

OZARKS TECHNICAL COMMUNITY COLLEGE



1001 East Chestnut Expressway
Springfield, Missouri 65802
417-447-7500
www.OTC.edu

Every effort has been made to make this publication accurate. However all policies, procedures, tuition and fees, and curricula are subject to change. This is not intended to be a contract explicit or implied, and the college reserves the right to make changes to the information contained herein.

OZARKS TECHNICAL COMMUNITY COLLEGE

is accredited by:

The Higher Learning Commission
a Commission of the North Central Association
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504
(314) 263-2504

The College is also recognized and/or accredited by:

- **Accreditation Council for Occupational Therapy Education (ACOTE)**
- **Accreditation Review Committee on Education in Surgical Technology**
- **American Culinary Federation (ACF)**
- **Commission of Dental Education of the American Dental Association (CODADA)**
- **American Welding Society (AWS)**
- **Associated General Contractors (AGC)**
- **Automotive Standards of Excellence / National Automotive Technicians Education Foundation (ASE/NATEF)**
- **Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)**
- **Commission on Accreditation of Allied Health Education Programs (CAAHEP)**
- **Commission on Accreditation in Physical Therapy Education / APTA**
- **Committee for Accreditation of Rehabilitation Facilities (CARF)**
- **Committee on Accreditation for Respiratory Care (CoARC)**
- **HVAC Excellence**
- **Inter-Industry Conference on Auto Collision Repair**
- **Missouri Coordinating Board for Higher Education**
- **Missouri Department of Health Bureau of Emergency Medical Services**
- **Missouri State Board of Nursing (MSBN)**
- **Missouri State Department of Elementary and Secondary Education**
- **National Association of Industrial Technology (NAIT)**
- **Professional Landcare Network (PLANET)**

NON-DISCRIMINATION STATEMENT

It is the policy of Ozarks Technical Community College not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

Inquiries related to employment practices may be directed to Ozarks Technical Community College, Human Resources Director, 1001 E. Chestnut Expressway, Springfield, Missouri 65802; telephone number 417-447-2630. Inquiries related to student programs may be directed to the Assistant Dean of Disability Support Services at the same address or phone 417-447-8188.

2/14/00

2/13/06

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MESSAGE FROM THE PRESIDENT



Since opening its doors in 1991, Ozarks Technical Community College has been an integral part of the success of thousands of our citizens. Eighteen years later, our institution continues to play an important role in our community. We are continuing to grow our Allied Health programs and our Center for Workforce Development, constantly working to fill the immediate needs of local industry. Additionally, with the development of new programs like the Middle College, we are establishing new ways to make higher education available to our neighbors.

I am proud of the many success stories our alumni have experienced over the past eighteen years. Whether through technical education, academic instruction, workforce programs, continuing education or other programs and services, OTC serves the entire community with outstanding programs and services.

Please take a few moments to review the variety of courses focused on professional and personal development, as well as hands-on training and opportunities for growth. If you would like additional information on our college credit programs, online courses, or a General Education Diploma, please visit us at www.otc.edu or stop by one of our campuses or regional education centers.

I am excited about the future of this community, and about Ozarks Technical Community College's role in providing educational opportunities for the citizens of Southwest Missouri.

Sincerely,

Hal L. Higdon, Ph.D.
President

GENERAL INFORMATION

ACADEMIC CALENDAR

SUMMER 2009

June	1	M	First Day of Summer Classes
June	25	Th	End of 1 st 4-Week Block
June	29	M	Start of 2 nd 4-Week Block
July	3	F	Independence Day Holiday Observed/College Closed
July	4	Sa	Independence Day/College Closed
July	10	F	Last Day to Withdraw from Classes
July	23	Th	Last Day of Summer Classes

*Summer final exams are given during the last class meeting.

FALL 2009

August	10-18	M-T	Fall Intersession
August	20	Th	First Day of Monday-Friday Classes
August	22	Sa	First Day of Saturday Classes
September	5-7	Sa-M	Labor Day Holiday/No Classes/College Closed
September	17	Th	U.S. Constitution Day Focus
October	12	M	Fall Break/No Classes/College Closed
October	13	T	Staff Development Day/No Classes
October	15	Th	Mid-term
October	19	M	Start of 2nd 8-Week Block Classes/Mid-term Grades Due by 10:00 a.m.
November	13	F	Last Day to Withdraw from Classes
November	25	W	No Evening Courses/College Closes at 4:00 p.m.
November	26-29	Th-Su	Thanksgiving Day Holiday/No Classes/College Closed
December	11	F	Last Day of Monday-Friday Classes
December	12	Sa	Last Day of Saturday Classes
December	14-17	M-Th	Final Exams for Monday-Friday Classes
December	19	Sa	Final Exams for Saturday Classes

SPRING 2010

January	4-10	M-Su	Winter Intersession
January	11	M	First Day of Monday-Friday Classes
January	16	Sa	First Day of Saturday Classes
January	18	M	Martin Luther King, Jr. Day/No Classes/College Closed
February	12	F	Staff Development Day/No Classes
February	13-15	Sa-M	President's Day Holiday/No Classes/College Closed
March	10	W	Mid-term/Start of 2nd 8-Week Block Classes
March	11	Th	Mid-term Grades Due by 10:00 a.m.
March	22-28	M-Su	Spring Break/No Classes
March	26-28	F-Su	College Closed
April	2	F	Last Day to Withdraw from Classes
May	7	F	Last Day of Monday-Friday Classes
May	8	Sa	Last Day of Saturday Classes
May	10-13	M-Th	Final Exams for Monday-Friday Classes
May	13	Th	Commencement
May	15	Sa	Final Exams for Saturday Classes

SUMMER 2010

June	7	M	First Day of Summer Classes
July	1	Th	End of 1st 4-Week Block
July	5	M	Independence Day Holiday Observed/College Closed
July	6	T	Start of 2nd 4-Week Block
July	16	F	Last Day to Withdraw from Classes
July	29	Th	Last Day of Summer Classes

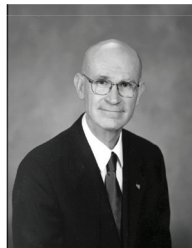
*Summer final exams are given during the last class meeting.



PRESIDENT
Dr. Hal Higdon



**VICE PRESIDENT FOR
INSTITUTIONAL ADVANCEMENT**
Mr. Cliff Davis



**VICE PRESIDENT FOR
ACADEMIC AFFAIRS**
Dr. Randy Humphrey



**VICE PRESIDENT FOR
FINANCE**
Mrs. Marla Moody



**ASSOCIATE VICE PRESIDENT FOR
ACADEMIC AFFAIRS**
Dr. Shirley Lawler



**VICE PRESIDENT FOR
ADMINISTRATIVE SERVICES**
Mr. Rob Rector



**VICE PRESIDENT FOR
INFORMATION TECHNOLOGY**
Mr. Joel LaReau

BOARD OF TRUSTEES

The Board of Trustees of Ozarks Technical Community College consists of six members elected from the district-at-large. Members are elected for terms of six years, with two members being elected in each even-numbered year.

Bottom Row: Dolores Brooks, Secretary; Jackie McKinsey, Vice President; Don Clinkenbeard, Member

Top Row: Larry Snyder, President; Dr. Maryellen Stratmann, Member; J. Howard Fisk, Treasurer



GENERAL INFORMATION

COLLEGE HISTORY

Educational opportunities in the Ozarks took an important step forward April 3, 1990, when residents of Springfield and thirteen surrounding public school districts voted to establish a “community technical college.” As the region’s new comprehensive community college, Ozarks Technical Community College provided an open admission, two-year college with a focus on technical education. Citizens now could earn a one-year Certificate, two-year Associate of Applied Science degree (A.A.S.), or an Associate of Arts degree (A.A.). Word spread quickly of OTC’s commitment to small class sizes, its professional faculty and staff, diverse curriculum and focus on quality.

In September 1991, with 1,198 college credit students, OTC opened its doors at Cox Medical Center North and at 815 N. Sherman in Lincoln Hall and Graff Hall, facilities which formerly housed the Graff Area Vocational Technical Center. These two buildings became the cornerstone of the campus.

In 1996, Ozarks Technical Community College, on its first attempt, received accreditation from the Higher Learning Commission of the North Central Association of Colleges and Schools.

OTC’s potential to meet the job training needs of the area became apparent. New programs were developed and existing programs continually revised with guidance and input from the members of the 41 programs advisory committees, who are citizens and business and industry leaders. Since 1991, over 100,000 citizens of southwest Missouri have taken advantage of one or more of the college’s educational services.

Enrollment grew at an annual compound rate of 16.7% between 1991 and 2004. Not only did enrollment soar, but quality education continues to prevail. In February 2001, OTC was given a ten-year reaccreditation from the North Central Association.

With this growth rate the campus expanded to accommodate the demand for facilities. The Technical Education Center opened in the summer of 1997, the Information Commons in the summer of 1998, the Information Commons East in the summer of 1999, and the Industry and Transportation Technology Center in 2000. Renovation of historic Lincoln Hall was completed in 2001, after the building was placed on the National Register of Historic Places in May 2000. A

plaque recognizing the building’s placement on the National Register, honoring it as the first Julius Rosenwald School in Missouri was unveiled in August 2004. The Information Commons West opened in 2002. The newly renovated Graff Hall reopened in the fall of 2003. The pedestrian mall was funded by a state grant and the fountain was made possible by a gift from John Q. Hammons.

In August 2005, ground was broken for the first classroom building on what is now the Richwood Valley campus. The first classes were held at Richwood Valley in the spring 2007 semester. Named for the historic area where the campus now stands, Richwood Valley is located on Highway 14 between the cities of Ozark and Nixa.

Our student successes also continued with regional, state, and national award winners from our technical programs in the Skills/USA competitions. The Students in Free Enterprise (SIFE) organization and Student Government Association also have won a variety of awards for their work in the community.

THE COLLEGE TODAY

In addition to its college credit component, OTC provides area citizens with a variety of educational options:

- High School juniors and seniors can participate in half-day job skill programs through OTC’s area vocational-technical school.
- Specific training can be custom designed for business and industry at the work site.
- Non-credit personal and professional enrichment courses are offered at local high schools and community centers throughout the Ozarks.
- English as a Second Language classes are available throughout the year.
- Adult Education and Literacy is available to adults working toward the General Education Diploma (GED) in a variety of locations throughout the Ozarks.

OTC’s comprehensive mission, focus on job-skill training, and college transfer preparation have made it a vital part of one of the fastest growing areas in the state of Missouri. During the 2007-2008 academic year, the college served approximately 21,000 citizens with over 13,123 enrolled in college credit classes. OTC looks to a promising and productive future as faculty, staff, and community members work together to provide the best possible educational value for all residents of the Ozarks.

GENERAL INFORMATION

COLLEGE MAIN CAMPUS

The college operates primarily in Springfield at the 40-acre main campus at the corner of Chestnut Expressway and National Avenue.

- The Norman K. Myers Technical Education Center houses classrooms, electronic media labs and science labs.
- The Information Commons houses the College's business office, administrative offices and the Learning Resources Center.
- The Information Commons East provides many more classrooms, faculty and administrative offices, and the Area Vocational High School Office.
- The Information Commons West houses the culinary arts and hospitality programs, student services facilities, classrooms, flexible meeting rooms, a cafeteria, and a multi-purpose hall large enough to seat 500 people.
- The Industry Transportation and Technology Center provides the latest technology and laboratory facilities for many of the technical degree programs.
- The Allied Health programs are located in historic Lincoln Hall along with additional technical program labs.
- Graff Hall houses the Networking and Computer Services Department, Information Technology, Fire Science, and Business and Marketing programs and labs, along with the Adult Education and Literacy programs.
- The Continuing Education Center is located at 800 E. Central St., Springfield, MO.
- The Center for Workforce Development is located at 614 N. Washington Ave, Springfield, MO.
- The campus also offers day care services in the Early Childhood Education Center located at 936 N. Hampton, Springfield, MO.

RICHWOOD VALLEY CAMPUS

The Richwood Valley campus is located on Highway 14 between Ozark and Nixa.

- The Life Science Technology Center houses a variety of general education classrooms, computer and science labs, and faculty offices.
- Student amenities include a full-service student services facility, a learning resources center, an academic achievement center, and a student café. A spectacular student atrium is the centerpiece of the building.
- The campus offers an A.A. transfer degree and an A.A.S. in Business and Marketing. AEL and GED programs are also available.
- A community room is available to outside organizations who wish to host a meeting on the campus.

REGIONAL EDUCATION CENTERS

In addition to the main campus and Richwood Valley campus, OTC offers degree programs at three regional education centers.

- The Lebanon Education Center is in the Nelson Community Center located at 533 W. Bland.
- The Branson Education Center is located at The Shoppes at Branson Meadows located at 4440 Gretna Road.
- The Waynesville Education Center is located in the Town Field Plaza Center, Suite U, 320 Ichord Ave.

The Adult Education and Literacy program is offered at the Branson Education Center and selected non-credit courses are held at all locations.

GENERAL INFORMATION

MISSION STATEMENT

The mission of Ozarks Technical Community College is to promote student learning through accessible, high quality, affordable workforce training, and technical and general education that is responsive to the educational needs of the community and its diverse constituencies.

VISION

Our Vision is to be the community's college by providing quality learning experiences that support community, workforce and personal development.

CORE VALUES

- Accessibility
- Community
- Diversity
- Innovation
- Integrity
- Learning
- Opportunity
- Personal Growth
- Quality
- Respect

PURPOSE STATEMENT

OTC fulfills its mission through the following programs and services:

- Technical Education Programs - Provide certificate, associate degree and shorter programs which enable students to pursue a career or advance their education.
- General Education - Provide courses which lead to accomplishment of Certificates, A.A.S. and A.A. degrees.
- Developmental Education - Provide courses which develop basic skills in areas such as adult literacy, mathematics and study skills.
- Center for Workforce Development - Provide training to address specific needs of business and industry and further economic development in the region.

- Continuing Education and Community Service - Provide a variety of non-credit courses and lifelong learning opportunities, which are responsive to the needs of the region.
- Student Services - Provide services to assist students in fulfilling their educational goals, including orientation, assessment, advisement, financial aid, personal and career counseling, job placement, accommodation services for students with disabilities, and a learning resources center.

Adopted: November 1, 1990
Revised: December 9, 1991
Revised: June 15, 1999
Reaffirmed: December 10, 2001
Revised: August 11, 2008

PHILOSOPHY OF GENERAL EDUCATION

Ozarks Technical Community College's philosophy of general education includes the belief that there exists a core of learning experiences, usually known as general education, common to all students. These experiences are of value to all citizens, whatever their occupation or profession. Additionally, there exists specialized or technical education consisting of learning experiences which enable individuals to pursue an occupation.

The College is responsible for assisting all students to gain an understanding of themselves, the society in which they live, and the physical universe. Student needs also include the skills to communicate effectively, to survive economically and socially, and to maximize the quality of life. The college attempts to provide students an opportunity to develop their powers of critical thinking and the skills and desire to become lifelong learners.

The College's mission recognizes its obligation to provide those learning experiences which are specialized and specific, the mastery of which results in salable job skills. These vocational and technical skills are complemented by the general education knowledge which molds good employees and responsible citizens.

In order to meet these goals, courses in communication, humanities, natural science, mathematics, and the social sciences are required for all associate degrees.

ASSESSMENT

As the mission and purpose statements of OTC demonstrate, the College is committed to promoting student learning through accessible, high quality, affordable workforce training, technical and general education that is responsive to the educational needs of the community and its diverse constituencies. In order to fulfill this mission, OTC has implemented on-going assessment activities that provide the feedback needed to plan, improve the quality of, and allocate necessary resources to the various programs, departments, and services the college offers. The assessment of student outcomes is basic to the overall system of assessing institutional effectiveness and determining whether the college is accomplishing its mission.

The assessment of student learning at OTC is designed to evaluate the effectiveness at the institution, division, program, department, and course levels allowing the College to capitalize on strengths, identify areas where opportunities for enhancement exist, and implement changes and improvements in order to maximize student academic achievement, personal development, and the quality of the College's academic programs.

Student Assessment occurs at four points: entry, in-progress, exit, and post-graduate follow-up. Each of these four points includes a variety of assessment instruments that provide both qualitative and quantitative information. Assessment activities include placement testing, course assessments, student satisfaction surveys, an exit examination, and various alumni surveys. OTC students play a vital role in providing valuable information to the institution. Because of this, students should participate in assessment activities when requested and should use these opportunities to provide honest and accurate feedback to the college.

OTC accepts as its institutional responsibility the necessity to demonstrate that students are learning and are meeting the goals and expectations set forth at course, programs and institutional levels. In these dismal economic times of higher education, it is important to provide evidence to all stakeholders that students are successfully achieving the academic goals that have been established.

OTC is dedicated to serving its students and the community. The faculty and administration have embraced the importance and benefits of assessment of student academic achievement as evidenced not only by the degree of implementation of assessment activities, but also by the use of the results to improve student learning.

COLLEGE DISTRICT

In 1990 fourteen school districts voted to create a community college district to provide affordable, accessible education with a focus on job training. The Ozarks Technical Community College district encompasses the school districts shown below.

Ash Grove R-IV

Clever R-V

Everton R-III

Fordland R-VII

Logan-Rogersville R-VIII

Marshfield R-I

Nixa R-II

Ozark R-VI

Pleasant Hope R-VI

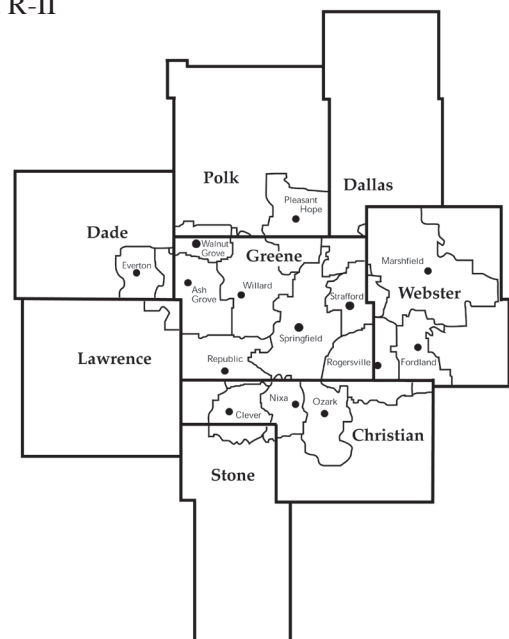
Republic R-III

Springfield R-XII

Strafford R-VI

Walnut Grove R-V

Willard R-II



FINANCIAL SERVICES

TUITION

Cr. Hrs.	In-District	Out-of-District	Out-of-State
18	\$1,458.00	\$2,016.00	\$2,637.00
17	\$1,377.00	\$1,904.00	\$2,490.50
16	\$1,296.00	\$1,792.00	\$2,344.00
15	\$1,215.00	\$1,680.00	\$2,197.50
14	\$1,134.00	\$1,568.00	\$2,051.00
13	\$1,053.00	\$1,456.00	\$1,904.50
12	\$972.00	\$1,344.00	\$1,758.00
11	\$891.00	\$1,232.00	\$1,611.50
10	\$810.00	\$1,120.00	\$1,465.00
9	\$729.00	\$1,008.00	\$1,318.50
8	\$648.00	\$896.00	\$1,172.00
7	\$567.00	\$784.00	\$1,025.50
6	\$486.00	\$672.00	\$879.00
5	\$405.00	\$560.00	\$732.50
4	\$324.00	\$448.00	\$586.00
3	\$243.00	\$336.00	\$439.50
2	\$162.00	\$224.00	\$293.00
1	\$81.00	\$112.00	\$146.50

In-District tuition is \$81 per credit hour

Out-of-District tuition is \$112 per credit hour

Out-of-State tuition is \$146.50 per credit hour

All tuition and fees are subject to change.

FEES

Student Fee (per credit hour)	\$ 12.00
Student Technology Fee (per credit hour)	\$ 5.00
Online Course Fee (per course)	\$ 50.00
International Student Application Fee	\$ 50.00
International Student Fee (per credit hour)	\$ 20.00
Late Registration	\$ 35.00
Allied Health Program Application	\$ 15.00
Course Schedule Change (per transaction after classes begin)	\$ 10.00
Deferred Payment Charge	\$ 25.00
NSF Returned Item Charge	\$ 30.00
Graduation	\$ 30.00
I.D. Card Replacement	\$ 10.00

Laboratory Course Fees

(Per Course Fee)

Allied Health Laboratory Courses	\$ 75.00
Art Laboratory Courses	\$ 30.00
Ceramics Laboratory Courses	\$ 100.00
Construction Tech Laboratory Courses	\$ 50.00
Culinary Arts Laboratory Courses	\$ 65.00
Diesel Technology Laboratory Courses	\$ 50.00
Electronics & Computer Repair Laboratory Courses	\$ 50.00
Technology Laboratory Courses (includes computers)	\$ 45.00
Welding Laboratory Courses	\$ 95.00
Science Laboratory Courses	\$ 40.00
Public Safety Laboratory Courses	\$ 65.00

REFUND POLICY

- A change of schedule initiated by the college will result in a 100% refund of tuition and lab fees to the student.
- Refunds include paid tuition and lab fees only. All other fees are not refundable.
- For courses operating on a different schedule than the regular fall/spring semester (summer, block, intersession, etc.), deadlines and refunds will be prorated. All procedures for schedule change or withdrawal apply.
- Refunds created during the semester will be mailed to the student within 30 days of refund date. Refunds created prior to the first day of classes will be mailed to the student 30 days after the semester begins.
- Failure to attend class/es does not constitute a schedule change or withdrawal and does not entitle the student to a refund.
- In the case of national emergency, any student called to active duty during the course of a semester shall be entitled to a withdrawal from all courses at 100% refund. A student must present a copy of the order to active duty to be eligible.

WITHDRAWAL FROM ALL CLASSES

A student who withdraws (drops all classes) during the first seven (7) calendar days of the semester will receive a 100% refund of tuition and lab fees paid. Students withdrawing between the 8th and 14th calendar day of the semester will receive 80 percent of the tuition and lab fees paid. Students withdrawing between the 15th and 21st calendar day of the semester will receive 60 percent of tuition and lab fees paid. Students withdrawing between the 22nd and 28th calendar day of the semester will receive 40 percent of tuition and

lab fees paid. Students withdrawing between the 29th and 35th calendar day of the semester will receive 20 percent of tuition and lab fees paid. No refunds will be made after the thirty-fifth (35th) calendar day of the semester.

Procedure:

The student must complete an official withdrawal form. The forms are available in Student Services located in the Information Commons West or online at www.otc.edu. The student must submit the completed form to Student Services by the appropriate published deadlines. A withdrawal form is not considered official until it has been received and processed in Student Services.

SCHEDULE CHANGE

(After First Day of Classes)

If a student-initiated schedule change reduces the total amount of tuition and lab fees, the student will receive 100 percent of the difference if the change is completed during the first seven (7) calendar days of the semester. If the change is processed between the 8th and 14th day of the semester, the student will receive 80 percent of the difference in tuition and lab fees. If the change is processed between the 15th and 21st calendar day of the semester, the student will receive 60 percent of the difference in tuition and lab fees. If a change is processed between the 22nd and 28th calendar day of the semester, the student will receive 40 percent of the difference in tuition and lab fees. If the change is processed between the 29th and 35th calendar day of the semester, the student will receive 20 percent of the difference in tuition and lab fees. No refund for a change of schedule will be made after the thirty-fifth (35th) calendar day of the semester.

Procedure:

The student must process an official change of schedule form in Student Services or drop/add the class via My OTC. There is a \$10 fee charged per each change of schedule. The forms are available in Student Services. The student must make changes to schedules by the appropriate published deadlines.

FEE APPEALS

Students shall have the opportunity to seek an appeal, in writing, contesting or petitioning any outstanding balance due to OTC. Students will receive a response within 72 hours of submitting an appeal. Petition For Fee Appeal form is available at Cashier Services, 2nd floor, Information Commons building. Once an appeal has been submitted,

the Coordinator of Cashier Services will review the appeal situation and the documentation provided. The Coordinator will either rule on the appeal or send it to a four-member appeals committee for evaluation. This committee will consist of one person from each of the following departments: Finance, Financial Aid, Admissions and Registration. (Finance will chair.) Any individual who fails to appeal, in writing, within the thirty-day timeframe, by default waives all rights to appeal.

Procedure:

The student must complete and submit a Petition For Fee Appeal form and all pertinent written documentation to Cashier Services within 30 days following the end of the term. In cases of incapacitation, exceptions may be made on a case-by-case basis.

Each written appeal must be dated and include the student's name, ID number, signature, statement describing specifically what is being requested and for what term, statement of any extenuating circumstances and why the request should be honored.

Failure to attend class or incomplete course withdrawal does not constitute grounds for appeal.

Failure to complete registration transaction with Access OTC will not be grounds for appeal. Students are ultimately responsible to verify that registration transactions are completed. Exceptions must meet one or more of the following criteria to be considered and approved.

- a. Written documentation of an illness, accident, injury, or situation which could not be influenced, planned for, or prevented by the student and which subsequently caused a change in the class schedule, thus changing the assessment. This provision specifically excludes conditions or chronic illnesses that remain static and are known to the student at the time of registration. (This applies for student or immediate family only. Immediate family includes: spouse, children, parent, step-parent, grandparent, and step-grandparent.)
- b. Written documentation of substantiated circumstances involving deadlines where a student has in good faith relied on information provided by a named college official, or the official's interpretations of the text of a college document or publication, and was consequently misled or mistaken about its terms.

STUDENT SERVICES

Decisions will only address whether an adjustment of fees will be made. Grade assignments and other academic issues are not within the scope of these procedures and should be addressed to the appropriate vice president.

Notification of a decision will be made in writing.

The decision of the committee may be appealed, in writing, to the Director of Student Financial Services.

Any individual who fails to appeal, in writing, within the thirty-day timeframe, by default waives all rights to appeal.

ADMISSIONS POLICY

Admissions procedures developed by the college shall ensure that the open door, full-service community college philosophy is implemented and that transfers between colleges are facilitated. Applicants are admitted without regard to race, color, religion, gender, national origin, age, marital status, sexual orientation, political affiliation, veteran status, and disabilities that include HIV and AIDS, and medical conditions. Verification of high school graduation or equivalency shall be in the form of official high school transcript or documentation of GED scores. Certain programs, i.e., Dental Assisting, Dental Hygiene, EMT-Basic, EMT-Paramedic, Practical and Registered Nursing, Respiratory Therapy, Physical Therapist Assistant, Surgical Technology and Occupational Therapy Assistant are selective admissions programs. Students should contact Student Services, (417)447-6900, for specific information.

Admission to the college is based on the following:

High School Graduation:

A student shall be admitted upon proof of graduation from an accredited high school (official transcript sent from the high school to OTC) or upon submission of an official General Education Diploma (GED). The ASSET, ACT or COMPASS test will be required. The ASSET and COMPASS are placement tests consisting of three sections (reading, writing, and numerical skills) that are given to determine whether the student is ready to take college level math and English.

College Transfer:

Admission as a college transfer student to degree programs requires official copies of transcripts from all higher education institutions previously attended (sent from each college to OTC). OTC must receive these transcripts by the end of the first semester of attendance. If a student is on academic probation or suspension from another college or university, he/she needs to visit with an advisor regarding the appropriate classes to take. Students on disciplinary suspension from another institution may not be admitted. The ASSET, ACT or COMPASS test may be required if the student has not completed 20 college credit hours, or completed the equivalent of OTC mathematics and English requirements.

Individual Approval:

A student eighteen (18) years of age or older who has not graduated from an accredited high school or completed a GED may be admitted by individual approval of an OTC admissions official for one semester only. The student must complete the GED during this semester or receive permission from an OTC admissions official to continue in college course(s). Permission will include verification of participation in an accredited GED program. OTC offers a program through the Adult Education and Literacy office which helps prepare a student to take the GED exam. This office is currently located at OTC's Graff Hall and can be reached at (417)447-8860.

Academic Deficiencies:

Students entering a course or program of the college with academic deficiencies or low scores on required college placement tests may be required to enroll in remedial, developmental, basic studies, or other programs designated by the college.

International Students:

International students who wish to enroll at OTC need to contact the Student Services area for more information.

Former Students:

The college reserves the right to refuse re-admission to a former student who has unsettled financial obligations with the college.

Dual Enrollment:

High school junior and senior class students sixteen (16) years of age or older may be admitted to some courses on the college campus under certain conditions. A permission form can be obtained from Student Services.

Re-admission:

Students withdrawing from the college for one or more semesters must complete the following requirements prior to registration:

1. Application for re-admission
2. Missouri residency classification if one year or more has elapsed since last enrollment

A student applying for re-admission will be required to meet the curriculum requirements in effect at the time of re-admission unless waived by the Vice President for Academic Affairs.

Students Not Seeking a Degree:

The student must complete an OTC admissions application. Official transcripts (high school or college/university) will not be required initially. The ASSET, ACT or COMPASS test may be required if the student has not completed 20 college credit hours or completed the equivalent of OTC mathematics and English requirements. If the student desires to seek a degree, all admission requirements of a degree-seeking OTC student must be met, which include providing official transcripts or documentation of GED scores before the student may register for the final 15 semester hours.

Concurrent College/University Enrollment:

If a student is enrolled at another college/university and desires concurrent enrollment at OTC, an OTC admissions application must be completed. The ASSET/COMPASS test will be required if the student has not completed 20 college credit hours or completed the equivalent of OTC mathematics and English requirements. The student must provide proof of completion of prerequisites for OTC classes.

Home School / High Schools Not Accredited by the Higher Learning Commission:

Home schooled, non-accredited or correspondence high school students shall be admitted to OTC upon meeting the following criteria:

- 1) Submission of a transcript of all high school work which indicates specific graduation date;
- 2) Meets the age of compulsory attendance for the state of Missouri, which is 16 years old;
- 3) Students seeking admission to any Allied Health program under this category must submit a high school equivalency (GED) diploma.

INTERNATIONAL STUDENT

If you are not a citizen or permanent resident of the United States...(fill in with the complete 1st paragraph on draft)

The following items are required for international student admission:

- **International Student Application for Admission**
- **Processing Fee**
- **Academic Transcripts**
- **Financial Sponsor Letter**
- **Bank Statement**
- **Tuition Deposit**
- **English Proficiency**
- **SEVIS Fee**
- **IPO Approved Medical Insurance**
- **Immunization Requirement prior to Enrollment**
- **Placement Testing**

For complete details and instructions, please refer to the International Student webpage: <http://www.otc.edu/students/IPO/students/>, or contact the International Program Office at 417.447.6941.

ACADEMIC ADVISEMENT

New students will be assisted by advisors and other Student Services staff in making career decisions, selecting courses, and accessing appropriate support services. Currently enrolled students will then be assigned an academic advisor who will assist in future career and course selection decisions. All degree seeking students will be required to file a Program Completion Plan, approved by their assigned advisor, before registering for their second semester.

Students on Academic Probation must have advisor approval before registering for future semesters.

NEW STUDENT ORIENTATION

Orientation is required for all students new to OTC. This is an introduction to OTC, so it applies to first time college students as well as transfer students. Students have the option of attending an orientation session in person or online. Please visit us on the web at www.otc.edu/students/getstarted/orientation.php.

STUDENT SERVICES

ADMISSION AND GRADUATION ASSESSMENT

OTC placement of entering students is based on writing, reading and mathematics skills as evaluated by the COMPASS or ACT tests. These tests may not be required for those who have already completed courses equivalent to OTC's mathematics and English requirements. Students must provide proof of completion of appropriate prerequisites for enrollment into courses requiring such prerequisites. General Education skills of all students completing the A.A. degree are evaluated by the CAAP exam during the last semester of enrollment prior to graduation. General education skills of all students completing a Certificate or A.A.S. degree are evaluated by the WorkKeys exam during the last semester of enrollment prior to graduation. Students completing the AAT degree may use the C-Base exam as their exit assessment.

For information about admission and graduation assessment, please contact the Advising and Testing office on the second floor of Student Services, ICW 219.

RESIDENCY CLASSIFICATION FOR STUDENTS

For tuition purposes, your residency status is determined at the time of admission to the College. Questions regarding initial residency classification should be directed to the Student Services area. It is the responsibility of each student to pay fees and tuition due the college according to the student's initial residency classification. If a student believes their residency classification should be changed after initial enrollment, a Petition for a Change of Residency Classification form is available in the Student Services area of each OTC campus and education center. All petitions must be submitted prior to the first day of classes or the tuition adjustment may not go into effect until the following term of enrollment. Reclassification of residency is not retroactive to any prior terms of enrollment.

EVALUATION OF TRANSFER CREDIT

Applicants for admission, who have attended other colleges or universities, are responsible for having an official transcript from each institution submitted directly to the Admission's office. OTC will consider credit from institutions accredited by an agency recognized by the U.S. Department of Education, in addition to accepting all credit from regionally accredited institutions. Questions concerning acceptance of college credit shall be directed to the Registrar.

FINANCIAL AID

The process of applying for and receiving financial aid at OTC is continually reviewed and changed to help students. We encourage students who have questions regarding these procedures to come into the Student Services area or check the website at www.otc.edu for updated information.

Students who want to defer their OTC account based upon aid eligibility are required to use the online eCashier process on the OTC website www.otc.edu.

Satisfactory Academic Progress

To be eligible for financial assistance, students must meet the following satisfactory academic progress requirements set by the college.

Length of Time

Federal financial aid regulations provide for assistance up to 150 percent of program length, i.e., there is a maximum number of credit hours for which assistance can be awarded. Students pursuing an associate degree may attempt up to a maximum of 96 credit hours. Students pursuing a certificate may attempt up to a maximum of 48 credit hours. Programs with unusually high credit hour requirements (such as Nursing) will be allowed a higher maximum.

Students must complete two-thirds (67%) of their total hours attempted. Credit hours attempted and transferred in from other colleges and universities will be counted in the total credit hours attempted at OTC and will be counted in the credit hours toward the maximum time frame.

Note: No additional time is allowed for program completion if a student changes majors or programs. The term is counted toward the maximum time frame students have to complete their program.

Grade Point Average (GPA)

Students on financial assistance must maintain cumulative grade point averages as follows in order to continue to receive assistance.

Associate Degrees	Minimum
Hours Attempted	Cumulative GPA
1-25	1.50
26-40	1.75
41+	2.00
Certificate Programs	Minimum
Hours Attempted	Cumulative GPA
1-12	1.50
13-20	1.75
21 +	2.00

Grades of A,B,C,D, and F are counted in determining a student's cumulative GPA. Grades of I, N, P, R, S, NP and W are not counted in determining a student's GPA. Developmental courses will be computed in the credit hours attempted and completed; however, the grades will not be used in computing the GPA. A course may be repeated one time for financial aid purposes.

Students who attend OTC without financial assistance, and then apply for assistance, will have to meet the satisfactory progress standards as if they had received assistance from the beginning of their attendance at OTC.

Financial Aid Probation

A student whose cumulative GPA is less than the required minimum GPA as shown on the chart for the number of credit hours attempted and/or fails to complete 67% of the total hours attempted, will be placed on financial aid probation in the succeeding academic term. Probation still allows the student to receive financial aid.

Financial Aid Suspension

Students on probation whose GPA at the conclusion of the probationary term is less than the required cumulative GPA as shown on the chart for the number of credit hours attempted, and/or who have failed to complete 67% of the total hours attempted, will be suspended from financial aid benefits. Once students regain a satisfactory GPA, and/or complete 67% of the hours attempted, they may reapply for financial assistance. Students who are suspended will not be eligible to receive any federal financial aid (Pell Grant, student loans, work study, or Supplemental Educational Opportunity Grant).

In addition, students whose cumulative attempted hours exceed the maximum time frame will be suspended from financial aid benefits. Students who have graduated with a certificate and are planning on returning to pursue an associate degree should notify the Student Services area.

Financial Aid Appeals Process

Students may appeal the denial of financial assistance by written request to the Director of Financial Aid. Students should explain any mitigating circumstances concerning their academic performance. Students who are suspended due to exceeding the maximum time frame should write a letter in accordance with the over maximum time frame notification. A committee will review each situation on a case-by-case basis and provide a written response to the appeal. The decision of the committee may be appealed in accordance with the Student Grievance Procedures Policy.

Ability to Benefit

Students wishing to apply for financial assistance at Ozarks Technical Community College, who have not received a high school diploma or a GED certificate, are required to complete an academic skills assessment to determine their ability to benefit from course work offered at the college. For more details, please contact Student Services.

Scholarships / Grants-In-Aid

OTC offers a variety of scholarships. Each scholarship has a specific deadline as well as other qualifications that must be met. Application does not guarantee award. Most scholarships are awarded in the spring and summer for the fall semester. See the OTC website (www.otc.edu) for more details and an application.

Federal Work Study Program

OTC is eligible to award Federal Work Study to students who qualify. OTC will assist students in obtaining paid work assignments on campus. The work hours will be limited. For more information, please contact Student Services.

Financial Aid Refund Policy

(Return of Title IV Funds)

If a student withdraws or is expelled from OTC, the school or the student may be required to return some of the federal funds awarded to the student. The student may also be eligible for a refund of a portion of the tuition and fees paid to OTC for the semester. If the student received financial assistance other than federal funds, a portion of the refund will be returned to the grant or loan program from which the assistance was received.

Withdrawal From Classes

If a student wishes to withdraw, the student should contact Student Services and complete a withdrawal form to begin the withdrawal process. This procedure will enable OTC to properly calculate a refund in order to refund the maximum possible institutional charges. The date used when calculating the refund will be the date of withdrawal documented by Student Services. The exception would be in instances when the student's last documented date of attendance was significantly earlier than the withdrawal date.

If required, it is recommended that all items needed for verifications be turned in at the time of withdrawal but no later than fourteen calendar days from the date of the withdrawal. Submitted documents received will be reviewed and eligible student aid awarded.

STUDENT SERVICES

All students who enroll and are federal financial aid recipients must attend all classes for which they are originally enrolled. Dropping classes could result in a repayment obligation. If you fail to attend one or more of your classes and do not officially withdraw, you may still be required to repay some or all of your financial aid.

If you stop attending all of your classes before completing at least 60% of the semester, you will probably owe money back to the federal financial aid program(s). Repayment is made to federal programs based on the Department of Education Return of Title IV funds formula.

The following example illustrates how the two policies would apply:

A student withdraws on the thirteenth day of a 121-day calendar semester. The student's tuition and lab fees are \$1160.00 and the student has a \$1313.00 student loan and \$1875.00 Pell Grant. The student paid \$50.00 toward tuition. Under the "Return of Title IV Funds" Policy, the school would return \$1313.00 to the student loan program and the student earned \$342.00 of the Pell Grant. Under OTC's refund policy, \$928.00 would be returned to the student.

For additional information regarding withdrawal and related provisions, please see the Refund Policy section of the OTC College Catalog - page 10.

DEPARTMENT OF VETERANS AFFAIRS

Ozarks Technical Community College is approved for certification of students eligible to receive educational assistance from the Department of Veterans' Affairs (DVA). Students eligible to receive Veterans' benefits must be enrolled in a program leading to a Certificate, Associate of Arts, or Associate of Applied Science degree. Monthly benefit rates are set by Congress and the DVA and vary according to students' benefits categories and credit hour enrollment for each term.

OTC is approved for the enrollment of veterans, survivors, and dependents under Title 38 of the U.S. Code, and selected reservists under Title 10 of the U.S. Code. Students who qualify may receive additional information and assistance in Student Services. All persons seeking V.A. education benefits are required to comply with OTC's satisfactory academic progress standards.

VIP PROGRAM

For in-district students 60 years of age and older, the VIP Program offers one credit class each term, tuition-free, on a "space available" basis only, after open registration has ended. Students in the VIP Program must pay all fees and other costs (books, supplies, and lab fees, if applicable).

COUNSELING SERVICES

Through numerous supportive services, the Counseling Services staff strives to assist members of the OTC community (college students and OTC staff) with their personal issues and career decisions. The staff provides the following individualized and confidential services:

- Assessment, exploration, and researching services for those with career and college major decision-making needs
- Individual and group mental-health counseling
- Referrals to community resources
- Educational programs both on and off campus
- Crisis intervention services

Additional services include:

- GED test administration
- Campus-wide outreach events,
- Web-based self-help resources and community referral suggestions
- College and Careers (CAC 101) course instruction

The counseling staff has extensive experience working with a variety of issues faced by OTC's diverse student population and all of the department's individualized counseling services are free and confidential. For more information about these services or to schedule an appointment, contact the Counseling Services office at 417-447-6974 or visit us on the web at www.otc.edu/students/offices/counseling/index.php.

BREAKING TRADITIONS

The Breaking Traditions program is operated under the umbrella of the Missouri Center for Career Education (MCCE) and is overseen by a regional Career Education Coordinator (CEC). The Breaking Traditions program focuses on students who are considering or pursuing careers that are non-traditional for their gender, and provides information and expertise in the areas of career awareness, exploration,

and planning. Breaking Traditions offers several support services including specialized workshops and financial assistance to students who are enrolled in one of OTC's career/technical programs. The program also provides financial assistance for students who are displaced homemakers and/or single parents. The Career Education Coordinator/Breaking Traditions office is located in Information Commons East, Suite 129, phone 417-447-6970.

CAREER EMPLOYMENT SERVICES

Career Employment Services is a resource for all students and graduates as well as for the campus and business community. Current job openings and internship opportunities can be accessed through College Central Network (*our online career management database system*) at www.otc.edu/students/offices/employment/index.php. Students and graduates can search for positions of interest and have the option of uploading a completed résumé. Business and industry contacts are developed to maintain up-to-date employment listings.

Staff members provide direct assistance and professional advice on preparing résumés, writing cover letters, learning valuable interview techniques, and conducting mock interviews and job searches. Online résumé and interview web-based technologies are also in place to help students build attractive and professional résumés and to practice and improve their interview skills. A 180-day follow-up report is compiled annually on the employment, continuing education and military status of OTC graduates. The Career Employment Services office, along with a career information resource room, is located in Student Services on the second floor of the Information Commons West. For more information, call (417) 447-6964.

STUDENT LIFE

The College is committed to providing relevant co-curricular activities for students. Qualified staff members are assigned to develop and coordinate programs and activities which enhance individual development, promote desired social interaction, and provide social and recreational activities. Student activity fees are used to implement such programs.

Student Government Association

All students become members of the College Student Government Association (SGA) through payment of the

student activity fee. This membership permits participation in student-sponsored activities and receipt of other benefits financed by these fees. The Student Government Association elects officers who have responsibility for planning student activities and management of an annual budget for the conduct of its business. This budget and the expenditures therefrom are subject to the policies and procedures of the college.

Student Organizations

Impetus for the formation of clubs or organizations at the College is expected to come from the students. As a prerequisite to operation on campus, all such groups must be recognized by the College and must agree to abide by policies of the Board of Trustees and procedures issued by the administration. Clubs and organizations are established according to the Student Government Association constitution. Every club or organization must have a faculty or staff advisor. No club or organization will be established or allowed to operate which discriminates against students or staff members in violation of state or federal laws.

For information about current student organizations or how to start a student organization, contact the Student Government Association Advisor or a member of the Student Government Association.

REGISTRAR

The Registrar's Office at Ozarks Technical Community College maintains all permanent academic records, interprets and communicates academic policy and procedures to students, faculty and the public. Services include registration, monitoring of academic and administrative policies related to the academic record, processing transcript requests and auditing of student progress toward certificate and/or degree completion and applications for graduation.

The office also provides student enrollment verification for employment, insurance purposes or loan deferment, certifies veterans for benefits and evaluates transcripts for college credit.

Students should contact Student Services if they have questions concerning withdrawals or change of schedule. All name changes, change of address or any other change of student information should be directed to the Registrar's Office.

ACADEMIC POLICIES & PROCEDURES

Statement of Right to Privacy and Nondisclosure:

Under the Family Educational Rights and Privacy Act, all students have the right to review their official college records. Inquiries regarding the Act of 1974 should be directed to Student Services. If the student objects to release of information, the student should contact the Registrar in writing within two weeks after the first day of class for that term. Requests for non-disclosure will be honored for only one academic year; therefore authorization to withhold information must be filed annually in the Office of the Registrar. See the current OTC Student Handbook for further details concerning rights of privacy.

**Official student records are maintained on each student enrolled in the college. Procedures for development and use of cumulative record files are written to comply with the Family Educational Rights and Privacy Act of 1974. Information placed in student records is limited to those items necessary to fulfill the purposes of student records as stated above or as may be required by state law, by state regulation, or as authorized by the college Board of Trustees.*

SPECKMAN TUTORING AND LEARNING CENTER (TLC)

The Speckman Tutoring & Learning Center (TLC), located on the second floor of the Information Commons East (ICE 212) on the Main Campus and in Room 216 on the Richwood Valley Campus, provides tutoring on a “walk-in” basis for math and on a more limited basis for selected other subjects. Students should contact either the TLC or visit the OTC website regarding specific subject areas and times available at the two campuses. The Tutoring & Learning Centers also house computer labs to support students needing assistance using ACCESS OTC, Blackboard, Microsoft Office or other software to complete academic tasks. The TLC at both locations provides instruction and assistance to students needing to improve the basic academic skills required to succeed in college and the workplace. Specialists in the areas of reading, writing, and mathematics work individually with students who enroll in self-paced TLC courses on either campus. Completion and credit are based on achieved competencies. TLC instructors present hour-long workshops, called College Success Seminars, for full classes or for small groups as requested. These seminars are offered on a variety of topics such as test anxiety, pro-

crastination, proofreading, study strategies, etc. to support college success. To request a seminar please contact the appropriate TLC at least one week in advance. College Success Seminars are also available on DVDs in the TLCs and for check-out from the Learning Resource Centers for individual student use on each campus and at the education centers at Lebanon, Waynesville and Branson sites. Each TLC offers evening and weekend hours, as posted, when classes are in session. For further information, contact the Speckman Tutoring & Learning Center at (417) 447-8164 or the Richwood Valley Campus Tutoring & Learning Center at (417) 447-7760 or visit the OTC website www.otc.edu.

DISABILITY SUPPORT SERVICES (DSS)

The offices of Disability Support Services, located near the northeast entrance to the Information Commons East on the Main Campus (ICE 127) and in Room 206 on the Richwood Valley Campus, provide academic support, accommodation and advocacy for OTC students with disabilities. Current documentation of the disability is required to register for disability support services. Students who are interested should request services at least six weeks prior to the beginning of the semester. Disability Resource Counselors, Vocational Resource Educators and other DSS staff work directly with students with disabilities to ensure equal access to college programs and services and with instructors to arrange accommodations, as necessary, for students with disabilities. The DSS offices also offer proctoring services for the convenience of OTC students and instructors needing to schedule make-up exams or proctored exams for online courses. For further information, contact Disability Support Services on the Main Campus at (417) 447-8189 or on the Richwood Valley Campus at (417) 447-7770.

LEARNING RESOURCES CENTER (LRC)

The Learning Resource Centers (LRC/Library), located on the Main Campus on the first floor of the Information Commons and also adjacent to the Atrium on the second floor of the Richwood Valley Campus, provide traditional library services, along with access to the latest information technologies and media equipment. Special emphasis is placed on providing electronic access to information whenever possible. The primary goals of both LRCs are to support all OTC certificate and degree programs at all campuses and extension centers, to help students acquire the information-finding skills that are of increasing importance in the workplace, and to enhance and complement other information resources in the state. Resources in the LRC include collections of books and videos; subscriptions to newspapers, magazines, and journals; and an automated

ACADEMIC POLICIES & PROCEDURES

catalog and circulation system, which is currently part of a statewide consortium of academic libraries. Access is provided to on-line full-text periodical and newspaper databases, and resources on the Internet and World Wide Web via public-access workstations. Services include reference and research assistance; bibliographic and online searching instruction; interlibrary loan; media viewing and listening stations; fax and copy machines; distribution of instructor reserves and instructional media support. OTC maintains cooperative and reciprocal library agreements with other colleges and universities in the Springfield area, and is also a part of the MOBIUS Consortium that allows students and instructors direct access to the book collections of over 60 Missouri academic libraries, including the libraries of the University of Missouri system. Delivery of books requested through MOBIUS to the Main Campus is usually within one to three days. There is a daily delivery service (M-F) from the Main Campus to the Richwood Valley Campus. Each LRC has evening and weekend hours, as posted, when classes are in session. For further information, contact the Learning Resources Center on the Main Campus at (417) 447-8185 or on the Richwood Valley Campus at (417) 447-7750.

OTC CAREER CENTER

High school juniors and seniors who reside in the OTC district (plus Fair Grove, Marion C. Early and Sparta) have the option of taking technical courses on the college campus. Students may earn elective high school credits each year as well as earning college credits in one of many different technical programs. Students spend one-half day at the high school and one-half day on the OTC campus. The high schools that participate in this program provide tuition and transportation to the campus at no cost to the family. Students who participate in this program must meet established standards. Contact the high school counselor if interested or the OTC Career Center at (417) 447-8125.

OTC EDUCATION CENTERS

Branson (417) 336-6239 Lebanon (417) 532-5044
Waynesville (573) 774-5061

Students have the option of meeting many of their educational needs by attending one of the OTC Education Centers in Branson, Lebanon, and Waynesville. These centers offer a wide range of general, technical, and continuing education courses. Eliminate many commuting and scheduling concerns by enrolling at one of these three convenient locations.

DUAL CREDIT

High school students can simultaneously earn college credit in general education for a course that is taught at the high school site. Dual Credit helps students transition into college level demands while still having the support of their high school instructors. High school students must have a 3.0 GPA or higher to participate in a Dual Credit course and must meet the same prerequisite or testing requirements as a student taking the course on the OTC campus. Please call (417) 447-8212 for more information.

TECH PREP

High school students may earn college credit for technical courses completed at their high school or area career technical school. Tech Prep eliminates unnecessary duplication of technical courses through a sequenced course of study that begins in the 11th grade and continues through an A.A.S. degree at OTC. In order to be eligible for college credit, a student must be enrolled in CATEMA, the Tech Prep registration system, earn a "B" or higher in the articulated course, graduate from high school with a 2.0 GPA or higher, and enroll at OTC within two years of his/her high school graduation. Please call (417) 447-8212 for more information.

CONTINUING EDUCATION (NON-CREDIT)

The non-credit division provides a wide range of educational experiences. Workshops, seminars and courses may begin at any time and do not necessarily coincide with the college's academic calendar. Schedules describing non-credit classes are mailed to college district residents before each new semester. Courses are available throughout the college district, with many being co-sponsored by local school districts and held in the local district facilities. The non-credit courses offered to the community may be tailored specifically for employees of businesses or other organizations. For more information, call (417) 447-8888.

ADULT EDUCATION AND LITERACY (AEL)

(GED Preparation and English as a Second Language)
The Adult Education and Literacy (AEL) program at Ozarks Technical Community College provides specialized instruction to help students build or refresh the basic academic skills necessary for success in the workplace, developing English as a Second Language (ESL), success on the GED exam, or in preparation for post-secondary education. The free classes are available throughout Greene, Polk, Dallas, Lawrence, Christian, Stone, Taney, Webster and Wright

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counties in cooperation with local school districts and agencies. AEL is funded by OTC and Missouri Department of Elementary and Secondary Education. Call (417) 447-8860 for location and enrollment information.

CENTER FOR WORKFORCE DEVELOPMENT (CWD)

The Center for Workforce Development is an economic development arm of OTC. The Center for Workforce Development works with business and industry in areas ranging from strategic planning to employee development, all aimed at improving the skills of a company's workforce as well as increasing the profitability of the company. The mission of the Center for Workforce Development is to be the preferred provider of accessible, high quality, affordable training and workforce development solutions. The Center for Workforce Development staff works with businesses to assess their industry specific employee training needs. Training programs are then designed, developed, implemented and evaluated.

Training ranges from updating or developing new technical skills, computer training, teambuilding, basic supervision skills, and leadership development. Training can be provided at any location, job site, campus, or other public or private location. The length of training varies to meet the needs of the business. The cost of these services may be offset by grant programs from the State of Missouri, available to qualifying businesses. Call today for information and assistance, (417) 447-8901

ACADEMIC HONORS

Ozarks Technical Community College recognizes students for academic achievement. Honors recognition may be earned by both full and part-time students. Students who complete twelve (12) or more credit hours will be eligible for the President's and Dean's lists. Courses below 100 level will not be included. Recognition will be given for the term in which a twelve hour increment is completed. The recognition shall be based on the grade point average attained during the twelve (12) credit hour increment. Once a twelve hour increment is completed, a new twelve credit hour increment for eligibility for the President's and Dean's list will begin. The following criteria shall be used:

1. Eligible students earning a GPA of 3.85 or above will be placed on the President's List for the term.

2. Eligible students earning a GPA of 3.50 to 3.84 inclusive will be placed on the Dean's List for the term. Graduation Honors:

The cumulative GPA at the end of the semester will be utilized by the Registrar to rank the candidates for associate degrees or certificates for academic honors. Final honors will be posted to the transcript and diploma using the final cumulative GPA.

Candidates with a 4.0 cumulative GPA shall graduate summa cum laude. Candidates with a cumulative GPA of at least 3.85 but less than 4.0 shall graduate magna cum laude. Candidates with a cumulative GPA of at least 3.60 but less than 3.85 shall graduate cum laude.

ATTENDANCE POLICY

Students are expected to be present and punctual in attendance for all scheduled classes and labs. The course syllabus should address attendance requirements and guidelines. Students may make up missed work at the discretion of instructors.

AUDIT

Students may enroll on an audit basis at the time of registration or addition of a course. This decision cannot be made or reversed after the first week of classes. Requirements for receiving an audit grade (AU) will be determined by the instructor.

COURSE NUMBERING SYSTEM

001-099 Developmental

Will not count toward the requirements for a certificate or degree.

100-199 Freshman level courses

May be counted toward the requirements for a certificate or degree.

100 level courses assume minimal background knowledge and/or skills. These courses introduce students to the vocabulary and methods of the discipline.

Those offered by the Allied Health and Technical Divisions would normally appear in the first year of the preferred course sequence.

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Those offered by the General Education Division would traditionally be freshman level courses for students majoring or minoring in this discipline at a four-year institution.

200-299 Sophomore level courses

May be counted toward the requirements for a certificate or degree.

200 level courses assume both background knowledge and/or skills. These courses expect students to apply and synthesize background knowledge and/or skills.

Those offered by the Allied Health and Technical Divisions would normally appear in the second year of the preferred course sequence.

Those offered by the General Education Division would traditionally be sophomore level courses for students majoring or minoring in this discipline at a four-year institution.

