<tr>
<td>CPM 191</td>
<td>Content Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>CPM 192</td>
<td>Computer Forensics</td>
<td>3</td>
</tr>
<tr>
<td>CPM 193</td>
<td>Ethical Hacking</td>
<td>3</td>
</tr>
<tr>
<td>CPM 194</td>
<td>Web Animation</td>
<td>3</td>
</tr>
<tr>
<td>CPM 195</td>
<td>Windows Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>CPM 196</td>
<td>HTML</td>
<td>3</td>
</tr>
<tr>
<td>CPM 197</td>
<td>JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>CPM 198</td>
<td>Mobile Apps Development</td>
<td>3</td>
</tr>
<tr>
<td>CPM 199</td>
<td>Beyond HTML/Portfolio (capstone)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Hours:** 23 credits

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

## COMPUTER SECURITY C.S.

**Department:** Computer Science – Networking  
**Total Credit Hours:** 20 credits  
The Certificate of Specialization in Computer 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPC 107</td>
<td>IT Technical Support</td>
<td>5</td>
</tr>
<tr>
<td>CPC 125</td>
<td>Windows Desktop Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CPC 202</td>
<td>Windows Server and Active Directory</td>
<td>5</td>
</tr>
<tr>
<td>CPC 170</td>
<td>CCNA1</td>
<td>5</td>
</tr>
<tr>
<td>CPC 299</td>
<td>Help Desk Technologies, ITIL, IT Careers</td>
<td>3</td>
</tr>
<tr>
<td>CPC 180</td>
<td>Intro to Linux</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Hours:** 20 credits

## DESKTOP SUPPORT C.S.

**Department:** Computer Science – Networking  
**Total Credit Hours:** 24 credits  
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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPC 107</td>
<td>IT Technical Support</td>
<td>5</td>
</tr>
<tr>
<td>CPC 125</td>
<td>Windows Desktop Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CPC 202</td>
<td>Windows Server and Active Directory</td>
<td>5</td>
</tr>
<tr>
<td>CPC 170</td>
<td>CCNA1</td>
<td>5</td>
</tr>
<tr>
<td>CPC 299</td>
<td>Help Desk Technologies, ITIL, IT Careers</td>
<td>3</td>
</tr>
<tr>
<td>CPC 180</td>
<td>Intro to Linux</td>
<td>3</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Requirements (0 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Course Requirements (18 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Eight Weeks ................................. 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT 135</td>
<td>Python Programming.</td>
<td>3</td>
</tr>
<tr>
<td>CPT 165</td>
<td>Computer Programming Logic.</td>
<td>3</td>
</tr>
<tr>
<td>Second Eight Weeks ............................... 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT 125</td>
<td>Introduction to Project Management.</td>
<td>3</td>
</tr>
<tr>
<td>CPT 181</td>
<td>SQL Basics.</td>
<td>3</td>
</tr>
<tr>
<td>Third Eight Weeks ................................. 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT 200</td>
<td>System Analysis and Design.</td>
<td>3</td>
</tr>
<tr>
<td>CPT 225</td>
<td>Advanced Topics in Project Management.</td>
<td>3</td>
</tr>
<tr>
<td>Total Required Hours: 18 credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Requirements (0 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Course Requirements (18 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPM 120</td>
<td>Windows Multimedia.</td>
<td>3</td>
</tr>
<tr>
<td>CPM 210</td>
<td>Digital Photo Editing (Adobe Photoshop).</td>
<td>3</td>
</tr>
<tr>
<td>CPM 220</td>
<td>3D Animation.</td>
<td>3</td>
</tr>
<tr>
<td>CPM 250</td>
<td>Web Animation (Adobe Flash).</td>
<td>3</td>
</tr>
<tr>
<td>CPM 270</td>
<td>Digital Video Editing (Adobe Premiere).</td>
<td>3</td>
</tr>
<tr>
<td>Total Required Hours: 18 credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Requirements (0 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Course Requirements (20 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPC 170</td>
<td>CCNA1.</td>
<td>5</td>
</tr>
<tr>
<td>CPC 171</td>
<td>CCNA2.</td>
<td>5</td>
</tr>
<tr>
<td>CPC 172</td>
<td>CCNA3.</td>
<td>5</td>
</tr>
<tr>
<td>CPC 173</td>
<td>CCNA4.</td>
<td>5</td>
</tr>
<tr>
<td>Total Required Hours: 20 credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Requirements (0 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Course Requirements (18 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Eight Weeks (6 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT 135</td>
<td>Python Programming.</td>
<td>3</td>
</tr>
<tr>
<td>CPT 165</td>
<td>Computer Programming Logic.</td>
<td>3</td>
</tr>
<tr>
<td>Second Eight Weeks (6 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT 181</td>
<td>SQL Basics.</td>
<td>3</td>
</tr>
<tr>
<td>CPT 189</td>
<td>Java Programming.</td>
<td>3</td>
</tr>
<tr>
<td>Third Eight Weeks (6 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT 287</td>
<td>Advanced Java Programming.</td>
<td>3</td>
</tr>
<tr>
<td>CPT 200</td>
<td>System Analysis and Design.</td>
<td>3</td>
</tr>
<tr>
<td>Total Required Hours: 18 credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For more information, call 636-922-8241.
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
CPT 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General Education Requirements (24-25 credits)</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>MAT 105 or higher  Applied Math or higher</td>
<td>3-4</td>
</tr>
<tr>
<td>Communication</td>
<td>ENG 101  English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 102 or English Composition II (recommended)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 125  Business Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SPE 101  Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>HIS 101  U.S. History to 1877</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIS 102  U.S. History Since 1877</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HIS 115  U.S. History Since 1945</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HIS 270  History of Missouri</td>
<td></td>
</tr>
<tr>
<td></td>
<td>POL 101  American Government</td>
<td></td>
</tr>
<tr>
<td></td>
<td>POL 102  State &amp; Local Government</td>
<td></td>
</tr>
<tr>
<td>Natural Science</td>
<td>Any BIO or Any Biology Course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Any CHM or Any Chemistry Course</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Any PHY or Any Physical Science Course</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>Any Humanities (PHL 102 - Intro to Logic is recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>BTC/CPT 103  Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Core Course Requirements (23-28 credits)</td>
<td>CRJ 140  Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CRJ 170  Criminal Law &amp; Procedures</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CRJ 171  Rules of Evidence</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CRJ 175  Criminology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CRJ 201  Criminal Justice: Politics &amp; Policy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CRJ 205  Juvenile System</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SOC 101  Introduction to Sociology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CRJ 265  Internship I</td>
<td>1-6</td>
</tr>
<tr>
<td></td>
<td>CRJ 298  Criminal Justice Capstone</td>
<td>1</td>
</tr>
</tbody>
</table>

Law Enforcement Option (15) –
Select from the Following

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 101</td>
<td>Introduction to Victimology</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 103</td>
<td>Addictive Disease Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 104</td>
<td>Treatment Alcohol &amp; Drugs</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 110</td>
<td>Criminal Investigations</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 202</td>
<td>Correctional Institutions</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 210</td>
<td>Crime Victimization</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 224</td>
<td>Constitutional Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 230</td>
<td>Crisis Intervention</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 240</td>
<td>Probation and Parole</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 250</td>
<td>Police Administration</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 260</td>
<td>Police and Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 266</td>
<td>Internship II</td>
<td>1-6</td>
</tr>
<tr>
<td>CRJ 280</td>
<td>Comparative CRJ &amp; Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 290</td>
<td>Special Topics</td>
<td>1-3</td>
</tr>
<tr>
<td>CRJ 291</td>
<td>Mock Trial</td>
<td>1-3</td>
</tr>
<tr>
<td>CRJ 292</td>
<td>Mock Trial Competition</td>
<td>1-3</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 098 or higher</td>
<td>Beginning Algebra</td>
<td>3-4</td>
</tr>
<tr>
<td>ENG 101 or</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 or</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 125 or</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIS 101 or</td>
<td>U.S. History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102 or</td>
<td>U.S. History Since 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 115 or</td>
<td>U.S. History Since 1945</td>
<td>3</td>
</tr>
<tr>
<td>HIS 270 or</td>
<td>History of Missouri</td>
<td>3</td>
</tr>
<tr>
<td>POL 101 or</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>POL 102</td>
<td>State &amp; Local Government</td>
<td>3</td>
</tr>
<tr>
<td>BTC/CPT 103</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Core Course Requirements (9 credits) – Choose three of the following</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRJ 140</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 170</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 171</td>
<td>Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 175</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 201</td>
<td>Criminal Justice: Politics &amp; Policy</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 205</td>
<td>Juvenile Justice</td>
<td>3</td>
</tr>
<tr>
<td><strong>Law Enforcement Electives (9 credits) – Choose from the following</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRJ 101</td>
<td>Introduction to Victimology</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 103</td>
<td>Addictive Disease Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 104</td>
<td>Treatment: Alcohol &amp; Drugs</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 110</td>
<td>Investigations</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 202</td>
<td>Correctional Institutions</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 210</td>
<td>Crime Victimization</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 224</td>
<td>Constitutional Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 230</td>
<td>Crisis Intervention</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 240</td>
<td>Probation and Parole</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 250</td>
<td>Police Administration</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 260</td>
<td>Police Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 266</td>
<td>Internship II</td>
<td>1-6</td>
</tr>
<tr>
<td>CRJ 291/292</td>
<td>Mock Trial</td>
<td>1-6</td>
</tr>
</tbody>
</table>

