

Metropolitan Community College Catalog 2016-2017

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CURRENT CATALOG: 2016-2017

Published at the beginning of the academic year, the catalog contains the necessary information for you to plan your degree and career at Metropolitan Community College.

This is the governing catalog for new students entering Metropolitan Community College in the 2016-17 academic year and for any Metropolitan Community College student returning in the 2016-17 academic year whose governing catalog has expired. Metropolitan Community College reserves the right to make changes in the regulations and offerings announced in this catalog as circumstances require. Information about these changes is available from members of the counseling and advising staff at any of the five campuses.

Metropolitan Community College is accredited by the Higher Learning Commission (HLC). HLC is an independent corporation and one of two commission members of the North Central Association of Colleges and Schools (NCA), which is one of six regional institutional accreditors in the United States. The Higher Learning Commission accredits degree-granting post-secondary educational institutions in the North Central region.

Contact the Higher Learning Commission at 230 South LaSalle Street,
Suite 7-500, Chicago, Illinois 60604-1411.
Phone: 800.621.7440 / 312.263.0456.
Fax: 312.263.7462. info@hlcommission.org

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Mark James
Chancellor

Letter from the Chancellor

Welcome to Metropolitan Community College! Thank you for choosing us. Whether you are just out of high school, coming to us from a four-year school, or in the workforce but looking for new skills, MCC is here to help you achieve your educational goals.

If you're planning to earn an associate degree, MCC has 87 degree programs to choose from. If you want to earn a professional certificate, we offer 48 career certificate programs. And as a transfer institution, MCC has more than 400 agreements with other colleges and universities — assuring that your MCC credits will be applied toward a four-year degree. Whatever your objective, we want to help you accomplish it.

I encourage you to take advantage of all we have to offer at MCC, including these student services:

Advisors can help you decide which classes to take to earn your degree.

Counselors can help you determine your career path.

Faculty are not only here to teach you inside the classroom but can also provide instructional support during weekly office hours.

Each campus offers one-on-one tutoring and supplemental instruction.

The Financial Aid office can help you navigate the many options available to help pay for college.

The Campus Life and Leadership office has plenty of opportunities for you to get involved, get connected and find a support network on campus. Student Ambassadors, clubs, Skills USA, the Phi Theta Kappa honor society, and men's and women's sports are just a few of the many student activities awaiting you at MCC.

Disability Support Services provides help if you're dealing with emotional, physical or learning challenges.

Career Services can help you with your job search when you're ready to start (or continue) your career.

MCC, Kansas City's oldest and largest institution of higher learning, is one college with five campuses conveniently located throughout the metropolitan area. Taking classes near home, near work or online has never been easier.

We're excited to have you as a member of the Metropolitan Community College community, and we promise to put you on the path to achieving your goals. It's your time to #BeMoreAtMCC.

Sincerely,

A handwritten signature in cursive script that reads "Mark S. James". The signature is written in black ink on a white background.

Mark S. James
Chancellor, Metropolitan Community College

ACADEMIC CALENDAR

Fall Semester 2016

Fall enrollment begins	Monday, 11 April
New faculty orientation	Friday, August 19
New adjunct faculty orientation	Saturday, August 20
First date for day and evening classes	Monday, August 22
Campus Inservice, Noon-3:30 pm	Friday, August 26
First date for Saturday classes	Saturday, August 27
Labor Day holiday (no classes)	Monday, September 5
On-schedule state aid day	Friday, September 16
Midterm	Friday, October 14
Second 8-week classes begin	Monday, October 17
Last date to withdraw (without assessment)	Friday, November 11
Faculty Convocation (no classes day and evening)	Monday, November 21
District Inservice (no classes day and evening)	Tuesday, November 22
Campus work day, offices closed (no classes day and evening)	Wednesday, November 23
Thanksgiving holiday (4 pm)	Wednesday, November 23
Thanksgiving holiday observed (no classes day and evening)	November 24, 25, 26, 27
Classes resume	Monday, November 28
Last date for Saturday classes	Saturday, December 10
Last date for day and evening classes	Monday, December 12
Final exams, day and evening	December 13, 14, 15, 16, 19
Saturday final exams	Saturday, December 17
Grading Day (no classes day and evening)	Tuesday, December 20
Grades due 9:00 am	Wednesday, December 21
Holiday break (offices closed)	December 24-January 1

Spring Semester 2017

Spring enrollment begins	Monday, November 7
New adjunct faculty orientation	Saturday, January 14
Martin Luther King Jr. holiday (no classes day or evening)	Monday, January 16
First date for classes (day and evening)	Monday, January 17
First date for Saturday class	Saturday, January 21
On-schedule state aid date	Friday, February 10
Midterm	Friday, March 10
Spring break	March 13-17
Classes resume	Monday, March 20
Second 8-week classes begin	Monday, March 20
Last date to withdraw (without assessment)	Monday, April 17
Last date for Saturday classes	Saturday, May 6
Last date for classes, day and evening	Monday, May 8
Final exams, day and evening	May 9, 10, 11, 12, 15
Saturday final exams	Saturday, May 13
Grading Day (no classes day and evening)	Tuesday, May 16
Grades due 9:00 am	Wednesday, May 17
Commencement	Thursday, May 18

Summer Session 2017

Summer enrollment begins	Monday, April 10
First date for classes, day and evening	Monday, June 5
On-schedule state aid date	Thursday, June 15
Independence Day holiday observed (no classes day and evening)	Tuesday, July 4
Last date for withdrawal (without assessment)	Thursday, July 6
Last date for classes, day and evening	Thursday, July 27
Grades due Noon	Monday, July 31



All Roads Lead to MCC



No matter where people live in the greater Kansas City metropolitan area, they're just minutes away from one of the five Metropolitan Community College campuses. There's MCC-Blue River in the east; MCC-Business & Technology, located near I-435 and Front Street; MCC-Longview to the south; MCC-Maple Woods in the Northland; and MCC-Penn Valley in Midtown.

MCC INFORMATION CENTER
(816) 604-1000

ADMINISTRATIVE CENTER
Fax (816) 759-1158
3200 Broadway
Kansas City, Missouri 64111-2429

MCC-BLUE RIVER
Fax (816) 220-6511
20301 East 78 Highway
Independence, Missouri 64057-2052

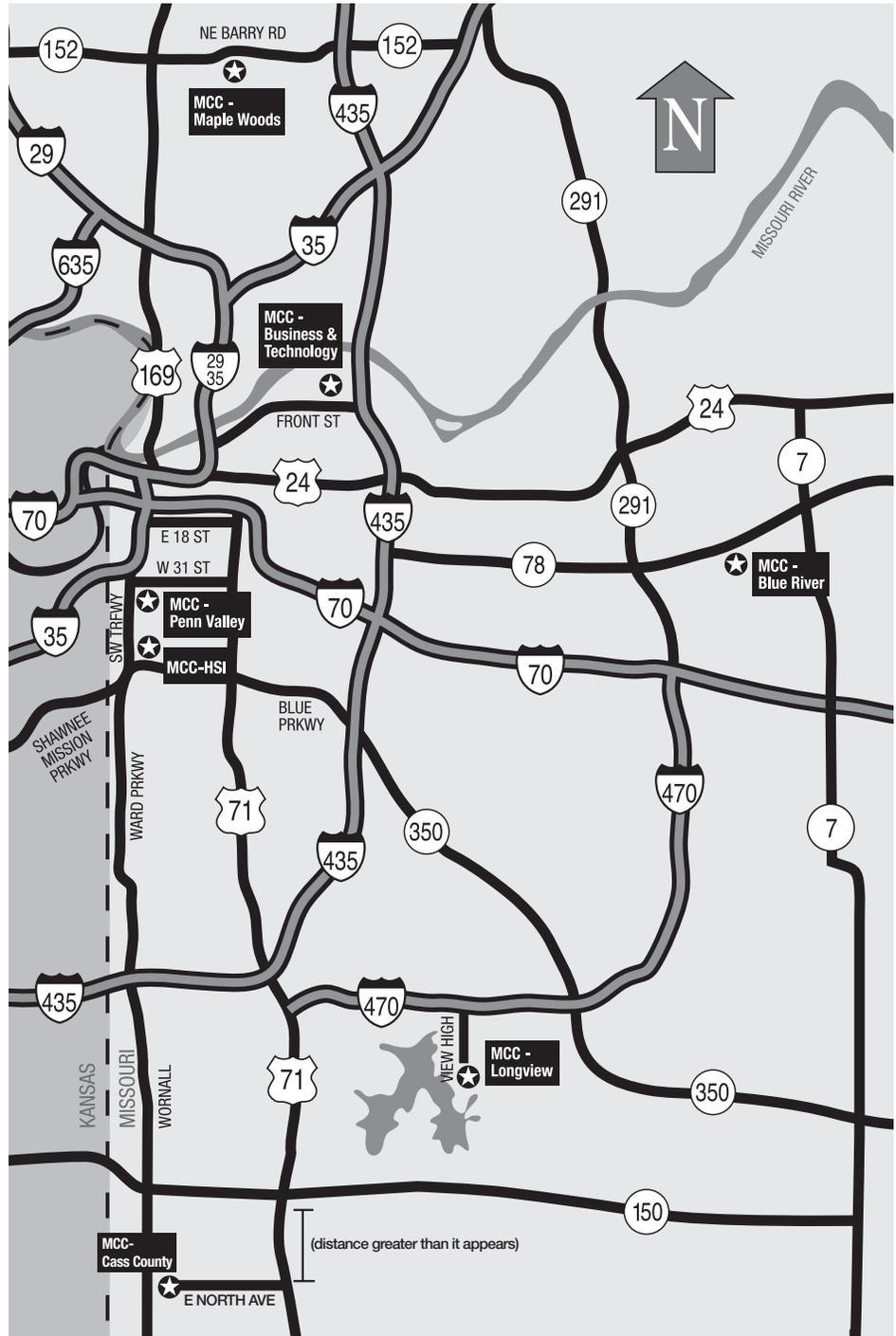
MCC-BUSINESS & TECHNOLOGY
Fax (816) 482-5256
1775 Universal Avenue
Kansas City, Missouri 64120-2429

MCC-LONGVIEW
Fax (816) 672-2025
500 SW Longview Road
Lee's Summit, Missouri 64081-2105

MCC-MAPLE WOODS
Fax (816) 437-3049
2601 NE Barry Road
Kansas City, Missouri 64156-1299

MCC-PENN VALLEY
Fax (816) 759-4161
3201 Southwest Trafficway
Kansas City, Missouri 64111-2764

**MCC-PENN VALLEY
HEALTH SCIENCE INSTITUTE**
3444 Broadway
Kansas City, Missouri 64111-2764



Academic Calendar

see www.mcckc.edu for up-to-date calendar & events

MCC Mission

Preparing students, serving communities, creating opportunities.

In order to accomplish this mission, the board of trustees has empowered the chancellor, as executive officer, to implement its policies. The chancellor, with the other officers of the District, will provide leadership in the implementation of the mission of the District.

Vision

Learning is the focus of everything we do at Metropolitan Community College.

Student learning is central to our mission; employee learning is key to our strength; and organizational learning is the foundation for innovation and growth.

Learning is a lifelong process. Learners are whole persons with intellectual, physical, emotional, spiritual, social, ethical, vocational and economic dimensions.

As learners, as facilitators of learning, and as an organization, we accept responsibility to:

- Manage learning and commit the time and energy that meaningful learning requires.
- Encourage free, open and respectful exchange of ideas as a natural part of change.
- Synthesize tradition and innovation in order to enhance academic achievement.
- Design and implement structures and processes that promote learning.
- Draw on diversity to influence and inform learning.
- Engage in continuous assessment, reflection, and adaptation.
- Create a physical, social and intellectual environment that supports learning.
- Build partnerships that promote individual, institutional and community betterment.

Purpose Statements

- Provide courses and associate degree programs that prepare students to transfer to four-year colleges and universities to complete bachelor's degrees.
- Provide courses, certificates and associate degree programs to prepare students to enter the work force in skilled jobs and careers.
- Provide courses, certificates and associate degree programs to assist adult workers to upgrade their job skills, change careers, or advance in their careers.
- Provide instruction in core academic skills that prepare students to succeed in college-level courses and programs.
- Provide student development and support services to assist students to achieve their academic, career and personal goals.
- Provide and support activities to enhance student learning outside the classroom.
- Provide a range of services and accommodations to help all prospective students overcome barriers to access college programs and opportunities.
- Provide courses and other educational and cultural activities to enrich the lives of members of the community.
- Provide business support services and other training and assistance to support the economic development of the community.
- Collaborate with other educational institutions, community-based organizations, agencies, businesses and industries to meet the needs of the community.

Commitment to Diversity

Metropolitan Community College is committed to achieving freedom from all forms of discrimination and harassment in its policies, practices and endeavors. Further, MCC is committed to fostering a diverse community and to promoting greater awareness of and sensitivity to issues of diversity.

Toward that end, MCC asserts the dignity and worth of every human being and the value of diversity as a source of its strength, including diversity of race, gender, ethnicity, national origin, culture, sexual orientation, religion, disability, and perspective among students, faculty, staff and administrators.

Core Values

Excellence. MCC strives for excellence in all that we do. We pursue innovation with thought and purpose. We constantly seek to achieve the highest level of quality in our processes, programs and services.

Success. The fundamental standard of our performance is the success of our students. We strive to support the successful development of our employees and our communities.

Access. MCC is committed to eliminating barriers to the pursuit of higher learning. We strive to provide affordable and accessible opportunities to all members of our community.

Diversity. MCC embraces diversity in our student body, work force, curriculum and community. We know that diversity supports learning, excellence and preparation for global citizenry.

Integrity. MCC adheres to the highest standards of honesty and integrity in all that we do, in academics, in communication with constituents, and in institutional policies and practices.

Inquiry. MCC supports academic freedom for faculty and freedom of inquiry for students in pursuit of knowledge and truth. We seek to engender the skills and values of a general education in all graduates.

Care. MCC is committed to establishing and maintaining a caring, safe and supportive environment, secured on a foundation of civility and respect for the dignity of all persons.

Community. MCC strives to build, nurture and improve the communities of which we are part, and to collaborate with partners to serve the common good.

Opening Doors of Opportunity Since 1915

The roots of Metropolitan Community College go back to 1915, when the Kansas City Polytechnic Institute was founded at 11th and Locust Street. Then 234 students enrolled. Now more than 19,000 students a year attend five MCC campuses spread across four counties. In its long tradition of excellence, MCC has brought opportunity to hundreds of thousands of people and has made an enormous cultural and economic impact on the area.

In 1919, the institution became the Junior College of Kansas City and was one of the first two-year colleges in the United States to award the associate degree. The Junior College continued to expand until 1964, when voters in suburban school districts—Belton, Center, Grandview, Hickman Mills, Lee's Summit, North Kansas City and Raytown— joined with the Kansas City School District to create the Metropolitan Community College District.

Five years later, three colleges — Longview, Maple Woods, and Penn Valley — opened their doors. In the 80s and 90s, Blue Springs, Fort Osage, Independence and Park Hill School Districts voted to join MCC. A campus was established at Blue Springs in 1984 and in 1995, the main campus at Independence was built. In 1997, these two campuses became Blue River Community College. In 1995, business services and technical training were centralized at a location near I-435 and Front Street. Several expansions later, this facility became MCC's fifth campus, the Business & Technology Campus.

In 2005, the five Metropolitan Community Colleges became one: Metropolitan Community College (no "s") with five campuses.

MCC-Blue River

MCC-Blue River is MCC's fastest growing campus. It serves Eastern Jackson County with quality transfer programs and a unique Public

Safety Institute that houses Police and Fire Academies and EMT training.

MCC-Business & Technology

The MCC-Business & Technology is home to a long list of technical programs that puts MCC at the cutting edge of today's technical world. Campus features include the Fab Lab, a state-of-the-art facility where students can design prototypes and produce them on 3-D printers.

MCC-Longview

MCC-Longview overlooks Longview Lake in Lee's Summit and is on land donated to MCC by the family of R.A. Long, a pioneer lumberman. The campus includes an exceptional Recreational Center and a nationally prominent automotive technology program.

MCC-Maple Woods

MCC-Maple Woods in the Northland gets its name from a nearby stand of sugar maple trees. The campus includes an outstanding veterinary technology program, and a Human Services Center, which provides housing for area human services agencies as well as the campus's child care and fitness center. The Sports Training Center (STC) offers sports teams and individuals the chance to train inside year-round.

MCC-Penn Valley

Located near Penn Valley Park, MCC-Penn Valley is a huge enclosed campus that includes the Francis Child Development Institute and the Anna and Kemper Carter Center for Visual Arts and Imaging Technology. South of the main campus buildings is the Health Science Institute, a state-of-the-art facility that holds more than a dozen health care programs and unique simulation suites.



MCC Foundation

The Metropolitan Community College Foundation (MCC Foundation) is a non-profit organization that raises and receives private support for Metropolitan Community College. Gifts to the MCC Foundation help thousands of students realize the dream of a college education while continuing our mission of preparing students, serving communities, and creating opportunities.

Scholarship funds raised by the Foundation help students who have the desire for a college education, but not the means. All students deserve the chance to better their lives through education. Students may view general information about scholarships and apply at www.mcckc.edu/scholarshipsearch. The foundation administers over 250 scholarships and endowments, sponsors alumni and donor recognition events, and leads fundraising campaigns.

In addition the MCC Foundation provides funds for special campus projects such as libraries, classrooms, technology, and student support programs. Gifts to the MCC Foundation support the enhancement and construction of new facilities and educational programs to increase student success.

Ways to Give

There are several ways to make a gift to the Metropolitan Community College Foundation:

- Make a gift online at www.mcckc.edu/donate.
- Make a gift by phone by calling 816.604.1195
- Make a gift by check or money order payable to MCC Foundation
MCC Foundation
3200 Broadway
Kansas City, MO 64111

If you are a faculty or staff member who would like to make a gift through payroll deduction, please complete the Foundation Pledge form found on the MCC Info Exchange under forms/foundation.

All gifts are administered in compliance with IRS regulations. Gifts may be designated unrestricted, which allows them to be used in the areas of greatest need, or you may specify a particular program or scholarship. Because the foundation is a non-profit organization, most contributions are tax deductible as a charitable gift. To find out more, call 816.604.1195 or visit www.mcckc.edu/foundation.

The following are the basic steps to apply for a scholarship.

1. Plan ahead. Most scholarships are reviewed in the spring for the fall semester. If all MCC scholarships are not fully awarded or more funds become available later in the school year, MCC will reopen the review process for those funds still available. All scholarships are awarded based upon available funds.
2. Complete the application. Apply for MCC scholarships online at www.mcckc.edu/scholarshipsearch. Many scholarships require additional documentation such as essays or recommendation letters. After submitting your application, you must check your myMCCKC Student Center Scholarship Application Status page to see if any additional documentation or steps must be completed. Applications with missing documentation will not be reviewed and you will miss your opportunity to qualify for a scholarship or grant. You may apply for as many scholarships as you like; however, the MCC Board of Trustee policy limits students from receiving more than one institutional fee-paying scholarship per year.
3. Submit the supporting documentation. Complete all the necessary application steps and submit necessary documentation by the priority application deadline of April 1. Meeting all the requirements of a scholarship does not automatically qualify you to receive a scholarship. A committee at each campus awards the scholarships. You must have a minimum 2.0 G.P.A. to be considered for any scholarships, unless a higher G.P.A. is noted.
4. Ask Questions. If you have questions, contact our MCC Information Center at (816) 604-1000.

MCC Foundation and Institutional Scholarships

(Available at more than one MCC campus)

For all MCC Foundation scholarships the priority application deadline date is April 1. MCC will reopen the review process if funds are still available. Please contact your campus financial aid office for additional information.

Apply online:

<http://mcckc.edu/Scholarships>

Scholarships

If the scholarship for which you are applying has a financial need requirement you must complete a Free Application for Federal Student Aid, and then submit any additional financial aid forms necessary to complete that determination. These items will be listed on your "To Do" list on your student center. You may complete your FAFSA online at www.fafsa.gov. When completing the form, use MCC's school code 002484.

Admission Information

Eligibility

Students who want to enroll in Metropolitan Community College have several avenues that lead to admission: a high school diploma, a high school equivalency test (HiSet)/GED that certifies the equivalency of high school graduation, or home-school graduation. International students are also welcome on the MCC campuses.

In some cases, those who are 18 and older and who haven't graduated from high school or obtained a HiSet/GED may be admitted as special students.

Catalog

The catalog is in effect for the term a student is admitted to the college and is assigned as the student's "catalog of record". Students will follow the program requirements specified in their catalog of record to progress toward graduation.

Students who later change to a new major or change from non-degree-seeking status to a declared major will follow the catalog in effect at the time of the change. Students who are continuously enrolled at MCC will maintain their catalog of record. Students who miss four consecutive full semesters (excluding summer) will follow the catalog in effect at the time of re-entry.

Students may select a more current catalog as their catalog of record and would then follow the program requirements specified in that catalog. Students may not combine program requirements from multiple catalogs. It is highly recommended that students speak to an advisor for further information.

College Orientation (COLL 100)

COLL 100 is a one credit hour course designed to help students adjust to the MCC community, develop a better understanding of the learning process, and acquire essential academic survival skills. The course should be completed during students' first enrolled semester. Starting in Fall 2012, any first-time

student at MCC with fewer than 12 credit hours completed after high school with at least a 2.0 GPA will take the class, except students

- who are visiting students from another institution, or
- who have already successfully completed an orientation class at another institution.

ESL students who test below a 77 on the reading portion of the ESL Compass test will not take the class until they have successfully progressed to intermediate-level ESL classes.

College Admission

To apply for admission, a student must follow these steps:

1. Complete the online MCC Application for Admission at www.mcckc.edu/apply. Once MCC processes your application you are admitted to the college. Some MCC programs have special requirements.
2. Request that the appropriate transcripts be sent to the MCC Student Data Center, 3200 Broadway, Kansas City, Missouri 64111. Once received, transcripts will be processed and evaluated.
 - a. First-time college students should ask the high school they last attended to send a transcript to the above address.
 - b. Students who have taken the HiSet/GED test given by the Missouri State Department of Elementary and Secondary Education should have their scores sent to the above address.
 - c. Students who are transferring from another college or university should submit a transcript from each school attended to above address.
 - d. Students who earned high school dual credit from other institutions must request official transcripts be sent to MCC.
 - e. Home-school students must provide transcript documentation as required by Missouri State Statute 167.031.2 (2) (a), R.S. MO.
 - f. Students who are enrolled at a college or university other than MCC may take MCC courses as a visiting student.
 - g. If you have already earned a degree, you are not required to see an advisor or take the placement test. However, these services are available to assist you in selecting appropriate courses. If

you are planning to pursue a degree or certificate with MCC, official transcripts must be submitted and it is also important to consult with an advisor to ensure your enrollment includes all the necessary courses.

Students seeking admission to MCC should follow the Enrollment Checklist steps and referred deadlines found at <http://mcckc.edu/programs/transfer/>.

Admission of High School Students

High school students who want to enroll in MCC college-level coursework may be dually enrolled. College level courses can be applied to meet high school graduation requirements with high school/home school approval.

Students may enroll with the assistance of an MCC Campus official after completing the online application for admission at <http://mcckc.edu/apply>.

MCC's dual credit program offers college credit for courses as part of daily scheduled classes at area high schools. Dual credit tuition and fees may be different from those set for on-campus courses. High school students must talk to their high school counselor regarding eligibility requirements before enrolling.

Students with disabilities should contact admission offices about alternative format application.

NOTE: Metropolitan Community College does not give high school credit.

Admission to KCKCC Programs

Metropolitan Community College (MCC) has established affiliate agreements with Kansas City Kansas Community College (referred to below as Affiliate Colleges) in career fields not currently offered by MCC.

Policies and Procedures

1. A student in the Affiliate Program is responsible for tuition at the MCC rate.
2. Only courses that are not offered at MCC are covered by this Agreement. If you elect to take a course at the Affiliate College that is offered at MCC, you will be responsible for paying the out-of-state tuition.
3. Repeated course work is not covered by this Agreement. If you elect to repeat a course at the Affiliate College, you must pay the out-of-state tuition at that college.
4. Enrollment in the program is limited. Students must submit their transcripts and application for admission to the Affiliate College by the established deadline. Check with the Admissions Office at the Affiliate College.
5. Federal financial aid may not be granted by more than one college during each enrollment period. If you are seeking financial aid, contact the Financial Aid Office at the Affiliate College.
6. MCC reserves the right to make changes in the program at any time.

Admission and Enrollment Steps for MCC Affiliate Program Students

At MCC:

1. Complete an application for admission and take a placement test at MCC.
2. Complete an Affiliate Program Student Agreement form and present it in person at any MCC Student Records office. This form is available at www.mcckc.edu or any MCC Student Records Office.
3. If you have questions, please contact the Student Services Office at any MCC campus.

At Affiliate College:

4. Complete and submit an application for admission to the Affiliate College Admissions Office. For selective admission programs you must be accepted by the program director before you can enroll in the classes.
5. See the appropriate program advisor at the Affiliate College and register for degree-specific classes. See class schedule for registration information.
6. Pay tuition and fees at the Affiliate College. If you are applying for financial aid, apply through the Financial Aid Office at the Affiliate College.



Your Future



Starts Here



Check Us Out



mcckc.edu

International Students

Application Procedure for International Students

To be considered for admission, all applicants must complete requirements listed below:

- Submit a \$50 application fee in U.S. dollars. This is a non-refundable fee that will be applied to your first semester's tuition.
- Submit a completed Application for Admission for International Students. This form must be completely filled in and submitted by the prospective student.
- Bank Statement and Affidavit of Support.
- Official School Transcripts (translated to English).
- Transfer Clearance Form. If you are transferring from another U.S. school, you must also submit a Transfer Clearance Form. The International Student Advisor at the college you are now attending must fill it out.
- TOEFL is not required for admission.

Applied Language Institute

The Applied Language Institute offers comprehensive English as a Second Language instructional programs for academic, personal or professional reasons. Grammar, composition, reading/vocabulary and speaking/listening classes are available at the beginning, intermediate and advanced levels. Day and evening sections are offered. Students wishing to attend ESL classes must take the placement test. For more information about enrollment requirements, program curriculum and class scheduling, call (816) 604-1000.

International Student Application Deadlines

Students from Overseas

Fall Semester (August-December)	July 1
Spring Semester (January-May)	December 1
Summer Semester (June-July)	May 1

Students Transferring from Another U.S. School (must have written authorization from that school)

Fall Semester (August-December)	August 1
Spring Semester (January-May)	January 2
Summer Semester (June-July)	May 15

For more information visit

www.mcckc.edu/international.

Placement Testing

To help students succeed, most MCC students must take placement tests in reading, writing, and mathematics. Placement tests are required for the following groups of students:

1. All first-time students taking six or more credit hours.
2. Students who are not graduates of an accredited secondary school or who do not have a high school equivalency certificate.
3. Returning or transfer students taking six or more credit hours who have not successfully completed a college-level English and math course with a grade of C or better. Students will be required to take the Reading placement exam if they have not completed at least 12 credit hours with at least a 2.0 GPA or completed ENGL 101 equivalent or higher with a grade of C or better.
4. All students not tested previously who plan to enroll in reading, English, or math classes.

Additional Notes:

- Visiting students who have approval for enrollment from their home college will not be required to take the placement test.

- If a student has taken the ACT examination in the last three years, he or she may be able to use those scores in place of parts of the placement test. The student must submit the ACT scores to MCC. The student may bring an official score report when they come to test.
- It is recommended that all non-native speakers of English contact the Applied Language Institute for further guidance on ESL placement.
- Students with disabilities who need testing accommodations must contact the DSS Office before scheduling their placement tests.

Based on their test scores, all students will be placed in the appropriate reading, English, and math classes. Students with below college-level scores are required to take classes designed to improve their reading, writing, or math skills.

The reading, English, and math departments have set MCC's required entry-level standards for students. Students who wish to appeal these standards should contact the appropriate department chair.

The first placement test is free; the cost to re-test is \$25. For details contact your campus testing center or www.mcckc.edu/testing.

Resident Classification

Student tuition and fees are determined by the following definitions and criteria.

Definitions

Domicile. A residence established with the intent of making that residence a permanent home for an indefinite period.

Residency or Resident Status. That status achieved after proving a residency has been established.

Adult Student. A student who is twenty-one years or older.

Unemancipated Minor Student. A student younger than twenty-one years and who is under the care, custody, or support of a parent or legal guardian.

Emancipated Minor Student. A student younger than twenty-one years but who is not under the care, custody or support of a parent or legal guardian.

District. The Metropolitan Community College District includes the following Missouri school districts: Belton, Blue Springs, Center, Fort Osage, Grandview, Hickman Mills, Independence, Kansas City, Lee's Summit, North Kansas City, Park Hill, and Raytown.

In-District Resident. A person whose residence status is in the district.

Out of District Missouri Resident. A person whose residence status is in Missouri, but not in the district.

Out of State Resident (Non Resident). A) A person who lives in the United States, but not in the state of Missouri. B) An international student who is in the United States on student visa status. C) Students outside the state of Missouri taking online coursework should refer to the SARA policy regarding enrollment. www.mhec.org/sara

Resident Status

Adult Student. If a nonresident adult student provides sufficient proof of the establishment of a domicile within the district, then that student will be considered a district resident at the next enrollment.

If a nonresident adult student provides sufficient proof of the establishment of a domicile within the state of Missouri but not in the district, then that student will be considered an out-of-district Missouri resident at the next enrollment.

Unemancipated Minor Student. MCC assumes that an unemancipated minor student lives with his or her parents or legal guardians. If the parents or legal guardians establish a domicile within the district, the student will be considered a district resident at the next enrollment.

Once an unemancipated minor student has established resident status under this rule, the student may continue to qualify for resident status as long as he or she is continuously enrolled at MCC (excluding summer terms). The student will retain this status even if his or her parents or legal guardians move outside of the district.

Emancipated Minor Students. The domicile of emancipated minor students will be determined as if they were adults. A minor may become emancipated through marriage, formal court action, abandonment or leaving the home of his or her parents or legal guardians. However, the mere absence of a student from the home of his or her parents or legal guardian does not prove emancipation. A student will not be eligible for emancipation as long as he or she is taken as an income tax deduction by someone other than a spouse.

Non-Immigrant. Individuals born in the U.S. on a Visa, Non-Immigrant, or Undocumented status.

Immigrant. Permanent Resident-Pending Permanent Residents, Permanent Residents (also known as green card or alien registration card holder), and those in the U.S. on Asylum or Refugee status.

Naturalized Citizen. Those who have completed the U.S. naturalization process.

The following individuals shall be charged the in-state rate, or otherwise be considered a resident, for tuition purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill -- Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the State of Missouri (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the State of Missouri while attending a school located in the State of Missouri (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311 (b)(9)) who lives in the State of Missouri (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

Determining Resident Status

Evidence of Eligibility

Attendance at an institution of higher education is considered as temporary presence in the district or the state of Missouri and does not establish resident status.

1. Resident classification shall be consistent with Administrative Rule 6 CSR 10-3.010 of the Missouri Coordinating Board for Higher Education.

2. The student shall be responsible for providing accurate residency information.

3. The record of a student who has provided residency information to avoid financial obligation to the district shall not be certified to any agency until the obligation is satisfied.

Evidence of Domicile

The following offers sufficient proof of domicile:

Presence within the district or the state of Missouri prior to the first day of the term with supporting documentation <http://web.mccck.edu/asp/infoex/prp/files/705010BP.pdf>.

Certifying Residency

Each student must pay fees and tuition to Metropolitan Community College based on his or her resident classification. If there is any possibility the student may owe the district more in fees and tuition than what has been assessed, it is the student's responsibility to raise the issue during registration.

Penalty for Giving False Residency Information

The student's record will not be certified to any agency until he/she has paid the difference between the fees and tuition paid and the amount owed by a person of that resident status. Students can contact campus records offices to request a change of residency.

Students in the Military

For those who qualify, MCC provides a 100% tuition and textbook refund for students called into active duty or given military transfer orders who must withdraw from classes prior to completing the semester. Contact the campus student services office for refund information.

MCC will limit academic residency to twenty-five percent or less of the degree requirement for all degrees for active-duty servicemembers and their adult family members (spouse and college-age children). In addition, there are no "final year" or "final semester" residency requirements for active-duty servicemembers and their family members. Academic residency can be completed at any time while active-duty servicemembers and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

For more information, call the MCC VA Certifying Official at MCC at (816) 604-1561.

Financial Information

Tuition and Fees

The Metropolitan Community College Board of Trustees approves the schedule of tuition and fees annually. Your residency determines the amount you will be charged per credit hour. Residency must be established prior to the term start date.

Financial Responsibility

As a student at MCC, you become financially obligated and responsible for paying all college charges. If your financial aid award, scholarship or payment from an external source becomes unavailable or is insufficient to pay charges, you are ultimately responsible for the balance.

Failure to attend classes does not relieve you of the responsibility of paying your balance. To have charges removed or reduced, you must officially drop the classes within the designated refund period.

Any outstanding charges will result in a financial hold on your account. Financial holds will require that you pay your outstanding balance in order to re-enroll, receive a diploma and/or transcript. MCC will begin immediate collection efforts that may include placing your account with the Missouri income tax intercept program and/or an outside collection agency. You will be responsible for all collection costs assessed by the outside collection agency with the credit bureau reporting.

Lab and Studio Fees

For some courses or programs — such as biology, chemistry, fine arts, and nursing — students may have to pay a laboratory or studio fee for each contact hour. Contact hours are those hours that students must spend in a lab or studio each week. They are not the same as credit hours.

Distance Education Fees

Students enrolled in online coursework will be charged a per credit hour distance education fee.

Loss or Damage to District Property

A student may be asked to reimburse the district for the loss of or damage to district property including unreturned rental books. For example, students must pay for unreturned library books. If payment is not made, a hold will be put on the student's account and the student will not be allowed to enroll in any MCC class, will not be allowed to check out any further property, and official college records, including transcripts and grades, will be withheld. Privileges will be reinstated once the debt is paid.

Tuition Payment Plan

Metropolitan Community College offers a payment plan to provide students the option of paying tuition and fees in installments over the course of the term. Students can sign up for the payment plan any time prior to the first installment due date by paying only a non-refundable fee and by identifying a preferred payment method for the automatic payments—either a payment card or bank Metropolitan Community College

account. Students who sign up for the plan after the first installment due date are required to pay the sign-up fee plus the first installment amount. See www.mcckc.edu/pay/paymentoptions. Students may also authorize another person (parent, relative, employer/company contact, etc.) to make a payment or set up a payment for them online.

The payment plan divides the total balance owed by the student into equal installments and schedules the appropriate number of automatic payments, depending on the plan option chosen. The system recalculates payment plans daily to account for changes in enrollment (added or dropped classes), financial aid adjustments, or payments from the last 24 hours. Any student whose plan was updated that day receives an email notification of the new plan amounts.

On each installment due date, payments are automatically processed against the payer-designated payment method (card or bank account). Students are assessed a late fee if their automatic payment fails and their installment remains unpaid.

Payment plans are available for the fall, spring, and summer terms. The number of plan installment options will vary by term.

Delinquent Accounts.

Students who become delinquent on their account will receive ebills to their MCC student email accounts, paper statements, letters and calls informing them that they must pay their debt by a certain date or they will be turned over to outside collections. Transcripts, diplomas and/or enrollment are immediately restricted until the balance is paid in full. Budget friendly customized plans are available through Delinquent Accounts department.

Referral to collections includes reporting the balance to the State of MO income tax intercept program and/or an outside collection agency. Students are responsible for all collections costs incurred at the collection agency and are subject to credit reporting.

Returned Checks

Checks returned by the bank due to insufficient funds are deposited a second time. If the check is returned again, your account is placed on restriction and is charged the amount of the check plus a \$25 fee. Students on restriction cannot enroll or receive grades or transcripts. In addition, check-writing privileges on your MCC account are restricted for one year from the point the returned item was paid. Any returned check not paid may involve outside collection actions which includes collection fees and credit reporting.

District Residents 65 and Older

Any resident of the district who is 65 or older may attend classes on a space-available basis without paying tuition. Some classes require a lab or studio fee.

Refund Policy

To be eligible for a refund, students must officially drop their classes by the deadline in the Refund Schedule. Students may find the specific dates for each term on the Refund Schedule at www.mcckc.edu/pay/refunds. All refunds will first be applied to any debt the student owes to MCC.

Students receiving financial aid refunds should go online to myMCCKC for disbursement information.

Financial Aid

One goal of Metropolitan Community College is to make higher education available and affordable to all area residents regardless of their personal finances. MCC students can take advantage of a variety of grants, loans, scholarships and part-time employment programs to help pay for their education. The federal government and state of Missouri fund some of these programs, while others are supported by contributions made to the MCC Foundation Alumni Association, by private citizens and civic organizations. www.mcckc.edu/financialaid/steps/

Information is available about student aid programs, their eligibility requirements, how to apply and what expectations and responsibilities recipients must meet. Access the MCC website (www.mcckc.edu), visit any of the campus financial aid offices, or call the MCC Information Center at (816) 604-1000.

Students completing the Free Application for Federal Student Aid (FAFSA) should use the following number for all MCC campuses: 002484. The FAFSA may be found on the web at www.fafsa.ed.gov.

To receive financial aid, you are expected to attend all classes on which the financial aid award is based. Award funds may be delayed if you do not attend the first class.

If you stop attending all of your classes before completing 60% of the semester, you will owe money back to federal aid programs.

www.mcckc.edu/financialaid/faqs/

Academic Information

Academic Standards

For each course taken for college credit, students earn grades that become part of their permanent records.

Metropolitan Community College uses the following grading system:

- A Superior performance.
- B Highly satisfactory performance.
- C Satisfactory or average performance.
- D Unsatisfactory, but passing performance.*
- F Failure; unsatisfactory performance.
- W Withdrawal from class. This grade is given to a student who has either withdrawn from class during the first 60% of the term (except during the 100% refund period) where there is no official withdrawal noted on the transcript) or who has been doing satisfactory work and was withdrawn during the last 40% of the term.
- S Average or satisfactory (C or above) performance for assigned work when a student chooses the satisfactory-unsatisfactory option (This option is discussed in the following section.)
- U Below average (D or F) performance for assigned work when a student chooses the satisfactory-unsatisfactory option. No credit or grade points are assigned. (The satisfactory-unsatisfactory option is discussed in the following section.)
- P Passing or better performance in continuing education or noncredit courses.
- I Incomplete work. A student receives this grade when he or she has completed all but a small part of the required coursework. The instructor decides if there is an acceptable reason (for example, a serious illness) why he or she hasn't completed all of it. If the student makes up the work during the following semester, the instructor will change the incomplete to a letter grade. If the work isn't made up, the incomplete will become an F on the student's permanent record.
- Au Audit. A student may choose to audit a class but receive no credit for it. The decision to audit must be made at registration.

*Note: MCC requires a grade of "C or higher" for most pre-requisite courses taken.

Grade Reports

Final grade reports can be accessed online at

myMCCKC

Audit

Students may elect to audit a course rather than receive a grade. Students must pay the regular fee, but are not expected to complete assignments or take tests. Class attendance is optional. To sign up for an audit, students must complete a form from the records office at time of enrollment.

Note: Financial aid is not available for audited classes.

Satisfactory-Unsatisfactory Option

Each semester, students may select one course to receive either a satisfactory or unsatisfactory mark rather than a traditional letter grade. If they do average or better work (A, B, or C), they receive an S. They receive a U for less than average work (D or F). Students may only apply 15 credit hours of S marks toward a degree.

To sign up for the satisfactory-unsatisfactory option, students must fill out a form from the records office before the end of the first quarter of the class.

Scholarship Points

These are number values assigned to each letter grade that help determine a student's grade point average.

Grade	Scholarship Points Per Credit Hour
A	4
B	3
C	2
D	1
F	0
W (withdrawal)	0
S (satisfactory)	0
U (unsatisfactory)	0
P (passing)	0
Au (audit)	0

Grade Point Average (GPA)

To determine a student's GPA, multiply the number of credit hours for each course by the number of scholarship points assigned to that grade. Add together the scholarship points from all classes and then divide that figure by the total number of credit hours attempted. When calculating GPA, do not include classes for which a student has received a W, P, I, S, U or Au or when duplicate courses have been repeated. The GPA does not include courses that have been excluded under academic forgiveness.

Repeating Classes

The best way to improve your GPA is to retake a class for which you received a "D" or an "F". The grade remains on your transcript, but the last one you earn is the one counted in your GPA. You may also retake a class that was transferred from another institution, as long as the course is evaluated as an exact match. There may be limits on the number of times you may repeat the same class

Final Exams

Final exams are given in all MCC classes, and students must take them. Each semester, the administration at each MCC campus puts together a final exam schedule for all faculty members and students.

A student who has done satisfactory course work but who misses the final exam may be allowed to make it up if the instructor believes the reason for missing the exam was reasonable. However, if a student misses the exam and has no reasonable explanation for missing it, the instructor may give the student an F.

Students who can't take a final exam because of illness or another valid reason should take the following steps:

1. Notify the instructor as soon as possible and provide a reason for their absence so the instructor can give them a grade of Incomplete (I).
2. Make up the final exam as soon as possible to remove the grade of Incomplete (I).

Grade Change

A change in a student's grade will be made only in extraordinary circumstances.

A grade change may be made by the instructor during the three instructional terms following the assignment of the grade. After this period, a grade change may be made only with the approval of the instructor and the dean of instruction.

When the instructor is unavailable or unable, the division chair may initiate a grade change with the approval of the dean of instruction and the president.

Honors

An honor student must be enrolled in six semester hours or more and have a semester grade point average of 3.5 or higher for all courses in which scholarship points were earned. Each campus also has its own special honors programs. For more information, contact the academic advisors or counselors at the appropriate MCC campus.

Satisfactory Academic Progress

Students must maintain a certain grade point average and progress toward degree or certificate completion in order to continue enrollment.

All Federal financial aid recipients and some other scholarship recipients must meet specific standards for satisfactory academic progress. Students are advised to become familiar with the requirements of their grants, scholarships, loans and/or aid. Access MCC's SAP Policy online at www.mcckc.edu/SAP

Academic Record

The college keeps an official academic record for each student, which includes the following:

1. The student's cumulative record including directory information, a list of all the courses the student has been enrolled in, the grades and scholarship points for those classes, the number of credit hours the student has attempted and earned, the cumulative grade point average, honors earned by the student and degrees or certificates the college has awarded to the student.
2. The student's degree plan.
3. The student's high school transcript and/or transcripts from other colleges and universities.

All items are kept in compliance with federal and state regulations.

According to federal law, school officials with a legitimate educational interest may access a student's academic record without the consent of the student. This includes but is not limited to faculty members and those who maintain the student's records, counsel the student or provide academic advice.

Academic Intervention and Support

Students whose grade point average falls below 2.0 will be offered academic intervention and support. Students whose grade point average consistently remains below 2.0 even after academic intervention and support may be subject to additional intervention including academic restrictions, academic probation, and finally, academic exclusion for one semester.

Academic Renewal

You may be able to have poor grades excluded from calculation of current academic progress at MCC if they were earned at least five years ago. Other colleges may have different policies.

Academic Integrity

MCC, as an academic community, expects all administrators, faculty, staff and students to behave as responsible members of the college community and to be honest and ethical in their academic work. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education.

Students assume full responsibility for understanding and complying with MCC standards for academic integrity. If academic dishonesty is demonstrated, students may be subject to failure in an assignment, a course, or subject to even more severe consequences, including expulsion from MCC.

For more information, mcckc.edu/codeofconduct.

Transcripts

MCC will provide transcripts of a student's academic record after receiving a written or on-line request. Official copies of the transcript, which bear the MCC seal, will be sent directly to other colleges and universities. MCC charges no fee for providing transcripts requested.

Credit by Certification

Credit for noncollege experience may be given to entering freshmen and other students who meet certain certification guidelines. However, only experiences that relate specifically to a program offered by MCC will be eligible for certification credit.

Credit by Examination

Entering freshmen and other students may be given credit in certain subjects by passing examinations. Only 30 semester hours of credit may be earned this way.

Credit for Advanced Standing (Transfer Credit)

Transcripts from all previously attended colleges and universities must be submitted to the Student Data Center at 3200 Broadway, Kansas City, Missouri 64111. Any foreign transcripts must be translated and evaluated by an outside service, such as Educational Credential Evaluators, Inc. (www.ece.org). MCC accepts credit in transfer from regionally accredited institutions of recognized standing, both public and private. Transfer work will not be evaluated and posted until MCC has received official transcripts directly from the transferring school or in a sealed envelope. All courses taken at other colleges and universities become part of the student's permanent record. However, only courses equivalent to those in the student's MCC program will be applied toward an MCC degree or certificate. While the MCC

GPA is used for a MCC degree or certificate, the transfer GPA will appear on the MCC transcript as a transfer GPA and included in the combined GPA. Note: Transfer work may impact financial aid eligibility.

Attendance

The college expects students to attend every meeting of every course they're enrolled in. If attendance is a problem, MCC may dismiss a student from class for the following reasons:

1. If a student has been absent for two consecutive weeks or the equivalent time period during a shorter term.
2. If the student has missed one-third of sessions scheduled for the class that semester.

In some cases, due to the subject matter of the course, an instructor may enforce an even stricter attendance policy. However, if a student has a valid reason for being absent, he or she should consult with the instructor who may grant the student permission to make up the work.

Attendance-Financial Aid

To receive financial aid, you are expected to attend all classes on which the financial aid award is based. Award funds may be delayed if you do not attend the first class. If you stop attending all of your classes before completing 60% of the semester, you will owe money back to federal aid programs.

Dropping a Course

Students may drop a class through their myMCCCKstudent center or by visiting with an advisor. Dropping a class after the 100% refund period will result in a grade of "W" on the transcript. During the last 40% of a class, students will receive a grade for their academic progress. Student who stop attending class during this time period could fall below satisfactory academic standards and therefore receive a failing grade.

To get a full refund, you need to make the drop decision early. Refunds are based on the date you officially drop a class, as in this schedule. Talk with an advisor before you drop. Dropping courses could affect your health insurance, financial aid, scholarships or A+ eligibility. Contact campus records office to learn more about dropping a course.

Withdrawal from College

To withdraw from all classes before the end of the semester, complete a drop/add form, which is available at a campus advising, counseling or development center. We can also mail you the form. Return the completed form to the admissions/records office as soon as possible because the date it is processed becomes the official date of withdrawal on your permanent record. That date may determine your semester grades. (For example, if the date falls during the last quarter of the semester and you are doing unsatisfactory work, you'll get an "F".) Also if you receive federal or state financial aid, you may be asked to repay funds.

Student Load

A full load is carrying at least 12 credit hours during the fall and spring semesters and at least six hours during the summer term. However, if students want to complete 60 credit hours and earn an associate's degree in four semesters, they must take 15 or 16 hours each semester. For some programs requiring more than 60 credit hours, students may need to take 18 hours each semester.

Students with unsatisfactory academic records may be limited to taking less than a full load. However, students with superior records may receive permission to carry more than 18 hours.

Student Conduct

Metropolitan Community College expects students to conduct themselves in a manner appropriate for an educational setting. This includes complying with federal, state and municipal laws prohibiting certain activities in general and others that pertain to public school property and college-sponsored functions. Students who act inappropriately or who show disruptive behavior may be disciplined by MCC as well as face criminal charges.

In addition to demonstrating honesty and integrity, students are expected to comply with all policies, regulations and procedures of Metropolitan Community College. They should follow the college traffic code and the directions of all college representatives acting in an official capacity.

For more complete information about the Student Code of Conduct, please consult PRP7.35010 in the Metropolitan Community College manual of Policies, Regulations, and Procedures, which is available online, or from the office of the dean of student development.

Student Disciplinary Procedure

A student who is charged with misconduct which requires disciplinary action will be required to meet with the appropriate dean. The student may request a hearing by committee. This request is made through the dean of student services. The committee will determine if the misconduct charge is justified and if disciplinary action is appropriate. The committee also may recommend to the college president how the student should be disciplined.

Student Grievances

According to MCC regulations and procedures, a student who has complaints about a course should first talk with the instructor or instructors involved. If the issue cannot be resolved, then the student should go to the appropriate division chairperson. If the student is still not satisfied, then he or she should discuss the situation with the dean of instructional services. If the problem persists at this level, then the dean of instructional services will appoint a faculty committee to resolve the issue.

Students who have complaints about issues outside the classroom should see the dean of student services.



Student Services

Academic Advising

Academic advisors are available to assist students with selecting classes and developing schedules each semester or term as needed. Advisors help students access MCC programs and services. Transfer requirements vary so it is important to meet with an advisor or counselor early on to make sure you are enrolling in classes that will transfer. They are also familiar with the academic programs and transfer requirements of the colleges and universities to which MCC students transfer. They provide valuable assistance to students throughout their stay at MCC.

For those interested in transferring, the student services offices on each campus have four-year institutional resources and our website has lists of articulation agreements at www.mcckc.edu/transfers.

Career Services

Make the connection between school and work with Career Services. This office provides resource materials and expert advice on resumes, cover letters and interview questions. Preparing for the next career step is important and coordinators are available to make individual appointments to assist with students' unique situations.

Students should consider visiting their closest MCC-Career Services office before graduation to help with job decisions.

Counseling

MCC's professional counselors are available to assist students with their career, educational, and personal concerns. Students may schedule individual conferences with counselors.

Throughout a student's career at MCC, the college encourages them to meet regularly with their counselors or advisors to further discuss their educational progress and future plans. Inventories that help students assess their skills, interests, values and personality style for career planning purposes are available through the counseling or development center.

Support Services

Parking

Students park free on MCC campuses, but you need a parking sticker for your car or motorcycle. Get one at a campus police office when you enroll or anytime during the semester.

You could get a fine for not having a sticker or for parking in areas not marked for students. Naturally, you can't park in areas marked for those with disabilities, unless you have one and display the permit.

Textbooks and College Bookstores

MCC provides a bookstore at each of the district campuses. These stores are operated according to guidelines and policies approved by the Chancellor and the Board of Trustees.

Book costs are determined by the publishers of each title and MCC uses an industry standard markup on new textbooks to cover the costs of operating the bookstores. A full-time student should expect to pay \$300-\$700 per semester for textbooks. At the end of each semester, the bookstores hold a textbook buyback where texts being used for the next semester may be purchased from the student for up to 50% of the new text price.

In an effort to control the rapidly rising costs of textbooks, MCC has implemented a textbook rental program for selected classes using a tiered pricing structure. Students may rent a book, use it for the semester and return it in resalable condition to the bookstore before the posted deadline. Check with each store to see which classes have rental textbooks available.

For more information regarding MCC's bookstores and their policies, go to www.bkstr.com/mcckcstore/home

College Libraries

The Libraries support the MCC mission by providing services and resources that strengthen and enhance instructional services.

Specific Charges:

- Provide library instruction for finding and evaluating information resources in class or in a one-to-one environment
- Recruit, hire and retain a knowledgeable staff of effective, caring, service-oriented professionals
- Acquire and organize collections of material and information in print, non-print and digital formats to support the MCC curriculum and life-long learning
- Provide optimum facilities for individual study, group work and research needs
- Provide interlibrary loan services to expand local resources

More information is available at the MCC Library website, which is located at mcckc.edu/library. Individual campus libraries can also be accessed through this site. Reference assistance is also available online through "Reference Librarian Chat."

Computer Lab Services

All MCC campuses provide computer labs for student use — including Internet access — although some are restricted to specific programs such as math and science. Check with each campus for more information about hours of operation and available services.

E-mail Access

All MCC students taking classes for credit will be given an e-mail address and have access to e-mail messages. This allows them to electronically communicate with instructors, other students, MCC's many student service providers, and others. Students learn how to access their email as part of the new student enrollment and new student orientation process. Student email is available to students via their MYMCCKC student portal. A copy of the student e-mail policy is available at www.mcckc.edu.

On Campus Wireless Internet Access

All MCC Campuses offer free wifi access to students and guests. Students must complete a one-time set-up process on their wireless device to access their student wifi service through their student user ID and password. Guests on campus need to contact Network Services department to gain one-day temporary access to the campus wifi services.



Disability Services

Through an interactive process, our Disability Support Services (DSS) offices work with students with documented disabilities to determine what support services are necessary for each student. This process is student-initiated and a student with a disability requesting assistance must identify him or herself to the College. Accommodation requests may be communicated to the DSS office at any time. However, early notification is helpful as some accommodations can take several weeks to arrange. To initiate the interactive process and receive support services, contact a DSS office.

MCC-Blue River	(816) 604-6569
MCC-Business & Technology	(816) 604-5491
MCC-Longview	(816) 604-2254
MCC-Maple Woods	(816) 604-3192
MCC-Penn Valley	(816) 604-4293

For relay calls, dial 711.

For more information, visit the MCC website at:
www.mcckc.edu/disability.

Learning Centers/ Success Centers

Each campus has a learning center or success center where students can receive individual or small-group tutoring for many of their courses. Daily labs are scheduled to provide help with reading writing, and math either on a walk-in basis or by appointment. Math study groups and computer-assisted instruction are also available.

Other services include listening and note-taking, reducing test anxiety, test-taking strategies and research paper pointers. All services are provided free to currently enrolled students.

Reading labs also offer MCC students services such as diagnostic testing, tutoring and special classes. These reading classes range from basic skill building in word recognition and spelling to advanced levels of critical and speed reading. Programs can be designed to fit a student's special needs. For more information about MCC's reading study centers, call the following campuses:

MCC-Blue River	(816) 604-6770
MCC-Longview	(816) 604-2665
MCC-Maple Woods	(816) 604-3309
MCC-Business and Technology	(816) 604-5232

www.mcckc.edu/tutoring

Project Success

Project Success is a (TRiO) Student Support Services (S.S.S.) Program funded by the U.S. Department of Education. It gives a select number of MCC - Penn Valley students the academic support, counseling, transfer assistance, and cultural enrichment they may need in order to complete a college degree - all without cost to any of the Project Success participants.

- Project Success (TRIO) S.S.S. helps low income, first generation, and disabled students who are seeking Bachelor's degrees.
- Members of the program are active in their campus community through other organizations like Phi Theta Kappa and Student Ambassadors and hold leadership positions within these clubs and organizations.
- The majority of the program's members transfer to local colleges and universities where they obtain their Bachelor's degrees.
- Project Success members go on to live rewarding lives in various professions including, but not limited to, nursing, business, education, and social work.

www.mcckc.edu/project-success/

Campus Life and Leadership

The mission of the Campus Life and Leadership office is to compliment the academic experience and enhance the sense of community on campus. This goal is accomplished by providing opportunities for students to participate in clubs, organizations, and a variety of other programs and events. These co-curricular experience provide students with leadership skills that can be utilized in future educational, community and professional work environments.

Campus Life and Leadership also sponsors leadership, service and other opportunities throughout the year. For specific clubs and organizations, opportunities for involvement, or how to start a club or organization or volunteer, contact the Campus Life and Leadership office on your campus.

Athletics

MCC offers students the chance to participate in intramural sports and recreational sports. In addition, four campuses are involved in intercollegiate athletics. As members of the Region XVI National Junior College Athletic Association (NJCAA), MCC-Longview and MCC-Maple Woods field baseball teams. MCC-Longview also competes in volleyball and cross-country for women, while MCC-Maple Woods offers women's softball. MCC-Penn Valley competes in men's and women's basketball. In addition, MCC-Blue River and MCC-Maple Woods offer men's and women's soccer.

Fitness Centers

The MCC campuses have fitness centers. Students pay a small fee to use the centers each term. All feature excellent equipment, locker rooms, towel service, fitness coordinators and a variety of fitness, aerobics and wellness classes. For more information call:

MCC-Longview	(816) 604-2400
MCC-Maple Woods	(816) 604-3555
MCC-Penn Valley	(816) 604-4222

Kansas City Area Student Exchange

If MCC doesn't offer a course a full-time student (one enrolled in at least 12 credit hours) wants to take, then he or she may enroll in that course at another area college without paying additional fees. The following area colleges belong to the Kansas City Area Student Exchange (KCASE): Avila College, Kansas City, Mo.; Kansas City Art Institute, Kansas City, Mo.; Park College, Parkville, Mo.; Rockhurst University, Kansas City, Mo.; and the University of Missouri-Kansas City, Mo. Contact the Student Development office at any of the MCC campuses for more information.

Educational Opportunity Center (EOC)

The Educational Opportunity Center provides prospective college students with college selection and admissions guidance, scholarship search, assistance in completing the Free Application for Federal Student Aid (FAFSA), career counseling, default student loan counseling, and GED/HiSet referral and placement. Students already enrolled in college may also take advantage of these services. All services are free.

The EOC is funded by the U.S. Department of Education. The center is located at 3100 Main, Suite 100, Kansas City, MO 64111. For more information about EOC or to make an appointment with a counselor or advisor call (816) 604-4400.

Cancellation of Classes

The campuses may find it necessary to cancel classes because of insufficient enrollment or other circumstances. Whenever possible, a class will be cancelled before the first meeting and enrolled students will be notified. If a suitable alternate course isn't available, students will receive a complete refund of tuition and fees for the canceled courses.



Student Participation in Assessment of Academic Achievement

MCC is committed to increasing student learning by continuous improvement of its curriculum, instruction, support services, and other institutional practices. The basis for improvement efforts are the results of MCC's program to assess student academic achievement.

Students will be asked, from time to time during their academic careers at MCC, to participate in various assessments of student learning, which may include state or national tests, portfolios, or other college assessment instruments. Students are expected to participate in these assessments as a responsibility of their enrollment in MCC Campuses.

Statement of Ethical Conduct and Assessment.

During the development of MCC's Plan For Assessing Student Academic Achievement, faculty wanted an assurance that the assessment program would focus on those issues associated with teaching, learning and curriculum revision. It was important for all constituent groups to know that assessment efforts and analysis and reporting of data generated by these efforts are conducted in ways that preserve high professional and ethical standards and that promote the best interests of students. The following is MCC's ethical statement:

Metropolitan Community College recognizes that the activities associated with assessment must be conducted in an ethical and professional manner. Information, data, and assessment activities designed to present an aggregate picture of MCC shall in no way be used to evaluate individual students or faculty. Also, students, faculty, and staff associated with assessment activities or projects will be treated in a manner that follows accepted practices for dealing with human subjects. The MCC assessment initiatives are designed and conducted so as to improve teaching and learning as well as overall institutional improvement.

General Information

Compliance With Federal Laws and Regulations

Certification of Accuracy

I certify that the statements in this catalog are a true and accurate representation of the policies of Metropolitan Community College.

Mark S. James
Chancellor

Nondiscrimination

This public "NOTICE of NON-DISCRIMINATION" is required by several federal laws and regulations including those implementing Title VI, Title VII, Title IX, Americans with Disabilities Act, Section 504 and the Age Discrimination Act. This notice serves to inform all members of the Metropolitan Community College faculty, staff, student body and guests, that Metropolitan Community College prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, age, birth, ancestry, national origin, or disability in admissions; educational programs, services, or activities; and employment. Following are the applicable federal and state Civil Rights laws that prohibit discrimination:

Title I of the Americans with Disabilities Act of 1990 prohibits employment discrimination against qualified individuals with disabilities by employers with 15 or more employees. The U.S. Equal Employment Opportunity Commission and the U.S. Department of Justice are the agencies assigned to enforce Title I of the ADA.

Title II of the Americans with Disabilities Act of 1990 prohibits disability discrimination by public entities, including public colleges and universities whether or not they receive federal financial assistance. The Office for Civil Rights (U.S. Department of Education) and the U.S. Department of Justice are the law enforcement agency charged with enforcing Title II of the ADA.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance. Programs and activities that receive federal financial assistance from the United States Department of Education are covered by Title VI. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Title VI.

Title VII of the Civil Rights Act of 1964 protects individuals against unlawful employment practices based on their race, color, sex, and national origin. The Civil Rights Act of 1991 significantly extended plaintiffs' rights under Title VII. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing Title VII.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities and extends to employment and admission to institutions that receive federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Title IX.

Age Discrimination Act of 1975 protects people from discrimination based on age in programs or activities receiving federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing the ADA of 1975.

Age Discrimination in Employment Act of 1967 protects individuals who are 40 years of age or older. The U.S. Equal Employment Opportunity

Commission is the law enforcement agency charged with enforcing the ADEA.

Civil Rights Act of 1991 provides monetary damages in cases of intentional employment discrimination. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the CRA of 1991.

Equal Pay Act of 1963 protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the EPA.

Section 504 of the Rehabilitation Act of 1973 protects people from discrimination in admission, employment, treatment, or access based on disability in programs or activities receiving federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Section 504.

Executive Order 11246 requires certain government contractors to engage in affirmative action and to not discriminate based on race, sex, or national origin. The Office of Federal Contract Compliance Programs (U.S. Department of Labor) is the agency charged with enforcing EO 11246 and ensuring that federal contractors are in compliance.

COLLEGE NONDISCRIMINATION STATEMENT:

The College's nondiscrimination statement, cited below, prohibits discrimination and harassment against individuals based on characteristics protected under federal and state law, as well as on the basis of sexual orientation. The college also prohibits retaliation based upon reporting of such violations.