DEGREE AUDITS

Students may access a degree audit via Access OTC, or request an unofficial degree audit from Student Services in the Information Commons West.

GRADUATION REQUIREMENTS

Students planning to complete a Certificate, A.A.S., or A.A. must apply for graduation the term prior to their graduation. Certificate, A.A.S. and A.A. degree candidates must also complete an exit assessment evaluation.

RESIDENCY REQUIREMENT FOR GRADUATION

In order for an associate degree to be awarded, the final fifteen semester credit hours must be completed in residence at OTC. Certificate programs will require the number of credit hours in residence proportional to the associate degree.

FINAL EXAMINATIONS

During final examinations, a two (2) hour comprehensive examination or educationally related activity will take place.

FULL-TIME STATUS

Full-time: A student enrolled for twelve or more semester hours.

Part-time: A student enrolled for fewer than twelve semester hours.

CLASSIFICATION OF STUDENTS

Freshman: A student who has completed fewer than thirty (30) semester hours of course work.

Sophomore: A student who has completed thirty (30) or more semester hours of course work.

CHANGE OF SCHEDULE

Students are allowed to make add/drop adjustments to their course schedule for a period of time during the beginning of each term. Please refer to course schedule and college calendar for deadlines. Please refer questions to Student Services at any OTC campus or education site or visit the OTC website for detailed procedures.

WITHDRAWAL FROM ALL CLASSES

If a student wishes to discontinue enrollment in all courses for a semester, it is necessary to officially withdrawal from the term. The last day to withdrawal from classes is published on the college calendar. Please refer questions to Student Services at any OTC campus or education site or visit the OTC website for detailed procedures.

COMMENCEMENT

Commencement exercises will be held at the end of the spring semester for all students completing degree and certificate requirements during or before that semester.

CONCURRENT ENROLLMENT

Concurrent enrollment of a student at more than one educational institution may be appropriate and should not be discouraged, but the student should consider the demands of the total academic load.

GRADING SYSTEM

Official grades are issued for each student at the end of each semester. Students enrolled in credit courses will be graded by the letter grade system indicated below:

Grade	Definition	Grade Points
A.....		4
The student has, in an exemplary way, met the objectives established for the course.		

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B.....3

The student has, in a superior way, met the objectives established for the course.

C.....2

The student has adequately met the objectives established for the course.

D.....1

The student has minimally met the objectives established for the course.

F.....0

The student failed to meet the objectives established for the course.

AU.....0

The student enrolled in and completed the course as an “auditor.” Requirements for successful completion as an auditor are arranged with the course instructor. Does not count as credit for the course.

I.....0

An “I,” or incomplete, indicates that a student has been doing acceptable work but has not completed a small amount of the work. It is the student’s responsibility to have this deficiency removed within six weeks after the incomplete is assigned. When, in the judgement of the instructor, a student is not making a reasonable effort to remove the incomplete, the grade will automatically be changed to an “F.” An “I” recorded for a Continuing Education class, other than those for which CEU’s are awarded, indicates the student attended less than 80% of the scheduled time.

N.....0

Used in conjunction with letter grades of A,B,C,D for classes which are traditionally below college level (less than 100 level). These courses are not included in consideration for honors.

NP.....0

Not Passing. Given for courses (less than 100 level), as well as selected courses which have been approved by the Vice President for Academic Affairs, to be offered on a Passing/Not-Passing system.

P.....0

Passing. Awarded upon successful completion of Continuing Education course. May also be used for selected credit courses with the approval of the Vice President for Academic Affairs.

S.....0

Credit by Exam. The student received credit for the course through proficiency examination. This symbol counts as hours earned but not as hours attempted. Not more than 24 credit hours may be earned through “Credit by Exam” unless otherwise approved by the Vice President for Academic Affairs.

W.....0

Withdraw. The student withdrew prior to the deadline to withdraw. This symbol does not count as hours attempted or as hours earned.

R.....Repeat Code

The student has repeated the course work

INCOMPLETE GRADES

An incomplete grade may be issued when a student fails to complete a small amount of work for the course. Incomplete grades shall be made up within six weeks after the incomplete is assigned or an F will be assigned. The student will initiate the request for an I grade. The required course work to complete the I will be on file with the appropriate dean’s office.

OVERLOAD POLICY

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

- Summer: 10 credit hours
- Fall: 18 credit hours
- Spring: 18 credit hours

Students may not exceed these maximums unless they have received permission for an overload from the Vice President for Academic Affairs. The student is expected to have carried a minimum of 12 credit hours of college level courses during the previous semester and maintained a GPA of at least 3.5.

PREVIOUSLY EARNED CREDIT

Certain vocational and technical course work earned more than six (6) years prior to the awarding of a degree or certificate may be counted only with the approval of the Vice President for Academic Affairs.

CREDIT BY EXAM (TEST OUT)

Students who are currently enrolled and can demonstrate knowledge and/or skills in a subject area through on-the-job training, the armed forces, fluency in a foreign language, or other related experiences may be able to “test out” of a particular course. Initially, the student should discuss the feasibility of such an exam with the Division Chair of that discipline prior to the start of the semester a Credit-by-Exam is sought.

- 1) There is a \$15 per course fee for the examination.
 - 2) Students passing the exam may gain transcript credit by paying the appropriate tuition and fees. The grade recorded on the transcript will be “S,” which will count as hours earned, but will not count in cumulative grade points or grade point average (GPA).
 - 3) Students failing the exam may:
 - a. Enroll in the course by paying the required tuition and fees.
 - b. Retake the exam after a one year wait.
- Not more than 24 credit hours may be earned through credit by exam.

TRANSFER TO ANOTHER INSTITUTION

Admission requirements for transfer students vary among receiving colleges and universities. Students should always consult an academic advisor or college official at the receiving college early, regarding transferability of credit earned at Ozarks Technical Community College. The Associate of Arts, (A.A.) degree is designed as the statewide general studies transfer degree. Career program courses may or may not transfer because these programs are designed primarily to prepare the student for employment in a career field. If a student believes there has been unfair treatment in the transfer process, the student should contact the college (OTC) transfer and articulation officer, the Registrar.

PROBATION AND SUSPENSION

The Academic Probation and Suspension Policy applies only to students enrolled in credit programs.

A minimum cumulative 2.00 GPA is necessary for graduation. Transfer credits are not included in the GPA computation. Degree and certificate seeking students performing below the satisfactory level outlined in the schedule detailed below will automatically be placed on academic probation until they attain the satisfactory GPA level.

Probationary students are expected to work closely with their instructors, advisors, and counselors in order to improve their academic performance. Probationary students will be required to limit their semester course load to 12 hours or less as determined by the advisor and approved by the appropriate administrator. Students may also be required to enroll in developmental course work.

The Cumulative Grade Point Average Schedule

Cumulative Hours Attempted	GPA Satisfactory Level
6-25	1.50
26-40	1.75
41+	2.00

Probationary students who have not attained satisfactory progress levels will be suspended for one semester at the end of three consecutive probationary semesters of enrollment. Students receiving Veterans Administration benefits must be reported to the Veterans Administration and will probably lose benefits following two (2) consecutive semesters on probation. They may, however, enroll the following semester (or semesters) as a “Special” student. During this suspension period, they may take only developmental courses or retake courses in which they received a “D” or “F” grade. (Exception to this policy of courses which may be taken while on suspension will be made with the approval of the appropriate administrator.) Students may be readmitted to programs when their GPA reaches the satisfactory progress level, or they may be readmitted on probation after one semester’s suspension.

EXCEPTION: A student who acquires a semester GPA of 2.5 or higher during a probationary semester, and still has a cumulative grade point average below the satisfactory level as shown in the schedule above, may not be suspended but will remain on academic probation.

GRADE APPEAL

If a student receives a course grade while attending Ozarks Technical Community College which the student feels is inaccurate, the student has four weeks into the next term in which to appeal the grade. Before filing an appeal, the student must first discuss the situation with the course instructor.

- Step 1.** Appeal, in writing, within four weeks into the next term, to the instructor who awarded the grade. The instructor has ten working days to respond in

ACADEMIC POLICIES & PROCEDURES

writing. If the issue is not resolved at this step -

Step 2. Appeal, in writing, within ten working days of the date of the instructor's response, or if a response has not been provided by the faculty member, to the appropriate dean. The dean has ten working days to respond in writing. If the issue is not resolved at this step -

Step 3. Appeal, in writing, within ten working days of the dean's response, to the Vice President for Academic Affairs. The Vice President for Academic Affairs has ten working days to make a decision and respond in writing. The decision of the Vice President for Academic Affairs is final.

REPEATING COURSES

Credit Courses: Courses with earned grades of "D" or "F" may be repeated once to allow students to improve grade point averages. Courses with earned grades of "C" or higher may be repeated only by permission from the Vice President for Academic Affairs. The first repetition replaces the original "D" or "F" grade in the grade point average. The first course (grade and hours) will be shown on the transcript with an "R code" and will not be included in the semester or cumulative grade point average calculations. All subsequent repeats of the course will be calculated in the grade point average. **Continuing Education Courses:** Students may enroll in Continuing Education courses as many times as necessary to accomplish their individual goals provided they continue to show progress, do not prohibit others from participating, and pay the required fees.

ACADEMIC FRESH START

Students returning to OTC after an absence of 3 years or longer, with a cumulative OTC GPA of less than 2.0, may apply for Academic Fresh Start in order to recover from a deficient GPA. Academic Fresh Start will be limited to those cases in which the student's prior record does not reflect his/her current maturity with respect to motivation, attitude, and ability.

The following conditions apply to all students seeking Academic Fresh Start:

1. Academic Fresh Start will be granted only once.
2. Academic Fresh Start will apply to OTC course work only; this excludes all transfer credits.

3. A student must not have been enrolled in any course work at OTC, excluding Continuing Education courses, for a period of at least three consecutive years.
4. Academic Fresh Start will apply to all OTC course work attempted prior to the three-year absence. This course work cannot be used to meet any academic requirement (i.e. graduation, prerequisite, and certification).
5. Course work completed prior to the three-year absence will remain on the student's transcript but will not be calculated into the student's cumulative GPA.
6. Upon re-enrolling at OTC, the student must complete 15 hours of college credits (excluding pass/fail courses) with a GPA of 2.50 or better before beginning the application process.
7. The student has no outstanding debt to the college.

To apply for Academic Fresh Start, the student must submit the following to the Office of the Registrar:

1. A completed Academic Fresh Start application (obtained at the Office of the Registrar).
2. A written request which includes an explanation of how previous grades are negatively affecting future educational goals and an explanation as to how your motivation, attitude, and ability have changed since your return to OTC.
3. The Office of the Registrar will present all submitted paperwork to the Academic Review Committee. The committee will review the application and submitted paperwork and notify the student in writing of its decision within 30 days after the committee meets.

Academic Fresh Start is an OTC initiative and may not be recognized by other colleges or universities upon transfer.

HARDSHIP WITHDRAWAL

Hardship Withdrawal may be granted to a student who experiences non-academic emergencies which interfere or prevent the completion of coursework and cannot be resolved through traditional withdrawal methods. Typically, hardships (non-academic emergencies) tend to fall into one of three categories: medical, personal, and financial. Hard-

ACADEMIC POLICIES & PROCEDURES

ship withdrawals are not granted unless there is a compelling reason for such requests.

The Hardship Withdrawal process is not the appropriate venue to resolve or petition academic matters (e.g., grades). Such concerns must be addressed to the respective department. In addition, the Hardship Withdrawal process is not an alternative means to drop classes after the published drop date to remove unwanted grades or preclude resulting academic/financial aid actions (warning, probation, exclusion, etc.)

The following conditions apply to Hardship Withdrawal:

1. Students are not eligible for Hardship Withdrawals in any course in which they have completed the course requirements (e.g., taking the final exam or submitting the final project).
2. Students must apply no more than four weeks into the following semester including the summer semester. This applies whether or not the student is enrolled in the next semester.
3. A Hardship Withdrawal applies to one semester only.

To apply for a Hardship Withdrawal, the student must submit the following to the Office of the Registrar:

1. A completed Hardship Withdrawal application (obtained at the Office of the Registrar).
2. A written personal statement of hardship. The written personal statement of hardship should explain to the Academic Review Committee how and/or why the non-academic emergency impacted studies. It is essential that the student gives accurate details about the circumstances surrounding the hardship, date(s) of the emergency, and an account of how the situation specifically prevented the completion of coursework.
3. Required supporting documentation:
 - a. (Medical (e.g., physical or psychological emergencies): Type-written correspondence on office letterhead from a physician, psychologist, psychiatrist, or any licensed healthcare professional should be submitted as part of the documentation. The letter should include the dates the student was under the doctor's care, a statement of how the illness/condi-

tion interfered with the completion of coursework, and the name-title-phone number of the office representative who can verify the authenticity of the letter. Notes on prescription pads, appointment slips, and/or medical consultation forms are not acceptable in lieu of a doctor's letter.

- b. (Personal and Family Emergencies (e.g., death of a family member, etc.): All family emergencies require official and/or notarized forms, documents, or correspondence from a state agency, governmental entity, or reputable business. For example, death of a close family relative requires a death certificate and/or obituary with the name/date of the publication.
- c. (Financial Emergencies (e.g., loss of household challenges, mandatory job changes): Financial emergencies require the student's employer or supervisor to document the mandatory change(s), the date of the change(s), and the organizational representative who can verify the circumstances of the job change(s), preferably a human resource professional.

The Office of the Registrar will present all submitted paperwork to the Academic Review Committee. The committee will review the application and submitted paperwork and notify the student in writing of its decision within 30 days after the committee meets.

SATISFACTORY PROGRESS

A credit student is making satisfactory progress if the cumulative grade point average exceeds the level that would result in academic suspension. If a suspended student applies as a "new student" in any program, the student will automatically be placed on academic probation for the semester. Students on financial assistance will have no more than eight semesters as a full-time student (12 credit hours or more), or a maximum of 16 semesters if less than full-time, to pursue a degree, diploma or certificate. The Director of Financial Aid will review incompletes, withdrawals, non-credit courses and/or course repetitions on an individual basis in determining eligibility for financial aid.

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SUCCESSFUL PROGRESS FOR VETERANS OR ELIGIBLE PERSONS

Veteran students who have not attained satisfactory progress by the end of two consecutive probationary semesters will be reported to the Veterans Administration (VA) for unsatisfactory progress, causing termination of benefits, unless there are mitigating circumstances.

STUDENT RIGHTS / RESPONSIBILITIES

Each Ozarks Technical Community College student's conduct should be in such a manner as to uphold the good name of the college and fellow students by full recognition of responsibilities under the law and the moral and social standards of the community, state, and nation. Students are responsible for knowledge of the college rules and regulations as set forth in the college Student Handbook.

STANDARDS OF HONESTY

The college experience is founded on the concepts of honesty and integrity. Dishonesty, cheating, stealing, plagiarism, or knowingly furnishing false information to the college are regarded as particularly serious offenses. Within the respective curricular divisions of OTC, faculty members handle cases of dishonesty in their classes by levying certain penalties. However, in flagrant cases, the penalty may be dismissal from the college after proper due process proceedings.

DRUG - FREE POLICY

OTC is committed to providing each of its students a drug-free environment in which to attend classes and study. Illicit drug use and the abuse of alcohol are dangerous and may result in permanent damage or death. The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by OTC students on OTC properties is prohibited. Students who attend classes, laboratories or any college function under the influence of alcohol or illegal drugs may be withdrawn from and/or placed on probation/suspension from OTC. Under no circumstances will intoxicated students be permitted to participate in OTC courses or activities.

TOBACCO FREE POLICY

In December, 1999 the OTC Board of Trustees passed a Tobacco Free Campus policy which became effective August 1, 2003.

The Tobacco Free Campus policy prohibits use of all forms of tobacco on OTC property that includes the exterior common areas such as the student plaza and outside entrances to all buildings. Smoking has always been prohibited inside OTC buildings. The policy will be enforced with respect for students, faculty, staff, and visitors.

For more information regarding the Tobacco Free Campus policy you may visit our Tobacco Free Resource Room located on the second floor of the Information Commons West Building or visit the OTC web site.

Thank you for your cooperation in helping to make our campus cleaner and our lives healthier!

GRIEVANCE PROCEDURE FOR STUDENTS

Students having complaints other than grade appeals which cannot readily be resolved through normal channels may bring their complaint to the Vice President for Student Development. If the Vice President for Student Development cannot satisfactorily resolve the complaint, the student may request the matter be referred to the college Grievance Committee. The chairperson will convene the committee.

The committee will hear the complaint and make recommendations for a solution to the college President. The decision of the college President shall be final.

INCLEMENT WEATHER POLICY

In the event the college must close or classes be cancelled due to inclement weather, a notice will be placed on the OTC website and all local radio and TV stations will be notified. Additionally, a system has been implemented which notifies via text message all students who provide a cell phone number. Students are reminded to use their own judgment, as adults, concerning the safety of traveling to classes.

EMERGENCY PLAN

The college has posted emergency plans throughout its facilities and they are on the OTC website under General Information/Safety and Security/ Security Policies. Further information concerning emergency plans and procedures is included in the Student Handbook.

ACADEMIC POLICIES & PROCEDURES

NOTE: Specifics regarding student responsibilities are outlined in the OTC Student Handbook.

PREPARATORY/DEVELOPMENTAL COURSES

Developmental courses (those at the 000 level) provide instruction in basic math, reading, writing and study skills that are necessary for achieving almost all academic and career goals. Developmental courses with the ENG and MTH prefix are prerequisites to college level (100 or above) math and English courses, unless a student demonstrates a certain level of competency on an ACT or placement test. Courses with AAC prefixes (and offered through the Academic Achievement Center) are strongly recommended for students who test at levels indicating the need to either review basic academic skills (such as in the case of a student entering or returning to college after working many years) or to acquire more competence than they acquired in high school. Developmental courses, even when required, are not counted toward a certificate or degree, or in grade point calculation. Students taking developmental classes should determine if there are any financial aid implications.

COMPUTER USE EXPECTATIONS FOR SEATED COURSES

In today's computer based society, it is imperative that students develop computer based skills. Therefore, Ozarks Technical Community College students will be expected to use online technology to assist them in the learning process. At a minimum, students will be expected to log on to the online learning platform (i.e. Blackboard) where the course syllabus and faculty information are located. In addition, they may be expected to utilize further online technology as required by the instructor.

ONLINE TEACHING AND LEARNING

Through the Office of Online Teaching and Learning, Ozarks Technical Community College offers a wide variety of online courses designed for busy learners who cannot attend face-to-face classes or who simply prefer to learn in a digital environment. Students can even earn the following certificates and degrees entirely online:

- Associate of Arts (A.A.)
- Associate of Arts in Teaching (A.A.T.)
- Certificate in Business and Marketing
- Associate of Applied Science (A.A.S.) in Business and Marketing

Additional programs—including the A.A.S. in Accounting, the A.A.S. in Business Technology, and the Certificate in Business Technology—are anticipated to be available online starting Fall 2009.

Online courses and programs cover the same content as their face-to-face counterparts, offer the highest academic quality, and engage students in a highly interactive and collaborative learning community. All online courses follow the same academic calendar as the rest of the college and require assignment submission deadlines throughout the semester to keep students on track. Online courses are taught by instructors who have strong academic credentials and special certification to teach in the online environment.

Online Courses

Section numbers distinguish between online and other kinds of courses. "W" sections designate online courses (e.g., BUS-110-W01). Online courses offered by Ozarks Technical Community College are 100% asynchronous—you can participate anytime of the day, anywhere you have an Internet connection. However, all online courses require at least one proctored assessment, which can be administered at an OTC location (Springfield, Richwood Valley, Branson, Lebanon, Waynesville) or off-site at an approved location that is convenient for the student, no matter how far away from an OTC campus. Typical off-site proctoring locations include other college or university campuses, public libraries, K-12 schools, and military education offices; alternative proctoring locations may be approved through the Office of Online Teaching and Learning. Additional information about the college's proctoring requirement is available at <http://www.otc.edu/students/courses/online/proctoring.php>.

Hybrid Courses

Ozarks Technical Community College also offers courses that blend online learning with face-to-face instruction. These classes are called hybrid courses and are labeled with "H" section designations (e.g., CHM-101-H01). For a class to be considered a hybrid course, at least 30% percent of it must be delivered via the Internet and the rest at a designated College location. Face-to-face meeting dates, times, and locations for hybrid courses vary by instructor and are listed on the course schedule.

Online Tutorial

A short tutorial is provided to students enrolled in online and hybrid courses. Conducted entirely online, the tutorial is designed to teach students the basic functions of online

ACADEMIC POLICIES & PROCEDURES

courses. Student should complete the tutorial prior to beginning an online or hybrid course. Directions for accessing the tutorial can be found at <http://www.otc.edu/students/courses/online/tutorial.php>.

Requirements for Online and Hybrid Courses

To succeed in an online or hybrid course, students must:

- Have a personal computer with Internet access that meets the requirements outlined by the Office of Online Teaching and Learning. These requirements can be found at <http://www.otc.edu/students/courses/online/requirements.php>.
- Be self-disciplined and highly motivated.
- Complete the online tutorial.
- Have strong reading and written communication skills and the ability to understand and follow written instructions.
- Have keyboarding proficiency.
- Be able to access and navigate the Internet, send and receive e-mails with attachments, cut and paste text from documents, create and retrieve files, and download and install software from the Internet.

For more information about online courses and programs at Ozarks Technical Community College, please visit <http://www.otc.edu/students/courses/online/>, or contact the Office of Online Teaching and Learning at 417-447-8198 or eclass@otc.edu.

EVENING AND WEEKEND COLLEGE

Several classes are offered on Saturdays or Sundays only. These are designed to provide opportunities for students who cannot schedule classes during the week. Students who need more assistance or frequent feedback should schedule more frequent class meetings, if at all possible. Some courses are offered in an eight week format for those students desiring a compressed time format. The evening schedule consists of a large block of courses representing all of the college's programs. Courses are offered in sequence, so most degrees and certificates can be earned in two years if evening courses are taken in conjunction with day or weekend courses. Evening course offerings are usually rotated between daytime only sections and evening only sections, depending on student need. Courses include all technical offerings and general education courses for personal improvement or college transfer. The evening schedule provides courses in convenient locations scattered across the college district.

GENERAL DEGREE REQUIREMENTS

The general requirements for an associate degree from OTC are as follows:

At least 62 semester hours of college credit; the last 15 hours must be completed at OTC.

The completion of minimum requirements specified for each program.

A cumulative grade point average of 2.00 (C) or better.

Approval of the candidate for a degree by faculty and administration.

The following policies should be noted:

- 1) Students must take appropriate courses to satisfy the requirements in state and federal constitutions and in American history and regulatory infrastructures. See the course requirements for the appropriate courses.
- 2) A student who meets the standards set by the college for credit by exam may be granted credit up to a maximum of one half of the required credit for a degree or certificate.
- 3) A student will satisfy the catalog requirements in effect when student entered or re-entered (after one semester of absence) the college.
- 4) In determining the 2.00 minimum grade point average required for graduation, transfer grades will not be counted.

A candidate for a certificate or degree must:

- 1) File an "Application for Graduation" the semester prior to graduation, with the Office of the Registrar.
- 2) Pay the graduation fee.
- 3) Complete an exit assessment evaluation (CAAP if an A.A. degree candidate, Work Keys if certificate or A.A.S. degree candidate.)
- 4) Contact the Office of the Registrar for deadline dates.

CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement is awarded to a student completing one of the allied health or technical career programs with fewer than 62 credit hours. Each career certificate is earned after completing a prescribed set of courses. Normally, two full semesters or their equivalent are required to complete the requirements for a one-year certificate.

ASSOCIATE OF APPLIED SCIENCE DEGREE

A.A. S. DEGREE

The Associate of Applied Science degree is awarded to a student completing one of the technical or allied health career programs. Each program is designed to provide a student with the skills and knowledge to enter the work force after completing at least 62 credit hours of course work required for the A.A.S. degree. Although this is not intended to be a transfer degree, many of the required courses are designed to transfer to four-year colleges and universities. Requirements of A.A.S. degree programs may vary. Interested students should consult the program specific descriptions on the following pages and discuss their planned program of study with the program's dean or division chair.

ASSOCIATE OF ARTS DEGREE

A.A. DEGREE

The Associate of Arts degree is designed to allow a student who plans to transfer to a four-year college or university to accomplish one or all of the following:

- 1) Complete general education requirements.
- 2) Gain a breadth of knowledge.
- 3) Acquire analytical, communication, critical thinking and other useful skills.
- 4) Complete many freshman and sophomore level requirements in a chosen major for a baccalaureate granting college or university. (See "Areas of Emphasis" on pages 33-40.)

Of the 62 credit hours required, a student must complete 43 hours of stipulated courses and subject distributions; the remaining 19 hours required to complete the A.A. may be electives.

The Associate of Arts degree is intended to prepare a student for transfer in areas of study such as the following: Accounting, Agriculture, Business Administration, Computer Sciences, Pre-Dentistry, English, Engineering, Forestry, History, Pre-Law, Mathematics, Medical Technology, Pre-Medicine, Nursing-Bachelor's, Sciences, Social Sciences, Social Work, Teaching, and Pre-Veterinary Medicine.

ELECTIVE CHOICES

Most degrees and certificate programs of study include “electives” in the list of General Education Requirements. Use the following guidelines when selecting classes to fulfill these elective requirements. Be sure to check the course descriptions for any prerequisites.

Communication (COM) Electives

Note: Some degrees require COM 105

COM 100
COM 105
COM 200
COM 225

English (ENG) Electives

All degrees require ENG 101

ENG 102 ENG 210
ENG 150 ENG 215
ENG 195

Journalism (JRN)Electives

JRN 160
JRN 161
JRN 211

Humanities (HUM) Electives

Note: If completing the Associate of Arts (A.A.) degree, take one from Block I and one from Block II.

Block I

ART 101, 105, 110
ASL 101, 102
ENG 180 195, 220, 225, 240, 245
HUM 101, 120, 121
MUS 105
PHL 101, 105, 120
THR 101

Block II

ENG 260, 265
GRM 101, 102
HUM 102
MUS 101, 201
PHL 110
SPN 101 or higher

Other

ENG 250

Science Electives

Associate of Arts (A.A.) degree, take one from BIO 100, 105 or 160
AND take one from CHM 101, 111, PHY 100, 105, 110, 120, 220, 222

Associate of Applied Science (A.A.S.) degrees, take any BCS, BIO, CHM or PHY course

Note: Some programs require a 4 credit hour science course and may require specific science courses.

Social/Behavioral Science Electives

For all degrees, to satisfy Missouri law that requires instruction in U. S. and state constitution, either PLS 101 or the combination of HST 120 and 130 must be taken. Courses in the following departments may be used for any remaining Social/Behavioral Science electives:

AGR 100-Agriculture
GRY-Geography
PSY-Psychology

ANT-Anthropology
HST-History
SOC-Sociology

ECO-Economics
PLS-Political Science

General Electives

Any course numbered 100 or higher not being used to fulfill other degree requirements.

ASSOCIATE OF ARTS DEGREE (A.A.)

62 HOURS

In an effort to insure the transferability of courses from one college to another, the General Education Transfer Block of courses has been designed to facilitate that transfer. By completing those courses within the Transfer Block, signatory colleges and universities within the state of Missouri agree to accept this series as completion of the General Education requirements for transfer to public and private two and four-year institutions. It must be realized that transfer is only fully assured if the entire Transfer Block (43 hours) is completed. Any portion of that block of classes not completed will subject the entire matter to a course-by-course evaluation on the part of the receiving school.

General Education Requirements		Credits	Semester Taken	Prerequisites	
Mathematics	MTH 128 or 130 (or higher)	3		Grade "C" or higher in MTH 110 or equivalent or satisfactory score on the Mathematics Placement Assessment.	
English	ENG 101	3		Grade of "NC" or higher in ENG 050 or satisfactory score on the English Placement Assessment, or successful completion of TLC 045.	
	ENG 102 (or ENG 150)	3		ENG 101	
Communication	COM 105	3		None	
Humanities Block I (Select One)	ART 101, 105 or 110 ASL 101	3		See course descriptions section of the catalog for individual course prerequisites.	
Western Culture	ENG 180, 195, 220, 225, 240 or 245 HUM 101, 120 or 121 MUS 105 PHL 101, 105 or 120 THR 101				
Humanities Block II (Select One)	ENG 260 or 265 GRM 101 or 102	3			
World Culture	HUM 102 MUS 101 or 201 PHL 110 SPN 101 or above				
Biological Sciences	BIO 100, 105, 160	4			
Physical Sciences	CHM 101, 111 or PHY 100, 105, 110, 120, PHY 220, 222	4			
Social Sciences	(must satisfy MO law to include instruction in U.S. and State Constitution by including either PLS 101 or HST 120 <u>and</u> HST 130)				
Choose three courses from the following areas: AGR 100, ANT, ECO, GRY, HST, PLS, PSY, SOC (list chosen courses below) (may not include PSY 100)					See Course Descriptions section of the catalog for individual course prerequisites.
		3			
		3			
Lifetime Wellness	HLT 101	2		None	
Computer Applications	CIS 101	3		Keyboarding skill of 25 wpm or BUS 101 recommended.	
Sophomore Seminar	SSM 201	3		Minimum of 28 hours in the General Education transfer block; must include ENG 12 or ENG 150 (or current enrollment), CIS 101 and MTH 110 (or higher); advisor approval must be obtained. Additional prerequisites may be required for certain sections.	
TOTAL GENERAL EDUCATION TRANSFER BLOCK		43		Upon completion of the General Education Transfer Block courses, a student may apply to have the Block properly noted on his/her transcript.	
Electives (courses must be numbered 100 or higher)		19			
Total Credit Hours Required		62	31	Each student must apply for graduation and complete the CAAP Exit Exam to be eligible to graduate. The graduation application and subsequent exit exam is student initiated by the submission of the Application for Graduation form. The form is available in Student Services or through AccessOTC. (AAT degrees shall take the C-Base Exit Exam.)	

ASSOCIATE OF ARTS IN TEACHING

A.A. DEGREE - 64 HOURS

The Associate of Arts Degree in Teaching is a directed path of study preparing students for transfer and upper division work at four-year institutions offering teacher education programs and certification for levels (P-12). This degree requires students to satisfy the A.A. general education transfer block (with coursework specific to the desired program of teacher certification), 12 hours of teacher education professional coursework and at least 7 hours of additional credit from courses required for the specific program of teacher certification. Students must also achieve a minimum cumulative GPA of 2.5 and a minimum score of 235 on each sub-section of the CBASE.

Each transfer institution will have specific admission requirements for their institution and teacher education program. Students should contact the intended transfer institution to verify they have met all transfer requirements and their choices within the general education transfer block and additional courses beyond the 12 hours of professional teacher education coursework are appropriate for their desired teaching certification.

NOTE: A student meeting all degree requirements except for the 2.5 GPA and successful completion of the CBASE may graduate with an A.A. Degree.

	CR HRS
<u>GENERAL EDUCATION TRANSFER BLOCK</u>	
COURSES ARE REQUIRED. (SEE PAGE 31)	43
<u>Program Specific Courses</u>	<u>12</u>
EDU 210 Teaching Profession with Field Experience	3
EDU 220 Foundations of Education	3
EDU 225 Technology for Teachers	3
EDU 250 Educational Psychology	3
 Additional Certification Specific Courses	 7-9
* EDU 260 Education of Exceptional Learners	3
* ECO 270 Principles of Economics	3
* ENG 250 Children's Literature	3
* GRY 101 World Regional Geography	3
MTH 130 College Algebra	3
PSY 260 Child Psychology	3
PSY 265 Psychology of Adolescents	3
Content Course for Teaching Middle or Secondary Education	3-6
(Courses required for teaching area)	

* Courses suggested for Elementary, Middle, and Special Ed Teacher Certification Programs.

<u>Semester I</u>	
ENG 101 Composition I	3
HLT 101 Lifetime Wellness	2
(MTH 128) or MTH 130 or higher	3
CIS 101 Personal Computer Applications	3
Humanities Block I	3
Social Science (PLS 101 or HST 120 or HST 130)	3
Total Semester Hours	17

<u>Semester II</u>	
EDU 210 Teaching Profession with Field Experience	3
Biological Science (BIO 100)	4
COM 105 Public Speaking	3
ENG 102 Composition II	3
Social Science (PSY 110)	3
Total Semester Hours.....	16

<u>Semester III</u>	
EDU 220 Foundations of Education	3
EDU 250 Educational Psychology	3
Physical Science (PHY 101)	4
Certification Specific Course	3
¹ Social Science PLS 101 or (HST 120 or HST 130)	3
Total Semester Hours.....	16

<u>Semester IV</u>	
EDU 225 Technology for Teachers	3
Certification Specific Course	3
Certification Specific Course	3
Humanities Block II	3
SSM 201 Sophomore Seminar	3
Total Semester Hours	15

Total Degree Hours..... 64

AAT is achieved with 62 hours of credit but suggested courses would best serve the student in transfer.

¹Must satisfy Missouri law to include instruction in U.S. and State Constitutions. (See page 31)

Note: General Education courses in parenthesis are preferred for Elementary, Middle, and Special Ed Teacher Certification Programs.

AREAS OF EMPHASIS IN THE ASSOCIATE OF ARTS DEGREE

A student who intends to transfer to a baccalaureate institution in one of the following majors should consult with the appropriate division chair or the Dean of General Education in planning a schedule of classes. Courses are available within these areas that allow a student to complete and transfer freshman and sophomore level requirements in that major to many institutions: Agriculture, Biology, Business, Chemistry, Criminal Justice, Engineering, English, Environmental Science, Mathematics, Psychology, Social Sciences, and Spanish.

Areas of Emphasis require the General Education transfer block courses. (See page 31)

The emphasis recommends 64 credit hours to fully satisfy the course work to enter at a junior level at four-year institutions. Students may complete an A.A. Degree at OTC with 62 credit hours by omitting one of the Emphasis-Specific Electives.

AGRICULTURE AREA OF EMPHASIS

The Associate of Arts Degree with an emphasis in Agriculture allows students to develop academic abilities and skills associated with the agriculture industry. Students having long-term goals of obtaining a Bachelor of Science degree in any chosen field of Agriculture will benefit from these courses. The student may choose a specific option to pursue within the field of Agriculture. The options include Animal Science, Plant Science, or General Agriculture. Prior to beginning a desired option, students should meet with an academic advisor to specify the courses required to meet their desired goals.

Recommended courses for this emphasis within the General Education transfer block:

Humanities Block II Elective: SPN 101 or above
 Biological Science Elective: BIO 160
 Physical Science Elective: CHM 111
 Social/Behavioral Science Electives: AGR 100, ECO 270, PLS 101

Emphasis-Specific Electives for Agriculture

Option A: Animal Science			
AGR	160	Animal Science	4
TLM	180	Plant and Soil Science	4
TLM	235	Soils	3
BCS	200	Microbiology	4
BIO	250	Genetics	4
CHM	200	Survey of Organic Chemistry	5

Option B: Plant Science			
AGR	160	Animal Science	4
TLM	112	Woody Ornamental Identification	4
TLM	145	Landcare Equipment Maintenance	4
TLM	180	Plant and Soil Science	4
TLM	214	Landscape Design	4
TLM	225	Urban Forestry	4
TLM	235	Soils	3

Option C: General Agriculture			
AGR	160	Animal Science	4
TLM	112	Woody Ornamental Identification	4
TLM	180	Plant and Soil Science	4
TLM	214	Landscape Design	4
TLM	220	Turf & Landscape Business Management	3
TLM	235	Soils	3

Preferred Course Sequence

<u>Semester I</u>			
AGR	100	Introduction to Agriculture	3
CHM	111	General Chemistry I	5
ENG	101	Composition I	3
MTH	130	College Algebra	3
Humanities		Block I Elective	3
Total Semester Hours			17

<u>Semester II</u>			
CIS	101	Personal Computer Applications	3
BIO	160	General Biology I	4
ENG	150	Technical Writing	3
PLS	101	American Government and Politics	3
		Program Elective from Selected Option	4
Total Semester Hours			17

<u>Semester III</u>			
COM	105	Public Speaking	3
ECO	270	Principles of Economics I	3
HLT	101	Lifetime Wellness	2
		Program Elective from Selected Option	4
		Program Elective from Selected Option	4
Total Semester Hours			16

<u>Semester IV</u>			
SPN	101	Beginning Spanish I	3
SSM	201	Sophomore Seminar	3
		Program Elective from Selected Option	4
		Program Elective from Selected Option	4
Total Semester Hours			14

AREAS OF EMPHASIS IN THE ASSOCIATE OF ARTS DEGREE

BIOLOGY AREA OF EMPHASIS

The Associate of Arts Degree with an emphasis in Biology allows students to develop academic abilities and laboratory skills. Students who have a long term goal of obtaining a B. A. or B. S. degree with a major in Biology will benefit from these courses. Students who are considering a pre-medicine or pre-pharmacy degree will also benefit from these courses.

Preferred Course Sequence

Semester I

CHM 111	General Chemistry I	5
ENG 101	Composition I	3
MTH 131	Trigonometry	3
CIS 101	Personal Computer Applications	3
Total Semester Hours		14

Semester II

BIO 160	General Biology I	4
CHM 112	General Chemistry II	5
ENG 150	Technical Writing	3
HLT 101	Lifetime Wellness	2
	Social Science Elective	3
Total Semester Hours		17

Semester III

BIO 170	General Biology II	4
BIO 250	Genetics	4
COM 105	Public Speaking	3
	Humanities Elective	3
	Social Science Elective	3
Total Semester Hours		17

Semester IV

BIO 275	Environmental Biology (or BIO 292)	4
SSM 201	Sophomore Seminar	3
	Humanities Elective	3
	Social Science Elective	3
	General Electives	1-3
Total Semester Hours		14-16

BUSINESS AREA OF EMPHASIS

The Associate of Arts Degree with an emphasis in Business allows students to develop basic business skills that will allow them to continue toward a four-year business degree. This emphasis is intended for students who plan to transfer to a four-year college or university. For the A.A. Degree, students must satisfy the A.A. Degree General Education Requirements and then at least 19 hours of emphasis-specific electives. ¹Students should contact the intended transfer institution to verify that their choices for electives are appropriate for their situation. Each institution may have different requirements, so the student is encouraged to keep in contact with the transfer institution to ensure that the appropriate coursework is completed for a smooth transfer. Students interested in a career in business and focused on a two-year program should enroll in the A.A. S. in Business and Marketing.

Emphasis-Specific Electives for Business (19-21 hours)¹

² ACC 220	Principles of Accounting I	3
² ACC 225	Managerial Accounting	3
BUS 110	Principles of Business	3
BUS 115	Personal Finance	3
BUS 120	Retailing	3
BUS 125	Selling	3
BUS 130	Principles of Marketing	3
² BUS 140	Business Communications	3
BUS 150	Principles of Management	3
² BUS 160	Business Law	3
BUS 170	Human Resource Management	3
BUS 200	Leadership	3
BUS 245	Entrepreneurship	3
BUS 260	Business Strategy	3
GRY 230	World Economic Geography	3
² MTH 210	Statistical Methods	3
² PSY 110	Introduction to Psychology	3
³ SPN 102	Beginning Spanish II	3

Preferred Course Sequence

Semester I

CIS 101	Personal Computer Applications	3
ENG 101	Composition I	3
HLT 101	Lifetime Wellness	2
MTH 130	College Algebra	3
PSY 110	Introduction to Psychology	3
	(or emphasis-specific elective)	
	Humanities Block I Elective	3
Total Semester Hours		17

AREAS OF EMPHASIS IN THE ASSOCIATE OF ARTS DEGREE

Semester II

²	ECO 270	Principles of Economics I	3
	COM 105	Public Speaking	3
	ENG 102	Composition II	3
³	SPN 101	Beginning Spanish I (or GRM 101) (or Humanities Block II)	3
		Biological Science Elective	4
		Total Semester Hours	16

Semester III

	BUS 140	Business Communications (or emphasis-specific elective)	3
	ACC 220	Principles of Accounting I (or emphasis-specific elective)	3
²	ECO 275	Principles of Economics II	3
	SPN 102	Beginning Spanish II (or GRM 102) (or emphasis-specific elective)	3
		Physical Science Elective	4
		Total Semester Hours	16

Semester IV

	BUS 160	Business Law (or emphasis-specific elective)	3
	ACC 225	Managerial Accounting (or emphasis-specific elective)	3
	MTH 210	Statistical Methods (or emphasis-specific elective)	3
	PLS 101	American Government and Politics	3
	SSM 201	Sophomore Seminar	3
		Total Semester Hours	15

¹Students transferring to the MSU College of Business Administration (COBA) are recommended to take 21 hours of electives (making the total program 64 hours) so that they meet all of the prerequisites for admission to COBA, if these prerequisites are not met at OTC they will need to be completed at MSU before the student is admitted to COBA.

²Required for admission to the MSU COBA. (COBA requirements assume keyboarding proficiency of 40 wpm.)

³The MSU College of Business Administrations has a globalization prerequisite and recommends 6 hours of a single foreign language. However, the globalization requirement can be met with 6 hours of either a foreign language or a foreign culture. Students must, however, meet the OTC humanities block II requirement, so if they choose not to take a foreign language, they must take another humanities block II course, and 6 hours from GRY 101, 230, PLS 201, or SOC 101, which would increase the number of hours required.

CHEMISTRY AREA OF EMPHASIS

The Associate of Arts Degree with an emphasis in Chemistry allows students to develop academic abilities and laboratory skills. Students who have a long term goal of obtaining a B.A. or B.S. degree with a major or minor in chemistry would benefit from the following sequence of courses.

Preferred Course Sequence

Semester I

	CHM 111	General Chemistry I	5
	COM 105	Public Speaking	3
	ENG 101	Composition I	3
	HLT 101	Lifetime Wellness	2
	CIS 101	Personal Computer Applications	3
		Total Semester Hours	16

Semester II

	CHM 112	General Chemistry II	5
	BIO 160	General Biology I	4
	ENG 150	Technical Writing	3
		Social Science Elective	3
		Total Semester Hours	15

Semester III

	CHM 250	Quantitative Analysis (or CHM 225)	3-4
	MTH 140	Calculus	5
	PHY 120	General Physics I	4
		Social Science Elective	3
		Total Semester Hours	15-16

Semester IV

	PHY 130	General Physics II	4
	PLS 255	Environmental Law and Regulations	3
	SSM 201	Sophomore Seminar	3
		Humanities Elective	3
		Social Science Elective	3
		Total Semester Hours	16

AREAS OF EMPHASIS IN THE ASSOCIATE OF ARTS DEGREE

CRIMINAL JUSTICE AREA OF EMPHASIS

The Associate of Arts Degree with an emphasis in Criminal Justice provides students with a foundation and preparation for work in various fields of criminal justice, law enforcement, or associated social or political science. The degree provides a directed path of study for transfer to a baccalaureate institution offering a B.S. or B.A. in Criminal Justice or related field.

Emphasis-Specific Electives for Criminal Justice

CRJ 110	Introduction to Criminal Justice	3
CRJ 215	Juvenile Law and Procedures	3
CRJ 220	Criminal Procedure	3
CRJ 225	Criminal Law	3
CRJ 240	Ethics in Criminal Justice	3

Additional Suggested Electives for Criminal Justice

CRJ 120	American Justice and Punishment	3
CRJ 210	Law Enforcement and Community Relations	3
CRJ 212	Introduction to Forensic Science	3
CRJ 230	Introduction to Criminology	3

Preferred Course Sequence

Semester I

ENG 101	Composition I	3
CIS 101	Personal Computer Applications	3
MTH 128 or MTH 130 (or higher)		3
Humanities Block I Elective		3
Social Science Elective		3
Total Semester Hours		15

Semester II

CRJ 110	Introduction to Criminal Justice	3
COM 105	Public Speaking	3
ENG 102	Composition II	3
Biological Science Elective		4
Social Science Elective		3
Total Semester Hours		16

Semester III

CRJ 215	Juvenile Law and Procedures	3
CRJ 220	Criminal Procedure	3
HLT 101	Lifetime Wellness	2
Humanities Block II Elective		3
Physical Science Elective		4
Total Semester Hours		15

Semester IV

CRJ 225	Criminal Law	3
CRJ 240	Ethics in Criminal Justice	3
SSM 201	Sophomore Seminar	3
General Electives		4
Social Science Elective		3
Total Semester Hours		16

ENGINEERING AREA OF EMPHASIS

An emphasis in Engineering allows a student to complete courses within a directed path of study preparing them for upper division work at a four-year, transfer institution. Students are encouraged to verify the emphasis-specific electives with the intended transfer institution.

Emphasis-Specific Electives for Engineering

EGR 100	Study and Careers in Engineering	1
MTH 141	Analytic Geometry and Calculus II	5
MTH 240	Analytic Geometry and Calculus III	3
PHY 220	Physics for Engineers and Scientists I	5
PHY 222	Physics for Engineers and Scientists II	5

Preferred Course Sequence

Semester I

EGR 100	Study and Careers in Engineering	1
¹ CHM 111	General Chemistry I	5
ENG 101	Composition I	3
MTH 140	Analytical Geometry and Calculus I	5
PHL 105	Introduction to Ethics	3
Total Semester Hours		17

Semester II

ENG 150	Technical Writing	3
MTH 141	Analytical Geometry and Calculus II	5
PHY 220	Physics for Engineers and Scientists I	5
PSY 110	Introduction to Psychology	3
Total Semester Hours		16

Semester III

COM 105	Public Speaking	3
MTH 240	Analytical Geometry and Calculus III	3
PHY 222	Physics for Engineers and Scientists II	5
PLS 101	American Government and Politics	3
Humanities Block II Elective		3
Total Semester Hours		17

AREAS OF EMPHASIS IN THE ASSOCIATE OF ARTS DEGREE

Semester IV

² CIS	150	Programming and Analysis	3
BIO	100	Life Science	4
ECO	270	Principles of Economics I	3
HLT	101	Lifetime Wellness	2
SSM	201	Sophomore Seminar	3
Total Semester Hours			15

NOTE: Many four-year engineering programs recommend that students also complete MTH 241, Differential Equations, before transferring.

¹Students planning to major in certain fields of engineering should also complete CHM 112, General Chemistry II, before transferring. Consult a designated advisor to identify those specific fields.

²CIS 120, Problem Solving and Programming Concepts, is a prerequisite for CIS 150. Students who can demonstrate the problem solving skills needed for programming languages will be permitted to waive that prerequisite.

ENGLISH AREA OF EMPHASIS

An A.A. Degree with an emphasis in English allows students to develop reading, writing, and analytical abilities that will serve them in many different career and academic paths. An A.A. with an emphasis in English may lead to advanced studies in areas as diverse as writing, literature, journalism, law, communication, and medicine.

*Emphasis-Specific Electives for English

ENG	150	Technical Writing	3
ENG	180	Introduction to Literature	3
ENG	210	Creative Writing: Short Story	3
ENG	215	Creative Writing: Poetry	3
ENG	220	American Literature: Beginnings-1870	3
ENG	225	American Literature: 1870 to Present	3
ENG	240	British Literature: Beginnings-1790	3
ENG	245	British Literature: 1790 to Present	3
ENG	260	Survey of World Literature I	3
ENG	265	Survey of World Literature II	3

*May not count toward the area of emphasis if used to satisfy any course requirement in the General Education transfer block.

Preferred Course Sequence

Semester I

ENG	101	Composition I	3
CIS	101	Personal Computer Applications	3
English Elective			3
Humanities Block I Elective			3
Social/Behavioral Science Elective			3
Total Semester Hours			15

Semester II

ENG	102	Composition II (or ENG 150)	3
¹ MTH	128	Contemporary Mathematics (or MTH 130) or higher	3
Biological Science Elective			4
Humanities Block II Elective			3
Social/Behavioral Science Elective			3
Total Semester Hours			16

Semester III

COM	105	Public Speaking	3
HLT	101	Lifetime Wellness	2
SSM	201	Sophomore Seminar	3
Physical Science Elective			4
Social/Behavioral Science Elective			3
Total Semester Hours			15

Semester IV

English Electives			15
General Electives			1-3
Total Semester Hours			16-18

¹ Students should verify the mathematics requirement of the chosen transfer institute.

AREAS OF EMPHASIS IN THE ASSOCIATE OF ARTS DEGREE

ENVIRONMENTAL AREA OF EMPHASIS

The Associate of Arts Degree with an emphasis in Environmental Science allows students to develop academic abilities and laboratory skills. Students who have, as a long term goal, a B.A. or B.S. degree with a major or minor in environmental science would benefit from the following sequence of courses.

Preferred Course Sequence

Semester I

CHM 101	Introduction to Chemistry	4
ENG 101	Composition I	3
HLT 101	Lifetime Wellness	2
MTH 130	College Algebra (or higher)	3
CIS 101	Personal Computer Applications	3
Total Semester Hours		15

Semester II

CHM 225	Environmental Chemistry	3
BIO 160	General Biology I	4
COM 105	Public Speaking	3
ENG 150	Technical Writing	3
Humanities Block I Elective		3
Total Semester Hours		16

Semester III

BIO 170	General Biology II	4
PHY 110	Introduction to Geology	4
PLS 250	The Politics of the Environment	3
Humanities Block II Elective		3
Social Science Elective		3
Total Semester Hours		17

Semester IV

BIO 275	Environmental Biology	4
PLS 255	Environmental Laws and Regulations	3
SSM 201	Sophomore Seminar	3
Social Science Elective		3
General Electives		1-3
Total Semester Hours		14-16

MATHEMATICS AREA OF EMPHASIS

An A.A. Degree with an emphasis in mathematics is intended to develop analytical problem-solving abilities that will serve students well in a variety of careers in industry, government or education. This emphasis is especially appropriate for those who plan to pursue advanced studies in engineering, the natural sciences or further mathematics.

Emphasis-Specific Electives for Mathematics

(At least 9 additional credit hours selected from MTH courses numbered above 200)

MTH 210	Statistical Methods	3
MTH 215	Algebraic Structures	3
MTH 230	Linear Algebra	3
MTH 240	Analytic Geometry and Calculus III	3
MTH 241	Differential Equations	3
MTH 295	Directed Study/ Mathematics	3

Preferred Course Sequence

Semester I

MTH 140	Analytic Geometry and Calculus I	5
ENG 101	Composition I	3
HLT 101	Lifetime Wellness	2
CIS 101	Personal Computer Applications	3
Social Science Elective		3
Total Semester Hours		16

Semester II

MTH 141	Analytic Geometry and Calculus II	5
ENG 102	Composition II (or ENG 150)	3
Biological Science Elective		4
Humanities Block I Elective		3
Total Semester Hours		15

Semester III

Mathematics Elective		3
Mathematics Elective		3
COM 105	Public Speaking	3
Social Science Elective		3
Physical Science Elective		4
Total Semester Hours		16

Semester IV

Mathematics Elective		3
Mathematics Elective		3
SSM 201	Sophomore Seminar	3
Humanities Block II Elective		3
Social Science Elective		3
Total Semester Hours		15

AREAS OF EMPHASIS IN THE ASSOCIATE OF ARTS DEGREE

PSYCHOLOGY AREA OF EMPHASIS

The Associate of Arts Degree with an emphasis in Psychology develops a foundation and preparation that will enhance a variety of career choices. The degree provides a directed path of study for transfer to institutions offering baccalaureate and advanced degrees in Psychology or related social and behavioral science fields of study.

PSY 110 or PSY 130 meets a Social Science course requirement within the General Education transfer block.

PSY 100 can be used as an elective and as meeting a General Education requirement for some A.A.S. and technical programs (see advisor).

Emphasis-Specific Electives for Psychology

PSY 210	Research Methods in Psychology	3
PSY 250	Educational Psychology	3
PSY 255	Psychology of Work Behavior	3
PSY 260	Child Psychology	3
PSY 270	Psychology of Aging	3
PSY 275	Consumer Psychology	3
PSY 280	Social Psychology	3
PSY 285	Abnormal Psychology	3

Preferred Course Sequence

Semester I

PSY 110	Introduction to Psychology (or PSY 130)	3
ENG 101	Composition I	3
MTH 128 or MTH 130	(or higher)	3
CIS 101	Personal Computer Applications	3
Humanities Block I	Elective	3
Total Semester Hours	15

Semester II

Psychology Emphasis Course		3
ENG 102	Composition II	3
Biological Science	Elective	4
Humanities Block II	Elective	3
Social Science	Elective	3
Total Semester Hours	16

Semester III

Psychology Emphasis Course		3
COM 105	Public Speaking	3
HLT 101	Lifetime Wellness	2
Physical Science	Elective	4
Social Science	Elective	3
Total Semester Hours	15

Semester IV

Psychology Emphasis Course	3	
Psychology Emphasis Course	3	
Psychology Emphasis Course	3	
SSM 201	Sophomore Seminar	3
General Electives	4-6	
Total Semester Hours	16-18

SOCIAL SCIENCE AREA OF EMPHASIS

The Associate of Arts Degree with an emphasis in Social Science allows students to develop academic abilities that will serve them in many different career and academic paths. When students complete the General Education transfer block, in many cases they have not completed all the general education requirements in social sciences necessary for their four-year degree program. While an emphasis in Social Sciences does not necessarily make the student employable in a specialized field upon completion, it does prepare the student in the social science program to choose courses that will not have to be taken once he or she transfers to a four-year university or college.

Note: PSY 110 is required as a prerequisite for all 200 level Psychology courses and meets the requirements for social science elective within the General Education transfer block.

Emphasis-Specific Electives for Social Science

HST 230	Twentieth Century America	3
PLS 201	International Relations	3
PLS 250	The Politics of the Environment	3
PLS 255	Environmental Laws and Regulations	3
PSY 250	Educational Psychology	3
PSY 255	Psychology of Work Behavior	3
PSY 260	Child Psychology	3
PSY 270	Psychology of Aging	3
PSY 275	Consumer Psychology	3
PSY 280	Social Psychology	3
PSY 285	Abnormal Psychology	3
SOC 210	Urban Sociology	3
SOC 225	Sociology of the Family	3

AREAS OF EMPHASIS IN THE ASSOCIATE OF ARTS DEGREE

Preferred Course Sequence

Semester I

PSY 110 Introduction to Psychology	3
ENG 101 Composition I	3
CIS 101 Personal Computer Applications	3
Humanities Block I Elective	3
Social Science Elective	3
Total Semester Hours	15

Semester II

ENG 102 Composition II	3
MTH 130 College Algebra (or higher)	3
Biological Science Elective	4
Humanities Block II Elective	3
Social Science Elective	3
Total Semester Hours	16

Semester III

HLT 101 Lifetime Wellness	2
SSM 201 Sophomore Seminar	3
Physical Science Elective	4
Social Science Elective	3
Social Science Elective	3
Total Semester Hours	15

Semester IV

COM 105 Public Speaking	3
Social Science Electives	6
General Electives	7-9
Total Semester Hours	16-18

SPANISH AREA OF EMPHASIS

The A.A. Degree with Emphasis in Spanish is for students who want to acquire the ability to speak Spanish at a level sufficient to enhance their job marketability in a wide variety of fields while also satisfying the language and general education requirements at their chosen four-year institution. These students must begin SPN 101 the first semester. One Spanish course will satisfy the Humanities Block II elective requirement of the CBHE General Education transfer sequence. The other four Spanish courses can be incorporated into the A.A. Degree as 12 of the 19 General Elective hours. Students can use the remaining six hours of General Electives to take courses that will transfer to their four-year program of study as courses beyond the General Education requirements. Students with substantial background in Spanish may be able to obtain credit by examination for some of the required 15 hours of Spanish.