**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

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

**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 paralegals 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 your 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 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General Education Requirements (42 credits)</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 156</td>
<td>College Algebra - Educators.</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 or</td>
<td>Oral Communications</td>
<td>3</td>
</tr>
<tr>
<td>SPE 102</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102 or</td>
<td>U.S. History Since 1877*</td>
<td></td>
</tr>
<tr>
<td>HIS 146</td>
<td>Western Civilization: Modern Europe</td>
<td></td>
</tr>
<tr>
<td>POL 101 or</td>
<td>American Government*</td>
<td>3</td>
</tr>
<tr>
<td>POL 102</td>
<td>State and Local Government</td>
<td></td>
</tr>
<tr>
<td>Natural Science – Option 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Choose Option 1 or Option 2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 105 and</td>
<td>Essentials of Biology and</td>
<td>11</td>
</tr>
<tr>
<td>CHM 115 and</td>
<td>General Chemistry I and</td>
<td></td>
</tr>
<tr>
<td>PHY 111</td>
<td>Introduction to Physical Science</td>
<td></td>
</tr>
<tr>
<td>Natural Science – Option 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 105/106</td>
<td>Essentials of Biology with Lab</td>
<td></td>
</tr>
<tr>
<td>CHM 101/103</td>
<td>Introduction to Chemistry with Lab</td>
<td></td>
</tr>
<tr>
<td>PHY 111/113</td>
<td>Introduction to Physical Science with Lab</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May take both LIT Requirements from this section or may choose a second LIT from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIT 271 and</td>
<td>Literature and Contemporary Cultures</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multicultural/Valuing – choose one</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEO 100 or</td>
<td>Principles of Geography</td>
<td>3</td>
</tr>
<tr>
<td>ECO 100 or</td>
<td>Survey Economics or</td>
<td></td>
</tr>
<tr>
<td>EDU 247</td>
<td>Multicultural Education</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Course Requirements (13 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All EDU courses must be completed with a grade of “C” or higher and cumulative GPA of 3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDU 212</td>
<td>Foundations of Education in a Diverse Society</td>
<td>3</td>
</tr>
<tr>
<td>EDU 222</td>
<td>Educational Technology</td>
<td>3</td>
</tr>
<tr>
<td>EDU 240</td>
<td>Education Psychology</td>
<td></td>
</tr>
<tr>
<td>EDU 285</td>
<td>Teaching Profession with Field Experience</td>
<td>3</td>
</tr>
<tr>
<td>EDU 290</td>
<td>Portfolio Assessment in Education**</td>
<td>1</td>
</tr>
<tr>
<td>Electives** (9 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Courses are a part of the Statewide Articulation A.A.T. Agreement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDU 125</td>
<td>Teaching Literature through Storytelling</td>
<td>3</td>
</tr>
<tr>
<td>EDU 201</td>
<td>Cognitive Activities &amp; STEM</td>
<td></td>
</tr>
<tr>
<td>EDU 202</td>
<td>Creative Activities &amp; Play for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EDU 204</td>
<td>Principles of Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>EDU 205</td>
<td>Children, Families, and Communities</td>
<td>3</td>
</tr>
<tr>
<td>EDU 207</td>
<td>Introduction to Young Children with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>EDU 208</td>
<td>Nutrition, Health, and Safety</td>
<td></td>
</tr>
<tr>
<td>EDU 225</td>
<td>Literature for Children</td>
<td>3</td>
</tr>
<tr>
<td>EDU 242</td>
<td>Art for Children</td>
<td>3</td>
</tr>
<tr>
<td>EDU 246</td>
<td>Music for Children</td>
<td>3</td>
</tr>
<tr>
<td>EDU 247*</td>
<td>Multicultural Education</td>
<td></td>
</tr>
<tr>
<td>EDU 250*</td>
<td>Education of Exceptional Learners</td>
<td>3</td>
</tr>
<tr>
<td>EDU 252</td>
<td>Autism Spectrum Disorders</td>
<td></td>
</tr>
<tr>
<td>EDU 255</td>
<td>Social Communication and Sensory Integration</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Required Hours: 64 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Students must take either HIS 102 or POL 101 to meet state requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>** 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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ELEME NTARY EDU CAT I ON 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Education Requirements (42 credits)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 156</td>
<td>College Algebra - Educators</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 or</td>
<td>Oral Communications</td>
<td>3</td>
</tr>
<tr>
<td>SPE 102</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Preferred by most transfer institutions and meets state requirement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102 or</td>
<td>U.S. History Since 1877*</td>
<td>3</td>
</tr>
<tr>
<td>HIS 146</td>
<td>Western Civ: Modern Europe</td>
<td>3</td>
</tr>
<tr>
<td>POL 101 or</td>
<td>American Government*</td>
<td>3</td>
</tr>
<tr>
<td>POL 102</td>
<td>State and Local Government</td>
<td></td>
</tr>
<tr>
<td>Natural Science – Option 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Choose Option 1 or Option 2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 105 and</td>
<td>Essentials of Biology</td>
<td>11</td>
</tr>
<tr>
<td>CHM 115 and</td>
<td>Essentials of Biology with Lab</td>
<td></td>
</tr>
<tr>
<td>PHY 111</td>
<td>Introduction to Physical Science</td>
<td></td>
</tr>
<tr>
<td>Natural Science – Option 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHM 101/103 and</td>
<td>Essentials of Biology with Lab</td>
<td></td>
</tr>
<tr>
<td>PHY 111/113</td>
<td>Introduction to Physical Science with Lab</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May take both LIT Requirements from this section or may choose a second LIT from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIT 271 and</td>
<td>Literature and Contemporary Cultures</td>
<td>3</td>
</tr>
<tr>
<td>LIT 210 or</td>
<td>American Literature from 1620-1865</td>
<td>3</td>
</tr>
<tr>
<td>LIT 220 or</td>
<td>American Literature from 1865-Present</td>
<td></td>
</tr>
<tr>
<td>LIT 200 or</td>
<td>World Mythology</td>
<td></td>
</tr>
<tr>
<td>LIT 201 or</td>
<td>Mythology in Western Culture</td>
<td></td>
</tr>
<tr>
<td>LIT 207 or</td>
<td>Introduction to the Bible as Literature</td>
<td></td>
</tr>
<tr>
<td>LIT 215 or</td>
<td>Introduction to Poetry</td>
<td></td>
</tr>
<tr>
<td>LIT 222 or</td>
<td>Native American Literature</td>
<td></td>
</tr>
<tr>
<td>LIT 223 or</td>
<td>African American Literature</td>
<td></td>
</tr>
<tr>
<td>LIT 230 or</td>
<td>Contemporary Fiction</td>
<td></td>
</tr>
<tr>
<td>LIT 240 or</td>
<td>Contemporary Literature</td>
<td></td>
</tr>
<tr>
<td>LIT 250 or</td>
<td>English Literature before 1800</td>
<td></td>
</tr>
<tr>
<td>LIT 252 or</td>
<td>Introduction to Shakespeare</td>
<td></td>
</tr>
<tr>
<td>LIT 260 or</td>
<td>English Literature after 1800</td>
<td></td>
</tr>
<tr>
<td>LIT 272 or</td>
<td>World Literature - Ancient World through the Renaissance</td>
<td></td>
</tr>
<tr>
<td>LIT 273 or</td>
<td>World Literature - Enlightenment to 20th Century</td>
<td></td>
</tr>
<tr>
<td>LIT 275 or</td>
<td>Holocaust Literature</td>
<td></td>
</tr>
<tr>
<td>LIT 280 or</td>
<td>Gender Issues in Literature</td>
<td></td>
</tr>
<tr>
<td>LIT 289</td>
<td>Writing about Literature</td>
<td></td>
</tr>
<tr>
<td>Multicultural/Valuing – Choose one</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Cannot count for both EDU and MVC credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEO 100 or</td>
<td>Principles of Geography</td>
<td>3</td>
</tr>
<tr>
<td>ECO 100 or</td>
<td>Survey Economics</td>
<td></td>
</tr>
<tr>
<td>EDU 247*</td>
<td>Multicultural Education</td>
<td></td>
</tr>
<tr>
<td>Core Course Requirements (13 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All EDU courses must be completed with a grade of “C” or higher and cumulative GPA of 3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDU 212</td>
<td>Foundations of Education in a Diverse Society</td>
<td>3</td>
</tr>
<tr>
<td>EDU 222</td>
<td>Educational Technology</td>
<td>3</td>
</tr>
<tr>
<td>EDU 240</td>
<td>Education Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDU 285</td>
<td>Teaching Profession with Field Experience</td>
<td>3</td>
</tr>
<tr>
<td>EDU 290</td>
<td>Portfolio Assessment in Education**</td>
<td>1</td>
</tr>
<tr>
<td>Electives** (9 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choose one (3 credits):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDU 242 or</td>
<td>Art for Children</td>
<td>3</td>
</tr>
<tr>
<td>EDU 245 or</td>
<td>Integrating Movement and the Arts of Elem. Ed</td>
<td></td>
</tr>
<tr>
<td>EDU 246</td>
<td>Music for Children</td>
<td></td>
</tr>
<tr>
<td>Choose two (6 credits):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Part of Statewide Articulation A.A.T. Agreement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDU 125 or</td>
<td>Teaching Literature through Storytelling</td>
<td>6</td>
</tr>
<tr>
<td>EDU 225 or</td>
<td>Literature for Children</td>
<td></td>
</tr>
<tr>
<td>EDU 242 or</td>
<td>Art for Children</td>
<td></td>
</tr>
<tr>
<td>EDU 246 or</td>
<td>Music for Children</td>
<td></td>
</tr>
<tr>
<td>EDU 247 or</td>
<td>Multicultural Education</td>
<td></td>
</tr>
<tr>
<td>EDU 250 or</td>
<td>Education for Exceptional Learners</td>
<td></td>
</tr>
<tr>
<td>EDU 252 or</td>
<td>Autism Spectrum Disorders</td>
<td></td>
</tr>
<tr>
<td>EDU 255</td>
<td>Social Communication and Sensory Integration</td>
<td></td>
</tr>
<tr>
<td>Total Required Hours: 64 credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

** Entire MOGEA Exam 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
- 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
- PHY 111/113

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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 105</td>
<td>Applied Math</td>
<td>3-4</td>
</tr>
<tr>
<td>MAT 108</td>
<td>Understanding K-8 Math</td>
<td></td>
</tr>
<tr>
<td>MAT 121</td>
<td>Intermediate Algebra</td>
<td></td>
</tr>
</tbody>
</table>

Communication

| ENG 101 | English Composition I | 3 |
| ENG 102 or ENG 115 | English Composition II or Technical Writing | 3 |
| ENG 125 | Business Writing | 1 |
| SPE 101 | Oral Communication | 3 |

Social Science

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

Natural Science

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

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 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 108</td>
<td>Understanding K-8 Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

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 | 3 |
| HIS 115 | U.S. History Since 1945 | 3 |

Natural Science

| Any BIO or Any CHM or Any PHY | Any Biology or Any Chemistry or Any Physical Science | 4 |

Humanities

EDU 242 Art for Children 3
Core Course Requirements (35 credits)

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

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 244</td>
<td>Physical Education for the Elementary Grades</td>
<td>3</td>
</tr>
<tr>
<td>EDU 246</td>
<td>Music for Children</td>
<td>3</td>
</tr>
<tr>
<td>CDC 102</td>
<td>Creative Activities and Play for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CDC 103</td>
<td>Literacy and Literature for Young Children</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 108</td>
<td>Understanding K-8 Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>POL 101</td>
<td>American Government</td>
<td></td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td></td>
</tr>
<tr>
<td>HIS 101 or</td>
<td>U.S. History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102 or</td>
<td>U.S. History Since 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 115</td>
<td>U.S. History Since 1945</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 215</td>
<td>Adolescent Psychology</td>
<td></td>
</tr>
<tr>
<td>EDU 211</td>
<td>Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 220</td>
<td>Technology for Teachers</td>
<td></td>
</tr>
<tr>
<td>EDU 225</td>
<td>Literature for Children</td>
<td>3</td>
</tr>
<tr>
<td>EDU 240</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDU 250</td>
<td>Education of Exceptional Learners</td>
<td>3</td>
</tr>
<tr>
<td>CDC 107</td>
<td>Introduction to Young Children With Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>CDC 207</td>
<td>Curriculum and Materials for Young Children With Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>EDU 252</td>
<td>Autism Spectrum Disorders</td>
<td>3</td>
</tr>
<tr>
<td>EDU 225</td>
<td>Literature for Children</td>
<td>3</td>
</tr>
<tr>
<td>EDU 240</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDU 250</td>
<td>Education of Exceptional Learners</td>
<td>3</td>
</tr>
<tr>
<td>CDC 107</td>
<td>Introduction to Young Children</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Hours: 12 credits

** 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 215</td>
<td>Adolescent Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDU 211</td>
<td>Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 220</td>
<td>Technology for Teachers</td>
<td>3</td>
</tr>
<tr>
<td>EDU 225</td>
<td>Literature for Children</td>
<td>3</td>
</tr>
<tr>
<td>EDU 240</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDU 250</td>
<td>Education of Exceptional Learners</td>
<td>3</td>
</tr>
<tr>
<td>CDC 107</td>
<td>Introduction to Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CDC 207</td>
<td>Curriculum and Materials for Young Children With Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>EDU 252</td>
<td>Autism Spectrum Disorders</td>
<td>3</td>
</tr>
<tr>
<td>EDU 225</td>
<td>Literature for Children</td>
<td>3</td>
</tr>
<tr>
<td>EDU 240</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDU 250</td>
<td>Education of Exceptional Learners</td>
<td>3</td>
</tr>
<tr>
<td>CDC 107</td>
<td>Introduction to Young Children</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

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

**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.

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 201</td>
<td>Introduction to Creative Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

General Education Requirements (0 credits)

Core Course Requirements (16 credits)

Creative Writing Foundation

| ENG 202 or | Creative Writing II | 3 |
| ENG 203 | Self-Publishing Workshop |

Area One: Writing Workshops (Choose 2):

| ENG 200 or | Book Writing Workshop | 6 |
| ENG 206 | Fiction Writing |
| ENG 207 | Poetry Writing |
| ENG 208 | Writing for Stage and Screen |
| ENG 209 | Writing Creative Nonfiction |
| ENG 250 | 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 | Contemporary Fiction |
| LIT 240 | 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
</table>

**General Education Requirements (9-12 credits)**

**Writing**
- ESL 107 or ESL 108 or ESL 109

**Speaking & Listening**
- ESL 103/ SPE 100 or ESL 105

**Reading**
- ESL 104 or ESL 106

* Elective if students have tested out of Reading
- ESL 100 or ESL 109

Advanced Communication & Culture Requirements (6 credits – choose two courses)

**Reading**
- RDG 111

**Writing**
- ENG 101 or ENG 102

**Speaking & Listening**
- SPE 101

**Culture**
- GLS 101 or MUS 111 or MUS 250

**Elective – Choose One**
- ART 1001 or ART 1105 or BTC 101 or BTC/CPT 103 or BTC 130

Total Required Hours: 18-22 credits

TRANSFER PROGRAM

SCHEDULE GUIDES

COMMUNICATION (A.A.)