Metropolitan Community College is committed to a policy of nondiscrimination on the basis of race, color, religion, sex, sexual orientation, age, birth, ancestry, national origin, or disability in admissions; educational programs, services, or activities; and employment; as specified by federal laws Title VI; Title VII; Title IX, section 504; the Americans with Disabilities Act; and state laws and regulations.

Federal citations:

The regulations implementing Title VI, Title IX, Section 504, the Age Discrimination Act, and Title VII contain requirements for recipients to issue notices of nondiscrimination. 34 C.F.R. Sections 100.6(d), 106.9, 104.8, 110.25, 41 C.F.R. Sections 60-1.42(a), respectively. The Title II regulation also contains a notice requirement that applies to all units of government, whether or not they receive federal aid. (See 28 C.F.R. Section 35.106.)

MCC is an equal-opportunity employer.

Inquiries concerning MCC's compliance may be addressed to the following persons:

MCC District

Kathy Walter-Mack, Chief of Staff,
Associate Vice Chancellor of Human Resources,
3200 Broadway, Kansas City, Missouri 64111-2429;
telephone (816) 604-1587

MCC-Blue River

Jon Burke, Dean of Student Development,
20301 E. 78 Highway, Independence, Missouri 64057-2053;
telephone (816) 604-6620

MCC-Business & Technology

Ryan Meador, Dean of Student Services,
1775 Universal Avenue, Kansas City, Missouri 64120-1318;
telephone (816) 604-5229

MCC-Longview

Dean of Student Development,
500 SW Longview Road, Lee's Summit, Missouri 64081-2015;
telephone (816) 604-2326

MCC-Maple Woods

Karen Moore, Dean of Student Development,
2601 NE Barry Road, Kansas City, Missouri 64156-1299;
telephone (816) 604-3175

MCC-Penn Valley

Yvette Sweeney, Dean of Student Services,
3201 Southwest Trafficway, Kansas City, Missouri 64111-2764;
telephone (816) 604-4114

Inquiries may also be addressed to the
Director, Office for Civil Rights,
Department of Education,
One Petticoat Lane,
1010 Walnut St., Suite 320
Kansas City, MO 64106
telephone (816) 268-0550

Tobacco-Free

Metropolitan Community College is committed to providing a safe and healthy environment for all students, employees, contractors, and visitors. As a result of this commitment, the use, advertising, or sponsorship of tobacco and tobacco substitute products, excluding cessation products, on all campus premises, leased property, and college-owned vehicles is prohibited, with no exceptions. This policy applies to all students, employees, tenants, subtenants, contractors, and visitors. For additional information on Tobacco-Free MCC go to mcckc.edu/tobaccofree

Right to Know

MCC complies with the provisions of "The Crime Awareness and Campus Security Act of 1990." A provision of this act requires higher education institutions to provide students an annual report that contains occurrences of criminal offenses and arrests on campus and adjacent public property. This report is available at

mcckc.edu/our-students/rights-responsibilities/right.aspx

For a printed copy, please call (816) 604-1436 or stop by the campus public safety offices.

Student Consumer Information

The Higher Education Opportunity Act of 2008 (HEOA) requires that postsecondary institutions participating in federal student aid programs make a variety of disclosures to students.

Additional required student consumer information can be found on the MCC website at www.mcckc.edu/StudentConsumerInfo.

You may request information from the
MCC Information Center at (816) 604-1000.

Americans with Disabilities Act

Metropolitan Community College complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act which prohibit discrimination in admission or access to its programs based on disability. Each MCC campus has an Disability Support Services Office that provides special services for students with documented disabilities. Arrangements can be made for aids and adjustments to help ensure equal access to programs and services. The campus Disability Support Services Office also has information regarding the existence and location of services, activities, and facilities that are accessible to and usable by persons with disabilities. Inquiries may be addressed to:

MCC-Blue River
Disability Support Services Coordinator,
20301 E. 78 Highway,
Independence, Missouri, 64057-2023;
Telephone: (816) 604-6569

MCC-Business & Technology
Disability Support Services Coordinator,
2601 NE Barry Road,
Kansas City, Missouri, 64156-1200
Telephone: (816) 604-5491

MCC-Longview
Disability Support Services Coordinator,
500 SW Longview Road,
Lee's Summit, Missouri, 64081-2015;
Telephone: (816) 604-2254

MCC-Maple Woods
Disability Support Services Coordinator,
2601 NE Barry Road,
Kansas City, Missouri, 64156-1200
Telephone: (816) 604-3192

MCC-Penn Valley
Disability Support Services Coordinator,
3201 Southwest Trafficway,
Kansas City, Missouri, 64111-2764:
Telephone: (816) 604-4293

For relay calls dial 711.

Sexual Misconduct

Metropolitan Community College strongly believes that the classroom, workplace, and campus should be free of sexual harassment, including unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature and sexual violence. Sexual harassment and sexual violence will not be tolerated either in the classroom or in the workplace. Sexual harassment and sexual violence are prohibited by Federal and State law as well as Board of Trustee Policy. Anyone found to be in violation of such laws or policy will be subject to serious disciplinary action, including expulsion and termination. If you have questions or believe that you have been subjected to sexual harassment or sexual violence, you should contact the college counseling department or the dean of students office listed on page 20.

Student Rights Under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Dean of Students or the Office of the Registrar/Enrollment Manager ("College Official") a written request that identifies the record(s) they wish to inspect. The College Official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College Official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or in violation of the student's right to privacy. Students desiring an amendment to their education record should write the College Official responsible for maintaining the record, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student's privacy.

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

4. The right to prevent the College's disclosure of the student's personally identifiable information from the student's education records in most circumstances. The College must obtain the written consent of a student before disclosing that student's personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Where required, a student's consent must specify the records to be disclosed, the purpose of the disclosure, and the party or class of parties to whom disclosure may be made. FERPA contains the following exceptions and others, allowing a College to disclose a student's personally identifiable information:

a) Disclosure to school officials with legitimate educational interests is permitted without a student's written consent. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted institutional services or functions that the College would otherwise use employees to perform (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in

order to fulfill his or her professional responsibility. A school official must be under the direct control of the institution with respect to the use and maintenance of information from education records.

b) Disclosures to parents are permitted in three situations. First, disclosure of a student's personally identifiable information to parents is permitted absent a student's written consent in the event of a health or safety emergency. The College may disclose education records in an emergency if the College determines that there is an articulable and significant threat to the health or safety of the student or other individuals. Second, disclosure of a student's personally identifiable information is permitted to parents of the student if the student is a dependent pursuant to Section 152 of the Internal Revenue Code of 1986 and notice is given to the student that a parent has requested such information. Third, disclosure of a student's personally identifiable information to parents is permitted without the student's written consent if the student is under 21 and has violated a law or College rule or policy governing alcohol or controlled substance consumption.

5. The right to opt out of the disclosure of directory information. Pursuant to FERPA, the College has classified certain personally identifiable information as directory information. Metropolitan Community College defines directory information as the student's name, address, telephone number, e-mail address, photos, date of birth, place of birth, grade level, major field of study, dates of attendance, full time/part time status, degrees, honors, and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most recent previous educational institution attended by the student. Students who wish to restrict the release of directory information must submit the appropriate form to the Office of the Registrar/Enrollment Manager during the first week of each academic term. This form can be found on the College's website, at the Dean of Students' Office or at the Office of the Registrar/Enrollment Manager. Upon receipt of such request the Office of the Registrar/Enrollment Manager will designate that the student's directory information is confidential and not to be released outside the College except to individuals, institutions, agencies and organizations authorized in the Act. The College will honor all requests to withhold any of the categories of directory information listed above but cannot assume any responsibility to contact the student for subsequent permission to release information. Nondisclosure will be enforced until the information is subsequently released by the student. A student may not, however, opt-out of disclosure of the student's name, institutional e-mail address, or electronic identifier in the student's classroom. Regardless of the effect on the student, the College assumes no liability for honoring the request of the student to restrict the disclosure of directory information.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Metropolitan Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

Nonimmigrant Alien Students

Metropolitan Community College is authorized under Federal law to enroll nonimmigrant alien students.

Drug Free Schools and Communities Act

Metropolitan Community College subscribes to the Drug Free Schools and Communities Act. Board policy expressly forbids the possession, use and/or distribution on college premises of alcohol, illegal drugs and all other controlled substances. Metropolitan Community College will distribute annually to all students and employees information about its drug prevention program, including information relative to college sanctions for violation of the board policy, legal sanctions, health risks and drug and alcohol counseling, treatment and/or rehabilitation programs.

Workforce Development & Business Services

Short Term Training Programs

MCC is committed to training and developing Kansas City's workforce. Our programs provide job-ready training – whether you are looking to start in a new career or further your skills in your chosen field. We offer convenient, short term schedules throughout the year, along with online options. MCC focuses on the technical and personal skills that employers want. Our instructors come from industry, providing relevant training that will prepare you for future employment. Here are some highlighted programs (check our website for more information):

We offer:

Healthcare

- Certified Associate in Healthcare Information and Management Systems (CAHIMS)
- Certified Nurse Assistant (CNA)
- Certified Medication Technician (CMT)
- Community Health Worker
- Healthcare IT Principles
- Level I Medication Aide
- Medical Assistant
- Medical Billing & Insurance
- Pharmacy Technician
- Phlebotomist

Information Technology

- Comp TIA Strata
- Comp TIA A+
- Comp TIA Net+
- Customer Contact Professional
- Microsoft Office

Business Services

Customized Training and Services

For over 25 years, Metropolitan Community College has served Kansas City's workforce needs by directly working with companies to provide customized training programs and consulting services. We are committed to helping companies improve performance in all areas – people, processes, workplace environment – to maximize your company's productivity and ROI. Our performance consultants are experts in their fields, bringing real-world value and relevancy to both front-line workers and executives alike. The Institute will customize a solution to meet your company's needs with a variety of delivery options available, including on-site training, online courses or training in any of MCC's state of the art technical labs.

Training and consulting services include but are not limited to:

- Employee Knowledge and Skills Assessment
- Employee and Team Training
- Database Solutions
- Human Resources
- Learning Management
- Quality Management, including ISO and Lean
- OSHA Training and Safety Management
- Technical Skills, including CNC, Welding, Soldering
- Workers Compensation Training and Program Assessment

Missouri State Funding

MCC has partnered with the Missouri Division of Workforce Development to assist companies in applying for state training funds to offer programs designed to meet a company's specific needs. These programs are designed to facilitate training and financially assist employers which are expanding their workforce, locating a new facility in the State of Missouri or relocating a company to Missouri. The training available is as diverse as the companies served. MCC has assisted companies from the following industry sectors to obtain these state funds: healthcare, animal health, manufacturing, energy and green technology, information technology and transportation and logistics. Whether your company is new, expanding or retraining, we have a program that can increase your return on investment and provide you with a skilled workforce.

Community Education



MCC-Blue River

(816) 604-6518;

- Driver's education
- Certified Physical Agility Testing for Fire
- Continuing Education Units

MCC-Longview

(816) 604-2030; mcckc.edu/lvcommed

- Adult leisure classes
 - Personal interest
 - Foreign language
 - Computer/technology
 - Health/fitness
- ed2go online classes
- Flights of Fancy kite festival
- Reading Horizons (one-on-one reading tutoring)

MCC-Maple Woods

(816) 604-3022; mcckc.edu/mwcommed

- College 4 Kids Spring and Summer Programming
- Kansas City Storytelling Celebration first week in November
- Motorcycle Safety basic training and Total Control advanced riding classes March-October
- Ed2Go online community computer and lifelong learning classes
- College Experience for Adults with Developmental Disabilities

Community Education:
Leisure and Lifelong Learning
MCC Community Education offers lifelong learning opportunities for the enrichment, education and enjoyment of our neighbors.



Graduation Requirements



transfer degree programs 25

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certificate programs 38

Transfer Degree Programs

Degrees

Metropolitan Community College awards degrees that can be transferred to a four-year college or university. They are:

- Associate in Arts
- Associate in Arts Teaching
- Associate in Computer Science
- Associate in Engineering
- Associate in Science

These transfer degree programs are described on the following pages.

NOTE: Transfer requirements vary for different majors and/or for different four-year colleges and universities. In some cases, an associate degree equals the first two years of a bachelor's degree, while in other cases, an associate degree may not be necessary to transfer. Therefore, it's important for students to meet with an advisor or counselor early to make sure they're enrolling in classes that will transfer. Students are also encouraged to select the four-year college or university where they'll complete their bachelor's degree as well as their major of study.

Degree Graduation Requirements

Credentials:

Each graduation candidate must have on file with MCCKC the following documents.

1. A transcript of all high school work or scores from the General Education Development (GED) Test or HiSet "High School Equivalency Test".
2. Transcripts of all prior college work.

NOTE: High school transcripts are not required from students who have successfully completed 15 semester hours of credit at another accredited college or university.

Scholarship:

Each graduate must achieve a minimum MCC 2.0 grade point average on a four-point grading scale.

Award Requirements:

Students must complete the requirements with a 2.0 minimum MCC grade point average on a four-point grade scale to be eligible for award of a degree or certificate. Some degrees may require a higher grade point average.

Students must meet one or more of the following requirements:

1. Complete 25% or more of the required credits at MCC and be enrolled anytime during the academic year of qualification for graduation.
2. Complete 56 or more credits at MCC
3. Students pursuing occupational degree or certificate programs must complete a minimum of 25% of the required occupational credits at MCC.

Exceptions:

Students participating in reverse transfer agreements, Active-duty military, their dependents, and Reservists and National Guard on active-duty are not required to be enrolled in the year of qualification for graduation (Board Policy 6.25080).

Total Credits

Each MCC graduate must successfully complete at least 60 credit hours, although some degrees require more. (See specific requirements on the following pages.)

Students earning any of the five associate degrees offered by MCC must take several general education courses. For the Associate in Arts degree, at least 63 credits are required -- 42 credit hours in general education courses (COLL 100) and the rest in electives. The Associate in Science also requires an area of specialization in Biology or Chemistry. In addition to these general education and specialization courses, students must take electives that will bring their total number of credits up to the amount required for the degree. Only courses numbered 100 level or higher can be applied toward the degree.

Students who plan to earn a bachelor's degree in certain fields, such as education or nursing, are required to take specific courses. MCC has negotiated many transfer and articulation agreements with four-year universities and colleges that outline a specific program of study for successful transfer. Students should meet with an advisor or counselor for transfer information and assistance in selecting the right classes. Similarly, students who transfer to MCC from another accredited college or university are encouraged to meet with an advisor or counselor to determine how many of their previous credits will transfer and which classes they will still need to take. Visit MCC's website at www.mcckc.edu for more information.

State Requirement

Missouri law states that all college or university graduates should complete a course covering the federal and state constitutions as well as American history and government. Students who transfer from our-of-state schools should check with the MCC counseling or development center to find out how they can meet this requirement.

Application for Graduation

You must apply to graduate or receive a certificate. Just follow the simple online steps below. If you are a candidate for graduation, you may participate in commencement. If you have questions, contact your advisor.

Apply Online before these deadlines:

- November 15 for Fall (December) Graduation
- April 15* for Spring (May) Graduation
- July 15* for Summer (July) Graduation

*To assure your name is included in the spring commencement program, spring and summer graduates need to apply before March 15.

Apply Online:

1. Log onto MyMCCKC.
2. Click on Student Center Home.
3. In the Academics section, find the drop down box labeled "Other Academics" and select "Apply for Graduation".
4. Follow the instructions.

After your degree or certificate application is received:

1. A graduation advisor completes an official evaluation to confirm requirements are being satisfied and sends you a copy in the mail.
2. At the end of each semester, the graduation advisor reviews your application and certifies completion of requirements.
3. Your degree or certificate is recorded on your transcript. Congratulations!

The Associate in Arts Degree

Purpose Statement: The Metropolitan Community College Associate in Arts degree provides a well-rounded educational foundation that prepares students to select appropriate majors/career paths, helps them transfer and successfully complete baccalaureate degrees.

Associate in Arts Degree

General Education Requirements	Minimum-Credits	Prerequisites
Communications:		
ENGL 101 Composition and Reading I	3	ENGL 30/90 or appropriate placement test score
ENGL 102 Composition and Reading II	3	ENGL 101
COMM 100 Fundamentals of Speech or COMM 102 Fundamentals of Human Communication	3	ENGL 30/90 or appropriate placement test score
Mathematics:		
MATH 120 College Algebra or Higher MATH Course	3	MATH 110 or satisfactory score on the math placement test
American Institutions: (Choose one of the following)		
HIST 120 United States History to 1865	3	
HIST 121 United States History since 1865		
POLS 136 Introduction to American National Politics		
POLS 137 Introduction to State and Local Politics		
Sciences: (2 courses, 1 with lab)		
Lab Courses: BIOL 101, 102, 104, 106, 110, 123, 124, 202, 208, 210, 214; CHEM 101, 105, 107, 111, 112, 205, 221, 222; GEOG 104, GEOG 110; GEOL 101, 102; PHYS 101L, 106L, 130, 131, 220, 221 Non-Lab Courses: BIOL 132; PHYS 101, 106	7	
Western Civilization: (Choose one of the following)		
HIST 133 Foundations of Western Civilization	3	
HIST 134 Modern Western Civilization		
Social Sciences: (Choose one of the following)		
PSYC 140 General Psychology	3	
SOCI 160 Sociology		
ECON 210 Macroeconomics		MATH 40 or 40L or satisfactory score on placement test
ECON 211 Microeconomics		MATH 40 or 40L or satisfactory score on placement test
ANTH 100 General Anthropology		
ANTH 110 Cultural Anthropology		
Humanities: (Choose one of the following)		
ENGL 218 Introduction to Literature	3	
ENGL 220 British Literature to 1750		
ENGL 221 British Literature 1750 - Present		
ENGL 222 American Literature to 1860		
ENGL 223 American Literature 1860 - Present		
ENGL 268 Women's Literature		
PHIL 100 Introduction to Philosophy		
PHIL 200 Logic		
PHIL 203 Ethics		
Humanities Appreciation: (Choose one of the following)		
ARAB 101; ART 108, 150, 151; CHIN 101; ALL FREN, GERM courses; MUSI 108; SPAN 101, 102, 203, 204; THEA 106	3	
Common Core Electives:		
ANTH 100; ART 108, 110; BIOL 101; COMM 100; ECON 210, 211; FREN 101, 102; HIST 120, 121, 133, 134; MATH 115, 120, 180; MUSI 108; PHIL 100; PHYS 106L; POLS 136; PSYC 140; SOCI 160; SPAN 101, 102	8	
Total General Education Courses	42	

Continued on next page...

Associate in Arts Degree (Continued)

General Degree Requirements		
Global Diversity ANTH 110; 140; ART 108; BIOL 238, 239; COMM 233; ENGL 220, 221, 240, 254, 255, 256, 260, 262, 264, 265, 267, 268; GEOG 105, 113; HIST 130, 140, 145, 150; HUMN 103, 140, 141, 145, 165; MUSI 116, 160; PHIL 102; POLS 234; PSYC 143, PSYC 220, SOCI 164, SOCI 210, SOSC 171; SPAN 207, 212, 214, 216, 218	3	
COLL 100 First Year Seminar	1	
Computer Science Requirement CSIS 115, 116, 123, 128, 129, 130, 135, 141, 143, 151, 161, 162, 170, 172, 174, 175, 177, 178, 182, 250; EDUC 280	3	
Required Additional Electives: <i>A student may take any 100 level or higher MCC courses to satisfy the elective requirements for the AA. Courses may only be used to fulfill one requirement. Recommended electives are lists of suggested courses designed to help students gain expertise in a specific area of study while pursuing the AA. These courses are not guaranteed to transfer, and some may require prerequisite work. Students should consult with academic advisors both at MCC and any planned transfer institutions.</i>	11	
No more than 4 credits from PHED, and 4 credits from MUSI can be used to fulfill this requirement.		
Minimum General Degree Credits	18	
Total Credit Hours Required	60	

The Associate in Arts Teaching Degree

The Associates in Arts in Teaching (AAT) is a pre-professional degree that prepares students to transfer to a four-year college or university offering a Bachelor's Degree in Teacher Education. The AAT is a state-wide approved program and when completed in its entirety meets the first 2 years certification requirements for individuals pursuing either an early childhood, elementary or secondary education degree.

Degree Requirements

In order to receive the degree of AAT, students must complete the required courses below, obtain at least state required scores on the MoGEA, and earn a minimum 2.75 GPA. Because requirements may vary, students should consult the School of Education at the four-year transfer institution. In addition to verifying specific university minimums, education students should explore which elective courses will be accepted.

All education courses are open to both degree seeking and non-degree seeking students. For a complete list of education courses, refer to the Education section of the Course Descriptions.

Associate in Arts Teaching Degree

General Education Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
American Institutions: (2 courses, one must be HIST)			
HIST 120, 121, POLS 135, 136, 137	6		
Communications:			
ENGL 101	3		ENGL 30/90 or appropriate placement test score
ENGL 102	3		ENGL 101
COMM 100 or COMM 102	3		ENGL 30/90 or appropriate placement test score
Mathematics:			
MATH 119: College Mathematics or higher	3		MATH 110 or appropriate placement test score
Humanities: (3 courses, 3 areas of study, 1 course must be Lit. or Phil.)			
Art History or ART 108	3		See Courses section of this catalog for individual course prerequisites.
Foreign Language 101 or higher or SIGN 101 or 102	3-5		
HUMN	3		
Literature	3		
MUSI 108, 116 or 160	3		
PHIL	3		
COMM 112, 128, 204, 223, 228, 233	3		
THEA 106, 112 or 114	3		
Natural Sciences: (2 courses, 1 Biological and 1 Physical)			
BIOL (Must include laboratory)	5		See Courses section of this catalog for individual course prerequisites.
CHEM, GEOG, GEOL, PHYS, or PHSC (Must include laboratory)	4-5		
Social Sciences: (2 courses, 2 areas of study)			
ANTH	3		See Courses section of this catalog for individual course prerequisites.
ECON	3		
GEOG (excluding 104, 110 and GIS Courses)	3		
HIST	3		
POLS	3		
PSYC	3		
SOCI	3		
SOSC	3		
Total General Education Courses	42		
Education			
EDUC 200 Foundations of Education	3		ENGL 101
EDUC 201 Teaching Profession with Field Experience	3		ENGL 101
EDUC 270 Educational Psychology	3		PSYC 140
EDUC 280 Technology for Teachers	3		ENGL 101
Electives: (courses must be numbered 100 or higher) Working closely with both campus advisors and MCC education faculty is imperative when selecting electives. Electives will vary based on transfer institution and 4 year degree plan. Additionally there are elective courses that will be extremely beneficial for passing the MoGEA exam.* (EDUC 285 Education of Exceptional Learners can be used as an elective.)	8		
Total Credit Hours Required	63		
<ul style="list-style-type: none"> All courses must be at least 100 level or higher Students must achieve a minimum GPA of 2.75 Students must achieve minimum scores on each section of the MoGEA We recognize that four-year transfer institutions may have additional requirements including higher GPA, higher MoGEA scores*, or additional courses that could be taken at the community college level. Students are encouraged to work closely with an advisor from the receiving institution so that they may understand and prepare to meet all entrance requirements. Courses can only be used once to meet degree requirements 			

The Associate in Computer Science Degree

The Associate in Computer Science degree is a pre-professional curriculum designed to inspire students for transfer to a four-year college or university that offers a BS or BA degree in Computer Science. In contrast, various Associate in Applied Science degrees in Computer Science prepare students for immediate employment in more specialized, practical fields.

The required and elective Computer Science, Math, and Science courses in this degree are typical of requirements for the first two years of a four-year program that follows guidelines established by the Association for Computing Machinery (ACM). These ACM-style degree programs provide the theoretical foundation and programming experience that forms the basis of academic Computer Science.

Academic four-year Computer Science degrees address essential skills future software developers need for computer programming, network design, and database management. Individual degree requirements vary at each four-year college or university. Students should check with the transfer school or speak to an advisor or counselor to ensure selection of the right classes for transfer credit. By design, the ACS degree electives are sufficiently flexible to accommodate a wide range of transfer options.

Degree Requirements

The Associate in Computer Science degree requires completion of the requirements for all degrees listed under Degree Graduation requirements, plus specific course requirements described below

A.C.S. Computer Science

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
Communications:				
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
ENGL 102	Composition and Reading II or	3		ENGL 101
ENGL 215	Technical Writing			
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
American Institutions: (Choose one of the following)				
HIST 120	United States History to 1865	3		
HIST 121	United States History Since 1865			
POLS 136	Introduction to American National Politics			
POLS 137	Introduction to State and Local Politics			
Sciences: (1 course with lab)				
BIOL 101	General Biology	5		CHEM 107 or high school chemistry & MATH 120 MATH 130 MATH 190
BIOL 104	General Botany			
BIOL 106	General Zoology			
BIOL 110	Human Anatomy			
CHEM 111	General College Chemistry I			
PHYS 130	General Physics I			
PHYS 220	Engineering Physics			
Western Civilization: (Choose one of the following)				
HIST 133	Foundations of Western Civilization	3		
HIST 134	Modern Western Civilization			
Social Sciences: (Choose one of the following)				
ANTH 100	General Anthropology	3		MATH 40 or 40L or satisfactory placement score MATH 40 or 40L or satisfactory placement score
ANTH 110	Cultural Anthropology			
ECON 210	Macroeconomics			
ECON 211	Microeconomics			
PSYC 140	General Psychology			
SOCI 160	Sociology			
Humanities: (Choose one of the following)				
ENGL 218	Introduction to Literature	3		
ENGL 220	British Literature to 1750			
ENGL 221	British Literature 1750 - Present			
ENGL 222	American Literature to 1860			
ENGL 223	American Literature 1860 - Present			
ENGL 268	Women's Literature			
PHIL 110	Introduction to Philosophy			
PHIL 200	Logic			
PHIL 203	Ethics			
Humanities Appreciation				
ARAB 101, ART 108, ART 150, ART 151, CHIN 101, All French, All German, All Spanish, MUSI 108, THEA 106		3		(mcckc.edu/progs/degrees/aa/Appreciation.asp)
Total General Education Courses		29		

The Associate in Computer Science Degree (cont)

A.C.S. Computer Science (cont)

Program Requirements		Credits	Prerequisites
CSIS 123	Programming Fundamentals	3	MATH 40/40L or appropriate placement score
CSIS 223	Object Oriented Programming or	3	MATH 110 and CSIS 123
CSIS 222	Object Oriented Programming with Java		MATH 104 or higher and CSIS 123
MATH 180	Analytic Geometry and Calculus I	5	MATH 130 or 150
Program Electives			
Choose from the below list of courses. At least 6 hours must have a CSIS designator. Consult with an advisor to determine the best options for transfer.			
CSIS 152	Linux Operating System	21	CSIS 110
CSIS 221	Introduction to Computer Architecture		CSIS 123 and MATH 120 or 150
CSIS 228	Advanced Web Development		CSIS 128
CSIS 250	Assembly Language Programming		CSIS 123 with a C or higher
CSIS 265	.NET Web Programming with C#		CSIS 223
CSIS 271	Data Structures and Algorithm Analysis		CSIS 223 and CSIS/MATH 141
CSIS/MATH 141	Discrete Structures for Computer Science I		MATH 120 or MATH 150
CSIS/MATH 241	Discrete Structures for Computer Science II		CSIS 223 or CSIS/MATH 141
MATH 115	Statistics		MATH 110 or appropriate placement score
MATH 190	Analytic Geometry and Calculus I		MATH 180
MATH 210	Analytic Geometry and Calculus II		MATH 190
PHYS 220	Engineering Physics I		MATH 190
PHYS 221	Engineering Physics II		MATH 210 and PHYS 220
Total Credit Hours Required		62	

The Associate in Engineering Degree

Associate in Engineering
Engineering74 Credits

The Associate in Engineering degree is a preprofessional program that prepares students to transfer to a four-year college or university offering a Bachelor of Science degree in Engineering. Most MCC students transfer to the University of Missouri-Columbia, the University of Missouri-Kansas City or the Missouri University of Science and Technology. Students should check the catalog of the school they plan to transfer to or speak with an engineering program advisor or counselor to make sure they're taking the right classes.

Associate in Engineering

General Education Requirements	Credits	Semester Taken	Prerequisites
Communications (Choose two of the following):			
ENGL 101 Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
ENGL 102 Composition and Reading II	3		ENGL 101
ENGL 215 Technical Writing	3		ENGL 101
COMM 100 Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
History and Social Sciences (Choose one of the following):			
HIST 120 United States History to 1865 or	3		
HIST 121 United States History Since 1865			
POLS 136 Introduction to American National Politics or			
POLS 137 Introduction to State and Local Politics			
Mathematics (Take all four):			
MATH 180 Analytic Geometry and Calculus I	5		MATH 130 or 150
MATH 190 Analytic Geometry and Calculus II	5		MATH 180
MATH 210 Analytic Geometry and Calculus III	5		MATH 190 or appropriate placement test score
MATH 230 Differential Equations	3		MATH 190
Science (Take all three):			
CHEM 111 General College Chemistry I	5		MATH 120 (or appropriate placement test score) or two units of high school algebra and CHEM 107 or high school chemistry
PHYS 220 Engineering Physics I	5		Enrollment in or completion of MATH 190
PHYS 221 Engineering Physics II	5		PHYS 220 and enrollment in or completion of MATH 210
Required Engineering (take both):			
ENGR 101 Intro to the Profession	1		
ENGR 229 Statics	3		MATH 190 and PHYS 220 (ENGR 229)
Additional elective classes: (Twenty eight hours from the approved list)	28		
One (at most) additional Communications from above list,	3		
One (at most) additional History or Science Course with a different designator from the first course. Select from the following: HIST 120, HIST 121, ECON 210, ECON 211, POLS 136, POLS 137	3		
One (at most) Humanities course from the following: ART 100, ART 103, ART 108, ART 138, ART 150, ART 151, ECED 217, EDUC 215, ENGL 202, ENGL 214, ENGL 216, ENGL 240, ENGL 254, ENGL 262, ENGL 268, HIST 133, HIST 134, HIST 145, HUMN 133, HUMN 134, HUMN 145 MUSI 108, MUSI 160, THEA 106, or THEA 114	3		

(Continued on next page)

Associate in Engineering (cont)

Additional electives classes:		Credits	Semester Taken	Prerequisites
CHEM 112	General Chemistry II	5		CHEM 111
CHEM 221	Organic Chemistry I	5		CHEM 112
CHEM 222	Organic Chemistry II	5		CHEM 221
CIMM 101	Machine Shop Safety	1		
CIMM 102	Basic Lathe Operation	1		CIMM 101 or concurrent enrollment
CIMM 103	Basic Mill Operation	1		CIMM 101 or concurrent enrollment
CSIS 123	Programming Fundamentals	3		MATH 40/40L or higher (excluding MATH 100)
CSIS 223	Object-Oriented Programming	3		MATH 110 or equiv placement, CSIS 123
CSIS 271	Data Structures and Algorithm Analysis	3		MATH 141, CSIS 223
ENGR 113	Engr. Design and Microcomputer Applications	3		MATH 110
ENGR 204	Programming for Engineers and Scientists	3		MATH 180
ENGR 215	Engineering Statistics and Computation	3		MATH 190
ENGR 223	Thermodynamics and Heat Transfer	4		MATH 190, PHYS 220
ENGR 230	Dynamics	3		ENGR 229
ENGR 233	Circuit Analysis I	4		PHYS 221 or concurrent enrollment
ENGR 240	Mechanics of Materials	3		ENGR 229
ETEC 130	Digital Electronics	5		Completion or concurrent enrollment in ETEC 110 or INTE 110
ETEC 152	Engineering Graphics and CADD I	5		MATH 40/40L
ETEC 271	Parametric Modeling, Solidworks	3		ETEC 152 or concurrent enrollment
GEOL 101	Introduction to Geology	5		
MATH 141/ CSIS 141	Discrete Structures for Computer Science I	3		MATH 120 or MATH 150
SRVY 135	Elementary Surveying	3		MATH 120 or MATH 150
WELD 100	Introduction to Welding/Cutting Processes	1		MATH 130 or MATH 150 with a C or higher
Total Credit Hours Required		74		

The Associate in Science Degree

The Associate in Science degree program prepares students to transfer to a four-year college or university to major in either biology or chemistry. Because requirements vary at each four-year college or university, students should check with the school they plan to transfer to or an advisor or counselor to make sure they're taking the right courses.

Degree Requirements

In order to receive the Associate in Science degree, the student must complete the requirements, the general education requirements listed below, and the specialized education requirements for either Biology or Chemistry.

A.S. Biology

General Education Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
ENGL 101 Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
ENGL 102 Composition and Reading II	3		ENGL 101
<i>Two of the following:</i>			
HIST 120 United States History to 1865	6		
HIST 121 United States History Since 1865			
POLS 136 Introduction to American National Politics			
POLS 137 Introduction to State and Local Politics			
COMM 100 Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Humanities Elective	3		
Specific Program Requirements			
BIOL 104 General Botany and BIOL 106 General Zoology or BIOL 123 General Biology for Majors I and BIOL 124 General Biology for Majors II	8-10		BIOL 123
BIOL Elective: At least 3 hours must be 200 or above.	3-5		See Courses section of this catalog for individual course prerequisites.
CHEM 111 General College Chemistry I	5		MATH 120 (or appropriate placement test score) or two units of high school algebra and CHEM 107 or high school chemistry
CHEM 112 General College Chemistry II	5		CHEM 111
CHEM 221 Organic Chemistry I and CHEM 222 Organic Chemistry II or PHYS 130 General Physics I and PHYS 131 General Physics II	10		CHEM 112 (CHEM 221) CHEM 221 (CHEM 222) MATH 130 (PHYS 130) PHYS 130 (PHYS 131)
MATH 115 Statistics and MATH 120 College Algebra or MATH 180 Analytic Geometry and Calculus I	5-6		MATH 110 or appropriate placement test score (MATH 115 & 120) MATH 130 or 150 (MATH 180)
Electives as needed to reach 60	3-6		See Courses section of this catalog for individual course prerequisites.
Total Credit Hours Required	60-65		

A.S. Chemistry

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
ENGL 102	Composition and Reading II	3		ENGL 101
HIST 120 HIST 121	United States History to 1865 <i>and</i> United States History Since 1865 <i>or</i> <i>Two of the following:</i> POLS 135 Introduction to Political Science POLS 136 Introduction to American National Politics POLS 137 Introduction to State and Local Politics	6		
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Specific Program Requirements				
CHEM 111	General College Chemistry I	5		MATH 120 (or appropriate placement test score) or two units of high school algebra and CHEM 107 or high school chemistry
CHEM 112	General College Chemistry II	5		CHEM 111
CHEM 221	Organic Chemistry I	5		CHEM 112
CHEM 222	Organic Chemistry II	5		CHEM 221
MATH 180	Analytic Geometry & Calculus I	5		MATH 130 or 150
MATH 190	Analytic Geometry & Calculus II	5		MATH 180
MATH 210	Analytic Geometry & Calculus III	5		MATH 190
PHYS 220	Engineering Physics I	5		Enrollment in or completion of MATH 190
PHYS 221	Engineering Physics II	5		PHYS 220 and enrollment in or completion of MATH 210
Any Chemistry Electives		4		
Total Credit Hours Required		65		

General Education

General Education Certificate

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
Communications:				
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
ENGL 102	Composition and Reading II	3		ENGL 101
COMM 100	Fundamentals of Speech or	3		ENGL 30/90 or appropriate placement test score
COMM 102	Fundamentals of Human Communication			
Mathematics:				
MATH 120	College Algebra or higher	3-5		MATH 110 or satisfactory score on the math placement test
American Institutions: (Choose one of the following)				
HIST 120	United States History to 1865	3		
HIST 121	United States History since 1865			
POLS 136	Introduction to American National Politics			
POLS 137	Introduction to State and Local Politics			
Sciences: (2 courses, 1 with lab)				
Lab Courses: BIOL 101, 102, 104, 106, 110, 123, 124, 202, 208, 210, 214; CHEM 101, 105, 107, 111, 112, 205, 221, 222; GEOG 104; GEOG 110; GEOL 101, 102; PHYS 101L, 106L, 130, 131, 220, 221		7		See course section of the catalog for individual course prerequisites.
Non-Lab Courses: BIOL 132; PHYS 101, 106				
Western Civilization: (Choose one of the following)				
HIST 133	Foundations of Western Civilization	3		
HIST 134	Modern Western Civilization			
Social Sciences: (Choose one of the following)				
PSYC 140	General Psychology	3		MATH 40 or 40L or satisfactory score on placement test
SOCI 160	Sociology			
ECON 210	Macroeconomics			
ECON 211	Microeconomics			
ANTH 100	General Anthropology			
ANTH 110	Cultural Anthropology			
Humanities: (Choose one of the following)				
ENGL 218	Introduction to Literature	3		
ENGL 220	British Literature to 1750			
ENGL 221	British Literature 1750 - Present			
ENGL 222	American Literature to 1860			
ENGL 223	American Literature 1860 - Present			
ENGL 268	Women's Literature			
PHIL 100	Introduction to Philosophy			
PHIL 200	Logic			
PHIL 203	Ethics			
Humanities Appreciation: (Choose one of the following)				
ARAB 101; ART 108, 150, 151; CHIN 101; All FREN courses; All GERM courses; MUSI 108; SPAN 101, 102, 203, 204; THEA 106		3		
Common Core Electives:				
<i>These cannot be reused in other degree requirement areas.</i>				
ANTH 100; ART 108, 110; BIOL 101; COMM 100; ECON 210, 211; FREN 101, 102; HIST 120, 121, 133, 134; MATH 115, 120, 180; MUSI 108; PHIL 100; PHYS 106L; POLS 136; PSYC 140; SOCI 160; SPAN 101, 102		8		
Total General Education Courses		42		
Total Credit hours		43		

Career & Technical Degrees & Certificates

Certificates

In addition to two-year associate degrees, Metropolitan Community College awards certificates to students who complete certain short-term career and technical programs. Some of the same certificates can only be completed at certain campuses.

Associate in Applied Science Degree

MCC also awards Associate in Applied Science degrees. Some of the degrees can only be completed at certain campuses.

Graduation Requirements for A.A.S. Degrees

Credentials

Each graduation candidate must have on file in the admissions office the following documents:

1. A transcript of all high school work or scores from the General Education Development (GED) test or state-required documentation for home-school graduates.
2. Transcripts of all prior college work.

NOTE: If a student has successfully completed 15 semester hours at another accredited college or university, then high school transcripts are not required.

Scholarship

Each graduate must achieve a minimum MCC 2.0 grade point average on a four-point grading scale.

Enrollment

Each graduate must meet one of the following requirements:

1. Students pursuing occupational degree or certificate programs must complete a minimum of 25% of the required occupational credits at MCC.
2. They must complete a minimum of 56 credit hours at an MCC campus if they are not enrolled during the academic year they qualify for a degree.

Total Credits

Graduates must successfully complete a course of study that requires at least 63 credit hours for an Associate in Applied Science degree.

Each degree includes both general education requirements and specialized requirements. Some programs also require general education or other electives to bring students' total credits to the number needed for a degree. A minimum of 18 credit hours of general education is required for an A.A.S. degree. Within these 18 credit hours, all A.A.S. degrees will have nine credit hours in ENGL 101 or 102 or COMM 100 or 102 AND the American Institutions. The remaining nine credit hours will provide students with educational experiences to complement MCC's established general education components.

A.A.S. General Education Core Curriculum

ENGL 101 Composition & Reading I	3
COMM 100 Fundamentals of Speech or	
COMM 102 Fundamentals of Human Communications	3
One of the following American Institutions courses:	
HIST 120 United States History to 1865	
HIST 121 United States History Since 1865	
POLS 135 Introduction to Political Science	
POLS 136 Introduction to American National Politics	
POLS 137 Introduction to State and Local Politics	3
Any course(s) numbered 100 or above from the following disciplines:	
ART, ANTH, COMM, ECON, ENGL, Foreign Language,	
GEOG (except 104 & 110 and GIS courses), HIST, HUMN, COMM, MUSI,	
PHIL, POLS, PSYC, SIGN, SOSOC, SOCI, THEA	3-6
Any course(s) numbered 100 or above from the following disciplines:	
BIOL, CHEM, GEOG (104 & 110), GEOL, MATH, PHSC,	
PHYS	3-6
Minimum Total General Education Credit Hours	18

Only courses numbering 100 or higher can be used to earn credit toward degrees and certificates. Students who transfer credits to MCC from another accredited college or university should meet with an advisor or counselor to make sure they have taken the right courses.

State Requirement

Missouri law states that all college or university graduates should complete a course covering the federal and state constitutions as well as American history and government. Students who transfer from out-of-state schools should check with the MCC counseling or development center to find out how they can meet this requirement.

Application for a Degree

The semester before completing all of their degree requirements, prospective MCC graduates must file an application for receiving their degrees with the admissions/records office. Once the form is filed, students will receive an evaluation and additional information. Visit the admissions/records page at www.mcckc.edu for more information.

Accreditation

The Metropolitan Community College District—including Blue River , Longview, Maple Woods, Penn Valley and Business & Technology —is accredited by the Higher Learning Commission of the North Central Association. For information on this accreditation association, contact the Commission online at www.ncahigherlearningcommission.org or by phone at 312-263-0456. To review MCC’s accreditation materials, please call (816) 604-1000.

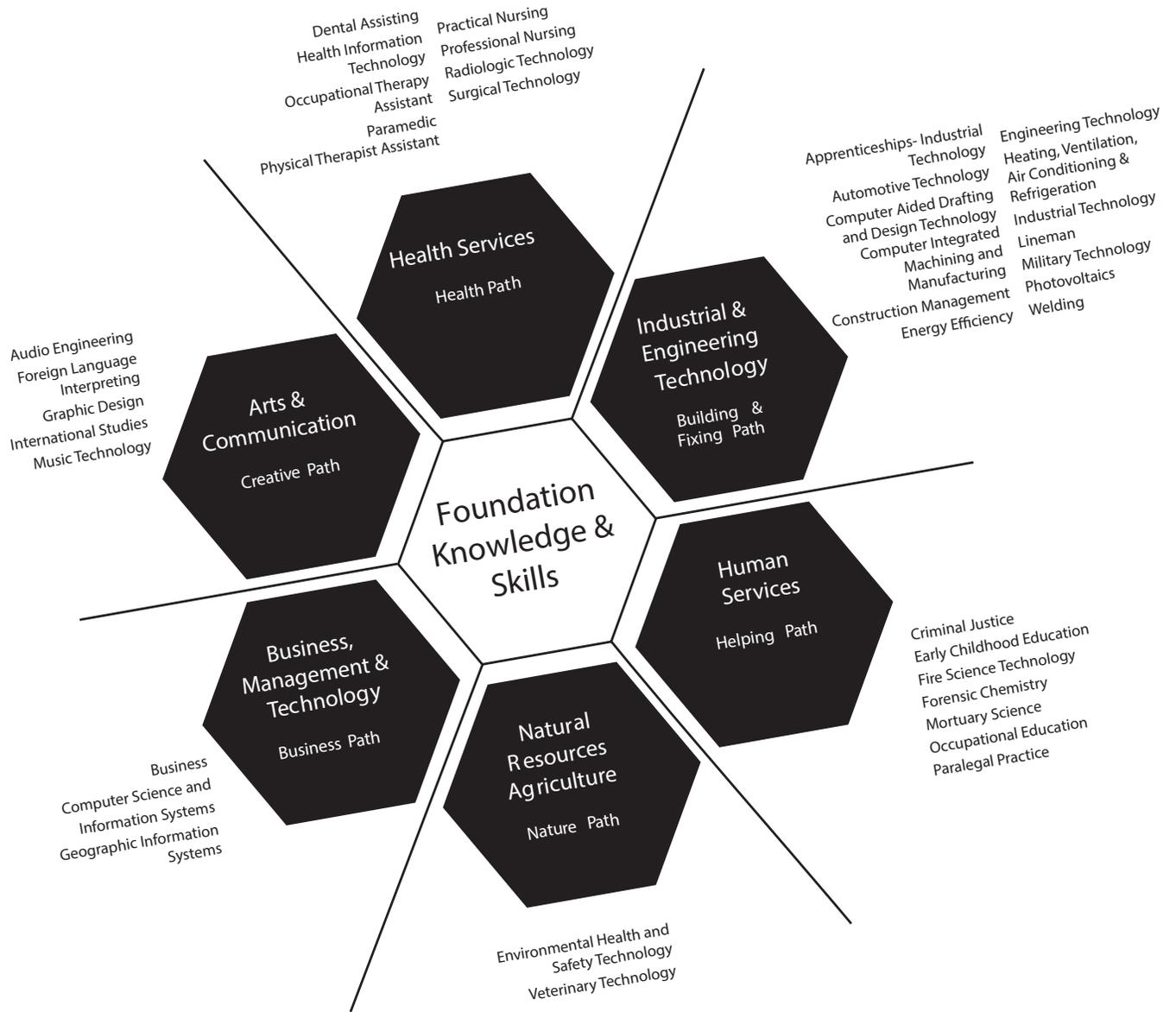
In addition to institutional accreditation, many programs have individual accreditations. Please check program websites for additional information.

Program Eligibility

In addition to the requirements for admission to the college, students must meet specific conditions before they may enroll in certain Career and Technical programs. For many of these, a student must make application and be accepted for the program. Information about how to apply for these programs is provided on the program websites and further information is available from academic advisors or counselors.

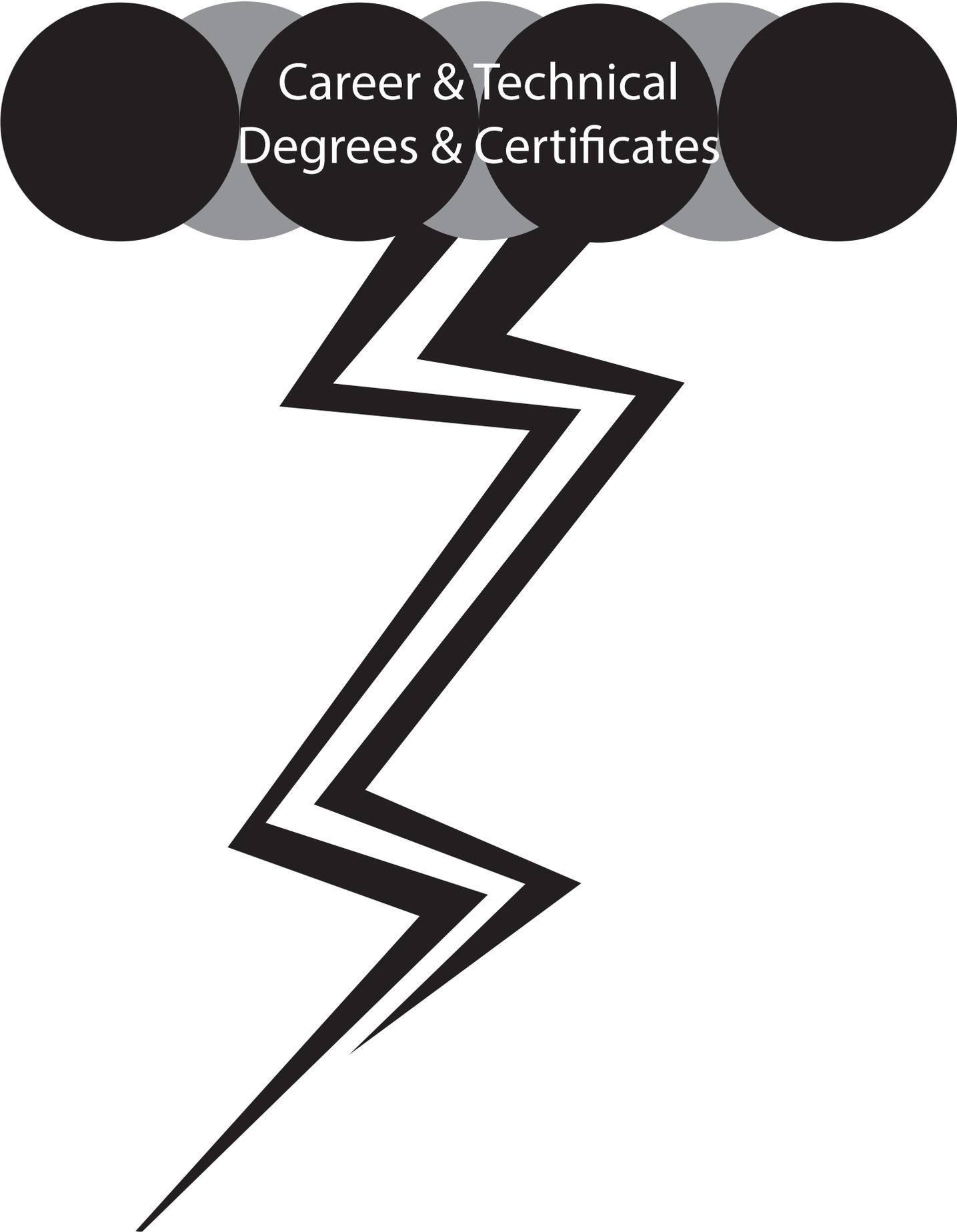
Program	College	Application Information
Dental Assisting	MCC-Penn Valley	www.mcckc.edu/dentalassisting
Line Technician	MCC-Business & Technology	www.mcckc.edu/linetech
Fire Academy	MCC-Blue River	www.mcckc.edu/firescience
Ford Automotive Student Service Educational Training	MCC-Longview	www.mcckc.edu/automotive
General Motors Automotive Service Educational Program	MCC-Longview	www.mcckc.edu/automotive
Health Information Technology	MCC-Penn Valley	www.mcckc.edu/healthinfotech
Occupational Therapy Assistant	MCC-Penn Valley	www.mcckc.edu/occupationaltherapy
Paramedic	MCC-Penn Valley	www.mcckc.edu/emt
Physical Therapist Assistant	MCC-Penn Valley	www.mcckc.edu/physicaltherapy
Police Academy	MCC-Blue River	www.mcckc.edu/policescience
Practical Nursing	MCC-Penn Valley	www.mcckc.edu/programs/practicalnursing/
Professional Nursing	MCC-Penn Valley	www.mcckc.edu/programs/practicalnursing/
Radiologic Technology	MCC-Penn Valley	www.mcckc.edu/ radiology
Surgical Technology	MCC-Penn Valley	www.mcckc.edu/programs/surgicaltechnology/
Veterinary Technology	MCC-Maple Woods	www.mcckc.edu/vettech

Career Paths



Career Paths

Missouri has identified six Career Paths as a way to help you become aware of and explore careers in a logical and meaningful way. Career Paths are a good starting point for your career exploration.



Career & Technical
Degrees & Certificates

Audio Engineering

Offered at Kansas City Kansas Community College
Coordinated at MCC

A.A.S. Audio Engineering 62-65 Credits

This is a terminal degree program for students who wish to find employment in a recording-related aspect of the music business or who wish to transfer to another school and pursue a bachelor's degree in a field such as music composition or music technology. Because requirements differ by institution, students wishing to transfer should check with the music faculty or the transfer institution regarding variations in this degree program.

Students must be accepted into the program by both MCC and KCKCC. The student is awarded the degree from KCKCC upon successful completion of all requirements.

Program courses and credit hours are subject to change because of requirement changes at the degree-granting institution. It is the student's responsibility to check with an MCC counselor or advisor before enrollment.

A.A.S. Audio Engineering

Specific Program Requirements <i>Must be taken at one of the MCC campuses</i>	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
ENGL 101 Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
ENGL 102 Composition and Reading II or ENGL 215 Technical Writing	3		ENGL 101
COMM 100 Speech or COMM 223 Interpersonal Communications	3		ENGL 101
PSYC 140 General Psychology or SOC 160 Sociology	3		
MATH 120 College Algebra or higher	3		MATH 110 or appropriate placement test
MUSI 108 Music Appreciation	3		
Specific Program Requirements <i>Must be taken at Kansas City Kansas Community College</i>			
AUDIO 108 Electronic Circuit Fundamentals	3		
AUDIO 115 Circuit Analysis 1	3		
AUDIO 110 Music Technology 1	3		
AUDIO 130 Music Business	3		
AUDIO 150 Live Sound Reinforcement 1	1		
AUDIO 151 Live Sound Reinforcement 2	1		
AUDIO 170 Lighting & Staging	3		
AUDIO 230 Multimedia Production	3		
AUDIO 250 Audio Recording 1	3		
AUDIO 255 Audio Engineering Critical Listening	1		
AUDIO 260 Audio Recording 2	3		
AUDIO 270 Audio Recording 3	3		
AUDIO 280 Audio Engineering Portfolio 1	1		
AUDIO 281 Audio Engineering Portfolio 2	1		
AUDIO 210 Music Technology 2 or AUDIO 240 Sound Editing & Synthesis or AUDIO 258 Applied Audio for Media	3		
Music Requirements The following can be taken at MCC or KCKCC:			
AUDIO 101 Audio Engineering Music Skills or MUSC 111 Music Theory 1 AUDIO 103 Audio Engineering Keyboard Skills or Piano Class or Applied Piano	4		
Natural and Physical Science Requirements			
NSAC 130 Introductory Physics (at KCKCC) or PHYS 101 Introductory Physics (at MCC)	3-5		
Total Credit Hours Required	62-65		

Automotive Technology

Offered at MCC-Longview

A.A.S. Automotive Technology

Collision Repair Technology	63-69 Credits
Ford/ASSET	79-83 Credits
General Motors/ASEP	79-83 Credits
Mechanical	69-73 Credits

Automotive Technology programs can lead to an Associate in Applied Science degree, but many students take classes for job enhancement or personal interest. Either way, our automotive classes prepare students for jobs in the automotive industry.

The *Mechanical Option* prepares students to work in dealerships, service centers, or independent repair facilities. The *Collision Repair Technology Option*, which includes courses offered by participating articulation agreement schools, prepares students to work as collision repair technicians.

Two additional degree options include *General Motors ASEP Option* and the *Ford ASSET Option*. (Note: These 2 programs have special admission requirements.)

The Automotive Technology Department also offers three certificate programs.

Certificates

Automotive Service, Maintenance and Light Repair	18-20 Credits
Automotive Technology	51 Credits
Collision Repair Technology	45 Credits

A.A.S. Automotive Collision Repair Technology

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
HIST 120	United States History to 1865 or	3		
HIST 121	United States History since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
COMM 100	Fundamentals of Speech or	3		ENGL 30/90 or appropriate placement test score
COMM 102	Fundamentals of Human Communication			
GENERAL EDUCATION ELECTIVES: Minimum of 3 courses required.				
- One course numbered 100 or above from the following disciplines: ART, ANTH, ECON, ENGL, Foreign Language, GEOG (except 104 & 110), HIST, HUMN, COMM, MUSI, PHIL, POLS, PSYC, SIGN, SOSOC, SOCI		3-5		
- One course numbered 100 or above from the following disciplines: BIOL, CHEM, GEOG (104 & 110), GEOL, MATH, PHYS		3-5		MATH 20 or 20L or appropriate placement test score
- Student must complete an additional course from either of the two areas listed above to bring the total number of general education electives to a minimum of 9 credit hours.		3-5		
Minimum Total General Education Credit Hours		18		
Specific Program Requirements at Longview				
AUTO 166	Automotive Electrical Systems	6		
AUTO 170	Automotive Braking Systems	4		
AUTO 172	Automotive Suspension and Steering	4		
AUTO 264	Automotive Air Conditioning	4		AUTO 166
Specific Program Requirements <i>Provided by participating articulation agreement schools</i>				
AUTO 120	MIG and Structural Welding	3		Accepted into the articulation program for Auto Collision Repair
AUTO 125	Structural Analysis and Damage Repair	6		Accepted into the articulation program for Auto Collision Repair
AUTO 130	Non-Structural Analysis and Damage Repair	6		Accepted into the articulation program for Auto Collision Repair
AUTO 135	Plastics and Adhesives	3		Accepted into the articulation program for Auto Collision Repair
AUTO 140	Automotive Painting	4		Accepted into the articulation program for Auto Collision Repair
AUTO 141	Automotive Refinishing	4		Accepted into the articulation program for Auto Collision Repair
Total Credit Hours Required		63-69		
The <i>Collision Repair Technology Option</i> , which includes courses offered by participating articulation agreement schools, prepares students to work as collision repair technicians.				

Automotive Technology

A.A.S. Ford/ASSET Emphasis

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
COMM 100	Fundamentals of Speech or	3		ENGL 30/90 or appropriate placement test score
COMM 102	Fundamentals of Human Communication			
GENERAL EDUCATION ELECTIVES: Minimum of 3 courses required.		3-5		
- One course numbered 100 or above from the following disciplines: ART, ANTH, ECON, ENGL, Foreign Language, GEOG (except 104 & 110), HIST, HUMN, COMM, MUSI, PHIL, POLS, PSYC, SIGN, SOSOC, SOCI				
- One course numbered 100 or above from the following disciplines: BIOL, CHEM, GEOG (104 & 110), GEOL, MATH, PHYS				
- Student must complete an additional course from either of the two areas listed above to bring the total number of general education electives to a minimum of 9 credit hours.		3-5		MATH 20 or 20L or appropriate placement test score
Minimum Total General Education Credit Hours		18		
Ford/ASSET				
AUTO 105	Cooperative Work Experience I	1		Be enrolled in the Ford emphasis area, maintain a 2.0 GPA, and be approved by by a sponsoring dealer
AUTO 106	Cooperative Work Experience II	1		Be enrolled in the Ford emphasis area, maintain a 2.0 GPA, and be approved by by a sponsoring dealer
AUTO 107	Cooperative Work Experience III	1		Be enrolled in the Ford emphasis area, maintain a 2.0 GPA, and be approved by by a sponsoring dealer
AUTO 108	Cooperative Work Experience IV	1		Be enrolled in the Ford emphasis area, maintain a 2.0 GPA, and be approved by by a sponsoring dealer
AUTO 150	Automotive Engine Repair	6		
AUTO 166	Automotive Electrical Systems	6		
AUTO 170	Automotive Braking Systems	4		
AUTO 172	Automotive Suspension and Steering	4		
AUTO 174	Manual Drivetrain & Axles	4		
AUTO 260	Advanced Diagnosis	6		Be a student in good standing in the Ford ASSET program
AUTO 264	Automotive Air Conditioning	4		AUTO 166
AUTO 272	Automatic Transmissions and Transaxles	6		AUTO 166 and one of the following: AUTO 150, 170, 172, 174, 276, 279, 280
AUTO 276	Automotive Engine Performance	6		AUTO 150 and 166 and concurrent enrollment or completion of AUTO 279
AUTO 279	Automotive Electronic Systems	6		AUTO 166
AUTO 280	Diagnosis and Repair	4		AUTO 150, 166, 170, 172, 174, 264 and 272 and concurrent enrollment or completion of AUTO 276 and 279.
Total Credit Hours Required		79-83		

Automotive Technology

Offered at MCC-Longview

A.A.S. General Motors/ASEP Emphasis

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
COMM 100	Fundamentals of Speech or	3		ENGL 30/90 or appropriate placement test score
COMM 102	Fundamentals of Human Communication			
GENERAL EDUCATION ELECTIVES: Minimum of 3 courses required.		3-5		
- One course numbered 100 or above from the following disciplines: ART, ANTH, ECON, ENGL, Foreign Language, GEOG (except 104 & 110), HIST, HUMN, COMM, MUSI, PHIL, POLS, PSYC, SIGN, SOSOC, SOCI				
- One course numbered 100 or above from the following disciplines: BIOL, CHEM, GEOG (104 & 110), GEOL, MATH, PHYS				
- Student must complete an additional course from either of the two areas listed above to bring the total number of general education electives to a minimum of 9 credit hours.		3-5		MATH 20 or 20L or appropriate placement test score
Minimum Total General Education Credit Hours		18		
GM/ASEP				
AUTO 105	Cooperative Work Experience I	1		Be enrolled in the GM emphasis area, maintain a 2.0 GPA and be approved by sponsoring dealer.
AUTO 106	Cooperative Work Experience II	1		Be enrolled in the GM emphasis area, maintain a 2.0 GPA and be approved by sponsoring dealer.
AUTO 107	Cooperative Work Experience III	1		Be enrolled in the GM emphasis area, maintain a 2.0 GPA and be approved by sponsoring dealer.
AUTO 108	Cooperative Work Experience IV	1		Be enrolled in the GM emphasis area, maintain a 2.0 GPA and be approved by sponsoring dealer.
AUTO 150	Automotive Engine Repair	6		
AUTO 166	Automotive Electrical Systems	6		
AUTO 170	Automotive Braking Systems	4		
AUTO 172	Automotive Suspension and Steering	4		
AUTO 174	Manual Drivetrain & Axles	4		
AUTO 260	Advanced Diagnosis	6		Be a student in good standing in the General Motors ASEP program
AUTO 264	Automotive Air Conditioning	4		AUTO 166
AUTO 272	Automatic Transmissions and Transaxles	6		AUTO 166 and one of the following: AUTO 150, 170, 172, 174, 276, 279, 280
AUTO 276	Automotive Engine Performance	6		AUTO 150 and 166 and concurrent enrollment or completion of AUTO 279
AUTO 279	Automotive Electronic Systems	6		AUTO 166
AUTO 280	Diagnosis and Repair	4		AUTO 150, 166, 170, 172, 174, 264 and 272. Concurrent enrollment or completion of AUTO 276 and 279.
Total Credit Hours Required		79-83		

Automotive Technology

Offered at MCC-Longview

A.A.S. Automotive Technology Mechanical Emphasis

General Education Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
ENGL 101 Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
HIST 120 United States History to 1865 or HIST 121 United States History Since 1865 or POLS 135 Introduction to Political Science or POLS 136 Introduction to American National Politics or POLS 137 Introduction to State and Local Politics	3		
COMM 100 Fundamentals of Speech or COMM 102 Fundamentals of Human Communication	3		ENGL 30/90 or appropriate placement test score
GENERAL EDUCATION ELECTIVES: Minimum of 3 courses required. - One course numbered 100 or above from the following disciplines: ART, ANTH, ECON, ENGL, Foreign Language, GEOG (except 104 & 110), HIST, HUMN, COMM, MUSI, PHIL, POLS, PSYC, SIGN, SOSOC, SOCI	3-5		
- One course numbered 100 or above from the following disciplines: BIOL, CHEM, GEOG (104 & 110), GEOL, MATH, PHYS	3-5		MATH 20 or 20L or appropriate placement test score
- Student must complete an additional course from either of the two areas listed above to bring the total number of general education electives to a minimum of 9 credit hours.	3-5		
Minimum Total General Education Credit Hours	18		
Mechanical			
AUTO 150 Automotive Engine Repair	6		
AUTO 166 Automotive Electrical Systems	6		
AUTO 170 Automotive Braking Systems	4		
AUTO 172 Automotive Suspension and Steering	4		
AUTO 174 Manual Drivetrain & Axles	4		
AUTO 264 Automotive Air Conditioning	4		AUTO 166
AUTO 272 Automatic Transmissions and Transaxles	6		AUTO 166 and one of the following: AUTO 150, 170, 172, 174, 276, 279, 280
AUTO 276 Automotive Engine Performance	6		AUTO 150 and 166 and concurrent enrollment or completion of AUTO 279
AUTO 279 Automotive Electronic Systems	6		AUTO 166
AUTO 280 Diagnosis and Repair	4		AUTO 150, 166, 170, 172, 174, 264 and 272. Concurrent enrollment or completion of AUTO 276 and 279.
Total Credit Hours Required	69-73		

The *Mechanical Option* prepares students to work as a technician in dealerships, service centers, independent garages or service stations.