Preferred Course Sequence

Semester I

ENG 101 Composition I	3
CIS 101 Personal Computer Applications	3
Humanities Block II Elective (SPN 101 or above)	3
Social Science Elective	3
¹ General Elective	3
Total Semester Hours	15

Semester II

SPN 102 Beginning Spanish II	3
ENG 102 Composition II (or ENG 150)	3
² MTH 128 Contemporary Mathematics (or MTH 130) or higher	3
Humanities Block I Elective	3
Social Science Elective	3
Total Semester Hours	15

Semester III

SPN 201 Intermediate Spanish I	3
COM 105 Public Speaking	3
Physical Science Elective	4
Social Science Elective	3
General Elective	4
Total Semester Hours	17

Semester IV

SPN 202 Intermediate Spanish II	3
SPN 205 Conversational Spanish	3
HLT 101 Lifetime Wellness	2
SSM 201 Sophomore Seminar	3
Biological Science Elective	4
Total Semester Hours	15

¹Students should insure that their General Electives will be accepted for transfer to their chosen four-year institution.

²Students should verify the mathematics requirement of the chosen transfer institute.

PROGRAM LISTING

Program Listing	Certificate	AAS	ASN	Page
Accounting (ACC)		X		42
Auto Collision Repair Technology (ABR)	X	X		43
Automotive Technology (AUM)	X	X		44
Business and Marketing (BUS)	X	X		45
Business Technology (BUS)	X	X		46
Computer Information Sciences (CIS)	X	X		47-48
Construction Technology (CST)	X	X		49
Culinary Arts (CUL)	X	X		50
Dental Assisting (DAS)	X	X		51
Dental Hygiene (DHY)		X		52-53
Diesel Technology (DSL)	X	X		54
Drafting and Design Technology (DDT)	X	X		55
Early Childhood Development (ECD)	X	X		56
Electronic Media Production (EMP)		X		57
Emergency Medical Technician (EMT)	X	X		58
Fire Science Technology (FST)		X		59
Graphic Design Technology (GDT)	X	X		60
Health Information Technology (HIT)	X	X		61-62
Heating, Refrigeration & A/C (HRA)	X	X		63
Hospitality Management (HSM)		X		64
Industrial Control and Automation Tech (ICA)	X	X		65
Machine Tool Technology (MTT)	X	X		66
Manufacturing (MFG)	X	X		67
Medical Lab Technician (MLT)		X		68
Networking Technology (NET)		X		69
Nursing - Practical Nursing (NUR)	X			70
Nursing - Registered Nursing (ASN)			X	71
Occupational Therapy Assistant (OTA)		X		72-73
Physical Therapist Assistant (PTA)		X		74
Respiratory Therapy (RST)		X		75
Surgical Technology (SUR)	X	X		76
Turf and Landscape Management (TLM)	X	X		77
Welding Technology (WLD)	X	X		78
Welding Technology (WLD) Master Welder	X			78

ACCOUNTING (ACC)

A.A.S. DEGREE - 61-62 HOURS

The Accounting program prepares students with a foundation of coursework in accounting principles, theory and practice, and exposes them to complex problems and relationships in connected fields of business, cost management, tax and economics. A co-op education/internship option in the final semester provides for practical work experience in an office or industry where students can apply the accounting concepts and skills that they have learned.

<u>Program Specific Courses</u>		<u>Cr Hrs</u>
ACC 120	College Accounting I	3
ACC 125	College Accounting II	3
ACC 220	Principles of Accounting I	3
ACC 225	Managerial Accounting	3
² ACC 228	Accounting Practice	3
¹ ACC 230	Accounting Software Applications	3
² ACC 238	Applied Financial Accounting	3
¹ ACC 250	Tax Accounting	3
¹ ACC 270	Payroll Accounting	3
BUS 110	Principles of Business	3
BUS 140	Business Communications	3
CIS 101	Personal Computer Applications	3
CIS 105	Spreadsheet Applications	3
TEC 285	Occupational Seminar	1
ACC 290	Co-op/Intern/Related Elective	3

<u>General Ed Requirements</u>		<u>Cr Hrs</u>
ECO 270	Principles of Economics I	3
ENG 101	Composition I	3
PLS 101	American Government and Politics	3
	Communications/English Elective	3
	Mathematics Elective (MTH 105 or higher)	3
	Science Elective	3-4

Related Electives

May choose courses from the following program areas: ACC, BUS, CIS, and ECO.

Preferred Course Sequence

Semester I

ACC 120	College Accounting I	3
BUS 110	Principles of Business	3
CIS 101	Personal Computer Applications	3
ENG 101	Composition I	3
	Mathematics Elective (MTH 105 or higher)	3
Total Semester Hours		15

Semester II

ACC 125	College Accounting II	3
ACC 220	Principles of Accounting I	3
BUS 140	Business Communications	3
CIS 105	Spreadsheet Applications	3
	Communications/English Elective	3
Total Semester Hours		15

Semester III

ACC 225	Managerial Accounting	3
¹ ACC 230	Accounting Software Applications	3
¹ ACC 250	Tax Accounting	3
¹ ACC 270	Payroll Accounting	3
	Science Elective	3-4
Total Semester Hours		15-16

Semester IV

² ACC 228	Accounting Practice	3
² ACC 238	Applied Financial Accounting	3
ACC 290	Co-op/Intern/Related Elective	3
ECO 270	Principles of Economics I	3
PLS 101	American Government and Politics	3
TEC 285	Occupational Seminar	1
Total Semester Hours		16

¹ Offered Fall only

² Offered Spring only

AUTO COLLISION REPAIR TECHNOLOGY (ABR)

CERTIFICATE - 33 HOURS

A.A.S. DEGREE - 66 HOURS

Sheet metal and unibody repair, automotive refinishing, and collision damage estimation are areas of concentration and employment for graduates of the Auto Collision Repair Technology program. Employers include independent body shops, new and used car dealerships, upholstery shops, glass shops, paint and equipment manufacturers and distributors, and insurance companies.

Program Specific Courses Cr Hrs

ABR 100	Non-Structural Analysis and Repair	4
ABR 110	Paint and Refinishing Preparation	4
ABR 113	Damage Repair Metal Welding and Cutting	4
ABR 200	Non-Structural Analysis and Damage Repair	4
ABR 245	Structural Analysis and Dimensioning	4
ABR 248	Refinish Color Application	4
ABR 250	Structural Repair	4
ABR 255	Paint Detail and Defects	4
ABR 260	Plastics and Adhesives	3
ABR 265	Vehicle Control Systems	3
ABR 270	Estimating and Shop Management	3
ABR 290	Capstone/Co-op/Internship	3
TEC 285	Occupational Seminar	1

General Ed Requirements Cr Hrs

ENG 101	Composition I	3
HLT 101	Lifetime Wellness	2
	Communications Elective	3
	Mathematics Elective (MTH 105 or higher)	3
	Science Elective	4
¹	Social Science Elective	3
	Social Science Elective	3

Preferred Course Sequence

Semester I

ABR 100	Non-Structural Analysis and Repair	4
ABR 110	Paint and Refinishing Preparation	4
ABR 113	Damage Repair Metal Welding and Cutting	4
	Mathematics Elective (MTH 105 or higher)	3
Total Semester Hours.....		15

Semester II

ABR 200	Non-Struct Analysis and Damage Repair	4
ABR 245	Structural Analysis and Dimensioning	4
ABR 248	Refinish Color Application	4
ENG 101	Composition I	3
¹	Social Science Elective	3
Total Semester Hours.....		18

Semester III

ABR 250	Structural Repair	4
ABR 255	Paint Detail and Defects	4
ABR 260	Plastics and Adhesives	3
HLT 101	Lifetime Wellness	2
	Science Elective	4
Total Semester Hours.....		17

Semester IV

ABR 265	Vehicle Control Systems	3
ABR 270	Estimating and Shop Management	3
ABR 290	Capstone/Co-op/Internship	3
TEC 285	Occupational Seminar	1
	Communications Elective	3
	Social Science Elective	3
Total Semester Hours.....		16



¹Must satisfy Missouri law to include instruction in U.S. and State Constitutions. (See page 31).

AUTOMOTIVE TECHNOLOGY (AUM)

CERTIFICATE - 35 HOURS

A.A.S. DEGREE - 69 HOURS

Under the supervision of certified instructors experienced in the industry, students learn fundamentals of automotive systems design, operation, diagnosis and repair. Classroom concepts and theory are applied in the shop environment where troubleshooting, service procedures, estimating and customer relations are practiced. The automotive industry is changing and growing, with increasing emphasis on safety and electronics. Potential employers include automotive dealerships, independent repair shops, service stations, and product sales and service.

<u>Program Specific Courses</u>	<u>Cr Hrs</u>
AUM 110 Engine Repair	4
AUM 121 Engine Diagnosis and Repair	4
AUM 135 Manual Drive Train and Axles	4
AUM 171 Electrical I	4
AUM 175 Electrical II	4
AUM 185 Heating and Air Conditioning	4
AUM 210 Brakes	4
AUM 215 Steering and Suspension	4
AUM 221 Engine Performance I	4
AUM 222 Advanced Engine Performance	4
AUM 233 Automatic Transmissions and Trans Axle	4
AUM 290 Capstone/Co-op/Internship	3
TEC 285 Occupational Seminar	1

<u>General Ed Requirements</u>	<u>Cr Hrs</u>
Communications Elective	3
ENG 101 Composition I	3
HLT 101 Lifetime Wellness	2
Mathematics Elective (MTH 105 or higher)	3
Science Elective	4
Social Science Elective	3
¹ Social Science Elective	3

Preferred Course Sequence

Certificate = Courses in Shaded Areas

<u>Semester I</u>	
AUM 110 Engine Repair	4
AUM 171 Electrical I	4
AUM 215 Steering and Suspension	4
HLT 101 Lifetime Wellness	2
Mathematics Elective (MTH 105 or higher)	3
Total Semester Hours	17
<u>Semester II</u>	
AUM 121 Engine Diagnosis and Repair	4
AUM 175 Electrical II	4
AUM 210 Brakes	4
ENG 101 Composition I	3
Social Science Elective	3
Total Semester Hours	18

<u>Semester III</u>	
AUM 135 Manual Drive Train and Axles	4
AUM 185 Heating and Air Conditioning	4
AUM 221 Engine Performance I	4
TEC 285 Occupational Seminar	1
Science Elective	4
Total Semester Hours	17

<u>Semester IV</u>	
AUM 222 Advanced Engine Performance	4
AUM 233 Automatic Transmissions and Trans Axle	4
AUM 290 Capstone/Co-op/Internship	3
Communications Elective	3
¹ Social Science Elective	3
Total Semester Hours	17

¹Must satisfy Missouri law to include instruction in U.S. and State Constitutions. (See page 31)

BUSINESS AND MARKETING (BUS)

CERTIFICATE - 30 HOURS

A.A.S. DEGREE - 61-62 HOURS

The curriculum for an A.A.S. degree in Business and Marketing is designed to provide a broad, general background in business as well as a foundation in the basics needed for entry-level positions in various business activities: accounting, retailing, marketing or management. Note: Students wishing to transfer to a four-year college Business program should contact the college to which they wish to transfer to determine the courses appropriate for transfer.

Preferred Course Sequence

Certificate = Courses in Shaded Areas

Program Specific Courses **Cr Hrs**

BUS 110	Principles of Business	3
BUS 130	Principles of Marketing	3
BUS 140	Business Communications	3
BUS 150	Principles of Management	3
BUS 200	Leadership	3
¹ BUS 260	Business Strategy	3
BUS 290	Co-op Ed/Intern/Related Elective	3
ACC 220	Principles of Accounting I	3
ACC 225	Managerial Accounting	3
CIS 101	Personal Computer Applications	3
TEC 285	Occupational Seminar	1
	Related Elective	3
	Related Elective	3
	Related Elective	3
	Related Elective	3

General Ed Requirements **Cr Hrs**

ECO 270	Principles of Economics I	3
ENG 101	Composition I	3
PLS 101	American Government and Politics	3
	Communications Elective	3
	Mathematics Elective (MTH 105 or higher)	3
	Science Elective	3-4

Related Electives **Cr Hrs**

BUS 100	Service Learning in Business	1
BUS 115	Personal Finance	3
² BUS 120	Retailing	4
¹ BUS 125	Selling	3
¹ BUS 145	Principles of Advertising	3
BUS 160	Business Law	3
BUS 170	Human Resources Management	3
BUS 245	Entrepreneurship	3

Semester I

BUS 110	Principles of Business	3
BUS 140	Business Communications	3
CIS 101	Personal Computer Applications	3
ENG 101	Composition I	3
	Mathematics Elective (MTH 105 or higher)	3
Total Semester Hours		15

Semester II

BUS 130	Principles of Marketing	3
BUS 150	Principles of Management	3
ACC 220	Principles of Accounting I	3
ECO 270	Principles of Economics I	3
	Related Elective	3
Total Semester Hours		15

Semester III

BUS 200	Leadership	3
ACC 225	Managerial Accounting	3
PLS 101	American Government and Politics	3
	Communications Elective	3
	Related Elective	3
Total Semester Hours		15

Semester IV

¹ BUS 260	Business Strategy	3
BUS 290	Co-op Ed/Intern/Related Elective	3
TEC 285	Occupational Seminar	1
	Science Elective	3-4
	Related Elective	3
	Related Elective	3
Total Semester Hours		16-17

¹ Offered Spring only.

² Offered Fall only.

May choose courses from the following:
ACC or CIS, ECO 275, PSY 255, PSY 275.

BUSINESS TECHNOLOGY (BUS)

CERTIFICATE - 34 HOURS

A.A.S. DEGREE - 65-68 HOURS

The curriculum for an A.A.S. degree in Business Technology is designed to provide a general background in business and improve skills in current procedures and technology used in the business environment

Program Specific Courses **Cr Hrs**

BUS 101	Microcomputer Keyboarding	1
BUS 105	Business English	3
BUS 110	Principles of Business	3
BUS 112	Document Processing	3
BUS 116	Business and Office Technology	3
BUS 135	Integrated Business Applications	3
BUS 140	Business Communications	3
BUS 150	Principles of Management	3
BUS 155	Customer Service	2
BUS 165	Administrative Procedures	3
BUS 185	Professional Development	1
BUS 265	Certification Review/Skill Building	2
BUS 275	Project-based Office Simulations	3
BUS 290	Co-op Ed/Intern/Related Elective	1-3
ACC 120	College Accounting Part I	3
CIS 101	Personal Computer Applications	3
CIS 105	Spreadsheet Applications	3
CIS 112	Database Applications	3
TEC 285	Occupational Seminar	3

General Ed Requirements **Cr Hrs**

ENG 101	Composition I	3
	Communications Elective	3
	Mathematics Elective (MTH 105 or higher)	3
	Science Elective	3-4
¹	Social Science Elective	3
	Social Science Elective	3

Related Electives **Cr Hrs**

BUS 100	Service Learning in Business	1
BUS 115	Personal Finance	3
BUS 120	Retailing	4
BUS 125	Selling	3
BUS 160	Business Law	3
BUS 170	Human Resources Management	3
BUS 200	Leadership	3
BUS 255	Desktop Publishing	3

May choose courses from the following:

ACC, CIS, ECO 270, ECO 275, PSY 255, PSY 275.

Preferred Course Sequence

Certificate = Courses in Shaded Areas

Semester I

BUS 101	Microcomputer Keyboarding	1
BUS 105	Business English	3
BUS 110	Principles of Business	3
BUS 116	Business and Office Technology	3
BUS 185	Professional Development	1
CIS 101	Personal Computer Applications	3
	Mathematics Elective (MTH 105 or higher)	3
Total Semester Hours		17

Semester II

BUS 112	Document Processing	3
BUS 135	Integrated Business Applications	3
BUS 155	Customer Service	2
BUS 165	Administrative Procedures	3
ACC 120	College Accounting Part I	3
ENG 101	Composition I	3
Total Semester Hours		17

Semester III

BUS 140	Business Communications	3
BUS 150	Principles of Management	3
BUS 265	Certification Review/Skill Building	2
CIS 105	Spreadsheet Applications	3
CIS 112	Database Applications	3
¹	Social Science Elective	3
Total Semester Hours		17

Semester IV

BUS 275	Project-based Office Simulations	3
BUS 290	Co-op Ed/Intern/Related Elective	1-3
TEC 285	Occupational Seminar	1
	Communications Elective	3
	Science Elective	3-4
	Social Science Elective	3
Total Semester Hours		14-17

¹Must satisfy Missouri law to include instruction in U.S. and State Constitutions. (See page 31)

COMPUTER INFORMATION SCIENCE (CIS)

CERTIFICATE - 30 HOURS

A.A.S. DEGREE - 61-62 HOURS

The Information Technology industry is always changing and evolving to meet the needs of business and to stay abreast of technology trends. At OTC, students may choose courses that tailor their educational experience to prepare them for a variety of career paths in the Information Technology industry.

Students planning on continuing their education at a 4-yr Computer Science program will be better prepared if they take the Computer Science option (see alternate preferred course sequence on the next page).

<u>Program Specific Courses</u>		<u>Cr Hrs</u>
CIS 101	Personal Computer Applic (or CIS 110)	3
CIS 115	Principles of E-Business	3
CIS 120	Problem Solving and Programming Concepts	3
CIS 130	Web Site Development I	3
CIS 131	Web Site Development II	3
CIS 150	Programming and Analysis	3
CIS 151	Client-Server Programming	3
CIS 250	Database and Query	3
¹ CIS 260	Software Engineering Project	3
CIS 290	Co-op Ed/Intern/Related Elective	2-3
ACC 120	College Accounting I	3
TEC 285	Occupational Seminar	1
	Related Elective	3
	Related Elective	3
	Related Elective	3
	Related Elective	3

<u>General Ed Requirements</u>		<u>Cr Hrs</u>
ENG 101	Composition I	3
² PLS 101	American Government and Politics	3
	Communications/English Elective	3
	Mathematics Elective (MTH 105 or higher)	3
	Science Elective	4

Related Electives

Any course from CIS numbered 120 or higher, or from BUS or GDT or from: ACC 125, NET 160, *NET 240, NET 165, or NET 231.

*Prerequisites for NET 240 may be waived with division chair permission.

Preferred Course Sequence

Certificate = Courses in Shaded Areas

<u>Semester I</u>		
CIS 101	Personal Computer Applic (or CIS 110)	3
CIS 115	Principles of E-Business	3
CIS 120	Problem Solving and Programming Concepts	3
ENG 101	Composition I	3
	Mathematics Elective (MTH 105 or higher)	3
Total Semester Hours		15

<u>Semester II</u>		
CIS 130	Web Site Development I	3
CIS 150	Programming and Analysis	3
ACC 120	College Accounting I (or ACC 220)	3
	Communications/English Elective	3
	Related Elective	3
Total Semester Hours		15

<u>Semester III</u>		
CIS 131	Web Site Development II	3
CIS 151	Client-Server Programming	3
CIS 250	Database and Query	3
	Science Elective	4
	Related Elective	3
Total Semester Hours		16

<u>Semester IV</u>		
¹ CIS 260	Software Engineering Project	3
CIS 290	Co-op Ed/Intern/Related Elective	2-3
² PLS 101	American Government and Politics	3
TEC 285	Occupational Seminar	1
	Related Elective	3
	Related Elective	3
Total Semester Hours		15-16

¹ Students must earn a grade of "C" or better in this course to meet CIS graduation requirements.

² May substitute both HST 120 and HST 130 for PLS 101 to satisfy Missouri law to include instruction in U.S. and State Constitutions.

COMPUTER INFORMATION SCIENCE (CIS)

Computer Science Option:

Semester I

CIS 101	Personal Computer Applic (or CIS 110)	3
CIS 125	Intro to Game Development	3
CIS 120	Problem Solving and Programming Concepts	3
ENG 101	Composition I	3
	Mathematics Elective (MTH 105 or higher)	3
Total Semester Hours		15

Semester II

CIS 130	Web Site Development I	3
CIS 150	Programming and Analysis	3
MTH 125	Technical Math I (or MTH 130)	3
	Communications/English Elective	3
	Related Elective	3
Total Semester Hours		15

Semester III

CIS 210	Data Structures	3
MTH 126	Technical Math II (or MTH 131)	3
CIS 250	Database and Query	3
² PLS 101	American Government and Politics	3
	Science Elective	4
Total Semester Hours		16

Semester IV

CIS 220	Game Development	3
¹ CIS 260	Software Engineering Project	3
CIS 290	Co-op Ed/Intern/Related Elective	2-3
TEC 285	Occupational Seminar	1
	Related Elective	3
	Related Elective	3
Total Semester Hours		15-16



CONSTRUCTION TECHNOLOGY (CST)

CERTIFICATE - 33 HOURS

A.A.S. DEGREE - 62-65 HOURS

Depth of training for entry into the construction occupation depends on the specific needs of employers. In this program, theory and many hours of practice are combined to lead to the Associate of Applied Science degree or certificate. A broad background allows the student to meet the needs of various graduate employment goals.

Program Specific Courses **Cr Hrs**

CST 135	Construction Carpentry I	4
CST 139	Construction Trim Carpentry	4
CST 140	Cabinetmaking and Millwork I	4
CST 150	Concrete and Forms	4
CST 180	Exterior Finishes	4
CST 190	Interior Finishes	4
CST 235	Construction Carpentry II	4
CST 255	Printreading for Construction	4
CST 260	Construction Estimating/Scheduling	4
² CST 265	Construction Technology Capstone	3
CST 290	Co-op Ed/Intern/Related Elective	1-3
TEC 285	Occupational Seminar	1
	Program/Related Electives	3-4

General Ed Requirements **Cr Hrs**

COM 105	Public Speaking	3
ENG 101	Composition I	3
MTH 125	Technical Mathematics I (or MTH 110)	3
¹ PLS 101	American Government and Politics	3
	Science Elective (PHY 140 preferred)	4
	Social Science Elective	3

Program Electives **Cr Hrs**

CST 170	Masonry I	4
CST 240	Cabinetmaking/Millwork II	4
CST 270	Masonry II	4
CST 275	Masonry III	4

Related Electives

May choose courses from the following program areas:
BUS, CIS, DDT, HRA, ICA or WLD.

Preferred Course Sequence

Certificate = Courses in Shaded Areas

Semester I

CST 135	Construction Carpentry I	4
CST 139	Construction Trim Carpentry	4
MTH 125	Technical Mathematics I (or MTH 110)	3
¹ PLS 101	American Government and Politics	3
COM 105	Public Speaking	3
Total Semester Hours	17

Semester II

CST 190	Interior Finishes	4
CST 235	Construction Carpentry II	4
CST 255	Printreading for Construction	4
ENG 101	Composition I	3
Total Semester Hours	15

Semester III

CST 140	Cabinetmaking and Millwork I	4
CST 180	Exterior Finishes	4
CST 260	Construction Estimating/Scheduling	4
TEC 285	Occupational Seminar	1
	Science Elective (PHY 140 preferred)	4
Total Semester Hours	17

Semester IV

CST 150	Concrete and Forms	4
² CST 265	Construction Technology Capstone	2
CST 290	Co-op Ed/Intern/Related Elective	1-3
	Social Science Elective	3
	Program/Related Elective	3-4
Total Semester Hours	13-16

¹ May substitute HST 120 and HST 130 for PLS 101 to satisfy Missouri law to include instruction in U.S. and State Constitutions.

² Students must earn a grade of "C" or better in this course to meet CST graduation requirements.

CULINARY ARTS (CUL)

BAKING ARTS CERTIFICATE - 33 HOURS

A.A.S. DEGREE - 67 HOURS

The food service industry is the focus of the Culinary Arts A.A.S. degree program. Course offerings in food preparation, baking, pastries, purchasing, food safety and sanitation, along with supervision, combine theory and concept with demonstrations by chefs and hands-on practice.

Program Specific Courses **Cr Hrs**

CUL 101	Introduction to Food Preparation and Theory	3
CUL 102	Meat, Seafood and Poultry Identification and Fabrication	3
CUL 103	Garde Manger	3
CUL 121	Introduction to Baking and Pastry	3
CUL 200	Classical Cuisine and Plate Presentation	3
CUL 201	Contemporary Cuisine	4
CUL 203	World Cuisine	3
CUL 204	Culinary Arts Survey	1
CUL 290	Co-op Ed/Intern/Related Elective	3
HSM 101	Introduction to Hospitality	3
HSM 115	Safety and Sanitation	3
HSM 125	Purchasing and Product Identification	3
HSM 215	Dining Room Management	4
HSM 248	Beverage Management and Affinities	3
HSM 251	Food Service Design and Layout	3
HSM 270	Supervisory Management	3
TEC 285	Occupational Seminar	1

General Ed Requirements **Cr Hrs**

BCS 130	Human Nutrition	3
COM 100	Human Communication (or COM 105)	3
ENG 101	Composition I	3
	Mathematics Elective (MTH 105 Preferred)	3
¹	Social Science Elective	3
	Social Science Elective	3

Related Electives **Cr Hrs**

CIS 101	Personal Computer Applications	3
HSM 276	Catering and Banquet Service	3
SPN 101	Beginning Spanish I	3

Preferred Course Sequence

Semester I

HSM 101	Introduction to Hospitality	3
HSM 115	Safety and Sanitation	3
BCS 130	Human Nutrition	3
	Social Science Elective	3
¹	Social Science Elective	3
Total Semester Hours		15

Semester II

CUL 101	Introduction to Food Preparation and Theory	3
CUL 121	Introduction to Baking and Pastry	3
HSM 125	Purchasing and Product Identification	3
COM 100	Human Communication (or COM 105)	3
ENG 101	Composition I	3
	Mathematics Elective (MTH 105 preferred)	3
Total Semester Hours		18

Semester III

CUL 102	Meat, Seafood and Poultry Identification and Fabrication	3
CUL 103	Garde Manger	3
HSM 215	Dining Room Management	4
HSM 248	Beverage Management and Affinities	3
HSM 270	Supervisory Management	3
TEC 285	Occupational Seminar	1
Total Semester Hours		17

Semester IV

CUL 200	Classical Cuisine and Plate Presentation	3
CUL 201	Contemporary Cuisine	4
CUL 203	World Cuisine	3
CUL 204	Culinary Arts Survey	1
CUL 290	Co-op Ed/Intern/Related Elective	3
HSM 251	Food Service Design and Layout	3
Total Semester Hours		17

BAKING ARTS CERTIFICATE - 33 HOURS

Semester I

CUL 121	Introduction to Baking and Pastry	3
HSM 115	Safety and Sanitation	3
HSM 125	Purchasing and Product Identification	3
COM 105	Public Speaking	3
ENG 101	Composition I	3
MTH 105	Business Mathematics	3
Total Semester Hours		18

Semester II

CUL 101	Introduction to Food Preparation and Theory	3
CUL 130	European Pastries/Classical Desserts	3
CUL 150	Yeast Breads and Quick Breads	3
CUL 160	Cakes and Cake Decorating	3
CUL 170	Chocolate, Sugar and Confections	3
Total Semester Hours		15

¹ Must satisfy Missouri law to include instruction in U.S. and State Constitutions. (See page 31)

DENTAL ASSISTING (DAS)

CERTIFICATE - 39 HOURS

A.A.S. DEGREE - 62 HOURS

Dental Assisting education at Ozarks Technical Community College (OTC) offers courses of study leading to a Certificate and/or an Associate of Applied Science degree in Dental Assisting. The program is fully accredited by the Commission on Dental Education of the American Dental Association. OTC's accredited dental assisting program is structured to prepare students for the Certified Dental Assisting (CDA) examination. All states recognize the CDA credential.

The dental assistant is a responsible and valuable member of the dental health care team. A graduate from the OTC Dental Assisting Program is prepared for employment opportunities in general and specialty dental offices as well as in public health.

Students may take the "Program Specific Courses" only after they have been admitted into the program. A separate application process is required for acceptance into this program. A new class begins each fall semester. The application deadline for the program is June 15. Contact the Allied Health Office for an application packet.

<u>Program Specific Courses</u>	<u>Cr Hrs</u>
DAS 101 Chairside Assisting I	4
DAS 102 Infection Control	2
DAS 103 Chairside Assisting II	3
DAS 105 Dental Language	1
DAS 114 Operative Dentistry	2
DAS 115 Dental Science and Health	2
DAS 120 Dental Materials I	5
DAS 123 Dental Materials II- Lab	2
DAS 130 Dental Radiology	3
DAS 132 Dental Radiology II	3
DAS 150 Dental Office Procedures	2
DAS 160 Expanded Functions	2
DAS 201 Clinical Chairside	5

<u>General Ed Requirements</u>	<u>Cr Hrs</u>
COM 100 Human Communication (or COM 105)	3
ENG 101 Composition I	3
Mathematics Elective (MTH 105 or higher)	3
Science Elective	4
¹ Social Science Elective	3
Social Science Elective	3
Elective	4
Elective	3

Electives

May choose any 100 level or above course.

Preferred Course Sequence

Certificate = Courses in Shaded Areas

Semester I (Fall)

DAS 101 Chairside Assisting I	4
DAS 102 Infection Control	2
DAS 114 Operative Dentistry	2
DAS 115 Dental Science and Health	2
DAS 120 Dental Materials I	5
DAS 130 Dental Radiology	3
Total Semester Hours	18

Semester II (Spring)

DAS 103 Chairside Assisting II	3
DAS 105 Dental Language	1
DAS 123 Dental Materials II- Lab	2
DAS 132 Dental Radiology II	3
DAS 150 Dental Office Procedures	2
DAS 160 Expanded Functions	2
DAS 201 Clinical Chairside	5
COM 100 Human Communication (or COM 105)	3
Total Semester Hours	21

Semester III

ENG 101 Composition I	3
Mathematics Elective (MTH 105 or higher)	3
Elective	4
Elective	3
Total Semester Hours	13

Semester IV

Science Elective	4
¹ Social Science Elective	3
Social Science Elective	3
Total Semester Hours	10

¹ Must satisfy Missouri law to include instruction in U.S. and State Constitutions. (See page 31)

DENTAL HYGIENE (DHY)

A.A.S. DEGREE - 76-87 HOURS

(CONTINUED ON NEXT PAGE)

The Dental Hygiene program is accredited by the Commission on Dental Education of the American Dental Association.

Contemporary Dental Hygiene practice requires that Dental Hygienists possess a breadth of knowledge and skills in a variety of areas. Changes in healthcare knowledge and practice have expanded the Dental Hygienist's role to include five interrelated components: clinician, educator/oral health promoter, administrator/manager, consumer advocate, and researcher. These areas hold the common denominator of improved oral health for society.

The duties of the Dental Hygienist include oral prophylaxis (cleaning); exposing, processing, and mounting radiographs; collecting and evaluating medical history information; performing head and neck examinations; periodontal assessment and therapy; applying agents for the prevention of decay; applying desensitizing and antimicrobial agents; and administering local anesthesia and nitrous oxide analgesia.

Dental Hygiene employment opportunities include general practice and specialty dental offices; federal, state, county, and city health clinics; hospitals; long-term care facilities; industrial clinics; the armed services; research institutions; and educational settings.

Students may take the "Program Specific Courses" only after they have been admitted into the program. A separate application process is required for acceptance into this program. A new class begins each fall semester. The application deadline for the program is May 30. Contact the Allied Health Office for an application packet.



DENTAL HYGIENE (DHY)

Pre-Admission Requirements Cr Hrs

CHM 101	Introductory Chemistry	4
BCS 140	Human Anatomy (or BCS 145)	4
BCS 150	Human Physiology (or BCS 146)	4
BCS 200	Microbiology	4
MTH 110	Intermediate Algebra	3
Total Semester Hours		19

Program Specific Courses Cr Hrs

DHY 100	Introduction to Dental Hygiene	2
DHY 102	Infection Control	2
DHY 105	Orofacial Anatomy	2
DHY 110	Oral Histology and Embryology	2
DHY 150	Dental Hygiene I	2
DHY 151	Dental Hygiene I - Lab	3
DHY 155	Pharmacology	2
DHY 160	Periodontics	2
DHY 200	Dental Hygiene II	2
DHY 201	Dental Hygiene II - Lab	4
DHY 205	Dental Hygiene III	2
DHY 206	Dental Hygiene III - Lab	4
DHY 210	Oral Pathology	2
DHY 215	Community Dental Health	2
DHY 250	Dental Hygiene IV	2
DHY 251	Dental Hygiene IV - Lab	4
DHY 260	Legal Issues and Dental Ethics	2

General Education Requirements Cr Hrs

BCS 130	Human Nutrition	3
COM 100	Human Communication (or COM 105)	3
ENG 101	Composition I	3
¹ PLS 101	American Government and Politics	3
PSY 110	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Additional Courses Cr Hrs

(For those who did not graduate from an ADA accredited Dental Assisting Program within the past 5 years.)

*DHY 120	Dental Materials I	3
*DHY 130	Dental Radiology I	3
*DHY 132	Dental Radiology II	3

* Can be taken as part of the Dental Assisting program.

All courses must be completed with a grade of "C" or higher.

Preferred Course Sequence

Semester I (Fall)

DHY 100	Introduction to Dental Hygiene	2
DHY 102	Infection Control	2
DHY 105	Orofacial Anatomy	2
DHY 110	Oral Histology and Embryology	2
ENG 101	Composition I	3
*DHY 130	Dental Radiology I	3
Total Semester Hours		11-14

Semester II (Spring)

DHY 150	Dental Hygiene I	2
DHY 151	Dental Hygiene I - Lab	3
DHY 155	Pharmacology	2
DHY 160	Periodontics	2
COM 100	Human Communication (or COM 105)	3
*DHY 120	Dental Materials I	3
*DHY 132	Dental Radiology II	3
Total Semester Hours		12-18

Semester III (Summer)

DHY 200	Dental Hygiene II	2
DHY 201	Dental Hygiene II - Lab	4
BCS 130	Human Nutrition	3
Total Semester Hours		9

Semester IV (Fall)

DHY 205	Dental Hygiene III	2
DHY 206	Dental Hygiene III - Lab	4
DHY 210	Oral Pathology	2
DHY 215	Community Dental Health	2
PSY 110	Introduction to Psychology	3
Total Semester Hours		13

Semester V (Spring)

DHY 250	Dental Hygiene IV	2
DHY 251	Dental Hygiene IV - Lab	4
DHY 260	Legal Issues and Dental Ethics	2
¹ PLS 101	American Government and Politics	3
SOC 101	Introduction to Sociology	3
Total Semester Hours		14

¹May substitute both HST 120 and HST 130 for PLS 101 to satisfy Missouri law to include instruction in U.S. and State Constitutions.

DIESEL TECHNOLOGY (DSL)

CERTIFICATE - 33 HOURS

A.A.S. DEGREE - 65 HOURS

The Diesel Technology program is an ASE (Automotive Service Excellence) master certified program that focuses on medium and heavy duty trucks. The classes offered are in the eight ASE areas: Diesel Engines, Drive Trains, Brakes, Steering and Suspension, Electrical and Electronics, Preventive Maintenance, Gas Engines, and Heating and Air Conditioning. The curriculum follows the recommended tasks that will give the students the skills to be an entry level mechanic

Program Specific Courses Cr Hrs

DSL 105 Diesel Engine Repair	4
DSL 112 Diesel Brakes	4
DSL 115 Diesel Preventive Maintenance	4
DSL 171 Electrical I	4
DSL 175 Electrical II	4
DSL 185 Heating and Air Conditioning	4
DSL 205 Advanced Diesel Engines	4
DSL 215 Suspension and Steering	4
DSL 232 Diesel Diagnostics and Repair	4
DSL 235 Heavy Duty Drives	4
DSL 290 Capstone/Co-op/Internship	3
TEC 285 Occupational Seminar	1

General Ed Requirements Cr Hrs

Communications Elective	3
ENG 101 Composition I	3
HLT 101 Lifetime Wellness	2
Mathematics Elective (MTH 105 or higher)	3
Science Elective	4
¹ Social Science Elective	3
Social Science Elective	3

Preferred Course Sequence

Certificate = Courses in Shaded Areas

Semester I

DSL 105 Diesel Engine Repair	4
DSL 115 Diesel Preventive Maintenance	4
DSL 171 Electrical I	4
ENG 101 Composition I	3
Total Semester Hours	15

Semester II

DSL 112 Diesel Brakes	4
DSL 205 Advanced Diesel Engines	4
DSL 215 Suspension and Steering	4
Communications Elective	3
Mathematics Elective (MTH 105 or higher)	3
Total Semester Hours	18

Semester III

DSL 175 Electrical II	4
DSL 185 Heating and Air Conditioning	4
TEC 285 Occupational Seminar	1
Science Elective	4
Social Science Elective	3
Total Semester Hours	16

Semester IV

DSL 232 Diesel Diagnostics and Repair	4
DSL 235 Heavy Duty Drives	4
DSL 290 Capstone/Co-op/Internship	3
HLT 101 Lifetime Wellness	2
¹ Social Science Elective	3
Total Semester Hours	16

¹ Must satisfy Missouri law to include instruction in U.S. and State Constitutions. (See page 31)

DRAFTING AND DESIGN TECHNOLOGY (DDT)

CERTIFICATE - 32 HOURS

A.A.S. DEGREE - 63-64 HOURS

The outlook for competent drafters is expected to increase faster than the average occupation since all new products and buildings require drawings and specifications to manufacture, build and assemble. This program provides the student with the necessary skills and knowledge to obtain employment as a designer/drafter in a manufacturing, civil, structural, or architectural environment. The application of drafting and design standards and skills will be examined with the study of basic to advanced concepts in spatial relationships utilizing a Computer Aided Drafting system to complete projects.

<u>Program Specific Courses</u>		<u>Cr Hrs</u>
DDT 100	Fundamentals of Drafting	4
DDT 110	Geometric Dimensioning/Tolerancing	4
DDT 115	Manufacturing Processes and Materials	4
DDT 150	Descriptive Geometry and 2D CAD	4
DDT 160	Residential Architectural Drafting	4
DDT 200	Production Design Drafting	3
DDT 210	Structural Steel Detailing and Drafting	4
DDT 250	Project Design and Manufacturability	3
DDT 260	Commercial Architectural Drafting	3
DDT 270	Civil Engineering Drafting	3
DDT 290	Co-Op Ed/Intern/Related Elective	2-3
TEC 285	Occupational Seminar	1

<u>General Ed Requirements</u>		<u>Cr Hrs</u>
COM 105	Public Speaking	3
ENG 101	Composition I	3
HLT 101	Lifetime Wellness	2
MTH 125	Technical Mathematics I (or MTH 130)	3
MTH 126	Technical Mathematics II (or MTH 131)	3
PHY 140	Technical Physics (or PHY 105)	4
	Social Science Elective	3
¹	Social Science Elective	3

Related Electives

May choose courses from the following program areas:
CST, DDT, HRA, MTT or WLD.

Preferred Course Sequence

Certificate = Courses in Shaded Areas

<u>Semester I</u>		
DDT 100	Fundamentals of Drafting	4
DDT 110	Geometric Dimensioning/Tolerancing	4
DDT 115	Manufacturing Processes and Materials	4
ENG 101	Composition I	3
HLT 101	Lifetime Wellness	2
Total Semester Hours		17
<u>Semester II</u>		
DDT 150	Descriptive Geometry and 2D CAD	4
DDT 160	Residential Architectural Drafting	4
MTH 125	Tech Mathematics I (or MTH 130)	3
TEC 285	Occupational Seminar	1
	Social Science Elective	3
Total Semester Hours		15

<u>Semester III</u>		
DDT 200	Production Design Drafting	3
DDT 210	Structural Steel Detailing and Drafting	4
COM 105	Public Speaking	3
MTH 126	Technical Mathematics II (or MTH 131)	3
PHY 140	Technical Physics (or PHY 105)	4
Total Semester Hours		17

<u>Semester IV</u>		
DDT 250	Project Design and Manufacturability	3
DDT 260	Commercial Architectural Drafting	3
DDT 270	Civil Engineering Drafting	3
DDT 290	Co-op Ed/Intern/Related Elective	2-3
¹	Social Science Elective	3
Total Semester Hours		14-15

¹Must satisfy Missouri law to include instruction in U.S. and State Constitutions. (See page 31)

EARLY CHILDHOOD DEVELOPMENT (ECD)

CERTIFICATE - 34 HOURS

A.A.S. DEGREE - 65 HOURS

The Early Childhood Development program prepares graduates to enter into the child care field at several levels. Graduates from the program will be prepared to manage their own in-home child care facility, be a teacher in an Early Childhood classroom or become a director for an Early Childhood center. Several electives provide the students with opportunities to specialize in various areas of child care.

Program Specific Courses		Cr Hrs
ECD 101	Introduction to Early Childhood	4
ECD 105	Family Relationships and Parenting	3
ECD 120	Language and Literature in Early Childhood	4
ECD 150	Curriculum Development in Early Childhood	4
ECD 160	Social Competence in the Early Years	3
ECD 170	Health, Safety and Nutrition in Early Childhood	4
ECD 210	Zero to Three: The Early Years	3
ECD 225	Abuse and Neglect in Early Childhood	3
ECD 230	The Young Exceptional Child	3
ECD 299	Capstone for Early Childhood Development	3
CIS 101	Personal Computer Applications	3
TEC 285	Occupational Seminar	1
	Related Elective	3

General Ed Requirements		Cr Hrs
ENG 101	Composition I	3
HLT 101	Lifetime Wellness	2
¹ PLS 101	American Government and Politics	3
PSY 110	Introduction to Psychology	3
PSY 260	Child Psychology	3
	Humanities or Communications Elective	3
	Mathematics Elective (MTH 105 or higher)	3
	Science Elective (with lab)	4

May choose courses from the following program areas: ACC, ANT, ASL, BUS, ENG, PSY, or SOC.

¹May substitute both HST 120 and HST 130 for PLS 101 to satisfy Missouri law to include instruction in U.S. and State Constitutions.

Preferred Course Sequence

Certificate = Courses in Shaded Areas

Semester I (Fall)

ECD 101	Introduction to Early Childhood	4
ECD 105	Family Relationships and Parenting	3
ECD 170	Health, Safety, and Nutrition in Early Childhood	4
CIS 101	Personal Computer Applications	3
	Mathematics Elective (MTH 105 or higher)	3
Total Semester Hours		17

Semester II (Spring)

ECD 120	Language and Literature in Early Childhood	4
ECD 150	Curriculum Development in Early Childhood	4
ECD 160	Social Competence in the Early Years	3
ECD 210	Zero to Three: The Early Years	3
ENG 101	Composition I	3
Total Semester Hours		17

Semester III (Fall)

ECD 225	Abuse and Neglect in Early Childhood	3
ECD 230	The Young Exceptional Child	3
PSY 110	Introduction to Psychology	3
	Humanities or Communications Elective	3
	Science Elective (with lab)	4
Total Semester Hours		16

Semester IV (Spring)

ECD 299	Capstone for Early Childhood Development	3
HLT 101	Lifetime Wellness	2
¹ PLS 101	American Government and Politics	3
PSY 260	Child Psychology	3
TEC 285	Occupational Seminar	1
	Related Elective	3
Total Semester Hours		15

Related Electives Sequence

Fall Semester		Cr Hrs
ECD 215	Science and Math in Early Childhood	3
ECD 240	Creativity and the Young Child	3
Spring Semester		
ECD 205	Historical and Philosophical Trends in Early Childhood	3
ECD 280	Program Administration and Leadership	3

ELECTRONIC MEDIA PRODUCTION (EMP)

A.A.S. DEGREE - 62-65 HOURS

The Electronic Media Production program is designed to meet the changing needs of the audio-visual industry in a digital format. Students will learn a variety of contemporary production skills. Emphasis is on a hands-on laboratory environment in digital video production and editing, multi-track audio production, computer-based game design, 3-D animation and radio production. Students may complete an internship with industry prior to earning an A.A.S. degree.

Preferred Course Sequence

Semester I

EMP 102	Introduction to Electronic Media	4
EMP 115	Studio Television Production	4
ENG 101	Composition I	3
HLT 101	Lifetime Wellness	2
MTH 125	Technical Mathematics I (or MTH 130)	3
Total Semester Hours		16

Program Specific Courses Cr Hrs

EMP 102	Introduction to Electronic Media	4
EMP 110	Radio Production	4
EMP 115	Studio Television Production	4
EMP 117	Video Systems	4
EMP 127	Audio Engineering	4
EMP 208	Digital Video Production	4
EMP 216	3-D Animation	4
EMP 218	Video Game Design	4
EMP 250	Digital Special Effects	4
EMP 263	Producing and Directing Television	4
EMP 290	Co-op Ed/Intern/Related Elective	1-3
TEC 285	Occupational Seminar	1

General Ed Requirements Cr Hrs

COM 105	Public Speaking	3
ENG 101	Composition I	3
HLT 101	Lifetime Wellness	2
MTH 125	Technical Mathematics I (or MTH 130)	3
¹ PLS 101	American Government and Politics	3
	Science Elective	3-4
	Social Science Elective	3

Related Electives Cr Hrs

EMP 100	Still Video Production	1
EMP 101	Video Effects	1
EMP 103	Podcasting	1
EMP 104	Lighting Fundamentals	1
ENG 150	Technical Writing	3

Semester II

EMP 110	Radio Production	4
EMP 117	Video Systems	4
COM 105	Public Speaking	3
¹ PLS 101	American Government and Politics	3
	Social Science Elective	3
Total Semester Hours		17

Semester III

EMP 127	Audio Engineering	4
EMP 208	Digital Video Production	4
EMP 216	3-D Animation	4
TEC 285	Occupational Seminar	1
	Science Elective	3-4
Total Semester Hours		16-17

Semester IV

EMP 218	Video Game Design	4
EMP 250	Digital Special Effects	4
EMP 263	Producing and Directing Television	4
EMP 290	Co-op Ed/Intern/Related Elective	1-3
Total Semester Hours		13-15

¹May substitute both HST 120 and HST 130 for PLS 101 to satisfy Missouri law to include instruction in U.S. and State Constitutions.

May choose courses from the following catalog listings:
BUS, CIS, DDT, GDT, NET.

EMERGENCY MEDICAL TECHNICIAN -PARAMEDIC (EMT)

CERTIFICATE - 49 HOURS

A.A.S. DEGREE - 64 HOURS

The Emergency Medical Technician-Paramedic program is approved by the State of Missouri, Department of Health and Senior Services, and the Unit of Emergency Medical Services. After completing EMT 101 - EMT-Basic, students are eligible to take the National Registry certifying exam. Graduates of the Paramedic component receive a certificate and are eligible to take the National Registry certifying exam for paramedics. Students earn an A.A.S. degree in Paramedic Education after the completion of the general education classes along with the Paramedic component. Students in the program receive instruction in the recognition and treatment of patients with medical emergencies and trauma. Classroom and skills labs are complemented by clinical work in local hospitals and field internships with EMS agencies.

EMT Paramedic - Students may take the “Program Specific Courses” only after they have been admitted into the program. A separate application process is required for acceptance into this program. A new class begins each summer semester. The application deadline for the program is April 1. The application deadline for the EMT Basic program is May 1 for summer, July 15 for fall, and November 30 for spring. An application packet is available online or by contacting the Allied Health Office.

<u>Program Specific Courses</u>	<u>Cr Hrs</u>
EMT 101 Emergency Medical Technician - Basic	6
EMT 200 Paramedic I	6
EMT 201 Paramedic II	5
EMT 210 Cardiology for EMT-Paramedic	4
EMT 220 Pharmacology for EMT-Paramedic	2
EMT 230 Clinical Rotations I	2
EMT 231 Clinical Rotations II	4
EMT 232 Clinical Rotations III	4
EMT 240 Paramedic Field Internship	7

<u>General Ed Requirements</u>	<u>Cr Hrs</u>
BCS 120 Human Anatomy and Physiology	6
BCS 210 Pathophysiology	3
ENG 101 Composition I	3
MTH 110 Intermediate Algebra	3
¹ Social Science Elective	3
Social Science Elective	3
Communications Elective	3

Preferred Course Sequence

Certificate = Courses in shaded areas.

<u>Semester I</u>		
EMT 101	Emergency Medical Technician - Basic	6
BCS 120	Human Anatomy and Physiology	6
Total Semester Hours		12
<u>Semester II (Summer)</u>		
EMT 200	Paramedic I	6
EMT 230	Clinical Rotations I	2
Total Semester Hours		8
<u>Semester III (Fall)</u>		
EMT 210	Cardiology for EMT-Paramedic	4
EMT 220	Pharmacology for EMT-Paramedic	2
EMT 231	Clinical Rotations II	4
BCS 210	Pathophysiology	3
Total Semester Hours		13
<u>Semester IV (Spring)</u>		
EMT 201	Paramedic II	5
EMT 232	Clinical Rotations III	4
EMT 240	Paramedic Field Internship	7
Total Semester Hours		16

<u>Semester V</u>		
ENG 101	Composition I	3
MTH 110	Intermediate Algebra	3
	Communications Elective	3
¹	Social Science Elective	3
	Social Science Elective	3
Total Semester Hours		15

¹Must satisfy Missouri law to include instruction in U.S. and State Constitutions. (See page 31)

All courses must be completed with a grade of “C” or higher.

FIRE SCIENCE TECHNOLOGY (FST)

A.A.S. DEGREE - 62-64 HOURS

Career departments, volunteer departments, and departments with both career and volunteer firefighters combine to comprise approximately 100 fire departments throughout southwest Missouri. The Fire Science Technology program provides learning opportunities which introduce, develop and reinforce academic and occupational knowledge, skills and attitudes required for job acquisition, retention and advancement. Additionally, the program provides opportunities to retrain and upgrade present knowledge and skills. Career choices for Fire Science Technology students include the following: firefighter, fire inspector, fire instructor, and fire investigator. OTC graduates have obtained employment for fire departments in Missouri, Arkansas, Oklahoma, Texas, Florida and the US Forestry Service along with various military branches. OTC has developed procedures for evaluating past training experiences and certification; inquiries should be directed to the lead instructor or Division Chair. Students wishing to transfer to a four-year institution are strongly encouraged to seek the advice of the lead instructor or Division Chair of the FST program to determine courses appropriate for transfer.

<u>Program Specific Courses</u>	<u>Cr Hrs</u>
FST 102 Building Construction	3
FST 103 Fire Department Medical First Responder	3
FST 106 Firefighter I and II	6
FST 107 Fire Prevention	3
FST 109 Fire Hydraulics	3
FST 111 Strategy and Tactics	3
FST 117 Fire Protection Systems	3
FST 120 Hazardous Materials	3
FST 210 Fire Department Officer	3
FST 215 Fire Service Instructor I	3
FST 220 Administration and Organization	3
FST 230 Fire Investigation	3
² FST 280 Capstone Assessment	2
FST 290 Co-op Ed/Intern/Related Elective	1-3
TEC 285 Occupational Seminar	1

<u>General Ed Requirements</u>	<u>Cr Hrs</u>
ENG 101 Composition I	3
¹ PLS 101 American Government and Politics	3
PSY 110 Introduction to Psychology	3
English/Communications Elective	3
Mathematics Elective (MTH 105 or higher)	3
Science Elective	4

Preferred Course Sequence

Semester I (Fall)

FST 102 Building Construction	3
FST 103 Fire Department Medical First Responder	3
FST 120 Hazardous Materials	3
ENG 101 Composition I	3
Mathematics Elective (MTH 105 or higher)	3
Total Semester Hours	15

Semester II (Spring)

FST 106 Firefighter I and II	6
FST 107 Fire Prevention	3
FST 117 Fire Protection Systems	3
FST 230 Fire Investigation	3
English/Communications Elective	3
Total Semester Hours	18

Semester III (Fall)

FST 109 Fire Hydraulics	3
FST 111 Strategy and Tactics	3
FST 210 Fire Department Officer	3
FST 215 Fire Service Instructor I	3
Science Elective	4
Total Semester Hours	16

Semester IV (Spring)

FST 220 Administration and Organization	3
² FST 280 Capstone Assessment	2
FST 290 Co-op Ed/Intern/Related Elective	1-3
¹ PLS 101 American Government and Politics	3
PSY 110 Introduction to Psychology	3
TEC 285 Occupational Seminar	1
Total Semester Hours	13-15

¹May substitute HST 120 and HST 130 for PLS 101 to satisfy Missouri law to include instruction in U.S. and State Constitutions.

²Students must earn grade "C" or better in this course to meet FST graduation requirements.

GRAPHIC DESIGN TECHNOLOGY (GDT)

CERTIFICATE - 35-36 HOURS

A.A.S. DEGREE - 65-67 HOURS

Graphic designers are problem-solvers who research and manage visual design projects. In general, they consult with clients, analyze their needs and develop visual solutions. Then they prepare artwork or digital files for production. Graphic designers focus primarily on print media such as brochures, promotional posters, packaging, letterheads, flyers, and publication design for books and magazines. They also may become a screen printing artist, design web sites, create 3D animation, produce sign graphics, or work as a photographer. Most design work is created on computers. Using industry standard software, students develop the ability and confidence to determine appropriate and successful designs. They will demonstrate effective use of color, design principles/elements, typography, and production skills to make effective design layouts. Students may choose to work toward a Graphic Design Certificate (one year) or Graphic Design Technology Associate of Applied Science (two year) degree. After completion of this program students may enter the workforce as an entry-level graphic designer, production artist, commercial artist, advertising artist, or may continue their education for an advanced degree.