Department: Communications

Total Credit Hours: 64 credits

Suggested Schedule Planning

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTC 131</td>
<td>Telephone Communication Skills</td>
<td></td>
</tr>
<tr>
<td>BTC 132</td>
<td>Time Management</td>
<td></td>
</tr>
<tr>
<td>BTC 135</td>
<td>Your Professional Image</td>
<td></td>
</tr>
<tr>
<td>BTC 136</td>
<td>Electronic Communication with Stakeholders</td>
<td></td>
</tr>
<tr>
<td>BTC 137</td>
<td>Interpersonal Skills</td>
<td></td>
</tr>
<tr>
<td>CPT Courses</td>
<td>(Non-English intensive)</td>
<td></td>
</tr>
<tr>
<td>ESL 100</td>
<td>SCC Success and Skills for Non-Native Speakers</td>
<td></td>
</tr>
<tr>
<td>ESL 107</td>
<td>Intensive Grammar Review for Non-Native Speakers</td>
<td></td>
</tr>
<tr>
<td>ESL 108</td>
<td>Intermediate Composition for Non-Native Speakers</td>
<td></td>
</tr>
<tr>
<td>ESL 103/SPE 100</td>
<td>Pronunciation, Communication, and Listening for Non-Native Speakers</td>
<td></td>
</tr>
<tr>
<td>ESL 105</td>
<td>Advanced Conversation and Speaking Skills for Non-Native Speakers</td>
<td></td>
</tr>
<tr>
<td>ESL 109</td>
<td>Advanced Conversation and Speaking Skills for Non-Native Speakers</td>
<td></td>
</tr>
<tr>
<td>ESL 120</td>
<td>Advanced Conversation and Speaking Skills for Non-Native Speakers</td>
<td></td>
</tr>
<tr>
<td>ESL 299</td>
<td>AESL Conversation and Current Events</td>
<td></td>
</tr>
<tr>
<td>HMS 100</td>
<td>Introduction to Human Services</td>
<td></td>
</tr>
<tr>
<td>Any MAT</td>
<td>Any Math</td>
<td></td>
</tr>
<tr>
<td>MUSIC</td>
<td>(any performance class)</td>
<td></td>
</tr>
<tr>
<td>RDG 080</td>
<td>Spelling I</td>
<td></td>
</tr>
<tr>
<td>RDG 081</td>
<td>Spelling II</td>
<td></td>
</tr>
<tr>
<td>RDG 083</td>
<td>Vocabulary Improvement</td>
<td></td>
</tr>
<tr>
<td>RDG 084</td>
<td>Introduction to College Vocabulary</td>
<td></td>
</tr>
<tr>
<td>RDG 090</td>
<td>Vocabulary for College Reading</td>
<td></td>
</tr>
<tr>
<td>RDG 104</td>
<td>Reading For Non-Native Speakers</td>
<td></td>
</tr>
<tr>
<td>RDG 106</td>
<td>Advanced Reading for Non-Native Speakers</td>
<td></td>
</tr>
<tr>
<td>SPE 101</td>
<td>Advanced Reading for Non-Native Speakers</td>
<td></td>
</tr>
</tbody>
</table>

First Semester (16-18 credits)

- ENG 101
- MAT 155 or MAT 158
- COM 102

Second Semester (16-17 credits)

- ENG 102
- Natural Science With Lab
- COM 102

Italicized courses are recommended to be taken for elective credits.
**ENGLISH (A.A.)**

Department: English/Literature

Total Credit Hours: 64 credits

Suggested Schedule Planning

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIT 220</td>
<td>American Literature from 1865-Present</td>
<td>3</td>
</tr>
<tr>
<td>Course(s) in major for transfer institution</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities (Group I)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>COL 299</td>
<td>Sophomore Portfolio Assessment</td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 155</td>
<td>Contemporary College Math</td>
<td>3</td>
</tr>
<tr>
<td>MAT 158 or higher</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Foreign Language *</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social Science (Group I)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

First Semester (16-18 credits)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>LIT 250</td>
<td>Survey of English Literature before 1800</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Foreign Language *</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Course(s) in major for transfer institution</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Second Semester (15-16 credits)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Multicultural/Valuing/Foreign Language</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>LIT 210</td>
<td>American Literature from 1629-1865</td>
<td>3</td>
</tr>
<tr>
<td>LIT 260</td>
<td>Survey of English Literature after 1800</td>
<td>3</td>
</tr>
</tbody>
</table>

Third Semester (16 credits)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 103 or Microcomputer Applications or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CPT 115</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (Group II)</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Core Course Requirements (12 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete SCC study abroad program or</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Secondary Core Course Requirements (1 credit)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Study tour or Sophomore Portfolio Project or Portfolio project designed by the Diversity Certificate Coordinator</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General Education Requirements (0 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Core Course Requirements (24-28 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 Honors-only courses</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>4 Honors-contract courses</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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 &quot;contract&quot; with their professors for Honors credit by doing special projects, papers, or presentations.</td>
<td>12-16</td>
</tr>
</tbody>
</table>

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.
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
CHM 250A/250B Anatomy & Physiology I & Lab. .... 4
CHM 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.


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.

Elective (3 credits) (optional)

- HEM 290/291 Advanced Coding & Lab 3

Total Required Hours: 61-62 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.
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

* 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

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.
ST. CHARLES COMMUNITY COLLEGE

ARL, 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 .................. 4
OTA 125 Occupation Based Activities I ............................. 12
OTA 106 Fundamentals of OTA II ................................... 12
OTA 116 Applied A & P for Health & Disease ................. 4
OTA 126 Occupation Based Activities II .......................... 13
OTA 205 Fundamentals of OTA III ................................. 13
OTA 215 Prof Development/Clinical Competency ............... 2
OTA 225 Occupation Based Activities III ........................ 4
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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 180</td>
<td>Calculus and Analytic Geometry</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIS 101</td>
<td>U.S. History to 1877 or</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>U.S. History Since 1877 or</td>
<td>3</td>
</tr>
<tr>
<td>HIS 115</td>
<td>U.S. History Since 1945 or</td>
<td>3</td>
</tr>
<tr>
<td>HIS 270</td>
<td>History of Missouri</td>
<td>3</td>
</tr>
<tr>
<td>POL 101</td>
<td>American Government or</td>
<td>3</td>
</tr>
<tr>
<td>POL 102</td>
<td>State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>CHM 115</td>
<td>General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>BIO 150</td>
<td>General Biology I</td>
<td>5</td>
</tr>
<tr>
<td>BIO 151</td>
<td>General Biology II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 250A/250B</td>
<td>Anatomy &amp; Physiology I and lab</td>
<td>4</td>
</tr>
</tbody>
</table>

Elective**
4 of the listed electives**
See course descriptions in catalog**.......................... 12-15

Core Course Requirements (26-27 credits)

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 I 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 ............................................. 3
CHM 222 Quantitative Analysis .................................. 3
ECO 110 Principles of Microeconomics .......................... 3
ECO 120 Principles of Macroeconomics .......................... 3
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. (11-14) 1990’ RSMO 335.066.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 096</td>
<td>Developmental Writing II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>CHM 115</td>
<td>General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>BIO 150</td>
<td>General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 250A</td>
<td>Anatomy &amp; Physiology I and lab</td>
<td>4</td>
</tr>
</tbody>
</table>

Social Science

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 101</td>
<td>State and Local Government</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM 110</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 246</td>
<td>Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>CHM 222</td>
<td>Quantitative Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ECO 110</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 120</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>PHY 151</td>
<td>General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General Education Requirements (15-16 credits)</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>MAT 098 or Beginning Algebra or</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>MAT 105 Applied Math *</td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SPE 110 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>HIS 101 or U.S. History to 1877 or</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIS 102 or U.S. History since 1877 or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HIS 115 or U.S. History Since 1945 or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HIS 270 History of Missouri</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>CPT 103 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Core Course Requirements (29 credits)</td>
<td></td>
</tr>
<tr>
<td>HIM 110</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HIM 140</td>
<td>Anatomy &amp; Physiology for Allied Health</td>
<td>5</td>
</tr>
<tr>
<td>HIM 141</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>MDA 115</td>
<td>Pharmacology &amp; Admin. of Meds #</td>
<td>3</td>
</tr>
<tr>
<td>MDA 120</td>
<td>Administrative Procedures #</td>
<td>3</td>
</tr>
<tr>
<td>MDA 121</td>
<td>Medical Insurance &amp; Billing #</td>
<td>3</td>
</tr>
<tr>
<td>MDA 140</td>
<td>Procedures in a Clinical Setting #</td>
<td>3</td>
</tr>
<tr>
<td>HIM 238</td>
<td>Healthcare Legal &amp; Ethical Issues</td>
<td>3</td>
</tr>
<tr>
<td>MDA 150</td>
<td>Medical Assistant Clinical Externship(8wk)#</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Hours: 44-45 credits

(*) 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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General Education Requirements (10 credits)</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>MAT 098 Beginning Algebra</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>HIS 101 or U.S. History to 1877 or</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIS 102 or U.S. History since 1877 or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HIS 115 or U.S. History Since 1945 or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HIS 270 History of Missouri</td>
<td></td>
</tr>
<tr>
<td>Core Course Requirements (32 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIM 110</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HIM 120/121</td>
<td>Health Care Data/Lab</td>
<td>3</td>
</tr>
<tr>
<td>HIM 125/126</td>
<td>Health Care Technologies/Lab</td>
<td>3</td>
</tr>
<tr>
<td>HIM 140</td>
<td>Anatomy &amp; Physiology for Allied Health</td>
<td>5</td>
</tr>
<tr>
<td>HIM 141</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>HIM 238</td>
<td>Healthcare Legal &amp; Ethical Issues</td>
<td>3</td>
</tr>
<tr>
<td>HIM 220/221</td>
<td>ICD Coding/Lab</td>
<td>3</td>
</tr>
<tr>
<td>HIM 270/271</td>
<td>CPT Coding/Lab</td>
<td>3</td>
</tr>
<tr>
<td>HIM 280</td>
<td>Healthcare Billing &amp; Reimbursement Issues</td>
<td>2</td>
</tr>
<tr>
<td>HIM 251</td>
<td>Billing/Coding Clinical *</td>
<td>2</td>
</tr>
<tr>
<td>HIM 252</td>
<td>CCA Review *</td>
<td>2</td>
</tr>
</tbody>
</table>

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 least 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...
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.