Automotive Technology

Automotive Service, Maintenance and Light Repair Certificate

COLL 100	First Year Seminar	1		
Specific Program Requirements				
AUTO 117	Automotive Service, Maintenance, and Light Repair	6		
AUTO 170	Automotive Braking Systems	4		
AUTO 172	Automotive Suspension and Steering	4		
Any other course numbered 100 or above.		3-6		
Total Credit Hours Required		18-20		

Automotive Technology Certificate

COLL 100	First Year Seminar	1		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
AUTO 150	Automotive Engine Repair	6		
AUTO 166	Automotive Electrical Systems	6		
AUTO 170	Automotive Braking Systems	4		
AUTO 172	Automotive Suspension and Steering	4		
AUTO 174	Manual Drivetrain and Axles	4		AUTO 166
AUTO 264	Automotive Air Conditioning	4		AUTO 166
AUTO 272	Automatic Transmissions and Transaxles	6		AUTO 166 and one of the following: AUTO 150, 170, 172, 174, 276, 279, 280
AUTO 276	Automotive Engine Performance	6		AUTO 150 and 166 and concurrent enrollment or completion of AUTO 279
AUTO 279	Automotive Electronic Systems	6		AUTO 166
AUTO 280	Diagnosis and Repair	4		AUTO 150, 166, 170, 172, 174, 264 and 272. Concurrent enrollment or completion of AUTO 276 and 279.
Total Credit Hours Required		51		

Collision Repair Technology Certificate

COLL 100	First Year Seminar	1		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
<i>Provided by participating articulation agreement schools</i>				
AUTO 120	MIG and Structural Welding	3		Accepted into the articulation program for Auto Collision Repair
AUTO 125	Structural Analysis and Damage Repair	6		Accepted into the articulation program for Auto Collision Repair
AUTO 130	Non-Structural Analysis and Damage Repair	6		Accepted into the articulation program for Auto Collision Repair
AUTO 135	Plastics and Adhesives	3		Accepted into the articulation program for Auto Collision Repair
AUTO 140	Automotive Painting	4		Accepted into the articulation program for Auto Collision Repair
AUTO 141	Automotive Refinishing	4		Accepted into the articulation program for Auto Collision Repair
Total Auto Body Credits (from articulated tech schools)		26		
Automotive Courses at Longview				
AUTO 166	Automotive Electrical Systems	6		
AUTO 170	Automotive Braking Systems	4		
AUTO 172	Automotive Suspension and Steering	4		
AUTO 264	Automotive Air Conditioning	4		AUTO 166
Total Credit Hours Required		45		

Business

Offered at all Campuses

A.A.S. Business

Accounting	65 Credits
Logistics Management	65 Credits
Management	65 Credits

This program offers an Associate in Applied Science degree with emphasis areas in accounting, logistics management, and management.

A.A.S. Business Accounting Emphasis

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ECON 210	Macroeconomics	3		MATH 40/40L or appropriate placement test score
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
HIST 120	United States History to 1865 <i>or</i>	3		
HIST 121	United States History Since 1865 <i>or</i>			
POLS 135	Introduction to Political Science <i>or</i>			
POLS 136	Introduction to American National Politics <i>or</i>			
POLS 137	Introduction to State and Local Politics			
MATH 100	Mathematics for Business <i>or</i>	3		MATH 20/20L or appropriate placement test score (MATH 100) MATH 40/40L or appropriate placement test score (MATH 110) Satisfactory score on the math placement test
MATH 110	Intermediate Algebra or higher			
PSYC 140	General Psychology <i>or</i>	3		
SOCI 160	Sociology			
COMM 100	Fundamentals of Speech <i>or</i>	3		ENGL 30/90 or appropriate placement test score
COMM 102	Fundamentals of Human Communication			
Minimum Total General Education Credit Hours		18		
Specific Program Requirements				
BSAD 101	Accounting Principles I	3		
BSAD 204	Business Management	3		
BSAD 205	Marketing	3		
BSAD 221	Business Communications	3		ENGL 30/90 or appropriate placement test score
BSAD 254	Business Law I <i>or</i>	3		
BSAD 255	Business Law II <i>or</i>			
BSAD 270	Legal Environment of Business			
CSIS 115	Computer Concepts and Applications	3		
Electives	Any course numbered 100 or above	6		
Specific Emphasis Requirements				
Accounting				
BSAD 102	Accounting Principles II	3		BSAD 101
BSAD 153	Accounting Information Systems	3		BSAD 101
BSAD 154	Managerial Accounting	3		BSAD 101
BSAD 155	Accounting Using Spreadsheet	3		BSAD 101
BSAD 202	Intermediate Accounting I	3		BSAD 102
BSAD 252	Individual Income Tax	3		BSAD 101
BSAD 290	Business Capstone	1		
BSAD Electives		3		
Total Credit Hours Required		65		

Business

A.A.S. Business Logistics Management Emphasis

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ECON 210	Macroeconomics	3		MATH 40/40L or appropriate placement test score
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
HIST 120	United States History to 1865 <i>or</i>	3		
HIST 121	United States History Since 1865 <i>or</i>			
POLS 135	Introduction to Political Science <i>or</i>			
POLS 136	Introduction to American National Politics <i>or</i>			
POLS 137	Introduction to State and Local Politics			
MATH 100	Mathematics for Business <i>or</i>	3		MATH 20/20L or appropriate placement test score (MATH 100) MATH 40/40L or appropriate placement test score (MATH 110) Satisfactory score on the math placement test
MATH 110	Intermediate Algebra or higher			
PSYC 140	General Psychology <i>or</i>	3		
SOCI 160	Sociology			
COMM 100	Fundamentals of Speech <i>or</i>	3		ENGL 30/90 or appropriate placement test score
COMM 102	Fundamentals of Human Communication			
Minimum Total General Education Credit Hours		18		
Specific Program Requirements				
BSAD 101	Accounting Principles I	3		
BSAD 204	Business Management	3		
BSAD 205	Marketing	3		
BSAD 221	Business Communications	3		ENGL 30/90 or appropriate placement test score
BSAD 254	Business Law I <i>or</i>	3		
BSAD 255	Business Law II <i>or</i>			
BSAD 270	Legal Environment of Business			
CSIS 115	Computer Concepts and Applications	3		
Electives	Any course numbered 100 or above	6		
Logistics Management				
BSAD 210	Logistics Management	3		
BSAD 211	Operations Management	3		
BSAD 212	Transportation Operations and Management	3		
BSAD 213	Warehouse and Distribution Centers	3		
BSAD 290	Business Capstone	1		
BSAD Electives		9		
Total Credit Hours Required		65		

Business

A.A.S. Business Management Emphasis

COLL 100 First Year Seminar		1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ECON 210	Macroeconomics	3		MATH 40/40L or appropriate placement test score
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
MATH 100	Mathematics for Business or	3		MATH 20/20L or appropriate placement test score (MATH 100) MATH 40/40L or appropriate placement test score (MATH 110) Satisfactory score on the math placement test
MATH 110	Intermediate Algebra or higher			
PSYC 140	General Psychology or	3		
SOCI 160	Sociology			
COMM 100	Fundamentals of Speech or	3		ENGL 30/90 or appropriate placement test score
COMM 102	Fundamentals of Human Communication			
Minimum Total General Education Credit Hours		18		
Specific Program Requirements				
BSAD 101	Accounting Principles I	3		
BSAD 204	Business Management	3		
BSAD 205	Marketing	3		
BSAD 221	Business Communications	3		ENGL 30/90 or appropriate placement test score
BSAD 254	Business Law I or	3		
BSAD 255	Business Law II or			
BSAD 270	Legal Environment of Business			
CSIS 115	Computer Concepts and Applications	3		
Electives	Any course numbered 100 or above	6		
Management				
BSAD 105	Human Resources Management	3		
BSAD 109	Principles of Supervision	3		
BSAD 120	Organizational Behavior	3		
BSAD 127	Management Internship I	3		
BSAD 128	Management Internship II	3		BSAD 127
BSAD 290	Business Capstone	1		
BSAD Electives		6		
Total Credit Hours Required		65		

Community Health Worker

Offered at MCC - Penn Valley

Community Health Worker Certificate16-17 Credits

This certificate program is designed specifically for Metropolitan Community College students looking to work in the field of community healthcare advocacy for the first time, as well as those already established in the field and looking to hone skills. Instructors insist on the understanding of legal and ethical responsibilities involved with advocacy and how cultural beliefs and social determinants play a role in community health. Other topics include: understanding public health systems, practicing personal safety, motivational interviewing, case management, conflict resolution, documentation skills, effective communication and working with the community to promote health.

Community Health Worker Certificate

COLL 100	First Year Seminar	1-2		
HLSC 100	Introduction to Health Professions			
Specific Education Requirements		Credits	Semester Taken	Prerequisites
CRJU 275	Alcohol & Drug Addiction	3		
SOWK 190	Community Mental Health or			
SOWK 275	Dynamics of Drug and Alcohol Abuse			
PSYC 140	General Psychology or	3		
SOCI 160	Introduction to Sociology			
CHLW 100	Principles of Community Health	3		
CHLW 101	Legal and Ethical Concepts for Community Health	3		
CHLW 102	Community Internship/Service Learning	3		
Total Credit Hours Required		16-17		

Computer Aided Drafting & Design Technology

Offered at MCC-Business & Technology

A.A.S. Computer Aided Drafting & Design
 Technology.....69-70 Credits
 Computer Aided Drafting
 & Design Certificate..... 17-19 Credits

This program leads to an Associate in Applied Science degree and certificate. The degree prepares the student for employment in a broad range of engineering, architectural and related fields. Graduates will have a strong background with multiple computer aided design technologies and an understanding of basic design principles in various engineering and architectural fields. This program transfers to area universities if the student wishes to pursue a four-year degree in Computer Aided Drafting and Design.

A.A.S. Computer Aided Drafting and Design Technology

General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
ENGL 215	Technical Writing	3		ENGL 101
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
MATH 120	College Algebra and	5-6		MATH 110 (MATH 120) MATH 120 (MATH 130) MATH 110 or appropriate placement test score (MATH 150)
MATH 130	Trigonometry			
MATH 150	PreCalculus			
PHYS 130	General Physics I	5		MATH 130 (PHYS 130)
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Minimum Total General Education Credit Hours		18		
Specific Program Requirements				
ENGR 101	Introduction to the Profession	1		
EHSS 111	Introduction to Health & Safety for General Industry or	1		
EHSS 112	Introduction to Health & Safety for Construction			
ETEC 152	Engineering Graphics and CADD I	5		MATH 40/40L
ETEC 153	Descriptive Geometry	3		ETEC 152
ETEC 170	CADD I, Microstation	3		ETEC 152
ETEC 200	Applied Statics & Mechanics	3		MATH 104 or 130
ETEC 210	Introduction to Commercial Architecture	3		ETEC 152
ETEC 211	Building Information Modeling, Revit	3		ETEC 210 or concurrent enrollment
ETEC 258	Introduction to Mechanical Design	3		ETEC 152
ETEC 265	Introduction to Civil Design	3		ETEC 152
ETEC 268	Intro to Structural Design	3		ETEC 152
ETEC 269	CADD II	4		ETEC 152 or 169
ETEC 270	Parametric Modeling, Inventor	3		ETEC 152 or concurrent enrollment
ETEC 271	Parametric Modeling, Solidworks	3		ETEC 152 or concurrent enrollment
ETEC 272	Advanced Parametric Modeling, and Prototyping Inventor or	3		ETE 270 ETE 271
ETEC 273	Advanced Parametric Modeling, and Prototyping Solidworks			
ETEC 290	Internship in Engineering Technology or	3		ETE 152 (ETE 290) ETE 152, 269, 270, or 271 (ETE 295)
ETEC 295	Capstone Project in Engineering Technology			
Total Credit Hours Required		69-70		

Computer Aided Drafting & Design Technology

Computer Aided Drafting and Design Certificate

Specific Program Requirements	Credits	Semester Taken	Prerequisites
ENGR 101 Intro to the Profession	1		
ETEC 152 Engineering Graphics and CADD I or EETC 169 CADD I	3-5		MATH 40/40L or appropriate placement test score
EETC 269 CADD II	4		EETC 152 or 169
Choose 3 courses from the following: EETC 170 CADD I, Microstation EETC 211 Building Information Modeling, Revit EETC 270 Parametric Model, Inventor EETC 271 Parametric Modeling, Solidworks EETC 272 Advanced Parametric Modeling, Inventor EETC 273 Advanced Parametric Modeling, Prototyping Solidworks	9		EETC 152 EETC 210 or concurrent enrollment EETC 152 or concurrent enrollment EETC 152 or concurrent enrollment EETC 270 EETC 271
Total Credit Hours Required	17-19		

Computer Integrated Machining & Manufacturing

Offered at MCC-Business & Technology

A.A.S. Computer Integrated Machining & Manufacturing62-66 Credits

Lathe Certificate18-19 Credits
 Mill Certificate18-19 Credits
 Advanced CIMM Certificate38-41 Credits

Advanced Computer Integrated Machining and Manufacturing workers use manual lathes, manual mills and computer numerical control (CNC) equipment to manufacture precision metal parts.

This program, designed by MCC-BT's Precision Machining Consortium industry partners, begins with an intensive, one-semester certificate that prepares students to begin a career in manufacturing and machining.

CIMM Machining & Manufacturing

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement score
HIST 120	United States History to 1865 or	3		
HIST 121	United States History since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
Choose one of the following Math options:		5-8		
Option #1				
MATH 103R	Technical Mathematics I w/ Review or			
MATH 103	Technical Mathematics I or			
MATH 120	College Algebra or			
MATH 120R	College Algebra w/ Review and			
MATH 104	Technical Mathematics II or			
MATH 130	Trigonometry			
Option #2				
MATH 150	PreCalculus or higher			
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement score
General Education Electives: Any course(s) numbered 100 or above from the following disciplines: ART, ECON, ENGL, Foreign Language, GEOG (except 104, 110 and GIS Courses), PHIL, PSYC, SOSC		3		
Minimum Total General Education Credit Hours		18		
Special Program Requirements		Credits	Semester Taken	Prerequisites
CSIS 100	Digital Literacy	2		
EHSS 111	Introduction to Health and Safety for General Industry	1		
INTE 124	Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
CIMM 100	Introduction to Machining & Manufacturing	3		
CIMM 105	Introduction to Blueprint Reading	2		
CIMM 110	Manual Lathe	3		CIMM 100 with a C or better or concurrent enrollment
CIMM 115	Manual Mill	3		CIMM 100 or concurrent enrollment
CIMM 121	CNC Lathe Operation Fundamentals	4		CIMM 110 or concurrent enrollment
CIMM 122	CNC Mill Operation Fundamentals	4		CIMM 115 or concurrent enrollment
CIMM 150	Lathe Co-Op or	3-4		CSIS 100, INTE 124, CIMM 100/105/110/121 or concurrent enrollment (CIMM 150)
CIMM 160	Advanced Lathe Operations			
CIMM 151	Mill Co-Op or	3-4		CSIS 100, INTE 124, CIMM 100/105/115/122 or concurrent enrollment (CIMM 151)
CIMM 161	Advanced Mill Operations			
CIMM 155	Grinding Operations	2		CIMM 100, 105, 110 and 115
CIMM 200	Advanced Machining	3		CIMM 150 and 151 or CIMM 160 and 161
CIMM 225	MasterCam I	3		CSIS 100, CIMM 121 or 122
CIMM 290	Capstone Project	2		CIMM 155 and 200
Choose 3 of the following:		3		CIMM 100 and 105 (CIMM 231) CIMM 100, 105 and 115 (CIMM 232) CIMM 100, 105 and 110 (CIMM 233) CIMM 100, 105 and 110 (CIMM 234) CIMM 100, 105 and 115 (CIMM 235) CIMM 100, 105 and 122 (CIMM 236) CIMM 100, 105 and 121 (CIMM 237) CIMM 100 and 105 (CIMM 238)
CIMM 231	Capstone Job Planning, Benchwork & Layout			
CIMM 232	Capstone Milling			
CIMM 233	Capstone Chucking			
CIMM 234	Capstone Turning			
CIMM 235	Capstone Surface Grinding			
CIMM 236	Capstone CNC Milling			
CIMM 237	Capstone CNC Turning			
CIMM 238	Capstone Drill Press			
Total Credit Hours Required		62-66		

Computer Integrated Machining & Manufacturing

Offered at MCC-Business & Technology

Lathe Certificate

COLL 100	First Year Seminar	1		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
CIMM 100	Introduction to Machining & Manufacturing	3		
CIMM 105	Introduction to Blueprint Reading	2		
CIMM 110	Manual Lathe Operations	3		CIMM 100 with a C or better or current enrollment
CIMM 121	CNC Lathe Operation Fundamentals	4		CIMM 110
CIMM 150 CIMM 160	Lathe Internship & Co-Op or Advanced Lathe Operations	3-4		CSIS 100, CIMM 100/105, 110, 121, or concurrent enrollment and a "C" or better in the prerequisite classes (CIMM 150) CIMM 121 or concurrent enrollment (CIMM 160)
CSIS 100	Digital Literacy	2		
Total Credit Hours Required		18-19		

Mill Certificate

COLL 100	First Year Seminar	1		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
CIMM 100	Introduction to Machining & Manufacturing	3		
CIMM 105	Introduction to Blueprint Reading	2		
CIMM 115	Manual Mill	3		CIMM 100 with a C or better or concurrent enrollment
CIMM 122	CNC Mill Operation Fundamentals	4		CIMM 115 or concurrent enrollment
CIMM 151 CIMM 161	Mill Internship & Co-Op <i>or</i> Advanced Mill Operation	3-4		COLL 100, CSIS 100, CIMM 100/105/115/122, CIMM 123 or concurrent enrollment
CSIS 100	Digital Literacy	2		
Total Credit Hours Required		18-19		

Advanced Computer Integrated Machining & Manufacturing Certificate

COLL 100	First Year Seminar	1		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
CIMM 100	Introduction to Machining & Manufacturing	3		
CIMM 105	Introduction to Blueprint Reading	2		
CIMM 110	Manual Lathe Operation	3		CIMM 100 with a C or better or concurrent enrollment
CIMM 115	Manual Mill	3		CIMM 100 with a C or better or concurrent enrollment
CIMM 121	CNC Lathe Operation Fundamentals	4		CIMM 110 or concurrent enrollment
CIMM 122	CNC Mill Operation Fundamentals	4		CIMM 115 or concurrent enrollment
CIMM 150 CIMM 160	Lathe Internship & Co-Op <i>or</i> Advanced Lathe Operations	3-4		COLL 100, CSIS 100, INTE 124, CIMM 100/105/110/121, or concurrent enrollment (CIMM 150) CIMM 121 or concurrent enrollment (CIMM 160)
CIMM 151 CIMM 161	Mill Internship & Co-Op <i>or</i> Advanced Mill Operations	3-4		COLL 100, CSIS 100, INTE 124, CIMM 100/105/115/122, or concurrent enrollment and a C or better in the prerequisite classes (CIMM 151) CIMM 122 or concurrent enrollment (CIMM 161)
CIMM 155	Grinding Operations	2		CIMM 100, 105, 110 & 115
CIMM 200	Advanced Machining	3		CIMM 150 & 151 or CIMM 160 & 161
CSIS 100	Digital Literacy	2		
INTE 124	Employment Strategies for Technical Careers	2		
MATH 103 MATH 103R	Technical Math I <i>or</i> Technical Math I w/ Review	3-4		MATH 40 or MATH 40L or an appropriate score on the placement exam (MATH 103) MATH 20 or MATH 20L or appropriate score on placement test (MATH 103R)
Total Credit Hours Required		38-41		

Computer Science & Information Systems

Offered at all campuses

The Associate in Applied Science in Computer Science degree program is intended to qualify individuals for entry-level positions in computer-related industries.

A.A.S. Computer Science and Information Systems

CCNP	65-71 Credits
CISCO	65-71 Credits
Software Development	64-70 Credits
Secure Systems Administration & Engineering	62 Credits

Certificates

CCNA and CCNP	35 Credits
CCNA and Security	30 Credits
CCNA and Technology	32 Credits
CCENT and CCNA	23 Credits
Computer and User Support	16 Credits
Network and Systems Support	35 Credits
Software Development	37 Credits
Secure Systems Administration & Engineering	44 Credits

* Some programs are only offered at one campus. Please see an advisor for more information.

A.A.S. Computer Science and Information Systems: CCNP

General Education Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
ENGL 101 Composition & Reading I	3		ENGL 30/90 or appropriate placement score
HIST 120 United States History to 1865 <i>or</i>	3		
HIST 121 United States History Since 1865			
POLS 135 Introduction to Political Science <i>or</i>			
POLS 136 Introduction to American National Politics <i>or</i>			
POLS 137 Introduction to State and Local Politics			
MATH 110 Intermediate Algebra <i>or</i> higher Mathematics course	3		MATH 40/40L or satisfactory score on math placement test
COMM 100 Fundamentals of Speech <i>or</i>	3		ENGL 30/90 or appropriate placement score
COMM 102 Fundamentals of Human Communications			
Any course numbered 100 or above from the following disciplines: ART, ANTH, ECON, ENGL, Foreign Language, GEOG (except 104 & 10 and GIS courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSOC, SOCI, COMM/THEA	3-6		
Any course numbered 100 or above from the following disciplines: BIOL, CHEM, GEOG (104 & 110), GEOL, MATH 120 or above, PHYS	3-6		
Total General Education Requirements	18		
Specific Program Requirements	Credits	Semester Taken	Prerequisites
BSAD 120 Organizational Behavior	3		
BSAD 221 Business Communications	3		ENGL 30/90 or appropriate placement score
CSIS 110 Information Technology Fundamentals	3		
CSIS 115 Computer Concepts and Applications	3		
Emphasis Area			
CSIS 111 Computer Hardware, Maintenance, and Troubleshooting	3		CSIS 110 with a C or higher
CSIS 112 Introduction to Networks CCNA I	4		CSIS 110 with a C or higher
CSIS 113 Routing and Switching Essentials CCNA II	4		CSIS 112 with a C or higher
CSIS 212 Scaling Networks CCNA III	4		CSIS 113 with a C or higher
CSIS 213 Connecting Networks CCNA IV	4		CSIS 212 with a C or higher
CSIS 216 Implementing Cisco IP Routing CCNP I	4		CSIS 213 with a C or higher
CSIS 217 Implementing IP Switching CCNP II	4		CSIS 213 with a C or higher
CSIS 218 Maintaining and Troubleshooting IP Networks: CCNP III	4		CSIS 216 and 217
CSIS 290 Field Competencies and Employment Strategies	3		Instructor approval
Total Credit Hours Required	65-71		

Computer Science & Information Systems

A.A.S. Computer Science and Information Systems- Cisco

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition & Reading I	3		ENGL 30/90 or appropriate placement score
HIST 120	United States History to 1865 <i>or</i>	3		
HIST 121	United States History Since 1865 <i>or</i>			
POLS 135	Introduction to Political Science <i>or</i>			
POLS 136	Introduction to American National Politics <i>or</i>			
POLS 137	Introduction to State and Local Politics			
MATH 110	Intermediate Algebra <i>or</i> higher Mathematics course	3		MATH 40/40L or satisfactory score on math placement test
COMM 100	Fundamentals of Speech <i>or</i>	3		ENGL 30/90 or appropriate placement score
COMM 102	Fundamentals of Human Communications			
<i>Any course numbered 100 or above from the following disciplines: ART, ANTH, ECON, ENGL, Foreign Language, GEOG (except 104 & 110 and GIS courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSOC, SOCI, COMM/THEA</i>		3-6		
<i>Any course numbered 100 or above from the following disciplines: BIOL, CHEM, GEOG (104 & 110), GEOL, MATH 120 or above, PHYS</i>		3-6		
Total General Education Requirements		18		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
BSAD 120	Organizational Behavior	3		
BSAD 221	Business Communications	3		ENGL 30/90 or appropriate placement score
CSIS 110	Information Technology Fundamentals	3		
CSIS 115	Computer Concepts and Applications	3		
Specific Emphasis Requirements				
CSIS 111	Computer Hardware, Maintenance, and Troubleshooting	3		CSIS 110
CSIS 112	Introduction to Networks CCNA 1	4		CSIS 110
CSIS 113	Routing and Switching Essentials CCNA 2	4		CSIS 112
CSIS 123	Programming Fundamentals	3		CSIS 110
CSIS 152	Linux Operating System	3		CSIS 110
CSIS 170	Principles of Information Assurance	3		CSIS 110
CSIS 172	Windows Server and Active Directory Fundamentals	3		CSIS 112 or 161 and CSIS 151 or 152
CSIS 212	Scaling Networks CCNA 3	4		CSIS 113
CSIS 213	Connecting Networks CCNA 4	4		CSIS 212
CSIS 290	Field Competencies and Employment Strategies	3		Instructor approval
Total Credit Hours Required		65-71		

Computer Science & Information Systems

A.A.S. Computer Science and Information Systems: Software Development

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition & Reading I	3		ENGL 30/90 or appropriate placement score
HIST 120	United States History to 1865 <i>or</i>	3		
HIST 121	United States History Since 1865			
POLS 135	Introduction to Political Science <i>or</i>	3		
POLS 136	Introduction to American National Politics			
MATH 110	Intermediate Algebra <i>or</i> higher Mathematics course	3		MATH 40/40L or satisfactory score on math placement test
COMM 100	Fundamentals of Speech or	3		ENGL 30/90 or appropriate placement score
COMM 102	Fundamentals of Human Communications			
<i>Any course numbered 100 or above from the following disciplines:</i> ART, ANTH, COMM, ECON, ENGL, Foreign Language, GEOG (except 104 & 110 and GIS courses), HIST, HUMN, MSCM, MUSI, PHIL, POLS, PSYC, SIGN, SOCS, SOCI, THEA		3-6		
<i>Any course numbered 100 or above from the following disciplines:</i> BIOL, CHEM, GEOG (104 & 110), GEOL, MATH 120 or above, PHYS		3-6		
Minimum Total General Education Credit Hours		18		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
BSAD 120	Organizational Behavior	3		
BSAD 221	Business Communications	3		ENGL 30/90 or appropriate placement score
CSIS 110	Information Technology Fundamentals	3		
CSIS 115	Computer Concepts and Applications	3		
Emphasis Area				
CSIS 123	Programming Fundamentals	3		MATH 40/40L or appropriate placement score (CSIS 123)
CSIS 128	Web Development	3		CSIS 110 or 115
CSIS 143	Database Design and Management	3		CSIS 110 or 115
CSIS 152	Linux Operating System	3		CSIS 110
CSIS 161	Networking Fundamentals	3		CSIS 110
CSIS 170	Principles of Information Assurance	3		CSIS 110
CSIS 222	Object-Oriented Programming with Java	3		MATH 104 or higher and CSIS 123
CSIS 223	Object-Oriented Programming	3		CSIS 123 and MATH 110
CSIS 228	Advanced Web Development	3		CSIS 128
CSIS 279	Web Database Programming	3		CSIS 123, 128, and 143
CSIS 290	Field Competencies and Employment Strategies	3		Instructor approval
Total Credit Hours Required		64-70		

Computer Science & Information Systems

A.A.S. Computer Science and Information Systems: Secure Systems Administration & Engineering

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition & Reading I	3		ENGL 30/90 or appropriate placement score
HIST 120	United States History to 1865 <i>or</i>	3		
HIST 121	United States History Since 1865			
POLS 135	Introduction to Political Science <i>or</i>			
POLS 136	Introduction to American National Politics <i>or</i>			
POLS 137	Introduction to State and Local Politics			
MATH 110	Intermediate Algebra <i>or</i> higher Mathematics course	3		MATH 40/40L or satisfactory score on math placement test
COMM 100	Fundamentals of Speech <i>or</i>	3		ENGL 30/90 or appropriate placement score
COMM 102	Fundamentals of Human Communications			
<i>Any course numbered 100 or above from the following disciplines:</i> ART, ANTH, COMM, ECON, ENGL, Foreign Language, GEOG (except 104 & 110 and GIS courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSOC, SOCI, THEA		3-5		
<i>Any course numbered 100 or above from the following disciplines:</i> BIOL, CHEM, GEOG (104 & 110), GEOL, MATH 120 or above, PHYS		3-5		
Minimum Total General Education Credit Hours		18		
Secure Systems Administration and Engineering Core Requirements		Credits	Semester Taken	Prerequisites
BSAD 221	Business Communications	3		ENGL 30/90 or appropriate placement test score
CSIS 110	Information Technology Fundamentals	3		
CSIS 111	Computer Hardware, Maintenance, and Troubleshooting	3		CSIS 110 with a C or higher
CSIS 115	Computer Concepts and Applications	3		
CSIS 123	Programming Fundamentals	3		
CSIS 143	Database Design and Management	3		CSIS 110 or CSIS 115
CSIS 151	Microsoft Operating Systems Concepts	3		CSIS 110 with a C or higher
CSIS 152	Linux Operating System	3		CSIS 110 with a C or higher
CSIS 161	Networking Fundamentals	3		CSIS 110 with a C or higher
CSIS 170	Principles of Information Assurance	3		CSIS 110 with a C or higher
CSIS 172	Windows Server and Active Directory Fundamentals	3		CSIS 112 or 161 and CSIS 151 or CSIS 152
CSIS 174	Virtualization and Cloud Computing Concepts	4		CSIS 172
CSIS 178	Network and Systems Security	3		CSIS 112 or 161 and CSIS 170
CSIS 290	Field Competencies and Employment Strategies	3		Instructor approval
Total Credit Hours Required		62		

Certification suggested for degree seekers sitting for exam required as part of CSIS 290.

Computer Science & Information Systems

Computer and User Support Certificate

Specific Program Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
BSAD 221 Business Communications	3		
CSIS 110 Information Technology Fundamentals	3		
CSIS 111 Computer Hardware, Maintenance, and Troubleshooting	3		CSIS 111
CSIS 115 Computer Concepts and Applications	3		
CSIS 151 Microsoft Operating System Concepts	3		CSIS 110
Complete the CompTIA A+ Certification	Pass		
Total Credit Hours Required	16		

CSIS Network and Systems Support Certificate

Specific Program Requirements	Credits	Semester Taken	Prerequisites
Complete the Computer and User Support Certificate	16		
CSIS 123 Programming Fundamentals	3		
CSIS 143 Database Design and Management	3		CSIS 110 or CSIS 115
CSIS 152 Linux Operating System	3		CSIS 110
CSIS 161 Networking Fundamentals	3		CSIS 110
CSIS 172 Windows Server and Active Directory Fundamentals	3		CSIS 112 or 161 and CSIS 151 or 152
CSIS 174 Virtualization Cloud Computing Concepts	4		CSIS 172
Complete the CompTIA Network+ Certification	Pass		
Total Credit Hours Required	35		

Secure Systems Administration and Engineering Certificate

Specific Education Requirements	Credits	Semester Taken	Prerequisites
Complete the Network and User Support Certificate	35		
CSIS 170 Principles of Information Assurance	3		CSIS 110
CSIS 178 Network and Systems Security	3		CSIS 112 or 161 and CSIS 170
CSIS 290 Field Competencies and Employment Strategies	3		
Complete the CompTIA Security+ Certification	Pass		
Total Credit Hours Required	44		

Computer Science & Information Systems

CSIS CCNA and CCNP Certificate

COLL 100	First Year Seminar	1		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
CSIS 110	Information Technology Fundamentals	3		
CSIS 112	Introduction to Networks CCNA 1	4		CSIS 110
CSIS 113	Routing and Switching Essentials CCNA 2	4		CSIS 112
CSIS 212	Scaling Networks CCNA 3	4		CSIS 113
CSIS 213	Connecting Networks CCNA 4	4		CSIS 212
CSIS 216	Implementing Cisco IP Routing	4		CSIS 213
CSIS 217	Implementing Cisco Switched Networks	4		CSIS 213
CSIS 218	Troubleshooting and Maintaining CISCO IP Networks	4		CSIS 216 and 217
CSIS 290	Field Competencies and Employment Strategies	3		Instructor approval.
Total Credit Hours Required		35		

CSIS CCNA and Security Certificate

COLL 100	First Year Seminar	1		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
CSIS 110	Information Technology Fundamentals	3		
CSIS 112	Introduction to Networks CCNA 1	4		CSIS 110
CSIS 113	Routing and Switching Essentials CCNA 2	4		CSIS 112
CSIS 170	Principles of Information Assurance	3		CSIS 110
CSIS 212	Scaling Networks CCNA 3	4		CSIS 113
CSIS 213	Connecting Networks CCNA 4	4		CSIS 212
CSIS 272	Network Security	4		CSIS 113
CSIS 290	Field Competencies and Employment Strategies	3		Instructor approval.
Total Credit Hours Required		30		

CSIS CCNA and Technology Certificate

COLL 100	First Year Seminar	1		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
BSAD 120	Organizational Behavior or	3		ENGL 30/90 or appropriate placement score
BSAD 221	Business Communications			
CSIS 110	Information Technology Management	3		
CSIS 111	Computer Hardware, Maintenance, and Troubleshooting	3		CSIS 110
CSIS 112	Introduction to Networks CCNA I or	4		CSIS 110
CSIS 113	Routing and Switching Essentials CCNA II or	4		CSIS 112
CSIS 152	Linux Operating System	3		CSIS 110
CSIS 170	Principles of Information Assurance	3		CSIS 110
CSIS 212	Scaling Networks CCNA III	4		CSIS 113
CSIS 213	Connecting Networks CCNA IV	4		CSIS 212
Total Credit Hours Required		32		

CSIS CCENT and CCNA Certificate

COLL 100	First Year Seminar	1		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
CSIS 110	Information Technology Fundamentals	3		
CSIS 112	Introduction to Networks CCNA 1	4		CSIS 110
CSIS 113	Routing and Switching Essentials CCNA 2	4		CSIS 112
CSIS 212	Scaling Networks CCNA 3	4		CSIS 113
CSIS 213	Connecting Networks CCNA 4	4		CSIS 212
CSIS 290	Field Competencies and Employment Strategies	3		Instructor Approval Required
Total Credit Hours Required		23		

Computer Science & Information Systems

CSIS Software Development Certificate

COLL 100	First Year Seminar	1		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
CSIS 110	Information Technology Fundamentals	3		
CSIS 123	Programming Fundamentals	3		MATH 40/40L or appropriate placement score
CSIS 128	Web Development	3		CSIS 110 or CSIS 115
CSIS 143	Database Design and Management	3		CSIS 110 or CSIS 115
CSIS 152	Linux Operating System	3		CSIS 110
CSIS 161	Networking Fundamentals	3		CSIS 110
CSIS 170	Principles of Information Assurance	3		CSIS 110
CSIS 222	Object-Oriented Programming with Java	3		MATH 104 or higher and CSIS 123
CSIS 223	Object-Oriented Programming	3		MATH 110 and CSIS 123
CSIS 228	Advanced Web Development	3		CSIS 128
CSIS 279	Web Database Programming	3		CSIS 123, 128, and 143
CSIS 290	Field Competencies and Employment Strategies	3		Instructor approval
Total Credit Hours Required		37		

Construction Management

A.A.S. Construction Management66-67 credits

This program leads to the Associate in Applied Science degree and prepares students for jobs as construction managers or transfer to a four-year degree program.

A.A.S. Construction Management

General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
HIST 120	United States History to 1865 or	3		
HIST 121	United States History since 1865			
MATH 120	College Algebra and	5-6		MATH 110 or satisfactory placement test score
MATH 130	Trigonometry or			
MATH 150	PreCalculus			
PSYC 140	General Psychology	3		
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate test score
PHYS 101L	Introductory Physics	5		
Minimum Total General Education Credit Hours		18		
Specific Program Requirements				
BSAD 101	Accounting Principles I	3		
BSAD 254	Business Law or	3		
BSAD 270	Legal Environment of Business			
CSIS 115	Computer Concepts and Applications	3		
Choose 12 from the following:				
CSMG 215	Scheduling Planning	3		CSIS 115
CSMG 225	Construction Materials and Methods	3		CSMG 101
CSMG 235	LEED GA	3		
CSMG 245	Industrial Processes	1		CSMG 101
CSMG 265	Public Works	1		
CSMG 295	Building Codes and Code Administration	3		
EHSS 101	Hazardous Materials Management and Emergency Response	3		
EHSS 112	Intro to Health and Safety for Construction	1		
ETEC 152	Engineering Graphics & CADD I	5		MATH 40 or 40L
ETEC 200	Applied Statics and Mechanics	3		MATH 104 or MATH 130
ETEC 210	Introduction to Commercial Architecture	3		ETEC 152 and 155
ETEC 211	Building Information Modeling	3		ETEC 152
SRVY 135	Elementary Surveying	3		MATH 130 or 150
Specific Major Requirements				
CSMG 101	Introduction to Construction Management	2		
CSMG 255	Project Cost Estimating	3		CSIS 115 and CSMG 101
CSMG 285	Principles of Construction Management	3		CSMG 101
Total Credit Hours Required		66-67		
CSMG 285	Principles of Construction Management	3		CSMG 101
CSMG 295	Building Codes & Code Administration	3		CSMG 101
Total Credit Hours Required		67-68		

Construction Trades Apprenticeship Program

Offered at MCC-Business & Technology

These degree completion programs grant college credit by certification for certain federally approved apprenticeship programs. An eligible apprenticeship must contain a minimum 450 clock hours of classroom instruction and a program-specific number of clock hours of on-the-job training. Thirty to forty-two hours of MCC credit leading toward an AAS in Industrial Technology will be awarded upon completion of 15 hours of MCC coursework and receipt of a certificate and/or journeyman card for the appropriate craft.

A.A.S. Industrial Technologies		Floor Layer	65-69 Credits
Bricklayer	65-69 Credits	Glaziers	65-69 Credits
Construction Carpentry.....	65-69 Credits	Inside Wiring	
Construction Cement Masons	65-69 Credits	3 -Year program.....	65-69 Credits
Construction Driver & Logistics	63-67 Credits	5 -Year program.....	66-70 Credits
Construction Ironwork.....	64-66 Credits	Painter	65-69 Credits
Construction Laborer.....	65-69 Credits	Plumbing.....	65-69 Credits

Bricklayer Apprenticeship Degree Completion Program

General Education Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
ENGL 101 Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
HIST 120 United States History to 1865 or HIST 121 United States History Since 1865 or POLS 135 Introduction to Political Science or POLS 136 Introduction to American National Politics or POLS 137 Introduction to State and Local Politics	3		
COMM 100 Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1: MATH 103 Technical Mathematics I or MATH 103R Technical Mathematics I w/ review or MATH 120 College Algebra or MATH 120R College Algebra w/ review and MATH 104 Technical Mathematics II or MATH 130 Trigonometry	5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130)
Option 2: MATH 150 PreCalculus or higher			MATH 110 or satisfactory score in Math placement test (MATH 150)
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104,110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSC, SOCI, THEA	3-5		
Minimum Total General Education Credit Hours	18		
Specific Program Requirements			
Bricklayer			
BSAD 109 Principles of Supervision	3		
CSIS 100 Digital Literacy	2		
EHSS 112 Introduction to Health & Safety for Construction	1		
INTE 124 Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
INTE 151 Industrial Rigging	3		
General Electives	6		
Bricklaying Apprenticeship (Credit by Certification*)	29		
Total Credit Hours	65-69		

* Federally approved bricklaying apprenticeship program that contains a minimum 450 clock hours of classroom instruction and 6000 clock hours of on-the-job training. Transcribed upon completion of 15 hours of MCC coursework and documentation of certificate and/or journeyman card for the appropriate craft.

Construction Trades Apprenticeship Program

Construction Carpentry Apprenticeship Degree Completion Program

General Education Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
ENGL 101 Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
HIST 120 United States History to 1865 or HIST 121 United States History Since 1865 or POLS 135 Introduction to Political Science or POLS 136 Introduction to American National Politics or POLS 137 Introduction to State and Local Politics	3		
COMM 100 Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1: MATH 103 Technical Mathematics I or MATH 103R Technical Mathematics I w/ review or MATH 120 College Algebra or MATH 120R College Algebra w/ review and MATH 104 Technical Mathematics II or MATH 130 Trigonometry Option 2: MATH 150 PreCalculus or higher	5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130) MATH 110 or satisfactory score in Math placement test (MATH 150)
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104, 110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSC, SOCI, THEA	3-5		
Minimum Total General Education Credit Hours	18		

Specific Program Requirements			
BSAD 109 Principles of Supervision	3		
CSIS 100 Digital Literacy	2		
EHSS 112 Introduction to Health and Safety for Construction	1		
INTE 124 Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
INTE 151 Industrial Rigging	3		
Carpentry Apprenticeship (Credit by Certification*)	29		
General Electives	6		
Total Credit Hours	65-69		

* Federally approved carpentry apprenticeship program that contains a minimum 450 clock hours of classroom instruction and 6000 clock hours of on-the-job training. Transcribed upon completion of 15 hours of MCC coursework and documentation of certificate and/or journeyman card for the appropriate craft.

Construction Trades Apprenticeship Program

Construction Cement Masons Apprenticeship Degree Completion Program

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1:				
MATH 103	Technical Mathematics I or	5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130)
MATH 103R	Technical Mathematics I w/ review or			
MATH 120	College Algebra or			
MATH 120R	College Algebra w/ review and			
MATH 104	Technical Mathematics II or			
MATH 130	Trigonometry			
Option 2:				
MATH 150	PreCalculus or higher			MATH 110 or satisfactory score in Math placement test (MATH 150)
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104, 110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOCS, SOCI, THEA		3-5		
Minimum Total General Education Credit Hours		18		

Specific Program Requirements				
BSAD 109	Principles of Supervision	3		
CSIS 100	Digital Literacy	2		
EHSS 112	Introduction to Health and Safety for Construction	1		
INTE 124	Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
Cement Masons Apprenticeship (Credit by Certification*)		29		
General Electives		9		
Total Credit Hours		65-69		
* Federally approved cement masons apprenticeship program that contains a minimum 450 clock hours of classroom instruction and 6000 clock hours of on-the-job training. Transcribed upon completion of 15 hours of MCC coursework and documentation of certificate and/or journeyman card for the appropriate craft.				

Construction Trades Apprenticeship Program

A.A.S. Indus. Construction Driver & Logistics

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or 90 or appropriate placement test score
HIST 120 HIST 121 POLS 135 POLS 136 POLS 137	United States History to 1865 or United States History Since 1865 or Introduction to Political Science or Introduction to American National Politics or Introduction to State and Local Politics	3		
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1: MATH 103 MATH 103R MATH 120 MATH 120R MATH 104 MATH 130	Technical Mathematics I or Technical Mathematics I w/ review or College Algebra or College Algebra w/ review and Technical Mathematics II or Trigonometry	5-8		MATH 20/20L or appropriate score on placement test (MATH 103R) MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130)
Option 2: MATH 150	PreCalculus or higher			MATH 110 or satisfactory score on the math placement test (MATH 150)
SPAN 100 SPAN 101	Beginning Occupational Spanish or Elementary Spanish I	3-5		
Minimum Total General Education Credit Hours		18		
Specific Program Requirements				
EHSS 111	Introduction to Health and Safety for General Industry	1		
EHSS 112	Introduction to Health and Safety for Construction	1		
INTE 124	Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115
CSIS 110	Technology and Information Management	3		
CSIS 115	Computer Concepts and Applications or higher	3		
INTE 151	Industrial Rigging	3		
BSAD 109	Principles of Supervision	3		
BSAD 210	Logistics Management	3		
BSAD 211	Operations Management	3		
BSAD 212	Transportation and Operations and Management	3		
BSAD 213	Warehouse and Distribution Centers	3		
BSAD 219	Entrepreneurship	3		
	Warehouse Worker Apprenticeship*	8		
Electives as necessary to meet the minimum credit hours to complete the degree.				
Total Credit Hours Required		63-67		

*Federally approved Warehouse Worker apprenticeship program that contains a minimum of 144 clock hours of classroom and instruction and 2000 clock hours of on-the-job training. Transcribed upon completion of 15 hours of MCC coursework and documentation of certificate and/or journeyman card for the appropriate.

Construction Trades Apprenticeship Program

Construction Ironworker Apprenticeship Degree Completion Program

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1:		5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130)
MATH 103	Technical Mathematics I or			
MATH 103R	Technical Mathematics I w/ review or			
MATH 120	College Algebra or			
MATH 120R	College Algebra w/ review and			
MATH 104	Technical Mathematics II or			
MATH 130	Trigonometry			
Option 2:		3-5		MATH 110 or satisfactory score in Math placement test (MATH 150)
MATH 150	PreCalculus or higher			
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104, 110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSC, SOCI, THEA				
Minimum Total General Education Credit Hours		18		
Specific Program Requirements				
BSAD 109	Principles of Supervision	3		
CSIS 100	Digital Literacy	2		
EHSS 112	Introduction to Health and Safety for Construction	1		
INTE 124	Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
INTE 151	Industrial Rigging	3		
General Electives		6		
Ironworking Apprenticeship (Credit by Certification*)		29		
Total Credit Hours		65-69		
* Federally approved ironworking apprenticeship program that contains a minimum 450 clock hours of classroom instruction and 6000 clock hours of on-the-job training. Transcribed upon completion of 15 hours of MCC coursework and documentation of certificate and/or journeyman card for the appropriate craft.				

Construction Trades Apprenticeship Program

Construction Laborer Apprenticeship Degree Completion Program

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1:		5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130)
MATH 103	Technical Mathematics I or			
MATH 103R	Technical Mathematics I w/ review or			
MATH 120	College Algebra or			
MATH 120R	College Algebra w/ review and			
MATH 104	Technical Mathematics II or			
MATH 130	Trigonometry			MATH 110 or satisfactory score in Math placement test (MATH 150)
Option 2:		3-5		
MATH 150	PreCalculus or higher			
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104, 110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSC, SOCI, THEA				
Minimum Total General Education Credit Hours		18		
Specific Program Requirements				
BSAD 109	Principles of Supervision	3		
CSIS 100	Digital Literacy	2		
EHSS 112	Introduction to Health and Safety for Construction	1		
INTE 124	Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
INTE 151	Industrial Rigging	3		
General Electives		6		
Construction Laborer Apprenticeship (Credit by Certification*)		29		
Total Credit Hours		65-69		
* Federally approved construction laborer apprenticeship program that contains a minimum 450 clock hours of classroom instruction and 6000 clock hours of on-the-job training. Transcribed upon completion of 15 hours of MCC coursework and documentation of certificate and/or journeyman card for the appropriate craft.				

Construction Trades Apprenticeship Program

Floor Layer Apprenticeship

General Education Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
ENGL 101 Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
HIST 120 United States History to 1865 or HIST 121 United States History Since 1865 or POLS 135 Introduction to Political Science or POLS 136 Introduction to American National Politics or POLS 137 Introduction to State and Local Politics	3		
COMM 100 Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1: MATH 103 Technical Mathematics I or MATH 103R Technical Mathematics I w/ review or MATH 120 College Algebra or MATH 120R College Algebra w/ review and MATH 104 Technical Mathematics II or MATH 130 Trigonometry Option 2: MATH 150 PreCalculus or higher	5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130) MATH 110 or satisfactory score in Math placement test (MATH 150)
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104, 110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSC, SOCI, THEA	3-5		
Minimum Total General Education Credit Hours	18		

Specific Program Requirements			
BSAD 109 Principles of Supervision	3		
CSIS 100 Digital Literacy	2		
EHSS 111 Introduction to Health and Safety for General Industry	1		
INTE 124 Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
INTE 151 Industrial Rigging	3		
Floor Layer Apprenticeship (Credit by Certification*)	29		
General Electives	6		
Total Credit Hours	65-69		
* Federally approved floor layer apprenticeship program that contains a minimum 450 clock hours of classroom instruction and 6000 clock hours of on-the-job training. Transcribed upon completion of 15 hours of MCC coursework and documentation of certificate and/or journeyman card for the appropriate craft.			

Construction Trades Apprenticeship Program

Glaziers Apprenticeship Degree Completion Program

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1:				
MATH 103	Technical Mathematics I or	5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130)
MATH 103R	Technical Mathematics I w/ review or			
MATH 120	College Algebra or			
MATH 120R	College Algebra w/ review and			
MATH 104	Technical Mathematics II or			
MATH 130	Trigonometry			
Option 2:				
MATH 150	PreCalculus or higher			MATH 110 or satisfactory score in Math placement test (MATH 150)
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104, 110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSC, SOCI, THEA		3-5		
Minimum Total General Education Credit Hours		18		

Specific Program Requirements				
BSAD 109	Principles of Supervision	3		
CSIS 100	Digital Literacy	2		
EHSS 112	Introduction to Health and Safety for Construction	1		
INTE 124	Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
INTE 151	Industrial Rigging	3		
General Electives		6		
Glazier Apprenticeship (Credit by Certification*)		29		
Total Credit Hours		65-69		

* Federally approved glazier apprenticeship program that contains a minimum 450 clock hours of classroom instruction and 6000 clock hours of on-the-job training. Transcribed upon completion of 15 hours of MCC coursework and documentation of certificate and/or journeyman card for the appropriate craft.

Construction Trades Apprenticeship Program

Inside Wiring- 3 Year Apprenticeship Degree Completion Program

General Education Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
ENGL 101 Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
HIST 120 United States History to 1865 <i>or</i> HIST 121 United States History Since 1865 <i>or</i> POLS 135 Introduction to Political Science <i>or</i> POLS 136 Introduction to American National Politics <i>or</i> POLS 137 Introduction to State and Local Politics	3		
COMM 100 Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1: MATH 103 Technical Mathematics I <i>or</i> MATH 103R Technical Mathematics I w/ review <i>or</i> MATH 120 College Algebra <i>or</i> MATH 120R College Algebra w/ review <i>and</i> MATH 104 Technical Mathematics II <i>or</i> MATH 130 Trigonometry Option 2: MATH 150 PreCalculus or higher	5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130) MATH 110 or satisfactory score in Math placement test (MATH 150)
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104,110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSOC, SOCI, THEA	3-5		
Minimum Total General Education Credit Hours	18		

Specific Program Requirements	Credits	Semester Taken	Prerequisites
BSAD 109 Principles of Supervision	3		
CSIS 100 Digital Literacy	2		
INTE 107 Industrial Electrical Safety	1		
INTE 124 Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
INTE 151 Industrial Rigging	3		
General Electives	6		
Electrical Apprenticeship	29		
Total Credit Hours	65-69		

* Federally approved inside wiring apprenticeship program that contains a minimum 450 clock hours of classroom instruction and 6000 clock hours of on-the-job training. Transcribed upon completion of 15 hours of MCC coursework and documentation of certificate and/or journeyman card for the appropriate craft.

Construction Trades Apprenticeship Program

Inside Wiring- 5 Year Apprenticeship Degree Completion Program

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1:		5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130)
MATH 103	Technical Mathematics I or			
MATH 103R	Technical Mathematics I w/ review or			
MATH 120	College Algebra or			
MATH 120R	College Algebra w/ review and			
MATH 104	Technical Mathematics II or	3-5		MATH 110 or satisfactory score in Math placement test (MATH 150)
MATH 130	Trigonometry			
MATH 150	PreCalculus or higher			
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104,110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSOC, SOCI, THEA				
Minimum Total General Education Credit Hours		18		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
CSIS 100	Digital Literacy	2		
INTE 107	Industrial Electrical Safety	1		
INTE 124	Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
Electrical Apprenticeship		42		
Total Credit Hours		66-70		
* Federally approved inside wiring apprenticeship program that contains a minimum 750 clock hours of classroom instruction and 10,000 clock hours of on-the-job training. Transcribed upon completion of 15 hours of MCC coursework and documentation of certificate and/or journeyman card for the appropriate craft.				

Construction Trades Apprenticeship Program

Painter Apprenticeship Degree Completion Program

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1:		5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130)
MATH 103	Technical Mathematics I or			
MATH 103R	Technical Mathematics I w/ review or			
MATH 120	College Algebra or			
MATH 120R	College Algebra w/ review and			
MATH 104	Technical Mathematics II or			
MATH 130	Trigonometry			MATH 110 or satisfactory score in Math placement test (MATH 150)
Option 2:		3-5		
MATH 150	PreCalculus or higher			
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104,110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSOC, SOCI, THEA				
Minimum Total General Education Credit Hours		18		

Specific Program Requirements	Credits	Semester Taken	Prerequisites
BSAD 109	Principles of Supervision	3	
CSIS 100	Digital Literacy	2	
EHSS 112	Introduction to Health and Safety for Construction	1	
INTE 124	Employment Strategies for Technical Careers	2	CSIS 100 or CSIS 115 or higher
INTE 151	Industrial Rigging	3	
General Electives		6	
Painter Apprenticeship (Credit by Certification*)		29	
Total Credit Hours		65-69	

* Federally approved painter apprenticeship program that contains a minimum 450 clock hours of classroom instruction and 6000 clock hours of on-the-job training. Transcribed upon completion of 15 hours of MCC coursework and documentation of certificate and/or journeyman card for the appropriate craft.

Construction Trades Apprenticeship Program

Plumbing Apprenticeship Degree Completion Program

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1:		5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130)
MATH 103	Technical Mathematics I or			
MATH 103R	Technical Mathematics I w/ review or			
MATH 120	College Algebra or			
MATH 120R	College Algebra w/ review and			
MATH 104	Technical Mathematics II or			
MATH 130	Trigonometry			MATH 110 or satisfactory score in Math placement test (MATH 150)
MATH 150	PreCalculus or higher			
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104,110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSOC, SOCI, THEA		3-5		
Minimum Total General Education Credit Hours		18		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
BSAD 109	Principles of Supervision	3		
CSIS 100	Digital Literacy	2		
EHSS 112	Introduction to Health & Safety for Construction	1		
INTE 124	Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
INTE 151	Industrial Rigging	3		
General Electives		6		
Plumber Apprenticeship (Credit by Certification*)		29		
Total Credit Hours		65-69		
* Federally approved plumber apprenticeship program that contains a minimum 450 clock hours of classroom instruction and 6000 clock hours of on-the-job training. Transcribed upon completion of 15 hours of MCC coursework and documentation of certificate and/or journeyman card for the appropriate craft.				

Criminal Justice

Offered at MCC-Blue River and MCC-Penn Valley

- A.A.S. Criminal Justice Adult
Corrections Emphasis 67-69 Credits
- A.A.S. Criminal Justice Juvenile
Services Emphasis 67-69 Credits
- A.A.S. Criminal Justice Police
Science 64-68 Credits
- Police Science Certificate-600 Program..... 37 Credits

This program leads to the Associate in Applied Science degree with three emphasis areas: Adult Corrections, Juvenile Services and Police Science. The program prepares students for jobs in law enforcement and corrections. The Police Science program is offered at MCC-Blue River. Penn Valley offers the Adult Corrections and Juvenile Services emphasis areas.

A.A.S. Criminal Justice Adult Corrections Emphasis

General Education Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
ENGL 101 Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
HIST 120 United States History to 1865 <i>or</i> HIST 121 United States History Since 1865 <i>or</i> POLS 135 Introduction to Political Science <i>or</i> POLS 136 Introduction to American National Politics <i>or</i> POLS 137 Introduction to State and Local Politics	3		
MATH 100 Mathematics for Business or higher numbered course	3		MATH 20/20L or appropriate placement test score
PSYC 140 General Psychology	3		
SOCI 160 Sociology	3		
COMM 100 Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
General Education Electives: Any course(s) numbered 100 or above from the following disciplines: ECON, HIST, Foreign Language	3-5		
Minimum Total General Education Credit Hours	18		
Specific Core Requirements			
CRJU 101 Intro to Criminal Justice	3		
CRJU 122 Procedural Law	3		
CRJU 165 Criminology	3		
CRJU 168 Juvenile Delinquency	3		
CRJU 169 Family Violence and Sexual Abuse	3		
CRJU 223 Criminal Law I <i>or</i> CRJU 230 Missouri Criminal Law	3		
Adult Corrections Emphasis			
CRJU 105 American Corrections	3		CRJU 101
CRJU 126 Corrections in the Community	3		
CRJU 162 Correctional Psychology	3		
CRJU 200 Internship in Criminal Justice	3		15 credit hours of CRJU including CRJU 101
CRJU 228 Fundamentals of Probation and Parole	3		
CRJU 233 Principles of Management in Criminal Justice Systems <i>or</i> CRJU 236 Correctional Administration	3		
Electives: Any course(s) numbered 100 or above from the following disciplines: CRJU, Foreign Language, SOWK, PSYC, SOCI	9		
Total Credit Hours Required	67-69		

Criminal Justice

A.A.S. Criminal Justice Juvenile Services Emphasis

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
MATH 100	Mathematics for Business or higher numbered course	3		MATH 20/20L or appropriate placement test score
PSYC 140	General Psychology	3		
SOCI 160	Sociology	3		
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
General Education Electives: Any course(s) numbered 100 or above from the following disciplines: ECON, HIST, Foreign Language		3-5		
Minimum Total General Education Credit Hours		18		
Specific Core Requirements				
CRJU 101	Intro to Criminal Justice	3		
CRJU 122	Procedural Law	3		
CRJU 165	Criminology	3		
CRJU 168	Juvenile Delinquency	3		
CRJU 169	Family Violence and Sexual Abuse	3		
CRJU 223	Criminal Law I or	3		
CRJU 230	Missouri Criminal Law			
Juvenile Services Emphasis				
CRJU 200	Internship in Criminal Justice	3		15 credit hours of CRJU including CRJU 101
CRJU 215	Juvenile Law	3		
CRJU 244	Group and Individual Counseling in Corrections	3		CRJU 105
SOWK 160	Foundations of Youth Work	3		SOWK 100
SOWK 166	Behavior Intervention Techniques with Adolescents	3		SOWK 100 and 160
PSYC 245	Adolescent Psychology	3		PSYC 140
Electives: Any course(s) numbered 100 or above from the following disciplines: ANTH, CRJU, Foreign Language, SOWK, PSYC		9		
Total Credit Hours Required		67-69		

Criminal Justice

This program leads to an Associate in Applied Science Degree. It prepares students for jobs as police officers.

A.A.S. Criminal Justice - Police Science

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
HIST 120	United States History to 1865 <i>or</i>	3		
HIST 121	United States History Since 1865 <i>or</i>			
POLS 135	Introduction to Political Science <i>or</i>			
POLS 136	Introduction to American National Politics <i>or</i>			
POLS 137	Introduction to State and Local Politics			
MATH 100	Mathematics for Business or higher numbered course	3		MATH 20/20L or appropriate placement test score
PSYC 140	General Psychology <i>or</i>	3		
SOCI 160	Sociology			
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
General Education Electives: Any course(s) numbered 100 or above from the following disciplines: ECON, HIST, Foreign Language		3-5		
Minimum Total General Education Credit Hours		18		
Police Science Emphasis Requirements				
LWEN 101	Introduction to Law Enforcement	3		LWEN 100
LWEN 111	Law Enforcement Operational Procedures	3		LWEN 101
LWEN 112	Traffic Control and Investigation	3		LWEN 101
LWEN 114	Law Enforcement Report Writing	3		LWEN 100
LWEN 122	Procedural Law for Law Enforcement	3		LWEN 101
LWEN 143	Defensive Tactics for Law Enforcement	4		LWEN 101
LWEN 200	Law Enforcement Skills	5		LWEN 101
LWEN 203	Criminal Investigation I for Law Enforcement	3		LWEN 101
LWEN 204	Criminal Investigation II for Law Enforcement	3		LWEN 101 and 203
LWEN 230	Missouri Statutory Law	3		LWEN 101
EMS 110	First Responder	3		
Electives				
Choose three courses numbered 100 or above from the following disciplines: BSAD, CRJU, HIST, SOWK, LWEN, POLS, PSYC, SOCI or Foreign Language		9-11		
Total Credit Hours Required		64-68		

Criminal Justice

This program provides basic peace officer training. With the completion of the Police Training Academy the candidate will have the required training to apply at any Class A County department. All instructors at the academy are current members of area police departments and possess the Missouri Peace Officer Standards and Training Program,(POST) state instructor certification.