Program Specific Courses **Cr Hrs**

GDT 101	Introduction to Printing	4
GDT 105	Graphic Design I	4
GDT 120	Design Tools: Page Layout	4
GDT 140	Design Tools: Vector Graphics	4
GDT 145	Manual and Electronic Prepress	4
GDT 150	Screen Printing	4
GDT 210	Inks and Substrates	3
GDT 230	Graphic Design II	4
GDT 250	Web Page Design (or GDT 251)	4
GDT 260	Design Tools: Image Editing	4
GDT 268	Digital and Sign Graphics	4
GDT 275	Portfolio Design and Professional Practices	2
GDT 290	Co-op Ed/Intern/Related Elective	1-3
	Related Elective	3-4

General Ed Requirements **Cr Hrs**

ENG 101	Composition I	3
¹ PLS 101	American Government and Politics	3
	Communications Elective	3
	Mathematics Elective (MTH 105 or higher)	3
	Science Elective	4

¹ May substitute HST 120 and HST 130 for PLS 101 to satisfy Missouri law to include instruction in U.S. and State Constitutions.

Preferred Course Sequence

Certificate = Courses in Shaded Areas

Semester I

GDT 101	Introduction to Printing	4
GDT 105	Graphic Design I	4
GDT 140	Design Tools: Vector Graphics	4
ENG 101	Composition I	3
	Communications Elective	3
Total Semester Hours		18

Semester II

GDT 120	Design Tools: Page Layout	4
GDT 150	Screen Printing	4
GDT 210	Inks and Substrates	3
	Mathematics Elective (MTH 105 or higher)	3
	Related Elective	3-4
Total Semester Hours		17-18

Semester III

GDT 145	Manual and Electronic Prepress	4
GDT 260	Design Tools: Image Editing	4
GDT 268	Digital and Sign Graphics	4
	Science Elective	4
Total Semester Hours		16

Semester IV

GDT 230	Graphic Design II	4
GDT 250	Web Page Design (or GDT 251)	4
GDT 275	Portfolio Design and Professional Practices	2
GDT 290	Co-op Ed/Intern/Related Elective	1-3
¹ PLS 101	American Government and Politics	3
Total Semester Hours		14-15

Related Electives **Cr Hrs**

GDT 110	Offset Press Operations	4
GDT 130	Production Practicum	4
GDT 280	Printing Management	4
GDT 240	Intro to Digital Photography	3
GDT 245	Intro to 3-D Graphics	3
GDT 271	Advanced Screen Printing	4
GDT 277	Special Topics: Practical Problems in Graphic Communications (may be repeated for a maximum of 4 credit hours)	2

Any approved course from BUS (preferred BUS 145), CIS, EMP.

HEALTH INFORMATION TECHNOLOGY (HIT)

A.A.S. DEGREE - 68 HOURS

(CONTINUED ON NEXT PAGE)

Health Information Technology is an Associate of Applied Science degree program designed to lead to employment throughout the healthcare industry in areas of data quality management, health information privacy and security, implementation of electronic health records, compliance with payment laws and regulations, and management of health information and medical records. Graduates are eligible to apply to take the AHIMA certification examination for the Registered Health Information Technician (RHIT). AHIMA reserves the right to accept and approve each application and transcript.

The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Program Specific Courses **Cr Hrs**

HIT 110	Introduction to Health Information Technology	3
HIT 115	Health Information Systems	3
² HIT 120	Medical Coding I	4
HIT 191	Medical Terminology	3
HIT 200	Special Health Records	3
HIT 201	Healthcare Quality Management	3
HIT 220	Medical Coding II	4
HIT 230	Medical Coding III	4
HIT 260	Legal Aspects of Healthcare	3
HIT 270	Healthcare Statistics	3
HIT 280	Organization and Supervision in Healthcare	3
HIT 290	Professional Practice Experience	3
CIS 101	Personal Computer Applications	3

General Ed Requirements **Cr Hrs**

BCS 120	Human Anatomy and Physiology	6
BCS 210	Pathophysiology	3
ENG 101	Composition I	3
HLT 101	Lifetime Wellness	2
	English/Communications Elective	3
	Mathematics Elective (MTH 105 or higher)	3
	Social Science Elective	3
¹	Social Science Elective	3

All courses must be completed with a grade of “C” or higher.

Preferred Course Sequence

Semester I

HIT 110	Introduction to Health Information Technology	3
HIT 191	Medical Terminology	3
BCS 120	Human Anatomy and Physiology	6
CIS 101	Personal Computer Applications	3
Total Semester Hours		15

Semester II

² HIT 120	Medical Coding I	4
BCS 210	Pathophysiology	3
ENG 101	Composition I	3
	Mathematics Elective (MTH 105 or higher)	3
	Social Science Elective	3
Total Semester Hours		16

Semester III

HIT 220	Medical Coding II	4
HIT 230	Medical Coding III	4
Total Semester Hours		8

Semester IV

HIT 115	Health Information Systems	3
HIT 260	Legal Aspects of Healthcare	3
HIT 270	Healthcare Statistics	3
HLT 101	Lifetime Wellness	2
	English/Communications Elective	3
Total Semester Hours		14

Semester V

HIT 200	Special Health Records	3
HIT 201	Healthcare Quality Management	3
HIT 280	Organization and Supervision in Healthcare	3
HIT 290	Professional Practice Experience	3
¹	Social Science Elective	3
Total Semester Hours		15

¹Must Satisfy Missouri law to include instruction in U.S. and State Constitutions. (See page 31)

²All courses listed in Semester I are pre-requisites to HIT 120.

HEALTH INFORMATION TECHNOLOGY (HIT)

CERTIFICATE CODING SPECIALIST - 39 HOURS

Coding Specialist is a one-year certificate program designed to lead to employment as a medical coder in facilities, organizations, or agencies related to health care. Certification as a Certified Coding Associate (CCA), Certified Coding Specialist (CCS), or Certified Coding Specialist-Physician-Based (CCS-P) can be achieved by passing the respective national certification exam administered through the American Health Information Management Association (AHIMA). Students may also continue into the fourth semester of the Health Information Technology program.

<u>Program Specific Courses</u>		<u>Cr Hrs</u>
HIT 110	Introduction to Health Information Technology	3
¹ HIT 120	Medical Coding I	4
HIT 191	Medical Terminology	3
HIT 220	Medical Coding II	4
HIT 230	Medical Coding III	4
CIS 101	Personal Computer Applications	3

<u>General Ed Requirements</u>		<u>Cr Hrs</u>
BCS 120	Human Anatomy and Physiology	6
BCS 210	Pathophysiology	3
ENG 101	Composition I	3
	Mathematics Elective (MTH 105 or higher)	3
	Social Science Elective	3

Preferred Course Sequence

Certificate = Courses in Shaded Areas

<u>Semester I</u>		
HIT 110	Introduction to Health Information Technology	3
HIT 191	Medical Terminology	3
BCS 120	Human Anatomy and Physiology	6
CIS 101	Personal Computer Applications	3
Total Semester Hours		15
<u>Semester II</u>		
¹ HIT 120	Medical Coding I	4
BCS 210	Pathophysiology	3
ENG 101	Composition I	3
	Mathematics Elective (MTH 105 or higher)	3
	Social Science Elective	3
Total Semester Hours		16
<u>Semester III</u>		
HIT 220	Medical Coding II	4
HIT 230	Medical Coding III	4
Total Semester Hours		8

¹ All courses listed in Semester I are pre-requisites to HIT 120.

All courses must be completed with a grade of “C” or higher.



HEATING, REFRIGERATION AND A/C (HRA)

CERTIFICATE - 32 HOURS

A.A.S. DEGREE - 62-63 HOURS

The demand for highly skilled technicians in the heating, air conditioning and refrigeration fields will continue to grow in the coming years. Students are exposed to the most technically advanced equipment and knowledge to stay abreast of the rapid changes that are taking place in the HVAC industry. Courses cover every aspect of the trade to give the student a comprehensive understanding of HVAC systems. Skills learned will allow the student to find many different types of entry level HVAC related careers.

Program Specific Courses Cr Hrs

HRA 102	Basic Refrigeration Theory and Application	4
HRA 103	Electricity for Heating, Refrigeration and A/C	4
HRA 125	Refrigerants and Refrigerant Handling	4
HRA 135	Refrigeration Motors and Controls	4
HRA 180	Air Distribution Systems	2
HRA 245	Commercial Refrigeration Systems	4
HRA 250	Advanced Commercial Refrigeration	4
HRA 265	Residential Heating and Air Conditioning	4
HRA 270	Advanced Heating and Air Conditioning	4
HRA 280	Boilers and Chillers	4
² HRA 281	HRA Capstone Assessment	2
HRA 290	Co-op Ed/Intern/Related Elective	2-3
TEC 285	Occupational Seminar	1

General Ed Requirements Cr Hrs

COM 105	Public Speaking	3
ENG 101	Composition I	3
MTH 125	Technical Math I (or MTH 110)	3
¹ PLS 101	American Government and Politics	3
	Lab Science Elective (PHY 140 preferred)	4
	Social Science Elective	3

Related Electives

May choose courses from the following program areas: BUS, CIS, CST, DDT, HRA, ICA and WLD.

Preferred Course Sequence

Certificate = Courses in Shaded Areas

Semester I

HRA 102	Basic Refrigeration Theory and Application	4
HRA 103	Electricity for Heating, Refrigeration and A/C	4
ENG 101	Composition I	3
MTH 125	Technical Math I (or MTH 110)	3
¹ PLS 101	American Government and Politics	3
Total Semester Hours		17

Semester II

HRA 125	Refrigerants and Refrigerant Handling	4
HRA 135	Refrigeration Motors and Controls	4
HRA 180	Air Distribution Systems	2
COM 105	Public Speaking	3
	Social Science Elective	3
Total Semester Hours		16

Semester III

HRA 245	Commercial Refrigeration Systems	4
HRA 265	Residential Heating and Air Conditioning	4
HRA 280	Boilers and Chillers	4
	Science Elective (PHY 140 preferred)	4
Total Semester Hours		16

Semester IV

HRA 250	Advanced Commercial Refrigeration	4
HRA 270	Advanced Heating and Air Conditioning	4
² HRA 281	HRA Capstone Assessment	2
HRA 290	Co-op Ed/Intern/Related Elective	2-3
TEC 285	Occupational Seminar	1
Total Semester Hours		13-14

¹May substitute HST 120 and HST 130 for PLS 101 to satisfy Missouri law to include instruction in U.S. and State Constitutions.

²Students must earn a grade of "C" or better in this course to meet HRA graduation requirements.

HOSPITALITY MANAGEMENT (HSM)

A.A.S. DEGREE - 68 HOURS

This program is designed to give the student the tools and training necessary to be competitive in the Hospitality Industry. Courses focus on the fundamentals and importance of management with regard to supervision of employees, revenue management, marketing and customer relations.

Program Specific Courses **Cr Hrs**

HSM 101	Introduction to the Hospitality Industry	3
HSM 115	Safety and Sanitation	3
HSM 125	Purchasing and Product Identification	3
HSM 215	Dining Room Management	4
HSM 225	Marketing in the Hospitality Industry	3
HSM 233	Front Office Procedures	3
HSM 248	Beverage Management and Affinities	3
HSM 251	Food Service Design and Layout	3
HSM 255	Accounting for the Hospitality Industry	3
HSM 270	Supervisory Management	3
HSM 276	Catering and Banquet Service	3
HSM 290	Capstone/Co-op/Internship	3
CUL 101	Introduction to Food Preparation and Theory	3
TEC 285	Occupational Seminar	1
	Related Elective	3
	Related Elective	3
	Related Elective	3

General Ed Requirements **Cr Hrs**

BCS 130	Human Nutrition	3
ENG 101	Composition 1	3
MTH 105	Business Mathematics (or higher)	3
	Communications (select one):	3
	COM 100 Human Communications	
	COM 105 Public Speaking	
¹	Social Science Electives (select one option)	6
	Option I: HST 120 and HST 130	
	Option II: PLS 101 and one of the following:	
	AGR 100, ANT 101, ECO 270, GRY 101, HST 105	
	HST 106, HST 120, HST 130, PLS 250, PLS 255,	
	PSY 110, SOC 101	

Related Electives

May choose courses from the following program areas:
CUL, HSM, BUS 160, CIS 101, SPN 101, SPN 102.

¹ Must Satisfy Missouri law to include instruction in U.S. and State Constitutions. (See page 31)

Preferred Course Sequence

Semester I

HSM 101	Introduction to the Hospitality Industry	3
HSM 115	Safety and Sanitation	3
CUL 101	Introduction to Food Preparation and Theory	3
BCS 130	Human Nutrition	3
MTH 105	Business Mathematics (or higher)	3
Total Semester Hours		15

Semester II

HSM 125	Purchasing and Product Identification (or HSM 248)	3
HSM 225	Marketing in the Hospitality Industry (or HSM 255)	3
ENG 101	Composition 1	3
	Communications Option	3
	Social Science Elective Option	3
	Related Elective	3
Total Semester Hours		18

Summer

HSM 290	Capstone/Co-op/Internship	3
Total Semester Hours		3

Semester III

HSM 125	Purchasing and Product Identification (or HSM 248)	3
HSM 215	Dining Room Management	4
HSM 251	Food Service Design and Layout (or HSM 233)	3
HSM 255	Accounting for the Hospitality Industry	3
HSM 270	Supervisory Management (or Related Elective)	3
Total Semester Hours		16

Semester IV

HSM 251	Food Service Design and Layout (or HSM 233)	3
HSM 270	Supervisory Management (or Related Elective)	3
HSM 276	Catering and Banquet Service	3
TEC 285	Occupational Seminar	1
¹	Social Science Elective Option	3
	Related Elective	3
Total Semester Hours		16

INDUSTRIAL CONTROL AND AUTOMATION TECHNOLOGY (ICA)

CERTIFICATE - 31 HOURS

A.A.S. DEGREE - 63-65 HOURS

This program prepares students for employment in the lucrative field of industrial control and automation. Graduates are employed in manufacturing facilities, hospitals, hotels/resorts, public utilities, school/college facilities, and retail chains. People with this training are responsible for installation, operation and maintenance of robots and other automated systems related to manufacturing and industrial processes. They perform installation and repair of machinery that is crucial to all sorts of industries. Good pay, benefits, and high placement rates are characteristic of this field. This program provides ongoing skills enhancement to people already employed in the field and it provides new students with the entry-level skills they need to gain employment.

Preferred Course Sequence

Certificate = Courses in Shaded Areas

<u>Semester I</u>		
ICA	120 Industrial Safety	2
ICA	125 Fluid Power	4
ICA	130 Industrial Electricity	4
ENG	101 Composition I	3
MTH	125 Technical Mathematics I (or MTH 110)	3
Total Semester Hours		16
<u>Semester II</u>		
ICA	170 Industrial Motors and Controls	4
ICA	190 Industrial Manufacturing Processes	4
ICA	225 Programmable Control	4
Social Science Elective		3
Total Semester Hours.....		15

<u>Program Specific Courses</u>		<u>Cr Hrs</u>
ICA	120 Industrial Safety	2
ICA	125 Fluid Power	4
ICA	130 Industrial Electricity	4
ICA	170 Advanced Electricity and Motor Controls	4
ICA	190 Industrial Manufacturing Processes	4
ICA	200 Mechanical Power Transmission	4
ICA	225 Programmable Control	4
ICA	230 Predictive Maintenance Processes	4
ICA	246 Advanced Programmable Control	4
ICA	260 Industrial Systems Maintenance	4
ICA	273 Automated Systems/Robotics	4
ICA	290 Co-op Ed/Intern/Related Elective	1-3
TEC	285 Occupational Seminar	1

<u>Semester III</u>		
ICA	200 Mechanical Power Transmission	4
ICA	230 Predictive Maintenance Processes	4
ICA	246 Advanced Programmable Control	4
COM	105 Public Speaking	3
¹ Social Science Elective		3
Total Semester Hours.....		18

<u>General Ed Requirements</u>		<u>Cr Hrs</u>
COM	105 Public Speaking	3
ENG	101 Composition I	3
MTH	125 Technical Mathematics I (or MTH 110)	3
Science Elective		4
¹ Social Science Elective		3
Social Science Elective		3

<u>Semester IV</u>		
ICA	260 Industrial Systems Maintenance	4
ICA	290 Co-op Ed/Intern/Related Elective	1-3
ICA	273 Automated Systems/Robotics	4
TEC	285 Occupational Seminar	1
Science Elective		4
Total Semester Hours.....		14-16

<u>Related Electives</u>		<u>Cr Hrs</u>
ICA	270 Maintenance Management Systems	3
ICA	280 Environmental Monitoring Control	4
ENG	150 Technical Writing	3

¹ Must Satisfy Missouri law to include instruction in U.S. and State Constitutions. (See page 31)

May choose courses from the following program areas:
CIS, CST, DDT, HRA, MTT, WLD.

MACHINE TOOL TECHNOLOGY (MTT)

CERTIFICATE - 34 HOURS

A.A.S. DEGREE - 66-68 HOURS

The Machine Tool Technology program allows the student to learn the processes of manufacturing and machining with an understanding of specifications, dimensions, materials, finishing, methods of assembly, and shape descriptions required to manufacture a product.

Program Specific Courses **Cr Hrs**

MTT 125	Machine Shop I	4
MTT 135	Computer Numerical Control I	4
MTT 145	Computer Aided Manufacturing I	4
MTT 155	Machine Tool Processes I	4
MTT 225	Machine Shop II	4
MTT 235	Computer Numerical Control II	4
MTT 245	Computer Aided Manufacturing II	4
MTT 255	Machine Tool Processes II	4
MTT 290	Co-op Ed/Intern/Related Elective	1-3
DDT 110	Geometric Dimension and Tolerancing	4
DDT 115	Manufacturing Processes and Materials	4
TEC 285	Occupational Seminar	1
	Related Elective	3

General Ed Requirements **Cr Hrs**

COM 105	Public Speaking	3
ENG 101	Composition I	3
HLT 101	Lifetime Wellness	2
MTH 125	Technical Mathematics I (or MTH 130)	3
PHY 140	Technical Physics (or PHY 105)	4
¹	Social Science Elective	3
	Social Science Elective	3

Related Electives

May choose courses from the following program areas: CST, DDT, HRA, ICA, MTT, WLD.

Preferred Course Sequence

Certificate = Courses in Shaded Areas

Semester I

MTT 125	Machine Shop I	4
MTT 135	Computer Numerical Control I	4
DDT 115	Manufacturing Processes and Materials	4
ENG 101	Composition I	3
MTH 125	Technical Mathematics I (or MTH 130)	3
Total Semester Hours		18

Semester II

MTT 145	Computer Aided Manufacturing I	4
MTT 155	Machine Tool Processes I	4
COM 105	Public Speaking	3
HLT 101	Lifetime Wellness	2
	Related Elective	3
Total Semester Hours		16

Semester III

MTT 225	Machine Shop II	4
MTT 235	Computer Numerical Control II	4
MTT 290	Co-op Ed/Intern/Related Elective	1-3
PHY 140	Technical Physics (or PHY 105)	4
	Social Science Elective	3
Total Semester Hours		16-18

Semester IV

MTT 245	Computer Aided Manufacturing II	4
MTT 255	Machine Tool Processes II	4
DDT 110	Geometric Dimension and Tolerancing	4
TEC 285	Occupational Seminar	1
¹	Social Science Elective	3
Total Semester Hours		16

¹Must satisfy Missouri law to include instruction in U.S. and State Constitutions. (See page 31)

MANUFACTURING TECHNOLOGY (MFG)

CERTIFICATES - LEVEL I 33-34 HOURS, LEVEL II 62-68 HOURS, LEVEL III 92-98 HOURS

A.A.S. DEGREE - 62-68 HOURS

Manufacturing Technology is a cross-disciplinary program which allows the student to chart a personalized path to a degree and certificates by taking several required courses along with courses chosen from any of our manufacturing related degree programs. Classes from Industrial Control and Automation (ICA), Drafting and Design Technology (DDT), Machine Tool Technology (MTT), Welding (WLD) and other ancillary programs can be combined to lead to the MFG degree.

This program is intended to help employers create a professional training plan for their employees that leads to a degree and/or certificates, and exactly fits the needs of the employee for the particular position they are in. Further post-degree training can lead to the top level certificate and prepare employees for management and supervisory roles. Student enrollment must be preceded by an advising consultation with one or more of the Division Chairs of the above programs to create a degree/certification plan for individuals or groups of employees. Contact the Division Chair for more information.

Program Specific Courses		Cr Hrs
MFG 275	Capstone Course	3-4
MFG 290	Co-op/Intern/Related Elective	1-3
BUS 110	Principles of Business	3
BUS 150	Principles Of Management	3
ICA 120	Industrial Safety	2
TEC 285	Occupational Seminar	1

General Ed Requirements		Cr Hrs
ECO 270	Principles of Economics	3
ENG 101	Composition I	3
COM 105	Public Speaking	3
MTH 125	Technical Math (or MTH 130)	3
PHY 105	Intro to Physics	4
¹ Social Science Elective		6

Related Electives		Cr Hrs
May choose from DDT, ICA, MTT, WLD or other ancillary programs		*31-36

*It is the responsibility of the student to ensure that the minimum 62 credit hours of course work has been completed for the A.A.S. degree.

The choice of courses to fill out a particular student's MFG degree plan will be made in consultation with one or more Division Chairs of the programs that constitute the MFG degree program. Normally the Division Chair(s) will have previously met with a particular employer and put a plan in place for one or more groups of employees. Contact the Division Chair of one of the above programs for enrollment information.

¹Must satisfy Missouri law to include instruction in U.S. and State Constitutions. (See page 31)

Preferred Course Sequence

Semester I

ICA 120	Industrial Safety	2
BUS 110	Principles of Business	3
ENG 101	Composition I	3
	Related Elective	3-4
	Related Elective	4
Total Semester Hours		15-16

Semester II

COM 105	Public Speaking	3
MTH 125	Technical Mathematics I (or MTH 130)	3
PHY 105	Introduction to Physics	4
	Related Elective	4
	Related Elective	4
Total Semester Hours		18

CERTIFICATE LEVEL I **33-34**

Semester III

¹ Social Science Elective		3
	Related Elective	4
	Related Elective	4
	Related Elective	3-4
Total Semester Hours		14-15

Semester IV

MFG 275	Manufacturing Capstone	3-4
MFG 290	Co-op/Intern/Related Elective	1-3
TEC 285	Occupational Seminar	1
	Social Science Elective	3
	Related Elective	4
	Related Elective	3-4
Total Semester Hours		15-19

A.A.S. AND CERTIFICATE LEVEL II ***62-68**

Semester V

BUS 150	Principles of Management	3
	Related Elective	4
	Related Elective	4
	Related Elective	4
Total Semester Hours		15

Semester VI

ECO 270	Principles of Economics I	3
	Related Elective	4
	Related Elective	4
	Related Elective	4
Total Semester Hours		15

CERTIFICATE LEVEL III **92-98**

MEDICAL LABORATORY TECHNICIAN (MLT)

A.A.S. DEGREE- 74 HOURS

The Medical Laboratory Technician (MLT) program is a two-year Associate of Applied Science Degree designed to prepare individuals for clinical laboratory employment. A medical laboratory technician performs a wide variety of medical laboratory tests on blood, urine, and other bodily fluids that assist physicians in making diagnostic and therapeutic decisions. In addition to employment in hospital and clinical laboratories, graduates can pursue positions in research, blood centers, medical equipment sales and technical support. The program will include clinical experience in area medical facilities along with the classroom and laboratory education provided on campus. The program is currently seeking NAACLS accreditation.

The job opportunities for MLTs are excellent, both nationally and locally, as the number of job openings currently exceeds the number of qualified job seekers. The program will begin in June with an application deadline February 15th. Contact the Allied Health Office for an Application Packet.

Program Specific Courses **Cr Hrs**

MLT 100	Introduction to the Medical Lab	1
MLT 200	Hematology	4
MLT 210	Clinical Chemistry	4
MLT 215	Urinalysis and Body Fluids Analysis	2
MLT 220	Immunohematology	4
MLT 230	Clinical Microbiology	4
MLT 240	Clinic Seminar and Review	2
MLT 250	Clinical Practicum I - Phlebotomy	3
MLT 260	Clinical Practicum II	8
MLT 270	Clinical Practicum III	8

General Ed Requirements **Cr Hrs**

BCS 145	Anatomy and Physiology I (or BCS 140)	4
BCS 146	Anatomy and Physiology II (or BCS 150)	4
BCS 200	Microbiology	4
CHM 101	Introductory Chemistry	4
COM 100	Human Communication	3
ENG 101	Composition I	3
HIT 191	Medical Terminology	3
MTH 110	Intermediate Algebra (or higher)	3
¹ PLS 101	American Government and Politics	3
	Social Science Elective	3

PRE-ADMISSION REQUIREMENTS

Semester I (Fall)

HIT 191	Medical Terminology	3
BCS 145	Anatomy & Physiology I (or BCS 140)	4
CHM 101	Introductory Chemistry	4
ENG 101	Composition I	3
¹ PLS 101	American Government and Politics	3
Total Semester Hours		17

Semester II (Spring)

MLT 100	Intro to the Medical Lab	1
BCS 146	Anatomy & Physiology II (or BCS 150)	4
BCS 200	Microbiology	4
MTH 110	Intermediate Algebra (or higher)	3
	Social Science Elective	3
Total Semester Hours		15

REQUIRED COURSE SEQUENCE

Semester III (Summer)

MLT 250	Clinical Practicum I – Phlebotomy	3
COM 100	Human Communication	3
Total Semester Hours		6

Semester IV (Fall)

MLT 200	Hematology	4
MLT 210	Clinical Chemistry	4
MLT 215	Urinalysis and Body Fluids Analysis	2
MLT 260	Clinical Practicum II	8
Total Semester Hours		18

Semester V (Spring)

MLT 220	Immunohematology	4
MLT 230	Clinical Microbiology	4
MLT 240	Clinic Seminar and Review	2
MLT 270	Clinical Practicum III	8
Total Semester Hours		18

¹ Must satisfy Missouri law to include instruction in U.S. and State Constitutions. (See page 31)

All courses must be completed with a grade of “C” or higher.

NETWORKING TECHNOLOGY (NET)

A.A.S. DEGREE - 68-70 HOURS

Employment in computer networking ranges from assembling and repairing computers, to installation of network copper and fiber cabling systems, and attaching the computers to a network. Network technicians may also install network servers and server operating systems as well as troubleshoot and repair problems on these networks. Network administrators oversee the functioning of all network-attached devices including printers and publishing systems. Graduates of the networking technology program will qualify for entry level positions as network technicians, computer technicians and as network cable installers.

Preferred Course Sequence

Semester I

NET 160	Introduction to Networking	4
NET 165	Computer Hardware	4
ENG 101	Composition I	3
MTH 125	Technical Mathematics I (or MTH 130 or higher)	3
	Science Elective	4
Total Semester Hours		18

Semester II

NET 175	Network Routing and Remote Access	4
NET 225	Windows Client Server	4
NET 231	Operating Systems Technology	4
CIS 120	Problem Solving and Programming Concepts	3
COM 105	Public Speaking	3
Total Semester Hours.....		18

Semester III

NET 235	Network Communications and Cabling	4
NET 250	Linux Networking	4
NET 255	Network Security	4
¹ PLS 101	American Government and Politics	3
	Related Elective (CIS 250 Preferred)	3
Total Semester Hours		18

Semester IV

NET 240	Scripting Languages for System Administrators	4
NET 251	Network Operating Systems and Applications	4
NET 260	Advanced Networking Systems	4
NET 290	Co-op Ed/Intern/Related Elective (or NET 291)	1-3
TEC 285	Occupational Seminar	1
Total Semester Hours		14-16

Program Specific Courses Cr Hrs

NET 160	Introduction to Networking	4
NET 165	Computer Hardware	4
NET 175	Network Routing and Remote Access	4
NET 225	Windows Client Server	4
NET 231	Operating Systems Technology	4
NET 235	Network Communications and Cabling	4
NET 240	Scripting Languages for System Administrators	4
NET 250	Linux Networking	4
NET 251	Network Operating Systems and Applications	4
NET 255	Network Security	4
NET 260	Advanced Networking Systems	4
NET 290	Co-op Ed/Intern/Related Elective	1-3
CIS 120	Problem Solving and Prog Concepts	3
TEC 285	Occupational Seminar	1
	Related Elective (CIS 250 preferred)	3

General Ed Requirements Cr Hrs

COM 105	Public Speaking	3
ENG 101	Composition I	3
MTH 125	Technical Mathematics I (or MTH 130 or higher)	3
¹ PLS 101	American Government and Politics	3
	Science Elective	4

Related Electives

May choose courses from the following program areas:
BUS, CIS, COM, MTH and NET.

¹ May substitute HST 120 and HST 130 for PLS 101 to satisfy Missouri law to include instruction in U.S. and State Constitutions.

NURSING - PRACTICAL NURSING (NUR)

CERTIFICATE - 47-49 HOURS

The Practical Nursing program is approved by the Missouri State Board of Nursing. Graduates receive a certificate and are eligible to apply to write the NCLEX-PN exam to become licensed as a Practical Nurse. Graduates may go to work in long-term skilled care, home health care, doctors' offices, hospice, hospitals and/or industrial nursing. This may also be used as a stepping stone to further one's nursing education.

Students may take the "Program Specific Courses" only after they have been admitted into the program. In order to be considered for admission to the Practical Nursing program, an applicant must score a minimum COMPASS numerical score of 39 and a writing score of 65. A separate application process is required for acceptance into this program. Complete application information can be obtained on the OTC web site or from the Allied Health Office. A new class begins each fall and spring semester. The application deadline for the program is April 1 for fall, October 1 for spring.

Pre-Admission Requirements **Cr Hrs**

^{1,3}BCS 145 & BCS 146 Anatomy and Physiology I & II 8

OR

¹ BCS 120 Human Anatomy and Physiology 6

Program Specific Courses **Cr Hrs**

NUR 101 Personal Vocational Concepts 2

NUR 110 Fundamentals of Nursing I 3

NUR 120 Fundamentals of Nursing II 3

NUR 205 Adult Medical-Surgical I 7

NUR 215 Adult Medical-Surgical II -
Including IV Therapy 7

NUR 225 Maternal and Pediatric Nursing 7

NUR 230 Community and Mental Health 2

NUR 240 Management 1

General Ed Requirements **Cr Hrs**

^{1,3}BCS 145 & BCS 146 Anatomy and Physiology I & II 8

OR

¹ BCS 120 Human Anatomy and Physiology 6

² BCS 130 Human Nutrition 3

² ENG 101 Composition I 3

² PSY 110 Introduction to Psychology 3

¹ Must be taken prior to admission.

² Must be completed by the end of 1st semester of Practical Nursing program.

³ BCS 145 & BCS 146 are encouraged due to transfer options.

FALL ADMISSION (REQUIRED COURSE SEQUENCE)

Semester I (Fall)

NUR 101 Personal Vocational Concepts 2

NUR 110 Fundamentals of Nursing I 3

NUR 120 Fundamentals of Nursing II 3

² BCS 130 Nutrition 3

² ENG 101 Composition I 3

² PSY 110 Introduction to Psychology 3

Total Semester Hours 17

Semester II (Spring)

NUR 205 Adult Medical-Surgical I 7

NUR 215 Adult Medical-Surgical II -
Including IV Therapy 7

NUR 240 Management 1

Total Semester Hours 15

Semester III (Summer)

NUR 225 Maternal and Pediatric Nursing 7

NUR 230 Community and Mental Health 2

Total Semester Hours 9

SPRING ADMISSION (REQUIRED COURSE SEQUENCE)

Semester I (Spring)

NUR 101 Personal Vocational Concepts 2

NUR 110 Fundamentals of Nursing I 3

NUR 120 Fundamentals of Nursing II 3

² BCS 130 Nutrition 3

² ENG 101 Composition I 3

² PSY 110 Intro to Psychology 3

Total Semester Hours 17

Semester II (Summer)

NUR 205 Adult Medical-Surgical I 7

Total Semester Hours 7

Semester III (Fall)

NUR 215 Adult Medical-Surgical II Include IV 7

NUR 225 Maternal and Pediatric Nursing 7

NUR 230 Community and Mental Health 2

NUR 240 Management 1

Total Semester Hours 17

All courses must be completed with a grade of "C" or higher.

NURSING - REGISTERED NURSING (ASN)

A.S.N. DEGREE - 84 HOURS

The Associate of Science in Nursing program is approved by the Missouri State Board of Nursing. The program has received approval by the Missouri Coordinating Board of Higher Education. This program is a candidate for accreditation by the National League for Nursing Accrediting Commission. The program is designed as an LPN to RN program that permits the qualifying LPN to complete the RN nursing courses in 36 weeks. Graduates are eligible to apply to write the NCLEX-RN exam to become licensed as a Registered Nurse. Graduates may go to work in hospitals, in inpatient and outpatient departments, physician offices, nursing care facilities, home health care services, government agencies, and outpatient care centers.

Program Specific Courses **Cr Hrs**

ASN	200	Transition to Professional Nursing	2
ASN	210	Adv Nursing Through the Lifespan I	3
ASN	215	Adv Psychiatrc/Mental Health Nur	2
ASN	220	Adv Nursing Through the Lifespan II	3
ASN	225	Adv Family Centered Maternal/ Newborn Nursing	3
ASN	230	Adv Nursing Through the Lifespan III	3
ASN	235	Adv Pediatric Nursing Concepts	3
ASN	240	Community Health and Management	2
ASN	250	Professional urning Integration	3

General Ed Requirements **Cr Hrs**

² BCS	200	Microbiology	4
² PLS	101	American Government and Politics	3
Total Semester Hours			7

Prerequisites **Cr Hrs**

¹ CHM	101	Introductory Chemistry	4
¹ MTH	110	Intermediate Algebra	3
Total Semester Hours			7

¹ Must be completed prior to or enrolled in before "completed application file" deadline.

² Recommended to be completed prior to admission to the ASN program.

All courses must be completed with a grade of "C" or higher.

Complete Prior to Graduation from OTC **Cr Hrs**
Practical Nursing Program

² BCS	130	Nutrition	3
¹ BCS	145	Anatomy and Physiology I or (BCS 140)	4
¹ BCS	146	Anatomy and Physiology II or (BCS 150)	4
² ENG	101	English Composition I	3
² PSY	110	Introduction to Psychology	3
Completion of Practical Nursing Program			29
Total Semester Hours			46

REQUIRED COURSE SEQUENCE

Summer Semester

ASN	200	Transition to Professional Nursing	2
Total Semester Hours			2

Fall Semester

² BCS	200	Microbiology	4
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1st 8 weeks

ASN	210	Adv Nursing Through the Lifespan I	3
ASN	215	Adv Psychiatric/Mental Health Nur	2

2nd 8 weeks

ASN	220	Adv Nuring Through the Lifespan II	3
ASN	225	Adv Family Centered Maternal/ Newborn Nursing	3
Total Semester Hours			15

Spring Semester

² PLS	101	American Government and Politics	3
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1st 8 weeks

ASN	230	Adv Nursing Through the Lifespan III	3
ASN	235	Adv Pediatric Nursing Concepts	3

2nd 8 weeks

ASN	240	Community Health and Management	2
ASN	250	Professional Nursing Integration	3
Total Semester Hours			14

OCCUPATIONAL THERAPY ASSISTANT (OTA)

A.A.S. DEGREE - 77 HOURS

(CONTINUED ON NEXT PAGE)

The Occupational Therapy Assistant Program has been granted Accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). AOTA is located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. ACOTE's telephone number c/o AOTA is 301-652-AOTA (2682). Graduates of the program are eligible to apply to sit for the National Certification Examination for the Occupational Therapy Assistant. This test is administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA).

In addition, most states, including Missouri, require licensure in order to practice. State licenses are based on information obtained through an application and results of the NBCOT examination. Felony convictions may affect a graduate's ability to sit for the NBCOT exam or attain state licensure. For information regarding Missouri licensure, contact the Missouri Board of Occupational Therapy, Division of Professional Registration, P.O. Box 1335, Jefferson City, Missouri 65102, or phone 573-751-0877. NBCOT can be found on the web at www.NBCOT.org.

The Occupational Therapy Assistant program is designed to prepare students for generalized practice under the supervision of an occupational therapist. Through didactic, laboratory, and clinical education components, students will have the opportunity to gain understanding of practice with clients ranging in age from the very young to the very old. Practice within a variety of settings including school, medical, work, community, and mental health will be explored.

Students may take the "Program Specific Courses" only if they have been admitted into the program. A separate application process is required for acceptance into this program. A new class begins each fall semester. The application deadline for the program is April 15th. Contact the Allied Health Office for an application packet.

Program Specific Courses			Cr Hrs
OTA	100	Occupational Therapy Foundations	4
OTA	110	Dynamics of Human Movement	4
OTA	130	Principles of Neuroscience	2
OTA	200	Therapeutic Design	3
OTA	210	Occupational Therapy in Early Development	4
OTA	211	Practicum I	1
OTA	220	Occupational Therapy in Mental Health	4
OTA	230	Therapeutic Media	3
OTA	240	Occupational Therapy in Physical Dysfunction	5
OTA	241	Practicum II	1
OTA	250	Occupational Therapy in Adult Development	4
OTA	260	Occupational Therapy in Vocational Settings	3
OTA	270	Seminar	1
OTA	280	Practice Applications	5
³ OTA	285	Practicum III	6
³ OTA	286	Practicum IV	6

General Ed Requirements			Cr Hrs
¹ BCS	120	Human Anatomy and Physiology	6
² COM	100	Human Communication	3
ENG	101	Composition I	3
MTH	110	Intermediate Algebra	3
⁴ PLS	101	American Government and Politics	3
PSY	130	Life Span Developmental Psychology	3

Students admitted into the OTA program are required to adhere to strict program attendance and professional behavior standards in order to participate, progress, and graduate from the OTA program.

OCCUPATIONAL THERAPY ASSISTANT (OTA)

PRE-ADMISSION REQUIREMENTS

¹ BCS 120	Human Anatomy and Physiology	6
ENG 101	Composition I	3
MTH 110	Intermediate Algebra	3
PSY 130	Life Span Developmental Psychology	3
Total Hours.....		15

REQUIRED COURSE SEQUENCE

Semester I

OTA 100	Occupational Therapy Foundations	4
OTA 110	Dynamics of Human Movement	4
OTA 130	Principles of Neuroscience	2
² COM 100	Human Communication	3
Total Semester Hours		13

Semester II

OTA 210	Occupational Therapy in Early Development	4
OTA 211	Practicum I	1
OTA 220	Occupational Therapy in Mental Health	4
OTA 230	Therapeutic Media	3
OTA 240	Occupational Therapy in Physical Dysfunction	5
Total Semester Hours.....		17

Semester III

⁴ PLS 101	American Government and Politics	3
Total Semester Hours.....		3

Semester IV

OTA 200	Therapeutic Design	3
OTA 241	Practicum II	1
OTA 250	Occupational Therapy in Adult Development	4
OTA 260	Occupational Therapy in Vocational Settings	3
OTA 270	Seminar	1
OTA 280	Practice Applications	5
Total Semester Hours		17

Semester V

³ OTA 285	Practicum III	6
³ OTA 286	Practicum IV	6
Total Semester Hours		12

All coursework and fieldwork must be completed prior to submitting application to sit for the NBCOT exam.

¹BCS 140 and BCS 150 or BCS 145 and BCS 146 may be substituted for BCS 120.

²May be taken prior to admission.

³Must be completed within 18 months of completion of all other OTA coursework

⁴PLS 101 can be completed during Semester III of the OTA Program or prior to admission.

All courses must be completed with a grade of "C" or higher.



PHYSICAL THERAPIST ASSISTANT (PTA)

A.A.S. DEGREE - 69 HOURS

The Physical Therapist Assistant program is designed to prepare graduates to practice as an assistant to a Physical Therapist in a variety of health care settings. Graduates are eligible to apply to sit for the National licensing exam. The limited and selective admission phase of the program begins in Semester III after successful completion of the required general education courses. The selective admission phase of the program will include didactic and laboratory coursework, as well as supervised clinical education experiences, to prepare graduates to function in the health care delivery system under the supervision of a Physical Therapist.

Students may take the “Program Specific Courses” only if they have been admitted into the program. A separate application process is required for acceptance into this program. A new class begins each spring semester. The application deadline for the program is September 1. Contact the Allied Health Office for an application packet.

The Physical Therapist Assistant Education Program of Ozarks Technical Community College is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association. For further information on accreditation contact:

*Commission on Accreditation in Physical Therapy Education / APTA,
1111 North Fairfax Street, Alexandria, VA 22314-1488 (703) 684-2782*

<u>Program Specific Courses</u>		<u>Cr Hrs</u>
PTA 100	Introduction to Physical Therapist Asst	2
PTA 140	Basic Neuroscience and Motor Develop	1
PTA 200	Therapeutic Procedures	5
PTA 210	Clinical Education I	1
PTA 220	Physical Agents and Therapeutic Massage	4
PTA 225	Clinical Kinesiology	5
PTA 230	Therap Exercise I/Orthopedic and Cardiopulmonary Conditions	4
PTA 240	Therapeutic Exercise II/Neurologic Cond	3
PTA 250	Clinical Education II	3
PTA 260	Professional Behaviors for PTA	3
PTA 270	Selected Topics	2
PTA 280	Clinical Education III	10

<u>General Ed Requirements</u>		<u>Cr Hrs</u>
¹ BCS 140	Human Anatomy (or BCS 145)	4
¹ BCS 150	Human Physiology (or BCS 146)	4
² BCS 210	Pathophysiology	3
¹ ENG 101	Composition I	3
¹ MTH 110	Intermediate Algebra (or higher)	3
¹ PLS 101	American Government and Politics	3
¹ PSY 110	Introduction to Psychology (or higher)	3
¹ Communication Elective		3

PRE-ADMISSION REQUIREMENTS

Semester I

¹ BCS 140	Human Anatomy (or BCS 145)	4
¹ ENG 101	Composition I	3
Total Semester Hours		7

BCS 150	Human Physiology (or BCS 146) <small>(CHM 101 is a prerequisite to BCS 150)</small>	4
¹ MTH 110	Intermediate Algebra (or higher)	3
¹ PLS 101	American Government and Politics	3
¹ PSY 110	Introduction to Psychology (or higher)	3
¹ Communication Elective		3
Total Semester Hours		16

REQUIRED COURSE SEQUENCE

Semester III (Spring)

PTA 225	Clinical Kinesiology	5
PTA 100	Introduction to Physical Therapist Assistant	2
PTA 140	Basic Neuroscience and Motor Development	1
PTA 260	Professional Behaviors for PTA	3
² BCS 210	Pathophysiology	3
Total Semester Hours		14

Semester IV (Summer)

PTA 200	Therapeutic Procedures	5
PTA 210	Clinical Education I	1
Total Semester Hours		6

Semester V (Fall)

PTA 220	Physical Agents and Therapeutic Massage	4
PTA 230	Therap Exercise I/Orthopedic and Cardiopulmonary Conditions	4
PTA 240	Therapeutic Exercise II/Neuro Conditions	3
PTA 250	Clinical Education II	3
Total Semester Hours		14

Semester VI (Spring)

PTA 270	Selected Topics	2
PTA 280	Clinical Education III	10
Total Semester Hours		12

¹ Must be completed prior to entering the selective admission phase.

² Must be completed prior to Semester IV.

All courses must be completed with a grade of “C” or higher.

RESPIRATORY THERAPY (RST)

A.A.S. DEGREE - 74 HOURS

The Respiratory Therapy program is accredited by the Committee on Accreditation for Respiratory Care (CoARC). The two-year program graduates are eligible for the national registry exam leading to a Registered Respiratory Therapist (RRT) and eligible for state licensure as a Respiratory Care Practitioner. Registered Respiratory Therapists may work in hospital settings with critical and noncritical patients or for home health companies who specialize in respiratory care and equipment.

This is a limited and selective enrollment program which admits a new class each summer. Interested persons should contact the Allied Health Office for applications and procedures. The application deadline for the program is February 1.

CoARC, 1248 Harwood Road, Bedford, TX 76021

<u>Program Specific Courses</u>			<u>Cr Hrs</u>
RST	210	Respiratory Equipment and Therapeutics	3
RST	215	Respiratory Pharmacology	2
RST	223	Mechanical Ventilation	4
RST	226	Cardiopulmonary Diagnostics	4
RST	228	Pulmonary Disease	3
RST	240	Pediatric Respiratory Therapy	3
RST	242	Applied Cardiopulmonary Pathology	3
RST	251	Special Procedures in Respiratory Care	2
RST	253	Advanced Respiratory Therapy Theory	2
RST	281	Clinical Practicum I	4
RST	282	Clinical Practicum II	8
RST	283	Clinical Practicum III	8

<u>Pre-Admission Requirements</u>			<u>Cr Hrs</u>
RST	105	Cardiopulmonary Anatomy and Physiology	3
² BCS	120	Human Anatomy and Physiology	6
BCS	200	Microbiology	4
COM	100	Human Communication	3
ENG	101	Composition I	3
MTH	110	Intermediate Algebra	3
¹ Social Science		Elective	3
Social Science		Elective	3

¹Must satisfy Missouri law to include instruction in U.S. and State Constitutions. (See page 31)

² BCS 140 and BCS 150 or BCS 145 and BCS 146 may be substituted for BCS 120.

PRE-ADMISSION REQUIREMENTS

Semester I

² BCS	120	Human Anatomy and Physiology	6
ENG	101	Composition I	3
MTH	110	Intermediate Algebra	3
Total Semester Hours			12

Semester II

RST	105	Cardiopulmonary Anatomy and Physiology	3
BCS	200	Microbiology	4
COM	100	Human Communication	3
		Social Science Elective	3
¹ Social Science		Elective	3
Total Semester Hours			16

REQUIRED COURSE SEQUENCE

Semester III (Summer)

RST	210	Respiratory Equipment and Therapeutics	3
RST	215	Respiratory Pharmacology	2
RST	281	Clinical Practicum I	4
Total Semester Hours			9

Semester IV (Fall)

RST	223	Mechanical Ventilation	4
RST	226	Cardiopulmonary Diagnostics	4
RST	228	Pulmonary Disease	3
RST	282	Clinical Practicum II	8
Total Semester Hours			19

Semester V (Spring)

RST	240	Pediatric Respiratory Therapy	3
RST	242	Applied Cardiopulmonary Pathology	3
RST	251	Special Procedures in Respiratory Care	2
RST	253	Advanced Respiratory Therapy Theory	2
RST	283	Clinical Practicum III	8
Total Semester Hours			18

All courses must be completed with a grade of "C" or higher.

SURGICAL TECHNOLOGY (SUR)

CERTIFICATE - 43 HOURS

A.A.S. DEGREE - 64 HOURS

Graduates receive a certificate or an Associate in Applied Science degree designed to prepare them for the national certification exam administered by The National Board of Surgical Technology and Surgical Assisting. Graduates may work in hospital surgery or labor and delivery areas, outpatient surgery centers, or as private scrubs for individual surgeons. The Surgical Technology program is accredited by the Accreditation Review Committee in Surgical Technology and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Students may take the “Program Specific Courses” only if they have been admitted into the program. A separate application process is required for acceptance into this program. A new class begins each fall semester. The application deadline for the program is March 1. Contact the Allied Health Office for an application packet.

<u>Program Specific Courses</u>	<u>Cr Hrs</u>
SUR 105 Operating Room Technique I	6
SUR 106 Operating Room Technique II	6
SUR 110 Pharmacology for Surgical Technologists	2
SUR 120 Surgical Procedures I	8
SUR 121 Surgical Procedures II	8

<u>General Ed Requirements</u>	<u>Cr Hrs</u>
BCS 210 Pathophysiology	3
CIS 101 Personal Computer Applications	3
COM Elective (*COM 105)	3
ENG 101 Composition I	3
MTH 110 or higher (*MTH 130 or higher)	3
¹ PLS 101 American Government and Politics	3
PSY 130 Life Span Developmental Psychology	3

<u>Pre-Admission Requisites</u>	<u>Cr Hrs</u>
BCS 120 Human Anatomy and Physiology	6
BCS 200 Microbiology	4
HIT 191 Medical Terminology	3

*Required for transfer to most 4-year universities.

Preferred Course Sequence

Certificate - Courses in Shaded Areas

Semester I

BCS 120 Human Anatomy and Physiology	6
CIS 101 Personal Computer Applications	3
HIT 191 Medical Terminology	3
MTH 110 or higher (*MTH 130 or higher)	3
Total Semester Hours	15

Semester II

BCS 200 Microbiology	4
BCS 210 Pathophysiology	3
ENG 101 Composition I	3
¹ PLS 101 American Government and Politics	3
PSY 130 Life Span Developmental Psychology	3
Total Semester Hours	16

Semester III

SUR 105 Operating Room Technique I	6
SUR 106 Operating Room Technique II	6
SUR 110 Pharmacology for Surgical Technologists	2
COM Elective (*COM 105)	3
Total Semester Hours	17

Semester IV

SUR 120 Surgical Procedures I	8
SUR 121 Surgical Procedures II	8
Total Semester Hours	16

¹Must satisfy Missouri law to include instruction in U.S. and State Constitutions. (See page 31)

All courses must be completed with a grade of “C” or higher.

TURF AND LANDSCAPE MANAGEMENT (TLM)

CERTIFICATE - 33 HOURS

A.A.S. DEGREE - 67-69 HOURS

This program is designed to train people for careers in the land care industry. Job opportunities will include a wide range of occupations from residential lawn care to country clubs, and from home landscaping to city landscaping and beyond. Extensive lab work and comprehensive class work will prepare students for a lifetime of earning potential.

Program Specific Courses Cr Hrs

TLM 112	Woody Ornamental Identification	4
TLM 113	Pest Management	4
TLM 114	Environmental Stewardship	2
TLM 145	Landcare Equipment Maintenance	4
TLM 180	Plant and Soil Science	4
TLM 185	Irrigation Design, Installation and Maintenance in the Landscape	3
TLM 190	Turfgrass Management	4
TLM 212	Greenhouse Operations and Management	2
TLM 214	Landscape Design	4
TLM 215	Landscaping Construction and Maintenance	4
TLM 218	Computer Designs in Landscaping	2
TLM 220	Turf and Landscape Business Management	3
TLM 225	Urban Forestry	4
TLM 280	Turf and Landscape Management Capstone	2
TLM 290	Co-op Ed/Intern/Related Elective	1-3
TEC 285	Occupational Seminar	1

General Ed Requirements Cr Hrs

COM 105	Public Speaking	3
ENG 101	Composition I	3
	Mathematics Elective (MTH 105 or higher)	3
	Science Elective	4
¹	Social Science Elective	3
	Social Science Elective	3

Related Electives

May choose courses from the following program areas:
BUS, CST, HRA.

Preferred Course Sequence

Certificate - Courses in Shaded Areas

<u>Semester I</u>		
TLM 112	Woody Ornamental Identification	4
TLM 114	Environmental Stewardship	2
TLM 180	Plant and Soil Science	4
ENG 101	Composition I	3
	Mathematics Elective (MTH 105 or higher)	3
Total Semester Hours		16

<u>Semester II</u>		
TLM 113	Pest Management	4
TLM 185	Irrigation Design, Installation and Maintenance in the Landscape	3
TLM 190	Turfgrass Management	4
COM105	Public Speaking	3
¹	Social Science Elective	3
Total Semester Hours		17

<u>Semester III</u>		
TLM 145	Landcare Equipment Maintenance	4
TLM 214	Landscape Design	4
TLM 225	Urban Forestry	4
TLM 290	Co-op Ed/Intern/Related Elective	1-3
TEC 285	Occupational Seminar	1
¹	Social Science Elective	3
Total Semester Hours		17-19

<u>Semester IV</u>		
TLM 212	Greenhouse Operations and Management	2
TLM 215	Landscaping Construction and Maintenance	4
TLM 218	Computer Designs in Landscaping	2
TLM 220	Turf and Landscape Business Management	3
²	TLM 280 Turf and Landscape Management Capstone	2
	Science Elective	4
Total Semester Hours		17

¹Must satisfy Missouri law to include instruction in U.S. and State Constitutions. (See page 31)

²Students must earn a grade of "C" or better in this course to meet TLM graduation requirements.

WELDING TECHNOLOGY (WLD)

CERTIFICATE - 31 HOURS

A.A.S. DEGREE -63-65 HOURS

Depth of training required for entry into the welding occupation depends on the specific needs of employers. In this program, theory and many hours of practice are combined to lead to either the certificate or the Associate of Applied Science degree levels of competency. A broad background allows the student to meet the needs of various graduate employment goals.

Program Specific Courses **Cr Hrs**

WLD 111	Shielded Metal Arc Welding I	4
WLD 112	Shielded Metal Arc Welding II	4
WLD 113	Gas Metal Flux Cored Arc Welding	4
WLD 114	Gas Tungsten Arc Welding	4
WLD 221	Advanced Shielded Metal Arc Welding	4
WLD 222	Advanced Gas Metal Arc Welding	4
WLD 223	Advanced Flux Cored Arc Welding	4
WLD 224	Advanced Gas Tungsten Arc Welding	4
WLD 225	Welding Inspection Technology I	4
WLD 226	Welding Inspection Technology II	4
WLD 290	Co-op Ed/Intern/Related Elective	1-3
TEC 285	Occupational Seminar	1

General Ed Requirements **Cr Hrs**

ENG 101	Composition I	3
HLT 101	Lifetime Wellness	2
MTH 125	Technical Mathematics I (or MTH 110)	3
PHY 140	Technical Physics (or PHY 105)	4
	Communication Elective	3
¹	Social Science Elective	3
	Social Science Elective	3

Related Electives

May choose courses from the following program areas:
CST, DDT, ICA, MTT, WLD.

Preferred Course Sequence

Certificate - Courses in Shaded Areas

<u>Semester I</u>		
WLD 111	Shielded Metal Arc Welding I	4
WLD 113	Gas Metal Flux Cored Arc Welding	4
ENG 101	Composition I	3
HLT 101	Lifetime Wellness	2
MTH 125	Technical Mathematics I (or MTH 110)	3
Total Semester Hours		16

<u>Semester II</u>		
WLD 112	Shielded Metal Arc Welding II	4
WLD 114	Gas Tungsten Arc Welding	4
TEC 285	Occupational Seminar	1
	Communication Elective	3
	Social Science Elective	3
Total Semester Hours		15

<u>Semester III</u>		
WLD 221	Advanced Shielded Metal Arc Welding	4
WLD 222	Advanced Gas Metal Arc Welding	4
WLD 225	Welding Inspection Technology I	4
PHY 140	Technical Physics (or PHY 105)	4
Total Semester Hours		16

<u>Semester IV</u>		
WLD 223	Advanced Flux Cored Arc Welding	4
WLD 224	Advanced Gas Tungsten Arc Welding	4
WLD 226	Welding Inspection Technology II	4
WLD 290	Co-op Ed/Intern/Related Elective	1-3
¹	Social Science Elective	3
Total Semester Hours		16-18

¹Must satisfy Missouri law to include instruction in U.S. and State Constitutions. (See page 31)

CERTIFICATE OF WELDING SPECIALIST -- TWENTY WEEK	
MASTER WELDER Program Certificate - 32 Hours	
WLD 230	Master Welder
	Shielded Metal Arc Welding I
	Shielded Metal Arc Welding II
	Gas Metal Flux Cored Arc Welding
	Gas Tungsten Arc Welding
	Advanced Shielded Metal Arc Welding
	Advanced Gas Metal Arc
	Advanced Flux Cored Arc Welding
	Advanced Gas Tungsten Arc Welding
Total Certificate Credit Hours..... 32	

A.A.S. Degree - 65 Hours		
Master Welder Certificate 32		
Program Specific Courses 12		
WLD 225	Welding Inspection Technology I	4
WLD 226	Welding Inspection Technology II	4
TEC 285	Occupational Seminar	1
WLD 290	Co-op Ed/Intern/Related Elective	3
General Ed Requirements.....21		
Total Degree Credit Hours.....65		

SEE INSTRUCTOR FOR START DATES.