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.
PHARMACY TECHNICIAN

Course Requirements

- 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

Course Requirements

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

PHLEBOTOMY

Eligibility Requirements

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

PHLEBOTOMY

Eligibility Requirements

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

PHLEBOTOMY

Eligibility Requirements

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

PHLEBOTOMY

Eligibility Requirements

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

PHLEBOTOMY

Eligibility Requirements

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

PHLEBOTOMY

Eligibility Requirements

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

PHLEBOTOMY

Eligibility Requirements

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

PHLEBOTOMY

Eligibility Requirements

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

PHLEBOTOMY

Eligibility Requirements

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

PHLEBOTOMY

Eligibility Requirements

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

PHLEBOTOMY

Eligibility Requirements

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

PHLEBOTOMY

Eligibility Requirements

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

PHLEBOTOMY

Eligibility Requirements

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

PHLEBOTOMY

Eligibility Requirements

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

PHLEBOTOMY

Eligibility Requirements

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

PHLEBOTOMY

Eligibility Requirements

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

PHLEBOTOMY

Eligibility Requirements

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

PHLEBOTOMY

Eligibility Requirements

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

PHLEBOTOMY

Eligibility Requirements

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

PHLEBOTOMY

Eligibility Requirements

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General Education Requirements (24-25 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MAT 105 or higher</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>Applied Math or higher</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communication</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 125 Business Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SPE 101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HIS 101 or U.S. History to 1877</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIS 102 or U.S. History Since 1877</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIS 115 or U.S. History Since 1945</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIS 270 or History of Missouri</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>POL 101 or American Government</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>POL 102 State &amp; Local Government</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Any BIO, CHM or PHY</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Any Humanities</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BTC/CPT 103 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Core Course Requirements (28 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HMS 100 Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HMS 101 Theories and Skills</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HMS 102 Policy and Politics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HMS 195 Human Services: Professional Field Skills</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HMS 201 Human Services Practicum I*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HMS 202 Human Services Practicum II*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HMS 203 Human Services Practicum Seminar I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HMS 204 Human Services Practicum Seminar II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HMS 298 Human Services Capstone</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>SOC 101 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electives (9 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Any CRJ, ECO, HMS, PSY or SOC</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Any computer course or business course</td>
<td></td>
</tr>
<tr>
<td></td>
<td>approved by the HMS program coordinator</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Italicized courses are recommended to be taken for elective credits.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>First Semester (16-17 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAT 155 or Contemporary College Math</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>MAT158 or higher College Algebra or higher</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSY 101 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Fourth Semester (16-18 credits)</td>
<td>Natural Science with Lab</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities (Group I)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SPE 101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Course(s) in major for transfer institution+</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>Multicultural/Valuing/Foreign Language*</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>COLL 299 Sophomore Portfolio Assessment</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Total Hours Required For Graduation: 64 credits</td>
<td></td>
</tr>
</tbody>
</table>
* 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Education Requirements (6-8 credits)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td></td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communications</td>
<td></td>
</tr>
<tr>
<td>SPE 102</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BTC/CPT 103 or</td>
<td>Microcomputer Applications ..................</td>
<td>3-5</td>
</tr>
<tr>
<td>CPT 115 or</td>
<td>Introduction to Data Processing</td>
<td></td>
</tr>
<tr>
<td>MAT 098 or</td>
<td>Beginning Algebra</td>
<td></td>
</tr>
<tr>
<td>BIO 100 or</td>
<td>Introduction to Biology</td>
<td></td>
</tr>
<tr>
<td>BIO 105/106 or</td>
<td>Essentials of Biology I and Lab</td>
<td></td>
</tr>
<tr>
<td>BIO 110/113 or</td>
<td>Human Biology and Lab</td>
<td></td>
</tr>
<tr>
<td>BIO 120/121 or</td>
<td>Introduction to Ecology and Lab</td>
<td></td>
</tr>
<tr>
<td>BIO 122 or</td>
<td>Environmental Science</td>
<td></td>
</tr>
<tr>
<td>BIO 130 or</td>
<td>Human Sex and Reproduction</td>
<td></td>
</tr>
<tr>
<td>CHM 101/103 or</td>
<td>Introduction to Chemistry and Lab</td>
<td></td>
</tr>
<tr>
<td>CHM 115 or</td>
<td>General Chemistry I and Lab</td>
<td></td>
</tr>
<tr>
<td>PHY 111/113 or</td>
<td>Introduction to Physical Science and Lab</td>
<td></td>
</tr>
<tr>
<td>PHY 125/127 or</td>
<td>Introduction to Physical Geology and Lab</td>
<td></td>
</tr>
<tr>
<td>PHY 130 or</td>
<td>Astronomy</td>
<td></td>
</tr>
<tr>
<td>PHY 150/153 or</td>
<td>General Physics I and Lab</td>
<td></td>
</tr>
<tr>
<td>PHY 240/243 or</td>
<td>College Physics I and Lab</td>
<td></td>
</tr>
</tbody>
</table>

**Core Course Requirements (6-7 credits)**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLS 101</td>
<td>Introduction to Global Studies</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language course numbered 201 or higher</td>
<td>3-4</td>
<td></td>
</tr>
</tbody>
</table>

**Electives (15-18 credits)**

Choose at least two:

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

**GLC Courses**

Choose at least two:

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 155 or MAT 158</td>
<td>Contemporary College Math or College Algebra - General Education</td>
<td>3-4</td>
</tr>
<tr>
<td>THE 128</td>
<td>Acting I</td>
<td>3</td>
</tr>
<tr>
<td>Course(s) in major for transfer institution</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>THE 122</td>
<td>Introduction to Theatre</td>
<td>3</td>
</tr>
</tbody>
</table>

First Semester (16-17 credits)

Second Semester (16-17 credits)

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 CPT 115 | Microcomputer Applications or Introduction to Data Processing | 3 |
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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (Group I)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities (Group II)/Foreign Language*</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>MAT 180</td>
<td>Calculus &amp; Analytical Geometry I</td>
<td>5</td>
</tr>
</tbody>
</table>

Second Semester (17-18 credits)

Third Semester (15-16 credits)

Multicultural/Valuing/Foreign Language* | 3-4 |
Natural Science with Lab | 4 |
SPE 101 | Oral Communications | 3 |
THE 228 | Acting II | 3 |
Humanities/Foreign Language* | 3-4 |
Social Science (Group II) | 3 |
MAT 230 | Calculus & Analytical Geometry II | 5 |

Fourth Semester (16 credits)

Social Science (Group I) | 3 |
CPT 103 or CPT 242 | Microcomputer Applications or Intro to Linear Algebra or Elective | 3 |
CPT 115 | Introduction to Data Processing | 3 |
Natural Science | 3 |
Social Science | 3 |
MAT 250 | Differential Equations | 3 |
**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

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

**Large Ensemble**

Choose 1 group from the following:

- MUS 115/116/ 117/118 Chamber Choir I, II, III, IV .............................. 4
- 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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Italicized courses are recommended to be taken for elective credits.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**First Semester (18 credits*)**

- **MUS 131**  Music Theory I ................................. 3
- **MUS 133**  Ear Training and Sight Singing I ............... 1
- **MUS 119**  Piano Proficiency I ............................ 1
- **MUS 021**  Recital and Concert Attendance .................. 0
- **ENG 101**  English Composition I .......................... 3

**Second Semester (20 credits*)**

- **MUS 132**  Music Theory II ................................. 3
- **MUS 134**  Ear Training & Sight Singing II ................ 1
- **MAT 155 or MAT 158**  Contemporary College Math or... 3
- **MAT 158 or higher**  College Algebra- General Education or higher 3
- **ENG 102**  English Composition II .......................... 3
- **Humanities (Group I)** ........................................ 3
- **Social Science (Group I)** ................................... 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
- **MUS 231**  Music History I ................................. 3
- **CPT 103 or CPT 115**  Microcomputer Applications or... 3
- **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
- **MUS 232**  Music History II (Humanities Group I) ......... 3
- **MUS 201**  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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>General Education Requirements (27 credits)</strong></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 158</td>
<td>College Algebra*</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Communications</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 or</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPE 110</td>
<td>Interpersonal Communication**</td>
<td></td>
</tr>
</tbody>
</table>

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       |

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Fall Semester (15 credits)</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HIS/POL U.S. History or American Government</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MAT 158</td>
<td>College Algebra-General Education</td>
<td>4</td>
</tr>
<tr>
<td>PHE 103</td>
<td>Concepts: Health</td>
<td>3</td>
</tr>
<tr>
<td>PHE Activity Course</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Spring Semester (16 credits)</strong></td>
<td></td>
</tr>
<tr>
<td>BIO 250A/250B</td>
<td>Anatomy &amp; Physiology I with Lab.</td>
<td>4</td>
</tr>
<tr>
<td>CHM 101/103</td>
<td>Intro to Chemistry with Lab</td>
<td>4</td>
</tr>
</tbody>
</table>
ST. CHARLES COMMUNITY COLLEGE

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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 251A/251B</td>
<td>Anatomy &amp; Physiology II with Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIO 270</td>
<td>Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 or</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPE 110</td>
<td>Interpersonal Communication</td>
<td></td>
</tr>
<tr>
<td>PHE 205</td>
<td>Foundations of PE, Health and Sport</td>
<td>3</td>
</tr>
<tr>
<td>PHE 270</td>
<td>Sociological Aspects of PE and Sport</td>
<td>3</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 158</td>
<td>College Algebra*</td>
<td>4</td>
</tr>
</tbody>
</table>

**Communications**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPE 110</td>
<td>Interpersonal Communication**</td>
<td></td>
</tr>
</tbody>
</table>

**Social Science**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 101 or</td>
<td>U.S. History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102 or</td>
<td>U.S. History Since 1877</td>
<td></td>
</tr>
<tr>
<td>HIS 115 or</td>
<td>U.S. History Since 1945</td>
<td></td>
</tr>
<tr>
<td>HIS 270 or</td>
<td>History of Missouri</td>
<td></td>
</tr>
<tr>
<td>POL 101 or</td>
<td>American Government</td>
<td></td>
</tr>
<tr>
<td>POL 102</td>
<td>U.S. History or American Government</td>
<td></td>
</tr>
</tbody>
</table>

**Natural Science**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 110/113</td>
<td>Human Biology with Lab</td>
<td>3-4</td>
</tr>
<tr>
<td>BIO 105/106</td>
<td>Essentials of Biology with Lab</td>
<td></td>
</tr>
</tbody>
</table>

**Natural Science**

One lecture course from group 1 and corresponding lab

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY 111/113</td>
<td>Introduction to Physical Science with Lab</td>
<td>3-4</td>
</tr>
<tr>
<td>PHY 125/127</td>
<td>Introduction to Physical Geology with Lab</td>
<td></td>
</tr>
<tr>
<td>PHY 130/131</td>
<td>Astronomy with Lab</td>
<td></td>
</tr>
<tr>
<td>CHM 101/103</td>
<td>Introduction to Chemistry with Lab</td>
<td></td>
</tr>
</tbody>
</table>

**Elective +**

Humanities or Social Sciences Elective | 3 |
CPT 105 | Computer Ethics | 3 |

**Core Course Requirements (29 credits)**

**Physical Education**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHE 103</td>
<td>Health</td>
<td>3</td>
</tr>
<tr>
<td>PHE 105</td>
<td>First Aid</td>
<td>2</td>
</tr>
<tr>
<td>PHE 106</td>
<td>Personal Wellness</td>
<td>2</td>
</tr>
<tr>
<td>PHE 205</td>
<td>Foundations of PE Sport</td>
<td>3</td>
</tr>
<tr>
<td>PHE 250</td>
<td>History &amp; Philosophy of Sport</td>
<td>3</td>
</tr>
<tr>
<td>PHE 270</td>
<td>Sociology of Sport</td>
<td>3</td>
</tr>
<tr>
<td>PHE 275</td>
<td>Psychology of Sports</td>
<td>3</td>
</tr>
</tbody>
</table>