Police Science Certificate - 600 Program

COLL 100	First Year Seminar	1		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
LWEN 101	Introduction to Law Enforcement	3		LWEN 100
LWEN 111	Law Enforcement Operational Procedures	3		LWEN 101
LWEN 112	Traffic Control and Investigation	3		LWEN 101
LWEN 114	Law Enforcement Report Writing	3		LWEN 100
LWEN 122	Procedural Law for Law Enforcement	3		LWEN 100
LWEN 143	Defensive Tactics for Law Enforcement	4		LWEN 101
LWEN 200	Law Enforcement Skills	5		LWEN 101
LWEN 203	Criminal Investigations I for Law Enforcement	3		LWEN 101
LWEN 204	Criminal Investigations II for Law Enforcement	3		LWEN 101 and 203
LWEN 230	Missouri Statutory Law	3		LWEN 101
EMS 110	First Responder	3		
Total Credit Hours Required		37		

Dental Assisting

Offered at MCC-Penn Valley

A.A.S. Dental Assisting73-78 Credits
 Dental Assisting Certificate54-55 Credits

This program, which leads to either an Associate in Applied Science degree or a certificate of proficiency, prepares the student to enter the workforce as a trained dental assistant. Graduates of this program are eligible to take the national certifying examination given by the Dental Assisting National Board.

Admission to the Dental Assisting Program

Because enrollment in the program is limited, a student must meet the requirements and apply for admission. For more information, go to www.mccck.edu/dentalassisting

A.A.S. Dental Assisting

Program Prerequisites	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar or HLSC 100 Introduction to Health Professions	1-2		
ENGL 101 Composition and Reading I	3		ENGL 30/90, 90 or appropriate placement test score
DENA 100 Introduction to Dental Assisting	1		
General Education Requirements (23-29 credit hours)			
BIOL 109 Anatomy and Physiology <i>or</i> BIOL 110 Human Anatomy <i>and</i> BIOL 210 Human Physiology	6-10		BIOL 100 or CHEM 105
BIOL 208 Microbiology	5		BIOL 100 or CHEM 105 or higher, plus one of the following courses: BIOL 100, 104, 106, 109, or 110.
CHEM 105 Introductory Chemistry for Health Sciences	5		
HIST 120 United States History to 1865 <i>or</i> HIST 121 United States History Since 1865 <i>or</i> POLS 135 Introduction to Political Science <i>or</i> POLS 136 Introduction to American National Politics <i>or</i> POLS 137 Introduction to State and Local Politics	3		
PSYC 140 General Psychology	3		
COMM 100 Fundamentals of Speech <i>or</i> COMM 102 Fundamentals of Human Communication	3		ENGL 30/90 or appropriate placement test score
Minimum Total General Education Credit Hours	18		
Specific Program Requirements (42 credit hours)			
EMS 100 Basic Emergency Care	1		
DENA 101 Body Structure and Function	2		Formal Admission to the Dental Assisting program, DENA 100, ENGL 101
DENA 102 Head and Neck Anatomy	2		Formal Admission to the Dental Assisting program, DENA 100, ENGL 101
DENA 103 Dental Anatomy	2		Formal Admission to the Dental Assisting program, DENA 100, ENGL 101
DENA 104 Dental Medical Emergencies and Pharmacology	2		Formal Admission to the Dental Assisting program, DENA 100, ENGL 101
DENA 105 Dental Materials I	2.5		Formal Admission to the Dental Assisting program, DENA 100, ENGL 101
DENA 108 Oral Microbiology & Infection Control	1.5		DENA 101, 102, 103, 104, 105, and EMS 100
DENA 110 Chairside Assisting I	5		DENA 101, 102, 103, 104, 105, and EMS 100
DENA 115 Dental Radiology I	4		DENA 101, 102, 103, 104, 105, and EMS 100
DENA 125 Clinical Experience I	2		DENA 101, 102, 103, 104, 105, and EMS 100
DENA 205 Dental Materials II	3		DENA 101, 102, 103, 104, 105, and EMS 100
DENA 210 Chairside Assisting II	5		DENA 108, 110, 115, 125, 205
DENA 215 Dental Radiology II	2		DENA 108, 110, 115, 125, 205
DENA 225 Dental Office Management	2		DENA 108, 110, 115, 125, 205
DENA 230 Oral Pathology	1		DENA 108, 110, 115, 125, 205
DENA 250 Clinical Experience II	4		DENA 108, 110, 115, 125, 205
DENA 260 Dental Assisting Seminar	2		DENA 108, 110, 115, 125, 205
Total Credit Hours Required	73-78		

Dental Assisting

Dental Assisting Certificate

COLL 100	First Year Seminar or	1-2		
HLSC 100	Intro to Health Professions			
Program Prerequisites		Credits	Semester Taken	Prerequisites
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
DENA 100	Introduction to Dental Assisting	1		
ENGL 101	Composition and Reading	3		
PSYC 140	General Psychology	3		
Specific Program Requirements				
EMS 100	Basic Emergency Care	1		
DENA 101	Body Structure and Function	2		Formal Admission to the Dental Assisting program, DENA 100, ENGL 101
DENA 102	Head and Neck Anatomy	2		Formal Admission to the Dental Assisting program, DENA 100, ENGL 101
DENA 103	Dental Anatomy	2		Formal Admission to the Dental Assisting program, DENA 100, ENGL 101
DENA 104	Dental Medical Emergencies and Pharmacology	2		Formal Admission to the Dental Assisting program, DENA 100, ENGL 101
DENA 105	Dental Materials I	2.5		Formal Admission to the Dental Assisting program, DENA 100, ENGL 101
DENA 108	Oral Microbiology & Infection Control	1.5		DENA 101, 102, 103, 104, 105, and EMS 100
DENA 110	Chairside Assisting I	5		DENA 101, 102, 103, 104, 105, and EMS 100
DENA 115	Dental Radiology I	4		DENA 101, 102, 103, 104, 105, and EMS 100
DENA 125	Clinical Experience I	2		DENA 101, 102, 103, 104, 105, and EMS 100
DENA 205	Dental Materials II	3		DENA 101, 102, 103, 104, 105, and EMS 100
DENA 210	Chairside Assisting II	5		DENA 108, 110, 115, 125, 205
DENA 215	Dental Radiology II	2		DENA 108, 110, 115, 125, 205
DENA 225	Dental Office Management	2		DENA 108, 110, 115, 125, 205
DENA 230	Oral Pathology	1		DENA 108, 110, 115, 125, 205
DENA 250	Clinical Experience II	4		DENA 108, 110, 115, 125, 205
DENA 260	Dental Assisting Seminar	2		DENA 108, 110, 115, 125, 205
Total Credit Hours Required		54-55		

Early Childhood Education and Development

Offered at MCC-Penn Valley

A.A.S. Early Childhood Education and Development63-65 Credits
 Early Childhood Education and Development Certificate.....22 Credits

- Attend the New Student Welcome

This program, which leads to either an Associate in Applied Science degree or a certificate of proficiency, prepares students for jobs in early childhood education. Requirements for the degree are listed below.

Students must complete the following process:

- Complete the MCC-Penn Valley admissions process.
- Complete a background check by going to:
<http://www.health.mo.gov/safety/fcsr>

Every student in the ECED program should be aware that the Missouri State Board of Education may refuse to issue or renew, or may suspend or revoke a certificate of license to teach if an individual has pleaded or been found guilty of a felony or crime involving moral turpitude whether or not sentence is imposed; upon evidence that the certificate was obtained by fraud, deception, misrepresentation, or bribery; upon evifence of incompetence, immorality, or neglect of duty; or if the certificate holder is subject to discipline in another state.

A.A.S. Early Childhood Education and Development

General Education Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
COMM 100 Fundamentals of Speech <i>or</i> COMM 102 Fundamentals of Human Communication	3		ENGL 30/90 or appropriate placement test score
ENGL 101 Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
HIST 120 United States History to 1865 <i>or</i> HIST 121 United States History Since 1865 <i>or</i> POLS 135 Introduction to Political Science <i>or</i> POLS 136 Introduction to American National Politics <i>or</i> POLS 137 Introduction to State and Local Politics	3		
General Education Electives: Any course(s) numbered 100 or above from the following disciplines: ART, ANTH, COMM, ECON, ENGL, Foreign Language, GEOG (except 104, 110 and GIS Courses), HIST, HUMN, MSCM, MUSI, PHIL, POLS, PSYC, SIGN, SOSC, SOCI, THEA.	3-5		
General Education Electives: Any course(s) numbered 100 or above from the following disciplines: BIOL, CHEM, GEOG (except 104 & 110), GEOL, MATH, PHYS	3-5		
Minimum Total General Education Credit Hours	18		
Specific Emphasis Requirements			
ECED 101 Fundamentals of Early Care and Education	3		ENGL 30/90 or appropriate placement test score, or concurrent enrollment
ECED 110 Child Health, Safety and Nutrition	3		ENGL 30/90 with a grade of C or higher or appropriate placement test score or concurrent enrollment
ECED 113 Child Growth and Development I	3		ENGL 30/90 or appropriate placement test score, ECED 101 or concurrent enrollment
ECED 115 Teaching Infants and Toddlers <i>or</i> ECED 121 Issues, Advocacy, and Trends <i>or</i> ECED 220 Child Care Management	3		ECED 113 ECED 101 or concurrent enrollment ECED 113
ECED 128 Curriculum in Early Childhood Education	3		ECED 113 with a C or higher or concurrent enrollment
ECED 132 Learning Environments	3		ENGL 30/90 or appropriate placement test score or concurrent enrollment
ECED 149 Observation and Assessment	3		ECED 113 with a C or higher
ECED 201 Language Development	3		ECED 113 with a C or higher, ENGL 101 with a C or higher
ECED 213 Child Growth & Development II	3		ECED 113 with a C or higher
ECED 217 Literature for Young Children	3		ENGL 30/90 or appropriate placement test score or concurrent enrollment
ECED 236 Child Guidance	3		ECED 113 with a C or higher
ECED 255 Capstone Practicum Experience	3		ECED 149, ECED 236 with a C or higher or concurrent enrollment
ECED 260 Education of the Exceptional Child	3		ECED 113 with a C or higher
ECED 262 Families, Early Care, and Communities	3		ECED 101 with a C or higher
ECED 270 Portfolio Design	2		Final semester in AAS program
Total Credit Hours Required	63-65		

Early Childhood Education and Development

Early Childhood Education and Development Certificate

COLL 100	First Year Seminar	1		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
ECED 101	Fundamentals of Early Care and Education	3		ENGL 30/90 and READ 11/31 or appropriate placement test score or concurrent enrollment
ECED 110	Child Health, Safety and Nutrition	3		ENGL 30/90 or appropriate placement test score or concurrent enrollment
ECED 113	Child Growth and Development I	3		ENGL 30/90 or appropriate placement test score, ECED 101 or concurrent enrollment
ECED 128	Curriculum in Early Childhood Education	3		ECED 113 or concurrent enrollment
ECED 132	Learning Environments I	3		ENGL 30/90 or appropriate placement test score or concurrent enrollment
ECED 149	Observation and Assessment	3		ECED 113
Total Credit Hours Required		22		

Engineering Technology

Offered MCC-Business & Technology

A.A.S. Engineering Technology

Architecture	65-66 Credits
Civil	63 Credits
Computer & Electronics	64-66 Credits
Mechanical/Manufacturing Tech	62 Credits

This program leads to an Associate in Applied Science degree and prepares the student to enter the workforce in the mechanical engineering, civil engineering, architecture, and computer and electronics fields. Graduates will have a strong background in mathematics, design principles, computer aided design and other technologies relating to the engineering fields. Graduates will assist engineering professionals in the design process and be an integral part of the design team. This program transfers to area universities if the student wishes to pursue a four-year degree in engineering technology or related degree.

A.A.S. Engineering Technology: Architecture Emphasis

General Education Requirements	Credits	Semester Taken	Prerequisites
ENGL 101 Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
ENGL 215 Technical Writing	3		ENGL 101
COMM 100 Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
HIST 120 U.S. History to 1865 or	3		
HIST 121 U.S. History since 1865 or			
POLS 135 Introduction to Political Science or			
POLS 136 Introduction to American National Politics or			
POLS 137 Introduction to State and Local Politics			
MATH 120 College Algebra and	5-6		MATH 110 or satisfactory placement test score
MATH 130 Trigonometry or			
MATH 150 PreCalculus			
MATH 180 Analytic Geometry and Calculus I	5		MATH 130 or 150
Minimum Total General Education Credit Hours	18		
Specific Program Requirements			
ENGR 101 Introduction to the Profession	1		
EHSS 111 Intro to Health & Safety for General Industry or	1		
EHSS 112 Intro to Health & Safety for Construction			
ETEC 152 Engineering Graphics and CADD I	5		MATH 40/40L or appropriate placement test score
ETEC 153 Descriptive Geometry	3		ETEC 152
ETEC 200 Applied Statics & Mechanics	3		MATH 104 or 130
ETEC 268 Introduction to Structural Steel Design	3		ETEC 152
ETEC 269 CADD II	4		ETEC 152 or 169
PHYS 130 General Physics	5		MATH 130 or appropriate placement test score.
ETEC 170 CADD I, Microstation	3		ETEC 152
ETEC 210 Introduction to Commercial Architecture	3		ETEC 152 and 155
ETEC 211 Building Information Modeling, Revit	3		ETEC 220
ETEC 265 Introduction to Civil Design	3		ETEC 152
ETEC 290 Internship in Engineering Technology or	3		ETEC 152
ETEC 295 Capstone Project in Engineering Technology			
SRVY 135 Elementary Surveying	3		MATH 130 or 150
Total Credit Hours Required	65-66		

Engineering Technology

A.A.S. Engineering Technology: Civil Emphasis

General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
ENGL 215	Technical Writing	3		ENGL 101
EHSS 111	Introduction to Health & Safety for General Industry	1		
SPAN 100	Beginning Occupational Spanish	3		
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
HIST 120	U.S. History to 1865 <i>or</i>			
HIST 121	U.S. History since 1865 <i>or</i>			
POLS 135	Introduction to Political Science <i>or</i>	3		
POLS 136	Introduction to American National Politics <i>or</i>			
POLS 137	Introduction to State and Local Politics			
MATH 180	Analytic Geometry and Calculus I	5		MATH 130 or 150
Minimum Total General Education Credit Hours		18		
Specific Program Requirements				
ENGR 101	Introduction to the Profession	1		
ETEC 152	Engineering Graphics and CADD I	5		MATH 40/40L or appropriate placement test score
ETEC 153	Descriptive Geometry	3		ETEC 152
ETEC 200	Structural Design	3		MATH 104 or 130
ETEC 268	Structural Steel Blueprint Reading	3		ETEC 152
ETEC 269	CADD II	4		ETEC 152 or 169
PHYS 130	General Physics	5		MATH 130 or appropriate placement test score.
Specific Emphasis Requirements Civil				
ETEC 265	Introduction to Civil Drafting	3		ETEC 152
GEOG 120	Introduction to Geographic Information Systems	3		
GEOG 220	GIS Database and Design	3		GEOG 120
GEOG 224	Applications in Geographic Information Systems	3		GEOG 120 and 220
SRVY 135	Elementary Surveying	3		MATH 105, 130 or 150
SRVY 235	Advanced Surveying	3		SRVY 135
Total Credit Hours Required		63		

Engineering Technology

A.A.S. Engineering Technology: Computer & Electronics Emphasis

General Education Requirements (Computer & Electronics)		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
ENGL 215	Technical Writing	3		ENGL 101
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
HIST 120	U.S. History to 1865 <i>or</i>	3		
HIST 121	U.S. History since 1865 <i>or</i>			
POLS 135	Introduction to Political Science <i>or</i>			
POLS 136	Introduction to American National Politics <i>or</i>			
POLS 137	Introduction to State and Local Politics			
MATH 120	College Algebra and	5-6		MATH 110 or satisfactory placement test score
MATH 130	Trigonometry or			
MATH 150	PreCalculus			
MATH 180	Analytic Geometry and Calculus I	5		MATH 130 or 150
Specific Program Requirements				
ENGR 101	Introduction to the Profession	1		
CHEM 111	General College Chemistry I <i>or</i>	5		MATH 120 or satisfactory score on placement test (CHEM 111) MATH 130 Enrollment in or completion of MATH 190
PHYS 130	General Physics I <i>or</i>			
PHYS 220	Engineering Physics I			
CSIS 123	Programming Fundamentals	3		MATH 40/40L or placement test
CSIS 223	Object-Oriented Programming	3		MATH 110 and CSIS 123
EHSS 111	Intro to Health & Safety for General Industry <i>or</i>	1		
EHSS 112	Intro to Health & Safety for Construction			
ETEC 152	Engineering Graphics & CADD I	5		MATH 40/40L
ETEC 118	AC Circuit Analysis	4		INTE 110 or ETEC 110 and MATH 104, MATH 130, & MATH 150
ETEC 130	Digital Electronics	4		INTE 110 or ETEC 110
ETEC 220	Analog Devices	4		ETEC 118
ETEC 230	Microcontroller Architecture	4		ETEC 130
ETEC 240	Design Project or	3		ETEC 270 EETEC 220
EETEC 275	Build Project			
EETEC 290	Internship in Engineering Technology or	3		EETEC 152 EETEC 152, 269, 270, 271
EETEC 295	Capstone Project in Engineering Technology			
INTE 112	Industrial Electrical DC Principles	2		Concurrent enrollment or completion of MATH 103R or higher
INTE 113	Industrial Electrical AC Principles	2		INTE 112 or equivalent
Electives- choose one: CSIS or INTE		3-4		
Total Credit Hours Required		64-66		

Engineering Technology

A.A.S. Engineering Technology: Mechanical/Manufacturing Emphasis

General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
ENGL 215	Technical Writing	3		ENGL 101
SPAN 100	Beginning Occupational Spanish	3		
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
HIST 120	U.S. History to 1865 or	3		
HIST 121	U.S. History since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
MATH 180	Analytic Geometry and Calculus I	5		MATH 130 or 150
Minimum Total General Education Credit Hours		18		
Specific Program Requirements:				
EHSS 111	Introduction to Health and Safety for General Industry	1		
ENGR 101	Introduction to the Profession	1		
ETEC 152	Engineering Graphics and CADD I	5		MATH 40/40L or appropriate placement test score
ETEC 153	Descriptive Geometry	3		ETEC 152
ETEC 200	Applied Statics & Mechanics	3		MATH 104 or 130
ETEC 268	Introduction to Structural Steel Design	3		ETEC 152
ETEC 269	CADD II	4		ETEC 152 or 169
PHYS 130	General Physics or	5		MATH 130 or appropriate placement test score. Enrollment in or completion of MATH 190
PHYS 220	Engineering Physics			
Specific Emphasis Requirements				
Mechanical/Manufacturing				
ETEC 258	Introduction to Machine Design	3		ETEC 152
ETEC 270	Parametric Modeling Inventor or	3		ETEC 152
ETEC 271	Parametric Modeling Solidworks			
ETEC 272	Adv. Parametric Modeling and Prototyping, Inventor or	3		ETEC 270 ETEC 271
ETEC 273	Advanced Parametric Modeling and Prototyping, Solidworks			
CIMM 101	Machine Shop Safety	1		
CIMM 102	Basic Lathe Operation	1		
CIMM 103	Basic Mill Operation	1		
CIMM 121	CNC Lathe Operation Fundamentals or	4		CIMM 110 CIMM 115
CIMM 122	CNC Mill Operation Fundamentals			
WELD 100	Introduction to Welding/Cutting Processes	1		
Total Credit Hours Required		62		

Environmental Health & Safety Technology

Offered at MCC-Business & Technology

A.A.S. Envir. Health & Safety Tech. 64-68 Credits

Certificates

Envir. Health & Safety Tech 37 Credits

This program provides a specialized technical background necessary to work in the field of environmental health and safety.

A.A.S. EHSS Environmental Health and Safety Technology

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
BIOL 102	Environmental Science or	4-6		BIOL 100 or CHEM 105 (BIOL 109)
HLSC 108	Anatomy and Physiology for Health Professions or			
BIOL 109	Anatomy and Physiology or			
GEOL 103	Environmental Geology			
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
ENGL 215	Technical Writing	3		ENGL 101
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
BSAD 120	Organizational Behavior or	3		ENGL 30/90 or appropriate placement test score
BSAD 221	Business Communications			
CHEM 105	Introductory Chemistry or	5		MATH 20 or two units of high school algebra and CHEM 107 or high school chemistry (CHEM 111)
CHEM 111	General College Chemistry I			
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
MATH 103R	Technical Math I w/ review or higher	3-5		MATH 40/40L (MATH 103)
Minimum Total General Education Credit Hours		18		
Core Program Requirements				
EHSS 110	Properties and Hazards of Hazardous Materials	3		
EHSS 200	Safety and Health Regulations and Standards	3		
EHSS 202	Transportation and Storage of Hazardous Materials	3		EHSS 203
EHSS 203	Environmental Regulations	3		
EHSS 204	Emergency Preparedness and Planning	3		EHSS 101
EHSS 205	Principles of Industrial Hygiene	3		EHSS 200
EHSS 210	Incident & Accident Investigation	3		EHSS 200
EHSS 211	Workers Compensation Legislation for EHS	3		EHSS 200
EHSS 218	Industrial Hazard Control	3		EHSS 200
EHSS 230	Waste Management and Resource Conservation	3		EHSS 203
EHSS 275	Analytic Applications for EHS	3		MATH 103 or higher
EHSS 290	EHS Program Capstone	3		EHSS 204
Total Credit Hours Required		64-68		

Environmental Health & Safety Technology

Environmental Health and Safety Technology Certificate

Specific Program Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
BSAD 120 Organizational Behavior	3		
BSAD 221 Business Communications <i>or</i> ENGL 215 Technical Writing	3		ENGL 30/90 or appropriate placement test score (BSAD 221) ENGL 101 (ENGL 215)
EHSS 110 Properties and Hazards of Hazardous Materials	3		
EHSS 200 Safety and Health Regulations and Standards	3		
EHSS 202 Transportation and Storage of Hazardous Materials	3		
EHSS 203 Environmental Regulations	3		
EHSS 204 Emergency Preparedness and Planning	3		EHSS 101
EHSS 205 Principles of Industrial Hygiene	3		EHSS 200
EHSS 210 Incident and Accident Investigation	3		EHSS 200
EHSS 211 Workers Compensation Legislation for EHS	3		EHSS 200
EHSS 230 Waste Management and Resource Conservation	3		EHSS 203
EHSS 290 EHS Program Capstone	3		EHSS 204
Total Credit Hours Required	37		

Fire Science Technology

Offered at MCC-Blue River

A.A.S. Fire Science Technology 67-69 Credits
 Fire Science Certificate 28 Credits

This program, which offers an Associate in Applied Science degree and certificate, provides advanced professional training in fire science.

Most metropolitan fire departments require FFI and FFII certification prior to employment. The Public Safety Institute of MCC-Blue River satisfies all requirements for FFI and FFII as well as CPAT, Haz-Mat awareness, Haz-Mat operations, and EMT. The Academy offers two levels of firefighting training. Full-time day and part-time night classes are available.

Successful graduates of the Academy will obtain their state certification in the above mentioned areas.

A.A.S. Fire Science Technology

General Education Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
ENGL 101 Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
HIST 120 United States History to 1865 <i>or</i>	3		
HIST 121 United States History Since 1865 <i>or</i>			
POLS 135 Introduction to Political Science <i>or</i>			
POLS 136 Introduction to American National Politics <i>or</i>			
POLS 137 Introduction to State and Local Politics			
MATH 100 Mathematics for Business or higher	3		MATH 20 or 20L or appropriate placement score
PSYC 140 General Psychology	3		
COMM 100 Fundamentals of Speech <i>or</i>	3		ENGL 30/90 or appropriate placement test score
COMM 102 Fundamentals of Human Communication			
Electives from one of the following: any elective from the State Transfer Library, Common Core ANTH 100; ART 108, 110; BIOL 101; COMM 100; ECON 210, 211; FREN 101, 102; HIST 120, 121, 133, 134; MATH 115, 120, 180; MUSI 108; PHIL 100; PHYS 106L; POLS 136; PSYC 140; SOCI 160; SPAN 101, 102	3-5		
Minimum Total General Education Credit Hours	18		
Specific Program Requirements			
EMS 150 Emergency Medical Technician-Basic	8		Student must be 18 years old by the end of the course
FSTE 107 Fire Science Physical Fitness I	1		Enrollment in Fire Academy
FSTE 108 Fire Science Physical Fitness II	1		FSTE 107
FSTE 109 Fire Science Physical Fitness III	1		FSTE 108
FSTE 161 Fire Investigation I	3		FESHE Core class
FSTE 169 Fire Prevention	3		FESHE Core class
FSTE 170 Haz-Mat Awareness and Operations	3		
FSTE 172 Strategies and Tactics	3		FESHE Core class
FSTE 179 Principles of Emergency Services	4		FESHE Core class
FSTE 192 Fire Protection Systems	3		FESHE Core class
FSTE 193 Legal Aspects of the Fire Service	3		FESHE Core class
FSTE 202 Intro to Fire and Emergency Services Administration	3		FESHE Core class
FSTE 204 Principles of Fire Emergency Safety and Survival	3		FESHE Core class
FSTE 205 Fire Behavior and Combustion	3		FESHE Core class
FSTE 206 Fire Investigation II	3		FESHE Core class
FSTE 209 Building Construction for Fire Protection	3		FESHE Core class
Total Credit Hours Required	67-69		

Fire Science Technology

Fire Science Certificate

COLL 100	First Year Seminar	1		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
EMS 150	Emergency Medical Technician-Basic	8		The student must be 18 years old by the end of the course and must hold a high school diploma or GED.
FSTE 161	Fire Investigation I	3		FESHE Core class
FSTE 169	Fire Prevention	3		FESHE Core class
FSTE 170	Haz-Mat Awareness and Operations	3		
FSTE 179	Principles of Emergency Services	4		FESHE Core class
FSTE 107	Fire Science Physical Fitness I	1		Enrollment in MCC Fire Academy
FSTE 108	Fire Science Physical Fitness II	1		FSTE 107
FSTE 109	Fire Science Physical Fitness III	1		FSTE 108
FSTE 204	Principles of Fire Emergency Safety and Survival	3		FESHE Core class
Total Credit Hours Required		28		

Foreign Language Interpreting

Offered at MCC-Maple Woods

Foreign Language
Interpreting Certificate 16 Credits

This program provides students with the fundamentals of foreign language interpreting with an emphasis in medical and legal settings. Admission to the program required.

Foreign Language Interpreting Certificate

COLL 100	First Year Seminar	1		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
FLIN 100	Introduction to Interpreting	3		Admission to certificate program
FLIN 105	Fundamentals of Interpreting	3		FLIN 100 or concurrent enrollment
FLIN 110	Medical Interpreting	3		FLIN 105
FLIN 115	Legal Interpreting	3		FLIN 105
FLIN 120	Practicum	3		FLIN 110 and FLIN 115
Total Credit Hours Required		16		

Forensic Chemistry

Offered at Kansas City Kansas Community College
Coordinated at MCC

A.A.S. Forensic Chemistry 68-70 Credits

There are two goals for this program: 1) direct placement into a crime or chemistry related laboratory, or 2) continuation of degree in forensics, chemistry, dentistry, pre-law, pre-med, environmental science, etc.

Students must be accepted into the program by both MCC and KCKCC. The student is awarded the degree from KCKCC upon successful completion of all requirements. It is the student's responsibility to check with an MCC counselor or advisor before enrollment.

A.A.S. Forensic Chemistry

Specific Program Requirements <i>Must be taken at one of the MCC campuses</i>	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
BIOL Electives Any Biology course except BIOL 204	4-5		See Courses section of this catalog for individual course prerequisites.
CHEM 111 General College Chemistry I	5		MATH 120 or two units of high school algebra and CHEM 107 or high school chemistry
CHEM 112 General College Chemistry II	5		CHEM 111
CRJU 165 Criminology	3		
ENGL 101 Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
ENGL 102 Composition and Reading II	3		ENGL 101
MATH 180 Analytic Geometry & Calculus I	5		MATH 130 or 150
PHYS Physics Electives	4-5		
COMM 100 Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
CRJU 165 Criminology	3		
Humanities Requirements (6 credit hours from at least 3 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy, or Theatre)			
Humanities Core Elective	3		See Courses section of this catalog for individual course prerequisites.
Literature Core Elective	3		
Suggested Social Science Core Electives Include: PSYC 140, SOCI 160, ANTH 100	3		
Specific Program Requirements <i>Must be taken at Kansas City Kansas Community College</i>			
CHEM 101 Introduction to Forensic Science	5		
CHEM 201 Forensic Science Analytical Techniques	3		
CHEM 211 Organic Chemistry I	3		
CHEM 213 Organic Chemistry I Lab	2		
CHEM 212 Organic Chemistry II	3		
CHEM 214 Organic Chemistry II Lab	2		
<i>Recommended Courses (not necessary for degree):</i>			
CHEM 250 Biochemistry	4		
CHEM 251 Biochemistry Lab	2		
Total Credit Hours Required	68-70		

Geographic Information Systems

Offered at MCC-Maple Woods and MCC-Longview

Geographic Information Systems
Certificate 34-40 Credits

This is a professional certificate that gives the GIS user the tools needed to obtain a good job in the field of GIS or to advance in their chosen field. It also prepares students to complete their AA degree or transfer to a four-year institution. GIS professionals are found in the fields of city, county and state government, economics, natural resources, conservation, pollution, industry, science, infrastructure planning, public works, transportation, architecture, education, healthcare, travel, and space industry.

Under revision: contact an advisor.

Geographic Information Systems Certificate

Specific Program Requirements	Credits	Semester Taken	Prerequisites			
COLL 100 First Year Seminar	1					
ENGL 101 Composition and Reading I	3		ENGL 30/90 or appropriate placement test score			
GEOG 120 Introduction to Geographic Information Systems	3					
GEOG 220 GIS Database and Design	3		GEOG 120			
GEOG 224 Applications in Geographic Information Systems	3		GEOG 120 and 220			
GEOG 228 Administrative Issues in GIS	3		GEOG 120			
GEOG 230 Geographic Information Systems Internship	1-3		GEOG 120 and 220			
<i>One of the following:</i>						
CSIS 128 Web Development	3		CSIS 110 or 115 (CSIS 128) CSIS 110 or 115 (CSIS 143) One Windows based course (CSIS 177)			
CSIS 143 Database Design and Management						
CSIS 177 Database Application and Design with Access						
<i>One of the following:</i>						
GEOG 105 World Geography	3					
GEOG 113 Cultural/Human Geography						
GEOG 114 Introduction to Geography						
GEOG 207 Geography of the United States and Canada						
GEOG 210 Economic Geography						
<i>One of the following:</i>						
GEOG 104 Physical Geography	5					
GEOL 101 Physical Geology						
GEOL 103 Environmental Geology						
<i>Two courses from the following (not taken above):</i>						
BIOL 101, 104, 106	6-10		See Courses section of this catalog for individual course prerequisites.			
BSAD 204, 205, 210, 211, 212, 213						
CSIS 128, 143, 177						
CRJU 101, 132						
ETEC 152, 169						
ECON 110, 210, 211						
GEOG 104, 105, 110, 113, 114, 207, 210						
GEOL 101, 103						
LWEN 112						
SRVY 135, 137, 240						
Total Credit Hours Required				34-40		

Graphic Design

Offered at MCC-Penn Valley

A.A.S. Graphic Design..... 64 Credits

This program leads to the Associate in Applied Science degree and prepares students for jobs as graphic designers or transfer to a four-year degree program.

A.A.S. Graphic Design

General Education Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
ENGL 101 Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
ART 103 Design Foundations	3		
HIST 120 United States History to 1865 or HIST 121 United States History Since 1865 or POLS 135 Introduction to Political Science or POLS 136 Introduction to American National Politics or POLS 137 Introduction to State and Local Politics	3		
MATH 119 College Math or higher	3		MATH 110
COMM 100 Fundamentals of Speech or COMM 102 Fundamentals of Human Communication	3		ENGL 30/90 or appropriate placement test score
ART 157 History of Graphic Design	3		
Specific Program Requirements			
GDES 110 Computers in Design I	3		
ART 110 Drawing I	3		
GDES 115 Introduction to Graphic Arts	3		
ART 123 Color Theory	3		ART 103 or concurrent enrollment
GDES 160 Graphic Design I*	3		GDES 150 or concurrent enrollment, READ 11/31 or higher, formal acceptance
GDES 150 Computers in Design II	3		GDES 110
ART 247 Digital imaging or GDES 280 Adv. Color Correction	3		GDES 110 (ART 247) GDES 150 or concurrent enrollment (GDES 280)
ART 250 Printmaking or ART 254 Silk Screen Printing I	3		
GDES 210 Graphic Design II*	3		GDES 160
GDES 220 Graphic Design File Preparation	3		GDES 150 or concurrent enrollment
GDES 245 Web Design*	3		GDES 150 or equivalent
GDES 250 Graphic Design III*	3		GDES 210 or concurrent enrollment
GDES 255 Advanced Web Design*	3		GDES 245
GDES 264 Art Portfolio- Graphic Design	3		GDES 210 or concurrent enrollment
ART Elective	3		
Total Credit Hours Required	64		

Recommended Electives (suggested categories based on student intent)

Graphic Design	Illustration	Transfer
GDES 280 Adv. Color Correction	ART 105 Digital Art Foundations	ART 111 Drawing II
GDES 290* GD Internship	ART 270* Illustration	ART 220 Painting I
ART 139* Film and Darkroom	ART 111 Drawing II	ART 170 Ceramics
Photography	ART 112 Drawing III	
ART 247 Digital Imaging	ART 113 Drawing IV	
ART 242 Photography II	ART 220 Painting I	
ART 280* Spec. Studies (in GD)	ART 221 Painting II	
	ART 222 Painting III	

* These courses are only offered on the Penn Valley campus.

Health Information Management

Offered at MCC-Penn Valley

A.A.S. Health Information Management.....75.5-82.5 Credits
 Coding Specialist Certificate27.5-34.5 Credits

An introduction to information technology specific to healthcare and health information management. Topics include computer hardware, operating systems, networking concepts, programming languages, and user interfaces specific to healthcare. Special emphasis is placed on the practical application of database management principles, including the design and normalization of data tables, data security, and information retrieval and reporting inherent in electronic health records management.

This program offers an Associate in Applied Science degree and a Coding Specialist certificate. The program prepares students in all aspects pertaining to health records, including medical coding, Medicare compliance, analysis of documentation and computerization. Graduates of the A.A.S. program are eligible to take the national certification exam for registered health information technicians. The program is accredited by Commission on Accreditation of Health Informatics and Health Information Management.

Admission to the Program

Since enrollment is limited, students must apply for admission to the Health Information Management program. For more information, go to www.mccck.edu/hite

A.A.S. Health Information Management

Program Prerequisites (11-18 credit hours)	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar <i>or</i>	1-2		
HLSC 100 Introduction to Health Professions			
HIM 100 Medical Terminology	3		
HLSC 108 Anatomy and Physiology for Health Professions <i>or</i>	4-10		BIOL 100 or CHEM 105 (BIOL 109) BIOL 110 and BIOL 100 or CHEM 105 (BIOL 210)
BIOL 109 Human Anatomy and Physiology <i>or</i>			
BIOL 110 Human Anatomy <i>and</i>			
BIOL 210 Human Physiology			
ENGL 101 Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
General Education Requirements (16 credit hours)			
BIOL 137 Intro to Pathophysiology	4		HLSC 108 or BIOL 109 or BIOL 110 and 210
COMM 100 Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
HIST 120 United States History to 1865 <i>or</i>	3		
HIST 121 United States History Since 1865 <i>or</i>			
POLS 135 Introduction to Political Science <i>or</i>			
POLS 136 Introduction to American National Politics <i>or</i>			
POLS 137 Introduction to State and Local Politics			
PSYC 140 General Psychology	3		
SOCI 160 Sociology	3		
Specific Program Requirements (48.5 credit hours)			
CSIS 115 Computer Concepts and Applications	3		
HIM 101 Introduction to Health Information Management	4		Formal admission into HIM program, HLSC 108 or 109 or BIOL 110 and 210, ENGL 101 and HIM 100
HIM 108 Legal Aspects of Health Information	3		Formal admission into HIM program, HLSC 108 or 109 or BIOL 110 and 210, ENGL 101 and HIM 100
HIM 110 Pharmacology	2		Formal admission into HIM program, HLSC 108 or 109 or BIOL 110 and 210, ENGL 101 and HIM 100
HIM 112 Database for Health Information	2		Formal admission into HIM program, HLSC 108 or 109 or BIOL 110 and 210, ENGL 101 and HIM 100
HIM 115 Healthcare Statistics	3		CSIS 115, HIM 101, HIM 108, HIM 110, HIM 112
HIM 120 Quality Improvement in Healthcare	3		CSIS 115, HIM 101, HIM 108, HIM 110, HIM 112
HIM 130 Health Data Systems	3		CSIS 115, HIM 101, HIM 108, HIM 110, HIM 112
HIM 135 Organizational Management	3		CSIS 115, HIM 101, HIM 108, HIM 110, HIM 112
HIM 202 Clinical Classification Systems - Diagnostic	4		HIM 100, HLSC 108 or BIOL 109 or BIOL 110 and BIOL 210
HIM 207 Clinical Classification Systems - PCS	4		HIM 100, HLSC 108 or BIOL 109 or BIOL 110 and BIOL 210
HIM 214 Healthcare Reimbursement Methodologies	3		HIM 115, 120, 130, 135
HIM 215 Clinical Professional Practice I	3		HIM 115, 120, 130, 135
HIM 218 Ambulatory Care Coding - CPT	3		HIM 202, HIM 207
HIM 221 Coding Professional Practice	2.5		HIM 202, HIM 207
HIM 222 Health Information Management Competency	3		BIOL 137, HIM 202, HIM 207, HIM 214, HIM 215
Total Credit Hours Required	75.5-82.5		

Health Information Management

Coding Specialist Certificate

COLL 100	First Year Seminar or	1-2		
HLSC 100	Intriduction to Health Professions			
Program Prerequisites (8-12 hours)		Credits	Semester Taken	Prerequisites
HLSC 108	Anatomy and Physiology for Health Professions or	4-10		BIOL 100 or CHEM 105 (BIOL 109) BIOL 110 and BIOL 100 or CHEM 105 (BIOL 210)
BIOL 109	Human Anatomy and Physiology or			
BIOL 110	Human Anatomy and			
BIOL 210	Human Physiology			
BIOL 137	Introduction to Pathophysiology	4		BIOL 110 and 210 or BIOL 109 or HLSC 108
HIM 100	Medical Terminology	3		
Specific Program Requirements				
HIM 107	Medical Billing	2		
HIM 202	Clinical Classification Systems - Diagnostic	4		HIM 100, HLSC 108 or BIOL 109 or BIOL 110 and BIOL 210
HIM 207	Clinical Classification Systems - PCS	4		HIM 100, HLSC 108 or BIOL 109 or BIOL 110 and BIOL 210
HIM 218	Ambulatory Care Coding - CPT	3		HIM 202, HIM 207
HIM 221	Coding Professional Practice	2.5		HIM 202, HIM 207
Total Credit Hours Required		27.5-34.5		

Heating, Ventilation, Air Conditioning & Refrigeration

Offered at MCC-Business & Technology

A.A.S. HVAC..... 64-67 Credits
 Energy Efficiency Certificate..... 41 Credits
 HVAC Advanced Certificate 42-43 Credits
 HVAC Certificate..... 24 Credits

This program offers degree and certificate options leading to heating, ventilation and air conditioning careers.

A.A.S. Heating, Ventilation and Air Conditioning

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
Option 1:		5-7		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130)
MATH 103	Technical Mathematics I or			
MATH 103R	Technical Mathematics I w/ review or			
MATH 120	College Algebra or			
MATH 120R	College Algebra w/ review and			
MATH 104	Technical Mathematics II or			
MATH 130	Trigonometry			
Option 2:		3		MATH 110 or satisfactory score in Math placement test (MATH 150)
MATH 150	PreCalculus or higher			
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Any course numbered 100 or higher from the following disciplines: ART, ANTH, ECON, ENGL, Foreign Language, GEOG (except 104 or 110 and GIS courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSOC, SOCI, COMM/THEA		4-5		See Courses section of this catalog for individual course prerequisites.
Minimum Total General Education Credit Hours		18		
Specific Program Requirements				
EHSS 111	Intro to Health & Safety for General Industry or	1		
EHSS 112	Intro to Health & Safety for Construction			
HVAC 109	Electricity for HVAC/R Technicians	4		
HVAC 111	Principles of Heating, Ventilation and Air Conditioning	3		
HVAC 120	Fundamentals of Refrigeration	4		
HVAC 135	Residential Heating and Air Conditioning I	4		HVAC 109 (or take concurrently), HVAC 111, 120
HVAC 136	Residential Heating and Air Conditioning II	4		HVAC 135
HVAC 221	Commercial Refrigeration	4		HVAC 109, 120, 136
HVAC 230	Sheet Metal Layout and Fabrication	4		
HVAC 235	Systems Installation	3		HVAC 136 and 230
HVAC 240	Geo-Thermal & Air Source Heat Pumps	3		HVAC 136
INTE 124	Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115
INTE 224	Energy Management, Efficiency and Conservation	3		
6 hours from the following: HVAC/INTE/WELD electives		6		
Total Credit Hours Required		64-67		

Heating, Ventilation, Air Conditioning & Refrigeration

Energy Efficiency Certificate

General Education Requirements	Credits	Semester Taken	Prerequisites
HVAC Certificate*	24*		
HVAC 240 Geo-Thermal Heat Pumps	3		HVAC 136
HVAC 201 Stationary Engineering	3		HVAC 111 and 120
INTE 224 Energy Management, Efficiency, and Conservation	3		
GEOL 180 Energy and the Environment	5		
BSAD 219 Entrepreneurship	3		
*Includes HVAC 109, 111, 120, 135, 136, 230, COLL 100			
Total Credit Hours Required	41		

Heating, Ventilation and Air Conditioning Advanced Certificate

Specific Program Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
HVAC 109 Electricity for HVAC/R Technicians	4		
HVAC 111 Principles of Heating, Ventilation and Air Conditioning	3		
HVAC 120 Fundamentals of Refrigeration	4		
HVAC 135 Residential Heating and Air Conditioning I	4		HVAC 109 (or take concurrently), HVAC 111, 120
HVAC 136 Residential Heating and Air Conditioning II	4		HVAC 135
HVAC 221 Commercial Refrigeration	4		HVAC 109, 120, and 136
HVAC 230 Sheet Metal Layout and Fabrication	4		
HVAC 235 Systems Installation	3		HVAC 136 and 230
HVAC 240 Geo-Thermal & Air Source Heat Pumps	3		HVAC 136
HVAC 201 Stationary Engineering or	3		HVAC 111 and 120 (HVAC 201)
INTE 224 Energy Management, Efficiency, and Conservation			HVAC 109 and INTE 115 (INTE 175)
INTE 124 Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
MATH 103R Technical Mathematics I w/ Review or higher	3-4		MATH 40 or 40L
Total Credit Hours Required	42-43		

Heating, Ventilation and Air Conditioning Certificate

Specific Program Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
HVAC 109 Electricity for HVAC/R Technicians	4		
HVAC 111 Principles of Heating, Ventilation and Air Conditioning	3		
HVAC 120 Fundamentals of Refrigeration	4		
HVAC 135 Residential Heating and Air Conditioning I	4		HVAC 109 (or take concurrently), HVAC 111, 120 and 230 (or take concurrently)
HVAC 136 Residential Heating and Air Conditioning II	4		HVAC 135
HVAC 230 Sheet Metal Layout and Fabrication	4		
Total Credit Hours Required	24		

Industrial Technologies

Offered at MCC-Business & Technology

A.A.S. Industrial Technology

Critical Facilities.....	68-73 Credits
Industrial Electrical	64-69 Credits
Industrial Maintenance	65-70 Credits
Instrumentation & Controls	71-76 Credits
Military Technology	64-68 Credits
Millwright.....	64-68 Credits
Multi-craft.....	64-69 Credits
Photovoltaics	62-64 Credits
Stationary Engineer	65-70 Credits

Industrial Technology Certificates

Industrial Technology Level I	21-22 Credits
Industrial Automation Mechatronics Level II	37-38 Credits
Industrial Automation Mechatronics Level III	63-64 Credits
Industrial Electrical Level II	41-42 Credits
Industrial Maintenance	40-43 Credits
Industrial Mechanic Level II	42-43 Credits
Industrial Millwright Level II	41-42 Credits
Instrumentation Level III	59-60 Credits
Photovoltaic	31-33 Credits
Stationary Engineering Level II	41-42 Credits
Stationary Engineering Critical Facilities Level II	40-41 Credits
Stationary Engineering HVAC	19 Credits
Sterile Processing and Environmental Services	16 Credits

This program offers degree and certificate options leading to careers in Industrial Technology.

AAS INTE – Stationary Engineering Critical Facilities Emphasis

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
ENGL 215	Technical Writing or	3		ENGL 101 (ENGL 215)
SPAN 100	Beginning Occupational Spanish			
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Choose one of the following Math options				
Option 1:				
MATH 103	Technical Mathematics I or	5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130)
MATH 103R	Technical Mathematics I w/ review or			
MATH 120	College Algebra or			
MATH 120R	College Algebra w/ review and			
MATH 104	Technical Mathematics II or			
MATH 130	Trigonometry			
Option 2:				
MATH 150	PreCalculus or higher			
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104,110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSC, SOCI, THEA		3-5		
Minimum Total General Education Credit Hours		18		

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Industrial Technologies

AAS INTE – Stationary Engineering Critical Facilities Emphasis (Continued)

Core Program Requirements				
CSIS 100	Digital Literacy	2		
EHSS 111	Introduction to Health & Safety for General Industry	1		
INTE 107	Industrial Electrical Safety	2		
INTE 112	Industrial Electrical DC Principles	2		Concurrent enrollment or completion of MATH 103R or higher
INTE 113	Industrial Electrical AC Principles	2		INTE 112 or equivalent
INTE 115	Electrical Print Reading	3		INTE 113
INTE 124	Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
INTE 175	Electric Motor Controls I	3		HVAC 109 or INTE 115
Specific Program Requirements				
HVAC 111	Principles of Heating, Ventilation and Air Conditioning	3		
HVAC 120	Fundamentals of Refrigeration	4		
HVAC 201	Stationary Engineering	3		HVAC 111 and 120
HVAC 221	Commercial Refrigeration	4		HVAC 109, 120, and 136
INTE 271	Programmable Logic Controllers I	4		INTE 113, 175 and CSIS 100 or concurrent enrollment
INTE 273	Variable Speed Motors and Drives	3		INTE 175 and INTE 271
INTE 275	Electric Motor Controls II	3		INTE 175
INTE 276	Electrical Troubleshooting or	3		INTE 275 (INTE 276)
INTE 277	PLC Troubleshooting			INTE 115 and INTE 271 (INTE 277)
INTE 279	Networking for Automated Systems	3		INTE 271
Total Credit Hours Required		68-73		

Industrial Technologies

Offered at MCC-Business & Technology

A.A.S. INTE Industrial Electrical Emphasis

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
ENGL 215	Technical Writing <i>or</i>	3		ENGL 101 (ENGL 215)
SPAN 100	Beginning Occupational Spanish			
HIST 120	United States History to 1865 <i>or</i>	3		
HIST 121	United States History Since 1865 <i>or</i>			
POLS 135	Introduction to Political Science <i>or</i>			
POLS 136	Introduction to American National Politics <i>or</i>			
POLS 137	Introduction to State and Local Politics			
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1:				
MATH 103	Technical Mathematics I <i>or</i>	5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130) MATH 110 or satisfactory score on math placement test (MATH 150).
MATH 103R	Technical Mathematics I w/ review <i>or</i>			
MATH 120	College Algebra <i>or</i>			
MATH 120R	College Algebra w/ review <i>and</i>			
MATH 104	Technical Mathematics II <i>or</i>			
MATH 130	Trigonometry			
Option 2:				
MATH 150	PreCalculus or higher			
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104,110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSC, SOCI, THEA		3-5		
Minimum Total General Education Credit Hours		18		
Core Program Requirements				
CSIS 100	Digital Literacy	2		
EHSS 111	Introduction to Health & Safety for General Industry	1		
INTE 107	Industrial Electrical Safety	2		
INTE 112	Industrial Electrical DC Principles	2		
INTE 113	Industrial Electrical AC Principles	2		
INTE 115	Electrical Print Reading	3		INTE 113
INTE 124	Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
INTE 175	Electric Motor Controls I	3		HVAC 109 or INTE 115
Industrial Electrical Program Requirements				
INTE 142	National Electric Code	3		INTE 113
INTE 225	Industrial Electrical Print Reading	3		INTE 115
INTE 271	Programmable Logic Controller I	4		INTE 113 and 175 and CSIS 100 or concurrent enrollment
INTE 273	Variable Speed Motors and Drives	3		INTE 175 and 271
INTE 275	Electric Motor Controls II	3		INTE 175
INTE 276	Electrical Troubleshooting	3		INTE 275
INTE 277	Program Logic Controller Troubleshooting	3		INTE 115 and 271
INTE 281	Industrial Robotics	4		INTE 271 or concurrent enrollment
Total Credit Hours Required		64-69		

Industrial Technologies

AAS INTE – Industrial Maintenance Emphasis

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
ENGL 215	Technical Writing or	3		ENGL 101 (ENGL 215)
SPAN 100	Beginning Occupational Spanish			
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1:		5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130) MATH 110 or satisfactory score on math placement test (MATH 150).
MATH 103	Technical Mathematics I or			
MATH 103R	Technical Mathematics I w/ review or			
MATH 120	College Algebra or			
MATH 120R	College Algebra w/ review and			
MATH 104	Technical Mathematics II or			
MATH 130	Trigonometry			
Option 2:		3-5		
MATH 150	PreCalculus or higher			
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104,110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSC, SOCI, THEA				
Minimum Total General Education Credit Hours		18		
Core Program Requirements				
CSIS 100	Digital Literacy	2		
EHSS 111	Introduction to Health & Safety for General Industry	1		
INTE 107	Industrial Electrical Safety	2		
INTE 112	Industrial Electrical DC Principles	2		Concurrent enrollment or completion of MATH 103R or higher
INTE 113	Industrial Electrical AC Principles	2		INTE 112 or equivalent
INTE 115	Electrical Print Reading	3		INTE 113
INTE 124	Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
INTE 175	Electric Motor Controls I	3		HVAC 109 or INTE 115
Specific Program Requirements				
INTE 140	Fundamentals of Industrial Maintenance	3		
INTE 150	Fundamentals of Hydraulics and Pneumatics	3		
INTE 151	Industrial Rigging	3		
INTE 240	Adv. Principles of Industrial Maintenance	3		INTE 140
INTE 260	Pipefitting Fundamentals	3		INTE 140
INTE 275	Electric Motor Controls II	3		INTE 175
INTE 276	Electrical Troubleshooting	3		INTE 275
CIMM 130	Machining for Related Occupations	5		
WELD 100	Intro to Welding/Cutting Processes	1		
Total Credit Hours Required		65-70		

Industrial Technologies

AAS INTE – Instrumentation & Controls Emphasis

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
ENGL 215 SPAN 100	Technical Writing <i>or</i> Occupational Spanish	3		ENGL 101 (ENGL 215)
HIST 120 HIST 121 POLS 135 POLS 136 POLS 137	United States History to 1865 <i>or</i> United States History Since 1865 <i>or</i> Introduction to Political Science <i>or</i> Introduction to American National Politics <i>or</i> Introduction to State and Local Politics	3		
Option 1: MATH 103 MATH 103R MATH 120 MATH 120R MATH 104 MATH 130 Option 2: MATH 150	Technical Mathematics I <i>or</i> Technical Mathematics I w/ review <i>or</i> College Algebra <i>or</i> College Algebra w/ review <i>and</i> Technical Mathematics II <i>or</i> Trigonometry PreCalculus or higher	5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130) MATH 110 or satisfactory score in Math placement test (MATH 150)
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement score
	Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104, 110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSOC, SOCI, THEA	3-5		
Minimum Total General Education Credit Hours		18		
Core Program Requirements				
CSIS 100	Digital Literacy	2		
INTE 107	Industrial Electrical Safety	2		
EHSS 111	Introduction to Health and Safety for General Industry	1		
INTE 112	Industrial Electrical DC Principles	2		Concurrent enrollment or completion of MATH 103R or higher
INTE 113	Industrial Electrical AC Principles	2		INTE 112 or equivalent
INTE 115	Electrical Print Reading	3		INTE 113
INTE 175	Electric Motor Controls I	3		HVAC 109 or INTE 115
INTE 124	Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
Specific Program Requirements				
CSIS 111	Computer Hardware, Maintenance, and Troubleshooting	3		CSIS 110
CSIS 123	Programming Fundamentals	3		MATH 40/40L or higher or appropriate score on placement test
INTE 270	Instrumentation & Process Control	3		HVAC 201 or INTE 271
INTE 271	Programmable Logic Controllers I	4		INTE 113, INTE 175, CSIS 100 or concurrent enrollment
INTE 272	Programmable Logic Controllers II	3		INTE 115 and INTE 271
INTE 273	Variable Speed Motors and Drives	3		INTE 175 and INTE 271
INTE 277	Programmable Logic Controller Troubleshooting	3		INTE 115 and INTE 271
INTE 279	Networking for Automated Systems	3		INTE 271
INTE 280	Networking- HMI for the PLC	4		INTE 272
INTE 291	Process Control Capstone	4		INTE 270 and INTE 272
Total Credit Hours Required		71-76		

Industrial Technologies

A.A.S. Indus. Tech. Military Technology

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or 90 or appropriate placement test score
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1:		5-8		MATH 20 or 20L or appropriate placement test (MATH 103R) MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130) MATH 110 or satisfactory score on the math placement test (MATH 150)
MATH 103	Technical Mathematics I or			
MATH 103R	Technical Mathematics I w/ review or			
MATH 120	College Algebra or			
MATH 120R	College Algebra w/ review and			
MATH 104	Technical Mathematics II or			
MATH 130	Trigonometry			
Option 2:				
MATH 150	PreCalculus or higher			
Any Gen Ed course numbered 100 or above from the following disciplines: ART, ANTH, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104, 110 or GIS Courses), HIST, HUMN, MSCM, MUSI, PHIL, POLS, PSYC, SIGN, SOSC, SOCI, SPDR		3-5		
Minimum Total General Education Credit Hours		18		
Specific Program Requirements				
Electives (EHSS, ETEC, HVAC, INTE, CIMM, WELD, CSIS)		15		
4 Year Military Technology Training & Job Experience (Credit by Certification*)		30		
Total Credit Hours Required		64-68		
*MCC will award 30 college credits to students who successfully complete a documented military technology training program and the above 33-37 credit hours. The student must submit to the MCC Registrar documentation of successful completion of 4 years military technology training and job experience in the form of a certified page from the member's service record or a certified electronic transcript. The credit will be transcribed upon completion of 15 MCC credits.				