INSTRUCTIONAL DIVISIONS

FULL-TIME INSTRUCTORS (*CONTINUED ON NEXT PAGE*)

(CURRENT AS OF FEBRUARY 2009)

ALLIED HEALTH

Steven Bishop, Dean

DENTAL ASSISTING

Janet Sell, Program Coordinator
Ida Guynn

DENTAL HYGIENE

Margaret Bell, Program
Coordinator
Gary Dollens
Lisa Hunter
Laurie Burky

EMERGENCY MEDICAL TECHNICIAN – PARAMEDIC

Sue Allan, Program Coordinator
Dennis Baier

HEALTH INFORMATION TECHNOLOGY

Susan Kirk, Program Coordinator
Robert Haralson
Kathy Webb

HEALTH SCIENCES

Carolyn Lee, Program Coordinator
Sandra Lewis
Jennifer Ristine

MEDICAL LABORATORY TECHNOLOGY

Tony Evans, Program Coordinator
Danyel Anderson, Clinical
Coordinator

NURSING - PRACTICAL NURSING

Jackie Perryman, Program
Coordinator
Pam Carpenter
Michelle Crum
Michelle Howard
Jessie Wheatley

NURSING - REGISTERED NURSING

Sherry Taylor, Program Coordinator
Tena Wheeler

OCCUPATIONAL THERAPY ASSISTANT

Rebecca Jenkins, Program
Coordinator
Annette Evans, Field Work
Coordinator

PHYSICAL THERAPIST ASSISTANT

Rebecca McKnight, Program
Coordinator
Becky Crocker, Clinical
Education Coordinator
Niki Wallen

RESPIRATORY THERAPY

Doug Pursley, Program
Coordinator
Aaron Light, Clinical Education
Coordinator

SURGICAL TECHNOLOGY

Arlene Chriswell, Program
Coordinator

ACCOUNTING/BUSINESS/ ECONOMICS

Lance Renner, Dean
Gail Garton
Celeste Jenkins
Tal Kroll
Bera Nichols
Gary Reynolds
Tim Rogers II
Nick Spangenberg
J. C. Walker
Jeff Wisdom

GENERAL EDUCATION

Rosa Kavanaugh, Interim Dean
Loren Lundstrom, Assistant Dean
Gavin O'Connor, Interim Assist Dean

ARTS & HUMANITIES

Cathy Clemens, Chair
Michael Adamek
Kathleen Allie
Maria Blackmon
Daniel Hieber
Jonathan Herbert

Jennifer McAtee
Deborah Thompson

COMMUNICATION

Kimberly Berry, Chair
Lana Baysinger
Nathan Cassady
David Fotopulos
Tracy McGrady
Todd Yerby

CRIMINAL JUSTICE/EDUCA- TION/PSYCHOLOGY

Linda Caldwell, Chair
John Gambon
John Hess
Cindy Hinds
Eloise Thomas

ENGLISH

Richard Turner, Chair
Kelly Anthony
David Ball
Caron Daugherty
Jennifer Dunkel
Dane Galloway
Donna Graham
Michael Hudgens
Michael Pulley
Barrie Talbott
Ashlei Woelk
Sam Woelk

MATHEMATICS

Alan Papen, Chair
Marylynne Abbott
Andrew Aberle
Sally Clark
Susan Dismore
Matthew Harris
Roseanne Killion
Gary King
Daniel Kopsas
Linda Schott
Angela Shreckhise
Joe Siler
Albert Simmons
Marissa Wolfe
Russell Wydeen
Fan Zhou

INSTRUCTIONAL DIVISIONS

FULL-TIME INSTRUCTORS CONTINUED

(CURRENT AS OF FEBRUARY 2009)

SCIENCE

Marianne Crocker, Chair
Christie Campbell
Dustin Childress
Robert Clark
Chris Cole
Claude Crain
Li'anne Drysdale
Paul Ehrich
Vivian Elder
John Fishback
Barry Hall
Joyce Hill
Angela McChesney
Morgan Presley
David Pulley
Lisa Reece
Karla Rues
Dana Sherman
Jennifer Snyder
Shelia Taylor
Kip Thompson
Letty Vosotros
Stephen White

SOCIAL SCIENCE

Kay Murnan, Chair
Judi Brake
Jessica Gerard
Cheryl Li
Jana Owen
Susan Siemens
Shirey VanHook
James Whitt
Maryann Zihala

TECHNICAL EDUCATION

Terry Troxell, Dean

COMPUTER SYSTEMS

George Gibeau, Chair
Albert Arnold
Lisa Atwell
Dennis Brown
Kathy Buchholz
Ted Hertzog
Jason Monroe
David Pope

CONSTRUCTION

David Aderhold, Chair
Steve Duncan
Danny Hopkins
Carl Locke
Danelle Maxwell
John McKenzie
David Richards
Tim Rogers

CULINARY/HOSPITALITY

Lisa Gardner, Interim Chair
Lisa Gardner
Michael Holik
George Southwick
Paul Trout

EARLY CHILDHOOD

DEVELOPMENT

Jo Fritts, Chair
Velynda Cameron

EARLY CHILDHOOD

DEVELOPMENT CENTER

Connie Harmon, Manager
Susan Forte
Melissa Freres
Amanda Walker
Jamie Wright

ELECTRONICS/INDUSTRIAL

MAINTENANCE

Bruce Clemens, Chair
Russell Campbell
Mike Fagan
David Felin
Dana Gambriel
Robert Gustad
John Spear

INDUSTRIAL AND MANUFACTURING

Murl Darby, Chair
Jim Bridwell
Brian Brooks
Keith Dinwiddie
Richard Faber
John Rude
Michael Squires

PRINTING/GRAPHIC DESIGN

George Gibeau, Chair
Ken Conaway
Larry Mullikin

TRANSPORTATION

Kerry Wrinkle, Chair
Fred Broemmer
Ashley Gilbert
J. C. Holmes
Robert Leone
Glenn Marcum
Don Reeves
Terry Pridgeon
John Yinger

COURSE DESCRIPTIONS

(ABR)

Cr Hrs-Lec-Lab
X = Variable

(ABR) AUTO COLLISION REPAIR TECHNOLOGY

ABR-100 Non-Structural Analysis and Repair 4-2-4

This course offers the basics in auto collision repair and includes personal safety, shop safety, use of tools & equipment, use and handling of repair materials, diagnosis and classification of damage, physical characteristics of metal, and repair of damaged sheet metal.

ABR-110 Paint and Refinishing Preparation 4-2-4

This is a beginning course for students who are interested in the auto refinishing area. Topics include: safety, surface preparation, spray gun and related equipment, and operations.

ABR-113 Damage Repair Metal Welding and Cutting 4-2-4

This course provides the basics in MIG welding, equipment, materials, and techniques currently used in the auto collision repair industry.

ABR-200 Non-Structural Analysis and Damage Repair 4-2-4

This course provides the basics in auto collision repair with topics such as safety, body panel repairs, body panel adjustments, body panel replacement, and moveable glass and hardware.

ABR-245 Structural Analysis and Dimensioning 4-2-4

This course is designed to provide the basics in auto collision repair with regard to safety, damage analysis, frame inspection, measurement, and structural alignment. *Prerequisites: ABR 100, ABR 113, ABR 200 (ABR 200 may be taken concurrently with ABR 245).*

ABR-248 Refinish Color Application 4-2-4

This course is designed for students who are interested in the auto refinishing area. Topics include: paint mixing, matching, applying, and solving paint application problems.

ABR-250 Structural Repair 4-2-4

This course covers the basics in auto collision repair with the following topics: safety, damage analysis, straightening structural parts, and full or partial panel replacement. *Prerequisite: ABR 245 or permission of instructor.*

ABR-255 Paint Detail and Defects 4-2-4

This course is designed for students who are interested in the auto refinishing area. Topics include: paint defects, causes and cures, and final detailing.

ABR-260 Plastics and Adhesives 3-2-2

This course is designed to introduce students to the fundamentals of plastic repair and adhesives as they apply to auto collision repair. Topics include: plastic types, damage analysis, chemical plastic welding, and composite repair tools and adhesives.

ABR-265 Vehicle Control Systems 3-2-2

This course provides basic engine, driveline and differential damage assessment, estimating and parts replacement knowledge in addition to skills applied in classroom and laboratory assignments. *Prerequisite: ABR 260 or permission of instructor.*

COURSE DESCRIPTIONS

(ABR-ACC)

Cr Hrs-Lec-Lab

X = Variable

ABR-270 Estimating and Shop Management 3-3-0

This course provides the basics in estimating and shop management as they apply to auto collision repair and is designed for students who are interested in becoming estimators or managers. *Prerequisites: ABR 260 and permission of instructor.*

ABR-290 Capstone/Co-op/Internship 3-X-0

This course provides students the opportunity for supervised work experience in their major field with practical application of the knowledge and skills attained. Students will also apply critical thinking, analytical reading, decision making, and valuing skills to issues across the auto collision curriculum. An assessment will give students the opportunity to demonstrate their level of application and learning in the auto collision program. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. Please see the Chair of specific program area for application. *Prerequisites: Completion of at least 30 credit hours in auto collision repair courses and a minimum GPA of 2.0, or advisor's approval.*

(ACC) ACCOUNTING

ACC-120 College Accounting, Part I 3-3-0

This course is required for all accounting majors and gives a detailed, hands-on approach to accounting. The entire accounting cycle, A/R, A/P, payroll entries, inventory, and cash management for a sole proprietorship are covered in this course. *Prerequisite: "NC" or better in MTH 050 or higher or equivalent score on the placement test.*

ACC-125 College Accounting, Part II 3-3-0

This course is a continuation of ACC 120 and includes the following topics: corporate and partnership accounting, long-term assets and liabilities, financial statement analysis, manufacturing accounting. *Prerequisite: Grade of "C" or higher in ACC 120.*

ACC-220 Principles of Accounting I 3-3-0

This course covers basic accounting principles and practices and the entire accounting cycle, adjusting entries, closing entries and financial statement preparation. A corporate approach is used for service and merchandise accounting. *Prerequisite: "NC" or better in MTH 050 or higher or equivalent score on the placement test*

ACC-225 Managerial Accounting 3-3-0

Students are taught the uses of accounting information for managerial decision-making. This course provides an introduction to cost accounting and includes the following topics: costing systems, standard costing and variance analysis, budgetary control, ABC costing, variable costing, production and capital decision analysis. *Prerequisite: ACC 120 or higher.*

ACC-228 Accounting Practice 3-3-0

This course provides a review of accounting principles and concepts through the use of a practice set. New accounting topics will be introduced to expand the students' knowledge of accounting methods. Students will be exposed to more complex accounting and financial decisions encountered by bookkeepers. *Prerequisite: Grade of "C" or higher in ACC 220 or higher.*

ACC-230 Accounting Software Applications 3-3-0

This course provides the application of accounting principles utilizing a software package on a microcomputer. Some specific topics include general ledger, accounts payable, accounts receivable, and payroll. *Prerequisite: Grade of "C" or higher in ACC 120 or higher, or permission of lead instructor.*

COURSE DESCRIPTIONS

(ACC-ANT)

Cr Hrs-Lec-Lab
X = Variable

ACC-238 Applied Financial Accounting 3-3-0

This course provides a real-world, hands-on, computerized bookkeeping learning experience. The student will be required to close the fiscal year after recording and posting payroll, purchases, and sales transactions for a month's business. The student will complete the accounting cycle, monthly, quarterly, and annual state and federal government forms and reports that would be required of a small business. An analysis of the annual financial reports will be required. *Prerequisites: Grade of "C" or higher in ACC 230 and ACC 270.*

ACC-250 Tax Accounting 3-3-0

Principles of income tax accounting including current laws and reporting are covered in this course. Students are provided practical experience in preparation of individual returns while introducing proprietorship, partnership and corporate taxes. This course is only offered during the fall semester. *Prerequisite: Grade of "C" or higher in ACC 120 or higher.*

ACC-270 Payroll Accounting 3-3-0

This course is designed to prepare students to perform payroll accounting duties for small businesses. This includes preparing payroll registers, employee earnings records and required government reporting documents. *Prerequisite: Grade of "C" or higher in ACC 120 or higher.*

ACC-290 Co-Operative Ed/Intern/Related Elective Variable 1-3

This course involves supervised work experience in the major field which provides the student with the opportunity to make practical application of the knowledge and skills attained. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisite: Completion of 30 credit hours and 2.0 GPA, or advisor's approval. Please see the Division Chair of the specific program area for application.*

(AGR) AGRICULTURE

AGR-100 Introduction to Agriculture 3-3-0

This course entails a survey of technological progress of agriculture and the industry it encompasses, including its socio-economic impact on the United States and in a global environment.

AGR-160 Animal Science 4-4-0

This course provides an introduction to farm animal industries, breeds, numbers, distribution, nutrition, heredity, reproduction, health and products.

(ANT) ANTHROPOLOGY

ANT-101 Introduction to Anthropology 3-3-0

This course involves the exploration of the beginnings of the human race and culture, the relationship between culture, society, and the individual. Included in this course are the principles, methods, and concepts as applied to the four key areas of anthropology: physical, ethnological, linguistic, and archeological.

ANT-220 Cultural Anthropology 3-3-0

Cultural Anthropology, also known as ethnology, social anthropology or sociocultural anthropology, is the largest of the four 'fields' or sub-disciplines of anthropology. Cultural anthropologists study the ways in which people live throughout the world and write accounts of cultures, known as ethnographies, to gain insights into the human condition. Cultural anthropology also compares the ways of living, developing concepts and theories that apply to all cultures and making cross-cultural generalizations about human behavior. *Prerequisite: ANT 101 or SOC 101.*

COURSE DESCRIPTIONS

(ART)

Cr Hrs-Lec-Lab

X = Variable

(ART) ART

ART-101 Art History I 3-3-0

This course provides an illustrated study of architecture, painting, sculpture, and applied arts from prehistoric times to the Italian Renaissance.

ART-105 Art History II 3-3-0

This course provides an illustrated study of architecture, painting, sculpture, and applied arts from the 14th century through the 21st century.

ART-110 Art and Experience 3-3-0

This course provides an introduction to the western artistic and cultural tradition and provides students with knowledge of and practice in the skills necessary to make art a greater part of everyday life. In addition to learning to recognize and explain art from the major periods and styles in the western tradition, students also practice describing and reflecting upon their experience of particular works, and investigate the creation of art.

ART-115 Foundation I: Two-Dimensional Design 3-2-4

Elements of design will be explored through a variety of methods and mediums of two-dimensional design. Techniques will be explored through the solution of two-dimensional design problems.

ART-116 Foundation II: Three-Dimensional Design 3-2-4

This course provides continuation of Two-Dimensional design with emphasis on three-dimensional concepts. Elements of design will be explored in a variety of methods of three-dimensional construction. Sculptural techniques will be explored through the solution of design problems. *Prerequisite: "C" or higher in Art 115 or Division Chair's permission.*

ART-120 Drawing I 3-0-6

This course introduces basic visual art concepts, ideas and techniques that emphasize design principles and hand-eye coordination. The student will solve a variety of drawing problems with different methods and media. Students will become familiar with the basic vocabulary of the drawing process.

ART-121 Drawing II 3-0-6

This course expands on the basic visual art concepts, ideas and techniques that emphasize drawing principles and hand-eye coordination previously learned. The student will solve more complex drawing problems with different methods and media. Students will increase their vocabulary and observational drawing skills. This course will serve as an introduction to drawing the nude human figure. *Prerequisites: "C" or better in ART 120 or Division Chair's permission.*

ART-125 Painting I 3-2-4

This is an introductory course, which is designed to strengthen the individual student's awareness of the history and techniques of the craft of painting. This course will develop the student's technical and observational skills. The student will concentrate on the essential elements of painting; its materials, methods and craft. This course will develop the student's understanding of brushwork, composition and color. Students will learn painting terminology and the importance of dialog in the creative process. *Prerequisites: ART 115 and ART 120 or Division Chair's permission.*

ART-130 Printmaking I 3-2-4

This is an introductory course in traditional and contemporary printmaking techniques. The student will learn a variety of printmaking techniques from a selection of monotypes, woodcut blocks, linoleum blocks, serigraphs, etchings and solvent transfers. *Prerequisites: ART 115 and ART 120 with a grade of "C" or higher or Division Chair's permission.*

COURSE DESCRIPTIONS

(ART-ASL-ASN)

Cr Hrs-Lec-Lab X = Variable

ART-135 Ceramics I 3-2-4

This course is a study of the basic principles of ceramics and ceramic sculpture with emphasis on hand-built methods. Wheel thrown pottery will be explored. The various processes of working in clay including glazing and firing will be explored. Students will learn the skills needed for traditional hand-building and wheel-throwing techniques as well as non-traditional approaches to ceramics. *Prerequisite: Art 116 with a grade of "C" or higher or Division Chair's permission.*

ART-210 Portfolio Development 1-1-0

This class is designed to help prepare students majoring in Visual Arts to successfully transfer to a B.F.A. or B.A. program in Art. The student will establish a portfolio and better understand the professional activities associated within the larger art world. Students will learn appropriate ways to present their work, how to write about their ideas, how to document artwork in electronic form, guidelines and conventions for writing a resume, research into area art programs, career topics and exhibitions. *Prerequisites: Completion of ART 115, 116, 120 and 121 or division chair's permission.*

ART-220 Drawing III 3-2-4

Building on Drawing II, this class will expand upon the development and execution of ideas using traditional and non-traditional media. Students will be introduced to various types of drawing styles and will challenge traditional definitions of drawing. They will complete projects in drawing the nude model, complex perspective, environmental art, ephemeral drawings, installation art and develop a portfolio and artist's statement. *Prerequisite: ART 121 or Division Chair's permission.*

ART-221 Drawing IV 3-2-4

This course builds upon Drawing III and is considered an advanced course. Students are expected to be self-directed in their choice of subject matter. Students will explore historical and contemporary issues in drawing, and will continue to develop their body of work to enhance their professional portfolio. *Prerequisite: ART 220 with a grade of "C" or higher or Division Chair's permission.*

(ASL) AMERICAN SIGN LANGUAGE

ASL-101 American Sign Language I 3-3-0

This course introduces students to the basic structural principles of American Sign Language and emphasizes visual reception and expression of signed concepts.

ASL-102 American Sign Language II 3-3-0

This course extends the subject matter in ASL I by developing communication skills used in interaction with Deaf people and emphasizes visual reception and signed concepts. *Prerequisite: ASL 101.*

(ASN) ASSOCIATE OF SCIENCE IN NURSING

ASN-200 Transition to Professional Nursing 2-2-X

This transition course serves as a bridge between nursing practice as a Licensed Practical Nurse (LPN) and professional nursing practice as a licensed Registered Nurse (RN). Emphasis is placed on the hallmarks of professional nursing practice and the ethical and legal dimensions of the role of a Registered Nurse. The role of the professional Registered Nurse is examined within the context of contemporary healthcare delivery systems. The Registered Nurse's (RN's) role and communication within a multidisciplinary health care team in the care of diverse populations is emphasized. *Prerequisite: Admission to the ASN program.*

COURSE DESCRIPTIONS

(ASN)

Cr Hrs-Lec-Lab

X = Variable

ASN-210 Advanced Nursing Through the Lifespan I 3-2-3

This course examines the complex associate degree study of medical-surgical nursing, including concepts relating to fluid and electrolytes, pain, trauma, shock, infection and immunity, pre/intra/postoperative, and oncology. Coursework develops the advanced skills for client assessment, the nursing process, and comprehensive nursing interventions for maintenance and health promotion of complex health deviations. Includes a foundation in infusion therapy and practice lab for infusion-related skills. The associated clinical component is in an acute medical-surgical care setting. *Prerequisite: ASN 200.*

ASN-215 Advanced Psychiatric/Mental Health Nursing 2-1-3

This course explores the associate degree study of psychiatric mental health nursing, including mental health concepts, nursing interventions, psychiatric disorders, nursing of special populations, and nursing through the lifespan. The associated clinical component includes experiences in acute and outpatient mental health settings. Clinical specialties also include an observational experience in a chemical dependency center and inpatient mental health settings for children, adolescents, and adults. *Prerequisites: ASN 200, and concurrently with ASN 210.*

ASN-220 Advanced Nursing Through the Lifespan II 3-2-3

This course examines the complex associate degree study of medical-surgical nursing, including concepts relating to nutrition, skin integrity and burns, endocrine disorders, gastrointestinal disorders, renal disorders, and reproductive disorders. Coursework develops skills for client assessment, the nursing process, and comprehensive nursing interventions for maintenance and health promotion of complex health deviations. The associated clinical component includes an acute medical-surgical care setting in an acute care medical-surgical unit. *Prerequisites: ASN 200, 210, 215, and concurrently with ASN 225*

ASN-225 Advanced Family Centered Maternal/Newborn Nursing 3-2-3

This course examines contemporary nursing of the childbearing family through normal antepartum, labor, delivery, and postpartum experiences. It provides an overview of complex health problems and high-risk complications for mother and newborn. Includes a clinical inpatient component in the neonatal nursery, postpartum, labor and delivery, and neonatal intensive care settings. Observational experience in the community setting to promote the teaching and learning of the childbearing family will also be included. *Prerequisites: ASN 200, 210, 215, and concurrently with ASN 220.*

ASN-230 Advanced Nursing Through the Lifespan III 3-2-3

This course examines the complex associate degree study of medical-surgical nursing, including concepts relating to neurological disorders, cardiac disorders, peripheral vascular disorders, respiratory disorders, special senses, and musculoskeletal disorders. Coursework develops the skills for client assessment, the nursing process, and comprehensive nursing interventions for maintenance and health promotion of complex health deviations. The associated clinical component includes an acute medical-surgical care setting and a preceptorship experience in critical care, including intensive and emergency care nursing, and pre/intra/postoperative settings. *Prerequisites: ASN 200, 210, 215, 220, 225 and concurrently with ASN 235.*

ASN-235 Advanced Pediatric Nursing Concepts 3-2-3

This course applies principles of growth and development to provide nursing care for families with infants, children, or adolescents. Students study the role of families, pediatric health promotion, children with special needs, and acute and chronic childhood illnesses. The organizing framework for the clinical component is the nursing process. The clinical component is primarily in a pediatric acute care setting and also includes a brief examination of the role of school nurses to include a preceptorship experience in the public school setting. *Prerequisites: ASN 200, 210, 215, 220, 225, and concurrently with ASN 230.*

COURSE DESCRIPTIONS

(ASN-AUM)

Cr Hrs-Lec-Lab

X = Variable

ASN-240 Community Health and Management 2-1-3

Using the family as the essential unit of care within the community, critical-thinking and clinical decision-making processes will facilitate the design, management, and provision of care to modify risk factors and promote health education. Specific clinical activities are related to prevention and reduction of health disparities across the life span through the conduct of community assessment and the development and implementation of culturally appropriate nursing strategies reflecting professional values and behaviors. *Prerequisites: ASN 200, 210, 215, 220, 225, 230, 235, and concurrently with ASN 250.*

ASN-250 Professional Nursing Integration 3-2-3

This course provides preparation of ASN students for entry into nursing practice including a required preceptorship experience designed to promote independent critical thinking skills and to facilitate transition to professional nursing practice. A clinical preceptor will serve as a role model and a clinical resource person for 72 hours. The associated clinical component includes a preceptorship experience in community health, including public health and home health nursing. *Prerequisites: ASN 200, 210, 215, 220, 225, 230, 235, and concurrently with ASN 240.*

(AUM) AUTOMOTIVE TECHNOLOGY

AUM-110 Engine Repair 4-2-4

This course develops each student's occupational competencies needed to perform engine diagnosis, diagnosis of basic fuel systems, ignition systems, and repair methods required of an entry level technician. The instruction will include classroom demonstrations, and practical exercises related to the AUTOMOTIVE SERVICE EXCELLENCE (ASE) area of Engine Repair.

AUM-121 Engine Diagnosis and Repair 4-2-4

This course introduces students to the techniques and fundamentals used in order to properly diagnose and repair internal combustion engines. Students will further explore the theory and operation of the engine's operating systems such as fuel, air, ignition, oiling and cooling systems. Students will perform test adjustments on each of these systems including an internal combustion engine. Examples include both dynamic and static compression testing, ignition timing, valve timing (both overhead valve and overhead cam), cooling system pressure, and head gasket leak.

AUM-135 Manual Drive Train and Axles 4-2-4

This course develops each student's occupational competencies needed to perform preventive maintenance and repair methods required of an entry level technician. The instruction will include classroom, demonstration, and practical exercises related to the AUTOMOTIVE SERVICE EXCELLENCE (ASE) area of Manual Drive Train and Axles.

AUM-171 Electrical I 4-2-4

This course develops each student's occupational competencies needed to perform preventive maintenance and repair methods required of an entry level technician. The instruction will include classroom, demonstration, and practical exercises related to the AUTOMOTIVE SERVICE EXCELLENCE (ASE) area of Electrical Systems.

AUM-175 Electrical II 4-2-4

This course further develops each student's occupational competencies needed to perform preventive maintenance and repair methods required of an entry level technician. The instruction will include classroom, demonstration, and advanced practical exercises related to the AUTOMOTIVE SERVICE EXCELLENCE (ASE) area of Electrical Systems.

Prerequisite: AUM 171.

COURSE DESCRIPTIONS

(AUM)

Cr Hrs-Lec-Lab

X = Variable

AUM-185 Heating and Air Conditioning 4-2-4

This course introduces students to the theory and operation of the components which make up the automotive heating and air conditioning system. Students will handle refrigerants using EPA approved techniques including the use of a recovery station. Component identification, function, and replacement will be performed on different types of systems. System diagnosis will be covered prior to the replacement of components. *Prerequisite: AUM 171.*

AUM-210 Brakes 4-2-4

This course is designed to develop occupational competencies relative to modern braking systems. The specific study units include the following: physical principles which affect brake system performance, hydraulics, mechanical linkages and levers, power assist systems including pressure, vacuum, and electrical over hydraulic sub-systems, drum and disc brakes, lines and hoses. Students will be using the latest traditional as well as Dynamic test equipment to check, service and repair automotive brake systems. Classroom demonstrations as well as laboratory exercises are utilized to meet or exceed Automotive Service Excellence (ASE) standards in the area of Brakes.

AUM-215 Steering and Suspension 4-2-4

This course develops the occupational competencies relative to the geometric and physical properties of modern wheel alignment. It includes service and repair of general chassis and suspension systems. Students will apply classroom theory within a framework of an extremely well equipped modern laboratory environment designed to duplicate, in many ways, the authentic automotive shop situation. All classroom, demonstration, and laboratory instruction are related to the Automotive Service Excellence, (ASE) area of steering and suspension.

AUM-221 Engine Performance I 4-2-4

This course introduces students to the theory and operation of electronic controlled engine systems. Students will explore the theory and operation behind electronic ignition, computer controlled fuel injection and inputs and outputs dealing with OBD I type vehicles. Students will use diagnostic equipment such as electronic scanners for code retrieval and to interpret the readings of different computer controlled sensors and components. Students will learn basic fundamentals for diagnosing engine performance problems and testing different sensors and components for proper operation. *Prerequisites: AUM 121 and AUM 171.*

AUM-222 Advanced Engine Performance 4-2-4

This course introduces students to the theory and operation of distributorless ignition, emission systems, and inputs/outputs dealing with OBD II type vehicles. Students will further explore techniques used in the diagnosis and repair of engine performance issues. Students will use diagnostic equipment such as scanner, lab scopes, oscilloscopes and 5-gas analyzers. *Prerequisite: AUM 221.*

AUM-233 Automatic Transmission and Trans Axle 4-2-4

This course combines the study of planetary gear trains, hydraulics, and electronics in the repair of automatic transmissions. A “hands on” approach is taken to learning and applying fluid dynamics and epicyclical (planetary) gear train components. Students will remove and install a transmission in a vehicle, use current industry tools and techniques to diagnose transmission problems and completely overhaul a front wheel drive transaxle. Upon completion of the transaxle overhaul, the student will be required to set up and test the operation of the overhaul using a transmission dynamometer. *Prerequisite: AUM 171 or permission of instructor.*

AUM-290 Capstone/Co-op/Internship 3-X-0

This course provides students the opportunity for supervised work experience in their major field with practical application of the knowledge and skills attained. Students will also apply critical thinking, analytical reading, decision making, and valuing skills to issues across the automotive technology curriculum. An assessment will give students the opportunity

COURSE DESCRIPTIONS

(AUM-BCS)

Cr Hrs-Lec-Lab
X = Variable

to demonstrate their level of application and learning in the auto collision program. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. Please see the Chair of specific program area for application. *Prerequisites: Completion of at least 30 credit hours in automotive technology courses and a minimum GPA of 2.0, or advisor's approval.*

(BCS) BIOLOGICAL CLINICAL SCIENCE

BCS-120 Human Anatomy and Physiology 6-5-2

This course will consist of a survey of the structures and function of the human body. Students will study both the anatomy and the physiology of the human body. Laboratory activities will give students an opportunity to observe principles presented in lecture. A cat cadaver will be dissected.

BCS-130 Human Nutrition 3-3-0

This course is a survey of human nutrition. Students will study the different nutrients found in foods, food grouping systems, the human digestive system, body weight maintenance, immunity and disease prevention, nutrition through lifespan, and food processing technology.

BCS-140 Human Anatomy 4-3-2

Microscopic and macroscopic examination of the human body structures and systems will be the focus of this course. Students will evaluate the integration of the various systems within the entire body. The laboratory will provide an opportunity for identification and evaluation of representative human models and slides, and dissection of a mammal. *Prerequisite: BIO 100 recommended.*

BCS-145 Anatomy and Physiology I 4-3-2

This course is the first in a two-semester sequence. The course will introduce the survey of structures and functions of the human body. This course will cover the following topics: biological chemistry, homeostasis, cell structure and function, cell division, tissues, integumentary system (skin), skeletal system, and muscle structure. *Prerequisites: "NC" or better in ENG 050 or equivalent score on placement test and "NC" or better in RDG 050 or equivalent score on placement test.*

BCS-146 Anatomy and Physiology II 4-3-2

This is the second course in the two-semester sequence to follow BCS 145. This course will provide further study of the structure and function of the human body. Topics covered will include the muscle function and the following body systems: nervous, endocrine, cardiovascular, respiratory, urinary, immune, digestive and reproductive. Laboratory activities will give students the ability to see and synthesize materials presented in lecture. A cat cadaver will be dissected. *Prerequisite: Grade of "C" or better in BCS 145 or permission of department chair.*

BCS-150 Human Physiology 4-3-2

This course will examine the organization and function of the human body as a whole and the interrelationships of the various systems. The laboratory will teach the fundamental techniques necessary for the study of life processes. Laboratory activities will give the students an opportunity to illustrate principles presented in lecture. Prerequisites: Grade of "C" or better in BCS 140 and CHM 101.

BCS-200 Microbiology 4-3-2

This course entails a study of the structure, growth, control, classification, and identification of microorganisms. In the laboratory students will learn basic aseptic techniques and become familiar with common laboratory procedures. Current issues in Microbiology, particularly issues in clinical Microbiology will be emphasized. *Prerequisite: "C" or better in BCS 120, BIO 160, BCS 146 or BCS 150. Concurrent enrollment in BCS 146 or BCS 150 is allowed.*

COURSE DESCRIPTIONS

(BCS-BIO)

Cr Hrs-Lec-Lab

X = Variable

BCS-210 Pathophysiology 3-3-0

This is a survey course that studies the changes in normal anatomy and physiology of the human body. Disease processes are studied and the disruption of homeostasis is emphasized. Also included is the correlation between the pathology of the disease process and clinical signs and symptoms of the disease. *Prerequisite: Grade of "C" or better in BCS 120, BCS 146, or BCS 150.*

(BIO) BIOLOGY

BIO-100 Life Science 4-3-2

This course entails a study of the biological principles that apply to all living systems. A survey of living organisms with an emphasis on how life functions on earth and how living things have adapted over time is explored. Laboratory activities will give students the opportunity to apply biological principles that are presented in lecture.

BIO-105 Environmental Science 4-3-2

This course provides a study of how human population affects the earth's ecosystems by its use of earth's resources and disposal of their waste products. Critical thinking is emphasized.

BIO-142 Essential Biology 3-3-0

This course provides a study of the biological principles that apply to all living systems including ecological principles. In addition, this course provides a survey of living organisms with an emphasis on how life functions on Earth and how living things have adapted over time. *Prerequisite: BCS 120 or BCS 140 or BCS 145.*

BIO-160 General Biology I 4-3-3

This course is the first half of a two-semester introductory biology sequence for biology majors and minors. It provides an introduction to the concepts of biological structure and function at the molecular and cellular level, genetics, and evolution. Laboratory experiences in the scientific method are performed. Students will have the opportunity to demonstrate in the laboratory principles that are presented in lecture. *Prerequisite: CHM 101 or CHM 111 or concurrent enrollment.*

BIO-170 General Biology II 4-3-3

This is the second half of a two-semester biology sequence. This course introduces the student to the biology of organisms including evolutionary history, diversity, structure and function of major taxa, and ecology. Laboratory work gives students an opportunity to illustrate the principles that are presented in lecture. Laboratory activities include computer simulations of complex systems and dissection of different organisms. *Prerequisite: "C" grade or better in BIO 160.*

BIO-250 Genetics 4-3-3

This course is an introduction to basic concepts of molecular, Mendelian genetics and an inquiry into the basic processes of evolution. Basic laboratory techniques in genetics will be performed. *Prerequisites: Grade of "C" or better in CHM 101 or CHM 111; BIO 100 or BCS 120 or BCS 146 or BCS 150 or BIO 160; and MTH 110.*

BIO-275 Environmental Biology 4-3-3

This course entails a study of basic ecological principles with application and relevance to environmental issues. Students will have the opportunity in the laboratory to demonstrate principles presented in lecture. *Prerequisites: BIO 160 or BIO170 or concurrent enrollment, and C or better in CHM 101 or 111.*

COURSE DESCRIPTIONS

(BIO-BUS)

Cr Hrs-Lec-Lab X = Variable

BIO-290 Co-Operative Ed/Intern/Related Elective Variable 1-3

This course provides students with supervised work experience in the major discipline, providing the student with the opportunity to make practical application of the skills and knowledge attained. An individual application and instructional management plan will determine goals. *Prerequisites: Complete 30 credit hours or more and permission of department chair.*

BIO-292 General Microbiology 5-3-4

The structure and function of bacteria, viruses and fungi will be explored. The diversity of the microbial world and their role in the environment will also be explored. Students will master basic laboratory techniques in microbiology and have an opportunity to perform some of the more advanced molecular techniques. *Prerequisite: BIO 250 or permission of instructor.*

(BUS) BUSINESS AND MARKETING

BUS-100 Service Learning in Business 1-1-0

Students will broaden their educational experiences by being actively involved in one or more of the following student organizations: Students in Free Enterprise (SIFE) and International Association of Administrative Professionals (IAAP). In addition to meeting once a week as a class, students will also be required to attend the regularly scheduled meetings of their student organization. A student may enroll in this course one or more semesters and receive 1 credit hour for each semester enrolled up to a maximum of 4 semester credit hours.

BUS-101 Microcomputer Keyboarding 1-0-2

This course is designed to help students master the touch method and proper techniques for accurate use of the microcomputer and numeric keypad. Formatting of basic business documents will be provided. These skills will be valuable for all students, business persons, and home-computer users.

BUS-105 Business English 3-3-0

This course will provide a review of parts of speech and their routine functions: plurals and possessives; antecedents; verb tense; transitive and intransitive verbs; active and passive voice; subject-verb agreement; comparative and superlative forms of adjectives and adverbs; prepositional phrases; coordinate, correlative, and subordinate conjunctions. Also included will be a review of the mechanical aspects of business communication: punctuation, abbreviations, capitalization, number expression rules, appropriate word choice, sentence construction, parallelism, and editing and proofreading documents.

BUS-110 Principles of Business 3-3-0

This course provides a survey of business in the United States and also global considerations, including its background, functions, objectives, ethics and opportunities for careers. Various aspects of business will be covered: marketing, management, human resources, production, accounting, finance, administrative services, technology, computerization of the workplace, regulations, international trade, and the impact of e-commerce on businesses around the globe.

BUS-112 Document Processing 3-2-2

This course includes use of word processing software on a microcomputer. It provides a lecture/laboratory setting for students to learn and apply word processing functions and operations to business applications. *Prerequisite: BUS 101 or permission of instructor.*

COURSE DESCRIPTIONS

(BUS)

Cr Hrs-Lec-Lab

X = Variable

BUS-115 Personal Finance 3-3-0

The course is a survey of personal financial planning. Topics covered include: personal budgeting, investments, insurance, credit, housing, and retirement planning. The goals are for students to learn the fundamentals of financial planning so they can make informed choices related to spending, saving, borrowing, and investing that lead to long-term financial security.

BUS-116 Business/Office Technology 3-2-2

This course is designed to acquaint students with varied input/editing technologies and to build speed, accuracy, and skill using the 10-key calculator. Students enter and manipulate text and data and prepare documents with handheld and tablet computers, speech recognition software, scanning, handwriting recognition, and keyboarding. Students will review formatting of basic business documents and general English rules. Students learn 10-key by touch, practice speed and accuracy drills, and practice business math applications using an electronic 10-key calculator. *Prerequisite: BUS 101 or equivalent or concurrent enrollment.*

BUS-120 Retailing 4-3-2

This course provides an introduction to retail businesses, operations, retailing concepts and practices, problem-solving for effective retailing, the similarities and differences between traditional and e-commerce retailing, the use of technology and information systems, and careers in retailing. *Prerequisite: BUS 110 or permission of instructor.*

BUS-125 Selling 3-3-0

This course will introduce students to the principles and methods of effective selling, steps of the sales process, customer analysis, sales-supporting skills, and careers in sales. *Prerequisite: BUS 110 or permission of instructor.*

BUS-130 Principles of Marketing 3-3-0

This course deals with the structure of the marketing system, considering the four elements of marketing: product, price, place, and promotion. Students will explore marketing as a business activity directed at satisfying the needs and wants of potential customers through the exchange process. Students will also be introduced to e-business technology and distribution systems. *Prerequisite: BUS 110 or permission of instructor.*

BUS-135 Integrated Business Applications 3-2-2

This course is a study of computerized applications such as word processing, database management, spreadsheets, graphics, and multimedia presentations. Emphasis is on business and education decision-making using simple and integrated applications. *Prerequisite: CIS 101, BUS 112 or equivalent, or permission of instructor; or concurrent enrollment.*

BUS-140 Business Communications 3-3-0

This course will help students develop business communication skills by composing and writing letters, memos, reports, and electronic mail messages. The students will develop a writing portfolio of business documents and prepare and present oral reports. In their preparation of business communications, the students will have opportunities to use word processing software, to use computer skills in searching the Internet and sending e-mail messages, and to learn useful communication practices for a career in business. *Prerequisite: ENG 101 or concurrent enrollment, or permission of instructor.*

BUS-145 Principles of Advertising 3-2-2

This course is an introduction to advertising principles, strategies, the importance of integrated marketing communication and how it impacts advertising, marketing research, media planning, budgeting, and buying, creative design for effective advertisements for print, electronic, and digital media, and careers in advertising. *Prerequisites: BUS 110 and BUS 130, or permission of instructor.*

COURSE DESCRIPTIONS

(BUS)

Cr Hrs-Lec-Lab X = Variable

BUS-150 Principles of Management 3-3-0

This course examines various techniques and theories of management and their effects on current practices. Students will study management functions, relating them to organizational structures. Discussions cover the basic elements of management: planning, organizing, leading and controlling and how the manager relates to personnel issues and organizational change and conflict. Consideration is given to the changing business environment where diversity of personnel, geographic dispersion of work locations, e-commerce and global activities will dominate the work place. *Prerequisite: BUS 110.*

BUS-155 Customer Service 2-2-0

Emphasis will be on developing customer support, practicing good work ethics in handling customer complaints and dealing with upset customers, accepting diversity in the workforce, demonstrating professionalism through better attitudes and teamwork involvement, and developing the social skills needed to sustain customer relationships. Internal-customer and external-customer communication skills will be taught through proper phone use and creating and distributing coherent and consistent messages with emphasis on working together to meet customers' needs. Skills needed to negotiate conflicts will be taught through problem solving/critical thinking case studies and exercises, as well as planning and goal setting to build positive work environments and promote internal cooperation and communication.

BUS-160 Business Law 3-3-0

An introduction and study of the legal regulations governing business and e-business conduct will be provided in this course. Students will be introduced to laws that affect public and international environments which include contracts, sales and leases, torts and strict liability, and product liability, cyberlaw and e-commerce, creditor-debtor relations, sole proprietorships, partnerships, corporations and limited liability companies, as well as laws governing agency and employment, the regulatory environment of consumer protection, environmental law, land-use control, and antitrust/monopoly law. *Prerequisite: BUS 110 or permission of instructor.*

BUS-165 Administrative Procedures 3-2-2

This course covers principles and procedures for completing basic office essentials including telephone techniques, mail handling, meeting documents, scheduling, travel arrangements, editing and proofing business documents, and proper techniques for the management of records. *Prerequisites: BUS 101 and BUS 112 or concurrent enrollment of BUS 112, or permission of instructor.*

BUS-170 Human Resources Management 3-3-0

This course provides an introduction to human resource management and its impact on the success of the business. Topics include the strategic planning process, human resource planning, equal employment opportunity, selection, training and development, performance appraisal, compensation, safety and health, and employee and labor relations. The role of managers in dealing with human resources is emphasized. *Prerequisite: BUS 150 or permission of instructor.*

BUS-185 Professional Development 1-1-0

This course is designed to develop common workplace behaviors in relation to professional image, business etiquette and protocol, interpersonal skills, and supervision-leadership in organizations. The curriculum has been arranged in modular fashion to teach cross-functional skills that involve leadership, teamwork, problem solving, stress management, and analytical thinking within the workplace environment as well as basic job-seeking skills.

BUS-200 Leadership 3-3-0

This course involves examination of all aspects of leadership, including the foundations of individual and group behavior, supervision, motivating and rewarding employees, interpersonal skills and communication in a group environment, and an understanding of the work team and the dynamics of such a group. *Prerequisite: BUS 150 or permission of instructor.*

COURSE DESCRIPTIONS

(BUS-CAC)

Cr Hrs-Lec-Lab

X = Variable

BUS-245 Entrepreneurship 3-3-0

This course will enable the student to recognize characteristics of a successful entrepreneur, and identify entrepreneurial opportunities and challenges. Students will assess the strengths and weaknesses of a business concept; collect, analyze, and organize market research data into a marketing plan; and prepare financial projections for a business concept. Students will write a formal business plan. They will identify legal issues related to entrepreneurship, and identify sources of capital. Students will examine strategies for growth, success, and risks associated with entrepreneurship. *Prerequisite: BUS 110 or permission of instructor.*

BUS-255 Desktop Publishing 3-2-2

Instruction includes introduction to desktop publishing terms and concepts and the step-by-step procedures to implement the concepts. *Prerequisite: BUS 101.*

BUS-260 Business Strategy 3-3-0

Students will analyze and evaluate a business concept and professional business plan. In the process of doing so, students will assess the strengths and weaknesses of a business concept; collect, analyze and organize market research data into a marketing plan; and prepare the financial projections for a business concept. As the capstone course for the Business & Marketing program, this course will refresh and enhance the students' strengths introduced in required program specific BUS courses. *Prerequisites: BUS 110 and BUS 130; Pre or co-requisites: BUS 140, BUS 150 and BUS 200.*

BUS-265 Certification Review and Skillbuilding 2-1-2

This is a capstone course to be taken during the last semester of a student's associate's degree. Students will work independently with minimal instructor supervision to review and reinforce competencies learned in other BUS courses to prepare them for administrative professionals' certifications and exams such as the Office Proficiencies and Competencies (OPAC) tests, the Certified Professional Secretary exam (CPS certification), the Certified Administrative Professional exam (CAP certification), and the Microsoft Office Users' Exams (MOUS exams) by reviewing basic competencies covered in the BUS program courses and to further build keyboarding skills. *Prerequisites: BUS 101, BUS 105, BUS 112, BUS 116, BUS 135, BUS 155, BUS 165, BUS 185, ACC 120; or permission of instructor.*

BUS-275 Project-Based Office Simulations 3-2-2

This course incorporates project-based business and office applications that reinforce the full range of knowledge, skills, and techniques learned in previous courses throughout the Business Technology program. These projects will include assignments involving the planning and preparation of documents from different areas within the workforce such as Administrative Services, Communications Services, Legal Services, Business Plans, College Administrative Services, Medical Services, Travel Services, and Business and Financial Services. *Prerequisite: BUS 101, BUS 112, BUS 135, BUS 165, BUS 185; or permission of instructor.*

BUS-290 Co-Operative Ed/Intern/Related Elective Variable 1-3

This course involves supervised work experience in the major field which provides the student with the opportunity to make practical application of the knowledge and skills attained. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisites: Completion of 30 credit hours and 2.0 GPA or advisor's approval. Please see the Division Chair of the specific program area for application.*

(CAC) COLLEGE & CAREERS

CAC-101 College and Careers: Making Connections 1-1-0

This interactive and experiential course equips participants with tools and resources for life-long academic, career and employment success.

COURSE DESCRIPTIONS

(CAC-CHM)

Cr Hrs-Lec-Lab
X = Variable

CAC-120 Keys to College Success 3-3-0

This course is designed to help students create greater success in college and in life. Students will learn strategies to set and achieve their academic, professional, and personal goals. With a focus on the empowerment of wise choices, students will explore possible barriers to success and experience greater self-awareness, self-management, creative and critical thinking skills, emotional intelligence, and lifelong learning skills.

(CHM) CHEMISTRY

CHM-101 Introductory Chemistry 4-3-2

This is an introductory course designed to study basic chemical principles. Topics include atomic structure, measurement, bonding, properties of gases, acids and bases, solutions, organic nomenclature, functional groups, carbohydrates, lipids, proteins, and nucleic acids. Laboratory activities will give students the opportunity to demonstrate chemical principles presented in lecture. *Prerequisite: "NC" or better in MTH 050 or equivalent score on the placement test for entry into MTH 110.*

CHM-111 General Chemistry I 5-4-2

This course is a study of the fundamental laws and theories of chemical structures and reactions. Topics include: atomic theory, stoichiometry, aqueous reactions, properties of gases, liquids, and solids, periodicity, bonding, thermodynamics, and properties of solutions. The lab emphasizes proper laboratory technique, synthesis, physical studies, qualitative and quantitative analysis, and data manipulation and statistical analysis. This course is recommended for all those majoring in science as well as chemistry majors and minors. *Prerequisite: Grade of "C" or better in MTH 110 or equivalent score on the placement test. Previous exposure to chemistry concepts is recommended.*

CHM-112 General Chemistry II 5-4-2

This course is a continuation of General Chemistry I. Topics include: reaction kinetics, chemical equilibrium, precipitation equilibrium, complex ions, acid-base reactions, acid-base theory, electrochemistry, thermodynamics, and nuclear chemistry. The lab emphasizes proper laboratory technique, synthesis, physical studies, qualitative and quantitative analysis, and data manipulation and statistical analysis. *Prerequisite: Grade of "C" or better in CHM 111.*

CHM-200 Survey of Organic Chemistry 5-4-3

This course provides a study of the principles of organic chemistry and biochemistry. At the conclusion of this course, students will demonstrate an understanding of organic nomenclature, molecular structure and bonding, physical and chemical characteristics of organic functional groups, organic reactions and mechanistic principles, organic lab techniques and safety, and elementary biochemistry. *Prerequisite: Grade of "C" or better in CHM 111 or permission of instructor.*

CHM-225 Environmental Chemistry 3-2-2

Students in this course will study the sources, reactions, transport and fate of chemical entities in the air, water and soil environment as well as their effects on human health. Topics of interest include: environmental chemistry of water pollution, water treatment, geochemistry, atmospheric chemistry, air pollution, hazardous materials, resources. The lab component will consist of field activities, experiments and demonstrations to reinforce the concepts and ideas presented. *Prerequisite: Grade of "C" or better in CHM 101 or CHM 111.*

CHM-250 Introduction to Quantitative Analysis 4-2-4

Lecture presents the theory of analysis performed in the laboratory. Laboratory includes gravimetric analysis, volumetric analysis, chromatography, colorimetry, spectroscopy, complexometric, and ion-exchange analysis as they apply to chemical analysis. This course will be heavily weighted on the laboratory skills of the student. *Prerequisite: Grade of "C" or better in CHM 112.*

COURSE DESCRIPTIONS

(CIS)

Cr Hrs-Lec-Lab

X = Variable

(CIS) COMPUTER INFORMATION SCIENCE

CIS-101 Personal Computer Applications 3-3-0

This is a “hands-on” class learning to use the most common microcomputer software programs and information resource facilities. This course provides a look at the structure and components of microcomputers, their operating systems, and an introduction to various applications with emphasis on word processing, database management, spreadsheet applications, presentation software, and Internet usage. *Prerequisite: Keyboarding skill of 25 WPM or BUS 101 recommended.*

CIS-105 Spreadsheet Applications 3-3-0

This course provides a “hands-on” use of electronic spreadsheets. Students will design, test, and debug spreadsheet applications. Spreadsheet formulas, functions, and formatting will be utilized. Students will enter, modify, sort and extract data, print graphs, and develop macros. *Prerequisite: CIS 101 or permission of instructor.*

CIS-110 Advanced Microcomputing 3-3-0

The focus of this course is the use of advanced software application features and the integration of those applications. Students will produce comprehensive, real-world solutions to solve business related problems. Programs utilized will include word processing, spreadsheet, database, presentation software, and Internet resources. *Prerequisite: CIS 101 or permission of instructor.*

CIS-112 Database Applications 3-3-0

This course provides “hands-on” use of database application software with the design and implementation of database files. Students will create tables, enter and modify data, and create forms, queries and reports for multiple table relational database files. *Prerequisite: CIS 101 or permission of instructor.*

CIS-115 Principles of E-Business 3-3-0

This is an introduction to the key business and technology elements of Electronic Commerce. The course will introduce students to the theory and practice of conducting business over the Internet. The material is designed to be useful for the student planning to study the development of Internet applications and the student planning to go into general business where knowledge of Electronic Commerce is becoming mandatory for success.

CIS-120 Problem Solving and Programming Concepts 3-2-2

This course is an introduction to the field of information technology with an emphasis in problem solving, structured program design, and beginning programming techniques for those seeking a career in this industry. An overview of computer concepts, ethics and responsibilities, and career options will also be provided.

CIS-125 Introduction to Computer Game Development 3-2-2

This course provides an introduction to computer game development for those seeking a career in this industry. Technologies commonly employed in developing interactive software will be examined, including software, hardware, and middleware such as class libraries and engines. Game design modes and genres will be explored, as well as other applications and markets for this medium. Issues surrounding the computer game business will be explored, including personnel, philosophical and production issues, ethical concerns and influences of games and other interactive media on society.

COURSE DESCRIPTIONS

(COM-CRJ)

Cr Hrs-Lec-Lab
X = Variable

(COM) COMMUNICATION

COM-100 Human Communication 3-3-0

This course provides the opportunity for students to improve communication competence in interpersonal, small group and public speaking situations. Students will explore the basic concepts needed to understand how the communication process works and ways to improve communication skills in these areas.

COM-105 Public Speaking 3-3-0

This is an introductory course in research, composition, delivery, and evaluation of speeches for a variety of purposes and occasions. Students will develop skills in critical listening and analysis through small group and individual activities.

COM-150 Introduction to Mass Communication 3-3-0

The media are everywhere, and they affect almost every aspect of our lives, including our knowledge of the world around us, the decisions we make as consumers, and the values we embrace. Print and electronic media will be covered in this course. *Prerequisite: COM 100 or COM 105.*

COM-200 Interpersonal Communication 3-3-0

This course is an introduction to the theory and practice of interpersonal communication. Students learn how to deal more effectively with communication problems, written and oral, as well as developing good listening skills and sensitivity to language, cultural and gender differences. *Prerequisites: ENG 101 and either COM 100 or COM 105.*

COM-225 Organizational Communication 3-3-0

This course provides an in-depth study and application of effective communication practices within the workplace or any other organization. Students will learn to improve infrastructural communication, while developing the skills required to lead, manage, and maintain positive and effective information flow within organizations. *Prerequisite: COM 100 or COM 105.*

COM-290 Co-Operative Ed/Intern/Related Elective Variable 1-3

This course provides supervised work experience in the major discipline, providing the student with the opportunity to make practical application of the skills and knowledge attained. An individual application and instructional management plan will determine goals. *Prerequisites: Completion of 30 credit hours or more and permission of department chair.*

(CRJ) CRIMINAL JUSTICE

CRJ-110 Introduction to Criminal Justice 3-3-0

This is an introductory course in the philosophical and historical background of the American criminal justice system and its primary components: law enforcement, courts, and corrections. Students will examine the organization, purpose, and functions of law enforcement and other agencies involved in the administration of criminal justice.

CRJ-120 American Justice and Punishment 3-3-0

This course presents an overview of the changing concepts of justice in American society. A study of the purposes of punishment, deterrence, restorative justice, and the effect of punishment on victims is presented. Methods of punishment from colonial times to the present are discussed.