Physical Activity Courses (1 hour each semester) | 4 |

**Recreation & Leisure**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHE 204</td>
<td>Introduction to Recreation &amp; Leisure</td>
<td>3</td>
</tr>
<tr>
<td>PHE 208</td>
<td>Outdoor Recreation &amp; Leisure</td>
<td>3</td>
</tr>
</tbody>
</table>

**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
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 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 180</td>
<td>Calculus and Analytic Geometry</td>
<td>5</td>
</tr>
</tbody>
</table>

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

+ Humanities/Social Science Electives – Typical social science courses include history, political science, sociology, psychology and economics.
COURSE DESCRIPTIONS

Natural Science

CHM 115 General Chemistry I .................................... 5
CHM 214 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

Humanities

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

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

Humanities II

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

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 & Physiology I, 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

First Semester (16-18 credits)

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

First Semester (16-18 credits)

ENG 101 English Composition I .......................... 3
MAT 155 or Contemporary College Math ................. 3
MAT 158 or higher College Algebra- General Education or higher
GEO 100 Principles of Geography ........................ 3
Humanities (Group II)* ........................................ 3-4
Social Science .................................................. 3
<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 158</td>
<td>College Algebra - General Education</td>
<td>3</td>
</tr>
<tr>
<td>HIS 101</td>
<td>U.S. History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>Humanities*</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td>Multicultural/Valuing*</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester (15-16 credits)**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>U.S. History Since 1877</td>
<td>3</td>
</tr>
<tr>
<td>Humanities (Group I)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Humanities (Group II)*</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td>Course(s) in major for transfer institution</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Third Semester (16 credits)**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Science with Lab</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>HIS 145</td>
<td>Western Civilization Ancient &amp; Medieval</td>
<td>3</td>
</tr>
<tr>
<td>Course(s) in major for transfer institution</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Fourth Semester (16 credits)**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HIS 146</td>
<td>Western Civilization Modern Europe</td>
<td>3</td>
</tr>
<tr>
<td>Course(s) in major for transfer institution</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CPT 103 or Microcomputer Applications</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CPT 115</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (Group II)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>COL 299</td>
<td>Sophomore Portfolio Assessment</td>
<td>1</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 155 or Contemporary College Math</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td>MAT 158 or higher College Algebra or higher</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>POL 101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Foreign Language*</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

**First Semester (14-15 credits)**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>POL 210</td>
<td>Comparative Politics</td>
<td>3</td>
</tr>
<tr>
<td>Humanities (Group I)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Foreign Language*</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td>Course(s) in major for transfer institution</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

**Second Semester (18-19 credits)**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>POL 210</td>
<td>Comparative Politics</td>
<td>3</td>
</tr>
<tr>
<td>Humanities (Group I)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Foreign Language*</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td>Course(s) in major for transfer institution</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

**Third Semester (16 credits)**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Multicultural/Valuing/Foreign Language*</td>
<td></td>
<td>3-4</td>
</tr>
</tbody>
</table>

**Fourth Semester (16 credits)**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>POL 201</td>
<td>International Relations</td>
<td>3</td>
</tr>
<tr>
<td>Course(s) in major for transfer institution</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CPT 103 or Microcomputer Applications</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CPT 115</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (Group II)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>COL 299</td>
<td>Sophomore Portfolio Assessment</td>
<td>1</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 155 or Contemporary College Math</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td>MAT 158 or higher College Algebra or higher</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (Group I)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Humanities (Group I)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Course(s) in major for transfer institution</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

**First Semester (16-17 credits)**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 155 or Contemporary College Math</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td>MAT 158 or higher College Algebra or higher</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>
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 CPT 115 Microcomputer Applications .......... 3
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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 150</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MAT 162</td>
<td>College Algebra- STEM</td>
<td>4</td>
</tr>
<tr>
<td>MAT 171</td>
<td>Pre-Calculus Math</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT/BTC 103</td>
<td>Microcomputer Applications</td>
</tr>
<tr>
<td>ART 1400</td>
<td>Drawing I</td>
</tr>
<tr>
<td>Any 2 general electives</td>
<td></td>
</tr>
<tr>
<td>Any course 100 level or higher</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Course Requirements (12 credits)</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDM 103</td>
<td>Introduction to CAD Systems</td>
</tr>
<tr>
<td>CDM 104</td>
<td>CAD Systems II</td>
</tr>
<tr>
<td>CDM 205</td>
<td>Architectural Drafting I</td>
</tr>
<tr>
<td>CDM 207</td>
<td>Revit Architectural Drafting I</td>
</tr>
<tr>
<td>CDM 221</td>
<td>Solid Modeling I</td>
</tr>
<tr>
<td>CDM 298</td>
<td>CAD Capstone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives** (20-21 credits)</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDM 120</td>
<td>Descriptive Geometry</td>
</tr>
<tr>
<td>CDM 205</td>
<td>Architectural Drafting I</td>
</tr>
<tr>
<td>CDM 206</td>
<td>Architectural Drafting II</td>
</tr>
<tr>
<td>CDM 207</td>
<td>Revit Architecture I</td>
</tr>
<tr>
<td>CDM 208</td>
<td>Revit Architecture II</td>
</tr>
<tr>
<td>CDM 209</td>
<td>Construction Materials</td>
</tr>
<tr>
<td>CDM 210</td>
<td>HVAC Drafting</td>
</tr>
<tr>
<td>CDM 211</td>
<td>Structural Drafting</td>
</tr>
<tr>
<td>CDM 212</td>
<td>Electrical/Electronic Drafting</td>
</tr>
<tr>
<td>CDM 222</td>
<td>Solid Modeling II</td>
</tr>
<tr>
<td>CDM 223</td>
<td>Geometric Dimensioning and Tolerance</td>
</tr>
<tr>
<td>CDM 227</td>
<td>Revit MEP</td>
</tr>
<tr>
<td>CDM 235</td>
<td>Manufacturing Processes</td>
</tr>
<tr>
<td>CDM 251</td>
<td>Introduction to Piping Drafting</td>
</tr>
<tr>
<td>CDM 255</td>
<td>Civil Drafting</td>
</tr>
<tr>
<td>CDM 265</td>
<td>Sustainable Design</td>
</tr>
<tr>
<td>CDM 270</td>
<td>Externship*</td>
</tr>
<tr>
<td>CPM 220</td>
<td>3 D Animation</td>
</tr>
<tr>
<td>GEO 120</td>
<td>Introduction to GIS</td>
</tr>
<tr>
<td>GEO 225</td>
<td>Advanced GIS</td>
</tr>
</tbody>
</table>

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, 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.

**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 ................................ 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 ........................ 3
- HIS 115 or U.S. History Since 1945 ........................ 3
- 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
- PHT 150/153 Physics I and Lab .................................. 4

**Elective**
- CPT/BTC 103 Microcomputer Applications ................. 3
- Any 2 general electives ........................................ 6
- 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 Microcomputer Applications .................. 3
- CPT 106 PC Operating Systems ................................. 3
- 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 an 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.

**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 .................................. 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 ........................ 3
- HIS 115 or U.S. History since 1945 ........................ 3
- 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 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 105</td>
<td>Applied Math or higher</td>
<td>3-4</td>
</tr>
</tbody>
</table>

Communication

| ENG 101 | English Composition I | 3 |
| ENG 115 or | Technical Writing | 3 |
| ENG 125 | Business Writing | 3 |
| SPE 101 or | Oral Communication | 3 |
| SPE 102 or | Public Speaking | 3 |
| 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

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

Humanities

| ART or BUS/CPT 105 or DAN 196 or DAN 197, DAN 198, DAN 199 or Any LIT, MUS, PHL, THE or 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)

| 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 105 or higher</td>
<td>Applied Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

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 | 3 |
| POL 102 | State & Local Government | |

Natural Science

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

Humanities

| ART or | CHM, PHY, | 3 |
| BUS/CPT 105 or | | |
| PHE 196, 197, 198, 199 or | | |
| EDU 125 or | | |
| Any LIT, MUS, PHL, THE or any Foreign Language | 3 |
CERTIFICATES

COMPUTER-AIDED DRAFTING (CAD) C.A.

Department: Computer-Aided Drafting

Total Required Hours: 66 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDM 103</td>
<td>CAD Systems II</td>
<td>3</td>
</tr>
<tr>
<td>CDM 221</td>
<td>Solid Modeling I</td>
<td>3</td>
</tr>
<tr>
<td>CDM 298</td>
<td>CAPSTONE</td>
<td>1</td>
</tr>
<tr>
<td>Electives (11-12 credits) - Choose four</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDM 120</td>
<td>Descriptive Geometry</td>
<td>2</td>
</tr>
<tr>
<td>CDM 205</td>
<td>Architectural Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>CDM 206</td>
<td>Architectural Drafting II</td>
<td>3</td>
</tr>
<tr>
<td>CDM 207</td>
<td>Revit Architecture I</td>
<td>3</td>
</tr>
<tr>
<td>CDM 208</td>
<td>Revit Architecture II</td>
<td>3</td>
</tr>
<tr>
<td>CDM 209</td>
<td>Construction Materials</td>
<td>3</td>
</tr>
<tr>
<td>CDM 210</td>
<td>HVAC Drafting</td>
<td>3</td>
</tr>
<tr>
<td>CDM 211</td>
<td>Structural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>CDM 212</td>
<td>Electrical/Electronic Drafting</td>
<td>3</td>
</tr>
<tr>
<td>CDM 222</td>
<td>Solid Modeling II</td>
<td>3</td>
</tr>
<tr>
<td>CDM 223</td>
<td>Geometric Dimensioning and Tolerance</td>
<td>3</td>
</tr>
<tr>
<td>CDM 227</td>
<td>Revit MEP</td>
<td>3</td>
</tr>
<tr>
<td>CDM 235</td>
<td>Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>CDM 251</td>
<td>Introduction to Piping Drafting</td>
<td>3</td>
</tr>
<tr>
<td>CDM 255</td>
<td>Civil Drafting</td>
<td>3</td>
</tr>
<tr>
<td>CDM 265</td>
<td>Sustainable Design</td>
<td>3</td>
</tr>
<tr>
<td>CPM 220</td>
<td>3D Animation</td>
<td>3</td>
</tr>
<tr>
<td>GEO 120</td>
<td>Introduction to GIS</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Hours: 33-34 credits**
ST. CHARLES COMMUNITY COLLEGE

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.

Total Required Hours: 36 credits

 outbreaks
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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General Education Requirements (0 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Core Course Requirements (16 credits)</td>
<td></td>
</tr>
<tr>
<td>WLD 122</td>
<td>Shielded Metal Arc Welding II</td>
<td>4</td>
</tr>
<tr>
<td>WLD 132</td>
<td>Gas Metal Arc Welding II</td>
<td>4</td>
</tr>
<tr>
<td>WLD 142</td>
<td>Flux Cored arc Welding II</td>
<td>4</td>
</tr>
<tr>
<td>WLD 152</td>
<td>Gas Tungsten Arc Welding II</td>
<td>4</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General Education Requirements (4 credits)</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 098</td>
<td>Beginning Algebra</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Core Course Requirements (12 credits)</td>
<td></td>
</tr>
<tr>
<td>MFG 101</td>
<td>Principles of Safety</td>
<td>3</td>
</tr>
<tr>
<td>MFG 111</td>
<td>Principles of Quality Practices</td>
<td>3</td>
</tr>
<tr>
<td>MFG 201</td>
<td>Principles of Manufacturing Processes and Production</td>
<td>3</td>
</tr>
<tr>
<td>MFG 220</td>
<td>Principles of Maintenance Awareness</td>
<td>3</td>
</tr>
</tbody>
</table>

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!
This course describes both sloped and flat roof construction. 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.

**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 and identify 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.
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, ethnomological, 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.