Industrial Technologies

AAS INTE – Millwright Emphasis

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
ENGL 215	Technical Writing or	3		ENGL 101 (ENGL 215)
SPAN 100	Beginning Occupational Spanish			
HIST 120	United States History to 1865 or			
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or	3		
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1:				
MATH 103	Technical Mathematics I or			MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130)
MATH 103R	Technical Mathematics I w/ review or			
MATH 120	College Algebra or			
MATH 120R	College Algebra w/ review and	5-8		
MATH 104	Technical Mathematics II or			MATH 110 or satisfactory score in Math placement test (MATH 150)
MATH 130	Trigonometry			
Option 2:				
MATH 150	PreCalculus or higher			
	Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104,110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSOC, SOCI, THEA	3-5		
Minimum Total General Education Credit Hours		18		
Core Program Requirements				
CSIS 100	Digital Literacy	2		
INTE 107	Industrial Electrical Safety	2		
EHSS 111	Introduction to Health and Safety for General Industry	1		
INTE 112	Industrial Electrical DC Principles	2		Concurrent enrollment or completion of MATH 103R or higher
INTE 113	Industrial Electrical AC Principles	2		INTE 112 or equivalent
INTE 115	Electrical Print Reading	3		INTE 113
INTE 175	Electric Motor Controls I	3		HVAC 109 or INTE 115
INTE 124	Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
Specific Program Requirements				
INTE 140	Fundamentals of Industrial Maintenance	3		
INTE 150	Fundamentals of Hydraulics and Pneumatics	3		
INTE 151	Industrial Rigging	3		
NTE 240	Adv. Principles of Industrial Maintenance	3		INTE 140
INTE 260	Industrial Pipefitting and Plumbing Fundamentals	3		INTE 140
CIMM 130	Machining for Related Occupations	5		
WELD 110	Welding Industry Fundamentals	3		
WELD 120	Thermal Cutting Processes Lecture and	1		WELD 110 or taken concurrently
WELD 121	Thermal Cutting Processes Lab	2		WELD 120 or taken concurrently
Total Credit Hours Required		64-68		

Industrial Technologies

AAS INTE – Multi-craft Emphasis

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
ENGL 215 SPAN 100	Technical Writing <i>or</i> Beginning Occupational Spanish	3		ENGL 101 (ENGL 215)
HIST 120 HIST 121 POLS 135 POLS 136 POLS 137	United States History to 1865 <i>or</i> United States History Since 1865 <i>or</i> Introduction to Political Science <i>or</i> Introduction to American National Politics <i>or</i> Introduction to State and Local Politics	3		
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1:				
MATH 103 MATH 103R MATH 120 MATH 120R MATH 104 MATH 130	Technical Mathematics I <i>or</i> Technical Mathematics I w/ review <i>or</i> College Algebra <i>or</i> College Algebra w/ review <i>and</i> Technical Mathematics II <i>or</i> Trigonometry <i>or</i>	5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130) MATH 110 or satisfactory score in math placement test (MATH 150).
Option 2:				
MATH 150	PreCalculus or higher			
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104, 110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSOC, SOCI, THEA		3-5		
Minimum Total General Education Credit Hours		18		
Core Program Requirements				
CSIS 100	Digital History	2		
EHSS 111	Intro to Health & Safety for General Industry	1		
INTE 107	Industrial Electrical Safety	2		
INTE 112	Industrial Electrical DC Principles	2		Concurrent enrollment or completion of MATH 103R or higher
INTE 113	Industrial Electrical AC Principles	2		INTE 112 or equivalent
INTE 115	Electrical Print Reading	3		INTE 113
INTE 124	Employment Strategies for Technical Careers	2		CSIS 115 or CSIS 100 or higher
INTE 175	Electric Motor Controls I	3		HVAC 109 or INTE 115
Specific Program Requirements				
INTE 140	Fundamentals of Industrial Maintenance	3		
HVAC 111	Principles of Heating, Ventilation, & Refrigeration	3		
CIMM 130	Machining for Related Occupations	5		
Electives, ANY--CIMM, ETEC, HVAC, INTE Electives: CIMM, EHSS, ETEC, HVAC, INTE 200 and above		6-9		
Total Credit Hours Required		64-69		

Industrial Technologies

AAS INTE – Photovoltaic Emphasis

General Education Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
ENGL 101 Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
ENGL 215 Technical Writing <i>or</i> SPAN 100 Beginning Occupational Spanish	3		ENGL 101 (ENGL 215)
HIST 120 United States History to 1865 <i>or</i> HIST 121 United States History Since 1865 <i>or</i> POLS 135 Introduction to Political Science <i>or</i> POLS 136 Introduction to American National Politics <i>or</i> POLS 137 Introduction to State and Local Politics	3		
COMM 100 Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Choose one of the following Math options			
Option 1: MATH 103 Technical Mathematics I <i>or</i> MATH 103R Technical Mathematics I w/ review <i>or</i> MATH 120 College Algebra <i>or</i> MATH 120R College Algebra w/ review <i>and</i> MATH 104 Technical Mathematics II <i>or</i> MATH 130 Trigonometry	5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130)
Option 2: MATH 150 PreCalculus or higher			
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104,110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSC, SOCI, THEA	3-5		
Minimum Total General Education Credit Hours	18		

Core Program Requirements			
CSIS 100 Digital Literacy	2		
EHSS 112 Introduction to Health & Safety for Construction	1		
INTE 107 Industrial Electrical Safety	1		
INTE 112 Industrial Electrical DC Principles <i>and</i> INTE 113 Industrial Electrical AC Principles	4		MATH 103 or concurrent enrollment (INTE 110) concurrent enrollment or completion of MATH 103R or higher (INTE 112) INTE 112 or equivalent (INTE 113)
INTE 115 Electrical Print Reading	3		INTE 110
INTE 124 Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
INTE 175 Electric Motor Controls I	3		HVAC 109 or INTE 115
Specific Program Requirements			
ETEC 152 Engineering Graphics and CADD I or ETEC 169 CADD I	3-5		MATH 40/40L
ETEC 211 Building Information Modeling, Revit	3		ETEC 152 or Concurrent enrollment
INTE 142 National Electric Code	3		INTE 110
INTE 185 Photovoltaic Systems	3		
INTE 224 Energy Management, Efficiency & Conservation	3		
INTE 230 Solar/Photovoltaic Design/Installation	4		INTE 142, INTE 185, and either ETEC 110, HVAC 109 or INTE 110
INTE 235 Solar Photovoltaic Site Assessment	3		
INTE 242 Master and Journeyman Prep	3		INTE 142
Total Credit Hours Required	62-64		

Industrial Technologies

AAS INTE – Stationary Engineering Emphasis

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
ENGL 215	Technical Writing or	3		ENGL 101 (ENGL 215)
SPAN 100	Beginning Occupational Spanish			
HIST 120	United States History to 1865 or			
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or	3		
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1:				
MATH 103	Technical Mathematics I or			MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130) MATH 110 or satisfactory score on math placement test.
MATH 103R	Technical Mathematics I w/ review or			
MATH 120	College Algebra or			
MATH 120R	College Algebra w/ review and	5-8		
MATH 104	Technical Mathematics II or			
MATH 130	Trigonometry			
Option 2:				
MATH 150	PreCalculus or higher			
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104,110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSOC, SOCI, THEA		3-5		
Minimum Total General Education Credit Hours		18		

Core Program Requirements

CSIS 100	Digital Literacy	2		
EHSS 111	Introduction to Health & Safety for General Industry	1		
INTE 107	Industrial Electrical Safety	2		
INTE 112	Industrial Electrical DC Principles	2		Concurrent enrollment or completion of MATH 103R or higher
INTE 113	Industrial Electrical AC Principles	2		INTE 112 or equivalent
INTE 115	Electrical Print Reading	3		INTE 113
INTE 124	Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
INTE 175	Electric Motor Controls I	3		HVAC 109 or INTE 115

Specific Program Requirements

HVAC 111	Principles of Heating, Ventilation and Air Conditioning	3		
HVAC 120	Fundamentals of Refrigeration	4		
HVAC 201	Stationary Engineering	3		HVAC 111 and 120
HVAC 221	Commercial Refrigeration	4		HVAC 109, 120, and 136
INTE 140	Fundamentals of Industrial Maintenance	3		
INTE 224	Energy Management, Efficiency, and Conservation	3		
INTE 270	Instrumentation & Process Controls	3		HVAC 201 or INTE 271
INTE 271	Programmable Logic Controller I	4		INTE 113, 175 and CSIS 100 or concurrent enrollment
Total Credit Hours Required		65-70		

Industrial Technologies

Industrial Technology Level I Certificate

Specific Program Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
CSIS 100 Digital Literacy	2		
EHSS 111 Introduction to Health and Safety in General Industry	1		
INTE 107 Industrial Electrical Safety	1		
INTE 112 Industrial Electrical DC Principles	2		Concurrent enrollment or completion of MATH 103R or higher
INTE 113 Industrial Electrical AC Principles	2		INTE 112 or equivalent
INTE 115 Electrical Print Reading	3		INTE 113
INTE 124 Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
INTE 175 Electric Motor Controls I	3		HVAC 109 or INTE 115
MATH 103 Technical Math I or MATH 103R Technical Math I w/ review or higher	3-4		MATH 40 or 40L or appropriate placement score MATH 20 or appropriate placement score
Total Credit Hours Required	21-22		

Industrial Automation Mechatronics Level II PLC Certificate

Specific Program Requirements	Credits	Semester Taken	Prerequisites
Industrial Technology Level I Certificate	21-22		
CSIS 111 Microcomputer Hardware Concepts	3		CSIS 110
CSIS 115 Computer Concepts and Applications	3		
INTE 271 Programmable Logic Controller I	4		INTE 113, 175 and CSOF 100 or concurrent enrollment with a C grade or higher
INTE 273 Variable Speed Motor Drives and Controllers	3		INTE 175 and 271
INTE 277 Programmable Logic Controller Troubleshooting	3		INTE 115 and 271
Total Credit Hours Required	37-38		

Industrial Automation Mechatronics Level III Certificate

Specific Program Requirements	Credits	Semester Taken	Prerequisites
Industrial Technology Level I Certificate	21-22		
Industrial Mechanic Level II Certificate	21		
CSIS 123 Programming Fundamentals	3		MATH 40/40L or higher (excluding MATH 100)
INTE 272 Programmable Logic Controller II	3		INTE 115 and 271
INTE 279 Networking for Automated Systems	3		INTE 271 with a C grade or higher
INTE 280 Networking HMI for the PLC	4		INTE 272
INTE 281 Industrial Robotics	4		INTE 271 or concurrent enrollment with a C grade or higher
INTE 290 Programmable Logic Controller Capstone	4		INTE 277 or concurrent enrollment
Total Credit Hours Required	63-64		

Industrial Electrical Level II Certificate

Specific Program Requirements	Credits	Semester Taken	Prerequisites
Industrial Technology Level I Certificate	21-22		
INTE 142 National Electric Code	3		INTE 110
INTE 225 Industrial Print Reading I	3		HVAC 109 or INTE 115
INTE 271 Programmable Logic Controllers I	4		INTE 113, 175 and CSOF 100 or concurrent enrollment with a C grade or higher
INTE 275 Electric Motor Controls II	3		INTE 175 and 271
INTE 276 Electrical Troubleshooting	3		INTE 275
INTE 281 Industrial Robotics	4		INTE 271 or concurrent enrollment with a C grade or higher
Total Credit Hours Required	41-42		

Industrial Technologies

Industrial Mechanic Level II --Maintenance Mechanic Certificate

Specific Program Requirements	Credits	Semester Taken	Prerequisites
Industrial Technology Level I Certificate	21-22		
CIMM 130 Machining for Related Occupations	5		
INTE 140 Fundamentals of Industrial Maintenance	3		
INTE 150 Fundamentals of Hydraulics and Pneumatics	3		
INTE 151 Industrial Rigging	3		
INTE 240 Advanced Principles of Industrial Maintenance	3		INTE 140 with a C grade or higher
INTE 260 Industrial Pipefitting and Plumbing Fundamentals	3		INTE 140 with a C grade or higher
WELD 100 Introduction to Welding/Cutting Processes	1		
Total Credit Hours Required	42-43		

Industrial Millwright Level II Certificate

Specific Program Requirements	Credits	Semester Taken	Prerequisites
Industrial Technology Level I Certificate	21-22		
CIMM 130 Machining for Related Occupations	5		
INTE 150 Fundamentals of Hydraulics and Pneumatics	3		
INTE 151 Industrial Rigging	3		
INTE 260 Pipe Fitting Fundamentals	3		INTE 140 with a C grade or higher
WELD 110 Welding Industry Fundamentals	3		
WELD 120 Thermal Cutting Processes Lecture	1		WELD 110 or concurrent enrollment
WELD 121 Thermal Cutting Processes Lab	2		WELD 120 or concurrent enrollment
Total Credit Hours Required	41-42		

Instrumentation Level III Certificate

Specific Program Requirements	Credits	Semester Taken	Prerequisites
Industrial Technology Level I Certificate	21-22		
Industrial Mechanic Level II Certificate	21		
INTE 225 Microcomputer Hardware Repairs	3		INTE 115
INTE 270 Instrumentation & Process Control	3		HVAC 201 or INTE 271
INTE 272 Programmable Logic Controllers II	3		INTE 115 and INTE 271
INTE 280 Networking - HMI for the PLC	4		INTE 272
INTE 291 Process Controls Capstone	4		INTE 270 and INTE 272
Total Credit Hours Required	59-60		

Industrial Technologies

Stationary Engineering -- Critical Facilities Level II Certificate

Specific Program Requirements	Credits	Semester Taken	Prerequisites
Industrial Technology Level I Certificate	21-22		
INTE 260 Industrial Pipefitting and Plumbing Fundamentals	3		INTE 140
INTE 270 Instrumentation and Process Controls	3		HVAC 201 or INTE 271
INTE 271 Programmable Logic Controller I	4		INTE 113, 175 and CSOF 100 or concurrent enrollment with a C grade or higher
INTE 273 Variable Speed Motors and Drives	3		INTE 175 and 271
INTE 277 PLC Troubleshooting	3		INTE 175 and 271
INTE 279 Networking for Automated Systems	3		INTE 271 with a C grade or higher
Total Credit Hours Required	40-41		

Stationary Engineering -- HVAC Certificate

Specific Program Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
HVAC 109 Electricity for HVAC/R Technicians	4		
HVAC 111 Principles of Heating, Ventilation and Air Conditioning	3		
HVAC 120 Fundamentals of Refrigeration	4		
HVAC 201 Stationary Engineering	3		HVAC 111 and 120
HVAC 221 Commercial Refrigeration	4		HVAC 109, 120, and 136
Total Credit Hours Required	19		

Stationary Engineering Level II Certificate

Specific Program Requirements	Credits	Semester Taken	Prerequisites
Industrial Technology Level I Certificate	21-22		
INTE 140 Fundamentals of Industrial Maintenance	3		
INTE 150 Fundamentals of Hydraulics and Pneumatics	3		
INTE 240 Adv. Principles of Industrial Maintenance	4		INTE 140 with a C grade or higher
INTE 271 Programmable Logic Controller I	4		INTE 113, 175 and CSOF 100 or concurrent enrollment with a C grade or higher
INTE 275 Electric Motor Controls II	3		INTE 175
INTE 276 Electrical Troubleshooting	3		INTE 275
Total Credit Hours Required	41-42		

Indus. Tech. Sterile Processing and Environmental Services Certificate

General Education Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
CSIS 100 Digital Literacy	2		
EHSS 111 Introduction to Health & Safety for General Industry	1		
INTE 102 Communication for Industry	2		
INTE 103 Environmental Services for the Health Field	4		
INTE 124 Employment Strategies for Technical Careers	2		CSIS 100, 115, or higher
SURT 103 Central Services	4		
Total Credit Hours Required	16		

Industrial Technologies

Industrial Maintenance Certificate

COLL 100	First Year Seminar	1		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
CSIS 100	Digital Literacy	2		
CIMM 101	Machine Shop Safety and	3-5		
CIMM 102	Basic Lathe Operation and			
CIMM 103	Basic Mill Operation			
CIMM 130	Machining for Related Occupations			
INTE 107	Industrial Electrical Safety	1		
EHSS 111	Introduction to Health and Safety in General Industry	1		
INTE 112	Industrial Electrical DC Principles	2		Concurrent enrollment or completion of MATH 103R or higher
INTE 113	Industrial Electrical AC Principles	2		INTE 112 or equivalent
INTE 115	Electrical Print Reading	3		INTE 113
INTE 124	Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
INTE 140	Fundamentals of Industrial Maintenance	3		
INTE 150	Fundamentals of Hydraulics and Pneumatics	3		
INTE 175	Electric Motor Controls I	3		HVAC 109 or INTE 115
INTE 240	Adv. Principles of Industrial Maintenance	3		INTE 140
MATH 103R	Technical Math I w/ review or higher	3-4		MATH 20 or appropriate placement score
WELD 100	Introduction to Welding/Cutting Processes	1		
Choose 2 of the following:		6		INTE 124 (INTE 219) INTE 113 (INTE 142) INTE 115 (INTE 225) INTE 113 & INTE 175 & CSIS 100 or concurrent enrollment (INTE 271) INTE 275 (INTE 275)
INTE 219	Internship & Co-Op			
INTE 221	Internship & Co-Op II or			
INTE 142	National Electric Code			
INTE 225	Industrial Electrical Print Reading			
INTE 271	Programmable Logic Controllers I			
INTE 275	Electric Motor Controls II			
Total Credit Hours Required		40-43		

Industrial Technologies

Photovoltaics Certificate

General Education Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
CSIS 100 Intro to Digital Literacy	2		
MATH 103R Technical Math I with Review or higher	3-5		MATH 40/40L or appropriate score on placement exam
INTE 107 Industrial Electrical Safety	2		
INTE 112 Industrial Electrical DC Principles and INTE 113 Industrial Electrical AC Principles	4		Concurrent Enrollment or completion of MATH 103R or Higher (INTE 112) INTE 112 (INTE 113)
INTE 115 Electrical Print Reading	3		INTE 110
INTE 124 Employment Strategies for Technical Careers	2		CSIS 100, 115, or higher
INTE 142 National Electrical Code	3		INTE 113
INTE 185 Photovoltaic Systems	3		HVAC 109 or INTE 115
EHSS 112 Introduction to Health and Safety for Construction	1		
INTE 185 Solar/Photovoltaic Systems	3		
INTE 230 Solar/Photovoltaic Design and Installation	4		INTE 185, INTE 142, and either HVAC 109 or INTE 113, or ETEC 110.
INTE 219 Industrial Technologies Internship I or INTE 235 Solar Photovoltaic Site Assessment	3		INTE 124 (INTE 219) INTE 185 (INTE 235)
Total Credit Hours Required	31-33		

Industrial Trades Apprenticeship Program

Offered at MCC-Business & Technology

These degree completion programs grant college credit by certification for certain federally approved apprenticeship programs. An eligible apprenticeship must contain a minimum 450 clock hours of classroom instruction and a program-specific number of clock hours of on-the-job training. Thirty to forty-two hours of MCC credit leading toward an AAS in Industrial Technology will be awarded upon completion of 15 hours of MCC coursework and receipt of a certificate and/or journeyman card for the appropriate craft.

A.A.S. Industrial Technology

Industrial Mechanic	65-67 Credits	Lineman Tech/Cable Splicer	63-65 Credits
Industrial Pipefitter/Sprinkler Fitter	66-70 Credits	Maintenance Electrician	64-68 Credits
Industrial Warehouse Worker	62-65 Credits	Millwright.....	65-69 Credits
Industrial Welder	66-70 Credits	Sheet Metal	65-69 Credits

AAS INTE – Industrial Mechanic

General Education Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
ENGL 101 Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
HIST 120 United States History to 1865 or HIST 121 United States History Since 1865 or POLS 135 Introduction to Political Science or POLS 136 Introduction to American National Politics or POLS 137 Introduction to State and Local Politics	3		
COMM 100 Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1: MATH 103 Technical Mathematics I or MATH 103R Technical Mathematics I w/ review or MATH 120 College Algebra or MATH 120R College Algebra w/ review and MATH 104 Technical Mathematics II or MATH 130 Trigonometry Option 2: MATH 150 PreCalculus or higher	5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130) MATH 110 or satisfactory score in Math placement test (MATH 150)
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104,110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSC, SOCI, THEA	3-5		
Minimum Total General Education Credit Hours	18		
Specific Program Requirements	Credits	Semester Taken	Prerequisites
BSAD 109 Principles of Supervision	3		
CSIS 100 Digital Literacy	2		
EHSS 111 Intro to Safety & Health for General Industry	1		
INTE 124 Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
INTE 151 Industrial Rigging or CIMM 130 Machining for Related Occupations	3-5		
General Electives	6		
Industrial Mechanic Apprenticeship*	29		
Total Credit Hours Required	65-67		

*Federally approved Industrial Mechanic apprenticeship program that contains a minimum of 450 clock hours of classroom and instruction and 8000 clock hours of on-the-job training. Transcribed upon completion of 15 hours of MCC coursework and documentation of certificate and/or journeyman card for the appropriate craft.

Industrial Trades Apprenticeship Program

AAS INTE – Industrial Pipefitter/Sprinkler Fitter

General Education Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
ENGL 101 Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
HIST 120 United States History to 1865 or HIST 121 United States History Since 1865 or POLS 135 Introduction to Political Science or POLS 136 Introduction to American National Politics or POLS 137 Introduction to State and Local Politics	3		
COMM 100 Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1: MATH 103 Technical Mathematics I or MATH 103R Technical Mathematics I w/ review or MATH 120 College Algebra or MATH 120R College Algebra w/ review and MATH 104 Technical Mathematics II or MATH 130 Trigonometry Option 2: MATH 150 PreCalculus or higher	5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130) MATH 110 or satisfactory score in Math placement test (MATH 150)
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104,110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSC, SOCI, THEA	3-5		
Minimum Total General Education Credit Hours	18		
Specific Program Requirements	Credits	Semester Taken	Prerequisites
BSAD 109 Principles of Supervision	3		
CSIS 100 Digital Literacy	2		
EHSS 112 Introduction to Health and Safety for Construction	1		
INTE 107 Industrial Electrical Safety	1		
INTE 124 Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
INTE 151 Industrial Rigging	3		
General Electives	6		
Industrial Pipefitter/Sprinkler Fitter Apprenticeship*	29		
Total Credit Hours Required	66-70		

*Federally approved Industrial Pipefitter/Sprinkler Fitter apprenticeship program that contains a minimum of 450 clock hours of classroom and instruction and 8000 clock hours of on-the-job training. Transcribed upon completion of 15 hours of MCC coursework and documentation of certificate and/or journeyman card for the appropriate craft.

Industrial Trades Apprenticeship Program

A.A.S. Indus. Warehouse Worker

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or 90 or appropriate placement test score
HIST 120 HIST 121 POLS 135 POLS 136 POLS 137	United States History to 1865 or United States History Since 1865 or Introduction to Political Science or Introduction to American National Politics or Introduction to State and Local Politics	3		
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1: MATH 103 MATH 103R MATH 120 MATH 120R MATH 104 MATH 130	Technical Mathematics I or Technical Mathematics I w/ review or College Algebra or College Algebra w/ review and Technical Mathematics II or Trigonometry	5-8		MATH 20 or 20L or appropriate score on placement test (MATH 103R) MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130)
Option 2: MATH 150	PreCalculus or higher			MATH 110 or satisfactory score on the math placement test (MATH 150)
SPAN 100 SPAN 101	Beginning Occupational Spanish or Elementary Spanish I	3-5		
Minimum Total General Education Credit Hours		18		
Specific Program Requirements				
EHSS 111	Introduction to Health and Safety for General Industry	1		
EHSS 100	Introduction to Environmental Health and Safety	3		
INTE 124	Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
CSIS 110	Technology and Information Management	3		
CSIS 115	Computer Concepts and Applications	3		
INTE 151	Industrial Rigging	3		
BSAD 109	Principles of Supervision	3		
BSAD 210	Logistics Management	3		
BSAD 211	Operations Management	3		
BSAD 212	Transportation and Operations and Management	3		
BSAD 213	Warehouse and Distribution Centers	3		
BSAD 219	Entrepreneurship	3		
Warehouse Worker Apprenticeship*		8		
Electives		1-3		
Total Credit Hours Required		62-65		

*Federally approved Warehouse Worker apprenticeship program that contains a minimum of 144 clock hours of classroom and instruction and 2000 clock hours of on-the-job training. Transcribed upon completion of 15 hours of MCC coursework and documentation of certificate and/or journeyman card for the appropriate.

Industrial Trades Apprenticeship Program

AAS INTE – Industrial Welder

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1:		5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130)
MATH 103	Technical Mathematics I or			
MATH 103R	Technical Mathematics I w/ review or			
MATH 120	College Algebra or			
MATH 120R	College Algebra w/ review and			
MATH 104	Technical Mathematics II or			
MATH 130	Trigonometry			
Option 2:		3-5		MATH 110 or satisfactory score in Math placement test (MATH 150)
MATH 150	PreCalculus or higher			
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104, 110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSC, SOCI, THEA		3-5		
Minimum Total General Education Credit Hours		18		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
BSAD 109	Principles of Supervision	3		
CSIS 100	Digital Literacy	2		
EHSS 112	Introduction to Health and Safety for Construction	1		
INTE 107	Industrial Electrical Safety	1		
INTE 124	Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
INTE 151	Industrial Rigging or	3-5		
CIMM 130	Machining for Related Occupations			
General Electives		6		
Industrial Welders Apprenticeship*		29		
Total Credit Hours Required		66-70		

*Federally approved Industrial Welder apprenticeship program that contains a minimum of 450 clock hours of classroom and instruction and 8000 clock hours of on-the-job training. Transcribed upon completion of 15 hours of MCC coursework and documentation of certificate and/or journeyman card for the appropriate craft.

Industrial Trades Apprenticeship Program

AAS INTE – Lineman Technician/Cable Splicer

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
HIST 120	United States History to 1865 <i>or</i>	3		
HIST 121	United States History Since 1865 <i>or</i>			
POLS 135	Introduction to Political Science <i>or</i>			
POLS 136	Introduction to American National Politics <i>or</i>			
POLS 137	Introduction to State and Local Politics			
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
MATH 103	Technical Mathematics I <i>or</i>	5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130)
MATH 103R	Technical Mathematics I w/ review <i>and</i>			
MATH 104	Technical Mathematics II <i>or</i>			
MATH 120	College Algebra <i>and</i>			
MATH 130	Trigonometry <i>or</i>			
MATH 150	PreCalculus			
SPAN 100	Beginning Occupational Spanish	3		
Minimum Total General Education Credit Hours		18		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
LINE 253	Safety and Accident Prevention	3		
INTE 112	Industrial Electrical DC and	4		INTE 112 or equivalent
INTE 113	Industrial Electrical AC			
INTE 120	INTE Internship I	3		
INTE 124	Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
INTE 220	INTE Internship II	3		
Technician/Cable Splicer Apprenticeship*		30		
Total Credit Hours Required		63-65		
*Federally approved Lineman Technician/Cable Splicer apprenticeship program that contains a minimum of 450 clock hours of classroom and instruction and 8000 clockhours of on-the-job training.				
Transcripted upon completion of 15 hours of MCC coursework and documentation of certificate and/or journeyman card for the appropriate craft.				

Industrial Trades Apprenticeship Program

Ind. Main. Electrician Apprenticeship Degree Completion Program

General Education Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
ENGL 101 Composition and Reading I	3		ENGL 30/90 or or ENGL 90 or appropriate placement test score
HIST 120 United States History to 1865 or HIST 121 United States History Since 1865 or POLS 135 Introduction to Political Science or POLS 136 Introduction to American National Politics or POLS 137 Introduction to State and Local Politics	3		
COMM 100 Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1: MATH 103 Technical Mathematics I or MATH 103R Technical Mathematics I w/ review or MATH 120 College Algebra or MATH 120R College Algebra w/ review and MATH 104 Technical Mathematics II or MATH 130 Trigonometry	5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130)
Option 2: MATH 150 PreCalculus or higher			MATH 110 or satisfactory score in Math placement test (MATH 150)
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104,110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSC, SOCI, THEA	3-5		
Minimum Total General Education Credit Hours	18		

Specific Program Requirements			
EHSS 100 Introduction to Environmental, Health & Safety	3		
CSIS 100 Digital Literacy	2		
INTE 124 Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
INTE 225 Industrial Electrical Print Reading	3		
INTE 272 Programmable Logic Controller II or INTE 277 Programmable Logic Controller Troubleshooting	3		INTE 115 AND INTE 271
INTE 276 Electrical Troubleshooting	3		INTE 275
Industrial Maintenance Electrician Apprenticeship*	29		
Total Credit Hours Required	64-68		

*Federally approved Industrial Maintenance Electrician apprenticeship program that contains a minimum of 450 clock hours of classroom and instruction and 8000 clockhours of on-the-job training. Transcribed upon completion of 15 hours of MCC coursework and documentation of certificate and/or journeyman card for the appropriate craft.

Industrial Trades Apprenticeship Program

AAS INTE – Millwright

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1:		5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130)
MATH 103	Technical Mathematics I or			
MATH 103R	Technical Mathematics I w/ review or			
MATH 120	College Algebra or			
MATH 120R	College Algebra w/ review and			
MATH 104	Technical Mathematics II or			
MATH 130	Trigonometry			MATH 110 or satisfactory score in Math placement test (MATH 150)
Option 2:		3-5		
MATH 150	PreCalculus or higher			
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104, 110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSOC, SOCI, THEA				
Minimum Total General Education Credit Hours		18		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
BSAD 109	Principles of Supervision	3		
CSIS 100	Digital Literacy	2		
EHSS 111	Introduction to Health and Safety for General Industry	1		
INTE 124	Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115
INTE 151	Industrial Rigging	3		
General Electives		6		
Millwright Apprenticeship*		29		
Total Credit Hours Required		65-69		

*Federally approved Millwright apprenticeship program that contains a minimum of 450 clock hours of classroom instruction and 6000 clock hours of on-the-job training. Transcribed upon completion of 15 hours of MCC coursework and documentation of certificate and/or journeyman card for the appropriate craft.

Industrial Trades Apprenticeship Program

Sheet Metal Apprenticeship Degree Completion Program

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or ENGL 90 or appropriate placement test score
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Option 1:		5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130)
MATH 103	Technical Mathematics I or			
MATH 103R	Technical Mathematics I w/ review or			
MATH 120	College Algebra or			
MATH 120R	College Algebra w/ review and			
MATH 104	Technical Mathematics II or			
MATH 130	Trigonometry			
Option 2:		3-5		MATH 110 or satisfactory score in Math placement test (MATH 150)
MATH 150	PreCalculus or higher			
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104,110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSOC, SOCI, THEA		3-5		
Minimum Total General Education Credit Hours		18		

Specific Program Requirements		Credits	Semester Taken	Prerequisites
BSAD 109	Principles of Supervision	3		
CSIS 100	Digital Literacy	2		
EHSS 111	Introduction to Health and Safety for General Industry	1		
INTE 124	Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
INTE 151	Industrial Rigging	3		
General Electives		6		
Sheet Metal Apprenticeship (Credit by Certification*)		29		
Total Credit Hours		65-69		

* Federally approved sheet metal apprenticeship program that contains a minimum 450 clock hours of classroom instruction and 6000 clock hours of on-the-job training. Transcribed upon completion of 15 hours of MCC coursework and documentation of certificate and/or journeyman card for the appropriate craft.

International Studies

Offered at MCC-Blue River, MCC-Longview, MCC-Maple Woods, MCC-Penn Valley

This program is designed to enable students to develop a fundamental level of international and intercultural competence, and to prepare them to assume their role in a politically, economically and culturally interdependent world. The program is especially beneficial to students planning to transfer to four-year colleges and universities and to students desiring international education.

International Studies Certificate

General Education Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
HUMN 103 Introduction to International Studies	3		
GEOG 105 World Geography	3		
One of the following Humanities courses:			
COMM 228 African Film	3		
ENGL 254 World Literature I			
ENGL 255 World Literature II			
ENGL 256 World Masterpieces			
MUSI 160 Music of the World's Cultures			
PHIL 102 World Philosophy			
One of the following History courses:			
HIST 133 Foundations of Western Civilization	3		
HIST 134 Modern Western Civilization			
HIST 145 Survey of English History			
One of the following Social Science courses:			
ANTH 110 Cultural Anthropology	3		
GEOG 111 Geography of the Western World			
GEOG 112 Geography of the Eastern World			
GEOG 113 Cultural/Human Geography			
POLS 234 Introduction to International Relations			
SOSC 171 Comparative Ethnic and Cultural Studies			
One Foreign Language course 101 or above	3-5		
One elective from the following:			
ANTH 110, BIOL 238, BIOL 239, COMM 228, COMM 233, Foreign Language 102 or higher, ENGL 254, 255, 256, GEOG 111, 112, 113, HIST 133, 134, 145, 221, HUMN 141, MUSI 160, PHIL 102, POLS 234, SOSC 171	3-5		
One of the following:			
ENGL 260 African-American Literature	3		
ENGL 262 Women's Lives and Autobiography			
ENGL 264 U.S. Latino and Latina Culture			
ENGL 267 North American Indian Literature			
ENGL 268 Women's Literature			
HIST 130 Women in American History			
HIST 140 African American History			
HIST 150 Native American History			
MUSI 116 Evolution of Jazz			
SOCI 164 Sociology of the African-American Family			
SOCI 210 Native Americans in Contemporary Society			
Total Credit Hours Required	25-29		

Lineman

Offered at MCC-Business & Technology

A.A.S. Lineman.....66-69 Credits
 Lineman Certificate50-52 Credits

Electric utility line technicians install and repair poles, conductors, cables and equipment used in electrical power and distribution systems. The certificate program is intended to prepare individuals for employment at any electric utility offering an apprenticeship in the United States. Applicants with formal training typically have higher starting salaries and greater opportunity for advancement within the industry. Interested students must apply to the program.

A.A.S. Lineman

General Education Requirements		Credits	Semester Taken	Prerequisites
COLL 100	First Year Seminar	1		
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
SPAN 100	Beginning Occupational Spanish or higher	3-5		
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Choose one of the following Math options.				
Option 1				
MATH 103	Technical Mathematics I or	5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130)
MATH 103R	Technical Mathematics I w/ review or			
MATH 120	College Algebra or			
MATH 120R	College Algebra w/ review and			
MATH 104	Technical Mathematics II or			
MATH 130	Trigonometry			
Option 2:				
MATH 150	PreCalculus or higher			MATH 110 or satisfactory score in Math placement test (MATH 150)
General Education Electives: Any course(s) numbered 100 or above from the following disciplines: ART, ECON, ENGL, Foreign Language, GEOG (except 104, 110 and GIS Courses), PHIL, PSYC, SOSOC		3-5		
Minimum Total General Education Credit Hours		18		
Specific Program Requirements				
CSIS 115	Computer Concepts and Applications	3		
INTE 112	Industrial Electrical DC Principles and	4		INTE 112 or equivalent
INTE 113	Industrial Electrical AC Principles			
INTE 124	Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
LINE 104	Pole Climbing Skills	5		
LINE 105	Electrical Distribution Systems	3		INTE 113 with a C or higher
LINE 210	Pole Framing and Construction Specifications	3		LINE 104 and 105 or concurrent enrollment
LINE 215	Setting and Replacing Poles	3		LINE 104 and 105 or concurrent enrollment
LINE 237	Transformer Theory and Installation	3		LINE 104 and 105 or concurrent enrollment
LINE 241	Conductor Installation and Metering	3		LINE 104 and 105 or concurrent enrollment
LINE 250	Fusing, Substations, & Voltage Regulation	3		LINE 210 and 237 or concurrent enrollment
LINE 251	Installation and Troubleshooting Underground Distribution Systems	3		LINE 215 and 241 or concurrent enrollment
LINE 252	Advanced Pole Climbing	3		LINE 104 and 215 or concurrent enrollment
LINE 253	Safety and Accident Prevention	3		LINE 215 and 237 or concurrent enrollment
Choose from the following (Must total 3 credits)				
EHSS 200	Safety and Health Regulations & Standards	3-4		EHSS 200 (EHSS 210) INTE 110 (INTE 142)
EHSS 210	Incident and Accident Investigation			
INTE 142	National Electric Code (NEC)			
INTE 224	Energy Management, Efficiency and Conservation			
CSMG 140	Beginning Print Reading			
CSMG 150	Construction Management Readership			
CSMG 210	Accident Prevention and Loss Control			
Total Credit Hours Required		66-69		

Lineman

Lineman Certificate

Specific Program Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
CSIS 115 Computer Concepts and Applications	3		
ENGL 101 Composition and Reading I	3		ENGL 30/90 or appropriate
LINE 104 Pole Climbing Skills	5		
LINE 105 Electrical Distribution Systems	3		INTE 113 with a C grade or higher
INTE 112 Industrial Electrical DC Principles	4		INTE 112 or equivalent
INTE 113 Industrial Electrical AC Principles			
INTE 124 Employment Strategies for Technical Careers	2		CSIS 100 or PCC Certification
LINE 210 Pole Framing and Construction Specifications	3		LINE 104 and 105 or concurrent enrollment
LINE 215 Setting and Replacing Poles	3		LINE 104 and 105 or concurrent enrollment
LINE 237 Transformer Theory and Installation	3		LINE 104 and 105 or concurrent enrollment
LINE 241 Conductor Installation and Metering	3		LINE 104 and 105 or concurrent enrollment
LINE 250 Fusing, Substations, & Voltage Regulation	3		LINE 210 and 237 or concurrent enrollment
LINE 251 Installation and Troubleshooting Underground Distribution Systems	3		LINE 215 and 241 or concurrent enrollment
LINE 252 Advanced Pole Climbing	3		LINE 104 and 215 or concurrent enrollment
LINE 253 Safety and Accident Prevention	3		LINE 215 and 237 or concurrent enrollment
Choose one of the following Math options. Option 1: MATH 103 Technical Mathematics I or MATH 103R Technical Mathematics I w/ review or MATH 120 College Algebra or MATH 120R College Algebra w/ review and MATH 104 Technical Mathematics II or MATH 130 Trigonometry Option 2: MATH 150 PreCalculus or higher	5-8		MATH 40/40L or appropriate placement test score (MATH 103), MATH 103 (MATH 104), MATH 110 or appropriate placement test score (MATH 120), MATH 120 or appropriate placement test score (MATH 130) MATH 110 or satisfactory score in Math placement test (MATH 150)
Total Credit Hours Required	50-52		

LPN-ADN Bridge Program

Offered at MCC-Penn Valley

LPN-ADN Bridge Program 75-81 Credits

The LPN-ADN Bridge program allows licensed practical nurses to complete the requirements for an Associate in Applied Science in Nursing degree. Licensed Practical Nurses receive credit for knowledge and skills mastered in their practical nursing programs and work related experience following demonstration of competency through the LPN entrance exam (ATI exam).

Admission to the program

Every student in the nursing program should be aware that the Missouri State Board of Nursing may refuse to issue a license to any person who has been found guilty of violating federal or state laws and for any of the 15 causes listed in Section 335.066 of the Missouri Revised Statutes 1986. Copies of this law are available from the Missouri State Board of Nursing. For more information, go to www.mccckc.edu/bridge

Accreditation

- The nursing program is fully approved by the Missouri State Board of Nursing and is accredited by The National League of Nursing Accrediting Commission.
- The Missouri State Board of Nursing can be contacted at 3605 Missouri Boulevard, P.O. Box 656, Jefferson City, MO 65102-0656; telephone (573) 751-0681
- The National League for Nursing Accrediting Commission can be contacted at 3343 Peachtree Road, N.E. #500, Atlanta, GA. 30326; telephone (404) 975-5000; fax (404) 975-5020.

LPN-ADN Bridge Program

This program allows licensed practical nurses to complete the requirements for an Associate in Applied Science in Nursing degree.

COLL 100	First Year Seminar	1		
Prerequisite Courses:				
BIOL 100	Introduction to Cell Biology or	3-5		MATH 20/20L or appropriate placement test score
CHEM 105	Introductory Chemistry for Health Sciences			
BIOL 109	Anatomy and Physiology	6-10		BIOL 100 or CHEM 105 (BIOL 109)
BIOL 110	Human Anatomy and			BIOL 100 or CHEM 105 and BIOL 110 (BIOL 110 & 210)
BIOL 210	Human Physiology			
PSYC 140	General Psychology	3		
BIOL 208	Microbiology	5		BIOL 100 or CHEM 105 or higher, plus one of the following courses: ALHT 108, BIOL 101, 104, 106, 109 or 110
PSYC 243	Human Lifespan Development	4		PSYC 140
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
<i>The student must complete one of the following courses:</i>				
HIST 120	United States History to 1865 or	3		
HIST 121	United States History since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
<i>Students transferring one of these courses from out of state will be required to complete POLS 153 The Missouri Constitution.</i>				
SOCI 160	Sociology	3		
COMM 100	Fundamentals of Speech or	3		ENGL 30/90 or appropriate placement test score
COMM 102	Fundamentals of Human Communication			
Specific Program Requirements				
Following successful completion of HESI LPN entrance exam credit will be given for RNUR 126, 131, 134, 138 and 141		19		
RNUR 115	Professional Transition	4		Completion of all prerequisites; admission to Nursing program
RNUR 230	Leadership/Management/Trends	2		ENGL 101, SOCI 160, RNUR 234, 238, COMM 100 or 102, HIST 120/121, or POLS 135/136/137. Constitutional requirement may be taken concurrently.
RNUR 234	Child Centered Nursing	4		BIOL 208, RNUR 134, 138, 141, or taken concurrently: ENGL 101, SOCI 160.
RNUR 238	Adult Nursing II	5		BIOL 208, RNUR 134, 138, 141 OR taken concurrently: ENGL 101, SOCI 160.
RNUR 244	Adult Nursing III	7		ENGL 101, SOCI 160, RNUR 234, RNUR 238, or taken concurrently: COMM 100 & HIST 120/121 or POLS 135/136/137 or SOSC 151
Total Credit Hours Required		75-81		

Major Appliance Technology

Offered at Kansas City Kansas Community College

This program prepares students for entry level technical positions servicing commercial restaurant food equipment and residential major appliances. Students receive detailed instruction about all major Commercial and Residential kitchen and laundry equipment. As well as detailed instruction on refrigeration, silver brazing, electrical and mechanical troubleshooting technics. This program is approved for EPA licensing and Professional Servicer Association Certification.

Major Appliance Technology Certificate			
Essential Courses <i>Must be taken at one of the MCC campuses</i>	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
EHSS 111 Introduction to Health and Safety for General Industry *	1		
INTE 124 Employment Strategies for Technical Careers	2		
*This course must be taken first			
Essential Courses <i>Must be taken at Kansas City Kansas Community College</i>	Credits	Semester Taken	Prerequisites
MAPRO 103 Tools of the Trade	1		
MAPRO 108 Basic Electricity	3		
MAPRO 112 Fundamentals of Refrigeration	2		
MAPRO 115 Parts Research and Ordering Systems	1		
MAPRO 120 Principles of Combustion	2		
MAPRO 135 Oxy/Acetylene Safety/Usage	2		
MAPRO 140 Brazing/Swaging/Silver and Soft Soldering	3		
MAPRO 205 Gas and Electric Wall Ovens- Domestic/Professional	3		
MAPRO 210 Gas and Electric Ranges/Cook Tops Domestic/Professional/Commercial	3		
MAPRO 220 Dishwashers – Domestic/Professional/Commercial	3		
MAPRO 222 Advanced Refrigeration	2		
MAPRO 230 Refrigerators/Freezers Domestic/Commercial	3		
MAPRO 233 Ice Makers-Domestic/Clear Ice/Commercial Ice Makers	3		
MAPRO 235 Commercial Walk-in/Reach-in Freezers/Coolers	3		
MAPRO 243 Microwave Ovens-Domestic/Commercial	3		
MAPRO 245 Top and Front Load Clothes Washers–Domestic/Commercial	3		
MAPRO 247 Gas and Electric Clothes Dryers/Stack Laundry- Domestic/Commercial	3		
Electives <i>Choose 6 credit hours to complete program</i>	Credits	Semester Taken	Prerequisites
MAPRO 215 Ventilation Hoods/Make-Up Air Blowers – Domestic/Commercial	3		
MAPRO 240 Steam Ovens/Proffers/Deep Fryers –Domestic/Commercial	3		
MAPRO 284 Special Projects	3		
MAPRO 290 Internship	3		
MAPRO 291 Internship II	3		
Total Credit Hours Required	51		

Mortuary Science

Offered at Kansas City Kansas Community College
Coordinated at MCC

A.A.S. Mortuary Science 72 Credits

The student is awarded the degree from KCKCC upon successful completion of all requirements. It is the student's responsibility to check with an MCC counselor or advisor before enrollment.

This program leads to an Associate in Applied Science degree that seeks to prepare students to function as practitioners in the field of funeral service. Students must be accepted into the program by both MCC and KCKCC.

A.A.S. Mortuary Science

Specific Program Requirements <i>Must be taken at one of the MCC campuses</i>		Credits	Semester Taken	Prerequisites
COLL 100	First Year Seminar	1		
BIOL 110	Human Anatomy and Lab	5		
BIOL 208	Microbiology	5		BIOL 100 or CHEM 105 or higher, plus one of the following courses: ALHT 108, BIOL 101, 104, 106, 109, or 110.
BSAD 101	Accounting Principles I	3		
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
ENGL 102	Composition and Reading II	3		ENGL 101
MATH 100	Mathematics for Business	3		
BSAD 204	Business Management	3		
PSYC 140	General Psychology	3		
PSYC 230	Death and Dying	3		
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
	Ethics or Philosophy	3		
Specific Program Requirements <i>Must be taken at Kansas City Kansas Community College</i>				
MTSC 101	Orientation to Funeral Service	2		
MTSC 105	Mortuary Law	3		
MTSC 108	Mortuary Chemistry	3		
MTSC 110	Restorative Art	4		
MTSC 201	Pathology	3		
MTSC 205	Embaling Theory	4		
MTSC 210	Mortuary Management	3		
MTSC 212	Funeral Service Merchandising	3		
MTSC 225	Funeral Service Counseling	3		
MTSC 240	Mortuary Science Practicum I	3		
MTSC 241	Mortuary Science Practicum II	3		
Total Credit Hours Required		72		

* A minimum cumulative grade point average of 2.5. This includes all undergraduate college courses taken.

* Human Anatomy and Accounting must have been taken within the last 4 years to transfer to KCKCC.

* All General Education requirements (31 hours) must be completed with a "C" grade or better prior to acceptance into the program.

* Students entering in Fall 2014 will need a letter of recommendation from a licensed funeral director or submit an investigation questionnaire.

Music Technology

Offered at Kansas City Kansas Community College
Coordinated at MCC

A.A.S. Music Technology..... 61-64 Credits

This program leads to a program of Associate in General Studies with an emphasis in Music Technology. The degree is for students wishing to pursue employment in a technology-related aspect of the music business.

Students must be accepted into the program by both MCC and KCKCC. The student is awarded the degree from KCKCC upon successful completion of all requirements. It is the student's responsibility to check with an MCC counselor or advisor before enrollment.

A.A.S. Music Technology

Specific Program Requirements <i>Must be taken at one of the MCC campuses</i>	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
ENGL 101 Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
ENGL 102 Composition and Reading II or ENGL 215 Technical Writing	3		
PSYC 140 General Psychology or SOC 160 Sociology	3		
COMM 100 Fundamentals of Speech or COMM 223 Interpersonal Communication	3		ENGL 30/90 or appropriate placement test score
MATH 120 College Algebra or higher	3		MATH 110 or appropriate placement test score
MUSI 108 Music Appreciation	3		
Music Requirements <i>Can be taken at KCKCC or MCC</i>			
MUSC 111 Music Theory I (MUSI 110 at MCC)	4		
MUSC 112 Music Theory II (MUSI 111 at MCC)	4		
MUSC 213 Music Theory III (MUSI 210 at MCC)	4		
MUSC 214 Music Theory IV (MUSI 211 at MCC)	4		
Performance Groups (4 semesters) Applied Piano (4 semesters) Applied Voice (4 semesters) or Other Applied Lessons (4 semesters)	3-4		
NASC 130 Introductory Physics at KCKCC or PHYS 101 Introductory Physics at MCC	3-5		
Music Technology Requirements <i>Must be taken at KCKCC</i>			
AUDIO 110 Music Technology I	3		
AUDIO 210 Music Technology II	3		
AUDIO 230 Multimedia Production	3		
AUDIO 240 Sound Editing and Synthesis	3		
AUDIO 250 Audio Recording I	3		
Total Credit Hours Required	61-64		
* MUST be taken at KCKCC			

Nursing

Do you like helping other people and working in a fast-paced, challenging environment? There is growing demand for trained nursing professionals and Metropolitan Community College has the programs you need to get started on your pathway to a nursing career. There are several ways to enter this path at MCC: Certified Nursing Assistant (CNA), Licensed Practical Nurse (LPN), and Registered Nurse (RN). Students who want to continue their education can go on to a Bachelor's of Science in Nursing (BSN) and beyond. You can start at any level, or start at CNA and move up while you work.

Certified Nursing Assistant (CNA)

Education Requirements: The MCC program is 175 hours, which includes 100 hours of clinical training.

What Does a CNA Do? Certified Nursing Assistants assist the healthcare team in direct patient care duties such as monitoring vital signs, obtaining heights and weights, and monitoring intake and output. You may also choose to continue your education by becoming a Certified Medical Technician (CMT), or by entering one of the other nursing or allied health programs.

How Do I Get Started? You must be at least 18 years of age, with a valid social security number, and a government issued, valid photo ID. For further information see http://mccck.edu/professional-dev/healthcare/cna_cmt.asp.

Licensed Practical Nurse (LPN)

Education Requirements: Twelve months of training in such areas as anatomy, physiology, pharmacology and direct patient care. LPNs must pass a national board exam and maintain a professional license.

What Does an LPN Do? Licensed practical nurses are allowed to perform simple medical procedures under the direct supervision of either a doctor or a registered nurse. Common tasks include administering medications, (LPNs can do IV medications if IV certified); dressing wounds; measuring blood pressure, heart rate and temperature; collecting samples; and maintaining patient records. An LPN may also choose to continue on and become a Registered Nurse through MCC's LPN to ADN Bridge Program.

How Do I Get Started? For further information please see the Practical Nursing page of this catalog.

Registered Nurse (RN)

Education Requirements: There are several educational routes that can be taken in pursuit of an RN qualification. The most common is a 2-year program that culminates with earning an Associate's Degree in Nursing (ADN). Other options include a hospital diploma program that involves a 3-year course of study, or earning a 4-year BSN degree (see below). If you are already an LPN, please see the LPN-ADN Bridge Program page of this catalog for more information.

What Does an RN Do? A registered nurse supervises the work of an LPN and is responsible for the overall safety and care of patients. RN's also have a wide array of nursing career options available and may work for insurance companies, attorneys, schools, surgical centers and even as independent medical consultants.

How Do I Get Started? For further information please see the Professional Nursing page of this catalog.

Bachelor's in Nursing (BSN) and Master's in Nursing (MSN)

Typical Education Requirements: After successful completion of an ADN degree, the RN may decide to earn a BSN or MSN. The BSN offers the professional registered nurse upward mobility in the field of nursing to management positions and more advanced degrees. One to three additional years of study may be required depending on if a student goes part-time or full-time. The MSN would be of most interest to students interested in nursing education.

What Does a BSN Do? The role of the BSN nurse is the same as the ADN nurse.

How Do I Get Started? Locate a school offering a BSN program.

For further information see <http://www.allnursingschools.com/nursing-careers/article/nursing-career-path>

Occupational Education

Offered at all Campuses

A.A.S. Occupational Education 65-67 Credits

This program, which prepares students to become vocational educators, leads to an Associate in Applied Science degree. The program is a collaborative effort between Missouri community colleges and the University of Central Missouri.

A.A.S. Occupational Education

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
BIOL 101	General Biology or	5		MATH 104 (PHYS 112) MATH 110 (CHEM 107)
CHEM 107	Preparatory General Chemistry or			
PHYS 101	Introductory Physics			
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
HIST 120	United States History to 1865 and	6		
HIST 121	United States History Since 1865			
or				
<i>Two of the following:</i>				
POLS 135	Introduction to Political Science			
POLS 136	Introduction to American National Politics			
POLS 137	Introduction to State and Local Politics			
MATH 119	College Mathematics or	3		MATH 110 (MATH 119) MATH 110 (MATH 120)
MATH 120	College Algebra			
COMM 100	Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Any course numbered 100 or higher from the following disciplines: ART, ANTH, COMM, ECON, ENGL, FOREIGN LANGUAGE, GEOG (Except 104,110 or GIS Courses), HIST, HUMN, MUSI, PHIL, POLS, PSYC, SIGN, SOSC, SOCI, THEA		3-5		
Minimum Total General Education Credit Hours		18		
Specific Program Requirements				
Technical Education:				
Must focus on a specific occupational area (Any combination of formal college coursework, occupational certification or CBEX)		24		
Professional Education: Three of the following: (University of Central Missouri courses)				
CTE 4140	New Teacher Institute or	3		
CTE 4110	Foundations of CTE			
CTE 4145	Curriculum Construction in Career and Technical Education	3		
CTE 4160	Methods of Teaching Career and Technical Education	3		
CTE 4165	Performance Assessment in Career and Technical Education	3		
CTE 4150	Vocational Guidance or	2		
CTE 4200	Coordination of Cooperative Education			
PSY 4200	Psychology of the Exceptional Child or	2		
EDSP 2100	Education of the Exceptional Child			
EDFL 2200	Educational Psychology	3		
<i>For more information, please check with the University of Central Missouri's Career and Technology Education department.</i>				
Total Credit Hours Required		65-67		

Occupational Therapy Assistant

Offered at MCC-Penn Valley

A.A.S. Occupational Therapy Assistant 73.5-82.5 Credits

Certified occupational therapy assistants work under the supervision of a registered occupational therapist to provide care to individuals with varying physical and/or emotional challenges to obtain their maximum level of independence with self-care, and daily living and job skills. The occupational therapy assistant program is accredited by the Accreditation Council for

A.A.S. Occupational Therapy Assistant

Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number C/O AOTA, is (301) 652- AOTA and its web address is WWW.ACOTELINE.ORG.

For more information, go to
www.mckc.edu/ occupationaltherapy

Program Prerequisites	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar or HLSC 100 Introduction to Health Professions	1-2		
Any biological or physical science course.(BIOL, CHEM, GEOL, or PHYS)	4-6		
BIOL 150 Medical Terminology	2		
ENGL 101 Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
General Education Requirements			
COMM 101 Fundamentals of Speech <i>or</i> COMM 102 Fundamentals of Human Communication	3		ENGL 30/90 or appropriate placement test score ENGL 30/90 or appropriate placement test score
HIST 120 United States History to 1865 <i>or</i> HIST 121 United States History Since 1865 <i>or</i> POLS 135 Introduction to Political Science <i>or</i> POLS 136 Introduction to American National Politics <i>or</i> POLS 137 Introduction to State and Local Politics	3		
PSYC 140 General Psychology	3		
Minimum Total General Education Credit Hours	18		
Specific Program Requirements			
HLSC 108 Anatomy and Physiology Health Professions <i>or</i> BIOL 109 Anatomy and Physiology <i>or</i> BIOL 110 Human Anatomy <i>and</i> BIOL 210 Human Physiology	4-10		BIOL 100 or CHEM 105 BIOL 100 or CHEM 105, BIOL 110
EMS 100 Basic Emergency Patient Care	1		
OTHA 100 Intro to Occupational Therapy	2		
OTHA 102 Documentation Guidelines	2		Formal admission to the OTHA program
OTHA 103 Clinical Conditions	2		Formal admission to the OTHA program
OTHA 106 Therapeutic Interventions I	4		Formal admission to the OTHA program
OTHA 114 Introduction to Fieldwork	.5		Formal admission to the OTHA program
OTHA 116 Level I Fieldwork I	.5		Formal admission to the OTHA program
OTHA 118 Assistive Technology	2		HLSC 108 or BIOL 109 or BIOL 110 & 210, EMS 100, OTHA 100, 102, 103, 106, 114, & 116
OTHA 120 Pediatrics	3		HLSC 108 or BIOL 109 or BIOL 110 & 210, EMS 100, OTHA 100, 102, 103, 106, 114, & 116
OTHA 121 Level I Fieldwork II	1		HLSC 108 or BIOL 109 or BIOL 110 & 210, EMS 100, OTHA 100, 102, 103, 106, 114, & 116 and concurrent enrollment in OTHA 120
OTHA 130 Analysis of Physical Performance	3		HLSC 108 or BIOL 109 or BIOL 110 & 210, EMS 100, OTHA 100, 102, 103, 106, 114, & 116
OTHA 154 Applied Neurology	2		HLSC 108 or BIOL 109 or BIOL 110 & 210, admission to OTHA or PTHA programs.
OTHA 201 Mental Health	2.5		OTHA 118, 120, 121, 130 and 154, C or higher
OTHA 202 Physical Dysfunction	3		OTHA 118, 120, 121, 130 and 154, C or higher
OTHA 203 Gerontology	3		OTHA 118, 120, 121, 130 and 154, C or higher
OTHA 208 Therapeutic Interventions II	3		OTHA 118, 120, 121, 130 and 154, C or higher
OTHA 212 Level I Fieldwork III	2		OTHA 118, 120, 121, 130 and 154, C or higher
OTHA 217 Occupational Therapist Capstone	2		OTHA 118, 120, 121, 130 and 154, C or higher
OTHA 222 Level II Fieldwork	12		OTHA 201, 202, 203, 208, 212 and 217, C or higher
Total Credit Hours Required	73.5-82.5		

Paralegal Practice

Offered at MCC-Penn Valley

A.A.S. Paralegal Practice 64-67 Credits

This program leads to an Associate in Applied Science degree. It teaches students to prepare and file legal documents, perform legal research, and manage a law office.

A.A.S. Paralegal Practice

Specific Program Requirements <i>Must be taken at one of the MCC campuses</i>	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
ENGL 101 Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
HIST 120 United States History to 1865 or	3		
HIST 121 United States History Since 1865 or			
POLS 135 Introduction to Political Science or			
POLS 136 Introduction to American National Politics or			
POLS 137 Introduction to State and Local Politics			
PSYC 140 General Psychology	3		
SOCI 160 Sociology	3		
COMM 100 Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
General Education Electives: Any course(s) numbered 100 or above from the following disciplines: BIOL, CHEM, GEOG (except 104, 110 and GIS Courses), GEOL, MATH, PHYS	3-5		
Minimum Total General Education Credit Hours	18		
Specific Program Requirements			
CRJU 101 Introduction to Criminal Justice	3		
CSIS 115 Computer Concepts and Applications	3		
PARA 100 Introduction to Paralegal Practice	3		
PARA 104 Principles of Legal Technology	3		PARA 100, CSIS 110 or higher
PARA 126 Criminal Law and Procedures	3		PARA 100
PARA 176 Legal Research	3		PARA 100
PARA 177 Legal Writing	3		PARA 176
PARA 185 Ethics for the Paralegal	3		PARA 100
PARA 290 Internship in Paralegal Practice	3		PARA 100, 104, 176, 177, 185
PARA Electives	12		
Electives from CRJU, Foreign Language, MATH or CSIS	6		
Total Credit Hours Required	64-67		

Paramedic

Offered at MCC-Penn Valley

A.A.S. Paramedic77-86 Credits
 Paramedic Certificate.....58-65 Credits

This program, which leads to either an Associate in Applied Science degree or a certificate of proficiency, prepares students to work in the emergency medical services field. Graduates are eligible to take the national registry exam for paramedics.
 Admission to the Paramedic Program

Because enrollment in the program is limited, a student must meet the requirements and apply for admission. The student must have the ability to obtain or have a current State of Missouri EMT license or National Registry of EMT's EMT certification.

For more information, go to www.mccckc.edu/EMT

A.A.S. Paramedic

Program Prerequisites	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar or HLSC 100 Introduction to Health Professions	1-2		
EMS 150 Emergency Medical Technician	8		Student must be 18 years old by the end of the course
General Education Requirements (23-25 credit hours)			
COMM 100 Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
ENGL 101 Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
HIST 120 United States History to 1865 <i>or</i> HIST 121 United States History Since 1865 <i>or</i> POLS 135 Introduction to Political Science <i>or</i> POLS 136 Introduction to American National Politics <i>or</i> POLS 137 Introduction to State and Local Politics	3		
MATH 110 Intermediate Algebra	3		MATH 40/40L with a grade of C or higher or a satisfactory score on math placement test
PSYC 140 General Psychology	3		
Any biological or physical science course. (BIOL, CHEM, GEOL, or PHYS)	4-6		
Minimum Total General Education Credit Hours	18		
Specific Program Requirements (36 credit hours)			
HLSC 108 Anatomy and Physiology Health Professions <i>or</i> BIOL 109 Anatomy and Physiology <i>or</i> BIOL 110 Human Anatomy <i>and</i> BIOL 210 Human Physiology	4-10		BIOL 100 or CHEM 105 BIOL 100 or CHEM 105, BIOL 110
EMS 154 Foundations	1		Formal acceptance to the paramedic program.
EMS 159 Advanced Patient Assessment	2		Formal acceptance to the paramedic program.
EMS 168 Paramedic Laboratory I	3		Formal acceptance to the paramedic program.
EMS 176 Airway and Respiratory Management	1		Formal acceptance to the paramedic program.
EMS 192 Pharmacology	3		Formal acceptance to the paramedic program.
EMS 201 Clinical Orientation and Documentation	1		HLSC 108 or BIOL 109 or BIOL 110 & 210, EMS 154, 159, 168, 176, and 192
EMS 212 Cardiology	3		HLSC 108 or BIOL 109 or BIOL 110 & 210, EMS 154, 159, 168, 176, and 192
EMS 214 Paramedic Skills Laboratory II	3		HLSC 108 or BIOL 109 or BIOL 110 & 210, EMS 154, 159, 168, 176, and 192
EMS 216 Advanced Cardiac Life Support (ACLS)	1		HLSC 108 or BIOL 109 or BIOL 110 & 210, EMS 154, 159, 168, 176, and 192
EMS 218 Medical Emergencies	3		HLSC 108 or BIOL 109 or BIOL 110 & 210, EMS 154, 159, 168, 176, and 192
EMS 224 Trauma Management	1		HLSC 108 or BIOL 109 or BIOL 110 & 210, EMS 154, 159, 168, 176, and 192
EMS 230 Special Patient Populations	1		HLSC 108 or BIOL 109 or BIOL 110 & 210, EMS 154, 159, 168, 176, and 192
EMS 236 Paramedic Laboratory III	3		EMS 212, 214, and 216
EMS 254 Paramedic Clinical	6		EMS 212, 214, and 216
EMS 258 Paramedic Field Internship	10		EMS 236 and 254
EMS 280 Advanced Medical Life Support (AMLS)	1		EMS 218
EMS 284 Prehospital Trauma Life Support (PHTLS)	1		EMS 224
EMS 286 Pediatric Emergency Care	1		EMS 230
Total Credit Hours Required	77-86		

Paramedic

Paramedic Certificate

Program Prerequisites	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar or HLSC 100 Introduction to Health Professions	1-2		
EMS 150 Emergency Medical Technician	8		Student must be 18 years old by the end of the course
Specific Program Requirements			
HLSC 108 Anatomy and Physiology Health Professions <i>or</i> BIOL 109 Anatomy and Physiology <i>or</i> BIOL 110 Human Anatomy <i>and</i> BIOL 210 Human Physiology	4-10		BIOL 100 or CHEM 105 BIOL 100 or CHEM 105, BIOL 110
EMS 154 Foundations	1		Formal acceptance to the paramedic program.
EMS 159 Advanced Patient Assessment	2		Formal acceptance to the paramedic program.
EMS 168 Paramedic Laboratory I	3		Formal acceptance to the paramedic program.
EMS 176 Airway and Respiratory Management	1		Formal acceptance to the paramedic program.
EMS 192 Pharmacology	3		Formal acceptance to the paramedic program.
EMS 201 Clinical Orientation and Documentation	1		HLSC 108 or BIOL 109 or BIOL 110 & 210, EMS 154, 159, 168, 176, and 192
EMS 212 Cardiology	3		HLSC 108 or BIOL 109 or BIOL 110 & 210, EMS 154, 159, 168, 176, and 192
EMS 214 Paramedic Skills Laboratory II	3		HLSC 108 or BIOL 109 or BIOL 110 & 210, EMS 154, 159, 168, 176, and 192
EMS 216 Advanced Cardiac Life Support (ACLS)	1		HLSC 108 or BIOL 109 or BIOL 110 & 210, EMS 154, 159, 168, 176, and 192
EMS 218 Medical Emergencies	3		HLSC 108 or BIOL 109 or BIOL 110 & 210, EMS 154, 159, 168, 176, and 192
EMS 224 Trauma Management	1		HLSC 108 or BIOL 109 or BIOL 110 & 210, EMS 154, 159, 168, 176, and 192
EMS 230 Special Patient Populations	1		HLSC 108 or BIOL 109 or BIOL 110 & 210, EMS 154, 159, 168, 176, and 192
EMS 236 Paramedic Laboratory III	3		EMS 212, 214, and 216
EMS 254 Paramedic Clinical	6		EMS 212, 214, and 216
EMS 258 Paramedic Field Internship	10		EMS 236 and 254
EMS 280 Advanced Medical Life Support (AMLS)	1		EMS 218
EMS 284 Prehospital Trauma Life Support (PHTLS)	1		EMS 224
EMS 286 Pediatric Emergency Care	1		EMS 230
Total Credit Hours Required	58-65		

Physical Therapist Assistant

Offered at MCC-Penn Valley

A.A.S. Physical Therapist Assistant..... 72-81 Credits

This program leads to an Associate in Applied Science degree, and prepares students to assist physical therapists in treating patients with physical disabilities at various health care facilities.