COURSE DESCRIPTIONS

(CRJ-CST)

Cr Hrs-Lec-Lab

X = Variable

CRJ-210 Law Enforcement and Community Relations 3-3-0

This course focuses on the importance of communication skills, both written and oral, for practitioners working with the community within any criminal justice discipline. Special areas of study include working with special populations, conflict management and community policing. *Prerequisite: CRJ 110 or permission of instructor.*

CRJ-212 Introduction to Forensic Science 3-2-2

This course will give students an opportunity to learn evidence collection and analysis methods. The students will learn the principles of forensic testing and then have the opportunity to utilize these principles in the laboratory. *Prerequisites: Grade of "C" or better in BIO 100 or 160 and CHM 101 or 111, or permission of instructor.*

CRJ-215 Juvenile Law and Procedures 3-3-0

This course presents the various aspects of the juvenile justice system. It studies the difference between juvenile and adult systems, delinquent acts, juvenile treatment as adults and the role and function of probation, youth corrections, family services and the community. *Prerequisite: CRJ 110 or permission of instructor.*

CRJ-220 Criminal Procedure 3-3-0

This is an introductory course in criminal procedure which provides a basic understanding of the rules under which criminal justice professionals must operate when dealing with citizens in the criminal justice field. The Bill of Rights and its application to the accused and convicted will be explored thoroughly through the study of case law and federal regulations. This course is designed for students planning to pursue careers in all areas of criminal justice. *Prerequisite: CRJ 110 or permission of instructor.*

CRJ-225 Criminal Law 3-3-0

This is an introductory course in the philosophical and historical background of crime, criminal law, and criminal procedure for the criminal justice professional. *Prerequisite: CRJ 110 or permission of instructor.*

CRJ-230 Introduction to Criminology 3-3-0

This is a survey course designed to provide an understanding of theories explaining why people violate the law. *Prerequisite: CRJ 110 or permission of instructor.*

CRJ-240 Ethics in Criminal Justice 3-3-0

This course investigates ethical problems confronting criminal justice professionals and discusses moral and ethical behavior from personal, social, and criminal justice perspectives. The focus is placed on the philosophical and practical dilemmas facing those working in the criminal justice system to include law enforcement, the courts, and corrections. The course examines various value systems, morality and historical and contemporary theories concerning the ethics of law, justice, and punishment. *Prerequisite: CRJ 110.*

(CST) CONSTRUCTION TECHNOLOGY

CST-105 Introduction to Construction Technology 2-1-2

This course is intended to introduce technology education students to basic construction skills needed by agriculture/technical instructors. This does not satisfy any OTC requirements within the A.A. or A.A.S. degree programs. This course may be taken as general elective only.

CST-135 Construction Carpentry I 4-2-4

This is a fundamental course designed to introduce students to carpentry skills necessary to frame residential floor, wall, and ceiling components. Technical related information as well as practical applications will be provided.

COURSE DESCRIPTIONS

(CST)

Cr Hrs-Lec-Lab X = Variable

- CST-139 Construction Trim Carpentry 4-2-4
This course will provide background technical information and lab experiences necessary for entry level employment in residential trim carpentry. Students will identify, select, order and assemble various materials, systems, and components.
- CST-140 Cabinetmaking and Millwork I 4-2-4
This course provides a study of materials, tools, and equipment, processes, and joinery as an introduction to the woodworking/cabinetmaking industry. Lab exercises include safe equipment/tool use, joinery techniques and a woodworking project.
- CST-150 Concrete and Forms 4-2-4
This course is designed to provide background and related information about concrete and forms including setting and leveling. Extensive use of form layout, form cutting, form construction, and form erecting will be required.
- CST-170 Masonry I 4-2-4
This course provides a study of masonry units and shapes and masonry tools, terminology, and equipment. Blueprint reading and estimating materials and labor will be covered. Techniques for laying of walls, floors, and leads will be practiced in lab.
- CST-180 Exterior Finishes 4-2-4
This course is designed to provide background and related information about a variety of exterior finishes such as roofing components, wall coverings including wood siding, vinyl siding, EIFS, windows, doors, soffits, fascia and hardware. Extensive laboratory experiences provide the student with practical applications related to the subject.
- CST-190 Interior Finishes 4-2-4
This course is designed to provide background and related information about a variety of commercial interior applications related to the field of commercial carpentry. Topics include; drywall, suspended ceilings, metal studs, patented wall coverings, cabinet and fixture installation, metal door installation, and other commercial hardware. Extensive laboratory experiences provide the student with practical applications associated with the topics.
- CST-235 Construction Carpentry II 4-2-4
This course is designed to provide technical information, math skills, and practical experience necessary to layout, cut, and construct roof rafters including common, hip and valley rafters. Straight and landing stairs are also included.
Prerequisite: CST 135 or permission of instructor.
- CST-240 Cabinetmaking and Millwork II 4-2-4
This course provides a study of materials, tools and equipment, processes, joinery, face frame/frameless design, countertops and production techniques as applied to the cabinet industry. Lab exercises include joinery techniques and cabinet construction. *Prerequisite: CST 140 or permission of instructor.*
- CST-255 Printreading for Construction 4-2-4
Students will learn to read, understand, interpret, and apply information from a construction blueprint. A study of construction materials and practices as applied to the reading of blueprints, as well as a study of technical sketching, is included. This course is geared around the reading and interpretation of residential blueprints with transference to commercial construction.

COURSE DESCRIPTIONS

(CST-CUL)

Cr Hrs-Lec-Lab

X = Variable

CST-260 Construction Estimating/Scheduling 4-2-4

This course is an introduction to estimating methods and development of quantity take-off methods for construction jobs. Computer programs as well as pencil/paper methods will be used. Also included in the class is an introduction to materials and job activity scheduling. *Prerequisites: CST 255 and MTH 125, or MTH 110, or permission of instructor.*

CST-265 Construction Technology Capstone 2-2-0

This comprehensive course will be used to evaluate the student's knowledge and skills in CST using concepts and skills learned from previous CST courses. A Grade of "C" or better will be required to complete the CST degree program. *Prerequisites: CST 139, CST 140, CST 180, CST 190, CST 235, CST 260, CST 290 or concurrent enrollment in CST 290, and a minimum of 45 credit hours completed.*

CST-270 Masonry II 4-2-4

Through classroom and laboratory experiences, students will study leads, cavity, composite and reinforced block and brick walls and structures. Setting doors and window frames, floor tile, as well as types and use of scaffolding will be included. *Prerequisite: CST 170 or permission of instructor.*

CST-275 Masonry III 4-2-4

Emphasis will be placed on specialty masonry units such as fireplaces and chimneys, cornices, arches, quoins, tile and stone. In addition to classroom sessions, students will attain measurable skill levels in laboratory settings. *Prerequisite: CST 170 or permission of instructor.*

CST-290 Co-Operative Ed/Intern/Related Elective Variable 1-3

This course provides a supervised work experience in the major field giving the student opportunity to make practical application of the knowledge and skills attained. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisites: Completion of 30 credit hours and 2.0 GPA or advisor's approval. Please see the Division Chair of the specific program area for application.*

(CUL) CULINARY ARTS

CUL-101 Introduction to Food Preparation and Theory 3-1-4

This course introduces basic food preparation knowledge and skills, recipe conversions and measuring techniques. Also included are instruction in the operation of commercial food service equipment and consideration of the history and value of food to society. *Prerequisite: HSM 115 or concurrent enrollment.*

CUL-102 Meat, Seafood, and Poultry Identification and Fabrication 3-1-4

This course builds on basic food preparation knowledge and skills by focusing on presentation and consumption of center-of-the-plate items and products. In addition, this course further broadens knowledge of culinary arts within the commercial kitchen. *Prerequisites: CUL 101, HSM 115.*

CUL-103 Garde Manger 3-1-4

This course provides an advanced study of the culinary art of the cold kitchen. Includes preparation of appropriate buffet items including decorative pieces. *Prerequisites: CUL 101, HSM 115.*

CUL-121 Introduction to Baking and Pastry 3-1-4

This course is an introduction of the student to the ingredients, procedures and processes of basic baking. Course includes concepts in formulas and the chemical reactions of basic doughs, cakes, and batters.

COURSE DESCRIPTIONS

(CUL)

Cr Hrs-Lec-Lab
X = Variable

CUL-130 European Pastries and Classical Desserts 3-1-4

This course involves the study and practice of the fine culinary arts of sugar and chocolate decorating techniques, including stenciling and piping, marzipan, pastillage, and fondant. Also included are enhanced dessert presentation and soufflé and ice cream making. *Prerequisites: CUL 121, HSM 115, or departmental permission.*

CUL-150 Quick Breads and Yeast Breads 3-1-4

This course is the study and practice of the culinary art of quick bread and yeast bread techniques, including biscuit, scones, muffins, miscellaneous quick breads, as well as basic yeast bread, artisan bread, and sourdough bread production. *Prerequisites: CUL 121, HSM 115 or Division Chair permission.*

CUL-160 Cakes and Cake Decorating 3-1-4

This course will include the study and practice of the culinary art of cake production and decorating techniques, including mixing, cake formula balance, scaling, panning, baking, altitude adjustments, formulas, icings, assembling and icing simple cakes, basic decorating techniques, planning and assembling specialty cakes and procedures for popular cakes. *Prerequisites: CUL 121, HSM 115, or Division Chair permission.*

CUL-170 Chocolate, Sugar, and Confections 3-1-4

This course introduces students to the art of working with chocolate and sugar. Topics include tempering, cutting shapes, transfer sheets, display pieces, candies, and sugar doughs. Students will be exposed to the idea of sugar as an art with techniques in poured, pulled and spun sugar. *Prerequisite: CUL 121, CUL 130 or concurrent enrollment, HSM 115, or Division Chair permission.*

CUL-200 Classic Cuisine and Plate Presentation 3-1-4

This course provides the advanced student with instruction and practice in the classic techniques and recipes upon which the culinary arts foundation is built. This course will also serve as a culinary arts competition training to prepare students to further their education by competing. *Prerequisites: HSM 115, CUL 101, CUL 102, CUL 103, CUL 121.*

CUL-201 Contemporary Cuisine 4-1-6

This course provides the advanced culinary arts student instruction and practice in the actual back of the house operation of a working restaurant. Practice in cooking, menu design, managing, plating and service is also included. *Prerequisites: CUL 101, CUL 102, CUL 103, CUL 121, HSM 115, HSM 125, or Division Chair permission.*

CUL-203 World Cuisine 3-1-4

This course provides advanced training in preparation of selected ethnic and foreign cuisines. Students will study the relationship and influence of foreign cuisine on today's more popular ingredients and dishes. *Prerequisites: CUL 102, CUL 103.*

CUL-204 Culinary Arts Survey 1-1-0

This is an advanced level culinary arts course that will introduce the students to other professionals in the hospitality field to grasp a better understanding of what to expect when they get out into the workplace, and also to understand some of the problems that they may face and how to overcome them. *Prerequisites: CUL 102, CUL 103, HSM 270.*

CUL-290 Co-Operative Ed/Intern/Related Elective Variable 1-3

This course entails a supervised work experience in the major field, which provides the opportunity to make practical application of the knowledge and skills attained. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. Please see the Chair of the specific program area for application. *Prerequisites: Completion of 30 credit hours and 2.0 GPA, or advisor's approval.*

COURSE DESCRIPTIONS

(DAS)

Cr Hrs-Lec-Lab

X = Variable

(DAS) DENTAL ASSISTING

DAS-101 Chairside Assisting I 4-2-2-4 (Clinicals)

An introduction to the professionalism and responsibilities of a Dental Assistant during chairside procedures to include lectures followed by practice and evaluation of management of pain and anxiety and the foundation of clinical dentistry.

Prerequisite: Admission to the Dental Assisting program.

DAS-102 Infection Control 2-1-2

This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Emphasis is on microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, and OSHA standards. *Prerequisite: Admission to the Dental Assisting program.*

DAS-103 Chairside Assisting II 3-3-0

This course is designed to introduce the Dental Assistant to specialty dental practice. The following specialties are included: endodontics, oral and maxillofacial surgery, orthodontics, pediatric dentistry, periodontics, prosthodontics, and dental public health. *Prerequisite: Grade of "C" or higher in all of the previous Dental Assisting courses.*

DAS-105 Dental Language 1-2-0

This course provides an introduction to the nomenclature used by the dental profession including vocabulary terms, communication skills, role playing and the psychology of dentistry. A community project is also included. *Prerequisite: Grade of "C" or higher in all of the previous Dental Assisting courses.*

DAS-114 Operative Dentistry 2-1-2

This course introduces basic knowledge and skill application for general chairside assisting procedures. Emphasis is placed on the application of principles and procedures of four-handed dentistry and clinical support functions. Upon completion, students should be able to utilize classroom theory and clinical skills in a dental setting. *Prerequisite: Admission to the Dental Assisting program.*

DAS-115 Dental Science and Health 2-2-0

This course offers the following topics related to dental science and health: dentition, head and neck anatomy, tooth morphology, oral embryology and histology, nutrition, oral pathology, and pharmacology. *Prerequisite: Admission to the Dental Assisting program.*

DAS-120 Dental Materials I 5-2-6

This course provides a study of the science of dental materials, their composition, structures and properties; uses in dentistry, and manipulation techniques. Emphasis is on safety procedures during manipulations of materials and use of equipment. *Prerequisite: Admission to the Dental Assisting program.*

DAS-123 Dental Materials II Lab 2-0-4

This course provides practice with, manipulation of, and evaluation of materials used in the specialty fields of dentistry. *Prerequisite: Grade of "C" or higher in all of the previous Dental Assisting courses.*

DAS-130 Dental Radiology I 3-2-2

This course is an introduction to radiographic procedures, theory of producing radiographs, biological affects and safety procedures are discussed; practice of techniques is mastered on typodonts before exposures are made on patients. Diagnostic quality with maximum radiation protection is of special emphasis. *Prerequisite: Admission to the Dental Assisting program.*

COURSE DESCRIPTIONS

(DAS-DDT)

Cr Hrs-Lec-Lab
X = Variable

DAS-132 Dental Radiology II 3-2-2
This course provides continued instruction of radiographic procedures which builds upon concepts introduced in Dental Radiology I. *Prerequisite: Grade of "C" or higher in all of the previous Dental Assisting courses.*

DAS-150 Dental Office Procedures 2-2-0
This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, client scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. *Prerequisite: Grade of "C" or higher in all of the previous Dental Assisting courses.*

DAS-160 Expanded Functions 2-1-2
This course provides the study of Missouri Expanded Functions for dental auxiliary. Emphasis is placed on restorative dentistry, orthodontics, periodontics, and prosthodontics. *Prerequisite: Grade of "C" or higher in all of the previous Dental Assisting courses.*

DAS-201 Clinical Chairside 5-0-0-16 (Clinicals)
This course is to practice the principles involved, techniques taught, and skills learned to become an efficient dental assistant while closely working under the direct supervision of a dentist and the dental staff team. *Prerequisite: Grade of "C" or higher in all of the previous Dental Assisting courses.*

(DDT) DRAFTING AND DESIGN TECHNOLOGY

DDT-100 Fundamentals of Drafting 4-2-4
Mechanical drafting is the graphic language used by engineers and technicians in high tech manufacturing environments. The basic drafting skills and knowledge necessary to communicate graphically are investigated using a 2D computer aided drafting system (CAD). This course is required for the Drafting and Design Technology Certificate and A.A.S. Degree.

DDT-110 Geometric Dimensioning and Tolerancing 4-2-4
This course focuses on the application of American National Standards Institute (ANSI) and International Standards Organization (ISO) drafting standards and rules for traditional dimensioning and geometric dimensioning and tolerancing (GD&T) on working drawings for the inspection of precision manufactured parts.

DDT-115 Manufacturing Processes and Materials 4-3-2
This course focuses on the study of mechanical, chemical, physical properties, and structure of engineering materials with heat treating of ferrous and nonferrous metals, and an investigation of the methods used to process these materials.

DDT-150 Descriptive Geometry and 2D CAD 4-2-4
Intermediate Computer-Aided Drafting (CAD) skills are developed for graphic solutions of design problems with regard to spatial relationships using descriptive geometry to produce auxiliary, revolution, intersection and development drawings. *Prerequisite: DDT 100.*

DDT-160 Residential Architectural Drafting 4-2-4
Residential architecture will give the student an understanding of the basic concepts of construction and residential design. This course is based on space relationships required for the family uses of the structure, and explores basic design concepts, both for function and aesthetics. *Prerequisite: DDT 100.*

COURSE DESCRIPTIONS

(DDT-DHY)

Cr Hrs-Lec-Lab

X = Variable

DDT-200 Production Design Drafting 3-2-2

This course will provide students with knowledge and skills in the use of current 2D and 3D Computer-Aided Drafting (CAD) systems with projects utilizing the design method, the access and application of standards and engineering data, for the production of working drawings. *Prerequisites: DDT 100, DDT 110, or permission of instructor.*

DDT-210 Structural Steel Detailing and Drafting 4-2-4

Computer-Aided Drafting and design proficiency is increased through the design and detailing of structural steel projects of buildings and bridges for heavy construction industries. *Prerequisites: DDT 150, DDT 160 or permission of instructor.*

DDT-250 Project Design and Manufacturability 3-2-2

This course will test the students' knowledge and skills that are necessary to compete in a design manufacturing environment by applying communication, problem solving, accessing and applying engineering standards, and design products utilizing a 3D parametric computer aided design system. *Prerequisite: DDT 200.*

DDT-260 Commercial Architectural Drafting 3-2-2

This course focuses on the study of the basics of architectural drafting on the (CAD) system, and how it applies to commercial buildings. A study of the considerations required for the commercial layout. *Prerequisite: DDT 100.*

DDT-270 Civil Engineering Drafting 3-2-2

A CAD system is used in the production of topographic, mapping, site plan, sewer plans and road drawings. *Prerequisite: DDT 100.*

DDT-290 Co-Operative Ed/Intern/Related Elective Variable 1-3

This course entails a supervised work experience in the major field which provides the student with the opportunity to make practical application of the knowledge and skills attained in coursework. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisites: Completion of 30 credit hours and 2.0 GPA or advisor's approval. Please see the Division Chair of the specific program area for application.*

(DHY) DENTAL HYGIENE

DHY-100 Introduction to Dental Hygiene 2-1-2

This course is designed to acquaint the student with the role as a dental hygienist and provide the background information and knowledge necessary to function in subsequent clinical dental hygiene courses. Basic principles of intraoral and extraoral examinations, periodontal examination, assessment of plaque and calculus, instrumentation, instrument design, and fundamental skills necessary to perform subsequent clinical dental hygiene courses are taught. *Prerequisite: Admission to the Dental Hygiene program. Prerequisite: Admission to the Dental Hygiene program.*

DHY-102 Infection Control 2-1-2

This course introduces the infection and hazard control procedures necessary for the safe practice of dental hygiene and dentistry. Emphasis is on microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA and CDC standards. *Prerequisite: Admission to the Dental Hygiene program.*

DHY-105 Orofacial Anatomy 2-2-0

This course is a detailed study of the morphology and functions of deciduous and permanent teeth, including the study of muscular and skeletal functions, the blood supply, and nervous system in relationship to the oral cavity. *Prerequisite: Admission to the Dental Hygiene program.*

COURSE DESCRIPTIONS

(DHY)

Cr Hrs-Lec-Lab
X = Variable

DHY-110 Oral Histology and Embryology 2-1-2

This course will provide an understanding of how cells and tissues comprising the anatomical parts of the oral cavity develop and function. The course will also focus on the embryonic development of related facial and oral structures. *Prerequisite: Admission to the Dental Hygiene program.*

DHY-120 Dental Materials 3-2-2

This course provides a study of the science of dental materials, their composition, structures and properties; uses in dentistry and manipulation techniques. Emphasis is stressed on safety procedures during manipulations of materials and use of equipment. *Prerequisite: Grade of "C" or higher in all of the previous Dental Hygiene courses.*

DHY-130 Dental Radiology I 3-2-2

This course is an introduction to radiographic procedures, theory of producing radiographs, biological affects and safety procedures. Practice of techniques is mastered on typodonts before exposures are made on patients. Diagnostic quality with maximum radiation protection is of special emphasis. *Prerequisite: Admission to the Dental Hygiene program.*

DHY-132 Dental Radiology II 3-2-1

This course provides continued instruction of radiographic procedures which builds upon concepts introduced in Dental Radiology I. *Prerequisite: Grade of "C" or higher in all of the previous Dental Hygiene courses.*

DHY-150 Dental Hygiene I 2-2-0

This course is designed to further the student's knowledge of dental hygiene to include coronal and air polishing, instrument sharpening, hard tissue exam, dental trauma, emergency medical treatment, oral self-care devices, periodontal debridement, periodontal files, instrumentation strategies, treatment planning, health promotion, intraoral imaging, powered instrumentation, and literature reviews. *Prerequisite: Grade of "C" or higher in all of the previous Dental Hygiene courses.*

DHY-151 Dental Hygiene I Lab 3-0-6

This course is designed to apply the concepts of comprehensive patient care in a clinical setting. Emphasis will be placed on infection control, instrumentation, radiographic techniques, patient education, and treatment planning. *Prerequisite: Grade of "C" or higher in all of the previous Dental Hygiene courses.*

DHY-155 Pharmacology 2-2-0

This course will provide basic drug terminology, general principles of drug interactions, routes of administration, adverse reactions, and drugs that alter dental treatment. Emphasis will be placed in knowledge of drugs in an overall understanding of health histories. *Prerequisite: Grade of "C" or higher in all of the previous Dental Hygiene courses.*

DHY-160 Periodontics 2-2-0

This course will discuss the histopathology, etiology, clinical features, and treatment of periodontal infections. It will emphasize diagnosis, treatment planning, and management of periodontal patients. *Prerequisite: Grade of "C" or higher in all of the previous Dental Hygiene courses.*

DHY-200 Dental Hygiene II - Local Anesthesia
and Pain Management 2-2-0

This course is designed to further the student's knowledge of dental hygiene to include local anesthesia and pain management. *Prerequisite: Grade of "C" or higher in all of the previous Dental Hygiene courses.*

COURSE DESCRIPTIONS

(DHY)

Cr Hrs-Lec-Lab

X = Variable

DHY-201 Dental Hygiene II - Lab

4-0-8

This course is designed to apply the concepts of comprehensive patient care in a clinical setting. Emphasis will be placed on administration of local anesthesia and pain management. *Prerequisite: Grade of "C" or higher in all of the previous Dental Hygiene courses.*

DHY-205 Dental Hygiene III

2-2-0

This course is designed to provide instruction in treatment planning, risk factors, and care of patients with special needs, Dental Hygiene process of care, and advanced instrumentation and fulcruming. *Prerequisite: Grade of "C" or higher in all of the previous Dental Hygiene courses.*

DHY-206 Dental Hygiene III Lab

4-0-8

This course is designed to apply the concepts of comprehensive patient care in a clinical setting using advanced instrumentation and fulcruming. Emphasis will be placed on clinical treatment of patients with special needs and Dental Hygiene process of care. *Prerequisite: Grade of "C" or higher in all of the previous Dental Hygiene courses.*

DHY-210 Oral Pathology

2-2-0

This course provides general knowledge of oral pathological manifestations associated with selected systemic and oral diseases. Topics will include an introduction to preliminary diagnosis of oral lesions, inflammation and repair, the immune system, developmental disorders, genetics, and oral manifestations of systemic diseases. Upon completion, students should be able to differentiate between normal and abnormal tissues and refer unusual finding to the dentist for diagnosis. *Prerequisite: Grade of "C" or higher in all of the previous Dental Hygiene courses.*

DHY-215 Community Dental Health

2-2-0

This course provides a study of the principles and methods used in assessing, planning, implementing, and evaluating community dental health programs. Attitudes and behaviors necessary to promote dental disease prevention through organized community-based programs will also be discussed. Upon completing the course, students should be able to assess, plan, implement, and evaluate a community dental health program. *Prerequisite: Grade of "C" or higher in all of the previous Dental Hygiene courses.*

DHY-250 Dental Hygiene IV

2-2-0

This course is the final course in the clinical Dental Hygiene sequence. It is designed to enable the student to incorporate all the techniques and treatment modalities previously acquired involving total patient care. Emphasis will be placed on review of Dental Hygiene courses, continuation of special needs patients, office management skills, and forensic dental hygiene. Upon completion of the course, the student will present a patient case presentation and will be prepared to take national, regional, and state Board examinations. *Prerequisite: Grade of "C" or higher in all of the previous Dental Hygiene courses.*

DHY-251 Dental Hygiene IV Lab

4-0-8

This course is designed to apply the concepts of comprehensive patient care in a clinical setting. Emphasis is placed on preparing students for clinical Boards. *Prerequisite: Grade of "C" or higher in all of the previous Dental Hygiene courses.*

DHY-260 Legal Issues and Dental Ethics

2-2-0

This course is designed to provide the student with knowledge of professional development, ethics, and jurisprudence with applications to practice management. Topics will include conflict management, state laws, resume, interviews, and legal liabilities as health care professionals. Upon completion of the course, students should be able to demonstrate the ability to practice dental hygiene within established ethical standards and state laws. *Prerequisite: Grade of "C" or higher in all of the previous Dental Hygiene courses.*

COURSE DESCRIPTIONS

(DSL)

Cr Hrs-Lec-Lab
X = Variable

(DSL) DIESEL TECHNOLOGY

DSL-105 Diesel Engine Repair 4-2-4

This course develops each student's occupational competencies needed for operation and repair of diesel engines, including basic fuel systems, cooling systems, lubrication, air intake and controls. The instruction will include classroom demonstration and practical exercises related to the AUTOMOTIVE SERVICE EXCELLENCE (ASE) area of Diesel Engine Repair.

DSL-112 Diesel Brakes 4-2-4

This course develops occupational competencies needed for the operation, repair, troubleshooting, and diagnostics of diesel brakes.

DSL-115 Diesel Preventive Maintenance 4-2-4

This course develops each student's occupational competencies needed to recognize a fault on diesel engines and trailers and to route the repair. The instruction will include classroom demonstration and practical exercises related to the area of Diesel Preventive Maintenance.

DSL-171 Electrical I 4-2-4

This course develops each student's occupational competencies needed to perform preventive maintenance and repair methods required of an entry level technician. The instruction will include classroom, demonstration, and practical exercises related to the AUTOMOTIVE SERVICE EXCELLENCE (ASE) area of Electrical Systems.

DSL-175 Electrical II 4-2-4

This course develops each student's competencies needed for the operation and repair of truck electrical systems. The instruction will include classroom demonstrations and practical exercises. *Prerequisite: DSL 171.*

DSL-185 Heating and Air Conditioning 4-2-4

This course develops each student's occupational competencies needed to perform preventive maintenance and repair methods required of an entry level technician. The instruction will include classroom, demonstration, and practical exercises related to the AUTOMOTIVE SERVICE EXCELLENCE (ASE) area of Heating and Air Conditioning.

DSL-205 Advanced Diesel Engines 4-2-4

This course develops each student's occupational competencies needed to perform operation and diagnosis repair and fuel system repair. The instruction will include classroom demonstration and practical exercises related to the area of Advanced Diesel Engines.

DSL-215 Suspension and Steering 4-2-4

This course develops each student's occupational competencies needed for the operation and repair of suspension and steering systems on medium-heavy diesel vehicles. The instruction will include classroom demonstration and practical exercises related to the area of Suspension and Steering.

DSL-232 Diesel Diagnostics & Repair 4-2-4

This course develops each student's occupational competencies needed for the operation, repair, troubleshooting, and diagnostics of diesel fuel and electronic systems, to include diesel electronic injection systems. The instruction will include classroom demonstration and practical exercises related to the area of Diesel Diagnostics and Repair. *Prerequisites: DSL 105, DSL 171, and DSL 205.*

COURSE DESCRIPTIONS

(DSL-ECD)

Cr Hrs-Lec-Lab

X = Variable

DSL-235 Heavy Duty Drives 4-2-4

This course develops each student's occupational competencies needed for operation and repair of heavy duty drive systems. The instruction will include classroom demonstration and practical exercises related to the AUTOMOTIVE SERVICE EXCELLENCE (ASE) area of Heavy Duty Drives.

DSL-290 Capstone/Co-op/Internship 3-X-0

This course provides students the opportunity for supervised work experience in their major field with practical application of the knowledge and skills attained through coursework. Students will also apply critical thinking, analytical reading, decision making, and valuing skills to issues across the diesel technology curriculum. An assessment will give students the opportunity to demonstrate their level of application and learning in the diesel technology program. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. Please see the Chair of the specific program area for application. *Prerequisites: Completion of at least 30 credit hours in Diesel Technology courses and a minimum GPA of 2.0, or advisor's approval.*

(ECD) EARLY CHILDHOOD DEVELOPMENT

ECD-101 Introduction to Early Childhood 4-3-3

This course is an introductory course that offers students a practical study of early childhood development based upon theory, developmentally appropriate practice within the learning environment, and the development of supportive community relationships. The practicum component of this course requires copies of a physical, tuberculin (TB) skin test, and a Child Abuse and Neglect (CAN) Screening (within the first month).

ECD-105 Family Relationships and Parenting 3-3-0

This course offers students a practical and theoretical study of family life and the role of parenting and child rearing. Students will explore the different familial and parental relationships and roles as they pertain to young children.

ECD-120 Language and Literature in
Early Childhood 4-3-3

This course is an introductory course that offers students a practical study of the emergent use of language and literacy development in young children. A study of children's literature and the role it plays in the development of literacy will be examined. The practicum component of this course requires copies of a physical, tuberculin (TB) skin test, and a Child Abuse and Neglect (CAN) Screening (within the first month).

ECD-150 Curriculum Development in
Early Childhood 4-3-3

This course is required and offers students a practical study of the development and integration of curriculum that fosters the growth of the whole child within the early childhood environment. The practicum component of this course requires copies of a physical, tuberculin (TB) skin test, and a Child Abuse and Neglect (CAN) Screening (within the first month).

ECD 160 Social Competence in the Early Years 3-3-0

This course provides an in-depth study of the development of social competence and emotional well being in young children. Social relationships, self-regulation, and positive guidance techniques that foster the development of healthy personalities and prosocial behaviors will be studied.

COURSE DESCRIPTIONS

(ECD)

Cr Hrs-Lec-Lab
X = Variable

ECD-170 Health, Safety, and Nutrition in Early Childhood 4-3-3

This course is an introductory course that focuses on basic health, safety and nutritional requirements of young children and its applications in early childhood settings. This course concentrates on the interrelationships of health, safety, and nutrition and their influence on the development of young children. The practicum component of this course requires copies of a physical, tuberculin (TB) skin test, and a Child Abuse and Neglect (CAN) Screening (within the first month).

ECD-205 Historical and Philosophical Trends in Early Childhood 3-3-0

This course is an elective course that focuses on the historical and philosophical influences in the field of early childhood. Students will explore contemporary issues and perspectives, as it relates to their own early childhood professional development. Opportunities to advocate on the behalf of children will be offered.

ECD-210 Zero to Three: The Early Years 3-3-0

This course which concentrates on creating and maintaining a developmentally appropriate environment for infants and toddlers. Emphasis is placed on prenatal development, responsive care giving, the importance of routines, and developmentally appropriate expectations and activities.

ECD-215 Science and Math in Early Childhood 3-3-0

This course is an elective course which emphasizes the development of an integrated math and science curriculum for young children in the early childhood setting. Appropriate content, processes, environment and materials, and child-centered choices will be examined. Topics of special consideration are developing thinking and problem-solving skills in children and using observation as a basis for planning discovery experiences for the individual child.

ECD-225 Abuse and Neglect in Early Childhood 3-3-0

This course is a required course which focuses on child abuse and neglect. This course examines the role of early childhood professionals (mandated reporters) and the prescribed policies and procedures they are required to follow when reporting child abuse and neglect. Identification of signs and symptoms of child abuse and neglect will be studied.

ECD-230 The Young Exceptional Child 3-3-0

This course offers students a practical study focusing on the development of “atypical” children. This course will analyze a number of techniques necessary to effectively educate young children with various exceptionalities. Topics covered include medical issues, state and federal legislation, as well as family dynamics and supportive community relationships.

ECD-240 Creativity and the Young Child 3-3-0

This course is an interactive elective course that explores the principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

ECD-280 Program Administration and Leadership 3-3-0

This course is an elective course that examines the management, supervision, and leadership of early childhood programs. Topics of special consideration include legal issues and regulations, administrative responsibilities, public relations, interpersonal relationships, and advocacy.

COURSE DESCRIPTIONS

(ECD-ECO-EDU)

Cr Hrs-Lec-Lab

X = Variable

ECD-299 Capstone for Early Childhood Development 3-3-0

This course provides students the opportunity to demonstrate their pedagogical knowledge and teaching skills in an early childhood program. Students will engage in one hundred and eighty (180) clock hours in an early childhood program, and work independently to exhibit competencies learned in the course of their early childhood classes as evidenced in the compilation of a professional practice portfolio. *Prerequisite: ECD 101, 105, 120, 150, 160, 170, 210, 225, and 230 or program permission.*

(ECO) ECONOMICS

ECO-270 Principles of Economics I 3-3-0

This course provides an introduction to the origin and derivation of economic systems. This course includes a look at the structure, organization, operation, and the goals of the United States economic system. A study in basic economic principles, including the role of the government in conducting economic policies (spending and taxes), the role of the Federal Reserve in managing the supply of money, and the role of others (including households and businesses) in determining economic outcomes is included. This course prepares students for further study in economics. *Prerequisite: Grade of "NC" or better in MTH 050 or higher or equivalent score on the placement test.*

ECO-275 Principles of Economics II 3-3-0

This course provides an introduction to microeconomic analysis. Study includes an in-depth look at the behavior of the individual and businesses as it relates to the determination of the price structure, distribution of income, and trade, and an examination of the participants and structures of the marketplace. *Prerequisite: ECO 270.*

(EDU) EDUCATION

EDU-210 Teaching Profession with Field Experience 3-2-2

This course provides students an opportunity to observe teaching and learning for thirty (30) hours or more in P-12 classrooms. Students are introduced to the requirements for teacher preparation and certification. Students will examine characteristics of effective teaching. The course is designed to assist students in determining if a career in teaching is an appropriate goal. (A background check is required.) *Prerequisite: ENG 101.*

EDU-220 Foundations of Education 3-3-0

This course is designed to examine the historical, philosophical, sociological, political, economic and legal foundations of the American public education system. Students will explore the nature of school environments, design, and organization of school curricula and characteristics of effective schools and instruction in grades P-12. Educational structures, practices and projections for the future will also be studied. *Prerequisite: ENG 101.*

EDU-225 Technology for Teachers 3-3-0

Students will learn how to integrate instructional technology into the P-12 classroom. Students will study a variety of software programs, presentation technology, and telecommunication tools; focusing on the social, ethical, legal, and human issues surrounding the use of technology in the classroom. *Prerequisites: ENG 101 and CIS 101.*

EDU-250 Educational Psychology 3-3-0

This course relates psychological principles to teaching, learning and assessment and the educational practice in P-12 classrooms. It focuses on the learner and the learning process, teacher characteristics and classroom processes that increase student motivation. Student diversity and appropriate instructional strategies for students with special needs will also be introduced. *Prerequisites: ENG 101 and PSY 110 or PSY 130.*

COURSE DESCRIPTIONS

(EDU-EGR-EMP)

Cr Hrs-Lec-Lab X = Variable

EDU-260 Education of Exceptional Learners 3-3-0

This course is an introduction to exceptional learners and their education in grades P-12. Students will attain knowledge, skills, and dispositions that will enable them to work effectively with exceptional learners in general education or special education. *Prerequisites: ENG 101 and EDU 250.*

EDU-290 Co-Operative Ed/Intern/Related Elective Variable 1-3

This course entails a supervised work experience in the major discipline, providing the student with the opportunity to make practical application of the skills and knowledge attained through coursework. An individual application and instructional management plan will determine goals. *Prerequisites: Completion of 30 credit hours or more and permission of department chair.*

(EGR) ENGINEERING

EGR-100 Study and Careers in Engineering 1-1-0

This course provides an examination of fields of engineering and career opportunities in engineering. The profession expectations for engineers will be studied. Students will be introduced to the campus resources for assisting student success.

EGR-250 Engineering Design with
Computer Applications 4-2-4

This course provides an introduction to software tools (computer aided design drafting, computer mathematics, word processing, spread sheets) with application to professional engineering practice. Principles of engineering design will be studied. A semester long group design project is an integral part of the course. This course may be substituted for SSM 201 for students with an A.A. with the Engineering Emphasis only. *Prerequisites: CIS 101; PHY 220 or PHY 222 or concurrent enrollment.*

(EMP) ELECTRONIC MEDIA PRODUCTION

EMP-100 Still Video Production 1-0-2

This course provides intensive hands-on instruction in state of the art image editing, compositing and special effects. Students will complete a variety of projects using backgrounds, image layering and effects.

EMP-101 Video Effects 1-0-2

This course provides intensive hands-on instruction in state of the art video effects, compositing and special effects. Students will complete a variety of projects using backgrounds, image layering and effects.

EMP-102 Introduction to Electronic
Media Production 4-2-4

Students will study the history of electronic media from radio broadcast through television to present day media delivery. This course will include an associated lab designed to introduce students to electronic media editing systems available today.

EMP-103 Podcasting 1-0-2

This is a fast-moving hands-on course which will prepare the student to record, edit and store information in the proper format for web publication in the form of podcasts. Each class will produce a scheduled series of podcasts for dissemination on the web.

COURSE DESCRIPTIONS

(EMP)

Cr Hrs-Lec-Lab

X = Variable

EMP-104 Lighting Fundamentals

1-0-2

This course provides intensive hands-on instruction focusing on the basic principles of lighting for video. Students will complete a variety of projects using different lighting setups and techniques.

EMP-110 Radio Production

4-2-4

Principles and practice of microphone use, audio mixing board applications, commercial message preparation, news delivery, multilayer recording for radio and audio post-production are covered. Students will perform and record radio music programming, and practice audio post-production.

EMP-115 Studio Television Production

4-2-4

This course provides an introduction to multi-camera studio production. Students will practice camera operation, lighting, audio recording and switching in teams while producing various television formats including news, interviews and commercial messages.

EMP-117 Video Systems

4-2-4

This course focuses on the principles of design and operation of basic video systems. This includes live and studio camera operation and lighting techniques. This course supports voice, video, images incorporated in stage and video, recording and editing production technology. *Prerequisite: EMP 102.*

EMP-127 Audio Engineering

4-2-4

This course explores the aesthetic and practical considerations employed in effective audio design in both studio and live production mixing. Students will study and operate multitrack recorders, digital editors, sound processing equipment and microphone placement. Emphasis will be on developing audio content, producing varied audio and editing the sources into a professional presentation.

EMP-208 Digital Video Production

4-2-4

Digital Video Production concentrates on advanced video production and non-linear editing techniques. This includes field and studio television production and editing employing current digital production suites. Students will produce and post-produce several productions of increasing complexity including commercial messages, documentaries and music videos.

EMP-216 3-D Animation

4-2-4

This course focuses on the principles of design and operation of 3-D animation. This includes camera placement, lighting, designing and rendering virtual scenes. This course supports 3-D animation for commercial as well as full length productions.

EMP-218 Video Game Design

4-2-4

This course provides hands on experience in creating interactive video games as well as offering a historical and critical approach to the evolution of computer and video game design from its beginnings to the present. It brings together cultural, business, and technical perspectives. This will lead to an understanding of the history of this medium, as well as insights into design, production, marketing, and socio-cultural impacts of interactive entertainment and communication.

EMP-250 Digital Special Effects

4-2-4

This course provides intensive hands-on instruction in state of the art video effects editing and video compositing and special effects. Students will complete a variety of video projects using animated backgrounds, video layering and after effects. These will include commercial messages, video trailers and music videos. *Prerequisite: EMP 208 or Division Chair permission.*

COURSE DESCRIPTIONS

(EMP-EMS-EMT)

Cr Hrs-Lec-Lab
X = Variable

EMP-263 Producing and Directing Television 4-2-4

Students will produce and direct two broadcast quality videos, as well as serve as crew on other student productions. This will include extensive use of skills from prerequisite courses in addition to production scheduling, scripting, casting, set design and crew management. The final project will be a personal audition tape suitable for submission to potential employers. *Prerequisites: EMP 117, 127 and EMP 262, or concurrent enrollment in EMP 262.*

EMP-290 Co-Operative Ed/Intern/Related Elective Variable 1-3

This course entails a supervised work experience in the major field which provides the student with the opportunity to make practical application of the knowledge and skills attained. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisites: Completion of 30 credit hours and 2.0 GPA or advisor's approval. Please see the Division Chair of the specific program area for application.*

(EMS) EMERGENCY MANAGEMENT SYSTEMS

EMS-100 Real Disasters: Understanding and Managing the Consequences 3-3-0

This course is intended to provide information that will enable persons just entering the profession or expanding their roles to have the ability to work with the main emergency management and homeland security issues.

(EMT) EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC

EMT-101 Emergency Medical Technician - Basic 6-4-2

This course is designed to educate the student in aspects of emergency care required to qualify the student to write the certification examination offered by the Missouri Department of Health, Bureau of Emergency Medical Services. The course consists of three components: classroom, clinical experiences, and an internship. Incorporated in these areas are the pre-hospital environment, systems assessment, trauma intervention, medical intervention, and obstetrics/pediatrics. *Prerequisites: Selective Admission and students must be 18 years of age or older. (Valid drivers license)*

EMT-200 Paramedic I 6-4-4

This course covers the introductory phase of the EMT-Paramedic program, including medical terminology, patient assessment and initial management, advanced airway management, lifespan development, therapeutic communications, and pathophysiology of shock. *Prerequisites: Admission to the EMT-Paramedic Program, Missouri EMT-Basic License, BCS 120.*

EMT-201 Paramedic II 5-3-4

This course covers the final lecture and skills lab phase of the EMT-Paramedic program, including trauma and burns, respiratory emergencies, endocrine emergencies, nervous system, abdominal emergencies, anaphylaxis, toxicology, alcoholism, drug abuse, infectious diseases, environmental emergencies, geriatrics, pediatrics, ob/gyn, neonatal emergencies, and psychiatric emergencies. *Prerequisite: Grade of "C" or higher in all of the previous EMT-Paramedic courses.*

EMT-210 Cardiology for the EMT - Paramedic 4-3-2

This course will provide students with a basic understanding of the cardiovascular system, including acute and chronic disease processes, electrocardiography (including 12-lead acquisition and interpretation), and emergency treatment modalities. *Prerequisites: Admission to the EMT-Paramedic program, Missouri EMT-Basic license, Grade of "C" or higher in all of the previous EMT-Paramedic courses.*

COURSE DESCRIPTIONS

(EMT-ENG)

Cr Hrs-Lec-Lab

X = Variable

EMT-220 Pharmacology for the EMT - Paramedic 2-2-0

This course will provide students with an understanding of the indications, contraindications, mechanisms, and principles of pharmacological intervention in emergency patients. *Prerequisites: Admission to the EMT-Paramedic program, Missouri EMT-Basic License, Grade of "C" or higher in all of the previous EMT-Paramedic courses.*

EMT-230 Clinical Rotations I 2-0-X

This course encompasses a clinical experience in which students utilize the skills learned in the didactic portion of the program in the hospital, where those skills can be refined. *Co-requisite: EMT 200.*

EMT-231 Clinical Rotations II 4-0-X

This course is a continuing clinical experience in which students utilize the skills learned in the didactic portion of the program in the hospital, where those skills can be refined. *Prerequisite: Grade of "C" or higher in all of the previous EMT-Paramedic courses.*

EMT-232 Clinical Rotations III 4-4-0

This course is a continuing clinical experience in which students utilize the skills learned in the didactic portion of the program in the hospital, where those skills can be refined. *Prerequisite: Grade of "C" or higher in all of the previous EMT-Paramedic courses.*

EMT-240 Paramedic Field Internship 7-0-0

This course entails a field experience in which students utilize the skills learned in the didactic and clinical portions of the program under the supervision of an experienced paramedic preceptor. *Prerequisite: Grade of "C" or higher in all of the previous EMT-Paramedic courses. Prerequisites or co-requisites: EMT 201, 232.*

EMT-280 Paramedic Refresher 3-3-0

This course is designed to adhere to and include the content of the National Standard EMT-Paramedic Refresher Curriculum (DOT). It will meet or exceed the standards of the National Registry of EMTs and the State of Missouri Bureau of EMS. *Prerequisites: Admission to OTC, meet current guidelines put forth by the National Registry of EMTs and the State of Missouri Unit of EMS.*

(ENG) ENGLISH

ENG-040 Introductory Composition I 3-3-0

This course prepares the student to enter English 050 by focusing on the foundations of composition and by progressing from sentences to multi-paragraph writing assignments. Students review writing basics and develop writing skills through application and practice within the context of single- and multi-paragraphs and other writing assignments. Students enrolled in ENG 040 must complete the course with a grade of "NC" or higher in order to take ENG 050.

ENG-050 Introductory Composition II 3-3-0

This course prepares the student to enter English 101 by focusing on writing skills necessary for college-level writing. This course introduces the thinking, composing, revising, editing, and proofreading process and presents the beginning concepts of research and documentation. This course develops writing skills through application and practice within the context of multi-paragraphs, short essays, and other writing assignments. This course progresses from multi-paragraph writing assignments to short essays. Students enrolled in English 050 must successfully complete the course with a grade of "NC" or higher in order to take English 101. *Prerequisite: Grade of "NC" or higher in ENG 040, or satisfactory score on the English placement assessment, or successful completion of TLC 044.*

COURSE DESCRIPTIONS

(ENG-ESL-FST)

Cr Hrs-Lec-Lab

X = Variable

ENG-245 British Literature: 1790 - Present 3-3-0

Students will read and discuss major works of English nonfiction, fiction, poetry, and drama written from 1790 through the present. The impact of the historic and cultural environment upon the literature will be considered as students read for both critical analysis and appreciation. *Prerequisites: ENG 101 and ENG 102.*

ENG-250 Children's Literature 3-3-0

This course is an examination of literature suitable for preschool through elementary grades, including its development, its writing and publication, storytelling methods, and criteria for selection and evaluation. *Prerequisite: ENG 101.*

ENG-260 Survey of World Literature I 3-3-0

Students read a wide selection of the greatest literary works ever written, from the beginnings to the 1600s, focusing upon works from Asia, Africa, the Occident, and Latin America. The primary characteristics of fiction, poetry, and drama will be introduced, as students analyze the impact of social, cultural, political, linguistic, and historical circumstances upon the literary imagination throughout the ages. *Prerequisite: ENG 101 or concurrent enrollment.*

ENG-265 Survey of World Literature II 3-3-0

Students read a wide selection of the greatest literary works ever written, from the 1600s to the present, focusing upon works from Asia, Africa, the Occident, and Latin America. The primary characteristics of fiction, poetry, and drama will be introduced, as students analyze the impact of social, cultural, political, linguistic, and historical circumstances upon the literary imagination throughout the ages. *Prerequisite: ENG 101 or concurrent enrollment.*

(ESL) ENGLISH AS A SECOND LANGUAGE

ESL-050 English as a Second Language/
TOEFL® Test Preparation 3-3-0

Students taking this course will be exposed to situations and materials supporting comprehension, listening, speaking, writing, and reading of the academic English language. Completion of this course will demonstrate increased ability to use English language in both fundamental and philosophical concepts important in college interaction and studying. Students will also be familiarized with the format and instructions of the computerized TOEFL® test (required for international student admissions to all colleges and universities in North America) and the types of questions in each section (listening comprehension, grammar, and reading comprehension).

(FST) FIRE SCIENCE TECHNOLOGY

FST-102 Building Construction 3-3-0

This course covers teaching the basic information about how buildings are designed and constructed; aid in the decision making process related to fire prevention and fire control.

FST-103 Fire Department Medical First Responder 3-3-0

This course focuses on the role of the emergency medical first responder in medical emergencies, basic life support care of both trauma and medical emergency victims, signs and symptoms of injuries and illnesses, emergency childbirth, triage and CPR. *Certified EMT training satisfies this degree requirement. See the Dean of Technical Education for Professional Equivalency Evaluation application.*

COURSE DESCRIPTIONS

(FST)

Cr Hrs-Lec-Lab
X = Variable

- FST-106 Firefighter I and II 6-4-4
This course is based on the National Fire Protection Association 1001, "Standard for Fire Fighter Professional Qualifications," current edition. The performance requirements and practical skills necessary to perform the duties of a firefighter are thoroughly covered. Topics include fire service orientation, safety, fire behavior, self-contained breathing apparatus, ropes, hoses, ladders, rescue, ventilation, salvage, overhaul, portable fire extinguishers, emergency medical care, fire control, water supply, and fire prevention. Individuals successfully completing this course and meeting the requirements of Missouri Division of Fire Safety will be eligible for certification as Firefighter I and II by the Division of Safety. *Prerequisite: FST 120 or concurrent enrollment, or have documentation of having the state certifications for Hazardous Materials Awareness and Operations courses.*
- FST-107 Fire Prevention 3-3-0
This course focuses on the fundamental principles, theory, techniques, and procedures of fire prevention. Organization of fire prevention programs, conduction of fire prevention inspections, fire hazards and causes are covered.
- FST-109 Fire Hydraulics 3-3-0
This is a basic course focusing on the measurement of fluid flow, determination of water supply, fluid movement and velocities. This course emphasizes applying principles of hydraulics to practical firefighting situations.
- FST-111 Strategy and Tactics 3-3-0
This course focuses on effective and efficient utilization of manpower, equipment, and apparatus in emergency situations. Emphasis is placed on pre-planning, fireground decision making, and strategic tactics and strategies. Techniques of fire control in general and an application of these techniques to fires are covered.
- FST-117 Fire Protection Systems 3-3-0
This course provides an introduction to fire protection systems including standpipe and hose, sprinklers, dry powder, CO², foam, smoke detecting, and heat actuating systems. Emphasis is placed on the need for design, installation, and fire department inspection of the various types of systems.
- FST-120 Hazardous Materials 3-3-0
This course focuses on chemical characteristics and reactions related to the storage, transportation and handling of hazardous materials. Emphasis is placed on the handling of hazardous materials, emergencies and fire control and containment. Individuals successfully completing this course and meeting the requirements of the Missouri Division of Fire Safety will be eligible for state certification to Hazardous Materials Operations level by the Division of Fire Safety.
- FST-210 Fire Department Officer 3-3-0
This course focuses on personnel administration, duties and responsibilities of fire officers, leadership, supervision and control. Emphasis will be placed on personnel problem solving and leadership techniques effective in fire service organizations. Individuals successfully completing this course and meeting the requirements of the Missouri Division of Fire Safety will be eligible for state certification testing for Officer I through Missouri Division of Fire Safety.
- FST-215 Fire Service Instructor I 3-3-0
This course focuses on the development and implementation of effective training programs for fire service personnel. Dealing with outline and course development, using visual aids, and testing procedures are topics covered in this course. Individuals successfully completing this course and meeting the requirements of Missouri Division of Fire Safety will be eligible for certification as Fire Service Instructor I by the Division of Fire Safety.

COURSE DESCRIPTIONS

(FST-GDT)

Cr Hrs-Lec-Lab

X = Variable

FST-220 Administration and Organization 3-3-0

This course provides an in-depth study of fire department management. The structure of fire departments, their system of operations, the need for effective planning, organization, leadership and evaluation of personal progress are covered.

FST-230 Fire Investigation 3-3-0

This course focuses on fundamental principles, theory, techniques, and procedures for fire scene investigation and fire cause determination. Legal aspects, evidence preservation, interview techniques, and report preparation are included.

FST-280 Capstone Assessment 2-1-2

This is a comprehensive assessment course covering Fire Science Technology program classes. A student must earn a Grade of "C" or better in this course to meet the FST graduation requirements. *Prerequisites: FST 106, FST 107, FST 109, FST 111, FST 117, FST 210, FST 215, FST 220, and 45 credit hours completed.*

FST-290 Co-Operative Ed/Intern/Related Elective Variable 1-3

This course encompasses a supervised work experience in the major field which provides the student with the opportunity to make practical application of the knowledge and skills attained through coursework. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisites: Completion of 30 credit hours and 2.0 GPA or advisor's approval. Please see the Division Chair of specific program area for application.*

(GDT) GRAPHIC DESIGN TECHNOLOGY

GDT-101 Introduction to Printing 4-3-2

This course introduces students to basic skills and knowledge in the field of printing. Emphasis will be on graphic communications, printing processes, computer layout, manual and electronic prepress, inks and substrates, small press operations, and binding and finishing. A full production lab provides hands-on application to support these processes.

GDT-105 Graphic Design I 4-2-4

This is an introductory course in design that focuses on the basic principles of visual communication with printed materials. Emphasis is on the study of the design process as it is applied to specific graphic design forms such as logo and advertising design. This course stresses development of visual concepts, including investigation of typography and visual properties of letterforms.

GDT-110 Offset Press Operations 4-2-4

Through instruction, lab, and production work, this course will help students develop skills and knowledge in the operation of an offset printing press. *Prerequisite: GDT 101 or permission of instructor.*

GDT-120 Design Tools: Page Layout 4-2-4

One of the graphic designer's tools is the ability to combine text and graphics for print production using industry-standard page layout software. This course applies tools and techniques of graphic design to page layout problems. The student will begin to develop his/her portfolio with projects such as newsletters, brochures, flyers, and advertisements. Projects will challenge the student to apply design principles and processes and work further with typography and imagery. *Prerequisite: GDT 105 or permission of instructor.*

GDT-130 Production Practicum 4-X-X

This course provides a technical hands-on experience in all phases of production shop. Students work under the supervision of the production manager and the printing/graphics design technology instructor. *Prerequisite: GDT 110 or concurrent enrollment.*

COURSE DESCRIPTIONS

(GDT)

Cr Hrs-Lec-Lab X = Variable

GDT-140 Design Tools: Vector Graphics 4-2-4

This course applies the tools and techniques of vector graphics to problems in graphic design and provides continued study of design principles and the design process. Vector graphics are used for creating logos, vinyl sign designs, screen print designs, and many other documents. The student will learn the tools, palettes, and menu commands of an industry-standard vector graphics program, will learn to create and modify vector graphics, and will develop a vector graphics portfolio. *Prerequisite: GDT 105 or concurrent enrollment or permission of instructor.*

GDT-145 Manual and Electronic Prepress 4-2-4

In this course students will learn the current industry techniques of manual and electronic methods of image conversion, image assembly, color proofing and platemaking through lab, instruction, and production work. *Prerequisite: GDT 101 or concurrent enrollment.*

GDT-150 Screen Printing 4-1-6

This course provides an overall perspective of the screen printing industry. It explores the processes required to produce various commercial products; copy preparation, screen and stencil systems, printing techniques, ink and substrate compatibility, screen reclamation, and finishing processes. The technical concepts and information provide a foundation for skills acquired through the actual production of a variety of screen printed products. Laboratory experiences support lecture content. *Prerequisite: GDT 101 or permission of instructor.*

GDT-210 Inks and Substrates 3-2-2

This is a technical course on printing materials and ink. Hands-on instruction will help students develop proper techniques on mixing inks and identifying substrates for production and the printing processes. *Prerequisite: GDT 101 or concurrent enrollment.*

GDT-230 Graphic Design II 4-2-4

This course is an exploration of visual problem solving as it relates to the area of publication design. Students apply their knowledge of the basic principles of design to magazine covers, brochures, newspapers, and annual reports. It also covers all aspects of digital prepress, from planning, file management, file formats, scanning processes, color management, trapping, and preflighting your digital files for production. *Prerequisite: GDT 120 or permission of instructor.*

GDT-240 Introduction to Digital Photography 3-1-4

This is an introductory course to photography using a digital camera. The focus includes instruction in the history and evolution of photography, basic design theory, composition, image manipulation, and image output. *Prerequisite: GDT 105 or permission of instructor.*

GDT-245 Introduction to 3-D Graphics 3-1-4

This course provides an introduction to 3-D design that focuses on the creation of images for print, video, and the Internet. Emphasis is on the digital creation of textures, models, and scenes with 3-D software using the Macintosh computer. *Prerequisite: GDT 105 or permission of instructor.*

GDT-250 Web Page Design 4-2-4

This course will focus on technical aspects of web site design and implementation. The student will gain intermediate level skills in designing and implementing web sites. The student will use an HTML editor to create and maintain a web page. Aesthetic and efficiency aspects of web sites are discussed. The student will be expected to spend sufficient time outside of class to complete their web site.