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
Course will focus on video art as an expressive media. 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
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 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, screens, 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 toward 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 to 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 156 Human Sex and Reproduction (5)
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 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 255 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 skeletonmuscular 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)
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, 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 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
CDC 101 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)  
**Prerequisites:** CDC 104  
Examines relationships among 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 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 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 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)

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 281 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)

Prerequisites: COM 281

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


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, assembles, 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 multidimensional 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-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 forms 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 256  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: CPT 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: CPT 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, Authorware, 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: CPT 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. Fall

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. Spring

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

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

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.

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)
Overview of 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 108.

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.

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

Focused 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...
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, bioengineering, 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.) 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 Creative Writing.
Exploration of various forms and processes of creative writing. (3)

ENG 103 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 104 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 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, 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:** 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.
GERMANY

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 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.

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 107  Modern British History (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 108  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 109  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
Instructor’s permission.
Admission to the Honors program required.

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 299 course. 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)
Prerequisites: Admission to the Honors Program.
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)
Prerequisites: Admission to the Honors Program.
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)
Prerequisites: Admission to the Honors Program.
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  Human Services: Theories and Skills (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: Policy and Politics (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.
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 204 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.

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 selections. Culture sharing and acclimation to the environment in the United States will also make up some of the reading and writing assignments.

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.
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 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 ASMTN 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 quantitative 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 ASMTN 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, and 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 ASMTN 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 and 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 ASMTN 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, antiderivative and definite integrals, 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.

MUS
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, avant 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)
**Prerequisites:** MUS 250
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 265  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 266  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 281  Music Theory III (3)
**Prerequisites:** 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  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.
ST. CHARLES COMMUNITY COLLEGE

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.

MUS 121 Organ Lessons I (1-2 hrs)
Prerequisites: MVP 111
Second enrollment of MVP 111.

MUS 122 Organ Lessons II (1-2 hrs)
Prerequisites: MVP 112
Third enrollment of MVP 111.

MUS 123 Organ Lessons III (1-2 hrs)
Prerequisites: MVP 113
Fourth enrollment of MVP 111.

MUS 124 Organ Lessons IV (1-2 hrs)
Prerequisites: MVP 114
Fifth enrollment of MVP 111.

MUS 221 Organ Lessons V (1-2 hrs)
Prerequisites: MVP 201
Sixth enrollment of MVP 101.

MUS 222 Organ Lessons VI (1-2 hrs)
Prerequisites: MVP 202
Seventh enrollment of MVP 101.

MUS 223 Organ Lessons VII (1-2 hrs)
Prerequisites: MVP 203
Eighth enrollment of MVP 101.

MUS 224 Organ Lessons VIII (1-2 hrs)
Prerequisites: MVP 204
Ninth 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 MVW 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.

MVW-NUR  
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 relationships 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 multimedia, 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, endocrinology, immunological, 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.
### OCCUPATIONAL THERAPY

**NUR 264**
Nursing of Adults and Children IV Laboratory (0)


**Corequisites:** NUR 254, NUR 274.

**Description:** 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 calculations.

**NUR 273**
Nursing of Adults and Children III Clinical (0)


**Corequisites:** NUR 253, NUR 263.

**Description:** 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)


**Corequisites:** NUR 254, NUR 264.

**Description:** 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.

---

**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

**Description:** 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 104, OTA 104/114, OTA 207/217

**Description:** 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.

**Description:** 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.

**Description:** 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

**Description:** Introduction to occupational therapy, including history, philosophy and foundational skills required for OT practice. Context is offered based on the fundamental skills needed
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  
Foundational 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  
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, caregivers, 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; multidisciplinary 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

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.
ST. CHARLES COMMUNITY COLLEGE

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 132  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 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)
Beginning Tae Kwon Do is open to all students. This course is a continuation of PHE 221 and requires written component.

PHE 223  
Intermediate Tae Kwon Do (1)
Intermediate Tae Kwon Do is a continuation of PHE 222 and requires written component.

PHE 224  
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 225  
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 (ASEP). Spring and Summer.

PHE 226  
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 227  
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 228  
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 229  
Women's Fast-Pitch Varsity Softball (1)
Prerequisites: Permission of instructor.
Enrollment limited to members of varsity team.

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 235  
Women's Fast-Pitch Varsity Softball (1)
Prerequisites: Permission of instructor.
Enrollment limited to members of varsity team.

PHE 236  
Self-Defense II (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 237  
Men's Varsity Baseball (1)
Prerequisites: Permission of instructor.
Enrollment limited to members of varsity team.

PHE 238  
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 239  
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 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 241  
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 242  
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 243  
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 244  
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 245  
Women's Fast-Pitch Varsity Softball (1)
Prerequisites: Permission of instructor.
Enrollment limited to second year members of the varsity team.

Credit awarded for varsity athletes during required practices/game season.

PHE 246  
Women's Varsity Soccer (1)
Prerequisites: Permission of instructor.
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 required practices/game season.

PHE 247  
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 required practices/game season.

PHE 248  
Men's Varsity Soccer II (1)
Prerequisites: Permission of instructor, PHE 290
Continuation of PHE 290. 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.

PHE 249  
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: 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 151  General Physics II Laboratory (1)
Corequisites: PHY 150
Experimental component of PHY 150.

PHY 154  General Physics II Laboratory (1)
Corequisites: PHY 150
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 international issues.

POL 210 Comparative Politics (3)
Prerequisites: Any POL, HIS, or GEO.
Analysis of ideologies, political cultures, and governmental structures of several different countries. Political systems of variety of nations chosen for study.

POL 220 Middle Eastern Politics (3)
Survey of Middle Eastern countries as well as regional issues and conflicts. Explores political development of the region, including discussions of Islam, nationalism, and international intervention.

POL 255 European Politics and Cultures (3)
Field course about European politics, history, and cultures in the context of a study tour. Explores the history of Europe and future of the European Union through readings, films, writing assignments, and other activities. Among cultural issues, deals with the questions of what is Europe? Specific course objectives outlined in learning agreement with the instructor.

POL 280 Modern Britain (3)
An introduction to the major aspects of political/social life in modern Britain: social stratification, the British political infrastructure, and dealing with published materials on British socio-political issues.

POL 296 Political Science Internship (3)
Prerequisites: POL 101 or POL 102, and instructor's permission.
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 251B(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 interfere 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. 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)
Prerequisites: PSY 101

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 089  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.

**SOCIIOLOGY**

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 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 202 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 202. 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  

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)  

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  

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 279  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.
PERSONNEL

BOARD OF TRUSTEES
ADMINISTRATIVE OFFICERS
PROFESSIONAL/TECHNICAL STAFF
FACULTY
BOARD OF TRUSTEES

Jean Ehlmann
President

William Pundmann
Vice President

Shirley Lohmar
Treasurer

Pamela Cilek
Secretary

Rose Mack

Mary Schnare Stodden

(L-R) Shirley Lohmar, Mary Schnare Stodden, William Pundmann, Jean Ehlmann, Pamela Cilek, Rose Mack

ADMINISTRATIVE OFFICERS

Dr. Barbara R. Kavalier
President
Doctorate, University of Texas - Austin

Dr. John Bookstaver
Vice President for Academic and Student Affairs
Doctorate, Washington University

Ms. Donna Davis
Vice President for Human Resources
Master’s, Lindenwood University

Mr. Todd Galbierz
Vice President for Administrative Services
MBA, Washington University

Ms. Heather McDorman
Vice President for Enrollment and Marketing Services
Master’s, University of Missouri - St. Louis

Ms. Kasey McKee
Vice President for College Advancement & Planning
Bachelor’s, Lindenwood University

Mr. Chad Shepherd
Chief Information Officer
Bachelor’s, University of Central Missouri
Cassie Akins
Director of Enrollment Services
Master's, Ball State

Katrita Akins
Science Lab Technician
Associate, St. Louis Community College

Brian Alich
Art Studio Technician
Bachelor's, Purdue University

Brisby Andrews
Continuing Education Instructor/
YPT Director
Bachelor's, University of Kansas

Kim Arcelona
General Education Teacher
B.S., Chamberlain College of Nursing

Fay Aubuchon
Associate Dean of WF Prog. & Serv
Master's, Lindenwood University

Laura Austin
Transfer Credit Coordinator
Master's, Truman State University

Julie Barro
Career Consultant
Master's, Univ. of Missouri - St. Louis

Dennis Battern
Associate Director of Financial Services
Bachelor's, University of MO - St. Louis

Laurie Blanner
General Education Teacher
Master's, Univ. of Memphis

John Bookstaver
VP - Acad. & Stud. Affairs
Doctorate, Washington University

Jeanette Boria
Office Supervisor
Associate's, St. Charles Community College

Patricia Boxdorfer
AEL Coordinator
Bachelor's, University of MO - St. Louis

Ken Bray
Maintenance Manager

Alane Breitmeyer
Instructional Designer
Master's, Illinois State University

Kathy Brockgreitens
Dean of Enrollment Services
Master's, Lindenwood University

Jeffrey Brouk
Public Safety Supervisor/Police Sargent

Lisa Buda
Academic Counselor
Bachelor's, Columbia College-Columbia

Ryan Buenemann
Computer/Network Analyst
Bachelor's, Univ. of Missouri - St. Louis

Ashley Calton
Lead Teacher
Associate's, St. Charles Community College

Ingrid Casillo
Lead AEL Instructor
Master's, Lindenwood University

Mary Jane Chadwick
Env. Serv. Supervisor

Jackie Cintel
Academic Counselor
Master's, Univ. of Northern Iowa

Boyd Copeland
Dean of Student Success
Master's, Austin Peay State Univ.

Bryne Cramer
Public Relations Coordinator
Bachelor's, Missouri State University

Christie Culp
Computer Specialist

Donna Davis
VP for Human Resources
Master's, Lindenwood University

Tim Davison
Dir. of Network Computing
MBA, SIU - Carbondale

Tammie De Los Santos
Assoc Dean Col/Car Readiness
MBA, Lindenwood University

Lauren Dickens
Dean Bus, Sci, Edu, Math, Cs
Master's, Univ. of Missouri - St. Louis

Michael Dompiere
AVP - Acad. & Stud. Affairs
Doctorate, University of Michigan

Jeffrey Drake
Clery Act CO/Sr Crim Invest

Kathy Drews
Dir. of Child Dev. Center
Master's, Presbyterian School/Chris. Ed

Joy Dufrain
Project Coordinator
Associate's, St. Charles Community College

Mike Dunkus
AV Project Coordinator

Sylvia Edgar
Chief Div Offcr & TIX Coord
Juris Doctor, IN Univ. School of Law

Amy Fitzwilliam
Program Specialist

Theresa Flett
Reference Librarian
Master's, University of Missouri

Todd Galbierz
VP for Admin. Services
MBA, Washington University

Beverly Garner
Purchasing Specialist

Andrew Gates
Veteran Serv./Fin. Aid Coord.
Bachelor's, St. Ambrose Univ.

Karen George
Tutoring Program Manager
Master's, Univ. of Missouri - St. Louis

Paige George
Master's, Lindenwood University

Sherri Giacalone
HR Generalist
Associate's, St. Charles Community College
Chris Gober
Director of Athletics
Bachelor’s, Northwestern College

Laura Grant
Asst. Dir. of Food Services

Lauri Gray-Stoewsand
Dislocated Worker Prog. Mgr.
Bachelor’s, University of Missouri

Mary Jo Grimm
Admissions Counselor
Bachelor’s, Ball State University

Daniel Gruenenfelder
Colleague Systems Admin

Margaret Gunter
Career Consultant
Bachelor’s, Lindenwood University

Cassandra Hagan
Financial Assistance Manager
Bachelor’s, Bradley University

Jenny Hahn Schnipper
Career Counselor
Master’s, Lewis University

Stacy Hansen
Lead Teacher
Bachelor’s, Lindenwood University

Wayne Hartmann
Network Administrator
Associate’s, ITT

Pat Haynes
Dir. Bookstore & Food Serv.
Associate’s, St. Charles Community College

Kimberly Heitmann
General Education Teacher
Master’s, University of Missouri

Chris Herschbach
General Education Teacher
Bachelor’s, Missouri State University - St. Louis

Kelly Heuermann
Assessment Specialist
Associate’s, St. Louis Community College

Brent Hickenbottom
College Ctr Sup/Events Coord
Master’s, Western IL Univ.