Because enrollment to the program is limited, there is a separate application to the program. The program offers a traditional program

with all classes at the Health Science Institute, as well as a web based program, with lecture classes delivered on-line. Applications for the web based program are due October 1st. Prospective students should download the Prospective Student Information Packet and the Program Application at

www.mcckc.edu/physicaltherapy

A.A.S. Physical Therapist Assistant

Program Prerequisites	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar or HLSC 100 Introduction to Health Professions	1-2		
ENGL 101 Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
PTHA 151 Intro to Physical Therapy	2		
BIOL 150 Medical Terminology	2		
Any biological or physical sciences course. (BIOL, CHEM, GEOL, PHYS)	4-6		
General Education Requirements			
COMM 100 Fundamentals of Speech <i>or</i> COMM 102 Fundamentals of Human Communication	3		ENGL 30/90 or appropriate placement test score ENGL 30/90 or appropriate placement test score
HIST 120 United States History to 1865 <i>or</i> HIST 121 United States History Since 1865 <i>or</i> POLS 135 Introduction to Political Science <i>or</i> POLS 136 Introduction to American National Politics <i>or</i> POLS 137 Introduction to State and Local Politics	3		
PSYC 140 General Psychology	3		
Minimum Total General Education Credit Hours	18		
Specific Program Requirements			
EMS 100 Basic Emergency Patient Care	1		
HLSC 108 Anatomy and Physiology Health Professions <i>or</i> BIOL 109 Anatomy and Physiology <i>or</i> BIOL 110 Human Anatomy <i>and</i> BIOL 210 Human Physiology	4-10		BIOL 100 or CHEM 105 BIOL 100 or CHEM 105, BIOL 110
PTHA 151 Intro to Physical Therapy	2		
PTHA 152 Physical Therapy Fundamentals I	4		Formal acceptance into the program.
PTHA 153 Kinesiology	4		HLSC 108 or BIOL 109 or BIOL 110 & 210, PTHA 152, PTHA 160 with a grade of C or higher
PTHA 154 Applied Neurology	2		HLSC 108 or BIOL 109 or BIOL 110 & 210, admission to OTHA or PTHA programs.
PTHA 155 Rehabilitation	4		PTHA 162
PTHA 158 Therapeutic Exercise	4		PTHA 162
PTHA 159 Orthopedic Pathology	2		HLSC 108 or BIOL 109 or BIOL 110 & 210, PTHA 152, PTHA 160 with a grade of C or higher
PTHA 160 Medical Diseases	2		Formal acceptance into the program
PTHA 161 Physical Therapy Fundamentals II	4		HLSC 108 or BIOL 109 or BIOL 110 & 210, PTHA 152, PTHA 160 with a grade of C or high
PTHA 162 Clinical Immersion I	1		EMS 100, PTHA 153, 154, 159, & 161
PTHA 164 Pediatrics and Gerontology	2		PTHA 162
PTHA 170 Clinical Education I	3		PTHA 162, concurrent enrollment in PTHA 155, 158, 164 and 171
PTHA 171 Clinical Seminar	2		PTHA 162
PTHA 272 Clinical Education II	12		Completion of all other required courses in the PTHA program
Total Credit Hours Required	72-81		

Practical Nursing

Offered at MCC-Penn Valley

Practical Nursing Certificate 50.5-54.5 Credits

Accreditation

This program leads to a certificate of proficiency and prepares students to take the National Council of State Boards of Licensure Examination for Practical Nurses. Graduates who pass the exam can accept entry-level jobs as licensed LPNs. The Practical Nursing Program is conditionally approved by the Missouri State Board of Nursing. The MSBN can be contacted at 3605 MO Blvd., P.O. Box 656 Jefferson City, MO 65102-0656; telephone 573-751-0681.

For more information, go to www.mcckc.edu/pvnursing

Practical Nursing Certificate

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
BIOL 109	Anatomy and Physiology <i>or</i>	6-10		BIOL 100 or CHEM 105
BIOL 110	Human Anatomy <i>and</i>			BIOL 100 or CHEM 105, BIOL 110
BIOL 210	Human Physiology			
Specific Program Requirements		Credits	Semester Taken	Prerequisites
PNUR 100	Personal and Vocational Concepts	1		Biology 109 or Biology 110 and BIOL 210 and Admission to the PN Program
PNUR 103	Fundamentals of Practical Nursing II	10		Biology 109 or Biology 110 and BIOL 210 and Admission to the PN Program
PNUR 110	Pharmacology	4		PNUR 103
PNUR 128	Mental Health Nursing	4		PNUR 110
PNUR 132	The Childbearing Family	4		PNUR 110
PNUR 136	Venous Access and Intravenous Infusion	1.5		PNUR 110
PNUR 138	Nursing of the Adult I	8		PNUR 110
PNUR 144	Nursing of the Adult II	8		PNUR 138
PNUR 146	Leadership	3		PNUR 138
Total Credit Hours Required		50.5-54.5		

Professional Nursing

Offered at MCC-Penn Valley

A.A.S. Professional Nursing 71-77 Credits

The Professional Nursing program plan leads to the Associate in Applied Science in Nursing degree. Beginning students are prepared to take the National Council of State Boards of Nursing Licensure Examination for Registered Nurses. Graduates who pass the exam can accept entry-level jobs in acute, intermediate and long-term care facilities. For more information, go to www.mccck.edu/pvnursing

Admission to the program

Every student in the nursing program should be aware that the Missouri State Board of Nursing may refuse to issue a license to any person who has been found guilty of violating federal or state laws and for any of the 15 causes listed in Section 335.066 of the Missouri Revised Statutes 1986. Copies of this law are available from the Missouri State Board of Nursing.

Accreditation

The nursing program is fully approved by the Missouri State Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing. The Missouri State Board of Nursing can be contacted at 3605 Missouri Boulevard, P.O. Box 656, Jefferson City, MO 65102-0656; telephone 573-751-0681. The Accreditation Commission for Education in Nursing can be contacted at 3343 Peachtree Road NE, suite 850 Atlanta, GA 30326; P – 404-975-5000; fax – 404-975-5020.

A.A.S. Professional Nursing

COLL 100	First Year Seminar	1		
Prerequisite Courses:		Credits	Semester Taken	Prerequisites
BIOL 100	Intro to Cell Biology or	3-5		MATH 20/20L or appropriate placement test score
CHEM 105	Introductory Chemistry			
BIOL 109	Anatomy and Physiology or	6-10		BIOL 100 or CHEM 105 (BIOL 109)
BIOL 110	Human Anatomy and			
BIOL 210	Human Physiology			
PSYC 140	General Psychology	3		
General Education Requirements				
BIOL 208	Microbiology	5		BIOL 100 or CHEM 105 or higher, plus one of the following courses: BIOL 101, 104, 106, HLSC 108, 109, or 110.
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
<i>Students transferring one of these courses from out of state will be required to complete POLS 153 The Missouri Constitution.</i>				
PSYC 243	Human Lifespan Development	4		PSYC 140
SOCI 160	Sociology	3		
COMM 100	Fundamentals of Speech or	3		ENGL 30/90 or appropriate placement test score
COMM 102	Fundamentals of Human Communication			
Specific Program Requirements				
RNUR 126	Fundamentals of Professional Nursing	6		Admission to the nursing program; completion of or concurrent enrollment in PSYC 243
RNUR 131	Essential Nursing Concepts	2		Admission to the nursing program; completion of or concurrent enrollment in PSYC 243
RNUR 134	Mental Health Nursing	4		Admission to nursing program; completion of RNUR 126, RNUR 131, PSYC 243; completion of or concurrent enrollment in BIOL 208
RNUR 138	Nursing Care of Women and Neonates	4		Admission to nursing program; completion of RNUR 126, RNUR 131, PSYC 243; completion of or concurrent enrollment in BIOL 208
RNUR 141	Adult Nursing I	3		Admission to nursing program; completion of RNUR 126, RNUR 131, PSYC 243; completion of or concurrent enrollment in BIOL 208
RNUR 230	Leadership/Management/Trends	2		ENGL 101, SOCI 160, RNUR 234, 238, COMM 100 OR 102, HIST 120/121 OR POLS 135/136/137 (Constitutional requirement may be taken concurrently)
RNUR 234	Child-Centered Nursing	4		BIOL 208, RNUR 134, 138, 141 or taken concurrently: ENGL 101, SOCI 160
RNUR 238	Adult Nursing II	5		BIOL 208, RNUR 134, 138, 141 or taken concurrently: ENGL 101, SOCI 160
RNUR 244	Adult Nursing III	7		ENGL 101, SOCI 160, RNUR 234, RNUR 238, or taken concurrently: COMM 100 & HIST 120/121 or POLS 135/136/137 or SOSC 151
Total Credit Hours Required		71-77		

Radiologic Technology

Offered at MCC-Penn Valley

A.A.S. Radiologic Technology..... 76-83 Credits

Enrollment in this program is limited.

This program leads to an Associate in Applied Science degree and prepares students for entry-level jobs as radiologic technologists in a hospital or outpatient setting. Graduates are eligible to take the national certifying exam given by the American Registry of Radiologic Technologists.

For more information, go to www.mcckc.edu/radiology

A.A.S. Radiologic Technology

Program Prerequisites	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar or HLSC 100 Introduction to Health Professions	1-2		
ENGL 101 Composition and Reading I	3		ENGL 30/90 with a grade of C or higher or a satisfactory score on math placement test.
MATH 110 Intermediate Algebra or higher	3		MATH 40 or 40L with a grade of C or higher or a satisfactory score on math placement test.
RATE 150 Introduction to Radiologic Technology	2		
General Education Requirements			
HIST 120 United States History to 1865 <i>or</i> HIST 121 United States History Since 1865 <i>or</i> POLS 135 Introduction to Political Science <i>or</i> POLS 136 Introduction to American National Politics <i>or</i> POLS 137 Introduction to State and Local Politics	3		
PSYC 140 General Psychology	3		
COMM 100 Fundamentals of Speech	3		ENGL 30/90 or appropriate placement test score
Any courses numbered 100 or above from the following disciplines: BIOL, CHEM, GEOG (except 104 & 110), GEOL, MATH, PHYS	3		
Minimum Total General Education Credit Hours	18		
Specific Program Requirements			
HLSC 108 Anatomy and Physiology Health Professions <i>or</i> BIOL 109 Anatomy and Physiology <i>or</i> BIOL 110 Human Anatomy <i>and</i> BIOL 210 Human Physiology	4-10		BIOL 100 or CHEM 105 BIOL 100 or CHEM 105, BIOL 110
RATE 160 Fundamentals of Radiologic Technology	2		Formal admission to the Radiologic Technology program
RATE 165 Patient Care	3		RATE 160
RATE 171 Principles of Radiographic Imaging	2.5		RATE 160
RATE 172 Radiographic Procedures I	3		RATE 160, concurrent enrollment in RATE 165 and 173
RATE 173 Radiographic Skills Practice Lab I	.5		RATE 160 and concurrent enrollment in RATE 165 and 172
RATE 174 Radiographic Skills Practice Lab II	.5		RATE 165, 171, 172, 173. Concurrent enrollment in RATE 175, 176, 180
RATE 175 Clinical Practice I	4		RATE 165, 171, 172, 173. Concurrent enrollment in RATE 175, 176, 180
RATE 176 Radiographic Procedures II	3		BIOL, RATE 165, 172, 173, concurrent enrollment in RATE 174, 175
RATE 180 Digital Imaging Environment and Image Analysis	2.5		RATE 171
RATE 185 Clinical Practice II	3		RATE 174, 175, 176, 180
RATE 270 Radiation Biology and Protection	3		RATE 174, 180
RATE 278 Pathology	2		RATE 279, 280 and concurrent enrollment in RATE 282
RATE 279 Radiographic Procedures III	2		RATE 174, 176, 180, 185. Concurrent enrollment in RATE 280, 285
RATE 280 Clinical Practice III	6		RATE 185. Concurrent enrollment in RATE 278, 279, 285
RATE 281 Radiation Physics	3		RATE 180, 270, 279, 285. Concurrent enrollment in RATE 283
RATE 282 Clinical Practice IV	6		RATE 278, 279, 280. Concurrent enrollment in RATE 281, 283
RATE 283 Final Seminar	2		RATE 270, 279, 280, 285. Concurrent enrollment in 278, 281, 282
RATE 285 Imaging Modalities	2		RATE 176 and concurrent enrollment in RATE 279 and 280
Total Credit Hours Required	76-83		

Surgical Technology

Offered at MCC-Penn Valley

Surgical Technology 63-70 Credits

This program leads to an Associate in Applied Science degree and prepares students for entry-level jobs as a surgical technologist.

A.A.S. Surgical Technology

General Education Requirements		Credits	Semester Taken	Prerequisites
COLL 100	First Year Seminar <i>or</i>	1-2		
HLSC 100	Introduction to Health Professions			
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
BIOL 109	Anatomy and Physiology <i>or</i>	6-10		BIOL 100 <i>or</i> CHEM 105
BIOL 110	Human Anatomy <i>and</i>			
BIOL 210	Human Physiology			
BIOL 100	Introduction to Cell Biology <i>or</i>	3-5		MATH 20 or satisfactory score or placement test
CHEM 105	Introductory Chemistry for Health Sciences			
BIOL 208	Microbiology	5		BIOL 100 <i>or</i> CHEM 105 <i>or</i> higher, plus one of the following courses: BIOL 101, 104, 106, 109, <i>or</i> 110
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
COMM 100	Fundamentals of Speech or	3		
COMM 102	Fundamentals of Human Communications			
Minimum Total General Education Credit Hours		23		
Specific Program Requirements				
SURT 100	Introduction to Surgical Technology	2		
SURT 103	Central Services Process	4		
SURT 105	Care of the Surgical Patient	3		BIOL 100 or CHEM 105, BIOL 109 or BIOL 110 & BIOL 210, BIOL 208, MATH 20/20L or appropriate placement score & formal acceptance into the Surgical Technology Program
SURT 109	Pharmacology for the Surgical Technologist	2		BIOL 100 or CHEM 105, BIOL 109 or BIOL 110 & BIOL 210, BIOL 208, MATH 20/20L or appropriate placement score & formal acceptance into the Surgical Technology Program
SURT 120	Fundamentals of Surgical Technology I	5		SURT 100, 103, 105, and 109
SURT 121	Fundamentals of Surgical Technology II	5		SURT 100, 103, 105, 109
SURT 130	Surgical Procedures I	5		SURT 100, 103, 105, 109, 120, 121
SURT 131	Surgical Procedures II	5		SURT 100, 103, 105, 109, 120, 121, and 130
SURT 140	Clinical Experience	6		SURT 120, 121, 130
SURT 150	Surgical Technology Capstone	2		SURT 120, 121, 130
Total Credit Hours Required		63-70		

Trade Apprenticeship Degree Completion Programs

Offered at MCC-Business & Technology

These degree completion programs grant college credit by certification for certain federally approved apprenticeship programs. An eligible apprenticeship must contain a minimum 450 clock hours of classroom instruction and a program-specific number of clock hours of on-the-job training. Thirty to forty-two hours of MCC credit leading toward an AAS in Industrial Technology will be awarded upon completion of 15 hours of MCC coursework and receipt of a certificate and/or journeyman card for the appropriate craft.

Construction Trades Apprenticeship Programs

Offered at MCC-Business & Technology

These degree completion programs grant college credit by certification for certain federally approved apprenticeship programs. An eligible apprenticeship must contain a minimum 450 clock hours of classroom instruction and a program-specific number of clock hours of on-the-job training. Thirty to forty-two hours of MCC credit leading toward an AAS in Industrial Technology will be awarded upon completion of 15 hours of MCC coursework and receipt of a certificate and/or journeyman card for the appropriate craft.

A.A.S. Industrial Technologies

Bricklayer.....	65-69 Credits
Construction Carpentry.....	65-69 Credits
Construction Cement Masons	65-69 Credits
Construction Driver & Logistics	63-67 Credits
Construction Ironwork.....	64-66 Credits
Construction Laborer.....	65-69 Credits

Floor Layer	65-69 Credits
Glaziers	65-69 Credits
Inside Wiring	
3 -Year program.....	65-69 Credits
5 -Year program.....	66-70 Credits
Painter	65-69 Credits
Plumbing.....	65-69 Credits

Industrial Trades Apprenticeship Programs

Offered at MCC-Business & Technology

These degree completion programs grant college credit by certification for certain federally approved apprenticeship programs. An eligible apprenticeship must contain a minimum 450 clock hours of classroom instruction and a program-specific number of clock hours of on-the-job training. Thirty to forty-two hours of MCC credit leading toward an AAS in Industrial Technology will be awarded upon completion of 15 hours of MCC coursework and receipt of a certificate and/or journeyman card for the appropriate craft.

A.A.S. Industrial Technology

Industrial Mechanic	64-66 Credits
Industrial Pipefitter/Sprinkler Fitter	66-70 Credits
Industrial Warehouse Worker	62-65 Credits
Industrial Welder	66-70 Credits

Lineman Tech/Cable Splicer	63-65 Credits
Maintenance Electrician	64-68 Credits
Millwright.....	65-69 Credits
Sheet Metal	65-69 Credits

Veterinary Technology

Offered at MCC-Maple Woods

A.A.S. Veterinary Technology78 Credits
 Veterinary Assistant Certificate.....18 Credits
 Veterinary Receptionist Certificate16 Credits

The Veterinary Technology program is a two-year, full-time day program accredited by the American Veterinary Medical Association. This program provides the educational background necessary to perform nursing and technical duties used in clinical practice or research. Graduates of the program will be able to sit for the state and national board examinations to become a Registered Veterinary Technician.

Admission to the Program

Admission to the program is limited so that each student has full access to our outstanding instructors and facilities. To be admitted to the program, students must meet certain requirements. Students can view the requirements and obtain an application packet online.

Call the program office (816) 604-3235 for more information
 For more information, go to www.mcckc.edu/veterinary

A.A.S. Veterinary Technology

COLL 100	First Year Seminar	1		
General Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition and Reading I	3		ENGL 30/90 or appropriate placement test score
ENGL 102	Composition and Reading II	3		ENGL 101
HIST 120	United States History to 1865 or	3		
HIST 121	United States History Since 1865 or			
POLS 135	Introduction to Political Science or			
POLS 136	Introduction to American National Politics or			
POLS 137	Introduction to State and Local Politics			
COMM 100	Fundamentals of Speech or	3		ENGL 30/90 or appropriate placement test score
COMM 102	Fundamentals of Human Communication or			
COMM 223	Interpersonal Communication			
BIOL 106	General Zoology (101 may also be used)	5		
BIOL 208	Microbiology	5		BIOL 100 or CHEM 105 or higher, plus one of the following: HLSC 108, BIOL 101, 104, 106, 109, 110.
CHEM 105	Introductory Chemistry or	5		
CHEM 111	General College Chemistry			
Specific Program Requirements				
VETT 100	Veterinary Practice Management	2		
VETT 101	Veterinary Nursing Physiology I	4		
VETT 108	Clinical Mathematics for Veterinary Technicians	1		Admission into Veterinary Technician Program.
VETT 110	Veterinary Nursing Physiology II	4		VETT 101
VETT 111	Sanitation and Animal Care	2		
VETT 200	Veterinary Hospital Technology I	3		VETT 101 and 110
VETT 201	Clinical Pathology Techniques	4		
VETT 202	Veterinary Anatomy	5		BIOL 101 or 106
VETT 203	Laboratory Animal Technology	2		VETT 101, 110 and 201
VETT 209	Equine Medicine and Management	3		VETT 212
VETT 210	Veterinary Hospital Technology II	3		VETT 200
VETT 211	Clinical Pathology Techniques II	5		VETT 201
VETT 212	Large Animal Technology	4		VETT 101 and 110
VETT 213	Radiology and Electronic Procedures	2		
VETT 214	Veterinary Technician Preceptorship	6		Two semesters of 1st year VETT tech courses
Total Credit Hours Required		78		

Veterinary Technology

Veterinary Assistant Certificate

COLL 100	First Year Seminar	1		
Specific Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition & Reading I	3		ENGL 30 or ENGL 90 or appropriate placement test score
COMM 100	Fundamentals of Speech or	3		ENGL 30 or ENGL 90 or appropriate placement test score
COMM 102	Fundamentals of Human Communication or			
COMM 223	Interpersonal Communication			
BIOL 100	General Biology or	5		
BIOL 106	General Zoology			
ANHS 130	Veterinary Terminology	2		
VETT 100	Veterinary Practice Management	2		
VETT 111	Sanitation and Animal Care	2		
Total Credit Hours Required		18		

Veterinary Receptionist Certificate

COLL 100	First Year Seminar	1		
Specific Education Requirements		Credits	Semester Taken	Prerequisites
ENGL 101	Composition & Reading I	3		ENGL 30 or ENGL 90 or appropriate placement test score
COMM 100	Fundamentals of Speech or	3		ENGL 30 or ENGL 90 or appropriate placement test score
COMM 102	Fundamentals of Human Communication or			
COMM 223	Interpersonal Communication			
BSAD 221	Business Communications	3		
ANHS 130	Veterinary Terminology	2		
VETT 100	Veterinary Practice Management	2		
VETT 111	Sanitation and Animal Care	2		
Total Credit Hours Required		16		

Welding

Offered at MCC-Business & Technology

A.A.S. Welding Technology and Management

.....	65-69 Credits
MIG Certificate.....	22-23 Credits
MIG/TIG Certificate.....	22-23 Credits
Welding Construction Certificate ...	22-24 Credits

This will allow the student to engage in gainful employment in the welding/fabrication industry as welding is one of the high-demand occupations designated by the state of Missouri. Students completing the two-year degree will acquire the skills required of managerial and technical training personnel. This will allow students to transcend the welding industry into other welding-related careers when these opportunities are present, fulfilling the personal desires of promotion throughout their careers. Students completing welding certificates can later come back and integrate course work already completed into the two-year degree and complete the degree while employed.

This Welding Technology & Management program provides the students with the training that meets the standards of the American Welding Society's curriculum. Curriculum will prepare the students to successfully pass the AWS written certification tests.

A.A.S. Welding Technology and Management

General Requirements	Credits	Semester Taken	Prerequisites
COLL 100 First Year Seminar	1		
ENGL 101 Composition and Reading I	3		ENG 30 or appropriate placement score.
HIST 120 United States History to 1865 or HIST 121 United States History since 1865 or POLS 135 Introduction to Political Science or POLS 136 Introduction to American National Politics or POLS 137 Introduction to State and Local Politics	3		
Choose one of the following Math options: Option #1 MATH 103R Technical Math I w/ Review or MATH 103 Technical Math or MATH 120 College Algebra or MATH 120R College Algebra w/ Review And MATH 104 Technical Math II or MATH 130 Trigonometry Option #2 MATH 150 PreCalculus	5-8		
SPAN 100 Beginning Occupational Spanish	3		
COMM 100 Fundamentals of Speech	3		
General Education Electives: Any course(s) numbered 100 or above from the following disciplines: ART, ECON, ENGL, Foreign Language, GEOG (except 104, 110 and GIS Courses), PHIL, PSYC, SOSOC	3-5		
Minimum Total General Education Credit Hours	18		
Specific Program Requirements			
CSIS 100 Digital Literacy	2		
EHSS 111 Introduction to Health & Safety for General Industry or EHSS 112 Introduction to Health & Safety for Construction	1		
INTE 124 Employment Strategies for Technical Careers	2		CSIS 100 or CSIS 115 or higher
WELD 110 Welding Industry Fundamentals	3		
WELD 120 Thermal Cutting Processes Lecture	1		WELD 110 or concurrent enrollment
WELD 121 Thermal Cutting Processes Lab	2		WELD 120 or concurrent enrollment
WELD 130 Print Reading & Weld Symbols	3		
WELD 140 Shielded Metal Arc Welding I (stick) Lecture	1		WELD 121 or concurrent enrollment
WELD 141 Shielded Metal Arc Welding I (stick) Lab	2		WELD 140 or concurrent enrollment
WELD 150 Gas Metal Arc Welding I (MIG)(stick) Lecture	1		WELD 121 or concurrent enrollment
WELD 151 Gas Metal Arc Welding I (MIG)(stick) Lab	2		WELD 150 or concurrent enrollment
WELD 160 Gas Tungsten Arc Welding I (TIG) Lecture	1		WELD 121 or concurrent enrollment
WELD 161 Gas Tungsten Arc Welding I (TIG) Lab	2		WELD 160 or concurrent enrollment
WELD 230 Layout and Fabrication Lecture	1		WELD 130 and one WELD 100 level lecture & lab
WELD 231 Layout and Fabrication Lab	2		WELD 230 and one WELD 100 level lecture & lab
WELD 240 Shielded Metal Arc Welding II (stick) Lecture	1		WELD 141
WELD 241 Shielded Metal Arc Welding II (stick) Lab	2		WELD 240
WELD 250 Gas Metal Arc Welding II (MIG) Lecture	1		WELD 151
WELD 251 Gas Metal Arc Welding II (MIG) Lab	2		WELD 250
WELD 260 Gas Tungsten Arc Welding II (TIG) Lecture	1		WELD 161
WELD 261 Gas Tungsten Arc Welding II (TIG) Lab	2		WELD 260
WELD 270 Flux Core Arc Welding Lecture	1		WELD 151 or concurrent enrollment
WELD 271 Flux Core Arc Welding Lab	2		WELD 270 or concurrent enrollment
WELD 290 Management Skills for the Trades	3		WELD 231 and one WELD 100 level lecture & lab
Electives: BSAD, ETEC 152, ETEC 169, CIMM 100 or CIMM 130	3-5		
Total Credit Hours Required	65-69		

Welding

Welding Construction Certificate

COLL 100 First Year Seminar		1		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
MATH 103R	Technical Math I w/ review or higher	3-5		MATH 20 or 20L or appropriate score on placement test
WELD 110	Welding Industry Fundamentals	3		
WELD 120	Thermal Cutting Processes Lecture	1		WELD 110 or taken concurrently
WELD 121	Thermal Cutting Processes Lab	2		WELD 120 or taken concurrently
WELD 130	Print Reading & Weld Symbols	3		
WELD 140	Shielded Metal Arc Welding Lecture	1		WELD 121 or taken concurrently
WELD 141	Shielded Metal Arc Welding Lab	2		WELD 140 or taken concurrently
WELD 150	Gas Metal Arc Welding I Lecture	1		WELD 121 or taken concurrently
WELD 151	Gas Metal Arc Welding I Lab	2		WELD 150 or taken concurrently
WELD 160	Gas Tungsten Arc Welding I Lecture	1		WELD 121 or taken concurrently
WELD 161	Gas Tungsten Arc Welding I Lab	2		WELD 160 or taken concurrently
Total Credit Hours Required		22-24		

Welding MIG Certificate (AWS modular certification)

COLL 100 First Year Seminar		1		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
MATH 103R	Technical Math I w/ review or higher	3-4		MATH 20 or 20L or appropriate score on placement test for MATH 103R
WELD 110	Welding Industry Fundamentals	3		
WELD 120	Thermal Cutting Processes Lecture	1		WELD 110
WELD 121	Thermal Cutting Processes Lab	2		WELD 120 or concurrent enrollment
WELD 130	Print Reading & Weld Symbols	3		
WELD 150	Gas Metal Arc Welding I (MIG) Lecture	1		WELD 121 or concurrent enrollment
WELD 151	Gas Metal Arc Welding I (MIG) Lab	2		WELD 150 or concurrent enrollment
WELD 230	Layout and Fabrication Lecture	1		WELD 130 and one WELD 100 level lecture & lab
WELD 231	Layout and Fabrication Lab	2		WELD 230 and one WELD 100 level lecture & lab
WELD 270	Flux Core Arc Welding Lecture	1		WELD 151 or concurrent enrollment
WELD 271	Flux Core Arc Welding Lab	2		WELD 270 or concurrent enrollment
Total Credit Hours Required		22-23		

Welding MIG/TIG (AWS modular certification)

COLL 100 First Year Seminar		1		
Specific Program Requirements		Credits	Semester Taken	Prerequisites
MATH 103R	Technical Math I w/ review or higher	3-4		MATH 20 or 20L or appropriate score on placement test for MATH 103R
WELD 110	Welding Industry Fundamentals	3		
WELD 120	Thermal Cutting Processes Lecture	1		WELD 110 or concurrent enrollment
WELD 121	Thermal Cutting Processes Lab	2		WELD 120 or concurrent enrollment
WELD 130	Print Reading & Weld Symbols	3		
WELD 150	Gas Metal Arc Welding I (MIG) Lecture	1		WELD 121 or concurrent enrollment
WELD 151	Gas Metal Arc Welding I (MIG) Lab	2		WELD 150 or concurrent enrollment
WELD 160	Gas Tungsten Arc Welding I (TIG) Lecture	1		WELD 121 or concurrent enrollment
WELD 161	Gas Tungsten Arc Welding I (TIG) Lab	2		WELD 160 or concurrent enrollment
WELD 230	Layout and Fabrication Lecture	1		WELD 130 and one WELD 100 level lecture & lab
WELD 231	Layout and Fabrication Lab	2		WELD 230 and one WELD 100 level lecture & lab
Total Credit Hours Required		22-23		

Course Descriptions

This section describes each of the for-credit courses offered by Metropolitan Community College. Each entry includes the course number and title, the number of credit hours earned by a student who successfully completes it and the number of hours the class meets each week as well as the number of laboratory, studio or clinical scheduled each week. There is also a brief description of what's covered in the course.

NOTE: Not all courses are offered at every location or every semester. Students should see their campus advisors or counselors to determine when the classes they want or need are available. For the most up-to-date information, please check the online catalog at www.mcckc.edu.

Course Numbering

A course's number indicates something about its purpose and level of difficulty. At MCC, the following course numbering system is used.

- 1-99 These courses assist students in mastering the information and skills needed for being successful in college. Credits from these courses do not meet any degree or certificate requirements.
- 100-199 These are general courses ordinarily offered as first-year or freshman classes by most colleges and universities.
- 200-299 These are courses ordinarily offered as second-year or sophomore classes by most colleges and universities

 This symbol denotes courses that meet the Global Diversity requirement. Please see an academic advisor for details.

 This symbol denotes courses that are part of the Missouri Transfer Library. Please see an academic advisor for details.

Animal Health Science

MCC-Maple Woods
Christopher Morrow

ANHS 100 Introduction to Animal Health Science Careers
1 credit. 1 hour. (Lecture 1 hour.)

Introduction to careers in the animal health industry. Covers education, career outlook, compensation and responsibilities.

ANHS 130 Veterinary Terminology

2 credits. 2 hours. (Lecture 2 hours.)

Professional language of veterinary medicine. Analysis of veterinary medical terms by roots and combining forms. Disease processes, anatomy, diagnostic and therapeutic procedures for each body system. Selected veterinary medical specialties.

Anthropology

MCC-Longview
Melissa Eaton

ANTH 100 General Anthropology 

3 credits. 3 hours. (Lecture 3 hours.)

This survey of anthropology emphasizes the four-field holistic approach to the study of humans. This course will focus on both biological and cultural perspectives related to the study of human origins and development, social organization, subsistence patterns, language, culture and adaptation to the environment.

ANTH 110 Cultural Anthropology 

3 credits. 3 hours. (Lecture 3 hours.)

This survey of cultural anthropology will explore anthropological theories

and methodologies that explore the concepts of culture, social institutions and organization. Topics will include economy, political organization, kinship, family, art, marriage, language, law and religion. Requirement Designation:

Global Diversity

ANTH 120 Introduction to Archaeology

3 credits. 3 hours. (Lecture 3 hours.)

Archaeology is the study of past cultures through their material remains. This course introduces archaeological goals, methods, theories, and ethics. Topics include archaeological survey, excavation, dating techniques, artifact analysis, conservation, cultural adaptation and change.

ANTH 140 Introduction to Physical Anthropology 

3 credits. 3 hours. (Lecture 3 hours.)

Physical anthropology, also called biological anthropology, studies the connection of biology and culture in humans and closely related primates. This course emphasizes the scientific method, genetics, evolutionary theory, human biological variation, primate behavior, and the analysis of fossil evidence

ANTH 290 Special Topics in Anthropology

1-3 credit. 1-3 hour. (Lecture 1-3 hour.)

Prerequisites: ANTH 100 or above & ENGL 101.

Guided readings, discussion, and writing and/or field experience in anthropology. Topics and material will vary by instructor each semester. Specific reading list activities and writing assignments to be determined by instructor.

Art

MCC-Blue River
DeAnna Skedel

MCC-Longview
James Smith
Daniel Reneau

MCC-Maple Woods
Carlos Bass

MCC-Penn Valley
Mary Beth Moley
Darlene Town
Bernadette Torres

ART 100 Art Fundamentals I

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)

Introduction to the elements and principles of art in two and three dimensional design. Exploration and use of various materials and methods of expression in studio applications.

ART 101 Art Fundamentals II

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)

Use of the plastic elements of art and principles of design in studio application. Emphasis on study of art styles, techniques, and media.

ART 103 Design Foundations

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)

An introductory study of the principles of visual perception and organization with the visual elements of line, shape, value, texture, and color. The course will primarily explore two-dimensional design in an achromatic mode.

ART 104 3D Computer Animation I

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)

Prerequisite: ART 102 or CSIS 110 or CSIS 115.

This course is an introduction to the fundamental concepts and techniques of the art of 3D computer animation. Using advanced 3D animation, modeling, editing, and graphics software students will learn to model and animate objects, characters, and environments.

ART 105 Digital Art Foundation

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)

This is an introductory course to the digital environment where students will develop their artistic ability, aptitude, and personal aesthetics using digital media to create fine art and electronic imagery. Students will utilize vector, raster and presentation processes with the design elements and principles to establish visual literacy. Keyboarding skills are highly recommended. This class does not meet the requirement for the A.A.S. degree in Graphic Design.

ART 108 Survey of Art  

3 credits. 3 hours. (Lecture 3 hours.)

A brief history of the Visual Arts, including painting drawing, sculpture and architecture. Global cultures from prehistoric times through present day will be covered.

ART 110 Drawing I

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Development of fundamental drawing skills and techniques using various media. Observation and compositional aspects of drawing.

ART 111 Drawing II

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 110.
Drawing skills in various techniques while developing various styles of expression through a variety of media and subject matter.

ART 112 Drawing III

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 111.
Individual projects to help students strengthen their styles and techniques. Introduction of new media for exploration. Increased observation and compositional aspects of drawing.

ART 113 Drawing IV

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 112.
Exploration of a variety of subject matter for personally expressive and compositional aspects of drawing. Individual projects.

ART 123 Color Theory

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 103 or concurrent enrollment.
An advanced study of the principles of visual perception and two-dimensional design with an emphasis in color theory and the elements of design including line, shape, value, texture.

ART 131 Fashion Illustration II

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 130.
Principles of fashion drawing with emphasis on media and reproduction techniques.

ART 138 Digital Photography

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
This course will integrate contemporary digital technology and the current functional roles of photography as a form of expression that can be descriptive, explanatory, poetic, evaluative or theoretical. Emphasis will be directed toward the development of visual literacy and the ability to see photographically using color and gray scale light in the process of purposeful image making. Adobe Photo Shop skills will be developed for image manipulation as a digital darkroom. Essential camera skills will be mastered.

ART 139 Film & Darkroom Photography

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Use of cameras and basic processes and principles of black and white photography. Introduction to the use of photographic equipment, dark room procedures, and materials. Students introduced to historical and contemporary developments in photography. (Students furnish their own 35mm camera.)

ART 141 Beginning Jewelry Making I

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
This course is a basic introduction to the terms, tools, and techniques involved in creating jewelry and other wearables as they relate to the human form. Fabrication, construction, and casting will be explored. This course will introduce the student to non-ferrous metals, tool usage, and application in metalworking. Students will learn about the properties of various metals, tool usage, and techniques/processes and apply this knowledge to the construction/fabrication of wearable and sculptural forms relating to the body. This includes applying basic technical skills to 3D design problems, introduction to metal history and safety are integrated into the course subject matter.

ART 142 Fiber

3 credits. 3 hours. (Lecture 1 hour. Laboratory 5 hours.)
A variety of techniques within the discipline of fiber. Historical examples as well as contemporary techniques will be explored.

ART 147 Jewelry Making II

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisites: ART 141.
This course builds upon the basic techniques taught in Metal/Silversmithing I. Students will be taught advanced techniques in wax carving, mold making, fabrication, construction, and metals manipulation. Students will develop an intermediate level of complexity in skill and mastery of execution.

ART 150 History of Art I

3 credits. 3 hours. (Lecture 3 hours.)
Historical events and their influence on the development of architecture, painting, and sculpture from prehistoric times through the medieval periods in Western Civilization.

ART 151 History of Art II

3 credits. 3 hours. (Lecture 3 hours.)
Western civilization through the historical developments and relationships of architecture, painting, and sculpture from the Renaissance to present day.

ART 157 History of Graphic Design

3 credits. 3 hours. (Lecture 3 hours.)
Students will obtain an overview of the evolution of graphic communication from pre-history through Postmodern Design and the Digital Revolution. Students will be able to identify the works of influential artists, movements, and the impacts of world historical events, technology, and social tendencies on graphic design.

ART 159 American Art History

3 credits. 3 hours. (Lecture 3 hours.)
Development of art in America, from Indian and colonial to contemporary times. The history of America through its relationship of architecture, sculpture, and painting.

ART 164 Lettering

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
The design of letter forms. Hand-lettering techniques with marker, brush, pen and ink.

ART 165 Cartooning

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 110.
Fundamentals of cartoon drawing styles and techniques used in advertising, greeting cards, gag, caricature and editorial cartoons.

ART 170 Ceramics I

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Students will be introduced to the fundamental principles, styles and forms of ceramics. Primarily working with hand-building techniques, students will learn the importance of texture, form, and unity of design. Students will also be introduced to rudimentary pottery wheel techniques.

ART 171 Ceramics II

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 170.
Advanced synthesis of form and development of skills and techniques in ceramics including decoration and glazing. Studio experience concentration in pottery wheel techniques and glazing.

ART 172 Ceramics III

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 171.
Advanced and individual projects exploring the problems, methods and techniques of production ceramic ware. Emphasis on skill building, research in slip casting processes and glazing techniques. Individual skill building on wheel thrown and/or hand building procedures.

ART 173 Ceramics IV

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 172.
Advanced and individual projects under the direction of the instructor. Emphasis on skill building, research in glazing techniques, and knowledge of kiln firing. Individual skill building in wheel-thrown and/or hand-building and/or slip-casting procedures.

ART 204 3D Computer Animation II

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 104.
Students will explore advanced concepts of the art of 3D computer animation in this course. They will further develop their understanding of animation as they explore in greater detail the processes of character development, storyboard development, modeling, materials, lighting, effects, actions, lip-syncing, keyframing, camerawork, rendering, and compositing.

ART 205 Pre-Hispanic Art History

3 credits. 3 hours. (Lecture 3 hours.)
Survey of the art and architecture of Mesoamerica and South America prior to the arrival of the Spanish. Part I of the course will explore the civilization of the Olmec, the Zapotec, Teotihuacan, the Maya, the Aztec, as well as other ancient Civilizations of Central America and Mexico. Part II will highlight the art and architecture of South America, including civilizations in Ecuador, Peru and Bolivia.

ART 212 Life Drawing I

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 110 or equivalent.

In this course, students will explore the human form using live models. Assignments will cover a variety of drawing styles and media.

ART 213 Life Drawing II

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 212.

Further study of the figure with emphasis on proportion and action of basic anatomical structure. Development of skills in various media.

ART 214 Life Drawing III

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 213.

Advanced study of drawing the figure from models. Introduction to new media and the study of various processes for the development of a personal style.

ART 215 Watercolor Painting

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 110.

Experimentation in watercolor medium techniques and brushwork. Projects will stress composition, theme development, and technique.

ART 216 Life Drawing and Portraiture IV

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 213.

Advanced study of drawing the figure from models. Introduction to new media and the study of various processes for the development of a personal style.

ART 220 Painting I

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 110 or equivalent.

This course will introduce basic principles of design and pictorial composition.

Students will execute a series of paintings on various themes.

ART 221 Painting II

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 220.

Advanced study of painting styles, pictorial composition, design and color theory through the production of a series of exercises and paintings.

ART 222 Painting III

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 221.

Advanced color theory, use of media, and pictorial composition will be exhibited through a self directed plan of study and production of paintings.

ART 223 Painting IV

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 222.

Self directed projects geared to enhance creative awareness and expression. Projects will concentrate on developing advanced skills in composition, handling media, tools and color.

ART 230 Sculpture I

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Introduction to the principles and styles of three-dimensional forms.

Exploration of natural, abstract and synthetic sculptural forms through the use of traditional materials including clay, plaster, wood, fiber, plastic, and metal. Students will be introduced to the conceptual sculptural methods of addition, reduction, and substitution.

ART 231 Sculpture II

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 230.

Advanced exploration of sculptural methods and techniques. Emphasis on exploring sculptural materials, forms, and imagery as a means of self-expression and communication.

ART 232 Sculpture III

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 231.

Advanced exploration of sculptural processes and forms through the study of traditional and contemporary concepts, media, and techniques. Projects will involve working with a variety of issues from figure modeling to environmental or site-specific aspects of sculpture.

ART 233 Sculpture IV

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 232.

Development of aesthetic judgment and creative skills through individual selection of creative projects using student's choice of media under guidance of instructor.

ART 239 Photography II

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 139.

Development of advanced photographic techniques in black and white photography. Optional introduction to color processes. Increased emphasis on formal issues of image making in relation to content.

ART 241 Special Projects in Art

1-3 credit. 2-6 hours. (Laboratory 2-6 hours.)

ART 242 Photography III

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 239.

Individual student projects developing visual communication of imagery. Further studies in black and white photographic processes and techniques. Color photo option.

ART 243 Photography IV

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 242.

Use of student-generated projects to develop abilities of individual students. Professional competence in use of photographic equipment and materials.

ART 247 Digital Imaging

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisites: ART 105 or ART 138 or GDES 110 & COLL 100.

Advanced exploration of photographic techniques, images and themes using the computer, digital camera, and scanners. Photoshop will be primary software utilized in the production of innovative digital images and solutions.

ART 250 Printmaking

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)

Introduction to a variety of traditional contemporary printmaking processes, including on and off press techniques. Historical styles of printmaking and application to current trends. Exploration of relief, lithography, serigraphy, and intaglio printing techniques.

ART 254 Silk Screen Printing I

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Screen printing techniques from paper stencil to photographic processes.

ART 255 Silk Screen Printing II

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 254.

Advanced screen printing in photography techniques with emphasis on two three color printing.

ART 256 Silk Screen Printing III

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 255.

Advanced problem solving techniques in fine arts and commercial screen-printing.

ART 263 Art Portfolio

3 credits. 6 hours. (Laboratory 6 hours.)

Selection, revamping, and mounting of student work for the professional portfolio.

ART 270 Illustration

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)
Prerequisite: ART 103 and GDES 110.

Illustration techniques involving research and visual problem solving. Emphases on research, style, media, clients and presentation with advertising and story illustrations.

ART 280 Special Studies

2-3 credits. 4-6 hours. (Laboratory 4-6 hours.)

Individual projects involving media and techniques chosen by the student with the advice of the instructor.

ART 285 Variable Data Publishing

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisites: GDES 150, ART 115, GDES 281 and ART 282 or approval of the instructor.

An overview of variable data technology. The course will focus on merging data and images to digitally personalized products for data driven communications. Students are encouraged to take ART 283 and ART 285 concurrently.

Automotive Technology

MCC-Longview

Peter Eskew

Edward Schaffler

David Patience

Rory Perrodin

AUTO 101 Automotive Internship I

3 credits. 15 hours. (Field Studies 15 hours.)

Prerequisites: two AUTO courses numbered 117 or higher.

Cooperative on-the-job training in the automotive industry.

AUTO 102 Automotive Internship II

3-99 credits. 3-99 hours.

Prerequisites: AUTO 101.

Cooperative on-the-job training in the automotive industry. This course builds on the work experience gained in AUTO 101.

AUTO 103 Fundamentals to Automotive Technology

3 credits. 3 hours. (Lecture 3 hours.)

This course is an introduction to the various mechanical and electrical systems of the automobile. Students will also learn basic service techniques while understanding the costs associated with purchasing, maintaining, and repairing an automobile.

AUTO 105 Cooperative Work Experience I

1 credit. 40 hours. (Field Studies 40 hours.)

Co-operative on-the-job training in the automotive industry. This course is only open to GM ASEP and Ford ASSET emphasis students.

Prerequisite: Be enrolled in one of the corporate emphasis areas, maintain a C average and be approved by a sponsoring dealer.

AUTO 106 Cooperative Work Experience II

1 credit. 40 hours. (Field Studies 40 hours.)

Co-operative on-the-job training in the automotive industry. This course is only open to GM ASEP and Ford ASSET emphasis students.

Prerequisite: Be enrolled in one of the corporate emphasis areas, maintain a C average and be approved by a sponsoring dealer.

AUTO 107 Cooperative Work Experience III

1 credit. 40 hours. (Field Studies 40 hours.)

Co-operative on-the-job training in the automotive industry. This course is only open to GM ASEP and Ford ASSET emphasis students.

Prerequisite: Be enrolled in one of the corporate emphasis areas, maintain a C average and be approved by a sponsoring dealer.

AUTO 108 Cooperative Work Experience IV

1 credit. 40 hours. (Field Studies 40 hours.)

Co-operative on-the-job training in the automotive industry. This course is only open to GM ASEP and Ford ASSET emphasis students.

Prerequisite: Be enrolled in one of the corporate emphasis areas, maintain a C average and be approved by a sponsoring dealer.

AUTO 117 Automotive Maintenance and Light Repair

6 credits. 9 hours. (Lecture 3 hours. Laboratory 6 hours.)

This is an introductory course designed to provide the student with fundamentals of operation, service, maintenance and light repair of modern automobiles. Students will learn basic automotive shop safety, tool and equipment use, basic engine, cooling system, brake, steering, suspension, serpentine belt and electrical system maintenance.

AUTO 120 MIG and Structural Welding

3 credits. 5 hours. (Lecture 2 hours. Laboratory 3 hours.)

Prerequisite: Accepted into the articulation program for Auto Collision Repair. Welding of metal in modern automobiles including oxyacetylene, and GMAW (MIG).

AUTO 125 Structural Analysis and Damage Repair

6 credits. 12 hours. (Lecture 3 hours. Laboratory 9 hours.)

Prerequisite: Accepted into the articulation program for Auto Collision Repair. The analysis, measure, and repair of frames and unibody structures of automobiles and light trucks.

AUTO 130 Nonstructural Analysis and Damage Repair

6 credits. 12.5 hours. (Lecture 3 hours. Laboratory 9.5 hours.)

Prerequisite: Accepted into the articulation program for Auto Collision Repair. The analysis of the condition and the repair or replacement of nonstructural components of automobiles and light trucks.

AUTO 135 Plastics and Adhesives

3 credits. 5 hours. (Lecture 2 hours. Laboratory 3 hours.)

Prerequisite: Accepted into the articulation program for Auto Collision Repair. Analysis and repair of panels and structures using plastic fillers, fiberglass, structural adhesives, and bonding agents.

AUTO 140 Automotive Painting

4 credits. 10 hours. (Lecture 1 hour. Laboratory 9 hours.)

Prerequisite: Acceptance into the articulation program for Auto Collision Repair. Analysis, preparation, and performance of paint applications on modern automobiles and light trucks.

AUTO 141 Automotive Refinishing

4 credits. 10 hours. (Lecture 1 hour. Laboratory 9 hours.)

Prerequisite: Accepted into the articulation program for Auto Collision Repair. Analysis, preparation, and performance of paint repair and refinishing

applications on modern automobiles and light trucks.

AUTO 150 Automotive Engine Repair

6 credits. 9 hours. (Lecture 3 hours. Laboratory 6 hours.)

This course covers the history, theory of operation, diagnosis, and repair of automotive gasoline and light-duty diesel engines. The student will receive instruction on engine maintenance and repair including methods, tools and procedures required to properly recondition engine assemblies. Reconditioning of engine assemblies and components include cylinder head and valve service, piston and ring service, block and bearing service. This course emphasizes precision measuring and engine mechanical systems diagnosis.

AUTO 166 Automotive Electrical Systems

6 credits. 9 hours. (Lecture 3 hours. Laboratory 6 hours.)

This course incorporates a study of the theory, construction, and repair of modern automotive electrical systems. Operational theory, testing and repair of batteries, charging systems, starting systems, lighting systems, wiring and accessories will be stressed. Practice in the use of test equipment to diagnose vehicle electrical systems will be covered in detail.

AUTO 172 Automotive Suspension and Steering

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)

History, theory and service of front and rear suspension and steering systems. Includes steering gear, rack and pinion steering, power assist and power assist. Extensive coverage of four-wheel alignment, tire and wheel balance.

AUTO 174 Automotive Power Trains

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)

This course incorporates the theory of operation and service procedures of manual drive trains and axles including drivelines, constant velocity (CV) joints, manual transmissions and transaxles, differentials and clutches. Noise, vibration, and harshness (NVH) will be covered in this course.

AUTO 250 Diesel Diagnosis and Repair

6 credits. 9 hours. (Lecture 3 hours. Laboratory 5 hours.)

Prerequisites: AUTO 150 and AUTO 166.

Discussion of diesel engine construction and operation as compared to gasoline engines. Study of diesel engine air, fuel, emissions, and electronic control systems. Study of how diesel engines and systems operate and how to diagnose, service, and repair these systems.

AUTO 260 Advanced Diagnosis

6 credits. 9 hours. (Lecture 3 hours. Laboratory 6 hours.)

Prerequisite: Be a student in good standing in the General Motors ASEP or Ford Motor 7 Co.

Asset program. An advanced course allowing students to specialize in one or two of eight specialty areas of automotive technology. This course utilizes individualized instruction methods. Special emphasis will be placed on specialty electronics areas and driveability. Each student will be required to perform the duties of a service advisor and service manager.

AUTO 264 Automotive Air Conditioning

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)

Prerequisite: AUTO 166.

This course incorporates history, theories of operation, diagnosis, and repair of various types of automotive air conditioners, and cabin heating systems. Practice using refrigerant identification and reclaiming equipment. Students will have the opportunity to become certified to purchase and handle refrigerants.

AUTO 272 Automatic Transmissions and Transaxles

6 credits. 9 hours. (Lecture 3 hours. Laboratory 6 hours.)

Prerequisites: AUTO 166, and one of the following: AUTO 150, AUTO 172, AUTO 174, AUTO 276, AUTO 278, AUTO 280.

This course incorporates history, theories of operation, testing, diagnosis and repair of automatic transmissions and transaxles. Hydraulic theory, torque multiplication factor, and planetary gear set operation will be covered in detail. Proper disassembly and reassembly procedures will be emphasized.

AUTO 276 Automotive Engine Performance

6 credits. 9 hours. (Lecture 3 hours. Laboratory 6 hours.)
Prerequisites: AUTO 150, AUTO 166, and concurrent enrollment in or completion of AUTO 279.

This course incorporates the history, theories of operation, diagnosis, and repair of fuel systems, emissions systems and electronic engine management systems. Ignition system theory and secondary system checks will be covered. This course will emphasize published diagnostics procedures.

AUTO 277 Specialized Electronics Training

6 credits. 9 hours. (Lecture 3 hours. Laboratory 6 hours.)
Prerequisites: AUTO 166 and class member of a General Motors ASEP class. Solid-state electronic principles and applications on devices as utilized on late model General Motors computer equipped vehicles. Includes GM certifications.

AUTO 278 Electronic Engine Control

6 credits. 9 hours. (Lecture 3 hours. Laboratory 6 hours.)
Prerequisites: AUTO 166 and be a student in the Ford Motor Co. Asset program. Solid-state electronic principles and applications on devices as utilized on late model Ford Motor company's computer-equipped vehicles. Includes Ford certifications.

AUTO 279 Automotive Electronic Systems

6 credits. 8 hours. (Lecture 3 hours. Laboratory 6 hours.)
Prerequisites: AUTO 166.
This course builds on previous learning in automotive electrical systems. Electronic principles and theories of operation are explored in detail. Application, diagnosis and repair of automotive computer management systems will be covered.

AUTO 280 Diagnosis and Repair

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)
Prerequisites: Completion of AUTO 150, AUTO 166, AUTO 172, AUTO 174 (not required for GM ASEP or Ford ASSET students) and AUTO 264. Concurrent enrollment in or completion of AUTO 272, AUTO 276, and AUTO 278. This course employs a lecture/laboratory approach to the use of diagnostic equipment pertaining to drivability issues, network communications, and computerized management of all vehicular systems. This course will concentrate on development of diagnostic processes without published procedures. This course is designed to increase problem solving and critical thinking skills.

AUTO 282 Hybrid Electric Vehicles

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)
Prerequisites: AUTO 150, AUTO 166, AUTO 276, AUTO 279.
Concurrent enrollment in or completion of AUTO 280. This course incorporates history, theories of operation, maintenance, diagnosis and repair of hybrid electric power trains. Computerized management systems related to hybrid electric vehicle systems will be covered in detail.

AUTO 288 Alternative Fuels & Vehicles

6 credits. 9 hours. (Lecture 3 hours. Laboratory 6 hours.)
Prerequisites: AUTO 150, AUTO 166, AUTO 276, and AUTO 279.
Concurrent enrollment in or completion of AUTO 280. This course incorporates history, theories of operation, maintenance, diagnosis and repair of alternative fuel vehicle power trains including hybrid electric vehicles. Computerized management systems related to alternative fuel and hybrid electric vehicles will be covered in detail.

Basic Skills

MCC-Blue River

BASK 13 Spelling

2-3 credits. 2-3 hours. (Lecture 2-3 hours.)
The student will identify auditory and visual-centered spelling problems and become proficient in spelling skills.

BASK 19 Punctuation

1 credit. 2 hours. (Laboratory 2 hours.)
Rules and use of punctuation.

BASK 20 Just Grammar

1 credit. 2 hours. (Laboratory 2 hours.)
Topics in this course include parts of speech and sentences; clauses, phrases, agreement and correct usage.

BASK 21 Just Sentences

1 credit. 2 hours. (Laboratory 2 hours.)
This course is designed to include sentence fundamentals, verb recognition, sentence elements, sentence types, sentence errors and corrections.

BASK 22 Just Spelling

1 credit. 1 hour. (Lecture 1 hour.)
This course deals with correcting common spelling errors by study of consonant and vowel sounds and spelling rules.

BASK 24 College Entrance Skills

3 credits. 3 hours. (Lecture 3 hours.)
Introduction to basic study skills, college resources and college procedures.

BASK 26 Solving Word Problems

1 credit. 2 hours. (Laboratory 2 hours.)
Interpretation and solution of word problems in basic mathematics.

BASK 39 Sentences to Paragraphs

1-2 credit. 1-3 hour. (Lecture 1-3 hour.)
Moving from sentence to paragraph writing. Topic sentences, coherence, focus, and organization.

BASK 40 Mathematic Skills/Special Topics

1 credit. 1 hour. (Lecture 1 hour.)
Various topics in basic arithmetic based on student needs. Will include fractions, decimals, ration and proportion, critical thinking and geometric concepts.

Biology

MCC-Blue River

Mehdi Borhan
Shari Harden
Todd Martin
Rachel Smith
MCC-Maple Woods
Rani Duggal
Larry Reichard
Paul Smith
Kenneth Snell
Cammie Snow
Scott Quinton

MCC-Longview

Eugene Fenster
Keet Kopecky
Greg Loftin
Stephen Reinbold
Lavon Tonga
MCC-Penn Valley
Mahmoud Bishr
Robin Craig-Carriga
Terrence Davin
Nancy Harrington
Steven Lewis

BIOL 100 Introduction to Cell Biology

3 credits. 3 hours. (Lecture 3 hours.)
Prerequisite: MATH 20 or MATH 20L or appropriate placement test score. Fundamental concepts preparatory to the study of physiology and microbiology with emphasis on the cell and subcellular structures.

BIOL 101 General Biology

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)
Biological principles and methods applied to selected groups of living organisms and their environment.

BIOL 102 Environmental Science

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)
General principles of human ecology and environmental science. Examination of problems in human ecology such as population growth, resource allocation, and pollution. Field work.

BIOL 104 General Botany

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)
Biological principles and their application to the plant kingdom. Microscopic and gross examination of anatomy of plants. Life cycles and ecological relationships.

BIOL 106 General Zoology

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)
Systematic survey of the major animal phyla. Microscopic and gross examination of representative animal types. Anatomy and physiology, natural history, life cycles, ecological relationships, and genetics.

BIOL 109 Anatomy and Physiology

6 credits. 8 hours. (Lecture 4 hours. Laboratory 4 hours.)
Prerequisite: BIOL 100 or CHEM 105.
Structure and function in the human body and mechanisms of homeostasis.

BIOL 110 Human Anatomy

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)
Structure and function in the human body.

BIOL 118 Introduction to Biology

5 credits. 6 hours. (Lecture 4 hours. Laboratory 2 hours.)
Basic structure of life. Cell structure. Plant and animal systems. Diversity of life. Relationship of human beings to other living things and the interaction of biological and physical systems. Part of the instruction given by videotape.

BIOL 120 Bioethics

3 credits. 3 hours. (Lecture 3 hours.)
Biological and ethical implications of selected topics in modern biology, such as genetic engineering, human organ transplant, medical procedures prolonging the dying process, and experimentation on human beings.

BIOL 121 Directed Project

1 credit. 2 hours. (Laboratory 2 hours.)
Supervised introductory study of a topic in biology.

BIOL 123 General Biology for Majors I

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)
Prerequisite: COLL 100.
Study of biological principles including; genetics, evolution, population, and ecosystems.

BIOL 124 General Biology for Majors II

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)
Prerequisite: BIOL 123 with a C grade or higher and COLL 100.
A survey of plant and animal phyla, life cycles, natural history, ecological relationships and genetics.

BIOL 125 Biology of Human Sexuality

3 credits. 3 hours. (Lecture 3 hours.)
Exploration of human sexuality and the broad spectrum of its development, manifestations and expressions. Reproductive strategies across the kingdoms; development, anatomy and physiology of human reproductive and sexual systems from conception to maturity; sexual function and dysfunction; gender and sexual expression; sexual health and infection; fertility and infertility; roles of society, culture and relationships in human sexuality.

BIOL 132 Human Nutrition

3 credits. 3 hours. (Lecture 3 hours.)
Function of nutrients. Factors affecting the utilization of nutrients. Food pyramids and dietary allowances. Dietary calculation and evaluation. Special needs during the life cycle. Current issues in nutrition.

BIOL 137 Introduction to Pathophysiology

4 credits. 4 hours. (Lecture 4 hours.)
Prerequisites: BIOL 110 and 210, or HLSC 108 or 109.
Causes, signs, symptoms, and pathological changes in structure and function of the human body in common diseases. Selected diagnostic and treatment procedures. Some general public health aspects.

BIOL 150 Medical Terminology

2 credits. 2 hours. (Lecture 2 hours.)
Basic vocabulary of medical terms stressing prefixes, suffixes, and roots, with application to each system of the body.

BIOL 198 Service-learning in Biology

1-3 credit. 1-3 hour. (Lecture 1-3 hour.)
This is an experiential learning opportunity that links concepts and principles of biology to real-world application through community service. Includes 40-hours of on-task service to a community organization, agency, or public service provider per credit hour. The community service placement agency and service assignment will vary, dependent on the disciplinary course topic and learning objectives.

BIOL 202 Ecology

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)
Prerequisite: BIOL 101 or 104, or BIOL 106 or BIOL 123 or BIOL 124.
Study of interrelationships between organisms and their environment. Site visits to primary and secondary forests, grasslands, and aquatic ecosystems.

BIOL 204 Genetics

3 credits. 3 hours. (Lecture 3 hours.)
Prerequisite: BIOL 101 or 104, or 106 or BIOL 123 or BIOL 124.
This course is designed to cover four major topics in genetics: 1) transmission genetics 2) molecular structure of the gene 3) molecular functioning of the gene and 4) population and evolutionary genetics.

BIOL 208 Microbiology

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)
Prerequisites: BIOL 100 or CHEM 105 or higher, plus one of the following courses: BIOL 101, BIOL 104, BIOL 106, BIOL 108, BIOL 109, BIOL 110, BIOL 123, BIOL 124.
Growth, physiology, and genetics of microorganisms. Fundamental concepts of immunology, virology, bacteriology, mycology, and parasitology. Aspects of host-parasite relationships and control of microorganisms by physical and chemical agents.

BIOL 210 Human Physiology

5 credits. 7 hours. (Lecture 4 hours. Laboratory 3 hours.)
Prerequisite: BIOL 110 and either BIOL 100 or CHEM 105.
Functions of the human body as revealed by cells, tissues, organs, and systems in terms of underlying physicochemical processes.

BIOL 211 Field Biology

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)
Prerequisite: BIOL 101, 104 or 106, or BIOL 123, or BIOL 124.
Flora and fauna of selected biomes including field observation, identification, classification, and ecological relationships. Students must be prepared to camp out while in the field.

BIOL 214 Principles of Genetics

4 credits. 6 hours. (Lecture 3 hours. Laboratory 3 hours.)
Prerequisites: BIOL 101 or BIOL 104 or BIOL 106, or BIOL 123, or BIOL 124.
Basic principles of heredity in animals, plants, and microorganisms. Mendelian and other principles of transmission genetics and cytogenetics. Molecular genetics of gene structure and function. Introduction to population genetics.

BIOL 220 Special Topics in Biology

1-5 credit. 1-5 hour. (Laboratory 2-10 hours.)
Prerequisite: Two courses in biological science.
Study of a biological topic of special interest under the supervision of a faculty member.