COURSE DESCRIPTIONS

(GDT)

Cr Hrs-Lec-Lab

X = Variable

GDT-251 Web Page Design II: Web Graphics 3-1-4

This course will provide students with instruction and laboratory experience using several industry-standard programs to create graphics specifically for web applications. It will include methods for incorporating these graphics in HTML generators or other web authoring software. *Prerequisite: GDT 105 or permission of instructor.*

GDT-260 Design Tools: Image Editing 4-2-4

One of the graphic designer's tools is the ability to create and modify pixel-based (raster) graphics and photographic images for print and web. This course is an introduction to the tools and techniques of industry-standard image editing software. This basic foundation course of image editing includes an introduction in the appropriate use of various electronic input and output devices such as scanners, digital cameras, and digital tablets. *Prerequisite: GDT 105 or permission of instructor.*

GDT-268 Digital and Sign Graphics 4-1-6

This course provides an overview of the large format printing and vinyl sign industries. It prepares the students to work with computer image preparation, material selection, and other industry principles, tools and equipment. It explores the design concepts, sign preparation, and application techniques on various substrates for both the sign and large format printing industries. Laboratory experiences support lecture content. *Prerequisite: GDT 101 or permission of instructor.*

GDT-271 Advanced Screen Printing 4-1-6

This course provides the students with advanced instruction in screen-printing. It will include instruction in job planning, estimating, screen selection and preparation appropriate for various substrates. Labs will include advanced printing techniques such as process printing and printing on unusual substrates, glass, mirrors, and cylindrical objects. *Prerequisite: GDT 150.*

GDT-275 Portfolio Design and Professional Practices 2-1-2

Developing and choosing the right pieces to include in the portfolio and presenting art work are crucial skills for a Graphic Designer. In this course, the student will learn to set career goals, write a creative resume, select and prepare pieces for a portfolio, develop self-promotional materials, and practice communication skills to prepare for the job interview. *Prerequisites: GDT 105, GDT 120, GDT 140, and GDT 260, or permission of instructor.*

GDT-277 Special Topics: Practical
Problems in Graphic Communications 2-1-2

In this course students will examine various topics in the printing and graphics industry. Included will be relevant graphic communication research and projects. *Prerequisites: GDT 101 and GDT 105 or permission of instructor.*

GDT-280 Printing Management 4-3-2

This course will focus on the specific functions of printing management. Production planning, scheduling, estimating, inventory control, purchasing and plant layout techniques will be applied in addressing actual production situations. *Prerequisite: GDT 101 or permission of instructor.*

GDT-290 Co-Operative Ed/Intern/Related Elective Variable 1-3

This course entails supervised work experience in the major field, which provides the opportunity to make practical application of the knowledge and skills attained through coursework. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisites: Completion of 30 credit hours and 2.0 GPA, or advisor's approval. Please see the Division Chair of the specific program area for application.*

COURSE DESCRIPTIONS

(GRM-GRY-HIT)

Cr Hrs-Lec-Lab
X = Variable

(GRM) GERMAN

GRM-101 Beginning German I 3-3-0

This course provides an introduction to pronunciation, syntax, vocabulary and speech patterns, through aural-oral practice of the German language. The course will be conducted in German as far as is practical.

GRM-102 Beginning German II 3-3-0

This course presents the essentials of German grammar through aural practice, reading and writing with the emphasis on learning to use German in a variety of situations for a specific purpose. *Prerequisite: GRM 101.*

(GRY) GEOGRAPHY

GRY-101 World Geography 3-3-0

This course provides an introduction to the elements of geography of various regions of the world and to demonstrate why and how geography plays an important role in the economic, political and social development of the regions studied.

GRY-230 World Economic Geography 3-3-0

This course aims to provide students with an in-depth introduction to economic geography and to examine how people earn a living and how the goods and services they produce are geographically organized.

(HIT) HEALTH INFORMATION TECHNOLOGY

HIT-110 Introduction to Health
Information Technology 3-3-0

This course provides an introduction to health information management and the organization of healthcare delivery in the acute care setting. Analysis of health records in paper, hybrid, and electronic formats will form the basis of classroom discussion. Emphasis is on the documentation requirements for licensure, accreditation, and certification. Other topics include data sets, storage and retrieval, and the use and structure of healthcare data. Hands-on activities build on lecture topics such as record assembly and analysis, chart location, master patient index, physician documentation, and release of information. *Prerequisite: Grade of NC or higher in RDG-050, or a reading score of 20 or higher on the ACT, or 80 or higher on the COMPASS test, or 40 or higher on the ASSET test.*

HIT-115 Health Information Systems 3-3-0

This course provides a study of the computer technology related to healthcare and the health record. The purpose, organization, and uses of healthcare registries with emphasis on the JCAHO standards for acute care health records are included.

HIT-120 Medical Coding I 4-3-1

This course introduces the theory, structure, and organization of the ICD-9-CM coding system. The principles, guidelines, and conventions utilized to accurately assign codes to diagnoses and procedures with ICD-9-CM are examined in detail. The role of ICD-9-CM codes in billing and reimbursement will be included. Laboratory will include hands-on activities using the ICD-9-CM manual and Web-based assignments, enabling the student to develop the skills needed to become an effective coder. *Prerequisite: HIT 110, HIT 191, BCS 120 and CIS 101.*

COURSE DESCRIPTIONS

(HIT)

Cr Hrs-Lec-Lab

X = Variable

HIT-191 Medical Terminology 3-3-0

This course provides an introduction to the basic word structure in medical terminology with an emphasis on the word roots, prefixes, and suffixes. A body systems approach forms the basis for class discussion. Spelling, pronunciation, definitions, medical abbreviations, pharmacology, laboratory and diagnostic values are highlighted. Hands-on learning activities are provided to reinforce lecture and emphasize applications of medical terminology in the health record.

HIT-200 Special Health Records 3-3-0

This course provides an in-depth study of various health record systems in nontraditional sites and the requirements of accrediting and regulating agencies.

HIT-201 Healthcare Quality Management 3-3-0

Quality management, utilization management, and risk management in healthcare are highlighted in this course. Applications of quality assessment and improvement principles, tools, and techniques are provided for gaining skills in collecting and analyzing data.

HIT-220 Medical Coding II 4-3-1

This course emphasizes advanced theory in coding with the focus on the development of skills needed for assignment of valid diagnostic and procedure codes using ICD-9-CM. Emphasis will be placed on quality of specific coding, sequencing of codes, coding compliance, and DRG reimbursement methodology. Laboratory will include hands-on activities using the ICD-9-CM manual, encoder and grouper software, and Web-based assignments enabling the student to develop the skills needed to become an effective coder. *Prerequisites: HIT 120 and BCS 210.*

HIT-230 Medical Coding III 4-3-1

This course introduces the theory, structure, and organization of the CPT and HCPCS Level II coding systems. The application of coding principles used to accurately assign CPT and HCPCS Level II codes to health records forms the basis of class discussion. The role of CPT and HCPCS Level II in billing and reimbursement will be included, as well as the processing cycle of health insurance claims. Health insurance terminology and reimbursement methodologies for technical and professional services will be included. Laboratory will include hands-on activities using sample health records, the CPT manual, and a Web-based HCPCS Level II code listing. Encoders and additional Web-based coding assignments will enable the student to develop the skills needed to become an effective coder. *Prerequisites: HIT 120 and BCS 210.*

HIT-260 Legal Aspects of Healthcare 3-3-0

This course provides an overview of the laws, regulations, and ethical standards affecting the management of health information. The role of healthcare professionals in maintaining the confidentiality of health information is examined. Underscored is the health record as a legal document.

HIT-270 Healthcare Statistics 3-3-0

This course entails a study of healthcare statistics with a focus on the commonly used rates and percentages computed principally on hospital inpatients. Non-acute care data and examples are also provided. *Prerequisite: MTH 105 or higher.*

HIT-280 Organization and Supervision in
Healthcare 3-3-0

This course provides a survey of the basic principles of organization and supervision through the study of the management functions. The role of the supervisor in coordinating the goals of the individual, department, and organization is affirmed.

COURSE DESCRIPTIONS

(HIT-HLT-HON-HRA)

Cr Hrs-Lec-Lab X = Variable

HIT-290 Professional Practice Experience 3-0-0

This course encompasses a supervised professional practice experience in an affiliated health-related agency. Clinical application of the principles and practice of health information technology is highlighted. *Prerequisites: Completion of the Coding Specialist Certificate; HIT 115, HIT 260, HIT 270; and completion or currently enrolled in HIT 200, HIT 201, HIT 280, with a minimum cumulative GPA of 2.50 and instructor approval.*

(HLT) HEALTH & WELLNESS

HLT-100 Introduction to Health Professions 1-1-0

This course provides an exploration of various health professions. This course will cover strategies for success in a health profession including career planning, self-assessment, and prerequisites for admission to health care career programs. Cultural diversity, patient confidentiality, medical ethics, legal issues and professionalism will be discussed.

HLT-101 Lifetime Wellness 2-2-0

This course is designed to encourage students to make intelligent decisions concerning overall wellness through fitness. The lecture portion of the course will teach students the principles of wellness, fitness, nutrition, weight control and community health issues.

(HON) HONORS PROGRAM

HON-101 Honors Seminar 3-3-0

The Honors Seminar engages a community of learners to explore creative and critical thinking and emphasizes analytical and communication skills as essential components to the course. Such a community of learners will be supportive, inquisitive, active, and service-oriented. This course provides an intellectual and interdisciplinary exchange between students and faculty. The Honors Seminar exposes the student to the “life of the mind” that characterizes the OTC Honors Program. *Prerequisite: Admission to the Honors Program.*

(HRA) HEATING, REFRIGERATION & A/C

HRA-102 Basic Refrigeration Theory and Application 4-2-4

This course offers Lecture/Lab experiences that provide the student a solid understanding of the refrigeration cycle for continued study of refrigeration and air conditioning. Topics include heat transfer methods, system components, basic service procedures, and silver brazing.

HRA-103 Electricity for Heating, Refrigeration and A/C 4-2-4

This is a lecture/laboratory course focused on AC electrical theory, troubleshooting and schematic reading as applied to refrigeration and air conditioning systems.

HRA-125 Refrigerants and Refrigerant Handling 4-2-4

This course offers Lecture/Lab experiences that familiarize the students with the characteristics of the most commonly used refrigerants and retro-fitting CFC systems. Refrigerant recovery and evacuation procedures are emphasized and practiced during this course. The course includes administration of the EPA Exam. *Prerequisite: HRA 102 or permission of instructor.*

COURSE DESCRIPTIONS

(HRA)

Cr Hrs-Lec-Lab

X = Variable

HRA-135 Refrigeration Motors and Controls 4-2-4

This course offers Lecture/Lab experiences that familiarize the students with the characteristics of electrical controls and motors in refrigeration, heating and air conditioning systems. The students will learn and wire electrical circuits that are commonly used in refrigeration, heating and air conditioning. Students will learn the fundamentals of electronic control boards used on central air conditioners. *Prerequisite: HRA 103 or permission of instructor.*

HRA-180 Air Distribution Systems 2-1-2

This course offers the knowledge & skill necessary to design, size and fabricate duct systems used in heating and air conditioning. Emphasis will also be given to air quality management and humidification.

HRA-245 Commercial Refrigeration Systems 4-2-4

This course offers lecture/laboratory experiences that provide the student with knowledge of commercial refrigeration systems. Refrigeration & electrical knowledge that has been gained from previous courses will be applied specifically to commercial applications. The student will have the opportunity to work on varied types of commercial equipment. Skills that are needed to troubleshoot a variety of commercial equipment will be acquired. *Prerequisite: HRA 102, HRA 103 or permission of instructor.*

HRA-250 Advanced Commercial Refrigeration 4-2-4

This is a lecture/laboratory course that will allow the student to understand the operation of larger commercial refrigeration systems that are used in wholesale, warehouses and industrial settings. Refrigeration and electrical knowledge that has previously been gained will be applied to understand the unique refrigeration components used on these systems. Skills and knowledge needed to size equipment and refrigerant lines will be covered in this course. *Prerequisites: HRA 102, HRA 103 or permission of instructor.*

HRA-265 Residential Heating and Air Conditioning 4-2-4

This course offers lecture/laboratory experiences that provide the student with the knowledge and skills needed to install and troubleshoot residential air conditioners and furnaces. *Prerequisite: HRA 102, HRA 103 or permission of instructor.*

HRA-270 Advanced Heating and Air Conditioning 4-2-4

This course offers lecture/lab experiences that provide the students additional opportunities to apply heating and air conditioning knowledge acquired in previous courses or from actual experience. Topics are oriented toward applications of specialized systems such as heat pumps, hydronics, and packaged systems. *Prerequisites: HRA 102, HRA 103 or permission of instructor.*

HRA-280 Boilers and Chillers 4-2-4

This is a lecture/laboratory course that will allow the student to understand the operation of boilers and chillers that are used in institutions or industrial settings. Refrigeration and electrical knowledge that has previously been gained will be applied to understand the unique components used on these systems. *Prerequisites: HRA 102, HRA 103 or permission of instructor.*

HRA-281 Heating, Refrigeration
and A/C Capstone Assessment 2-0-0

This comprehensive course, using concepts and skills learned from previous HRA courses, will be used to evaluate the students' knowledge and skills in HVAC. The students will acquire an HVAC competency certification during this course to increase their employment opportunities. Emphasis will be placed on troubleshooting different types of HVAC equipment through the semester. *Prerequisites: HRA 102, 103, 125, 135, 170, 190 and co-requisites HRA 250, 270, or permission of instructor.*

COURSE DESCRIPTIONS

(HRA-HSC-HSM)

Cr Hrs-Lec-Lab
X = Variable

HRA-290 Co-Operative Ed/Intern/Related Elective Variable 1-3

This course encompasses a supervised work experience in the major field which provides the student with the opportunity to make practical application of the knowledge and skills attained through coursework. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisites: Completion of 30 credit hours and 2.0 GPA; or advisor's approval. Please see the Division Chair of the specific program area for application.*

(HSC) HEALTH SCIENCES

HSC-100 Service Learning in Healthcare 1-1-0

Students will broaden their educational experiences by being actively involved in the following student organization: SkillsUSA. In addition to meeting once a week as a class, students will also be required to attend the regularly scheduled meetings of their student organization. *Prerequisites: Admission into the first year Health Sciences program and high school GPA 2.0 or above, or advisor's approval.*

HSC-185 Occupational Seminar 1-1-0

Instruction for this course includes career identification, self-assessment, resume' development, preparation of cover letters, and completion of applications for local job openings, on-line employment application process, employment searching techniques, interviewing skills, and proper follow-up after the job interview. Students will also research health care employment availability in the surrounding community, compare current salary ranges locally and nationally, and describe on-the-job performance expectations. *Prerequisites: Admission into the second semester of the first year Health Sciences program and high school GPA 2.5 or above, or advisor's approval.*

HSC-190 Co-Operative Ed/Intern/Related Elective Variable 1-3

This course encompasses a supervised work experience in the major field, which provides the opportunity to make practical application of the knowledge and skills attained through coursework. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. Please see the Division Chair of specific program area for application. *Prerequisites: Admission into the second year Health Sciences program and high school GPA 2.5 or above, or advisor's approval.*

(HSM) HOSPITALITY MANAGEMENT

HSM-101 Introduction to the Hospitality Industry 3-3-0

This course provides a global look at hospitality from a management viewpoint with career opportunities in food service, hotels, clubs, and related businesses such as hospitals and the military. The course pays special attention to current management issues, including diversity, retention, harassment, leadership, and ethical challenges.

HSM-111 Housekeeping and Security Management 3-1-4

This course presents a systematic approach to managing housekeeping and security operations in the hospitality industry. This course explains the issues surrounding the need for individualized security programs, examines a wide variety of security and safety equipment and procedures, discusses guest protection and internal security for asset protection, and outlines OSHA regulations that apply to lodging properties. It also discusses the role of housekeeping in loss prevention. *Prerequisite: HSM 115 or concurrent.*

COURSE DESCRIPTIONS

(HSM)

Cr Hrs-Lec-Lab

X = Variable

HSM-115 Safety and Sanitation 3-3-0

This course will provide the student with the knowledge of various safety and sanitation practices in the foodservice and hospitality Industries. Through lecture and lab experiments, students will practically apply the information of the course.

HSM-125 Purchasing and Product Identification 3-3-0

This course is designed to explore the process of selection and procurement in the hospitality industry. This course will explore the use of technology in the purchasing function, the channels of distribution for products and services and the importance of product specification. Students will learn how to evaluate products and write product specifications. *Prerequisites: HSM 101, CUL 101, HSM 115. Concurrent enrollment in CUL 101 is allowed.*

HSM-215 Dining Room Management 4-1-6

This course is designed to provide the fundamentals of restaurant management and organization. Emphasis on food service, dining room organization, managing reservations, safety and sanitation and money handling will be discussed and practiced. Students will participate in the operations of the campus restaurant from the set-up of the dining room to the end-of-day procedures and reports. All students will learn and work all positions for front of the house operations including serving, hosting, bussing, dishwashing and managing positions. *Prerequisites: HSM 101, HSM 115, CUL 101.*

HSM-225 Marketing in the Hospitality Industry 3-3-0

This course is designed to provide students with basic knowledge and practical experience which will enable them to develop strategic marketing plans for hotel/motel, restaurants and private club properties. *Prerequisite: HSM 101.*

HSM-233 Front Office Procedures 3-3-0

This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and settlement. The course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations and to human resources management. Front office procedures and management are placed within the context of the overall operation of a hotel. *Prerequisites: HSM 101, HSM 255, or permission of instructor.*

HSM-248 Beverage Management and Affinities 3-3-0

This course is designed to provide students with the practical knowledge needed to responsibly manage a profitable bar or beverage operation. Course work will involve looking at and planning for business profitability. Menu design, bar layout and equipment, hiring and staffing for success, budgeting and purchasing and an in-depth look at responsible alcohol service will be discussed. In addition, the class will explore the relationships among beverages such as wine, beer, and coffee and various foods. *Prerequisites: HSM 115, CUL 101, or instructor permission.*

HSM-251 Food Service Design and Layout 3-3-0

This course will instruct the student how to plan, design, and develop a food service operation from the ground up. Attention will be given to all aspects of development from location to menu planning, and to facilitate layout and equipment purchase. *Prerequisites: HSM 125, HSM 215.*

HSM-255 Accounting for the Hospitality Industry 3-3-0

This course introduces the fundamentals of financial accounting through examples from hotels, restaurants, and clubs. The course demonstrates how vital accounting practices are in assisting managers of hotels and restaurants in developing budgets, controlling cash flow, reaching profit goals, and making effective business choices based on the numbers that affect daily operations. *Prerequisites: HSM 101, MTH 105, or Division Chair permission.*

COURSE DESCRIPTIONS

(HSM-HST)

Cr Hrs-Lec-Lab
X = Variable

HSM-270 Supervisory Management 3-3-0

This course is designed to develop a basic understanding of the principles of management and the application of those principles in managing the resources of a lodging or foodservice operation. Study for this course will outline the framework for supervision, supervisory responsibilities, tools used in supervision and developing effectiveness as a supervisor.

HSM-276 Catering and Banquet Service 3-3-0

Students will receive instruction and practice in the basics of catering and banquet operations both on-premise and off-premise. This course will cover menu making and food presentation, contract writing, function set-up and supervision. Students will learn how to successfully balance a catering operation that will both satisfy their customers and attain a profitable bottom line. *Prerequisite: HSM 215.*

HSM-279 Convention Management and Service 3-3-0

This course defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to meet those needs as part of meeting and convention service. *Prerequisites: HSM 101, HSM 115, HSM 225.*

HSM-290 Capstone/Co-op/Internship 3-X-0

This course encompasses a supervised work experience in the major field which provides the opportunity to make practical application of the knowledge and skills attained through coursework. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. This course will serve as the Capstone course for Hospitality majors. Students must receive a Grade of "C" or better to pass the Capstone exam. Please see the Division Chair of the specific program area for application. *Prerequisites: Completion of 30 credit hours and 2.0 GPA, or advisor's approval.*

(HST) HISTORY

HST-105 The World in History: I 3-3-0

This course provides a chronological and geographical survey of the world's history from the emergence of societal man until the Age of Exploration in the 15th century.

HST-106 The World in History: II 3-3-0

This course is a continuation of The World in History: I. It provides a chronological and geographical survey of the world's history from the Age of Exploration in the 15th century up to and including events and people at the beginning of the 21st century.

HST-120 Discovery to Reconstruction 3-3-0

This course is a survey of significant phases of the history of the United States, from Colombian contact through the Civil War which include cultural, social, and economic factors. Students taking HST 120 and HST 130 will satisfy the Missouri state law requiring instruction in United States and Missouri Constitutions.

HST-130 Reconstruction to the Present 3-3-0

This course provides a survey of the political, economic and social developments that have shaped the United States from Reconstruction to the present. Students taking HST 120 and 130 will satisfy the Missouri state law requiring instruction in the United States and Missouri Constitutions.

COURSE DESCRIPTIONS

(HST-HUM-ICA)

Cr Hrs-Lec-Lab

X = Variable

HST-230 Twentieth Century America 3-3-0

This course is for the student who desires a comprehensive view of contemporary America. Emphasis will be upon the Progressive Era, World War I, the Twenties, the Depression Era, United States and the World 1930-1941, World War II, the Cold War and Korea, Vietnam to the present. *Prerequisite: HST 105 or HST 106 or HST 120 or HST 130, or permission of instructor.*

(HUM) HUMANITIES

HUM-101 Introduction to the Humanities 3-3-0

This course provides an introduction to the Humanities, emphasizing the major periods, persons, stories and works that constitute Western Culture. Visual arts, music, literature, theatre, and architecture from Egypt and Mesopotamia, Greece, Rome, The Middle Ages, the Renaissance, and modern Europe and the Americas form the basis of the course.

HUM-102 World Humanities 3-3-0

World Humanities emphasizes the Arts and Humanities from non-western and indigenous cultures from Africa, Asia, Oceania, and the Americas. Examination of both traditional and contemporary visual art, architecture, story and myth form the basis of the course.

HUM-120 Western Civilization I 3-3-0

This course will provide a general survey of the political, economic, social and cultural trends of Western Europe and the ancient Middle East from the origins of man to the onset of the European plague years in the 14th century.

HUM-121 Western Civilization II 3-3-0

This course will provide a general survey of the political, economic, social and cultural trends of Western Europe and the western world.

(ICA) INDUSTRIAL CONTROL AND AUTOMATION TECHNOLOGY

ICA-120 Industrial Safety 2-2-0

This course provides the student a solid foundation of safety for continued study in Manufacturing and Industrial related fields. Topics include a wide variety of safety and regulatory compliance sessions such as: First Aid, CPR, Electrical Safety, and Lock-out/Tag-out. OSHA and EPA regulations are also covered. Students will obtain CPR Certification.

ICA-125 Fluid Power 4-2-4

This course will provide fundamental instruction in the theory and application of pneumatics and hydraulics in industrial and institutional setting. Course topics will include circuit diagrams and symbols, OSHA safety including lockout/tagout, power sources, manual control and electrical control of basic hydraulic and pneumatics circuits, understand and identify cylinders, motors, solenoids, pressure switches, proximity switches, and photoelectric control circuits.

ICA-130 Industrial Electricity 4-2-4

This course will provide fundamental instruction in the theory and application of electricity in industrial and institutional settings. Course topics will focus on electrical formulas, symbols and terminology, use of basic test equipment, and basic application of electrical theory, industrial and commercial circuits, AC and DC theory and application, industrial high voltage application and industrial code requirements.

COURSE DESCRIPTIONS

(ICA)

Cr Hrs-Lec-Lab
X = Variable

ICA-135 Power Plant Systems and Terminology 3-3-0

This course introduces the student to the various forms of energy, efficiency, mass and weight, pressure, fluid flow, temperature scales, and heat transfer. An overview of a typical power plant is presented including the steam cycle, boilers, turbines, turbine operation and control, bearings, lubrication, and plant safety.

ICA-145 Boiler Operations 3-3-0

This course introduces the student to the various aspects of boiler operation and will cover the types of boilers, startup and shutdown procedures, monitoring systems, and emergency procedures. *Prerequisite: ICA 135.*

ICA-170 Advanced Electricity and Motor Control 4-2-4

This lecture/lab course will provide comprehensive instruction in the theory and application of single and three phase motors and the related control systems used in industrial environments. The focus of this course will be on installing and maintaining electric motors, motor protection, and motor control devices/functions. *Prerequisite: ICA 130 or Division Chair permission.*

ICA-190 Manufacturing Processes and Materials 4-2-4

This course provides a study of mechanical, chemical, physical properties, and structure of engineering materials with heat treating of ferrous and non ferrous metals, and an investigation of methods used to process these materials.

ICA-200 Mechanical Power Transmission 4-2-4

This lecture/lab course will demonstrate the basic operation and maintenance of components in mechanical power transmission systems including: gearboxes, belt/pulleys, conveyors. pumps, compressors, couplings, bearings, and blowers.

ICA-225 Programmable Control 4-2-4

This course introduces the basic hardware and programming language of common programmable logic controllers (PLCs) used in industrial process control systems. The student will learn the proper syntax of PLC code, basic commands, and the functioning of the program cycle. Programs will be written around discreet control elements. Students will learn how to use basic programming commands to perform typical industrial processes.

ICA-230 Predictive Maintenance Processes 4-2-4

This lecture/lab course will demonstrate three areas of industrial maintenance including: thermographic analysis, air-bound ultrasound analysis, and machinery lubricant analysis. In-depth instruction will focus on the development of knowledge and skills to integrate these technologies into a maintenance program.

ICA-240 Power Turbines 3-3-0

This course will cover the operation of power turbines and the basic turbine components. *Prerequisites: ICA 135, 145, or Division Chair permission.*

ICA-246 Advanced Programmable Control 4-2-4

This course builds on ICA 225, Programmable Control, covering more advanced commands, technologies, and concepts. Industrial sensors are covered in greater detail, including optical, inductive, and capacitive sensors, shaft encoders, ultrasonic sensors, flow meters, pressure sensors, thermocouples and RTDs. Higher level instructions and techniques are introduced including sequencers, first pass instructions, subroutines, jump commands, master control relay, mathematical manipulation of program data, analog inputs and outputs, and display of data on various display panels. The student will be taught to capture and process analog data, display process data to a panel mounted display, and pass a combination of discreet and analog control signals to field devices. Networking of PLCs and their use with robots is also examined in this course. *Prerequisites: ICA 225 or Division Chair permission.*

COURSE DESCRIPTIONS

(ICA)

Cr Hrs-Lec-Lab

X = Variable

ICA-260 Industrial Systems Maintenance 4-2-4

Students in this course will apply knowledge of mechanical, electro-mechanical, electricity, PLC programming, motors, drives, blueprint reading and safety in an industrial work cell setting. Individual and team projects will sharpen skills for work cell installation, alignment, maintenance, troubleshooting and disassembly as a series of work orders. *Prerequisite: Completion of 30 hours of program instruction.*

ICA-270 Maintenance Management Systems 3-3-0

This course will provide in-depth instruction for developing a system of managing a comprehensive facility-level maintenance program. Focus will be placed on using computerized maintenance information management software systems.

ICA-273 Automated Systems/Robotics 4-2-4

This course provides an in-depth study of robotics with an emphasis on industrial robotics applications. Robotics safety, and the economic, technical, social, and ethical issues involved in manufacturing automation and robotics are studied. Various sensors and interface circuitry is applied. Lab experiences include robot programming and operation, and implementation of a personal robotics project. Tours of various manufacturing facilities where robots are at work will be featured. *Prerequisites: ICA 225 or Division Chair permission.*

ICA-275 Power Plant Cycle Analysis 4-4-0

This course presents the boiler/turbine system as well as the various system support functions. An introduction to basic power cycle thermodynamics will be presented, and the student will perform basic numerical analysis of a steam/water cycle. *Prerequisites: ICA 135, 145, or Division Chair permission.*

ICA-276 Power Plant Chemistry 3-3-0

This course introduces the water treatment and environmental protection systems for power plants. The course will cover the basic water treatment systems, water pollutants, waste water treatment, and recovery systems. *Prerequisites: ICA 135, 145, 240, 275, or Division Chair permission.*

ICA-280 Environmental Monitoring and Control 4-2-4

This course is designed to prepare students to monitor and control industrial and institutional environmental parameters including water/wastewater, air flow and contaminants, and industrial gases. Special attention will be given to OSHA standards regarding environmental and workplace safety, leak detection, testing/sampling equipment and procedures, and refrigerant compliance.

ICA-290 Co-Operative Ed/Intern/Related Elective Variable 1-3

This course entails a supervised work experience in the major field, which provides the opportunity to make practical application of the knowledge and skills attained. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisites: Completion of 30 credit hours of program specific courses and 2.0 GPA, and Division Chair approval.*

ICA-291 Power Plant Internship 9-X-X

This course is offered as part of the Power Plant Technology option for the ICA program. This internship will provide the student with supervised work experience in power plant operations. The student will complete 540 clock hours on site with a utility company/power plant. An individualized instructional management plan will determine goals to be accomplished. *Prerequisites: ICA 135, ICA 145, ICA 240, ICA 275, or Division Chair permission.*

COURSE DESCRIPTIONS

(JRN-MFG-MLT)

Cr Hrs-Lec-Lab
X = Variable

(JRN) JOURNALISM

JRN-160 Introduction to Journalism 3-3-0

This course provides an introduction to journalistic writing, with an emphasis on the purposes and forms, and practice in writing various types of stories. This course provides the opportunity to put objectives into practice while students participate in writing for the school newspaper. *Prerequisite: ENG 101 or permission of instructor.*

JRN-161 Newspaper Practicum 3-1-4

This is a course in which students will plan, design, and produce the school newspaper. Students will be able to work in any of the following areas: generating content, conducting interviews, writing and editing articles, taking photographs, creating layout and design, or collecting advertisements. *Prerequisite: JRN 160 or permission of instructor.*

JRN-211 News Writing and Reporting 3-3-0

A study and practical application of essential journalism skills, with an emphasis on gathering, writing, and editing newspaper stories. *Prerequisites: Grade of C or better in ENG 102 and JRN 160.*

(MFG) MANUFACTURING TECHNOLOGY

MFG-275 Manufacturing Capstone 3-4 1-2 4

This course will provide the student the opportunity to apply skills, knowledge, and creativity to a variety of manufacturing related problems and scenarios. The specific course outline is tailored to the individual MFG degree student and may require participation in a capstone course from one of the programs that constitute the MFG degree or may involve a directed customized capstone experience. The student must consult with a Division Chair from one of the MFG programs to tailor the course content to the individual's needs prior to enrolling. *Prerequisite: 30 hours completed or including concurrent enrollment in MFG program specific courses, and Division Chair consultation.*

MFG-290 Co-operative Education/
Intern/Related Elective 1-3 0 0

This course provides supervised work experience in the major field, which provides the opportunity to make practical application of the knowledge and skills attained through coursework. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisite: 30 hours completed or including concurrent enrollment in MFG program specific courses, and Division Chair consultation.*

(MLT) MEDICAL LABORATORY TECHNICIAN

MLT-100 Introduction to the Medical Laboratory 1-1-0

This course introduces the field of medical laboratory science, including quality control, bloodborne pathogens, basic laboratory equipment, laboratory settings, accreditation, certification, professionalism, ethics, and basic laboratory procedures in chemistry, hematology, immunology, urinalysis, and microbiology. *Prerequisites: BCS 145 and BCS146 or concurrent enrollment in BCS 146, or BCS 140 and 150 or concurrent enrollment in BCS 150.*

MLT-200 Hematology 4-3-2

This course is a study of the blood that includes the function, identification, and testing of cellular components. Skills will be developed in the analysis of hemoglobin, hematocrit, blood cell counts and blood cell morphology. The mechanisms of coagulation will also be explored and the function and analysis of platelets and proteins in blood coagulation will be related to changes in normal and disease states. *Prerequisite: Grade of "C" or higher in all of the previous Medical Laboratory Technician (MLT) courses.*

COURSE DESCRIPTIONS

(MLT)

Cr Hrs-Lec-Lab

X = Variable

MLT-210 Clinical Chemistry 4-3-2

Students will develop proficiency at performing and analyzing data on diagnostic procedures generated from clinical chemistry equipment and instrumentation. These proficiencies will include knowledge of the appropriate sample, volume needed to execute the testing protocol, and ability to recognize normal, therapeutic, and critical values. The student will study metabolic pathways evaluated by the array of tests performed in the chemistry department of the clinical laboratory. *Prerequisite: Grade of "C" or higher in all of the previous Medical Laboratory Technician (MLT) courses.*

MLT-215 Urinalysis and Body Fluids 2-1-2

This course will present the normal and abnormal composition of urine and commonly collected body fluids for clinical evaluation. The student will be introduced to testing procedures, sources of error, and clinical correlation as they relate to urine and body fluids.

MLT-220 Immunohematology 3-3-0

This course will cover the principles of immunology and blood banking procedures using the guidelines of the American Association of Blood Banks (AABB). Topics covered will include antigen-antibody reactions, immunoglobulin structures and functions, complement interaction, clinically significant blood group systems, antibody detection and identification, immunologic disease of the newborn, compatibility testing and component therapy. *Prerequisite: Grade of "C" or higher in all of the previous Medical Laboratory Technician (MLT) courses.*

MLT-230 Clinical Microbiology 4-3-2

This course is designed to instruct the Medical Laboratory Technician on the proper identification and handling of microorganisms in a clinical setting. The student will learn microorganism morphology, growth requirements, and speciation. The student will work with a variety of specimens and learn the intricacy for optimum isolation and identification on common clinical microorganisms that might be present. *Prerequisite: Grade of "C" or higher in all of the previous Medical Laboratory Technician (MLT) courses.*

MLT-240 Clinical Seminar and Review 2-2-0

This course will cover professional development issues related to clinical laboratory science. Information covered will include resume preparation, job seeking skills, continuing education opportunities, professional ethics, and regulatory agencies. The last half of the course will include a comprehensive review of knowledge and competencies required for career entry at the technician level of certification. Using information from the list of objectives for each previous course, components of competencies used for the certification examination are emphasized. A mock certification exam is given. *Prerequisite: Grade of "C" or higher in all of the previous Medical Laboratory Technician (MLT) courses.*

MLT-250 Clinical Practicum I Phlebotomy 3-1-4

Students are assigned to various clinical facilities to develop skills in phlebotomy. Skill development will include performing common blood collection methods using proper techniques, and universal precautions. Collection will cover vacuum collection devices, syringes, capillary skin puncture, butterfly needles, blood cultures, and specimen collection on adults, children, and infants. The course will also emphasize infection prevention, proper patient identification, labeling of specimens, quality assurance, specimen handling, and processing. *Prerequisite: Acceptance into the Medical Laboratory Technician (MLT) Program.*

MLT-260 Clinical Practicum II 8-0-16

This course offers supervised clinical practice in the laboratory of cooperating health agencies. The laboratory settings for this course are varied and may include physician's office laboratories, rural hospital laboratories, or other specialized laboratory settings. Basic procedures will be review and advance methodologies will be introduced within each assigned department and affiliate laboratory. *Prerequisites: MLT 200, MLT 210, MLT 215.*

COURSE DESCRIPTIONS

(MLT-MTH)

Cr Hrs-Lec-Lab
X = Variable

MLT-270 Clinical Practicum III 8-0-16

This is a continuing laboratory experience in which students apply the skills and techniques learned in the classroom to the clinical laboratory. *Prerequisites: MLT 220, MLT 230.*

(MTH) MATHEMATICS

Prerequisite: *In satisfying math course prerequisite requirements, an equivalent course must be a college course appearing on the student's transcript.*

Placement: *Any student who has completed a college mathematics course within the past two years is not eligible for placement based on the mathematics placement assessment. Course placement will be guided by the previously completed math courses.*

MTH-040 Pre-Algebra I 3-3-0

This course is designed to prepare students for a first course in algebra. Topics include addition, subtraction, multiplication and division of whole numbers, integers, fractions, and decimals; percents; ratio and proportion; perimeter and area; and solve linear equations.

MTH-045 Pre-Algebra II 2-2-0

This course is designed for students who need further study to master adding, subtracting, multiplying and dividing fractions and decimals; percents; ratio and proportion; perimeter and area; and solving linear equations. *Prerequisite: ND or NC in MTH 040.*

MTH-050 Basic Algebra I 3-3-0

This course is designed for students who have had no instruction in algebra or who need a review. Students learn to solve linear and quadratic equations; to multiply and factor polynomials; to graph linear equations; and to solve systems of linear equations. *Prerequisite: Grade of NB or NA in MTH 040 or MTH 045 or equivalent or satisfactory score on the Mathematics Placement Assessment or successful completion of TLC 034.*

MTH-055 Basic Algebra II 2-2-0

This course is designed for students who need further study to master graphing linear equations, solving linear and quadratic equations, multiplying and factoring polynomials, and solving systems of linear equations. *Prerequisite: ND or NC in MTH 050.*

MTH-070 Basic Technical Mathematics 3-3-0

This course is designed to provide an introduction to mathematics as needed in the technical programs. Topics include operations with real numbers, right triangle trigonometry, introduction to basic algebraic operations, solving linear equations, ratio and proportion, measurement, geometry and interpreting data.

MTH-105 Business Math 3-3-0

This course is designed to prepare students to apply mathematics to business situations. Topics include banking, purchasing, pricing, payroll and payroll taxes, interest, mortgages, depreciation, inventory, and business statistics. *Prerequisite: Grade of NC or higher in MTH 040 or MTH 045 or equivalent OR satisfactory score on the Mathematics Placement Assessment or successful completion of TLC 034*

COURSE DESCRIPTIONS

(MTH)

Cr Hrs-Lec-Lab

X = Variable

MTH-110 Intermediate Algebra 3-3-0

This course is an extension of basic algebra and includes rational expressions, linear equations, absolute value equations, quadratic equations, absolute value inequalities, functions, graphs, radicals, complex numbers, and applications.

Prerequisite: Grade of NB or NA in MTH 050 or MTH 055 or equivalent or satisfactory score on the Mathematics Placement Assessment or successful completion of TLC 035.

MTH-125 Technical Math I 3-3-0

This course is designed to give students in technical programs a background in applied algebra and trigonometry. Topics include basic algebraic expressions, ratio and proportion, trigonometric functions, solving right and oblique triangles, linear and quadratic equations, volumes and surface areas, operations with polynomials, graphing, and number systems.

Prerequisite: Grade of "NC" or higher in MTH 070 (preferred), MTH 050, or MTH 055 or equivalent OR satisfactory score on the Mathematics Placement Assessment.

MTH-126 Technical Mathematics II 3-3-0

This course is a continuation of Technical Math I with technical applications from algebra, trigonometry, and plane geometry. Topics include probability and statistics, integral and rational exponents, radical and rational expressions and equations, systems of equations, complex numbers, and advanced geometrical concepts. *Prerequisite:* Grade of "C" or higher in MTH 125 or equivalent OR satisfactory score on the Mathematics Placement Assessment.

MTH-128 Contemporary Mathematics 3-3-0

This course provides students with a basic survey of mathematics. Topics include problem solving, sets, counting methods, probability, statistics and trigonometry. *Prerequisite:* Grade of C or higher in MTH 110 or equivalent or satisfactory score on the Mathematics Placement Assessment.

MTH-130 College Algebra 3-3-0

This course is a standard course in college level algebra. Topics include properties of functions; polynomial, rational, exponential, logarithmic functions and their graphs; and conic sections. *Prerequisite:* Grade of C or higher in MTH 110 or equivalent or satisfactory score on the Mathematics Placement Assessment.

MTH-131 Trigonometry 3-3-0

This course is a study of trigonometric function and their graphs, identities, equations and applications. Topics include vectors, complex numbers, analytic geometry of the polar plane, and solution of right and oblique triangles. *Prerequisite:* Grade of "C" or higher in MTH 130 or equivalent OR satisfactory score on the Mathematics Placement Assessment.

MTH-138 Pre-Calculus Mathematics 5-5-0

This course is designed to prepare students for calculus. Topics include polynomial, rational, radical, exponential, logarithmic, and trigonometric functions; analytic trigonometry; vectors; sequences and series; the Binomial Theorem; and limits. *Prerequisite:* Grade of "B" or higher in MTH 110 or equivalent OR satisfactory score on the Mathematics Placement Assessment.

MTH-140 Analytic Geometry and Calculus I 5-5-0

This is the first course in a three-semester sequence. Topics include an introduction to analytic geometry; limits and continuity; the derivative and differential; the definite integral; and applications. *Prerequisite:* Grade of "C" or higher in MTH 131 or MTH 138 or equivalent OR satisfactory score on the Mathematics Placement Assessment.

COURSE DESCRIPTIONS

(MTH-MTT)

Cr Hrs-Lec-Lab
X = Variable

MTH-141 Analytic Geometry and Calculus II 5-5-0
This is the second course in a three-semester sequence. Topics include techniques of formal integration; applications of definite integration; differentiation and integration of transcendental functions; infinite sequences and series; conic sections; parametrized curves; and polar coordinates. *Prerequisite: Grade of "C" or higher in MTH 140 or equivalent OR satisfactory score on the Mathematics Placement Assessment.*

MTH-210 Statistical Methods 3-3-0
Students study basic concepts of statistics and probability applicable to all disciplines. Topics include distributions; measures of central tendency and dispersion; elementary probability; sampling; estimation of parameters; hypothesis testing; regression; and correlation. *Prerequisite: Grade of "C" or higher in MTH 130 or equivalent OR satisfactory score on the Mathematics Placement Assessment.*

MTH-215 Algebraic Structures 3-3-0
This course provides an introduction to techniques of mathematical reasoning and patterns of mathematical thought. Topics include logic and methods of proof, set theory, relations and functions, counting and cardinality, permutations, combinations and recursion, and algebraic structures. *Prerequisite: Grade of "C" or higher in, or concurrent enrollment in, MTH 141 or equivalent OR satisfactory score on the Mathematics Placement Assessment.*

MTH-230 Linear Algebra 3-3-0
This course is a study of vector spaces, matrices, linear transformations, determinants, quadratic forms, eigenvalues, eigenvectors, canonical forms and inner-product spaces. Emphasis will be placed on rigorous proof and the development of mathematical maturity. *Prerequisite: Grade of "C" or higher in MTH 141 or equivalent OR satisfactory score on the Mathematics Placement Assessment.*

MTH-240 Analytic Geometry and Calculus III 3-3-0
This is the third course in a three-semester sequence. Topics include vector-valued functions, solid analytic geometry, partial differentiation, multiple integration, and line and surface integrals in vector fields. *Prerequisite: Grade of "C" or higher in MTH 141 or equivalent OR satisfactory score on the Mathematics Placement Assessment.*

MTH-241 Differential Equations 3-3-0
This is an introduction to the techniques available for the solution of ordinary differential equations. Topics include first and second order equations, systems of differential equations, Laplace transforms, series solutions, numerical methods, and applications. *Prerequisite: Grade of "C" or higher in MTH 240 or equivalent OR satisfactory score on the Mathematics Placement Assessment.*

(MTT) MACHINE TOOL TECHNOLOGY

MTT-125 Machine Shop I 4-2-4
This is a fundamental course designed to introduce students to precision machining with emphasis on entry level employment skills.

MTT-135 Computer Numerical Control I 4-2-4
A fundamental course designed to introduce students to Computer Numerical Control terminology and programming. Practical laboratory assignments are used extensively.

MTT-145 Computer Aided Manufacturing I 4-2-4
This is a fundamental course designed to introduce students to Computer Aided Manufacturing terminology and programming. Practical laboratory assignments are used extensively.

COURSE DESCRIPTIONS

(MTT-MUS)

Cr Hrs-Lec-Lab

X = Variable

MTT-155 Machine Tool Processes I 4-2-4

This course is designed to introduce students to concepts of machine tool design and practice. Practical laboratory assignments are explored using jigs, fixtures and dies. *Prerequisites: MTT 125 and MTT 135, or permission of instructor.*

MTT-225 Machine Shop II 4-2-4

This course is designed to introduce students to additional fundamental concepts of machine shop operations and practices beyond those offered in MTT 155 (Machine Tool Processes I). Practical laboratory assignments are explored using power saws, engine lathes, and milling machines. *Prerequisite: MTT 125 or permission of instructor.*

MTT-235 Computer Numerical Control II 4-2-4

This course is designed to introduce students to concepts of Computer Numerical Control 3D terminology and programming. Practical laboratory assignments are used extensively. *Prerequisite: MTT 135 or permission of instructor.*

MTT-245 Computer Aided Manufacturing II 4-2-4

This course is designed to introduce students to entry level concepts of Computer Aided Manufacturing 3D terminology and programming. Practical laboratory assignments are used extensively. *Prerequisite: MTT 145 or permission of instructor.*

MTT-255 Machine Tool Processes II 4-2-4

This course is designed to introduce students to additional concepts of machine tool design and practice combining manual and CNC applications. Practical laboratory assignments are explored. Students must earn a Grade of "C" or better in this course to meet MTT graduation requirements. *Prerequisites: MTT 225, MTT 235 and completion or concurrent enrollment in MTT 245.*

MTT-290 Co-Operative Ed/Intern/Related Elective Variable 1-3
Intern/Related Elective

This course entails a supervised work experience in the major field which provides the student with the opportunity to make practical application of the knowledge and skills attained through coursework. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisites: Completion of 30 credit hours and 2.0 GPA, or advisor's approval. Please see the Division Chair of the specific program area for application.*

(MUS) MUSIC

MUS-101 Music of the World 3-3-0

This course explores and practices the music listening skills that enable the student to listen to all types of music with understanding and enjoyment. The elements of music, music history, and the relation of music and culture are illustrated with recorded and live performances of traditional and popular world music.

MUS-105 Western Music Appreciation 3-3-0

Western Music Appreciation explores the development of music from the Medieval Period to the present. Through this class students will gain skills to listen and understand different types of classical music. The elements of music, music history, and the relation of music and culture will be explored through recorded and live performances of music.

COURSE DESCRIPTIONS

(MUS)

Cr Hrs-Lec-Lab X = Variable

- MUS-110 Music Fundamentals 3-3-0
Music Fundamentals is a general survey of basic music including the rudiments of music such as notation, rhythmic understanding and chordal structures. The basic elements of music will be taught and explored through the use of a textbook, recordings and live performances. Students will be expected to attend musical events during the semester.
- MUS-120 Music Theory I 2-2-0
This class is an introduction to diatonic harmony for all music majors, including the elements of pitch and rhythm, major and minor scales, major and minor key signatures, functional harmony of all diatonic chords in major and minor keys, voice leading and root position part writing. *Prerequisite: Grade of C or better in MUS 110 or passing score on a music placement exam or Division Chair's permission. Concurrent enrollment in MUS 125 required.*
- MUS-121 Music Theory II 2-2-0
This course expands on the basic skills learned in Music Theory I. Students will continue with diatonic and chromatic harmony, voice-leading and part-writing as well as explore 20th century concepts. *Prerequisite: Grade of C or better in MUS 120 or Division Chair's permission. Concurrent enrollment in MUS 126 required.*
- MUS-125 Sight Singing and Ear Training I 1-1-0
This course teaches the fundamentals in reading and performing music, ear training, and sight singing. Basic concepts of notation, rhythm, tonality, and harmony are applied to reading and hearing music through performance and dictation of melodies, intervals, triads, major scales, natural, harmonic, and melodic minor scales, chord progressions, and seventh chords. *Prerequisite: Division Chair's permission. Concurrent enrollment in MUS 120 required.*
- MUS-126 Sight Singing and Ear Training II 1-1-0
Students will continue developing skills in melodic, harmonic, and rhythmic dictation, triad and seventh chord identification, singing at sight from notation, and singing melodic, harmonic, and rhythmic patterns without notation. Through graded exercises, the student's musical ear will be developed to hear given rhythms, melodies and harmonies. Through regular practice the student will develop the ability to perform and transcribe complex rhythms, melodies and harmonic progressions. *Prerequisites: Grade of C or better in MUS 125 or Division Chair's permission. Concurrent enrollment in MUS 121 required.*
- MUS-130 Class Piano I 1-1-0
This course is designed to introduce students to the piano. No prior knowledge is required. Students will learn basic piano skills including note reading. Rhythm will also be stressed. This course will prepare the student for more advanced classes in addition to the piano proficiency exam given by different universities prior to entering a music degree.
- MUS-135 Choir I 1-0-2
A choral ensemble open to any singer from within the college who is dedicated to performing to the highest standards possible. The student will practice and perform choral works throughout the semester. Emphasis on vocal technique and performance practice will be an integral part of the choral experience. A live performance will be mandatory. This course may be repeated up to 6 times. *Prerequisite: Division Chair's permission or vocal audition.*
- MUS-140 Small Ensemble 1-0-2
Ensembles may be arranged according to availability and student proficiency each semester to meet the needs of the participating students and the Fine Arts program. Ensembles will explore a higher degree of musicality and experience working as a group resulting in a performance. The course will include at least one performance at the end of the semester. This course may be repeated up to 6 times. *Prerequisites: Division Chair's permission or audition.*

COURSE DESCRIPTIONS

(MUS-NET)

Cr Hrs-Lec-Lab

X = Variable

MUS-201 Latin-American Music 3-3-0

This course will focus on the interdisciplinary nature of music as a force shaped by society and shaping society, within the context of Latin-American countries. By applying critical thinking, analytical reading, valuing, and information management skills, students will link Latin-American musics with their territorial history, geography and politics, understanding the multiple processes of acculturation and syncretism of Native aborigines, Africans and Europeans. *Prerequisites: COM 105 and ENG 101.*

MUS-220 Music Theory III 2-2-0

This course is a continuation of harmonic studies including 18th century common-practice harmony, modulation and chords. Theoretical concepts will also be applied through analyzing musical literature. *Prerequisites: MUS 121 and MUS 126 with a grade of "C" or higher or Division Chair's permission. Concurrent enrollment in MUS 225.*

MUS-221 Music Theory IV 2-2-0

This course offers advanced chromatic harmony; twentieth-century and contemporary techniques; knowledge of larger forms and an advanced study of chromaticism. *Prerequisites: MUS 220 and MUS 225 with a grade of "C" or higher or division chair's permission. Concurrent enrollment in MUS 226.*

MUS-225 Sight Singing and Ear Training III 1-1-0

This course will explore, through sight singing and notation, more advanced levels of melodic and harmonic dictation in addition to chromatic harmony and modulation. This course includes sight singing and dictation of melodies and rhythms, error detection, modulation to closely related keys, dictation and identification of chromatic harmony. *Prerequisites: MUS 126 with a grade of "C" or higher or Division Chair's permission. Concurrent enrollment in MUS 220.*

MUS-226 Sight Singing and Ear Training IV 1-1-0

Sight singing and dictation of more complex melodies and rhythms; error detection, harmonic dictation, diatonic modes and other non-tonal scales and improvisation. *Prerequisites: MUS 225 with a grade of "C" or higher or Division Chair's permission. Concurrent enrollment in MUS 221.*

(NET) NETWORKING TECHNOLOGY

NET-160 Introduction to Networking 4-2-4

This course focuses on the local workstation. Students will install different computer operating systems in stand-alone, peer-to-peer, and basic client-server network configurations. At the conclusion of this course students will be able to install, configure, and troubleshoot operating systems and applications on a PC.

NET-165 Computer Hardware 4-2-4

Configuration and upgrading of computer hardware are covered. Diagnosing and troubleshooting computer malfunctions related to hardware are practiced. Preventive maintenance and printer maintenance fundamentals are taught. A basic knowledge of command line operation is introduced and practiced. Students will disassemble and re-assemble a functioning computer.