Alan Hoeckelman
Music Technician

Nick Hogan
Marketing Web Designer
Bachelor’s, Univ. of Missouri - Columbia

Jonathan Hunn
Professional Counselor
Master’s, Webster University

Sam Imperiale
Help Desk Manager
MFA, Lindenwood University

Chris Jackson
Dir. of Research & Grants
Doctorate, Univ. of Missouri - St. Louis

Matthew Jacobs
Desktop/Applications Admin.

Richard Johnson
General Education Teacher
Doctorate, Washington University

Sarah Johnson
Admissions Counselor
Master’s, Southern IL Univ-Edwardsville

Karen Jones
Dean - Arts, Hum. & Soc Sci.
Master’s, Southern Illinois University

Barbara Kavalier
President
Doctorate, Univ. of TX - Austin

Scott Kearns
Training Specialist

Katherine Keating
Academic Counselor
Bachelor’s, Univ. of Missouri - St. Louis

Amber Kirkendoll
Computer/Network Analyst
Associate’s, St. Charles Community College

Barbara Klasek
Facilities Office Supervisor

Rebecca Klemme Eliceiri
Cataloger
Bachelor’s, Univ. of MO - Columbia

Amy Koehler
Campus Dean/Dean of NAH
Master’s, Southeast MO. State Univ.

Al Koehler
Dir. of Facilities & Const

Keith Kolander
Adaptive Tech. Specialist
Bachelor’s, Univ. of MO - Columbia

Tom LaFata
General Education Teacher
Master’s, St. Louis University

Jennifer Lansdowne
Director of Academic Advising
Master’s, Bradley University

Kayse Larkin
Graphic Designer
Bachelor’s, Columbia College

Paul Lee
Occ. & Env. Safety Coord.
Bachelor’s, Southern IL Univ-Edwardsville

Brian Legate
Recruitment & Assessment Mgr
Master’s, Washington University

Lindsey Lewis
Computer Specialist
Associate’s, St. Charles Community College

Ying Li
Library Public Services Mgr.
Master’s, Indiana University

Jie Lin
Computer Specialist
Bachelor’s, Northwest Polytechnical Univ

Ernestine Love
Senior Programmer Analyst
Master’s, University of Missouri

Marilee Lukefahr
Academic Counselor
Master’s, Missouri State University

Justine Lundin
Manager, HR Services
Bachelor’s, Lindenwood University

Tommy Mai
Institutional Research Spec.
Bachelor’s, Maryville University

Katherine Mawer
Assoc Dir of Child Dev Ctr
Bachelor’s, Missouri State University

Heather McDorman
VP for Marketing & ENS
Master’s, Univ. of Missouri - St. Louis

Lindy McGuire
Lead NAH Academic Counselor
Master’s, Southeast MO. State Univ.

Kasey McKee
VP-Col. Advancement & Plan.
Bachelor’s, Lindenwood University

Kelly Merrifield
External Scholarship Advisor
Bachelor’s, Univ. of Missouri - St. Louis
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Education/Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janelle Meyers</td>
<td>Assoc Dir of Child Dev Ctr</td>
<td>Master's, Univ. of Missouri - Columbia</td>
</tr>
<tr>
<td>Kelly Mitchell</td>
<td>Reference Librarian</td>
<td>Master's, Univ. of MO - Columbia</td>
</tr>
<tr>
<td>Lisa Mouser</td>
<td>Dir. of Technology Support</td>
<td>Associate's, St. Louis Community College</td>
</tr>
<tr>
<td>Adam Mueller</td>
<td>Computer Specialist</td>
<td>Bachelor's, Vatterott College</td>
</tr>
<tr>
<td>Ben Munson</td>
<td>Dir. of Creative Services</td>
<td>Bachelor's, Brigham Young Univ-Idaho</td>
</tr>
<tr>
<td>Jen Muschany</td>
<td>Public Safety Sup/Police Sgt</td>
<td></td>
</tr>
<tr>
<td>Drew Nicholson</td>
<td>Desktop/Applications Admin.</td>
<td>Associate's, St. Charles Community College</td>
</tr>
<tr>
<td>Rick Ochs</td>
<td>AEL Instructor</td>
<td>Bachelor's, Southeast MO. State Univ.</td>
</tr>
<tr>
<td>Trish Orf</td>
<td>Payroll Manager</td>
<td>Bachelor's, Lindenwood University</td>
</tr>
<tr>
<td>Kelly Paladin</td>
<td>Graphic Designer</td>
<td>Bachelor's, Univ. of MO - Columbia</td>
</tr>
<tr>
<td>Julie Parcel</td>
<td>Executive Assistant</td>
<td>Associate's, St. Charles Community College</td>
</tr>
<tr>
<td>Tara Patton</td>
<td>Financial Aid Officer/A+ Coordinator</td>
<td>Master's, Univ. of Missouri - St. Louis</td>
</tr>
<tr>
<td>Phil Pender</td>
<td>Database Administrator</td>
<td>Bachelor's, Maryville University</td>
</tr>
<tr>
<td>Kirsten Perschbacher</td>
<td>Sr. Financial Aid Officer/A+</td>
<td>Bachelor's, South Dakota State Univ.</td>
</tr>
<tr>
<td>Kelley Pfeiffer</td>
<td>Assoc Dean - Student Success</td>
<td>Bachelor's, Central Michigan State</td>
</tr>
<tr>
<td>Eric Pohl</td>
<td>Security Systems Architect</td>
<td>Associate's, St. Charles Community College</td>
</tr>
<tr>
<td>Laura Powell</td>
<td>Training Specialist</td>
<td>Bachelor's, Univ. of Missouri - St. Louis</td>
</tr>
<tr>
<td>Tracy Powers</td>
<td>Science Lab Coordinator</td>
<td>Bachelor's, Univ. of Missouri - St. Louis</td>
</tr>
<tr>
<td>Liz Quiggins</td>
<td>Lead Teacher</td>
<td>Bachelor's, Hannibal-LaGrange University</td>
</tr>
<tr>
<td>Rachael Ragsdale</td>
<td>Admissions Counselor</td>
<td>Bachelor's, Missouri State University</td>
</tr>
<tr>
<td>Daryl Ray</td>
<td>AEL Instructor</td>
<td>Bachelor's, Missouri Valley College</td>
</tr>
<tr>
<td>Alexis Redmon</td>
<td>Lead Teacher</td>
<td>Associate's, St. Charles Community College</td>
</tr>
<tr>
<td>Tim Riley</td>
<td>Career Consultant</td>
<td>MBA, Lindenwood University</td>
</tr>
<tr>
<td>Donald Roettger</td>
<td>AEL Instructor</td>
<td>Bachelor's, Truman State University</td>
</tr>
<tr>
<td>Christine, Romer</td>
<td>Director of Purchasing</td>
<td>Bachelor's, St. Louis University</td>
</tr>
<tr>
<td>Pam Ronkoski</td>
<td>Project Coordinator</td>
<td>Associate's, St. Louis Community College</td>
</tr>
<tr>
<td>Bob Ronkoski</td>
<td>Dir.-Public Safety/Pol Chief</td>
<td>Master's, Lindenwood University</td>
</tr>
<tr>
<td>Jeff Roop</td>
<td>Theatre Manager</td>
<td>Bachelor's, Lynchburg College</td>
</tr>
<tr>
<td>Mandy Rose</td>
<td>Associate Dean of AEL</td>
<td>Bachelor's, University of NC - Chapel Hill</td>
</tr>
<tr>
<td>Jean Rose</td>
<td>Library Tech. Process Mgr.</td>
<td>Master's, Univ. of Missouri - Columbia</td>
</tr>
<tr>
<td>Laura Ross</td>
<td>Lead Teacher</td>
<td>Bachelor's, Lindenwood University</td>
</tr>
<tr>
<td>Susie Rubemeyer</td>
<td>Dir. of Financial Services</td>
<td>Bachelor's, Univ. of Missouri - Columbia</td>
</tr>
<tr>
<td>Nicholas Ruckman</td>
<td>Systems Admin. - Admin. Comp.</td>
<td>Bachelor's, Univ. of Missouri - St. Louis</td>
</tr>
<tr>
<td>Tracey Rudisill</td>
<td>Colleague Systems Admin</td>
<td></td>
</tr>
<tr>
<td>Peggy Schnardthorst</td>
<td>Development &amp; Found. Rel. Mgr.</td>
<td>MBA, Missouri State University</td>
</tr>
<tr>
<td>Betsy Schneider</td>
<td>Director of Development</td>
<td>Bachelor's, University of Kentucky</td>
</tr>
<tr>
<td>Diana Schoo</td>
<td>Purchasing Specialist</td>
<td></td>
</tr>
<tr>
<td>Tom Schrautemeier</td>
<td>Academic Counselor</td>
<td>Master's, SIU - Carbondale</td>
</tr>
<tr>
<td>Diane Schremp</td>
<td>Asst Director of Bookstore</td>
<td></td>
</tr>
<tr>
<td>Lisa Scott</td>
<td>Office Supervisor</td>
<td></td>
</tr>
<tr>
<td>Diana Shaw</td>
<td>AEL Student Support Coord.</td>
<td>Master's, Lindenwood University</td>
</tr>
<tr>
<td>Chad Shepherd</td>
<td>Chief Information Officer</td>
<td></td>
</tr>
<tr>
<td>Tina Sieker</td>
<td>Assoc Dean of Continuing Edu</td>
<td>Bachelor's, University of Central MO</td>
</tr>
<tr>
<td>Andrew Sippie</td>
<td>General Education Teacher</td>
<td>Master's, Ball State University</td>
</tr>
<tr>
<td>Amanda Sizemore</td>
<td>Dean-Corp. &amp; Community Dev.</td>
<td>Bachelor's, University of Columbia MO</td>
</tr>
<tr>
<td>Becky Slawson</td>
<td>AEL Instructor</td>
<td>Bachelor's, Kaplan University</td>
</tr>
<tr>
<td>Mandi Smith</td>
<td>Mgr. of Student Activities</td>
<td>Bachelor's, Columbia College</td>
</tr>
<tr>
<td>Beth Smith</td>
<td>Lead Teacher</td>
<td></td>
</tr>
<tr>
<td>Stacie Smith</td>
<td>Education Supervisor - NECC</td>
<td>Master's, William Woods</td>
</tr>
<tr>
<td>Yemi Smith</td>
<td>Computer/Network Analyst</td>
<td>Bachelor's, Harris Stowe State College</td>
</tr>
<tr>
<td>James Sparks</td>
<td>AEL Instructor</td>
<td>Master's, University of Missouri</td>
</tr>
<tr>
<td>Kathy Stearns</td>
<td>Program Specialist</td>
<td>Associate's, University of Findlay</td>
</tr>
</tbody>
</table>
Steve Strain  
Assoc. Dir. of Fac. & Const.