BIOL 238 International Human Ecology

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)
Study of international human diversity with a focus on problem-solving by selected cultures. Students will visit villages, schools, and homes over a period of at least 18 days at selected international destinations acquiring knowledge and appreciation of local solutions to traditional and contemporary environmental challenges. Consent of the instructor required. Requirement Designation: Global Diversity

BIOL 239 International Field Biology

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)
Prerequisites: BIOL 101, BIOL 104, or BIOL 106, or BIOL 123, or BIOL 124
Principles of ecology and natural history applied to flora and fauna of selected international field site. Students will spend at least 18 days in the field within selected countries acquiring in-depth knowledge of major biological taxa, ecosystems, and processes. Requirement Designation: Global Diversity

Business Administration

MCC-Blue River
Lynn Canaday

MCC-Longview
Zach McNeil
Randy Kidd

MCC-Maple Woods
James Moes
Kimberly Luken

MCC-Penn Valley
Sheryl Farnan

BSAD 100 Introduction to Accounting

3 credits. 3 hours. (Lecture 3 hours.)
Introduction to the steps of the accounting cycle. Practical background in accounting for professional offices and/or merchandising businesses.

BSAD 101 Accounting Principles I

3 credits. 3 hours. (Lecture 3 hours.)
Practice and application of the accounting principles involved in the process of preparing financial statements in accordance with the Generally Accepted Accounting Principles. Includes accounting procedures for cash, accounts receivable, inventory, depreciation and payroll.

BSAD 102 Accounting Principles II

3 credits. 3 hours. (Lecture 3 hours.)
Prerequisite: BSAD 101 or two years of high school accounting.
Practice and application of the accounting principles involved in partnerships and corporations. Departmentalization, budgeting, and statement analysis.

BSAD 103 Business English

3 credits. 3 hours. (Lecture 3 hours.)

Apply the English concepts and critical thinking skills to business writing and workplace applications via the Internet. Review of fundamentals of grammar, sentence structure, punctuation, and capitalization.

BSAD 105 Human Resources Management

3 credits. 3 hours. (Lecture 3 hours.)

This course provides an overview of the human resources management functions within an organization and the human resources management profession generally.

BSAD 109 Principles of Supervision

3 credits. 3 hours. (Lecture 3 hours.)

This course is an integrated approach involving a variety of issues confronting supervisors and provides practical solutions within a diversified workforce and a global marketplace. The course explores how supervisors relate to employees, other supervisors and upper management, and emphasizes skills applications couples with Internet activities that require students to seek current information.

BSAD 113 Field Experience I

3 credits. 3 hours. (Lecture 3 hours.)

Independent study in business related areas under the supervision of a faculty member.

BSAD 114 Field Experience II

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: BSAD 113 and COLL 100.

Field Experience II is a continuation of Field Experience I; however, this course focuses on the five functions of management: controlling, organizing, developing, planning, and staffing. Students are required to be employed a minimum of 30 hours a week and will complete a business related project.

BSAD 120 Organizational Behavior

3 credits. 3 hours. (Lecture 3 hours.)

Course investigates the impact that individuals, groups, and organizational structures have on behavior in the workplace. The student will develop individual competencies with emphasis in business environments. The acquired competencies can be applied toward improving individual and organizational effectiveness.

BSAD 127 Management Internship I

3 credits. 15 hours. (Field Studies 15 hours.)

On-the-job experience approved by the coordinator.

BSAD 128 Management Internship II

3 credits. 15 hours. (Field Studies 15 hours.)

Prerequisite: BSAD 127.

On-the-job experience approved by the coordinator.

BSAD 150 Introduction to Business

3 credits. 3 hours. (Lecture 3 hours.)

Overview of all phases of business, including ownership, marketing, personnel, finance, managerial controls, and the relationship of business to the social and economic environment in which it operates.

BSAD 151 Personal Finance

3 credits. 3 hours. (Lecture 3 hours.)

Principles of personal financial planning enabling the student to achieve personal economic satisfaction and long-term financial security. Topics will include career planning, taxes, banking, consumer strategies, housing, transportation, insurance, investments, retirement and estate planning.

BSAD 153 Accounting Information Systems

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: BSAD 101.

Investigations, application, and utilization of accounting software packages in a computerized business accounting system.

BSAD 154 Managerial Accounting

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: BSAD 101.

Interaction between the fields of accounting and management with emphasis on analysis of accounting records for aiding managerial decision making.

BSAD 155 Accounting Using Spreadsheets

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: BSAD 101.

The emphasis of this course is to teach the solving of accounting problems utilizing spreadsheet programs as a tool.

BSAD 161 Professional Development and Business Careers

3 credits. 3 hours. (Lecture 3 hours.)

This course prepares students to match a career choice with their education, training, interests, abilities and current job market information. Topics and process will include self-assessment, career investigation and planning, employment communication, professional ethics and diversity issues.

BSAD 185 Customer Service

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: BSAD 120, BSAD 150, BSAD 221, CSIS 115, MATH 20 & have demonstrated keyboarding proficiency of 35 words a minute with 90% accuracy.

Fundamental principles of serving customer needs. Instruction and practice in identifying and providing for customer needs, handling situations on the telephone, developing and using telemarketing strategies, and establishing professional work standards.

BSAD 190 Office Management

3 credits. 3 hours. (Lecture 3 hours.)

Organization and control of administrative office operations, staff and resources. Students will examine and apply functions and principles of management, leadership, problem solving, appraising, job design and analysis, and diversity practices.

BSAD 198 Service-learning in Business

1-3 credit. 1-3 hour. (Lecture 1-3 hour.)

This is an experiential learning opportunity that links concepts and principles of business to real-world application through community service. Includes 40-hours of on-task service to a community organization, agency, or public service provider per credit hour. The community service placement agency and service assignment will vary, dependent on the business course topic and learning objectives.

BSAD 202 Intermediate Accounting I

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: BSAD 102.

Practice and application of financial reporting accounting in accordance with the generally accepted accounting. Principles. Includes financial statements and related disclosures, asset measurement, income determination, valuation of liabilities and investments.

BSAD 204 Business Management

3 credits. 3 hours. (Lecture 3 hours.)

Principles and practices of business management developed around the framework of the functions of planning, organizing, and controlling. Specific topics covered includes: managerial ethics, group dynamics, employee motivation, communications, decision-making, leadership and management styles, productivity, and organizational effectiveness.

BSAD 205 Marketing

3 credits. 3 hours. (Lecture 3 hours.)

The principles of marketing involves the structure of marketing institutions in a global environment. The course includes analysis of marketing functions, consumer behavior, segmentation, market research, product planning, pricing, promotion, distribution and marketing strategies. Internet and electronic mail activities are integrated to develop competencies in data collection, application and task analysis.

BSAD 207 Labor Management Relations

3 credits. 3 hours. (Lecture 3 hours.)

Current issues in the industrial and post-industrial society. Contract negotiations, arbitration policies, conflict theories, strategies for conflict resolution, and administering the collective bargaining agreement. This course is taught by The Institute for Labor Studies.

BSAD 210 Logistics Management

3 credits. 3 hours. (Lecture 3 hours.)

Logistics management is an integrated system approach involving a variety of environments within a global marketplace. The course explores the logistic system from inbound movement of material and freight into the organization, through physical distribution of the completed product to the consumer. Includes hands-on applications, activities, and simulations using the Council Supply Chain Management Professional's guidelines and materials.

BSAD 211 Operations Management

3 credits. 3 hours. (Lecture 3 hours.)

This course covers the central role and importance of the operations function in both service and product organizations. Strategy, design, scheduling, materials handling, inventory, production, MRP and distribution are covered.

BSAD 212 Transportation Operations and Management

3 credits. 3 hours. (Lecture 3 hours.)

This course covers the significance of an integrated, well-organized, transportation system to a market-driven economy. The development of the transportation system to the U.S. from both historic and economic perspectives is included.

BSAD 213 Warehouse and Distribution Centers

3 credits. 3 hours. (Lecture 3 hours.)

This is an integrated system approach involving a variety of environments within a global marketplace. The course covers the organization and operations of warehouses and distribution center. The major components are warehousing and distribution center paradigms, system design, locations, technology and financial dimensions.

BSAD 219 Entrepreneurship

3 credits. 3 hours. (Lecture 3 hours.)

A combined practical, hands-on, and academic approach to entrepreneurship via the creative and innovative process of recognizing opportunity, gathering resources and creating a feasibility study around conceptualizing a business idea and business plan.

BSAD 221 Business Communications

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 30.

Business Communications identifies the scope and structure of communications within a business environment. The areas of study include writing processes involving a wide variety of business correspondences. Current methods of communication by technology are covered with direct applications utilizing Internet, Email, PowerPoint presentations, electronic files, employee and data privacy, resumes and interviewing techniques. Emphasis is placed on formal reports within the APA and MLA formats/structures.

BSAD 224 Entrepreneurship Experience

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: BSAD 219.

The Entrepreneurship Experience combines classroom lecture and the opportunity to further develop specific business skills as student teams work to assess and resolve problems of small businesses in the local area. Student will perform the research necessary to provide guidance and solutions to the small business challenges presented by the client. High quality written communication and presentation skills will be expected for all published and created work.

BSAD 228 Problems in Small Business Operations

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: BSAD 219.

Introduces the fundamentals of business management, including planning, raising capital, using business information, managing employees, and marketing products and services. The course focuses on principles needed to operate a small business and is designed for those who may eventually have their own businesses or for those who desire to upgrade their skills in their present businesses.

BSAD 252 Individual Income Tax

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: BSAD 101.

Principles of the Internal Revenue Code as applied to individual returns. Forms required from the employer and the individual. Preparation of individual tax form 1040 and accompanying schedules.

BSAD 254 Business Law I

3 credits. 3 hours. (Lecture 3 hours.)

Identification and discussion of principles of law related to business transactions. Topics covered include: contracts, agency, employment, negotiable instruments, personal property, and bailments.

BSAD 255 Business Law II

3 credits. 3 hours. (Lecture 3 hours.)

Identification and discussion of principles of law related to business transactions. Topics include: sale of goods, partnerships, corporations, real property, security devices, bankruptcy, and estates.

BSAD 270 Legal Environment of Business

3 credits. 3 hours. (Lecture 3 hours.)

Provides a survey of laws that are important to persons as citizens of the United States and as participants in its economic system.

BSAD 290 Business Capstone

1 credit. 1 hour. (Lecture 1 hour.)

This course is required to obtain an Associate in Applied Science Degree. Independent study in business related areas under the supervision of a faculty member. Pass/Fail.

Chemistry

MCC-Blue River

Shveta Chaudhary

MCC-Maple Woods

MCC-Longview

MCC-Penn Valley

Douglas Martin

Michael Sweetland

Ahmed El-Sherif

CHEM 101 Survey of Chemistry

5 credits. 6 hours. (Lecture 4 hours. Laboratory 2 hours.)

Survey of the principles of chemistry and the role and significance of chemistry in the modern world.

CHEM 105 Introductory Chemistry for Health Sciences

5 credits. 7 hours. (Lecture 4 hours. Laboratory 3 hours.)

The principles of general, organic, and biological chemistry for health science students.

CHEM 107 Preparatory General Chemistry

5 credits. 6 hours. (Lecture 4 hours. Laboratory 2 hours.)

Prerequisite: MATH 110 or appropriate placement test score or one unit of high school algebra.

Introduction to the elementary principles of chemistry with emphasis on chemical calculations.

CHEM 111 General College Chemistry I

5 credits. 7 hours. (Lecture 4 hours. Laboratory 3 hours.)

Prerequisite: CHEM 107 or high school chemistry & MATH 120.

Introduction to the understanding of atoms and molecules: their qualitative and quantitative reactions and interactions.

CHEM 112 General College Chemistry II

5 credits. 7 hours. (Lecture 4 hours. Laboratory 3 hours.)

Prerequisite: CHEM 111.

Chemical equilibrium, kinetics, electrochemistry, thermodynamics, and the reactions of the elements and their compounds explained in terms of bonding and energy relationships. A brief introduction to the chemistry of organic compounds is included.

CHEM 205 Introductory Organic Chemistry for Health Sciences

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)

Prerequisite: CHEM 105 or CHEM 111.

Basic concepts of organic and biological chemistry for health science students.

CHEM 221 Organic Chemistry I

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)

Prerequisite: CHEM 112 with a grade of C or higher.

Nomenclature, reactions, stereochemistry, and physical properties of alkanes, alkenes, alkynes, and alkyl halides. Exploration of the mechanisms and kinetics of organic reactions. Introduction to the chemical literature and to infrared, NMR, and mass spectroscopy.

CHEM 222 Organic Chemistry II

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)

Prerequisite: CHEM 221 with a grade of C or higher.

Nomenclature, reactions, stereochemistry, physical properties, and spectroscopy of aromatic compounds, alcohols, ethers, aldehydes, ketones, amines, carboxylic acids, and their derivatives. Further explorations of the mechanisms and kinetics of organic reactions. Introduction to biochemical compounds.

College

Offered at all campuses

COLL 100 First-Year Seminar

1 credit. 1 hour. (Lecture 1 hour.)

The course is designed to help students adjust to the MCC community, develop a better understanding of the learning process, and acquire essential academic survival skills.

Communication Studies

MCC-Blue River
Dee Mathison

MCC-Maple Woods
Lynette Jachowicz
Ayanna Bridges
Daniel Wright

MCC-Longview
Bill Cue

MCC-Penn Valley
Kim Wilcox

COMM 100 Fundamentals of Speech

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 30 or ENGL 90 or appropriate placement test score and COLL 100.

An introductory public speaking course including practical application of speaking and listening skills. The emphasis will be on the organization and delivery of subject matter.

COMM 102 Fundamentals of Human Communication

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 30 / 90 or appropriate placement test score and COLL 100.

An introduction to the process of human communication covering the basic forms of public speaking as well as topics in interpersonal communication. This course will emphasize the practical application of speaking and listening skills.

COMM 110 Argumentation and Debate

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 30 / 90 or appropriate placement test score and COLL 100.

This course will present the theory, methods, structure and execution of competitive debate. Students will participate in competitive debates with other area debate squads.

COMM 112 Introduction to Mass Communication

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: ENGL 30 / 90 or appropriate placement test score and COLL 100.

This course provides a historical study of the content, structure and control of modern communications in the United States. Students will learn criteria for evaluating media content relative to the nature and consequences of news, entertainment, and advertising.

COMM 118 Introduction to Public Relations I

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: ENGL 30 / 90 or appropriate placement test score and COLL 100.

An overview of the history and practices of public relations. Students will practice writing various public relations materials and examining field and case studies. Topics will include sections on unethical public relations practices and the relationship of public relations to the press and to society.

COMM 128 Introduction to Film

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: ENGL 30 / 90 or appropriate placement test score and COLL 100.

This course consists of viewing and analyzing films from a historical and technical perspective. It will examine various aspects of film as visual language art form by examining its genres and theoretical perspectives.

COMM 130 Directed Studies in Communications

1-3 credit. 1-3 hour. (Independent Study 1-3 hour.)

Prerequisites: COMM 100 and COLL 100.

Students will work independently in a professional environment designed to give them professional work experience in a selected program area within the field of communications. Students may also choose to do an independent project under the supervision of a faculty member. Those students selecting work in a professional environment will also be under the supervision of the director or supervisor for the selected work environment.

COMM 131 Directed Studies in Debate

1-3 credit. 1-3 hour. (Independent Study 1-3 hour.)

Prerequisites: COMM 100 and COLL 100.

Students will work independently in a professional environment designed to give them professional work experience in a selected program area within the field of debate. Students may also choose to do an independent project under the supervision of a faculty member. Those students selecting work in a professional environment will also be under the supervision of the director or supervisor for the selected work environment.

COMM 198 Service-learning in Communications

1-3 credit. 1-3 hour. (Lecture 1-3 hour.)

Prerequisites: COMM 100 and COLL 100.

This is an experiential learning opportunity that links concepts and principles of communications to real-world application through community service. Includes 40-hours of on-task service to a community organization, agency, or public service provider per credit hour. The community service placement agency and service assignment will vary, dependent on the communications course topic and learning objectives.

COMM 200 Media Internship I

3 credits. 15 hours. (Field Studies 15 hours.)

Prerequisite: COLL 100 and at least 6 hours from any two of the following courses in COMM: 112, 118, 263.

This internship is designed to provide students with practical experience working at a local media outlet.

COMM 201 Advanced Public Speaking

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: COMM 100 and COLL 100.

This course will provide students with additional practice in public speaking situations with special emphasis on organization, development of ideas, and mechanics of delivery.

COMM 203 Media Internship II

3 credits. 15 hours. (Field Studies 15 hours.)

Prerequisites: COMM 200 and COLL 100.

This internship is designed to provide students with additional practical experience working at a local media outlet.

COMM 204 Small Group Communication

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 30 / 90 or appropriate placement test score and COLL 100.

A study of strategies and communication relationships unique to small groups. Emphasis on the development of both leadership and participation skills.

COMM 223 Interpersonal Communication

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 30 / 90 or appropriate placement test score and COLL 100.

An overview of the processes and practices of interpersonal communication. Topics include the role of self-concept, perception, language, diversity, conflict, and listening. This course examines various forms and contexts of verbal and non-verbal communication.

COMM 228 African Film

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: ENGL 30 / 90 or appropriate placement test score and COLL 100.

An overview of contemporary African culture and history through the medium of movies by African filmmakers. Themes will include the legacies of colonialism, identity formation, globalization, and the changing sex roles in modern Africa.

COMM 233 Intercultural Communication

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: ENGL 30 or 90 or appropriate placement test score & COLL 100.

This course will examine how cultural variables and practices impact communication. It will emphasize achieving cultural communication competence and reducing cultural conflict by examining the role of identity, ethnicity, gender, perception, values, beliefs, and attitude within and outside one's culture. Requirement Designation: Global Diversity

COMM 263 Digital Video Production

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisites: ENGL 30 / 90 or appropriate placement test score and COLL 100.

This course provides students with the skills to shoot, edit, and produce digital video content. Students will use modern video lighting, recording, digitizing, and editing equipment to create video productions suitable for broadcast or distribution via optical disc or the web.

COMM 264 Digital Video Editing

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisites: COMM 263 (formerly MSCM 263) and COLL 100.

This course builds on the topics presented in COMM 263 and provides students with the skills necessary to create sophisticated video productions using digital video editing software. Students will use advanced editing techniques, create special effects for video and audio, use multi-track audio and audio restoration techniques, create video programs for television and the internet, and produce a digital portfolio.

Computer Integrated Machining & Manufacturing

MCC-Business & Technology

David Grady

CIMM 100 Introduction to Machining and Manufacturing

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

This course is designed to introduce the student to the manufacturing environment, requirements and career opportunities of major technologies in industry. The course will cover the history, setting of manufacturing and industry, safety, drawing, measurement and layout and an introduction to basic shop equipment.

CIMM 101 Machine Shop Safety

1 credit. 1.5 hours. (Lecture 0.5 hour. Laboratory 1 hour.)

Prerequisite: COLL 100.

This course covers the safe use of basic shop power equipment and hand tools. The student will learn precision measurement methods. This course is designed for students in engineering disciplines. It serves as a prerequisite for supervised use of the Engineering Student Machine Shop and serves as a prerequisite for all UMKC Engineering Lab courses.47110

CIMM 102 Basic Lathe Operation

1 credit. 1.5 hours. (Lecture 0.5 hour. Laboratory 1 hour.)

Prerequisite: CIMM 101 or concurrent enrollment.

This course covers the safe use and proper operation of a manual lathe. This course is designed for students in engineering disciplines. It serves as a prerequisite for supervised use of the Engineering Student Machine Shop and serves as a prerequisite for all UMKC Engineering Lab courses.

CIMM 103 Basic Mill Operation

1 credit. 1.5 hours. (Lecture 0.5 hour. Laboratory 1 hour.)

Prerequisite: CIMM 101 or concurrent enrollment.

This course covers the safe use and proper operation of a manual mill. This course is designed for students in engineering disciplines. It serves as a prerequisite for supervised use of the Engineering Student Machine Shop and serves as a prerequisite for all UMKC Engineering Lab courses.

CIMM 105 Introduction to Blueprint Reading

2 credits. 2.5 hours. (Lecture 1.5 hours. Laboratory 1 hour.)

Prerequisite: COLL 100.

The student will learn to read and interpret basic blueprints commonly found in manufacturing. This course is designed for students in the machining and manufacturing careers.

CIMM 110 Manual Lathe Operation

3 credits. 3 hours. (Lecture 1.5 hours. Laboratory 3 hours.)

Prerequisite: CIMM 100 with a C or better or concurrent enrollment & COLL 100.

The student will learn to select appropriate tooling, setup and safely operate a manual lathe. This course is designed for students in machining and manufacturing careers.

CIMM 115 Manual Mill

3 credits. 3 hours. (Lecture 3 hours. Laboratory 3 hours.)

Prerequisite: CIMM 100 with a C or better or concurrent enrollment & COLL 100.

The student will learn to select appropriate tooling, setup and safely operate a manual mill. This course is designed for students in machining and manufacturing careers.

CIMM 120 CNC Programming Fundamentals

2 credits. 2 hours. (Lecture 1.5 hours. Laboratory 1 hour.)

Prerequisites: CIMM 105 and CIMM 110 or CIMM 115 or concurrent enrollment.

The student will learn the fundamentals of Computer Numerical Control (CNC) programming, write a basic lathe and mill program, load and prove out a program. This course is designed for students in machining and manufacturing careers.

CIMM 121 CNC Lathe Operation Fundamentals

4 credits. 5.5 hours. (Lecture 2.5 hours. Laboratory 3 hours.)

Prerequisites: CIMM 110 or concurrent enrollment & COLL 100.

The student will learn the fundamentals of Computer Numerical Control (CNC) lathe programming and operation. This course is designed for students in machining and manufacturing careers.

CIMM 122 CNC Mill Operation Fundamentals

4 credits. 4 hours. (Lecture 2.5 hours. Laboratory 3 hours.)

Prerequisite: CIMM 115 or concurrent enrollment & COLL 100.

The student will learn the fundamentals of Computer Numerical Control (CNC) mill programming and operation. This course is designed for students in machining and manufacturing careers.

CIMM 130 Machining for Related Occupations

5 credits. 8 hours. (Lecture 2 hours. Laboratory 6 hours.) Prerequisites: COLL 100.

This course is designed to introduce the student to common machining practices. The student will learn layout, measuring tools, benchwork, machine setup and operation required to operate saws, drill presses, lathes and mills. This course is designed for the student pursuing degrees that require a knowledge of machining.

CIMM 150 Lathe Internship & Co-Op

3 credits. 3 hours. (Lecture 3 hours. Clinical 6 hours.)

Prerequisites: COLL 100, CSIS 100, CIMM 100, CIMM 105, CIMM 110, and CIMM 121, or concurrent enrollment and a C or better in the prerequisite classes.

The student will get on-the-job work experience as a manual and/or CNC lathe machinist. The student will attend class and work on specific skill development related to manual and/or CNC lathe operation.

CIMM 151 Mill Internship & Co-Op

3 credits. 3 hours. (Lecture 3 hours. Clinical 3 hours.)

Prerequisites: CIMM 100/105/115/122, COLL 100, CSIS 100 or concurrent enrollment and a C or higher in the prerequisite classes.

The student will get on-the-job experience as a manual and/or CNC mill operator. The student will attend class and work on specific skill development related to manual and/or CNC mill operation.

CIMM 155 Grinding Operations

2 credits. 3 hours. (Lecture 1 hour. Laboratory 2 hours.)

Prerequisites: CIMM 100 & 105 & 110 & 115 & COLL 100.

This course covers the fundamentals of safely operating various pieces of grinding equipment. The emphasis will be on the care and use of surface grinders. This course is designed for students in machining and manufacturing careers.

CIMM 160 Advanced Lathe Operations

4 credits. 5.5 hours. (Lecture 2.5 hours. Laboratory 3 hours.)

Prerequisites: CIMM 121 or concurrent enrollment & COLL 100.

This course covers numerous topics in lathe operation not covered by the basic courses. This will include CNC Lathe as well as Manual Lathe. The course is designed for students in the machining and manufacturing careers.

CIMM 161 Advanced Mill Operations

4 credits. 5.5 hours. (Lecture 2.5 hours. Laboratory 3 hours.)

Prerequisites: CIMM 122 or concurrent enrollment & COLL 100.

This course covers numerous topics in mill operation not covered by the basic courses. This will include CNC mill as well as manual mill. The course is designed for students in the machining and manufacturing careers.

CIMM 199 Special Problems and Projects

1-3 credit. 1-3 hour. (Laboratory 2-6 hours.)

Prerequisite: Instructor Approval and COLL100.

Independent study in machining and manufacturing areas under the supervision of a faculty member.

CIMM 200 Advanced Machining

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisites: CIMM 150 & 151 or CIMM 160 & 161.

This course will provide advanced machining concepts in lathe and mill operations. It will also give an overview of Metallurgy and Geometric

Dimensioning and Tolerancing.

CIMM 225 MasterCAM I

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisites: CSIS 100 & (CIMM 121 or CIMM 122) & COLL 100.

This course is designed as an introduction to MasterCAM software. Menu screens and configuration of the software will be covered working thru 2-D projects on the lathe and mill.

CIMM 226 MasterCAM II

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisites: CIMM 225 and COLL 100.

This course is designed for the experienced Master Cam user wanting to explore 3-Dimensional frame creation and surface modeling. The course focus will be on 3-D surface creation, surface machining, construction planes, drawing organization and four and five axis machine procedures.

CIMM 231 Capstone - Job Planning, Benchwork & Layout

1 credit. 1.5 hours. (Lecture 0.5 hour. Laboratory 1 hour.)

Prerequisites: CIMM 100, CIMM 105 and COLL100.

Students receive NIMS Level I Credentials in Job Planning, Benchwork, and Layout upon successful completion of the performance tests and theory exams. NIMS documents the skills of the individuals through the skill standard developed through a consortium.

CIMM 232 Capstone - Milling

1 credit. 1.5 hours. (Lecture 0.5 hour. Laboratory 1 hour.)

Prerequisites: CIMM 100, 105 & 115 & COLL 100.

A student receives NIMS Level I Credentials in Milling upon successful completion of the performance test and theory exam. NIMS documents the skills of individual through the consortium developed skill standard.

CIMM 233 Capstone - Chucking

1 credit. 1.5 hours. (Lecture 0.5 hour. Laboratory 1 hour.)

Prerequisites: CIMM 100, 105 & 110 & COLL 100.

A student receives NIMS Level I Credentials in Lathe-Chucking upon successful completion of the performance test and theory exam. NIMS documents the skills of individual through the consortium developed skill standards.

CIMM 234 Capstone - Turning

1 credit. 1.5 hours. (Lecture 0.5 hour. Laboratory 1 hour.)

Prerequisites: CIMM 100, 105 & 110 & COLL 100.

A student receives NIMS Level I Credential in Lathe - Turning upon successful completion of the performance test and theory exam. NIMS documents the skills of the individual through the consortium developed skill standards.

CIMM 235 Capstone - Surface Grinding

1 credit. 1.5 hours. (Lecture 0.5 hour. Laboratory 1 hour.)

Prerequisites: CIMM 100, 105 & 115 & COLL 100.

A student receives NIMS Level I Credential Surface Grinding upon successful completion of the performance test and theory exam. NIMS documents the skills of the individual through the consortium developed skill standards.

CIMM 236 Capstone - CNC Milling

1 credit. 1.5 hours. (Lecture 0.5 hour. Laboratory 1 hour.)

Prerequisite: CIMM 100, 105 & 122 & COLL 100.

Students receive NIMS Level I Credentials in CNC Milling upon successful completion of the performance tests and theory exams. NIMS documents the skills of the individuals through the skill standard developed through a consortium.

CIMM 237 Capstone - CNC Turning

1 credit. 1.5 hours. (Lecture 0.5 hour. Laboratory 1 hour.)

Prerequisite: CIMM 100, CIMM 105, CIMM 121 & COLL 100.

Students receive NIMS Level I Credentials in CNC Turning upon successful completion of the performance tests and theory exams. NIMS documents the skills of the individuals through the skill standard developed through a consortium.

CIMM 238 Capstone - Drill Press

1 credit. 1.5 hours. (Lecture 0.5 hour. Laboratory 1 hour.)

Prerequisites: CIMM 100, CIMM 105 & COLL 100.

Students receive NIMS Level I Credentials in Drill Press upon successful completion of the performance tests and theory exams. NIMS documents the skills of the individuals through the skill standard developed through a consortium.

CIMM 290 Capstone Project

2 credits. 4 hours. (Laboratory 4 hours.)

Prerequisites: CIMM 155, CIMM 200 & COLL 100.

The student will work in the lab under the direction of a faculty member to demonstrate the ability to do multiple machining operations with Job Planning, Measurement, Safety, Heat Treatment, Blueprint Reading, Milling, Turning, and Grinding.

Computer Science Information Systems

MCC-Blue River

Brian Hurley

Melissa Napper

MCC-Longview

Cynthia Herbert

Dennis Jirkovsky

MCC-Business & Technology

Katherine Ellis

Alex Hamilton

MCC-Maple Woods

Gary May

Dempsey Yeary

MCC-Penn Valley

Edward Durant

CSIS 100 Digital Literacy

2 credits. 2.5 hours. (Lecture 1.5 hours. Laboratory 1 hour.)

This course provides a basic introduction to personal computing. Through the use of lecture, demonstration, and hands-on experience, the student will be introduced to microcomputer hardware, operating systems, several software applications. The internet, internet safety, and internet-based applications are also covered. A keyboarding component is included.

CSIS 102 Customer Service Principles

1 credit. 1 hour. (Lecture 0.5 hour. Laboratory 1 hour.)

A course in the principles of customer service as it applies to the IT help desk environment. Students gain a solid base of knowledge in customer service concepts and strategies, meeting customer wants and needs, providing superior customer service, handling difficult customers and building permanent customer relations.

CSIS 103 Document Processing I

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Introduction to simple tabulations, basic business letters, simple reports, centering and basic document layout. Keyboarding using a personal computer.

CSIS 104 Document Processing II

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisites: CSIS 103.

Advanced practice in formatting, paginating, and creating business letters, tabulation, manuscripts, reports, and rough drafts using the computer.

CSIS 105 Desktop Client Support

3 credits. 3 hours. (Lecture 2.5 hours. Laboratory 1 hour.)

This course prepares students to take the Microsoft Certified Technology Specialist exam. Students will learn to implement, administer and troubleshoot the Microsoft Windows client operating system. Topics include installation, upgrades, restoration, user profiles and accounts, and the TCP/IP protocol.

CSIS 110 Information Technology Fundamentals

3 credits. 3 hours. (Lecture 3 hours.)

Introduces Information Technology vocabulary and fundamentals related to computer hardware, software, networking, security, and basic IT literacy. This course helps prepare students for the CompTIA IT Fundamentals certification exam.

CSIS 111 Computer Hardware, Maintenance, and

Troubleshooting

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: CSIS 110 with a grade of C or higher.

This course introduces the student to maintenance, upgrading, setup, and expansion of personal computer hardware. Students will explore microcomputer architecture, functions, and components as well as methods and procedures for installation, troubleshooting, and modifications of computer systems. This course helps students prepare for the first of two tests required for the current CompTIA A+ Certification.

CSIS 112 Introduction to Networks CCNA 1

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)

Prerequisites: CSIS 110 and COLL 100.

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Labs use a 3model Internet3 to allow students to analyze real data without affecting production networks. Packet Tracer (PT) activities help students analyze protocol and network operation and build small networks in a simulated environment. At the end of the course, students build simple LAN topologies by applying basic principles of cabling, performing basic configurations of network devices such as routers and switches, and implementing IP addressing schemes.

CSIS 113 Routing and Switching Essentials CCNA 2

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)

Prerequisites: CSIS 112.

This course describes the architecture, components and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of the course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs and inter-VLAN routing in both IPv4 and IPv6 networks. Students complete hands-on labs, virtual labs and interactive media activities. These labs and other activities reinforce new concepts and allow students to model and analyze routing and switching processes that may be difficult to visualize or understand.

CSIS 115 Computer Concepts and Applications

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: COLL 100.

This course provides basic technology skills needed for success in college-level coursework and career preparation. Topics include file management on local, network and cloud-based storage media. Additional topics include word processing, spreadsheet, database, and presentation software as well as navigation of web-based information, data security and personal information assurance. Test out option available upon request.

CSIS 116 Desktop Publishing

3 credits. 5 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisites: CSIS 103 or CSIS 115.

Concepts and applications of desktop publishing. Hands-on experience with functions of current desktop publishing software on a personal computer.

CSIS 123 Programming Fundamentals

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: MATH 40 or MATH 40L or appropriate placement test score.

Introduction to the principles of good design and the characteristics common to all programming languages. Experience writing code in a particular programming language, and compare to other common programming languages. Write well structured, procedural programs based on problem solving strategies.

CSIS 128 Web Development

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: CSIS 110 or CSIS 115.

An in-depth introduction to the creation of web pages for an Internet site. Create individual web pages that use all the basic components, then build a web site that follows good design and navigation principles. Interactive and multimedia features will be added to the site. Issues concerning the Internet will be discussed.

CSIS 129 Introduction to E-Commerce

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: CSIS 110.

Introduction to Electronic Commerce introduces students to both the theory and practice of conducting business over the Internet and World Wide Web. Students will examine business strategies for electronic commerce, technologies for electronic commerce, and integration of business and technology strategies used in electronic commerce. create site-wide navigation links and publish a store.

CSIS 141 Discrete Structures Comp Science I

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: MATH 120 or MATH 150.

Mathematical logic, sets, relations, functions, mathematical induction, Boolean algebra, algebraic structures. The theory inducted will be applied to appropriate of computer science.

CSIS 143 Database Design and Management

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: CSIS 110 or CSIS 115.

Introduction to database design and management. Topics include terminology and concepts, data modeling, database design, relational databases, database query languages, distributed databases, physical database design, security and implementation. Aspects of privacy and ethical issues are discussed.

Integrates database theory with a practical hands-on approach.

CSIS 151 Microsoft Operating Systems Concepts

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: CSIS 110.

This course introduces the student to maintenance, upgrading, setup, and expansion of personal computer hardware. Students will explore microcomputer architecture, functions, and components as well as methods and procedures for installation, troubleshooting, and modifications of computer systems. This course helps students prepare for the second of two tests required for the current CompTIA A+ Certifications.

CSIS 152 Linux Operating System

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: CSIS 110.

This course provides a comprehensive overview and hands-on experience with the Linux operating system.

CSIS 161 Networking Fundamentals

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: CSIS 110.

This course introduces students to the knowledge and skills required to troubleshoot, configure, and manage common network wireless and wired devices, establish basic network design and connectivity, understand and maintain network documentatio, identify network limitations and weaknesses, and implement network security, standards, and protocols. Students will also explore emerging technologies including unified communications, mobile, cloud, and virtualization technologies. This course helps prepare students for the current CompTIA Network+ certification exam.

CSIS 162 Introduction to Digital Media

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisites: CSIS 110 or CSIS 115.

An overview of digital media technology on the PC. The course focuses on four major themes: (1) the nature of digital media, (2) its hardware components, (3) its common software applications, and (4) the actual production of simple programs. Students will be introduced to instructional design concepts, screen design strategies, and navigation techniques, producing digital media components, and actual development of simple digital media programs.

CSIS 170 Principles of Information Assurance

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: CSIS 110.

This course introduces the field of information security and assesses the information security environment within which organizations function.

CSIS 172 Windows Server and Active Directory Fundamentals

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisites: (CSIS 112 or 161) and (CSIS 151 or 152) and COLL 100.

Fundamental skills necessary to effectively manage, monitor, and maintain a Microsoft network including installation of Windows Server, configuration of Active Directory, management of user accounts, file shares, group policies, and network printing.

CSIS 174 Virtualization and Cloud Computing Concepts

3 credits. 4 hours. (Lecture 4 hours. Laboratory 4 hours.)

Prerequisite: CSIS 172.

This course covers a variety of technologies found on modern networks. Topics include cloud computing, virtualization, virtual networks, wireless networking, remote management, and network troubleshooting. Students will gain experience implementing and managing a virtual data center using industry standard tools. This course helps prepare students for the CompTIA Cloud+ certification exam.

CSIS 175 Service and Support of Local Area Networks

3 credits. 3.5 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: CSIS 172.

This hands-on course teaches experienced network administrators how to install, maintain, and troubleshoot networks. The course covers installation and upgrade procedures for the latest versions of network operating system software.

CSIS 177 Database Application and Design with Access

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: CSIS 110 or CSIS 115.

This course is designed to provide students with an understanding of Microsoft Access by utilizing fundamental hands-on exercises. The student will develop skills through table, query, form, and report creation. In addition, advanced skills in report, form, and SQL techniques will be emphasized.

CSIS 178 Network and System Security

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: CSIS 112 or CSIS 161 with a grade of C or higher and CSIS 170 with a grade of C or higher or concurrent enrollment.

This course will introduce students to network and systems security by exploring vulnerabilities, threats, attacks, and countermeasures. Students will also learn fundamental security design principles and implementation techniques. This course maps to many of the objectives on the CompTIA Security+ certification exam.

CSIS 180 Current Topics

1-4 credit. 1-4 hour. (Lecture 1-4 hour.)

Technical and applicational implications of innovations in hardware and software. Approval of instructor.

CSIS 182 Enterprise Security Management

3 credits. 3hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: CSIS 170 and COLL 100.

This course examines managerial aspects of computer security and risk management for enterprises. The student will acquire knowledge for accreditation, procurement, extension and operation principles for secure computing systems.

CSIS 202 Healthcare IT Principles

3 credits. 3hours. (Lecture 2.5 hours. Laboratory 1 hour.)

This course prepares students to take the CompTIA Healthcare IT Technician exam. Students will learn the best practices for protecting health information following government regulations and laws, troubleshoot computer and network issues within an electronic health record system, and understand the medical organization operation.

CSIS 208 Secure E-Commerce

3 credits. 3 hours. (Lecture 2 hours. Laboratory 2 hours.)
Prerequisite: CSIS 112 and COLL 100.

An in-depth study of secure electronic commerce, cryptography, passwords, certification authorities, public key infrastructure, biometrics, and digital signatures. Legal and national policy secure electronic commerce issues will be discussed.

CSIS 212 Scaling Networks CCNA 3

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)
Prerequisites: CSIS 113.

This course describes the architecture, components and operations of routers and switches in larger more complex networks. Students learn how to configure router and switches for advanced functionality. By the end of the course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP and STP in both IPv4 and IPv6 networks. Students also develop the knowledge and skills necessary to implement WLAN in a small-to-medium network.

CSIS 213 Connecting Networks CCNA 4

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)
Prerequisites: CSIS 212.

This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement virtual private network (VPN) operations in a complex network.

CSIS 215 Advanced Microcomputer Applications

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)
Prerequisite: CSIS 115.

Implementation and in-depth use of microcomputer software packages. Specific hands-on work with word processor, spreadsheet, database, and presentation software applications.

CSIS 216 Implementing Cisco IP Routing: CCNP 1

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)
Prerequisites: CSIS 213.

This course teaches students how to implement, monitor, and maintain routing services in an enterprise network. Students will learn how to plan, configure and verify the implementation of complex enterprise LAN and WAN routing solutions, using a range of routing protocols in IPv4 and IPv6 environments. The course also covers the configuration of secure routing solutions to support branch offices and mobile workers. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

CSIS 217 Implementing IP Switching: CCNP 2

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)
Prerequisite: CSIS 213.

This course teaches students how to implement, monitor, and maintain switching in converged enterprise campus networks. Students will learn how to plan, configure, and verify the implementation of complex enterprise switching solutions. The course also covers the secure integration of VLANs, WLANs, voice, and video into campus networks. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

CSIS 218 Maintaining and Troubleshooting IP Networks: CCNP 3

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)
Prerequisite: CSIS 216 and 217.

This course teaches students how to monitor and maintain complex, enterprise routed and switched IP networks. Skills learned include the planning and execution of regular network maintenance, as well as support and troubleshooting using technology-based processes and best practices, based on systematic and industry recognized approaches. Extensive labs emphasize hands-on learning and practice to reinforce troubleshooting techniques.

CSIS 219 Network Troubleshooting: CCNP4

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)
Prerequisite: CSIS 213.

CCNP4: Network Troubleshooting is the last of four course leading to the Cisco Certified Network Professional (CCNP) certification. CCNP: 4 teaches students about troubleshooting network problems. The course focuses on the documenting and baselining a network, troubleshooting methodologies and tools, and Layer 1 to 7 troubleshooting.

CSIS 221 Introduction to Computer Architecture

3 credits. 3 hours. (Lecture 3 hours.)
Prerequisite: CSIS 123 & MATH 120.

Data representation, number systems, Boolean algebra, sequential logic, inter-register transfer and other micro-operations, computer organization and design, computer software, and input and output organization.

CSIS 222 Object-Oriented Programming with Java

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)
Prerequisites: MATH 104 or higher, CSIS 123 and COLL 100.

This course introduces object-oriented programming (OOP) using the Java language. Course topics include a review of structured programming concepts, use of a Java Integrated Development Environment (IDE), and an introduction to object-oriented design and coding methodology. The object-oriented approach to Java programming emphasizes data encapsulation, data abstraction, inheritance, polymorphism, use of built-in classes and libraries, class hierarchies, reusable design, applets incorporating graphical user interfaces, and event-driven programming.

CSIS 223 Object-Oriented Programming

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)
Prerequisite: CSIS 123 & MATH 110.

Introduction to object-oriented programming for students with procedural background. Data encapsulation, information hiding, built-in classes and libraries, inheritance, polymorphism, simple graphical user interfaces, user-defined classes and event-driven programming. Basic object-oriented design, maintainable software, software reuse, class hierarchies, design patterns and Universal Modeling Language. Uses object-oriented language.

CSIS 228 Advanced Web Development

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)
Prerequisite: CSIS 128.

Building on the topics discussed in CSIS 128, this course provides in-depth coverage of XHTML and client-side scripting, with an introduction to current Web development topics. Topics include DHTML, e-commerce, security, Web database programming, server-side scripting, XML, and Web site architecture and configuration.

CSIS 233 Web-Centric Programming

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)
Prerequisite: CSIS 223 & MATH 110.

Develop sophisticated GUI programs that work in a World Wide Web or intranet environment. Programs deal with database, multimedia, hypertext, network operating system, client/serve and n-tier configurations, security and privacy.

CSIS 241 Discrete Structures for Computer Science II

3 credits. 3 hours. (Lecture 3 hours.)
Prerequisite: CSIS 223 & MATH 141.

Lattice structures and graph theory, algorithms and complexity, recurrence relations, introduction to computability theory and abstract machines. The theory introduced will be applied to appropriate areas of computer science.

CSIS 250 Assembly Language Programming

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)
Prerequisite: COLL 100 and CSIS 123.

Introduction to assembly language coding for computer programs, subprograms, procedure calls, and macros. Use of instruction syntax and various instruction types to implement arithmetic operations, assignment, comparison, branching, and repetition. Manipulation of basic data formats, including binary and hexadecimal values, strings, and arrays. Effective use of the assembler, the linking process, and debugging techniques.

CSIS 262 Advanced Digital Media Design and Development

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)
Prerequisite: CSIS 162.

This course expands upon the theories, concepts and practical applications presented in Introduction to Multimedia. Students will learn how to create and edit more complex audio elements, learn to use authoring tools, create an optical media based multimedia application and discuss the most current issues facing multimedia developers.

CSIS 265 .NET Web Programming with C#

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)
Prerequisite: CSIS 223.

Programming techniques to develop Web-based interfaces for the World-Wide Web or for use within an Intranet environment. Topics include Web interface concepts, event-driven architecture, Web database programming, server side and client-side scripting, Web site architecture and configuration, E-commerce applications, and security. The course presents these subjects from an Object-Oriented design perspective using the C# programming language in ASP.NET and ADO.NET applications development.

CSIS 269 Securing Wireless Networks

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)

Prerequisite: CSIS 113.

This introductory course to Wireless LANs focuses on the design, planning, implementation, operation and troubleshooting of Wireless LANs. It covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands on skills in the following areas: Wireless LAN setup & troubleshooting; 802.11 (a, b, and g) technologies, products & solutions; Radio Technologies; WLAN applications and site surveys; Resilient WLAN products, design, installation, configuration and troubleshooting; WLAN security; Vendor interoperability strategies; Emerging wireless technologies

CSIS 271 Data Structures and Algorithm Analysis

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: CSIS 223 & MATH 141.

An introduction to data organizations, strings, stacks, queues, linear lists, linked-lists, heaps, and trees. These topics will be integrated with the notion of abstract data types. Students will develop skills in the use of abstraction, specification, and program construction using modules. Algorithms used to implement data structures will be introduced and their efficiency analyzed.

CSIS 272 Network Security

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)

Prerequisite: CSIS 113.

This course helps students develop the skills needed to succeed in IT related degree programs and prepare for the CCNA Security certification. It provides a theoretically rich, hands-on introduction to network security, in a logical sequence. The goals of this course are to: provide an in-depth, theoretical understanding of network security, provide students with the knowledge and skills necessary to design and support network security, provide an experience-oriented course that employs industry-relevant instructional approaches to prepare students for associate-level jobs in the industry, and enable students to have significant hands-on interaction with IT equipment to prepare them for certification exams and career opportunities.

CSIS 273 Network Security II

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)

Prerequisite: CSIS 272.

This course focuses on the overall security processes in a network with particular emphasis on hands-on skills in the following areas: Security policy design and management; Security technologies, products and solutions; Firewall and secure router design, installation, configuration, and maintenance; Intrusion Detection System (IDS) implementation using routers and firewalls; Virtual Private Network (VPN) implementation using routers and firewalls.

CSIS 279 Web Database Programming

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: CSIS 123, 128, and 143.

This course will teach web site developers who perform architectural planning, technology selection, or web site programming tasks how to create web sites that use current web database technology components on both the client workstation and the web server. The course will show students how to create a multi-tiered web site that accesses a database using current web database programming tools.

CSIS 285 Digital Forensics

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: CSIS 272.

Digital crime scene investigation practices and digital evidence capture, documentation, validation and preservation techniques are taught through in-depth participatory exercises. Steganography, mobile data acquisition, network monitoring, decryption, manual and automated file and password recovery techniques are taught.

CSIS 290 Field Competencies and Employment Strategies

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: Instructor approval required.

This course prepares the student for entry into the computer science workforce. It includes strategies for successful career goal setting, job seeking, and obtaining employment in the industry. Topics will include verbal communication, written communication, problem solving and decision making, professionalism, teamwork and team building. Participation in actual or simulated job interview and technical content pertinent to the program assessment being delivered. Instructor approval required to enroll in the course.

Construction Management

MCC Business & Technology

CSMG 101 Introduction to Construction Management

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: COLL 100.

Overview of construction as a profession and of the construction industry, including safety, types of construction, professional organizations, contract delivery systems, ethics, communication and software applications within construction.

CSMG 110 Problem Solving/Decision Making

1 credit. 1 hour. (Lecture 1 hour.)

Topics include information to help the supervisor understand that effective decision-making is a vitally important management skill. Processes are examined to assist the supervisor in performance decision-making.

CSMG 120 OSHA and Site Security

1 credit. 1 hour. (Lecture 1 hour.)

The Occupational Safety and Health Act will be studied and interpreted. The student will learn to recognize and avoid dangerous conditions and understand theft prevention techniques for the construction job site.

CSMG 130 Cost Awareness/Production Control

1 credit. 1 hour. (Lecture 1 hour.)

Students will study conditions that must be met if production is to be under control. Participants will be able to use the Short Interval Production Schedule (SIPS) and will recognize factors that affect both the productivity of their work crews and the workers.

CSMG 140 Beginning Print Reading

2 credits. 2 hours. (Lecture 2 hours.)

Participants will learn print reading for construction including how to use symbols, work drawings, survey plats, electrical plans and all other drawings related to construction, as well as the relationship of specifications to drawings.

CSMG 150 Construction Management Leadership

2 credits. 2 hours. (Lecture 2 hours.)

Students will develop and understanding of leadership and motivation as it relates to the construction trades. Core areas of concentration will be resources, supervisory role, teams and leadership skill development.

CSMG 160 Construction Project Management

2 credits. 2 hours. (Lecture 2 hours.)

Students will explore the techniques used to manage a construction project for which they are responsible and accountable.

CSMG 170 Communication for Construction Management

2 credits. 2 hours. (Lecture 2 hours.)

Students will understand communication as it relates to the construction industry. The importance of good communication skills in the workplace will be the focus of this course.

CSMG 180 General and Specialty Contractor Dynamics

2 credits. 2 hours. (Lecture 2 hours.)

Students will explore all construction systems and the contractual relationships between the general and subcontractors on a construction job-site.

CSMG 205 Intermediate Print Reading

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisite: CSMG 140.

Participants will learn how to read prints for energy saving structures. Steel-frame structures and reinforced concrete structures. Site plans, floor plans, elevations riser diagrams and all other construction details.

CSMG 210 Accident Prevention and Loss Control

1 credit. 1 hour. (Lecture 1 hour.)

Participants will learn to think proactively about safety in their daily activities and have a good knowledge of the risks involved in construction projects. They will also understand that there are many economic as well as humanistic consequences of unsafe operations.

CSMG 220 Construction Planning and Scheduling

2 credits. 2 hours. (Lecture 2 hours.)

Participants will study the techniques used to plan and organize jobs for which they are responsible and accountable as well as understand the importance of timely and accurate reporting.

CSMG 230 Productivity Improvement

2 credits. 2 hours. (Lecture 2 hours.)

Participants will study productivity improvement as well as external factors and internal factors that influence productivity. Necessary functions for a productive project will be analyzed.

CSMG 250 Construction Estimating

2 credits. 2 hours. (Lecture 2 hours.)

Participants will learn how to bid on construction projects, including all styles of the bid process and learn follow-up and management techniques.

CSMG 255 Project Cost Estimating

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: COLL 100.

Principles of construction estimating. Topics include estimating quantities of material using reference books, tables and the Construction Specifications

Institute (C.S.I.) format and preparing estimating reports.

CSMG 260 Contract Documents

2 credits. 2 hours. (Lecture 2 hours.)

This course will help supervisors effectively use job related documents.

Participants will understand contract documents are as important as any piece of equipment on the jobsite.

CSMG 270 Advanced Print Reading

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisite: CSMG 205.

Participants will learn how to read prints for energy saving, steel-frame and reinforced concrete structures. Other print readings will include site and floor

plans, elevations riser diagrams and all other construction details.

CSMG 285 Principles of Construction

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: CSMG 101

Contracting with related information on forms of business ownership, management, documentation, labor relations, and project safety.

CSMG 295 Building Codes and Code Administration

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: CSMG 101.

Study of national, state, and local regulations applicable to specification and performance of building construction standards. The International Building Code is utilized as the primary reference resource.

Criminal Justice

MCC-Blue River

Gary Hacker

Douglas Thompson

MCC-Longview

Rick Turner

MCC-Penn Valley

Karen Curls

MCC-Maple Woods

CRJU 101 Introduction to Criminal Justice

3 credits. 3 hours. (Lecture 3 hours.)

Philosophical and historical background of law enforcement, courts, and corrections. Organization, purpose, and functions of criminal justice agencies on the local, state, and federal levels. The respective roles of personnel in justice agencies in the United States. Career requirements and opportunities in these fields.

CRJU 105 American Corrections

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: CRJU 101 This course will introduce students to the history of corrections, inmate characteristics, elements of supervision, classification system, and security procedures.

Students will examine probation and parole issues, contraband control, prisonization, and re-entry back into the community.

CRJU 118 Legal Aspects of Corrections

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: CRJU 101 Law and procedures are examined and discussed that focus on prisoner's rights, treatment, and care and custody of inmates, Supreme Court cases regarding inmate rights, and the legal processes

accorded a detainee from arrest until released.

CRJU 122 Procedural Law

3 credits. 3 hours. (Lecture 3 hours.)

This course will present to the student the fundamental concepts of constitutional law as applied to law enforcement. Rules of evidence, admissions and confessions, Miranda, arrest procedures, and search and seizure issues will be taught. A review of relevant case law and how it affects contemporary law enforcement practices will also be presented.

CRJU 126 Corrections in the Community

3 credits. 3 hours. (Lecture 3 hours.)

This course examines correctional issues and roles of the community in the reintegration and rehabilitation of offenders. Community-based programs, legislative issues, financial support, community resources and impact of social change on corrections are reviewed.

CRJU 132 Community Relations

3 credits. 3 hours. (Lecture 3 hours.)

This course focuses on the dynamics of police and community relationships. Psychological and sociological aspects of police-community relations from the perspectives of the police and ethnic groups, the debate of unequal justice under the law, and efforts towards partnership are introduced.

CRJU 162 Correctional Psychology

3 credits. 3 hours. (Lecture 3 hours.)

Psychological and Sociological theoretical approaches related to the behavior of criminal justice and mental health clients. Diagnostic approaches used in mental health and juvenile or adult correctional settings. Application of case assessment and evaluation process. Individual, group and family therapy approaches utilized with mental health and criminal justice clients.

CRJU 165 Criminology

3 credits. 3 hours. (Lecture 3 hours.)

The course will introduce students to theories associated with criminal behavior and the manifestation of crime. A historical evolution of crime and punishment is introduced along with concepts, terms, and the criminal justice subsystem.

CRJU 167A Special Topics in Criminal Justice

1 credit. 1 hour. (Lecture 1 hour.)

Guided readings, discussions, writings and/or field experience(s) in criminal justice. Various topics are offered such as computer crimes and gender injustices. Topics are intended to supplement core courses.

CRJU 167B Special Topics in Criminal Justice

2 credits. 2 hours. (Lecture 2 hours.)

Guided readings, discussions, writings and/or field experience(s) in criminal justice. Various topics are offered such as computer crimes and gender injustices. Topics are intended to supplement core courses.

CRJU 167C Special Topics in Criminal Justice

3 credits. 3 hours. (Lecture 3 hours.)

Guided readings, discussions, writings and/or field experience(s) in criminal justice. Various topics are offered such as computer crimes and gender injustices. Topics are intended to supplement core courses.

CRJU 168 Juvenile Delinquency

3 credits. 3 hours. (Lecture 3 hours.)

Definitions of delinquent behavior. Theories of causation. Development of the juvenile court. Function of detention, intake, and probation. Community-based and institutional programs. Procedures for processing juveniles and treatment trends.

CRJU 169 Family Violence and Sexual Abuse

3 credits. 3 hours. (Lecture 3 hours.)

Introduction to concepts related to interpersonal violence. Categories of abuse studied are spousal, child, sibling, ritual, elderly, gay and lesbian. The course emphasizes legal, social and psychological aspects of abuse.

CRJU 200 Internship in Criminal Justice

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: The student must complete 15 hours of Criminal Justice including CRJU 101 before taking this course.

This course provides students with opportunities to gain practical work experience under the supervision of professionals with experience in the criminal justice or legal field.

CRJU 201 Criminal Justice Practicum I

3 credits. 3 hours. (Field Studies 3 hours.)

Prerequisite: The student must complete 15 credit hours of Criminal Justice including CRJU 101 before taking this course.

This course provides students with opportunities to gain practical work experience under the supervision of professionals with experience in the criminal or legal field.

CRJU 203 Criminal Investigation I

3 credits. 3 hours. (Lecture 3 hours.)

This course will present an introduction to modern criminal investigations. This course presents theory of investigation, procedures at a crime scene, collection and preservation of physical evidence, sources of information, questioning of witnesses and suspects, preliminary and follow-up investigations, and case and trial preparation.

CRJU 204 Criminal Investigations II

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: CRJU 203.

This course will present to the student techniques and information for investigating deaths, sex crimes, assaults, stealing, robbery, property crimes, burglary, bombs, and arson. Examine evidence, collection, and crime laboratory analysis procedures will also be presented.

CRJU 215 Juvenile Law

3 credits. 3 hours. (Lecture 3 hours.)

Introduction to juvenile law, jurisdiction over and disposition of the juvenile offender, court processing, adjudicatory process, and the Uniform Juvenile Court Act.

CRJU 223 Criminal Law I

3 credits. 3 hours. (Lecture 3 hours.)

Introduction to criminal law. Classification and analysis of crimes and criminal acts. Criminal law as a means of preservation and protection of life and property.

CRJU 224 Criminal Evidence

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: CRJU 101.

Nature, types, and degrees of criminal evidence; rules governing admissibility, competency, and relevancy. Presentation of physical and other material evidence, direct and circumstantial evidence, hearsay rules, and exceptions.

CRJU 228 Fundamentals of Probation and Parole

3 credits. 3 hours. (Lecture 3 hours.)

Historical development of probation and parole from early correctional procedures through modern approaches. Pre-sentence investigation, conditions of probation, and suspended sentences. Prerelease programs, parole conditions, role of probation, and parole conditions, role of probation, and parole personnel.

CRJU 230 Missouri Criminal Law

3 credits. 3 hours. (Lecture 3 hours.)

This course will study the Revised Statutes of Missouri and relevant Federal Statutes relating to general code provisions, justifications, homicide, assaults, kidnapping, sexual offenses, drug offenses, robbery, arson, burglary, stealing, armed criminal action, offenses against public order.

CRJU 244 Group and Individual Counseling in Corrections

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: CRJU 105.

This course introduces students to basic principles of human behavior and techniques for changing attitudes and behaviors within a group or individual settings. Counseling settings will focus on correctional facilities both traditional and community-based and correctional populations.

CRJU 248 Constitutional Law

3 credits. 3 hours. (Lecture 3 hours.)

U.S. Supreme Court rulings that affect law enforcement. Major constitutional decisions, federal statutes, interstate rules, and cases involving constitutional amendments affecting law enforcement jurisdiction and civil liberties.

CRJU 275 Alcohol and Drug Addiction

3 credits. 3 hours. (Lecture 3 hours.)

Exploration of the field of alcohol and drug use, biological, physical, psychological, and social causation theories with particular attention directed toward local and national initiatives in alcohol and drug abuse.

CRJU 280 Addiction Counseling with Special Populations

3 credits. 3 hours. (Lecture 3 hours.)

Cultural, racial, age, and gender differences in patterns of substance abuse. The potential for developing appropriate treatment for special population groups. Theory and treatment techniques for minority populations of addicted clients.

CRJU 285 Addiction Client Management

3 credits. 3 hours. (Lecture 3 hours.)

Case management procedures utilized with addicted clients. Assessment, planning, evaluation, and record keeping employed in addiction treatment.

Case presentation techniques. Ethical issues. Case management and recovery.

Dance

MCC-Longview

MCC-Penn Valley

DANC 100 General Dance

2 credits. 4 hours. (Laboratory 4 hours.)

A studio survey of movement principles common to most forms of dance, including but not limited to ballet, modern dance, jazz, and ethnic dance. Designed for the student who is interested in finding out more about these

disciplines before taking a specific technique or style.

DANC 111 Modern Dance I

2 credits. 4 hours. (Laboratory 4 hours.)

Prerequisite: DANC 100 or previous modern dance classes; KCMO Magnet Arts Magnet experience qualifies.

A studio course for beginning students covering basic principles of contemporary modern dance. Students will also learn about the history and vitality of this unique American dance form.

DANC 121 Ballet I

2 credits. 4 hours. (Laboratory 4 hours.)

A studio course for beginning students covering basic principles of contemporary ballet. Students will also learn about the history and variety of this classical dance form.

DANC 122 Ballet II

2 credits. 4 hours. (Laboratory 4 hours.)

A studio course for intermediate students covering intermediate principles of contemporary ballet. Students will also learn about the history and variety of this classical dance form.

Dental Assisting

MCC-Penn Valley

Hema Udupa

DENA 100 Introduction to Dental Assisting

1 credit. 1 hour. (Lecture 1 hour.)

This course introduces students to basic dental terminology, roles of the dental assistant and members of dental health team, scope of dentistry as well as the legal and ethical responsibilities of a dental health care worker.

DENA 101 Body Structure and Function

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisites: Formal Admission into the Dental Assisting Program, DENA 100, ENGL 101.

This course provides students with an overview of basic structure and function of the various systems of the human body and on inflammation and healing.

DENA 102 Head and Neck Anatomy

2 credits. 2.5 hours. (Lecture 1.5 hours. Laboratory 1 hour.)

Prerequisites: Formal Admission into the Dental Assisting Program, DENA 100, ENGL 101.

This course utilizes a systems approach to the gross anatomy of the head and neck with emphasis on the maxilla, mandible and supporting structures of the oral cavity, oral tissues, temporomandibular joint, neuromuscular and circulatory function.

DENA 103 Dental Anatomy

2 credits. 2.5 hours. (Lecture 1.5 hours. Laboratory 1 hour.)

Prerequisites: Formal Admission into the Dental Assisting Program, DENA 100, ENGL 101.

This course introduces students to various dental science topics such as a detailed study of crown and root morphology of both primary and permanent dentition, supporting oral structures, eruption schedule and numbering system. It also provides an understanding of the embryonic development of the orofacial structures, tooth development (oral embryology) and histology.

DENA 104 Dental Medical Emergencies and Pharmacology

2 credit. 1 hour. (Lecture 2 hour.)

Prerequisites: Formal admission to the Dental Assisting Program, DENA 100, ENGL 101.