NET-175 Network Routing and Remote Access 4-2-4

The goal of this course is to provide the student with the necessary skills to deploy and maintain a network system featuring, but not limited to, switches, routers, firewalls, RAS, and VPNs. Students will work with various routing protocols such as RIP, OSPF, and IGRP. This course also discusses TCP/IP and IPX/SPX protocols, and addressing for these protocols. Network topology and design, PPP, Frame Relay, and VLANs will also be discussed and implemented. *Prerequisite: Grade of "C" or higher in NET 160 or permission of instructor.*

COURSE DESCRIPTIONS

(NET)

Cr Hrs-Lec-Lab
X = Variable

NET-225 Windows Client Server 4-2-4

This course targets the fundamentals of Microsoft Windows network operating systems. Students will install and configure Windows network operating systems as domain controllers in a basic network security model. At the conclusion of this course, students will be able to create user and group accounts, set up security policies, domain trust relationships and Active Directory Services (ADS) for network resource accessibility and administration. *Prerequisite: Grade of "C" or higher in NET 160 or permission of instructor.*

NET-231 Operating Systems Technology 4-2-4

This course is a continuation of ELT 165 with greater emphasis placed on operating systems, system configuration, system management, and diagnostics. The use of operating system tools/utilities and system troubleshooting are integral to the course. A study of operating system management and navigation will be conducted. Operating system interaction with networks and the Internet are studied. *Prerequisite: NET 165 or instructor permission.*

NET-235 Network Communications and Cabling 4-2-4

This course targets structured cabling and wireless systems. Students will install a network infrastructure composed of fiber, copper, and wireless media. At the conclusion of this course, students will be able to identify and troubleshoot physical layer problems using appropriate tools and techniques. *Prerequisite: ENG 101 (or concurrent enrollment) or instructor permission.*

NET-240 Scripting Languages for System Administrators 4-2-4

This course focuses on the use of scripting languages such as, but not limited to, Perl, MySQL, and batch files. At the conclusion of this course students will be able to write scripts to automate tasks such as log file analysis, data reduction, and administration of users and groups. *Prerequisite: Grade of "C" or higher in CIS 120, MTH 125 and NET 225 or instructor permission.*

NET-245 Home Automation Technology 3-1-4

This course will cover home security, audio/home theatre, power, and networking. Students will receive hands-on experience through their configuration of lab panels for each of these different systems and then test them for proper functionality. Once the panels have been successfully configured, students will then "integrate" these panels into a single source controller. Students will also be able to control and maintain home theatre, gaming, networking, lights/fans, and security systems from any laptop or desktop computer. *Prerequisites: NET 160 and NET 165, or instructor permission.*

NET-250 Linux Networking 4-2-4

This course targets the Linux operating system. Students will install the Linux operating system and configure a basic Linux network including a server and workstation. At the conclusion of this course, students will be able to configure user and group accounts, and use network resources including applications and printing. *Prerequisite: Grade of "C" or higher in NET 225 or instructor permission.*

NET-251 Network Operating Systems and Applications 4-2-4

This course provides in depth coverage of advanced network operating system administration topics. This will include, but not be limited to, tasks such as installation and configuration of database servers, web servers, messaging/collaboration servers, and application administration on a variety of network operating systems. *Prerequisite: Grade of "C" or higher in NET 250 or permission of instructor.*

COURSE DESCRIPTIONS

(NET-NUR)

Cr Hrs-Lec-Lab

X = Variable

NET-255 Network Security 4-2-4

This course provides in-depth coverage of all the current risks and threats to an organization's data along with a structured way of addressing and safeguarding these critical electronic assets. *Prerequisite: Grade of "C" or higher in NET 225 or permission of instructor.*

NET-260 Advanced Networking Systems 4-2-4

Computers as part of a homogenous network system, including peripherals, network equipment, and software are researched and demonstrated in a laboratory environment. Practical network analysis skills of advanced operating systems and protocols are developed through lecture and assigned projects. Students will integrate multiple network operating systems, services, and protocols into a homogenous network. *Prerequisite: Grade of "C" or higher in NET 250 or permission of instructor.*

NET-290 Co-Operative Ed/Intern/Related Elective Variable 1-3

This course entails a supervised work experience in the major field which provides the student with the opportunity to make practical application of the knowledge and skills attained. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisite: Completion of 30 credit hours and 2.0 GPA, or advisor's approval. Please see the Division Chair of the specific program for application.*

NET-291 Computer Clinic Internship I Variable 1-3

This course entails a supervised work experience in the major field which provides the student with the opportunity to make practical application of the knowledge and skills attained. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisite: Completion of 30 credit hours and 2.0 GPA, or advisor's approval. Please see the Division Chair of the specific program for application.*

(NUR) NURSING - PRACTICAL NURSING

NUR-101 Personal Vocational Concepts 2-2-0

This nursing course serves as an introduction to nursing by covering the history of nursing, nursing roles, and the health care delivery system. Emphasis will be placed on how to be a self-directed learner by assisting the student with testing and comprehension of nursing concepts. Content area includes communication, legal, ethical and professional accountability, appreciation of cultural diversity, and health education of the client. The nursing process and the role of the practical nurse in the development of a plan of care are emphasized. *Prerequisite: Admission to the Practical Nursing program.*

NUR-110 Fundamentals of Nursing I 3-7-X

This course introduces the fundamental principles, basic skills, and attitudes necessary to care for clients who are experiencing alterations of health throughout the lifespan. This course will prepare the student to perform skills in the nursing laboratory and at the beginning levels of nursing in the clinical area. It is the foundation of nursing education. *Prerequisite: Admission to the Practical Nursing program.*

NUR-120 Fundamentals of Nursing II 3-7-X

This course introduces involved principles, skills, and attitudes necessary for clients who are experiencing alterations of health throughout the lifespan. This course will prepare the student to perform more intensive skills in the nursing laboratory and at the beginning levels of nursing in the clinical area. *Prerequisite: Grade of "C" or higher in NUR 110.*

COURSE DESCRIPTIONS

(NUR-OTA)

Cr Hrs-Lec-Lab X = Variable

NUR-205 Adult Medical-Surgical I 7-6-8

This course presents information regarding disorders of the cardiac, respiratory, hematological, musculoskeletal, integument, renal systems and the surgical client. This course will provide the student with the opportunity to apply nursing knowledge in the clinical setting. Geriatrics, nutrition, diet therapy, pharmacologic, and psychosocial aspects are integrated. *Prerequisites: Grade of "C" or higher in previous nursing courses and departmental math competency.*

NUR-215 Adult Medical-Surgical II -
Including IV Therapy 7-5-8

This course presents information regarding disorders of the gastrointestinal, endocrine, neurological, sensory, immune, reproductive systems, and the client with an IV infusion. This course will provide the student with the opportunity to apply nursing knowledge in the clinical setting. Geriatrics, nutrition, diet therapy, pharmacologic, and psychosocial aspects are integrated. *Prerequisites: Grade of "C" or higher in all of the previous nursing courses and math competency.*

NUR-225 Maternal and Pediatric Nursing 7-4-8

This course involves the study of nursing care of mother and infant during antepartal, intrapartal, and postpartal periods. The pathophysiology of common diseases of children is included. Nutrition, pharmacology, and the nursing process are integrated throughout the course. The clinical component gives the student opportunity to incorporate the theory into practice. *Prerequisite: Grade of "C" or higher in all of the previous nursing courses.*

NUR-230 Community/Mental Health Nursing 2-2-1

This course covers community nursing and emphasizes wellness, prevention and teaching of good health. It will also lead to a development of knowledge and skills necessary to provide basic mental health nursing care to patients who demonstrate common mental problems. Maintenance and restoration of health is included. Pharmacological aspects are integrated. *Prerequisite: Grade of "C" or higher in all of the previous nursing courses.*

NUR-240 Management 1-1-0

This course involves the discussion of various leadership styles and techniques, not only as an individual but as a team leader. It emphasizes the student's need for a variety of management skills, as the graduate prepares to work with the interdisciplinary needs of patient, family and staff. Guidelines for effective resumes, job interviews, and the preparation for the NCLEX comprise the other areas of concern of this course. *Prerequisite: Grade of "C" or higher in all of the previous nursing courses.*

(OTA) OCCUPATIONAL THERAPY ASSISTANT

OTA-100 Occupational Therapy Foundations 4-4-0

This course is an introduction to occupational therapy, its history, philosophies, values, and ethics. Life-style choices and work, play, and leisure as they relate to health and lifetime wellness and occupational therapy will be explored. The occupational therapy process and role delineation of various occupational therapy personnel will be explained. Activity analysis, medical terminology and Uniform Terminology will be introduced. *Prerequisite: Admission into the OTA program.*

OTA-110 Dynamics of Human Movement 4-3-2

This course is a study of biomechanical, neurological, and sensory components of human movement as required for life roles. Assessment, treatment and communication skills will be learned through extensive hands-on and problem solving activities. *Prerequisite: Admission into the OTA program.*

COURSE DESCRIPTIONS

(OTA)

Cr Hrs-Lec-Lab

X = Variable

OTA-130 Principles of Neuroscience

2-2-0

This course focuses on the principles of neurological development as they relate to the occupational therapy assistant practice. Concepts of neurological development and functioning, motor learning, reflex development and integration, and the impact of illness and disease related to neurological deficits will be covered. *Prerequisite: Admission into the OTA program.*

OTA-200 Therapeutic Design

3-1-4

This course focuses on fundamental design and construction techniques for adaptation in areas of occupation. Personal adaptive equipment, assistive technologies and environmental adaptations will be explored. Topics include: basic splinting skills, care and fitting of prosthetic devices, design of seating and positioning systems, and issues of community mobility and driving. *Prerequisite: Grade of "C" or higher in all of the previous OTA required courses.*

OTA-210 Occupational Therapy in
Early Development

4-3-2

This course is an exploration of the physical, perceptual, cognitive and psychosocial developmental sequence from birth through late adolescence. Normal and abnormal development will be introduced along with occupational therapy evaluations and interventions. Family, social, and legal issues and support services for this population will be explored. *Prerequisite: Grade of "C" or higher in all of the previous OTA required courses.*

OTA-211 Practicum I

1-1-X

This course encompasses clinical observation in various settings as assigned by instructor. Students will be responsible for transportation and expenses related to this course. *Prerequisite: Grade of "C" or higher in all of the previous OTA required courses.*

OTA-220 Occupational Therapy in Mental Health

4-3-2

This course focuses on the psychosocial issues related to the practice of occupational therapy. The relevance of occupation and goal directed activity in mental health will be explained. Evaluation and treatment techniques for individuals and groups will be practiced. *Prerequisite: Grade of "C" or higher in all of the previous OTA required courses.*

OTA-230 Therapeutic Media

3-2-2

Various types of therapeutic media as seen in occupational therapy service settings will be utilized. Students will have the opportunity to enhance their activity analysis, communication and professional behavior skills. Opportunities to conduct simulated individual and group treatment sessions will be provided. *Prerequisite: Grade of "C" or higher in all of the previous OTA required courses.*

OTA-240 Occupational Therapy in
Physical Dysfunction

5-3-4

This course is a study of physical dysfunction. Disease etiology, progression, and prognosis as related to occupational therapy practice will be covered. Theories of assessments and interventions will be demonstrated. Students will have the opportunity to utilize various types of adaptive equipment, assistive technology and strategies to adapt, compensate, or restore function. *Prerequisite: Grade of "C" or higher in all of the previous OTA required courses.*

OTA-241 Practicum II

1-1-X

This course encompasses clinical observation in various settings assigned by the instructor. Students will be responsible for transportation and expenses related to this course. *Prerequisite: Grade of "C" or higher in all of the previous OTA required courses.*

COURSE DESCRIPTIONS

(OTA-PHL)

Cr Hrs-Lec-Lab
X = Variable

OTA-250 Occupational Therapy in Adult Development 4-3-2

This course focuses on occupational therapy assessment and interventions related to human growth and development from early adulthood to death. Normal and pathological conditions associated with aging will be discussed. Students will have opportunities for direct observation and interaction. *Prerequisite: Grade of "C" or higher in all of the previous OTA required courses.*

OTA-260 Occupational Therapy in Vocational Settings 3-2-2

The focus of this course is occupational therapy as utilized by vocational and vocational rehabilitation settings. Concepts of ergonomics and work hardening will be learned. Laboratory experiences will provide the opportunity for students to fabricate, modify, and utilize various types of equipment. *Prerequisite: Grade of "C" or higher in all of the previous OTA required courses.*

OTA-270 Seminar 1-1-0

This course will cover selected topics related to practice. Topics will include community and professional resources, occupational therapy specialty areas, professional development, legal issues and ethics. *Prerequisite: Grade of "C" or higher in all of the previous OTA required courses.*

OTA-280 Practice Applications 5-3-4

The focus of this course is management, research, supervision, program planning, lifetime learning, and treatment strategies as related to the Occupational Therapy Assistant. Extensive written and oral communication opportunities will be provided. *Prerequisite: Grade of "C" or higher in all of the previous OTA required courses.*

OTA-285 Practicum III 6-0-18 (Clinical)

This course is comprised of a supervised clinical practice experience in a setting assigned by the instructor. The equivalent of full time clinical practice will be assigned. Students will be provided with specific placement prior to registration for this course. Students will be responsible for their own housing, transportation and other expenses related to this course. *Prerequisite: Grade of "C" or higher in all of the previous OTA required courses.*

OTA-286 Practicum IV 6-0-18 (Clinical)

This course is comprised of a supervised clinical practice experience in a setting assigned by the instructor. The equivalent of full time clinical practice will be assigned. Students will be provided with specific placement prior to registration for this course. Students will be responsible for their own housing, transportation and other expenses related to this course. *Prerequisite: Grade of "C" or higher in all of the previous OTA required courses.*

(PHL) PHILOSOPHY

PHL-101 Introduction to Philosophy 3-3-0

This course examines the major western philosophers and philosophical ideas and their place in contribution to the development of western culture. This course specifically examines the aesthetic experience and practices creative philosophical skills with applicability to general life and work experiences. *Prerequisite: Grade of "NC" or higher in ENG 050 or higher, or satisfactory score on the English placement assessment for entry into ENG 101.*

PHL-105 Introduction to Ethics 3-3-0

This course is an investigation of the morals and values confronting the individual and society and an examination of the major systems, both traditional and modern, of ethical thought. An analysis of current topics will include the nature of morality and ethics and the criteria for evaluating actions. *Prerequisite: Grade of "NC" or higher in ENG 050 or higher, or satisfactory score on the English placement assessment for entry into ENG 101.*

COURSE DESCRIPTIONS

(PHL-PHY)

Cr Hrs-Lec-Lab

X = Variable

PHL-110 Religions of the World 3-3-0

This course explores religion as a significant part of human experience and introduces the student to the historical development and the current beliefs and practices of diverse religious traditions in the United States and around the globe.

PHL-120 Introduction to the New Testament 3-3-0

This introductory course to the New Testament emphasizes its literary structure and development, the philosophical themes which run through it and the larger historical world from which it emerged. No previous familiarity with the New Testament is expected.

(PHY) PHYSICS

PHY-100 Introduction to Astronomy 4-3-2

This course provides an introduction to basic astronomy. Students will learn about the composition, dynamics, and evolution of planets, stars, and the universe. Laboratory activities will give students the opportunity to demonstrate physics principles presented in lecture. One evening field trip required. This course is designed for non-science majors. *Prerequisite: "C" or better in MTH 110 or equivalent score on the Placement test.*

PHY-101 Physical Science 4-3-2

This course is a survey of the physical sciences, designed for non-science majors and elementary education majors. Students will work with the scientific method and its applications in the physical sciences: earth science, astronomy, chemistry, meteorology and physics. *Prerequisite: NC or better in MTH 050 or equivalent score on a placement exam.*

PHY-105 Introduction to Physics 4-3-2

This course provides an introduction to basic physics. Students will apply the principles of mechanics, energy, waves, matter and atomic theory. Laboratory activities will give students the opportunity to demonstrate physics principles presented in lecture. This course is designed for non-science majors. *Prerequisite: C or better in MTH 110 or equivalent score on the Placement Test.*

PHY-110 Introduction to Geology 4-3-2

This course is an introduction to basic geology. Students will learn about the principles and applications of mineralogy, petrology, structural geology, geomorphology, and historical geology. Laboratory skills necessary for the study of geology will be introduced. *Prerequisite: NC or better in MTH 050 or equivalent score on the Mathematics Placement Assessment test for entrance into MTH 110.*

PHY-120 General Physics I 4-3-2

This is an algebra based physics course. Students will learn about the principles and applications of mechanics, wave motion, and heat. Laboratory activities will give students an opportunity to demonstrate physics principles presented in lecture. This course is designed for earth science, biology, health and medical majors. *Prerequisite: Grade of "C" or better in MTH 130 or equivalent (MTH 131 recommended).*

PHY-130 General Physics II 4-3-2

This is an algebra based physics course. Students will learn about the principles and applications of electromagnetism, optics, and modern physics. Laboratory activities will give students the opportunity to demonstrate physics principles presented in lecture. This course is designed for earth science, biology and medical majors. *Prerequisites: Grade of "C" or better in MTH 130 (MTH 131 recommended) and PHY 120 or permission of instructor.*

COURSE DESCRIPTIONS

(PHY-PLS)

Cr Hrs-Lec-Lab

X = Variable

PHY-140 Technical Physics 4-2-4

This course entails a survey of basic physics for students majoring in technical fields. Students will learn how the concepts of force, work, rate, resistance, energy, power, and force transformation are related to mechanical, fluid, thermal, and electrical systems. Laboratory activities give the students an opportunity to demonstrate physics principles presented in lecture. *Prerequisite: Grade of "C" or better in MTH 110, or MTH 125, or equivalent test score.*

PHY-220 Physics for Engineers and Scientists I 5-4-2

This is a calculus based physics course. Students will learn about the principles and applications of mechanics, wave motion and heat. Laboratory activities will give students the opportunity to develop the basic skills in data collection and analysis required in physics. This course is designed for pre-engineering, physics, chemistry and pre-med majors. *Prerequisite: Grade of "C" or better in MTH 140.*

PHY-222 Physics for Engineers and Scientists II 5-4-2

This course is a continuation of the calculus based physics course. Students will learn about the principles and applications of electromagnetism and optics. Laboratory activities will give students the opportunity to develop the basic skills in data collection and analysis required in physics. This course is designed for pre-engineering, physics, chemistry and pre-med majors. *Prerequisite: Grade of "C" or better in MTH 140.*

(PLS) POLITICAL SCIENCE

PLS-101 American Government and Politics 3-3-0
and Politics

This course is an introduction to the origin, organization and policy of the United States and state government. The course fulfills Missouri state law requiring instruction in the Constitutions of the United States and Missouri.

PLS-102 Missouri Government and Constitution 1-1-0

This course is restricted to transfer students only, dealing with functions, organizations and documentation of Missouri state and local government. Students will be assigned special topics and investigations into state political structures and operations. *Prerequisite: PLS 101 or equivalent. Out of state transfer students only.*

PLS-103 Introduction to American Public Policy 3-3-0

This course deals with the process of policy formulation and with the historical development of specific public policies in such fields as economics, foreign affairs, education, business and labor, social welfare, criminal justice, health and environment. *Prerequisite: PLS 101.*

PLS-201 International Relations 3-3-0

This course is a study of international relations, international behavior, and the role of the nation-state within the international system. Areas of concentration include foreign policy, major social and political forces at work in the contemporary world, theories of international relations, nationalism, and conflict/cooperation. *Prerequisite: PLS 101.*

PLS-250 The Politics of the Environment 3-3-0

Environmental politics provides an in-depth analysis of the domestic and global dimensions of environmental issues, including air and water pollution, hazardous waste, stratospheric ozone depletion, global warming, the green-house effect, population policy, and alternative energy systems. This course will focus on the political interactions within and across nation-states in dealing with environmental problems. *Prerequisite: PLS 101.*

COURSE DESCRIPTIONS

(PLS-PSY)

Cr Hrs-Lec-Lab

X = Variable

PLS-255 Environmental Laws and Regulations 3-3-0

This course provides an introduction to hazardous waste regulations, solid waste management programs, the Clean Air Act, OSHA regulations, the Clean Water Act, environmental audits, remediation technology, and issues relating to the impact of environmental laws on society.

(PSY) PSYCHOLOGY

PSY-100 Psychology of Personal Adjustment 3-3-0

This course introduces the psychological principles that contribute to the well-adjusted personality. It explores how to integrate these principles into an explanation of human adjustment and apply them to stress and mood management, human relationships, self-esteem and personal adjustment.

PSY-110 Introduction to Psychology 3-3-0

This course provides an introduction to psychology including history and systems, physiology, human growth and development, sensation and perception, learning, memory, emotion, motivation, personality, adjustment, psychopathology, industrial and social psychology.

PSY-130 Life Span Developmental Psychology 3-3-0

This course is a study of principles of physical, emotional, and social development, from conception through death. *Prerequisite: PSY 110 recommended.*

PSY-210 Research Methods in Psychology 3-3-0

This course will explore the basic principles underlying the design of empirical studies and the relationship between research design and statistical analysis. It will familiarize students with a variety of basic research methods and the mechanics and structure of empirical journal articles. Students will design and conduct a research project. *Prerequisites: PSY 110, ENG 101, MTH 105 or higher.*

PSY-255 Psychology of Work Behavior 3-3-0

This course provides an introduction to the concepts used in industrial and organizational psychology. Specifically, employee selection, performance appraisal, training, motivation, workplace health, and consumers behavior will be included. *Prerequisite: PSY 110 or permission of instructor.*

PSY-260 Child Psychology 3-3-0

This course is a study of the theories of the child from conception to adolescence from the psychological viewpoint. Personality, physical, mental, social, and cultural development of the child in the formative years will be traced. Special influences, such as abuse and discipline, will be included. *Prerequisite: PSY 110.*

PSY-265 Psychology of Adolescents 3-3-0

This course examines the life-cycle changes and issues of the transition from childhood to adulthood. Focus will be on the teenage years and the transition into adulthood. The course includes historical origins, developmental changes, and issue areas such as attitudes, interests, and socialization specific to adolescence. *Prerequisite: PSY 110.*

PSY-270 Psychology of Aging 3-3-0

This course explores the mental, biological, physical, emotional, social and personality development as one ages, as well as mental health and coping. It considers psychological changes in adulthood, middle age and late adulthood. *Prerequisite: PSY 110.*

COURSE DESCRIPTIONS

(PSY-PTA)

Cr Hrs-Lec-Lab
X = Variable

PSY-275 Consumer Psychology 3-3-0

This course provides an introduction to the concepts used in consumer psychology. This course explores such concepts as buying habits of consumers, advertising styles of organizations, and the methods of interactions between them. *Prerequisite: PSY 110.*

PSY-280 Social Psychology 3-3-0

This course provides an introduction to the psychology of social behavior. Systematic consideration of such concepts as social influence, conformity and deviation, social attitudes and prejudice, socialization and personality, communication and propaganda, morals, ethics, and qualities of leadership are included. *Prerequisite: PSY 110 or permission of instructor.*

PSY-285 Abnormal Psychology 3-3-0

This course provides an introduction to psychological pathology. This course encompasses an examination of deviant behavior from both the historical and the present by the study of etiology, description, classification, and psychotherapy as each relates to abnormal behavior. *Prerequisite: PSY 110 or permission of instructor.*

(PTA) PHYSICAL THERAPIST ASSISTANT

PTA-100 Introduction to Physical
Therapist Assistant 2-2-0

This course provides an introduction to the role and scope of practice of the Physical Therapist Assistant. Emphasis will be on educational preparation, historical overview of physical therapy in the healthcare system, professional affiliations, structure and function of physical therapy services, ethical and legal issues in healthcare and the demographics of disability. This course also provides an introduction to a self-study program in medical terminology. *Prerequisite: Admission to the PTA program.*

PTA-140 Basic Neuroscience and
Motor Development 1-1-X

This course focuses on principles of neuroanatomy, neurophysiology, motor behavior, motor development and motor learning. *Prerequisite: Acceptance into the PTA or OTA program.*

PTA-200 Therapeutic Procedures 5-3-6

This course is an introduction to patient care activities, fundamentals of patient handling, data collection, infection control procedures, wound management and environmental safety as related to physical therapy. *Prerequisite: Grade of "C" or higher in all of the previous Physical Therapist Assistant courses.*

PTA-210 Clinical Education I 1-0-X

This course entails an initial one-week observation experience in a physical therapy clinic to gain an overview of the practice of physical therapy in the contemporary healthcare environment. *Prerequisites: Admission to PTA program and Grade of "C" or higher in all of the previous Physical Therapist Assistant courses.*

PTA-220 Physical Agents and
Therapeutic Massage 4-3-3

This course is a study of the use of physical agents and massage in the practice of physical therapy for the relief of pain and inflammation and the facilitation of motor function. The course includes techniques of application, indications, contraindications, precautions, and conditions for which treatment is provided. *Prerequisite: Grade of "C" or higher in all of the previous Physical Therapist Assistant courses.*

COURSE DESCRIPTIONS

(PTA-RDG)

Cr Hrs-Lec-Lab

X = Variable

PTA-225 Clinical Kinesiology 5-4-3

The focus of this course includes principles of motion, body movements, muscle actions, and joint mechanics in relation to human movement. Principles of anatomical and biomechanical analysis as related to normal movement and modified by pathological conditions are included. *Prerequisite: Admission to the PTA program.*

PTA-230 Therapeutic Exercise I / Orthopedic and Cardiopulmonary Conditions 4-3-3

This course provides an introduction of basic exercise principles and the application to musculoskeletal and cardiopulmonary conditions commonly encountered in physical therapy practice with discussion, demonstration, and practice of therapeutic exercise interventions designed to improve musculoskeletal or cardiopulmonary function. *Prerequisite: Grade of "C" or higher in all of the previous Physical Therapist Assistant courses.*

PTA-240 Therapeutic Exercise II / Neurologic Conditions 3-2-3

This course provides an introduction of basic therapeutic intervention strategies for patients with neurologic conditions commonly encountered in physical therapy practice. Discussion, demonstration, and practice of therapeutic interventions and compensatory strategies for impaired function are included. *Prerequisite: Grade of "C" or higher in all of the previous Physical Therapist Assistant courses.*

PTA-250 Clinical Education II 3-0-X

This course entails a two-week, full-time, supervised clinical experience at each of two healthcare facilities in which there will be active student participation in patient care consistent with the completed academic coursework. *Prerequisite: Grade of "C" or higher in all of the previous Physical Therapist Assistant courses.*

PTA-260 Professional Behaviors for the PTA 3-2-3

This course is designed to facilitate the student's exploration of healthy life style behaviors as he/she prepares to become a healthcare provider. This course also provides an introduction to the concepts of individual differences, communication skills, and the psychology of disability and professional behavior within the healthcare delivery system. *Prerequisite: Admission to the PTA program.*

PTA-270 Selected Topics 2-2-0

This course is comprised of selected topics in physical therapy to complement prior course work and to respond to student and faculty (academic and clinical) identified requests for additional information. Clinical topics may include: advanced wound topics, chronic pain, orthotics, prosthetics, and other contemporary issues encountered in physical therapy delivery systems. *Prerequisite: Grade of "C" or higher in all of the previous Physical Therapist Assistant courses.*

PTA-280 Clinical Education III 10-0-X

This course is comprised of a six-week, full-time, supervised clinical experience at each of two healthcare facilities. One facility must be an acute general hospital setting. Prior completion of academic coursework will allow integration of classroom and clinical experiences with refinement of assessment, communication, and treatment skills. *Prerequisite: Grade of "C" or higher in all of the previous Physical Therapist Assistant courses.*

(RDG) READING

RDG-040 Reading Comprehension 3-3-0

Students will be actively engaged with a tutor in an individualized program that will build vocabulary, increase comprehension, and make reading easier and more enjoyable. Progress will be measured through pre- and post-testing, completion of coursework, and tutor observation. If students successfully complete this course but still are not reading

COURSE DESCRIPTIONS

(RDG-RST)

Cr Hrs-Lec-Lab
X = Variable

at a 12th grade level, they may repeat the course. *Prerequisite: Required based on placement testing (COMPASS, ACT, ASSET).*

RDG-050 Introduction to College Reading 3-3-0

This course will help students develop college reading skills. By developing critical reading strategies for specific college courses students will be able to meet the reading demands of college-level courses. Critical reading and thinking, vocabulary development, literal and critical comprehension, and organization of written material will be stressed.

RDG-100 College Vocabulary 1-0-2

This course is designed for students who want to expand their college level vocabulary skills through the study of word origins and word parts including prefixes, roots, suffixes and word families. Students will be introduced to vocabulary essential to understanding basic concepts required in general education courses. Students will be assisted in expanding both their word comprehension and written expression. This course is self-paced and computer-assisted. An instructor in the Speckman Tutoring & Learning Center will assist students in their course of study on a flexible schedule. Enrollment is open until midterm. *Prerequisite: Satisfactory score on the Reading placement assessment.*

RDG-105 College Learning Strategies 3-3-0

This course teaches strategies that will help students succeed in college course work. Students will develop personal learning strategies for various courses. Topics include comprehending college material, integrating new information with prior knowledge for memory, and evaluating written material. The relationship between reading and writing is emphasized. *Concurrent enrollment in a 100 level or above course is recommended.*

RDG-106 Technical Reading 3-3-0

Students will work on comprehending and applying critical reading and thinking to occupational and workplace literature. Topics will include reading workplace materials including manuals, memos, letters, reports, proposals, and graphs, charts and tables. Textbook reading, test taking, and vocabulary strategies for technical coursework will also be taught.

(RST) RESPIRATORY THERAPY

RST-105 Cardiopulmonary Anatomy and Physiology 3-3-0

This course is a study of the gross anatomy and microscopic anatomy of the pulmonary and cardiac systems. Electrophysiology of the heart, mechanics of ventilation, gas transport, and neurochemical control of ventilation are presented. *Prerequisite: BCS 120 or BCS 140.*

RST-210 Respiratory Equipment and Therapeutics 3-3-0

This course will focus on gas laws, aerosol, humidity, chest physiotherapy, IPPB, and medical gas therapy. *Prerequisite: Acceptance into the Respiratory Therapy program.*

RST-215 Respiratory Pharmacology 2-2-0

Concepts of basic drug science and their application to respiratory drugs, including bronchodilators, corticosteroids, mucokinetic agents, and antibiotics will be covered. The student is also introduced to other drugs commonly used by pulmonary patients. *Prerequisite: Acceptance into the Respiratory Therapy program.*

RST-223 Mechanical Ventilation 4-4-0

This course will focus on the management of ventilatory failure, including ventilator commitment, blood gas management, and weaning. Operation of common ventilators and various techniques of mechanical ventilation are presented. *Prerequisite: Grade of "C" or higher in all of the previous Respiratory Therapy courses.*

COURSE DESCRIPTIONS

(RST)

Cr Hrs-Lec-Lab

X = Variable

RST-226 Cardiopulmonary Diagnostics 4-4-0

This course will focus on patient assessment techniques, chest x-ray interpretation, pulmonary function and blood gas analysis. *Prerequisite: Grade of "C" or higher in all of the previous Respiratory Therapy courses.*

RST-228 Pulmonary Diseases 3-3-0

This course is a survey of pathological disorders of the lungs. Etiology, pathophysiology, clinical manifestations and treatment are covered for each disease. *Prerequisite: Grade of "C" or higher in all of the previous Respiratory Therapy courses.*

RST-240 Pediatric Respiratory Therapy 3-3-0

This course includes fetal development, high risk anticipation, newborn assessment and care, neonatal and pediatric respiratory diseases and therapies, monitoring, airway care, mechanical ventilation, and home care. *Prerequisite: Grade of "C" or higher in all of the previous Respiratory Therapy courses.*

RST-242 Applied Cardiopulmonary Pathology 3-3-0

This course is a study of techniques used to monitor and treat the pathophysiological processes encountered in respiratory care. The course includes the evaluation of cardiac output, intravascular pressures, and tissue oxygenation. *Prerequisite: Grade of "C" or higher in all of the previous Respiratory Therapy courses.*

RST-251 Special Procedures in
Respiratory Care 2-2-0

The focus of this course will be on assisting the physician with bronchoscopy, thoracentesis, tracheotomy, chest tube insertion, invasive cardiac monitoring, pulmonary rehabilitation, quality control procedures, and equipment evaluation. *Prerequisite: Grade of "C" or higher in all of the previous Respiratory Therapy courses.*

RST-253 Advanced Respiratory Therapy Theory 2-2-0

This course is an analysis of therapeutic procedures to achieve and maintain a patent airway, adequate ventilation and oxygenation, and removal of broncho-pulmonary secretions. *Prerequisite: Grade of "C" or higher in all of the previous Respiratory Therapy courses.*

RST-281 Clinical Practicum I 4-0-0

This course provides practical experience in the hospital setting, medical gas therapy, chest physiotherapy and IPPB therapy. *Prerequisite: Acceptance into the Respiratory Therapy Program.*

RST-282 Clinical Practicum II 8-0-0

This course focuses on critical care, mechanical ventilation, arterial blood gases, and departmental specialty areas. *Prerequisite: Grade of "C" or higher in all of the previous Respiratory Therapy courses.*

RST-283 Clinical Practicum III 8-0-0

This course provides practical experience in critical care, neonatal, medical, pediatric and surgical intensive care patients. Practical experience in special procedures and department management skills is also included. *Prerequisite: Grade of "C" or higher in all of the previous Respiratory Therapy courses.*

COURSE DESCRIPTIONS

(SOC-SPN)

Cr Hrs-Lec-Lab
X = Variable

(SOC) SOCIOLOGY

SOC-101 Introduction to Sociology 3-3-0

This course is an inquiry into the nature of society, the foundation of group life, institutions, structure of society, and the role of the individual as a group member. Emphasis on implications for social change is encouraged.

SOC-200 Cultural Diversity 3-3-0

This course is designed to broaden the student's awareness of the cognitive knowledge and skill necessary to effectively interact with and/or serve a culturally diverse population. This course will focus on contemporary issues of gender, class, race, sexual orientation, religious and ethnic experiences in American life. The course will develop skills in recognizing diversity within social systems from a tri-dimensional perspective: individual, group and organizational. This course requires a student to understand the organizational and managerial aspects of cultural diversity in order to compete within the workplace and within our global world. *Prerequisite: SOC 101.*

SOC-210 Urban Sociology 3-3-0

This course is an inquiry into the origin and practice of urban sociology. The course explores theories of urbanization, urbanization of the United States, contemporary urban problems, and global urban development. This course partially fulfills Social/Behavioral Science requirement. *Prerequisite: SOC 101.*

SOC-225 Sociology of Family 3-3-0

This course is an exploration into the structural diversity of family including social construction and historical change, social location, current issues in marriage and family, and the family as a primary group of interpersonal relationships structured by gender roles. *Prerequisite: SOC 101.*

SOC-250 Service Learning in the Community:
Making Sociology Real 3-1-4

This course combines community service with classroom instruction to develop the student's critical and reflective thinking skills. Students are involved in a process of volunteering, journaling and reflecting that is meaningful for advancing sociological understanding as well as making a difference in the community and the student's personal life. *Prerequisite: SOC 101.*

(SPN) SPANISH

SPN-101 Beginning Spanish I 3-3-0

This course covers the essentials of pronunciation, verb construction, vocabulary, and speech patterns through aural-oral practice. This course serves as introduction to Spanish speaking cultures. Class will be conducted in Spanish to the extent that is practical.

SPN-102 Beginning Spanish II 3-3-0

This course is a continuation of Beginning Spanish I. Pronunciation, verb construction, vocabulary and speech patterns will be emphasized. This course serves as introduction to Spanish-speaking cultures. Class will be conducted entirely in Spanish. *Prerequisite: Grade of "C" or better in SPN 101 or permission of instructor.*

SPN-201 Intermediate Spanish I 3-3-0

This course will emphasize improving pronunciation, verb construction, vocabulary and speech patterns. It introduces students to Spanish composition and Spanish literary forms. The class will be conducted entirely in Spanish. *Prerequisite: Grade of "C" or better in SPN 102 or permission of instructor.*

COURSE DESCRIPTIONS

(SPN-SSM-SUR)

Cr Hrs-Lec-Lab

X = Variable

SPN-202 Intermediate Spanish II 3-3-0

This course is a continuation of Intermediate Spanish I. Students will be able to improve pronunciation, verb construction, vocabulary and speech patterns. Students will start spontaneous conversation, write more compositions and read short stories and poetry. The class will be conducted entirely in Spanish. *Prerequisite: Grade of "C" or better in SPN 201 or permission of instructor.*

SPN-205 Conversational Spanish 3-3-0

The primary objective of the course is to develop the student's competency in communicating through the spoken medium. Students will engage in conversation and role playing at a formality level appropriate to their language knowledge. Class may also meet in real settings; such as, a restaurant, a hospital, a Hispanic neighborhood, etc. Emphasis on idiomatic expressions used in daily speech, pronunciation, and vocabulary building. *Prerequisites: Grade of "C" or better in SPN 202 or concurrent enrollment or permission of instructor.*

(SSM) SOPHOMORE SEMINAR

SSM-201 Sophomore Seminar 3-3-0
(Subtitled with the focus of the particular section)

In this course, students will apply critical thinking, analytical reading, valuing, and information management skills to topics across the general education curriculum. Each section of this course may focus upon a different and specific topic, as indicated in the title for that course section. A seminar format requiring independent work, intellectual creativity, and academic rigor is used to enhance the students' transition to upper level college work. *Prerequisites: Minimum of 28 hours in the Gen. Ed. Transfer block must include ENG 102 OR ENG 150 (or concurrent enrollment), CIS 101 AND MTH 110 (or higher). Additional prerequisites may be required for certain sections. ADVISOR APPROVAL MUST BE OBTAINED TO REGISTER.*

(SUR) SURGICAL TECHNOLOGY

SUR-105 Operating Room Technique I 6-5-3

This course introduces students to surgical asepsis, communication, surgical instrumentation, and basic lab skills. *Prerequisites: Admission to Surgical Technology program; Grade of "C" or higher in BCS 120, BCS 200, and HIT 191.*

SUR-106 Operating Room Technique II 6-5-3

This course introduces students to anesthesia concepts, hemostasis, positioning, wound closure materials, potential complications, infection, wound healing, and death and dying. This includes more advanced lab skill procedures. *Prerequisite: Grade of "C" or higher in SUR 105.*

SUR-110 Pharmacology for Surgical Technologists 2-2-0

This course introduces basic pharmacology including mathematics, drug regulation and administration. The student is introduced to medications commonly used in surgery and will learn how to safely prepare drugs for administration. Anesthetic agents and concepts are taught to give the student a more complete picture of surgical patient care. *Prerequisite: Admission to the Surgical Technology program.*

SUR-120 Surgical Procedures I 8-5-X

This course is designed to instruct the learner to identify the operative sequence for surgical procedures. Emphasis is placed on surgical anatomy, equipment, and supplies needed for each procedure and surgical sequence. Areas studied

COURSE DESCRIPTIONS

(SUR-TEC-THR)

Cr Hrs-Lec-Lab
X = Variable

include general surgery, gastrointestinal surgery, obstetrics and gynecology, genitourinary, ophthalmic, ear and nose, and laser surgeries. Students will be assigned to cases in the operating room where they will learn to become proficient in their skills. Sterile technique will be practiced. *Prerequisites: Grade of "C" or higher in SUR 106 and SUR 110.*

SUR-121 Surgical Procedures II 8-5-X

This course is designed to instruct the learner to identify the operative sequence for surgical procedures. Emphasis is placed on surgical anatomy, equipment, and supplies needed for each procedure and surgical sequence. Areas studied include thoracic, orthopedics, plastic, vascular, cardiac, throat, neurosurgery, pediatric, geriatric, and trauma surgeries. Students will be assigned to cases in the operating room where they will learn to become proficient in their skills. Sterile technique will be practiced. Students will be assigned to more advanced cases. *Prerequisite: Grade of "C" or higher in all of the previous Surgical Technology courses.*

(TEC) TECHNICAL EDUCATION CURRICULUM

TEC-285 Occupational Seminar 1-1-0

Instruction for this course includes career identification, self-assessment, resume' development, preparation of cover letters, completion of applications for local jobs, learning the on-line employment application process, research of local companies, jobs available, and current salary ranges, job searching techniques and tools, interviewing skills, follow-up steps after the job interview, and on-the-job performance expectations. *Prerequisite: Minimum of 30 hours toward degree program or advisor's approval.*

(THR) THEATER

THR-101 Introduction to Theater 3-3-0

This course provides an introduction to the western theatrical and cultural tradition. In addition to learning to recognize and explain theater from the major periods and styles in the western tradition, students also practice describing and reflecting upon their experience of particular works, and investigate the creation of theater. The course emphasizes the study of live performance as one of the living arts and stresses the applicability of the course materials to general life and work situations.

THR-110 Acting Fundamentals 3-2-2

This course is designed to introduce the student to the fundamentals of acting and make the student a more informed observer of the acting experience. The course will also serve as an introduction to the fundamental rehearsal process culminating in the performances of selected scenes. Attendance at live theatre productions required.

THR-115 Introduction to Script Analysis 3-3-0

This course is designed as an introduction to analysis of the script and its translation from page to performance through an examination of the relationships of directors, designers, performers and audience in the rehearsal process and theatrical performance.

THR-116 Introduction to Performance Studies 3-3-0

Students will infuse scholarly research with artistic practice in exploration of performance. The course uses the study of cultural performance, including ritual, socio-cultural, and artistic performances as a means of broadening cultural awareness and cultural literacy. This course offers a broad understanding of performance as a subject and method of study. It also develops life-long skills such as information-gathering, reasoning and synthesizing abilities which contribute to an understanding of self, culture and society.

COURSE DESCRIPTIONS

(THR-TLC)

Cr Hrs-Lec-Lab

X = Variable

THR-120 Acting I 3-2-2

This course introduces the basic skills of actor performance which include using the body and voice as tools and working cooperatively and efficiently with others. While various acting theories will be introduced, the Stanislavski System will be emphasized as the main theoretical basis and a shared vocabulary for the development and evaluation of in-class performances. The student will explore the interrelation of their onstage and offstage performances, drawing upon their own life experience as a basis for creating characters for the stage. Attendance at live theatre productions is required.

THR-121 Acting II 3-2-2

This course expands on the basic skills of actor performance learned in Acting I. Students will increase their language of the theatre. More complex theories of acting will be addressed. Attendance at live theatre productions required. *Prerequisite: THR 120 with a grade of "C" or higher or Division Chair's permission.*

THR-125 Beginning Playwriting 3-3-0

In this introductory course, students will learn specific techniques, practical exercises, and methods from award winning playwrights. This course is designed to work with the basic building blocks of dramatic structure, explore character development, analyze the elements of good dialogue writing, research how to get plays published and explore marketing tools to make a play a best seller. The course includes candid exploration of famous plays. Staged readings of the student's original work from the class will be held during finals and open to the public.

THR-130 Introduction to Theatrical Design and Technical Theatre 3-1-4

In this hands-on course students will gain an understanding of the duties of the scenic, costume, lighting, and sound designers and all related production members. Students will learn about the working relationships between designers and other members of the production and how the theatrical product moves from concept to realization onstage. Students will learn about physical theatre spaces, as well as design fundamentals that are applicable to each of the design areas.

THR-215 Introduction to Stage Directing 3-2-2

The intent of Introduction to Stage Directing is to study the principles, procedures, and practices of stage direction. Students will learn how to select, analyze, and conceptualize a play script. They will learn how to research the text and develop a prompt book for rehearsal. They will learn the basics of staging through a variety of exercises in which they will direct and be directed by their classmates. Finally, they will cast, rehearse, and present a ten minute play of their choosing for public performance. *Prerequisite: THR 115 and THR 120 with a grade of "C" or higher or Division Chair's permission.*

(TLC) **SPECKMAN TUTORING AND LEARNING CENTER**

TLC-011 Computer Basics 1-0-2

This course will provide a brief introduction for students who are largely unfamiliar with computers. Computer Basics will introduce students to the very basic use of word processing and the management of files created. Students will learn how to write and send e-mail, search the Internet, and will become familiar with the variety of directories available on the desktop. A step-by-step approach will be used to give students the important computer skills needed for college course work. Students should report to the Speckman Tutoring & Learning Center to develop a course completion plan. Enrollment in this course is open until midterm.

COURSE DESCRIPTIONS

(TLC)

Cr Hrs-Lec-Lab X = Variable

TLC-022 Study Strategies for College 1-0-2

This course is designed as a brief overview of study strategies that college students need in order to succeed in college course work. Topics covered in this course include time management, note taking, textbook reading, test taking, critical thinking, memory strategies, and health issues that affect learning. Students should report to the Speckman Tutoring & Learning Center to develop a course completion plan. Enrollment in this course is open until midterm.

TLC-023 Mathematics Study Strategies 1-0-2

This course will assist students in developing the study skills necessary for success in any mathematics course. Some of the topics include: note taking, reading a math textbook, test taking, and reducing math anxiety. This course is open to any student currently enrolled in any OTC mathematics course. Students should report to the Speckman Tutoring & Learning Center during the first week of their enrollment. Enrollment in this course is open until midterm, but it is suggested that students enroll by the fourth week of the semester. *Prerequisite: Must be concurrently enrolled in a mathematics course.*

TLC-032 Foundations of Mathematics 2-1-2

This course is recommended for the student who needs a review of the computational skills required for entering MTH 040. TLC 032 is highly individualized. At a minimum, the course covers the addition, subtraction, multiplication, and division of whole numbers, decimals, fractions, and percentages. An instructor will assist each student in a course of study and continually assess student progress. Students should report to the Speckman Tutoring & Learning Center to develop a course completion plan. Enrollment in this course is open until midterm.

TLC-034 JumpStart Mathematics I 1-0-2

The content of this course is the same as MTH 040. This course is recommended for the highly motivated, independent learner whose placement test(s) and math experience indicate the need for only a review of the MTH 040 content. MTH 040 and TLC 034 prepare the student to enter MTH 050 by introducing the necessary arithmetic foundations to build algebraic skills upon. Topics include addition, subtraction, multiplication, and division of whole numbers, integers, fractions, and decimals; percents; ratio and proportion; perimeter and area; and solving linear equations. Students should report to the Speckman Tutoring & Learning Center to develop a course completion plan. Enrollment in this course is open until midterm. *Prerequisite: To enroll, students must obtain written permission from a TLC Mathematics Instructor, TLC Director, an academic dean, or a designated academic advisor.*

TLC-035 JumpStart Mathematics II 1-0-2

The content of this course is the same as MTH 050. This course is recommended for the highly motivated, independent learner whose placement test(s) and math experience indicate the need for only a review of the MTH 050 content. Topics include solving linear and quadratic equations, multiplying and factoring polynomials, graphing linear equations, and solving systems of linear equations. Students should report to the Speckman Tutoring & Learning Center to develop a course completion plan. Enrollment in this course is open until midterm. *Prerequisite: To enroll, students must obtain written permission from a TLC Mathematics Instructor, TLC Director, an academic dean, or a designated academic advisor. The student must also meet all requirements for enrollment in MTH 050.*

TLC-041 Basic English Grammar 1-1-0

This course provides students an opportunity to review basic English language skills in preparation for college-level courses and employs a functional approach to grammar. Students learn the basics of punctuation, grammar, and sentence structure, and then apply what they have learned to their writing. Students enrolled in 100-level courses who need to review language skills are encouraged to enroll in this course as well. The class meets one time per week for 50 minutes, and additional outside work will be required. Students should report to the Speckman Tutoring & Learning Center during the first week of their enrollment. Enrollment is open until midterm, but it is suggested that students enroll by the fourth week of the semester. *This course may be offered at other OTC campuses in a self-paced format.*

COURSE DESCRIPTIONS

(TLM)

Cr Hrs-Lec-Lab
X = Variable

(TLM) TURF AND LANDSCAPE MANAGEMENT

TLM-112 Woody Ornamental Identification 4-2-4

The identification of commonly used ornamental trees, shrubs, and vines will be covered. Their special growth and maintenance requirements along with their uses in the landscape will be presented.

TLM-113 Pest Management 4-4-0

This course covers all types of agricultural pests, common diseases, identification, symptoms, life cycle and control. Other topics will include safety, application and laws. Upon successful completion of this course the student will be ready to take the test for private pesticide application, and category 3 application.

TLM-114 Environmental Stewardship 2-2-0

This course is a study of the relationship between agriculture and the environment.

TLM-145 Landcare Equipment Maintenance 4-2-4

This course provides an introduction to basic equipment maintenance, light mechanical work, engine repair, hydraulics, troubleshooting, electrical systems, oil systems, drive systems, fuel systems, lubrication, and maintenance scheduling.

TLM-180 Plant and Soil Science 4-2-4

This course deals with plant growth and development for all types of plants as well as the relationships between soils and plants, introduction to soils, nutrient availability, water holding ability, vegetative resource management, and proper application of plant foods and interpretation of soil test analysis results.

TLM-185 Irrigation Design, Installation
and Maintenance in the Landscape 3-2-2

This course will include the basics of irrigation design, installation, maintenance and troubleshooting as it pertains to the landscaping industry. Water saving technologies and sprinkler scheduling will also be included. *Prerequisites: Grade of "C" or better in MTH 110 or instructor's permission.*

TLM-190 Turfgrass Management 4-2-4

This course focuses on the construction, renovation, and maintenance of turf areas. Identification, growth requirements, use of commonly used turf grasses, irrigation and weed control will be included. Stand establishment with seeding, sod, sprigs, and plugging will be presented.

TLM-212 Greenhouse Operations and
Management 2-1-2

This course deals with all areas of greenhouse operations. Specific areas will include structures, layout, environment, plant growth and development, growth regulation, identification, propagation, growing medium, containers, cultural care, and plant nutrition.

TLM-214 Landscape Design 4-2-4

This course will include the basic principles of landscape design, plan reading, plant installation, installation methods, layout considerations, special features, and time estimating. After care and maintenance of interior and exterior landscapes will also be included.

COURSE DESCRIPTIONS

(TLM-WLD)

Cr Hrs-Lec-Lab

X = Variable

TLM-215 Landscaping Construction and Maintenance 4-2-4

This is an applied course of the basics of woody ornamental plant installation into the landscape, including timing, methods used, and aftercare. Also included will be the basic plan reading, calculation cut and fill, cost time estimating, and the use of hardscape materials.

TLM-218 Computer Designs in Landscaping 2-1-2

This course focuses on using a personal computer to complete an electronic landscape design. Digital imaging will be utilized to increase marketability of a completed design. Emphasis is placed on practical application of software to develop effective drawings for the green industry. *Prerequisites: TLM 214 and TLM 185 (or concurrent enrollment) or instructor's permission.*

TLM-220 Turf and Landscape Business Management 3-2-2

This is a basic course in the management and operations of an agricultural business. Included will be net worth, profit/loss, employee relations, credit, business management and liability. Other topics will be discussed based upon industry changes.

TLM-225 Urban Forestry 4-4-0

This course will provide students with an introduction to arboriculture and provide a basis for planning and managing of forest areas in urban settings.

TLM-235 Soils 3-2-2

This course provides an introduction to the physical, chemical and biological activities within the soil including soil genesis, morphology, development, land description, nutrient availability, water holding ability, vegetative resource management, plant growth and recreational use, fertilizer application, and soil test analysis.

TLM-280 Turf and Landscape Management Capstone 2-2-0

This course involves a comprehensive assessment of the entire turf and landscape management program. Students will apply critical thinking, decision-making and problem solving skills to a landscape project. The student must score a "C" or higher to complete the program. *Prerequisite: Completion of a minimum of 36 credit hours in the TLM program.*

TLM-290 Co-Operative Ed/ Intern/Related Elective Variable 1-3

This course encompasses a supervised work experience in the major field which provides the student with the opportunity to make practical application of the knowledge and skills attained in coursework. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisites: Completion of 30 credit hours and 2.0 GPA, or advisor's approval. Please see the Division Chair of the specific program area for application.*

(WLD) WELDING TECHNOLOGY

WLD-101 Welding Fundamentals 3-2-2

This course provides study and practice of fundamental welding processes that include oxyacetylene, metallic arc, MIG, and TIG. This does not satisfy any OTC requirements within the A.A. or A.A.S. degree programs. *This course should be taken as general elective only.*

WLD-111 Shielded Metal Arc Welding I 4-2-4

This course will introduce the student to entry level skills and knowledge of shielded metal arc welding, oxy-fuel cutting, plasma arc cutting and carbon arc gouging.

COURSE DESCRIPTIONS

(WLD)

Cr Hrs-Lec-Lab
X = Variable

WLD-112 Shielded Metal Arc Welding II 4-2-4

This course follows WLD 111 and will introduce the student to the entry level skills and knowledge of welding the various joint designs in various welding positions with the shielded metal arc welding process. *Prerequisite: WLD 111.*

WLD-113 Gas Metal and Flux Cored Arc Welding 4-2-4

This course will introduce the student to the entry level skills and knowledge of welding with the gas metal and flux cored arc welding process. WLD--114 Gas Tungsten Arc Welding 4-2-4

This course will introduce the student to the entry level skills and knowledge of welding with the gas tungsten arc welding process.

WLD-221 Advanced Shielded Metal Arc Welding 4-2-4

This course will provide the student with an in-depth study of skills and knowledge of shielded metal arc welding, oxy-fuel cutting, plasma arc cutting and carbon arc gouging. *Prerequisites: WLD 111 and WLD 112.*

WLD-222 Advanced Gas Metal Arc Welding 4-2-4

This course will provide the student with an in-depth study of advanced skills and knowledge of the gas metal arc welding process. *Prerequisite: WLD 113.*

WLD-223 Advanced Flux Cored Arc Welding 4-2-4

This course will provide the student with an in-depth study of advanced skills and knowledge of the flux cored arc welding process. *Prerequisite: WLD 113.*

WLD-224 Advanced Gas Tungsten Arc Welding 4-2-4

This course will provide the student with an in-depth study of advanced skills and knowledge of welding with the gas tungsten arc welding process. *Prerequisite: WLD 114.*

WLD-225 Welding Inspection Technology I 4-3-2

This course will introduce the student to the skills and knowledge required to become a welding inspector.

WLD-226 Welding Inspection Technology II 4-3-2

This course is a continuation of the study of the skills and practice required to become a welding inspector. *Prerequisite: WLD 225.*

WLD-230 Master Welder 32-16-32

This course will introduce students to entry level skills and knowledge of shielded metal arc welding, oxy-fuel cutting, plasma arc cutting, and carbon arc cutting and gouging. Students will also be introduced to welding the various joint designs in different welding positions with the shielded metal arc welding process. Welding with the gas metal, flux cored, and gas tungsten arc welding process will also be introduced to students.

WLD-290 Co-Operative Ed/Intern/Related Elective Variable 1-3

This course is comprised of a supervised work experience in the major field which provides the student with the opportunity to make practical application of the knowledge and skills attained through coursework. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisites: Completion of 30 credit hours and 2.0 GPA, or advisor's approval. Please see the Division Chair of the specific program area for application.*

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OZARKS TECHNICAL COMMUNITY COLLEGE
springfield campus
 SPRINGFIELD, MISSOURI

Campus Facilities

- 1 (IC) Information Commons
- 2 (ICE) Information Commons East
- 3 (ICW) Information Commons West
- 4 Book Store
- 5 (NKM) Norman K. Myers Building
- 6 (LCN) Lincoln Hall
- 7 (GRF) Graff Hall
- 8 (CEC) Continuing Education Center
- 9 (ITTC) Industry & Transportation Technology Center
- 10 (CWD) Center for Workforce Development
- 11 (HR) Human Resources
- 12 Child Care Center
- 13 (RPM) Receiving, Purchasing & Mail
- 14 Maintenance
- 15 Media Services
- 16 J.Q. H. Fountain

Surrounding Streets

- A Chestnut Expressway
- B Brower Street
- C Central Street
- D Sherman Avenue
- E Hampton Avenue
- F National Avenue
- G Washington Avenue
- H Clay Avenue
- I Pythian