Victoria Swartzenberg  
Career Consultant  
Master’s, Lindenwood University

Amanda Templer  
Grounds Supervisor  
Associate’s, St. Charles Community College

Dawn Thornton  
Career Explor. Prog. Mgr.  
Master’s, Lindenwood University

Martha Toebben  
Career Services Manager  
Master’s, Univ. of Missouri - St. Louis

Stephanie Tolson  
Dean Learn Res.&Acad. Sup.  
Doctorate, St. Louis University

Jessica Trimborn  
HR Administrative Coord.  
Associate’s, St. Charles Community College

Janis Turner  
Lead Teacher  
Associate’s, City College of Chicago

Carl Ulrich  
Vocational Instructor - NECC  
Associate’s, Linn Technical College

Christina Usher  
Assoc. Dir. Inst. Research  
Master’s, Univ. of Missouri - St. Louis

Abby Vernon  
Sr. Fin. Aid Ofc/Student Loans  
Bachelor’s, Truman State University

Henry Versemann  
Web/Portal Developer  
Bachelor’s, SE Missouri State

Pamela Warren  
Academic Counselor  
Master’s, Covenant Theological Seminary

Eric Weidinger  
Computer Specialist  
Bachelor’s, Univ. of Missouri - St. Louis

B.J. White  
Transfer Services Manager  
Master’s, Truman State University

Julia Wilbers  
Reference Librarian  
Master’s, University of Illinois

Tamara Williams-Reding  
Case Manager  
Master’s, Univ. of Missouri - St. Louis

Dave Willmore  
Learning Mgmt. Systems Admin  
Bachelor’s, Fontbonne University

Jason Winterowd  
Systems Admin.-Network Comp  
Bachelor’s, Webster University
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courtney Barrett</td>
<td>Associate Professor</td>
<td>Bachelor’s, St. Louis University</td>
</tr>
<tr>
<td>Joe Baumann</td>
<td>Instructor</td>
<td>Doctorate, Univ. of LA</td>
</tr>
<tr>
<td>Anna Boulware</td>
<td>Professor</td>
<td>Master’s, University of Kansas</td>
</tr>
<tr>
<td>Lindsay Brand</td>
<td>Instructor</td>
<td>Master’s Fine Art, Lindenwood University</td>
</tr>
<tr>
<td>Jen Bussen</td>
<td>Associate Professor</td>
<td>Doctorate, Univ. of Nevada - Las Vegas</td>
</tr>
<tr>
<td>Bryonie Carter</td>
<td>Assistant Professor</td>
<td>Master’s, Goldsmiths College</td>
</tr>
<tr>
<td>Cal Chandler</td>
<td>Professor</td>
<td>Doctorate, St. Louis University</td>
</tr>
<tr>
<td>Glen Chapuis</td>
<td>Associate Professor</td>
<td>Doctorate, University of Missouri</td>
</tr>
<tr>
<td>Rich Christianson</td>
<td>Professor</td>
<td>Master’s, University of Illinois</td>
</tr>
<tr>
<td>David Cirillo</td>
<td>Associate Professor</td>
<td>Master’s, Kent State</td>
</tr>
<tr>
<td>Andrea Compton</td>
<td>Professor</td>
<td>Master’s, Middle Tenn. State Univ.</td>
</tr>
<tr>
<td>Debra Crank Lewis</td>
<td>Professor</td>
<td>Master’s, University of Kansas</td>
</tr>
<tr>
<td>Chris Cronin</td>
<td>Associate Professor</td>
<td>Master’s, Washington University</td>
</tr>
<tr>
<td>Callie Daniels</td>
<td>Professor</td>
<td>Master’s, University of Missouri</td>
</tr>
<tr>
<td>Debra D’Arcy</td>
<td>Instructor</td>
<td>Master’s, Univ. of Missouri - Columbia</td>
</tr>
<tr>
<td>Cathy Daugherty</td>
<td>Instructor</td>
<td>Master’s, Pepperdine Univ.</td>
</tr>
<tr>
<td>Charles DeBord</td>
<td>Assistant Professor</td>
<td>Doctorate, University of Kentucky</td>
</tr>
<tr>
<td>Cheryl Eichenseer</td>
<td>Associate Professor</td>
<td>Master’s, St. Louis University</td>
</tr>
<tr>
<td>Mark Eller</td>
<td>Associate Professor</td>
<td>Master’s, Arizona State</td>
</tr>
<tr>
<td>Felicia Emery</td>
<td>Instructor</td>
<td>Doctorate, Univ. of TN Health Sci. Center</td>
</tr>
<tr>
<td>Diana Fast</td>
<td>Associate Professor</td>
<td>Master’s, University of Missouri</td>
</tr>
<tr>
<td>Beth Finders</td>
<td>Professor</td>
<td>Master’s, Forest Institute of Psychology</td>
</tr>
<tr>
<td>Zoe Fitzgerald</td>
<td>Professor</td>
<td>Doctorate, Texas Woman’s University</td>
</tr>
<tr>
<td>Garrett Foster</td>
<td>Instructor</td>
<td>Doctorate, North Carolina State Univ.</td>
</tr>
<tr>
<td>Michael Fuszner</td>
<td>Professor</td>
<td>Master’s, Capella University</td>
</tr>
<tr>
<td>Christina Gant</td>
<td>Instructor</td>
<td>Master’s, Univ. Of Missouri - St. Louis</td>
</tr>
<tr>
<td>Michael Gosche</td>
<td>Assistant Professor</td>
<td>Master’s, Univ. Of Missouri - St. Louis</td>
</tr>
<tr>
<td>Nancy Graviett</td>
<td>Professor</td>
<td>Master’s, University of Missouri</td>
</tr>
<tr>
<td>Jacqueline Gray</td>
<td>Professor</td>
<td>Master’s, University of Colorado</td>
</tr>
<tr>
<td>William Griffin</td>
<td>Professor</td>
<td>Doctorate, University of Michigan</td>
</tr>
<tr>
<td>Virginia Guneyli</td>
<td>Professor</td>
<td>Master’s, Univ. Of Missouri - St. Louis</td>
</tr>
<tr>
<td>Monica Hall-Woods</td>
<td>Professor</td>
<td>Doctorate, St. Louis University</td>
</tr>
<tr>
<td>Mitch Harden</td>
<td>Assistant Professor</td>
<td>Master’s, Univ. Of Missouri - St. Louis</td>
</tr>
<tr>
<td>Seema Haridas</td>
<td>Assistant Professor</td>
<td>Doctorate, Oklahoma State Univ.</td>
</tr>
<tr>
<td>Joseph Hartnett</td>
<td>Professor</td>
<td>Master’s, University of Missouri</td>
</tr>
<tr>
<td>William Heisse</td>
<td>Assistant Professor</td>
<td>Master’s, Univ. Of Missouri - St. Louis</td>
</tr>
<tr>
<td>Vicky Herbel</td>
<td>Professor</td>
<td>Master’s, University of Colorado</td>
</tr>
<tr>
<td>Joe Howe</td>
<td>Professor</td>
<td>Master’s, University of Missouri</td>
</tr>
<tr>
<td>Dawn Huffman</td>
<td>Assistant Professor</td>
<td>Master’s, Univ. Of Missouri - St. Louis</td>
</tr>
<tr>
<td>Sarah Humbert</td>
<td>Instructor</td>
<td>Bachelor’s, Duquesne University</td>
</tr>
<tr>
<td>Deepika Jagmohan</td>
<td>Associate Professor</td>
<td>Master’s, Lamar Univ.</td>
</tr>
<tr>
<td>Robert Jones</td>
<td>Instructor</td>
<td>Bachelor’s, Univ. Of Missouri - St. Louis</td>
</tr>
</tbody>
</table>
Diana Knuckles
Instructor
Master’s, Univ. of Phoenix

Sophia Koziatek
Instructor
Doctorate, Washington University

Christine Krieger,
Instructor
Juris Doctor, St. Louis University

Bill Kristen
Associate Professor
Master’s, St. Louis University

Michael Kuelker
Professor
Master’s, St. Louis University

Jennifer LeGrand
Professor
Master’s, SIU - Edwardsville

Kyle Linden
Assistant Professor
Master’s, St. Louis University

Joyce Lindstrom
Professor
Doctorate, University of Missouri

Sylvia Malta
Assistant Professor
Master’s, Washington University

James Martin
Associate Professor
Master’s, Eastman School of Music

Jane Matheney-Rood
Professor
Master’s, Northern University

Denise McCracken
Professor
Master’s, Washington University

Rex McCaney
Assistant Professor
Master’s, Cardinal Stritch

Rachel McWhorter
Instructor
Doctorate, Univ. of MN

Cindy Meirink
Assistant Professor
Bachelor’s, St. Louis University

Beth Michael-Smith
Assistant Professor
Master’s, University of Iowa

Jeffrey Miller
Instructor
Master’s, Florida Atlantic Univ.

Jordan Moger
Associate Professor
Master’s, Fine Art, University of Missouri

Katy Morris
Instructor
Master’s, University of Phoenix

Grace Moser
Assistant Professor
Master’s, Univ. Of Missouri - St Louis

David Murphy-Smith
Assistant Professor
Master’s, Webster University

Robin Murray
Assistant Professor
Master’s, Webster University

Lee Ann Nelson
Assistant Professor
Master’s, Webster University

Josh Niemczyk
Associate Professor
Master’s, Univ. Of Missouri - St Louis

Jayme Novara
Assistant Professor
Master’s, West Virginia U

Nicole Nunn-Faron
Associate Professor
Doctorate, Maryville University

Jane O’Donnell
Professor
Master’s, University of Missouri

Darren Osburn
Professor
Master’s, Missouri State University

Alison Ouellette-Kirby
Professor
Master’s, Fine Art, University of Tennessee

Ron Pettus
Professor
Master’s, Univ. Of Missouri - St Louis

Nicole Pinaire
Assistant Professor
Doctorate, Univ. of TX

Corey Porter
Assistant Professor
Master’s, University of Houston

Aaron Proctor
Associate Professor
Master’s, Washington University

Jackie Radle
Instructor
Master’s, Univ. of TN-Chattanooga

Vi Rajagopalan
Professor
Doctorate, St. Louis University

Lisa Randall
Instructor
Master’s, Univ. of Missouri - Columbia

Stephen Randall
Associate Professor
Doctorate, St. Louis University

Dan Rezny
Professor
Master’s, Univ. Of Missouri - St Louis

Heather Rodgers
Professor
Master’s, University of Missouri

Paul Roesler
Professor
Master’s, University of Missouri

Isaac Ruedin
Professor
Doctorate, SUNY Binghamton

Kathleen Sanker
Professor
Master’s, Fine Art, Washington University

Debby Schultz
Associate Professor
Master’s, Univ. of Houston - Clear Lake

Brian Smith
Professor
Master’s, Fine Art, University of Chicago

Lynne Snyder
Associate Professor
Master’s, Fine Art, Case Western Reserve Univ.

Sarah Spaethe
Assistant Professor
Doctorate, South Univ.

Emily Steffen
Instructor
Bachelor’s, St. Louis University

Lisa Stoner
Professor
Master’s, Western Illinois University
Heather Stueben
Associate Professor
Doctorate, Michigan State

Ranya Taqieddin
Instructor
Doctorate, St. Louis University

Stacey Thater
Assistant Professor
Master’s, Swinburne University of Tech

Becky Thorn
Assistant Professor
Master’s, Webster University

Marvin Tobias
Associate Professor
Master’s, St. Louis University

Behrooz Vakil
Associate Professor
Master’s, University of Missouri

Dave Van Mierlo
Professor
Juris Doctor, St. Louis University

Curt VanGeison
Professor
Master’s, Illinois State University

Amy Veit
Instructor
Bachelor’s, Edgewood College

Mara Vorachek-Warren
Associate Professor
Doctorate, Duke

Kathryn Weber
Instructor
Master’s, Washington University

Jennie Whitlock
Instructor
Master’s, Grand Canyon Univ.

Lonna Wilke
Associate Professor
Master’s Fine Art, University of North Carolina

Kim Willbrand
Assistant Professor
Master’s, Lindenwood University

Liza Willis
Associate Professor
Bachelor’s, Univ. Of Missouri - St. Louis

Ellen Wilson
Professor
Master’s, University of Cincinnati

Vicki Woodrum
Professor
Master’s, Wright State University

Francie Woods
Professor
Master’s, Webster University