This course provides an overview of emergencies common to the dental office settings. Students will gain knowledge in emergency drugs, allergic reactions and drug related emergencies. Also emphasized are specific medical conditions related to treatment, management of medical emergencies, pharmacology related to dental practice, different types of anesthesia used in the dental office, the methods of administration and precautions during their use.

DENA 105 Dental Materials I

2.5 credits. 5 hours. (Laboratory 5 hours.)

Prerequisites: Formal Admission into the Dental Assisting Program, DENA 100, ENGL 101.

This course is designed to provide students with basic knowledge of various dental materials and manipulation of alginate materials, impression materials, bite registration materials, cements and gypsum products and their role in making dental models. Students will gain laboratory experience in the handling, practical application, safe use of dental materials and laboratory equipment in addition to following infection control procedures in accordance with OSHA and CDC.

DENA 108 Oral Microbiology and Infection Control

1.5 credits. 3 hours. (Lecture 1 hour. Laboratory 1 hour.)

Prerequisites: DENA 101, DENA 102, DENA 103, DENA 104, DENA 105, EMS 100 and COLL100.

This course provides an overview of microbiological aspects with emphasis on practical infection and hazard control, sterilization and monitoring, chemical disinfectants, aseptic techniques, infectious disease, HIPPA and OSHA Standards.

DENA 110 Chairside Assisting I

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)

Prerequisites: DENA 101, DENA 102, DENA 103, DENA 104, DENA 105, EMS 100 and COLL 100.

The course introduces the students to various dental terminologies and responsibilities as a dental assistant in the dental operator which includes patient preparation, record keeping, delivery of pre and post-op instructions, methods of oral evacuation, utilization of rubber dam, matrix, anesthetic, fluoride, wedge, assisting with amalgam and composite procedures, coronal polishing techniques and assisting during dental and medical emergencies. The above responsibilities will be performed using standard considerations for infection control.

DENA 115 Dental Radiology I

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)

Prerequisites: DENA 101, DENA 102, DENA 103, DENA 104, DENA 105, EMS 100 and COLL 100.

This course is an introduction to radiography history, characteristics of radiation production, film composition, x-radiation terminology, effects of radiation exposure and protection. exposing, processing and mounting of radiographs taken on a radiographic manikin.

DENA 125 Clinical Experience I

2 credits. 6 hours. (Clinical 6 hours.)

Prerequisite: DENA 101, DENA 102, DENA 103, DENA 104, DENA 105, EMS 100 and COLL 100.

This course is the practical clinical experience in operative and oral hygiene procedures utilizing four-handed dentistry in the clinics. Current federal, state and local regulatory mandates related to infection control and hazardous waste management will be discussed. Additionally, ethical dilemmas in dentistry as well as medical emergencies will be examined in detail.

DENA 205 Dental Materials II

3 credits. 6 hours. (Laboratory 6 hours.)

Prerequisites: DENA 101, DENA 102, DENA 103, DENA 104, DENA 105, EMS 100 and COLL 100.

This course provides instruction in advanced manipulation of dental cements, amalgam, esthetic restorations (composites), alginates, gypsum products, sealants and various specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory, cements, varnishes, bases and liners.

DENA 210 Chairside Assisting II

5 credits. 9 hours. (Lecture 1 hour. Laboratory 8 hours.)

Prerequisites: DENA 108, DENA 110, DENA 115, DENA 125, DENA 205 & COLL 100.

This course primarily emphasizes on various dental specialties such as theories of orthodontics, periodontics, prosthodontics, oral surgery, endodontics, and pedodontics. As well as the application of different procedures, instruments and current concepts of chairside assisting.

DENA 215 Dental Radiology II

2 credits. 4 hours. (Laboratory 4 hours.)

Prerequisites: DENA 108, DENA 110, DENA 115, DENA 125, DENA 205 & COLL 100.

This course emphasizes radiographic techniques, procedures and infection control methods as well as on in exposing, processing and mounting radiographs taken on patients at the University of Missouri-Kansas City School of Dentistry and in private practice offices (general and specialty).

DENA 225 Dental Office Management

2 credits. 3 hours. (Lecture 1 hour. Laboratory 2 hours.)

Prerequisites: DENA 108, DENA 110, DENA 115, DENA 125, DENA 205 & COLL 100.

Students will learn principles of business management in the dental office. Control of the appointment book, filing, financial management, insurance forms, supply inventory and recall systems by conventional and computerized methods. Dental computer application and use as well as learn Eaglesoft practice management software. Hands-on experience in private practice offices and/or clinic DENA 250.

DENA 230 Oral Pathology

1 credit. 1 hour. (Lecture 1 hour.)

Prerequisites: DENA 108, DENA 110, DENA 115, DENA 125, DENA 205 & COLL 100.

This course provides an overview of diseases of the human body, including basic cell tissues, with specific emphasis on diseases of the oral and maxillofacial region.

DENA 250 Clinical Experience II

4 credits. 16 hours. (Clinical 16 hours.)

Prerequisite: DENA 108, DENA 110, DENA 115, DENA 205 & COLL 100.

This course is a continuation of the student's clinical experience with emphasis placed on the application of principles and procedures of four-handed dentistry in general and specialty private practices as well as laboratory and clinical support functions.

DENA 260 Dental Assisting Seminar

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisite: DENA 108, DENA 110, DENA 115, DENA 125, DENA 205 & COLL 100.

This course provides an overall review and clarification of all and any of the materials covered within the academic year by discussion, dialogue between students and instructor as a step towards the preparation for the Dental Assisting National Board Examination. Further emphasis is placed on preparation of personal resume, interviewing techniques and job applications for successful employment.

Early Childhood Education and Development

MCC-Penn Valley

Jennifer Copeland

ECED 101 Fundamentals of Early Care and Education

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 30/90 with a grade of C or higher or appropriate placement test score or concurrent enrollment.

This introductory course focuses on an overview of the field of early childhood care and education. The wide variety of types of early childhood program is explored, as are the characteristics and needs of young children. The preparation of environment and curriculum are examined, as are instructional and guidance techniques. Strategies for observation, documentation, and assessment are discussed. Teacher certification, ethics, and communication skills are detailed. This course covers the eight (8) subject areas of the Child Development Associate (CDA) credential. The guidelines of Kansas and Missouri Core Competencies for Early Care and Education Professionals and the National Association for the Education of Young Children (NAEYC) standards are followed in this course.

ECED 110 Child Health, Safety and Nutrition

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 30/90 with a grade of C or higher or appropriate placement test score or concurrent enrollment.

The Child Health, Safety and Nutrition course covers basic factors that affect children's health, safety and nutrition. Subject matter includes feeding habits, nutritional needs, health routines, hygiene, growth patterns, childhood diseases, first aid, CPR, safety and implications for children. The guidelines of Kansas and Missouri Core Competencies for Early Care and Education Professionals and the National Association for the Education of Young Children (NAEYC) standards are followed in this course.

ECED 113 Child Growth and Development I

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: ENGL 30/90 with a grade of C or higher or appropriate placement test score or concurrent enrollment and ECED 101 with a grade of C or higher or concurrent enrollment

This course explores knowing and understanding young children's characteristics and needs; the multiple influences on development and learning, and how to use this developmental knowledge to create health, respectful, supportive and challenging learning environments. The principles of child development are emphasized including language acquisition, creative expression, physical, cognitive and social/emotional development. The course follows the guidelines of Kansas and Missouri Core Competencies for Early Child Care and Education Professionals and the National Association of the Education of Young Children (NAEYC) standards.

ECED 115 Teaching Infants and Toddlers

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: ECED 113 with a grade of C or higher.

Students will gain an understanding of the unique characteristics of the growth and development of children from birth through 36 months. Emphasis will be placed on brain research, attachment relationships with caregivers, as well as implementing developmentally appropriate activities and learning environments for infants and toddlers. The course follows the guidelines of Kansas and Missouri Core Competencies for Early Child Care and Education Professionals and the National Association for the Education of Young Children (NAEYC) standards.

ECED 121 Issues, Advocacy, and Trends

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ECED 101 with a grade of C or higher.

This course explores current topics and trends in the early care and education field. Advocacy will be emphasized as it relates to professionalism, children, families, and the communities. The course follows the guidelines of Kansas and Missouri Core Competencies for Early Child Care and Education Professionals and the National Association for the Education of Young Children (NAEYC) standards.

ECED 128 Curriculum in Early Childhood Education

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ECED 113 with a grade of C or higher or concurrent enrollment.

This course will examine developmentally appropriate practices and the teacher's role in curriculum and instruction for young children. The purpose and characteristics of curriculum models past and present will be examined. Curriculum adaptation to accommodate diverse learners will be examined. Play as an overriding component of early childhood curriculum will be stressed. Development of activity plans, lesson plans based on developmentally appropriate practice for children at varying ages and stages will be required. The guidelines of Kansas and Missouri Core Competencies for Early Care and Education Professionals and the National Association for the Education of Young Children (NAEYC) standards are followed in this course.

ECED 132 Learning Environments

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 30/90 with a grade of C or higher or appropriate placement test score or concurrent enrollment.

The Learning Environments I course prepares students to understand and implement developmentally appropriate creative art experiences with children. In addition, the course teaches strategies to plan, develop, evaluate and integrate other subject matter such as math, science, language, literacy, and social studies into the curriculum. This course follows the guidelines of Kansas and Missouri Core Competencies for Early Care and Education Professionals and the National Association for the Education of Young Children (NAEYC) standards.

ECED 149 Observation and Assessment

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisites: ECED 113 with a C or higher.

This course will engage students in a practical understanding of an early care and education environment and a practical understanding of methods of observing children. Students will actively interact with children in these settings. This course follows the guidelines of Kansas and Missouri Core Competencies for Early Child Care and Education Professionals and the National Association for the Education of Young Children (NAEYC) standards.

ECED 201 Language Development

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: ECED 113 with a grade of C or higher and ENGL 101.

This course is an in-depth study of the basic use of tools and materials that stimulate imagination, reasoning, concept formation and communications through language development. The guidelines of Kansas and Missouri Core Competencies for Early Child Care and Education Professionals and the National Association of the Education of Young Children (NAEYC) standards are followed in this course.

ECED 213 Child Growth Development II

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: ECED 113 with a grade of C or higher.

This course provides an in-depth study of physical, social-emotional, language, and cognitive development of children, including those with different types of special needs and those who represent different cultures. The importance of the roles of the caregiver, the environment and the family will also be explored as it relates to the development of the child. This course follows the guidelines of Kansas and Missouri Core Competencies for Early Care and Education Professionals and the National Association for Education of Young Children (NAEYC) standards.

ECED 217 Literature for Young Children

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 30/90 with a grade of C or higher or appropriate placement test score or concurrent enrollment.

This course is a survey and history of literature appropriate for young children (birth through age 8). Criteria for selection and evaluation of children's literature are included. Techniques for integrating children's literature into the curriculum are emphasized. Reading and telling stories for various developmental stages are stressed. This course follows the guidelines of Kansas and Missouri Core Competencies for Early Care and Education Professionals and the National Association for the Education of Young Children (NAEYC) standards.

ECED 220 Child Care Management

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: ECED 113 with a grade of C or higher.

This course is a survey of early-care and education programs. Students will study planning, developing and operating and early-care and education center. Licensing, curriculum, and parent involvement will be included. This course follows the guidelines of Kansas and Missouri Core Competencies for Early Child Care and Education Professionals and the National Association of the Education of Young Children (NAEYC) standards.

ECED 236 Child Guidance

3 credits. 3 hours. (Lecture 2.5 hours.)

Prerequisites: ECED 213.

In this course students will gain knowledge of developmentally appropriate research-based practices of positive child guidance and effective classroom management strategies in the early childhood classroom. Students will learn how to build relationships with children and families, how to guide children directly and indirectly, and implement effective conflict resolution techniques. This course follows the guidelines of Kansas and Missouri Core Competencies for Early Care and Education Professionals and the National Association for the Education of Young Children (NAEYC) standards.

ECED 255 Capstone Practicum Experience

3 credits. 1 hours. (Lecture 1 hour.)

Prerequisites: ECED 149 and ECED 236 with a grade of C or higher or concurrent enrollment.

This course is a supervised field experience designed for students to apply their knowledge of teaching young children. In their approved practicum classroom, students will practice health and safety guidelines, observation and positive interaction with young children, plan developmentally appropriate activities, implement positive guidance, and plan learning environments that reflect intentional teaching and best practices in the field. The student will spend a minimum of 6 hours per week (a total of 120 clock hours) in the practicum classroom. This course follows the guidelines of Kansas and Missouri Core Competencies for Early Care and Education Professionals and the National Association for the Education of Young Children (NAEYC) standards.

ECED 260 Education of the Exceptional Child

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: ECED 113 with a grade of C or higher.

An introduction to the education of infants, toddlers, preschoolers and school-agers with special needs and the interaction with their families. This course follows the guidelines of Kansas and Missouri Core Competencies for Early Child Care and Education Professionals and the National Association of the Education of Young Children (NAEYC) standards.

ECED 262 Families, Early Care, and Communities

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 101 with a grade of C or higher.

This course will prepare students to develop opportunities for partnership among families, schools, and communities. The course provides an in-depth study of the principles of parenting and family relationships as well as the skills necessary to work with the family unit. The importance of the teacher's role in the school and community as applied to working with families of young children and the community is emphasized. This course follows the guidelines of Kansas and Missouri Core Competencies for Early Care and Education Professionals and the National Association of the Education of Young Children (NAEYC) standards.

ECED 270 Portfolio Design

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisite: Student must be in the final semester of their Associates in Applied Science degree.

This Portfolio Design course documents a student's competency in early care and education and will include a variety of artifacts from various courses taken throughout the Associates of Applied Science Program. This course prepares students to transfer to four-year institutions. This course follows the guidelines of Kansas and Missouri Core Competencies for Early Child Care and Education Professionals and the National Association of the Education of Young Children (NAEYC) standards.

Economics

MCC-Blue River

MCC-Longview
Hossein Bahmaie

MCC-Maple Woods
Jill Kingsbury

ECON 110 Introduction to Economics

3 credits. 3 hours. (Lecture 3 hours.)

General education approach to the study of economics. Economics as a description of economic life. The economic problem. Economic systems. The market economy and its operations. That national economy. Fiscal policy. The role of money and banking. Monetary policy. Standard economic theory. Dissenting economic theory.

ECON 210 Macroeconomics

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: MATH 40 or MATH 40L or appropriate placement test score. A basic examination of the principles of economics that apply to the economic system in the aggregate. Topics include opportunity costs, gains from trade, demand and supply, determination of aggregate output, employment, inflation, and exchange rates, and the role of fiscal and monetary policy in the U.S. and world economy.

ECON 211 Microeconomics

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: MATH 40 or MATH 40L or appropriate placement test score. A basic examination of the microeconomic behavior of individual consumers, firms, and markets in the domestic and world economy. Topics include opportunity costs, gains from trade, demand and supply, production, market structures, and externalities and public goods.

Education

MCC-Blue River

MCC-Longview

MCC-Maple Woods
Russell Powlas

MCC-Penn Valley

Carrie Pickerel-Brooks

EDUC 190 Art for Elementary Teachers

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Students will explore PreK-6 art curricula as well as methods of integrating the study and production of art within the core curricular subjects. Creative projects will allow students to explore how the visual arts encourage self-expression. Child development and motivation are examined in light of the unique role of the visual arts in the human experience. Survey of a board range of visual arts will encourage understanding of diverse cultural beliefs and traditions. Classroom design/décor will be considered in relation to student engagement and learning. Community resources for engagement with the visual arts will be researched.

EDUC 200 Foundations of Education

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 101.

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 be studied.

EDUC 201 Teaching Profession With Field Experience

3 credits. 2.5 hours. (Lecture 2.5 hours. Field Studies 30 hours.)

Prerequisite: ENGL 101.

This course provides students an opportunity to observe teaching and learning for thirty (30) hours or more in P-12 classrooms. The student is introduced to the requirements for teacher preparation and certification. Students will examine characteristics of effective teaching. The course is designed to assist the student in determining if a career in teaching is an appropriate goal.

EDUC 205 Physical Education for Elementary Teachers

2 credits. 2 hours. (Lecture 2 hours.)

Students explore theory and practice of physical education activities for elementary students and a variety of ways to integrate activities throughout the curriculum. Creative projects will allow students to explore how physical movement enhances the learning experience, plays a vital role in improving academic achievement, and addresses the needs of kinesthetic learners. Learning styles and child developmental stages represent the central focus for planning lessons that integrate movement into the core curricula. Research and presentation of international practices regarding sports, dance, and children's games encourages multicultural understanding of beliefs and traditions. A variety of resources including collaborative practices, technology, every day classroom items, and unique use of space will be used to enhance academic learning while promoting a healthy lifestyle.

EDUC 210 Music for Elementary Teachers

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisite: COLL 100.

Students will explore PreK-6 music curricula as well as methods of integrating music within the core curricular subjects. Creative projects will allow students to explore how music encourages lesson engagement. Child development and motivation are examined in light of the unique role of music in the human experience. Survey of diverse music will encourage understanding of beliefs and traditions. District, school and classroom resources will be examined for how they can be used in lessons involving music.

EDUC 215 Children's Literature for Elementary Teachers

3 credits. 3 hours. (Lecture 3 hours.)

A survey and history of literature appropriate for children from pre-K through grade eight. Criteria for selection and evaluation of children's literature is included. Techniques for using literature in the elementary classroom are emphasized. Micro-teaching opportunities are provided.

EDUC 270 Educational Psychology

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PSYC 140.

This course is designed to help students relate the application of psychological principles to teaching, learning and assessment, and the education practice in P-12 classrooms. It will focus 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.

EDUC 280 Technology for Teachers

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 101.

In this course students will learn how to integrate instructional technology into the P-12 classrooms. Students will study a variety of software program and telecommunication tools. The focus will also be on social, ethical, legal and human issues surrounding the use of technology.

EDUC 285 Education of Exceptional Learners

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: EDUC 270.

This survey 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.

Emergency Medical Services

MCC-Penn Valley

Chad Wright

EMS 100 Basic Emergency Patient Care

1 credit. 1 hour. (Lecture 1 hour.)

Overview of the Emergency Medical Services system. Current cardiopulmonary resuscitation skills, including adult, child, and infant resuscitation according to American Heart Association standards. Medical, traumatic, and environmental emergencies review. (Successful completion of the course qualifies the student for the Basic Life Support Course Certification.)

EMS 110 First Responder

3 credits. 3 hours. (Lecture 3 hours.)

Overview of the Emergency Medical Services system. Recognizing the mechanisms of injury. Patient assessment and management techniques. Patient packaging techniques for evacuation.

EMS 150 Emergency Medical Technician - Basic

8 credits. 11 hours. (Lecture 5 hours. Laboratory 4 hours. Clinical 2 hours.)

Prerequisite: The student must be 18 years old by the end of the course and must hold a high school diploma or GED.

Basic life support and emergency care. Signs, symptoms and procedures of field management for emergency medical situation. Clinical observations. Successful completion makes student eligible to take the National Registry of Emergency Medical Technicians examination for EMT-Basic. (State licensure as an EMT-Basic is the responsibility of the student after successful completion of the Nation Registration.)

EMS 154 Foundations

1 credit. 1 hour. (Lecture 1 hour.)

Prerequisite: Missouri licensed EMT or equivalent from another state and formal acceptance to the paramedic program.

This course introduces the student to the roles, wellness, safety, and responsibilities of the paramedic. Introduction to the legal and ethical issues for the paramedic. Overview of public health and lifespan development.

EMS 159 Advanced Patient Assessment

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisite: Missouri licensed EMT or equivalent from another state and formal acceptance to the paramedic program.

This course builds on the foundation of the Emergency Medical Technician assessment techniques. Students will gain knowledge necessary to perform various assessment techniques and obtain history pertinent to formulating a patient diagnosis.

EMS 168 Paramedic Laboratory I

3 credits. 6 hours. (Laboratory 6 hours.)

Prerequisite: Missouri licensed EMT or equivalent from another state and formal acceptance to the paramedic program.

This course will develop the student's ability to perform basic and advanced pre-hospital emergency medical procedures.

EMS 176 Airway and Respiratory Management

1 credit. 1 hour. (Lecture 1 hour.)

Prerequisite: Missouri licensed EMT or equivalent from another state and formal acceptance to the paramedic program.

This course integrates a complex knowledge of anatomy, physiology, and pathophysiology into the patient assessment to develop and implement a treatment plan.

EMS 192 Pharmacology

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: Missouri licensed EMT or equivalent from another state and formal acceptance to the paramedic program.

This course introduces the student to the medications used in the prehospital management of medical and traumatic emergencies.

EMS 201 Clinical Research and Documentation

1 credit. 1 hour. (Lecture 1 hour.)

Prerequisite: HLSC 108 or BIOL 109 or BIOL 110 and BIOL 210, EMS 154, 159, 168, 176, 192 with a grade of C or higher

This course introduces the student to the clinical setting through orientation and research principles to interpret literature and advocate evidence-based practice. The student is also introduced to the principles of medical document writing and report writing.

EMS 212 Cardiology

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: HLSC 108 or BIOL 109 or BIOL 110 and BIOL 210, EMS 154, 159, 168, 176, 192 with a grade of C or higher

This course provides an in depth review of cardiac anatomy and physiology. Students will gain knowledge in advanced cardiac assessment, electrocardiographic monitoring, and appropriate patient management techniques.

EMS 214 Paramedic Laboratory II

3 credits. 6 hours. (Laboratory 6 hours.)

Prerequisite: HLSC 108 or BIOL 109 or BIOL 110 and BIOL 210, EMS 154, 159, 168, 176, 192 with a grade of C or higher

This course transitions the students ability to implement basic and advanced pre-hospital emergency procedures into scenario based treatments.

EMS 216 Advanced Cardiac Life Support (ACLS)

1 credit. 1 hour. (Lecture 1 hour.)

Prerequisite: EMS 212 with a grade of C or higher

This American Heart Association (AHA) course prepares the student to treat and manage cardiovascular emergencies. Upon successful completion of this course students will receive certification as an Advanced Cardiac Life Support (ACLS) provider.

EMS 218 Medical Emergencies

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: HLSC 108 or BIOL 109 or BIOL 110 and BIOL 210, EMS 154, 159, 168, 176, 192 with a grade of C or higher

This course provides an in depth review of human anatomy and physiology. Students will gain knowledge in pathophysiology within the human body and management of non-traumatic medical emergencies.

EMS 224 Trauma Management

1 credit. 1 hour. (Lecture 1 hour.)

Prerequisite: HLSC 108 or BIOL 109 or BIOL 110 and BIOL 210, EMS 154, 159, 168, 176, 192 with a grade of C or higher

This course provides an in depth review of human anatomy and physiology. Students will gain knowledge in pathophysiology within the human body and management of traumatic injuries.

EMS 230 Special Patient Populations

1 credit. 1 hour. (Lecture 1 hour.)

Prerequisite: HLSC 108 or BIOL 109 or BIOL 110 and BIOL 210, EMS 154, 159, 168, 176, 192 with a grade of C or higher

This course prepares the student to assess and treat the pregnant patient as well as manage emergency childbirth. The student will also develop the knowledge and skills necessary to manage gynecological, pediatric, geriatric, and other patients with special challenges.

EMS 236 Prehospital Care Integration

3 credits. 6 hours. (Laboratory 6 hours.)

Prerequisite: EMS 212, 214, and 216 with a grade of C or higher.

This course integrates all preceding didactic and laboratory emergency medical services into the patient care setting. Students are challenged to think critically about patient assessment and to develop patient management and leadership skills.

EMS 254 Paramedic Clinical

6 credits. 18 hours. (Clinical 18 hours.)

Prerequisite: EMS 212, 214, and 216 with a grade of C or higher.

This course provides the student a supervised experience in a clinical setting. Students learn the practical application of assessment and procedure techniques while working with interdisciplinary healthcare professionals in various clinical settings.

EMS 258 Paramedic Field Internship

10 credits. 30 hours. (Field Studies 30 hours.)

Prerequisite: EMS 236, EMS 254 with a grade of C or higher.

This course offers a supervised clinical experience in a field setting. Students implement the practical application of assessment and procedure techniques while developing professional team leadership abilities in a prehospital setting.

EMS 280 Advanced Medical Life Support (AMLS)

1 credit. 1 hour. (Lecture 1 hour.)

Prerequisite: EMS 218 with a grade of C or higher

This National Association of EMT's (NAEMT) course prepares the student to treat and manage complex medical patients in the prehospital setting. Upon successful completion of this course students will receive certification as an Advanced Medical Life Support (AMLS) provider.

EMS 284 Prehospital Trauma Life Support (PHTLS)

1 credit. 1 hour. (Lecture 1 hour.)

Prerequisite: EMS 224 with a grade of C or higher

This National Association of EMT's (NAEMT) course prepares the student to treat and manage trauma patients in the prehospital setting. Upon successful completion of this course students will receive certification as a Prehospital Trauma Life Support (PHTLS) provider.

EMS 286 Pediatric Emergency Care

1 credit. 1 hour. (Lecture 1 hour.)

Prerequisite: EMS 230 with a grade of C or higher

This course will provide the student the opportunity to learn advanced pediatric assessment and skills. The students will use different assessment skills and learn how to access, treat, and package the pediatric patient. The course will follow the national standards. Upon successful completion of the program, students will receive certification as a pediatric provider.

ENGR 223 Thermodynamics and Heat Transfer

4 credits. 4 hours. (Lecture 4 hours.)

Prerequisite: MATH 190 & PHYS 220.

Properties of pure substance, work and heat, the first law of thermodynamics, the second law of thermodynamics, entropy, irreversibility, exergy (availability), and some power and refrigeration cycles. Introduction to heat transfer, thermal conduction, convective heat transfer, and thermal radiation.

ENGR 229 Statics

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: MATH 190 & PHYS 220.

Resultants of force systems, including couples in two and three dimensions, centroids, equilibrium of force systems, friction, and vector methods, moments of inertia, shear and bending moment diagrams.

ENGR 230 Dynamics

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGR 229.

Principles of kinematics, kinetics, and moments of inertia. Engineering applications and vector methods.

ENGR 233 Circuit Analysis I

4 credits. 4 hours. (Lecture 4 hours.)

Prerequisite: PHYS 221 or concurrent enrollment in PHYS 221.

DC Steady-state Circuit analysis, Node and Mesh analysis, Independent and Dependent Sources, Capacitors and Inductors, Op-Amps, Transient analysis, AC Analysis.

ENGR 240 Mechanics of Materials

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGR 229.

Introduction to the techniques of determining stresses and strains in mechanical and structural components.

Engineering

MCC-Business & Technology

MCC-Longview

Carol Pflum

MCC-Maple Woods

MCC-Penn Valley

Dan Justice

ENGR 101 Introduction to the Engineering Profession

1 credit. 1 hour. (Lecture 1 hour.)

Designed to help engineering students understand the learning process, acquire essential academic survival skills, and to learn the necessary study skills for engineering. This course is an equivalent for COLL 100 for students in Engineering and Engineering Technology.

ENGR 113 Engineering Design Microcomputer Applications

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisite: MATH 110 or appropriate placement test score.

Introduction to software tools (computer aided design drafting, word processing, spreadsheets) with application to professional engineering practice. Principles of engineering design. A semester long group project designed and built by students in an integral part of the course.

ENGR 121 Metallurgy for Engineers

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: CHEM 111.

Introduction to the structure and properties of metals and alloys. Introduction to processes used to modify the structure and properties of metallic materials, including alloying, deformation and heat treating.

ENGR 204 Programming for Engineers and Scientists

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisites: MATH 180 and COLL 100.

Includes analysis and synthesis of structured computer algorithms in Visual Basic Applications for Excel and MATLAB. These tools will be used to solve engineering problems and present data graphically.

ENGR 215 Engineering Statistics and Computation

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisites: MATH 190.

An introduction to statistical methods in engineering dealing with basic probability, statistical distribution functions, confidence intervals, significance tests, and sampling. Limited treatment of curve-fitting and time-series analysis. Structured programming in Matlab.

Engineering Technology

MCC-Business & Technology

James Cline

Robert Dumler

ETEC 110 Basic Electronics

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)

Prerequisite: MATH 110 or appropriate placement test score.

This course is an introductory course for the individual who is moving into an industrial maintenance or related activity. Behavior of electricity, sources of electricity, Ohms' and Watts' laws, electrical power distribution, transformers, electrical safety, electrical measurements and basic components are covered.

ETEC 118 AC Circuit Analysis

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)

Prerequisite: (ETEC 110 or INTE 110) & (MATH 104, MATH 130 or MATH 150).

This course covers AC circuits, complex numbers, inductance, capacitance, RL and RC circuits, RC time constants and transients, resonance, transformers, relays and switches. Introduction to Solid State Principles and filters as they relate to electrical and electronic power supplies.

ETEC 130 Digital Electronics

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)

Prerequisite: ETEC 110 or INTE 110.

The course covers basic digital gates, logic circuits, timers, counters, shift registers, flip flops, analog to digital and digital to analog conversions, and the conversions between different number systems. An introduction to the architecture of the microprocessor is also included.

ETEC 152 Engineering Graphics and CADD I

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)

Prerequisite: MATH 40 or MATH 40L or appropriate placement test score.

Introduction to engineering communications and basic computer aided drafting/design (CADD). Emphasis on technical sketching, orthographic projection, drawing layout, drafting and CADD standards and conventions, dimensioning, sectioning, annotation and basic design principles. Foundation for computer aided drafting/design including file management, basic drawing commands, basic editing commands, layering, blocks and wblocks, dimensioning, polylines, hatching and plotting.

ETEC 153 Descriptive Geometry

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: ETEC 152.

Graphic solutions of spatial relationships between points, lines, angles, planes and solids. Includes descriptive mechanical, architectural and civil problems and concepts. Determining true length, angle, visibility, bearing, slope, intersections, parallelism and perpendicularity using CADD and technical sketching.

ETEC 155 Introduction to Residential Architectural Drafting

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: ETEC 152.

Introduction to residential architectural design and drafting. Course includes residential construction materials and methods, building codes, site selection, home styles, foundation plan, floor plan, electrical and plumbing plans, roof plan, elevations and wall sections, window and door schedules, energy efficiency and community considerations. An emphasis will be placed on design. A complete drawing set will be produced using CADD.

ETEC 169 CADD I

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Basic computer aided drafting and design (CADD) using a current industry standard CADD software package. Includes file management, basic drawing and editing commands, blocks and wblocks, dimensioning, polylines, hatching, plotting, intermediate drawing and editing commands and CADD standards (layers, text styles and dimension styles).

ETEC 170 CADD I, Microstation

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: ETEC 152.

An introduction to computer aided drafting/design (CADD) using Microstation. Topics will include creating basic and complex geometry, CADD standards, dimensioning, cells and cell libraries, plotting and reference files.

ETEC 189 ETEC Internship I

1 credit. 5 hours. (Field Studies 1 hour.)

Prerequisite: ETEC 152.

This course is designed to give the student real world experience in an engineering department of an engineering or architectural office. The student will strengthen design techniques as well as the soft skills required of modern industry under the supervision of a mentor.

ETEC 190 ETEC Internship II

2 credits. 10 hours. (Field Studies 2 hours.)

Prerequisite: ETEC 152.

This course is designed to give the student real world experience in the an engineering department of an engineering or architectural office. The student will strengthen design techniques as well as the soft skills required of modern industry under the supervision of a mentor.

ETEC 199 Special Projects in ETEC

1-2 credit. 1-3 hour. (Lecture 1-3 hour.)

Prerequisite: ETEC 152.

Independent study in Engineering Technology or related areas under supervision of the faculty member.

ETEC 200 Applied Statics & Mechanics

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: MATH 104 or MATH 130.

Foundation for mechanical and structural design calculations and procedures. Topics include vectors, free body diagrams, force analysis, truss design, column and beam selection, bearing plate design, and bolted connections.

ETEC 210 Introduction to Commercial Architecture

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: ETEC 152.

Introduction to commercial architecture and structures. Topics include commercial structure types, site considerations, foundation plans, structures, construction materials and methods, cost estimating and environmentally friendly design practices. An emphasis will be placed on building systems and building system planning.

ETEC 211 Building Information Modeling, Revit

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: ETEC 152 or concurrent enrollment.

An introduction to Building Information Modeling using Revit. Building design, layout and components of residential and commercial buildings will be created. Topics will also include levels, views, detailing, scheduling, elevations and sections.

ETEC 212 Computer Integrated Manufacturing & Robotic Control

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)

This course applies principles of robotics and automation to Computer Aided Design (CAD). Course builds on computer solid modeling skills developed in Introduction to Engineering Design, and Design & Drawing for Production. Students use Computer Numerical Control (CNC) equipment to produce actual models of their three-dimensional designs. Fundamental concepts of robotics used in automated manufacturing, and design analysis are included.

ETEC 220 Analog Devices

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)

Prerequisite: ETEC 118.

This course covers semiconductor devices and their applications. Diodes, rectifiers, power supplies, limiters, clippers, voltage regulators, and transistors will be presented, along with various small and large signal and multistage amplifier circuits. This course also covers field effect transistors, oscillators and trigger devices.

ETEC 230 Microcontroller Architecture

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)

Prerequisite: ETEC 130.

This course covers the operation and architecture of the basic microcontrollers, programming commands and system design. Also includes an introduction to robotics.

ETEC 240 Design Project

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisite: ETEC 220 or 230.

An engineering technology research course in which students work in teams to research, design and construct a solution to an open-ended engineering problem. Students apply principles developed in the four preceding courses.

ETEC 258 Introduction to Machine Design

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: ETEC 152.

An introduction to machine design with an emphasis on current materials and standard machine parts. Topics include advanced dimensioning, basic tolerancing, gearing, threads and thread notes, welding and weld symbols, bearings, adjustment and the drawing set. Course includes a comprehensive design project with drawing set.

ETEC 262 Technical Illustration

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: ETEC 152.

An introduction to a professional technical illustration and animation software tool. Topics covered are object modeling and editing, lights, shadows, materials, backgrounds, scenes, images and basic animation. A comprehensive final project is included in the course.

ETEC 265 Introduction to Civil Design

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisites: ETEC 152.

An introduction to civil drafting and design using surveying and engineering data to draw civil engineering plans. Topics included are legal descriptions, plan and profile drawings, topographic mapping, cross-sections, and required calculations. An introduction to a Civil specific CADD package is included.

ETEC 268 Introduction to Structural Steel Design

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ETEC 152.

Introduction to structural steel and structural steel blueprints. Topics include steel as a material, structural steel shapes, drawing types, connection methods and fabrication methods. The AISC Manual of Steel Construction will be introduced and used in reference to structural members and drawings.

ETEC 269 Computer Aided Design II

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)

Prerequisite: ETEC 152 or ETEC 169.

Advanced computer aided drafting and design (CADD). Advanced dimensioning and tolerancing techniques, attributes, advanced drawing aids, file management and basic customization. Effective use of model space, paper space and viewports. An introduction to three-dimensional wire frames, surface models, solid models and rendering tools.

ETEC 270 Parametric Modeling, Inventor

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: ETEC 152 or concurrent enrollment.

An in-depth introduction to three-dimensional parametric modeling. A current release of an industry parametric modeler will be used to produce three-dimensional part files, assemblies, presentations and orthographic production documents. Students will work on individual and group projects to solve simulated industry design problems.

ETEC 271 Parametric Modeling, Solidworks

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: ETEC 152 or concurrent enrollment.

An in-depth introduction to three-dimensional parametric modeling. A current release of an industry parametric modeler will be used to produce three-dimensional part files, assemblies, presentations and orthographic production documents. Students will work on individual and group projects to solve simulated industry design problems.

ETEC 272 Advanced Parametric Modeling and Prototyping, Inventor

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: ETEC 270.

Advanced parametric modeling using Inventor. Topics include advanced part modeling, sheet metal models and flat patterns, weldments, plastic parts, drawing standards, adaptive parts and assemblies, iParts, iMates and iFeatures.

ETEC 273 Advanced Parametric Modeling & Prototyping, Solidworks

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: ETEC 271.

Advanced parametric modeling using Solidworks. Topics include advanced part modeling, sheet metal models and flat patterns, weldments, drawing standards, library features and library parts.

ETEC 275 Build Project

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisite: ETEC 220.

This is a capstone course, and the student should be in the final semester of the program. The student will work with the instructor to build an electronic project, which will require a demonstration of proficiencies in the assembly, testing, and troubleshooting phases of electronics.

ETEC 290 Internship in Engineering Technology

3 credits. 15 hours. (Field Studies 15 hours.)

Prerequisites: ETEC 152.

This course is designed to give the student real world experience in an engineering department of an engineering or architectural office. The student will strengthen design techniques as well as the soft skills required of modern industry under the supervision of a mentor.

ETEC 295 Capstone Project in Engineering

3 credits. 3 hours. (Lecture 1 hour. Laboratory 3 hours.)

Prerequisites: ETEC 152, ETEC 269, ETEC 270 or ETEC 271.

Capstone design/build project for engineering technology. This project will include the design and fabrication of a project of suitable complexity and scope. The project will include a comprehensive production document set and a functional prototype.

ENGL 90 Foundations of College Writing II

4 credits. 4 hours. (Lecture 4 hours.)

Prerequisite: ENGL 28 or ENGL 80 or satisfactory score on placement test.

Students will practice writing thesis-support multi-paragraph documents that utilize the conventions of written standard English and develop critical thinking skills by writing about reading. The course culminates in a required satisfactory-unsatisfactory exit portfolio.

ENGL 101 Composition & Reading I

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 30 or ENGL 90 or appropriate placement test score.

Focus on instruction in the composing process that includes exploration of ideas through reading, methods of writing development, and use of writing conventions. Instruction takes students from reflective expression to critical analysis through writing.

ENGL 101R Composition and Reading I - Reentry

4 credits. 4 hours. (Lecture 4 hours.)

Prerequisite: ENGL 30 or ENGL 90 or appropriate placement test score.

Focus on instruction in composing process that includes exploration of ideas through reading, methods of writing development, and use of writing conventions. Instruction takes students from reflective expression to critical analysis through writing. The reentry course provides a campus orientation, an introduction to campus resources, and strategies for memory, listening, note taking, test preparation, test taking, stress management, and time management.

ENGL 102 Composition & Reading II

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 101.

Students are asked to analyze and evaluate persuasive essays for the writer's use of logical thinking. Students will develop research skills for the purpose of creating documented essays that reflect critical thinking and logical argument.

ENGL 104 News Writing and Reporting I

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 101.

This course offers instruction and practice in writing and editing copy for college news publications. Students will contribute work for publication. The course also includes analysis and discussion of professional and college newspapers.

ENGL 105 News Writing and Reporting II

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 104.

Continued instruction and practice in writing and editing copy for college news publications. Students will contribute work for publication. Introduction to production skills.

ENGL 111 Vocabulary

1-3 credit. 1-3 hour. (Lecture 1-3 hour.)

Improvement of general college vocabulary and specific subject-related vocabulary through the use of word analysis and context clues.

ENGL 129 Directed Reading

1-3 credit. 1-3 hour. (Independent Study 1-3 hour.)

Directed reading in a field chosen by the student with the advice and direction of the instructor. In-depth investigation of a particular author, genre, or area of literature.

ENGL 198 Service-learning in English

1-3 credit. 1-3 hour. (Lecture 1-3 hour.)

This is an experiential learning opportunity that links concepts and principles of English to real-world application through community service. Includes 40-hours of on-task service to a community organization, agency, or public service provider per credit hour. The community service placement agency and service assignment will vary, dependent on the speech or drama course topic and learning objectives.

ENGL 201 Creative Writing I

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 101.

Various types of imaginative writing such as fiction, poetry, play and/or scripts, creative non-fiction.

ENGL 202 Creative Writing II

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 201.

Continuation and advanced study of the primary themes found in Creative Writing I, including various types of imaginative writing such as fiction, poetry, play and/or scripts, creative non-fiction. More in-depth analysis of the processes of manuscript preparation and submission.

English

MCC-Blue River

David Collins

Theresa Hannon

Rich Higgason

Katherine Melles

MCC-Longview

Zoe Albright

Anne Dvorak

Robyn McGee

Casey Reid

Dawnielle Robinson-

Walker

Jan Rog

Pat McKeown

Eric Sullivan

Susan Satterfield

MCC-Penn Valley

Craig Bartholomaus

Lisa Spaulding

Christine Howell

Lane VanHam

MCC-Maple Woods

T. Joel Conway

Michelle Potts

Melissa Renfrow

Charissa Motley

David Sharp

Michael Warren

Stephanie Zerkel-

Humbert

Anita Leverich

Ashley Meyer

ENGL 28 Basic Writing Skills I

3 credits. 3 hours. (Lecture 3 hours.)

Students will work toward writing clear, correct, and effective sentences and paragraphs; incorporating their use in extended pieces of writing.

ENGL 30 Basic Writing Skills II

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: ENGL 28 or ENGL 80 or satisfactory score on placement test.

Students will work toward understanding and utilizing the conventions of Standard American English, sentence structure, and writing focused, adequately supported and mechanically sound paragraphs and essays.

ENGL 80 Foundations of College Writing I

4 credits. 4 hours. (Lecture 4 hours.)

Prerequisite: Appropriate placement score.

Students will practice writing clear paragraph and multi-paragraph documents that utilize the conventions of written standard English and develop critical thinking skills by writing about reading. The course culminates in a required satisfactory-unsatisfactory exit portfolio.

ENGL 203 Creative Writing III

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 202.

Continuation and advanced study of the primary themes found in Creative Writing II, including various types of imaginative writing such as fiction, poetry, play and/or scripts, creative non-fiction. More in-depth analysis of the processes of manuscript preparation and submission, including the preparation of longer fiction, collections of poetry and specialized scripts.

ENGL 204 Creative Writing IV

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 203.

Continuation and advanced study of the primary themes found in Creative Writing III, including various types of imaginative writing such as fiction, poetry, play and/or scripts, and creative non-fiction. Practice in submitting works for publication, including fiction/longer fiction, poems and/or collections of poetry and specialized scripts.

ENGL 205 Principles of American Journalism

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 101.

This course explores the underlying principles of journalism, changing practices in journalism, relations among journalism and other social institutions, and current issues and problems facing journalists in the digital age. The course places U. S. journalism in a global context.

ENGL 206 News Writing and Reporting III

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 105.

Instruction in advanced news writing and reporting; introduction to news editing. The focus of the course is on editing skills and newsroom leadership.

ENGL 207 News Writing and Reporting IV

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 206.

Instruction in advanced news writing and reporting; introduction to news editing. The focus of the course is on editing skills and newsroom leadership.

ENGL 209 Creative Writing:Screenwriting

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: ENGL 101.

Instruction and practice of the elements, format, professional development, and marketing of a complete 90-120 page feature length screenplay based on an original idea.

ENGL 210 Creative Writing: Writing Children's Literature

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 101.

Writing various types of literature for children from preschool to junior high.

ENGL 214 Introduction to Fiction

3 credits. 3 hours. (Lecture 3 hours.)

Reading, discussion, and analysis of short stories and novels. Interpretation, evaluation, and enjoyment of works within the two literary forms.

ENGL 215 Technical Writing

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 101.

Prepares students to compose written products appropriate to contexts requiring technical communication and documentation.

ENGL 216 Introduction to Drama and Poetry

3 credits. 3 hours. (Lecture 3 hours.)

Reading, discussion, and analysis of poetry and drama; interpretation, evaluation, and enjoyment of works within the two literary forms.

ENGL 217 Scientific Writing

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 101.

Course focuses on developing skills in scientific writing for students interested in or majoring in the sciences. Prepares students to compose written products appropriate to contexts requiring scientific communication and documentation.

ENGL 218 Introduction to Literature

3 credits. 3 hours. (Lecture 3 hours.)

Reading, discussion, and analysis of short stories, plays, and poems. Interpretation, evaluation, and enjoyment of these forms.

ENGL 219 Advanced Screenwriting

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 209.

Review of professional screenwriting standards; revision and marketing of a completed full-length screenplay.

ENGL 220 British Literature to 1750

3 credits. 3 hours. (Lecture 3 hours.)

Survey of British literature from the early Middle Ages to the middle of the 18th century.

ENGL 221 British Literature 1750-Present

3 credits. 3 hours. (Lecture 3 hours.)

Survey of British literature from the end of the 18th century to the present.

ENGL 222 American Literature to 1860

3 credits. 3 hours. (Lecture 3 hours.)

Survey of American literary works to the Civil War.

ENGL 223 American Literature 1860-Present

3 credits. 3 hours. (Lecture 3 hours.)

Survey of American literary works from the Civil War to the present.

ENGL 230 Science Fiction

3 credits. 3 hours. (Lecture 3 hours.)

Introduction to science fiction. Its current position as an independent genre making a unique contribution to the social comment of the 21st century.

ENGL 232 Detective Fiction

3 credits. 3 hours. (Lecture 3 hours.)

Representative works of detective fiction from Poe to the present.

ENGL 234 Film as Literature

3 credits. 3 hours. (Lecture 3 hours.)

Viewing, discussion, and analysis of films. Interpretation, evaluation, and enjoyment of works within this literary form.

ENGL 240 Mythology

3 credits. 3 hours. (Lecture 3 hours.)

The origins, purposes, and meanings of myth in past and present human experiences as seen through mythological stories and characters.

ENGL 242 The Bible as Literature

3 credits. 3 hours. (Lecture 3 hours.)

Selected passages from Old and New Testaments as illustrations of different types of literature (stories, drama, poetry). Analysis of the literary qualities of the Bible.

ENGL 250 Masterpieces of American Literature

3 credits. 3 hours. (Lecture 3 hours.)

Masterpieces of American literature that represent American culture and themes.

ENGL 254 World Literature I

3 credits. 3 hours. (Lecture 3 hours.)

Representative works of world literature up to 1600 AD and their significance to the 21st century reader.

ENGL 255 World Literature II

3 credits. 3 hours. (Lecture 3 hours.)

May be taken without ENGL 254. Representative works of the later Renaissance, the Neoclassical period, the Romantic period, Realism, Naturalism, and the contemporary period and their significance to the 21st century reader.

ENGL 256 World Masterpieces

3 credits. 3 hours. (Lecture 3 hours.)

World masterpieces of prose, drama, and poetry as embodiments of views of the human condition.

ENGL 260 African-American Literature

3 credits. 3 hours. (Lecture 3 hours.)

Survey of African-American literature from various genres and historical periods. Students will examine the artistic responses of male and female writers to the social, political, and cultural forces that help shape the African-American experience.

ENGL 262 Women's Lives and Autobiography

3 credits. 3 hours. (Lecture 3 hours.)

This course focuses on the literature of women's lives and will explore the historical, political, social and religious contexts in which women live and through which they perceive their worlds.

ENGL 264 U.S. Latino and Latina Literature

3 credits. 3 hours. (Lecture 3 hours.)

This course is a survey of U.S. Latino and Latina literature from various genres and historical periods. The literary contributions from Chicanos and Chicanas, Cuban-Americans and Puerto Rican writers will be included. Students will read and discuss essays, drama, novels, poetry, short stories and ideological discourse while also exploring historical motivators of the literature that have made cultural impacts on the Latina and Latino communities and the American mainstream.

ENGL 265 African Literature

3 credits. 3 hours. (Lecture 3 hours.)

This course is a survey of African literature from various genres and historical periods. Students will read and discuss oral stories, poems, short stories, plays, and novels and examine social, political, and cultural forces that have shaped the African experience.

ENGL 267 North American Indian Literature

3 credits. 3 hours. (Lecture 3 hours.)

This course will examine North American Indian literature and cultures. Attention will be paid to both traditional and contemporary native writings. The course will cover themes of traditional beliefs, identity, and other relevant topics. Genres include poetry, fiction, film, and/or non-fiction prose.

ENGL 268 Women's Literature

3 credits. 3 hours. (Lecture 3 hours.)

Women's Literature focuses on the ideas, experiences, and imagination of women through discussion and analysis of various literary genres written by women. The course will explore the historical, political, and social contexts in which women live and write.

ENGL 270 Special Topics

1-3 credit. 1-3 hour. (Lecture 1-3 hour.)

Selected topics of current interest. Available to individual students or to small groups through arrangement with an instructor.

ENGL 299 Shakespeare

3 credits. 3 hours. (Lecture 3 hours.)

Study of Shakespeare's life and major works. Consideration of the significance of the playwright and his plays for both Elizabethan and 21st century audiences.

English As A Second Language

MCC-Penn Valley

MCC-Longview

ESL 2 Novice I: Speaking and Listening

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: Appropriate ESL placement test score.

The study and practice of speaking and listening at the level of isolated words and formulaic phrases in areas of immediate need. Development of survival level aural/oral skills for beginning ESL students.

ESL 3 Novice I: Reading and Vocabulary

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: Appropriate ESL placement test score.

The study and practice of survival level reading. Introduction of basic reading skills in English.

ESL 4 Basic Writing

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisites: Applied Language Institute approval.

The study and practice of survival level writing skills including spelling, capitalization and some punctuation. Basic sentence structure and completion of simple standard forms.

ESL 5 Basic Grammar

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisites: Applied Language Institute approval.

The study and practice of survival level sentence structures and words. Basic level sentences, questions, directions, and descriptions that relate to students' immediate surroundings and some life skill areas.

ESL 6 Basic Reading

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisites: Applied Language Institute approval.

The study and practice of survival level reading English vocabulary context. Basic reading comprehension, and the introduction of dictionary skills.

ESL 7 Basic Speaking/Listening

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisites: Applied Language Institute approval.

The study and practice of speaking and listening for survival level social functions in English. Production of isolated words and phrases in areas of need.

Development of survival level oral/aural skills for beginning ESL students.

ESL 8 Novice 1: Grammar

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: Appropriate ESL placement test score.

The study of basic sentence structure and words in writing and speaking.

Students will study statements, negatives and questions in a variety of contexts.

ESL 9 Novice 1: Composition

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: Appropriate ESL placement test score.

The study and practice of basic sentence structure and completion of simple standard forms in writing using survival level vocabulary.

ESL 10 ESL Composition I

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisites: ESL 04.

The study and practice of writing skills in the skills in the present and past, and the introduction of some organizational patterns; multiple sentence structures, descriptions, and simple narratives.

ESL 11 Grammar I

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisites: ESL 05.

The study and practical application of some sentence structures and word parts. Simple sentences, questions, directions, and descriptions in the present and past tenses.

ESL 12 ESL Speaking & Listening I

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisites: ESL 07.

The study and practice of speaking and listening for basic social functions.

Practice of basic descriptions and the development of oral/aural skills.

ESL 13 ESL Reading and Vocabulary I

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisites: ESL 06.

The study and practice of reading with English vocabulary in context. Reading comprehension, identifying the topics of short readings, and using some dictionary skills.

ESL 16 Novice II: Speaking and Listening

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ESL 02 or appropriate ESL placement test score.

The study and practice of speaking and listening for survival level social functions. Development of aural/oral skills for beginning ESL students.

ESL 17 Novice II: Reading and Vocabulary

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ESL 3 or appropriate ESL placement test score.

The study and practice of reading English vocabulary and short narratives in instructional context. Vocabulary is limited to life-skill areas.

ESL 18 Novice II: Grammar

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: ESL 008 or appropriate ESL placement test score.

The study and practical application of basic sentence structures including statements, negatives and questions. The study of parts of speech as they relate to level appropriate contexts.

ESL 19 Novice II: Composition

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: ESL 009 or appropriate ESL placement test score.

The study and practical application of basic writing skills. The introduction of organizational patterns. The application of context appropriate verb tenses including present simple, present progressive, and past simple.

ESL 20 ESL Composition II

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisites: ESL 10.

The study and practice of techniques for writing paragraphs in English. Paragraph organization and the improvement of punctuation and mechanical skills in writing.

ESL 21 Grammar II

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisites: ESL 11.

The study and practice of sentence structures including future and irregular past tense constructions. Comparatives, information questions, and compound nouns and verbs.

ESL 22 ESL Speaking & Listening II

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisite: ESL 12.

The study and practice of speech in different environments and some simple social occasions. Sound distinction and production in the context of a sentence and listening for specific information.

ESL 23 ESL Reading and Vocabulary II

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisite: ESL 13.

The study and practice of reading narrative and expository texts and standard forms. Development of vocabulary and introduction of reading techniques such as a identification of topics and main ideas, skimming, scanning, prediction, and inference.

ESL 26 Intermediate I: Speaking and Listening

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ESL 16 or appropriate ESL placement test score.

The study and practice of speaking and listening for basic social functions.

Practice and development of aural/oral skills.

ESL 27 Intermediate I: Reading and Vocabulary

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ESL 17 or appropriate ESL placement test score.

The study and practice of narratives and expository texts. Development of vocabulary through formal analysis and prediction.

ESL 28 Intermediate 1: Grammar

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: ESL 018 or appropriate ESL placement test score.

The study and practical application of intermediate level verb tenses and related adverbs and adverb phrases. The study and practice of function words including modals and coordinating conjunctions.

ESL 29 Intermediate I: Composition

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: ESL 019 or appropriate ESL placement test score.

The study and practical application of writing skills. The introduction of process writing and organizational patterns. The application of context appropriate verb tenses including present simple, present progressive, and past simple, past progressive and simple future.

ESL 30 ESL Composition III

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisite: ESL 20.

The study and practice of writing multi-paragraph academic essays. Process writing, and a variety of rhetorical styles.

ESL 31 ESL Grammar III

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisite: ESL 21.

The study and practical application of complex sentence structures, including perfect and perfect progressive tenses. Understanding and use of passive voice, gerunds and infinitives, articles, conditionals, and modals.

ESL 32 ESL Speaking & Listening III

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisite: ESL 22.

The study and practice of comprehension and production of speech in a variety of social situations and environments. Note-taking techniques and understanding and expressing abstract ideas.

ESL 33 ESL Reading and Vocabulary III

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisite: ESL 23.

The study and practice of longer reading passages of various rhetorical styles. Improvement of reading speed, development of vocabulary and comprehension through complex inferences.

ESL 36 Intermediate II: Listening and Speaking

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ESL 26 or appropriate ESL placement test score.

The study and practice of comprehension and production of speech in different environments and social occasions. Sound distinction and production in the context of the sentence. Note-taking techniques and basic presentation skills.

ESL 37 Intermediate II: Reading and Vocabulary

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ESL 27 or appropriate scores on ALI placement test.

The study and practice of reading passages of various rhetorical styles. Improvement of reading speed; development of vocabulary through prediction and inferences.

ESL 38 Intermediate II: Grammar

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ESL 028 or appropriate ESL placement test score.

The study and practical application of complex sentence structures, including some perfect and perfect progressive tenses. Understanding and use of all parts of speech, basic conditionals, and some modals.

ESL 39 Intermediate II: Composition

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ESL 29 or ESL Institute placement test score.

The study and practice of composing multi-paragraph academic narrative essays within the writing process approach. Emphasis on organization and correctly punctuated complex language structures.

ESL 40 ESL Composition IV

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisite: ESL 30.

The study and practice of rhetorical principles in standard English prose. Critical thinking and research skills as well as fluency and accuracy in academic writing.

ESL 41 ESL Grammar IV

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisite: ESL 31.

The study and practice of grammatical structures in standard English prose. All verb tenses and the relationship between ideas and the construction of sentences in academic discourse.

ESL 42 ESL Speaking and Listening IV

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisite: ESL 32.

The study and practice of standard English particularly in the introductory level college classroom. Academic lecture comprehension and note-taking, as well as formal and informal discourse.

ESL 43 ESL Reading and Vocabulary IV

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisite: ESL 33.

The study and practice of reading, and the development of vocabulary, in academic level English. Critical thinking, reading skills and the ability to contextually identify unfamiliar vocabulary in reading from a variety of disciplines.

ESL 46 Advanced I: Speaking and Listening

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ESL 36 or appropriate ESL placement test score.

The study and practice of oral/aural standard English in a variety of environments and social situations. Presentation skills and note-taking techniques related to secondary-level of lecture comprehension.

ESL 47 Advanced I: Reading and Vocabulary

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ESL 37 or appropriate ESL placement test score.

The study and practice of reading, and the development of vocabulary, in pre-academic (secondary level) English. Critical thinking and reading skills; and the ability to contextually identify unfamiliar vocabulary in complex readings.

ESL 48 Advanced I: Grammar

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ESL 038 or appropriate ESL placement test score.

The study and practice of grammatical structures in standard English prose. Emphasis on most complex verb structures. Exploration of the relationship between ideas and the construction of sophisticated sentences in academic discourse.

ESL 49 Advanced I: Composition

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ESL 039 or appropriate ESL placement test score.

The study and the practice of rhetorical principles in standard English prose. Critical thinking as well as fluency and accuracy in academic writing.

ESL 50 ESL Multiskills I

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisite: Applied Language Institute approval.

The comprehensive study of standard English skills for advanced students. College level materials focusing on current issues as the basis for writing exercises and for classroom activities and presentations.

ESL 56 Advanced II: Speaking and Listening

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ESL 46 or appropriate ESL placement test score.

The study and practice of comprehension and production of standard English in academic discourse. Academic note-taking; post-secondary-level materials focusing on current issues as the basis of exercises and presentations.

ESL 57 Advanced II: Reading and Vocabulary

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ESL 47 or appropriate ESL placement test score.

The study and practice of reading, and the development of vocabulary in academic level English. Variety of college level texts focusing on current issues as the basis of critical analysis. Improvement of reading skills, and the ability to contextually identify unfamiliar vocabulary in complex readings.

ESL 58 Advanced II: Grammar

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ESL 048 or appropriate ESL placement test score.

The study and practice of grammatical structures in standard English prose. Emphasis on the relationship between ideas and the construction of sophisticated sentences in academic discourse.

ESL 59 Advanced II: Composition

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ESL 49 or appropriate ESL placement test score.

The study and the practice of rhetorical principles in standard English prose. Critical thinking and research skills as well as fluency and accuracy in academic writing.

ESL 97 English as a Second Language I

3 credits. 3 hours. (Lecture 3 hours.)

English for student who have a low-intermediate level of proficiency and who wish to improve all areas language learning. The study and practice of integrated English skills focusing on reading, writing, structure, and conversation.

ESL 98 English as a Second Language II

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ESL 97.

English structure, pronunciation, reading and writing for students who have an intermediate level of proficiency and who wish to improve all areas of language learning.

ESL 99 English as a Second Language III

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ESL 98.

English structure, pronunciation, reading and writing for students who have a high-intermediate level of proficiency and who wish to improve all areas of language learning. Conversation, reading, writing and structure are addressed.

Environmental Health and Safety

MCC-Business & Technology

EHSS 100 Introduction to Environmental Health and Safety

3 credits. 3 hours. (Lecture 3 hours.)

This course for non-EHS students is a review of environmental and health and safety regulations published by the EPA, DOT, OSHA, and the states regulatory agencies. This course emphasizes hazard identification, avoidance, control, and prevention. The topics will include clean air, clean water, hazardous waste, hazard communication, fall protection, confined space, respiratory protection, and personal protective clothing. Passing students meeting the attendance requirement will receive an OSHA 30-hr Outreach Card for General Industry.

EHSS 101 Hazardous Waste Operations and Emergency

Response (HAZWOPER)

3 credits. 3 hours. (Lecture 3 hours.)

This course provides a review of hazardous waste operations, handling, and regulations for facilities and hazardous waste sites. In addition, medical monitoring programs, engineering controls, respiratory protection, personal protective equipment, sampling techniques, air monitoring equipment, hazardous waste documentation, and incident command system (ICS) will be covered. This course meets the requirements of OSHA's HAZWOPER regulation (29 CFR 1910.120(e)). Upon satisfactory completion students will receive a 40-hr HAZWOPER certificate.

EHSS 110 Properties and Hazards of Hazardous Materials

3 credits. 3 hours. (Lecture 3 hours.)

This course covers the recognition and communication of the physical, chemical and health hazards of hazardous materials based on the nine DOT hazard classes, NIOSH Pocket Guide and EPA's definition of characteristic hazardous waste. Included are toxic, corrosive, reactive, flammable and combustible liquids, compressed gases, LP-gases and cryogenic liquids.

Upon satisfactory completion students will receive an OSHA 2015 (Hazardous Materials) certificate.

EHSS 111 Introduction to Health and Safety for General Industry

1 credit. 1 hour. (Lecture 1 hour.)

This course provides the participants with an overview of the Occupational Safety and Health Administration (OSHA) standards relevant to general industry. Among the subjects covered in the program are: an introduction to OSHA, fire protection, electrical safety, hazard communication, bloodborne pathogens, walking and working surfaces, personal protective equipment, machine guarding and safety and health programs. Students will receive a 10-hr General Industry Safety and Health Outreach Card.

EHSS 112 Introduction to Health and Safety for Construction

1 credit. 1 hour. (Lecture 1 hour.)

This course provides the participants with an overview of the Occupational Safety and Health Administration (OSHA) standards relevant to general industry. Among the subjects covered in the program are: an introduction to OSHA, stuck by, and caught in/between, excavations, electrical safety, health hazards, walking and working surfaces, stairs and ladders, tool & hand and power, personal protective equipment, fall protection and safety and health programs. Students will receive a 10-hr Construction Safety and Health Outreach Card.

EHSS 200 Safety and Health Regulations and Standards

3 credits. 3 hours. (Lecture 3 hours.)

A comprehensive overview of OSHA and other health and safety regulations and guidelines. Subject areas include OSHA history, specific regulations regarding walking and working surfaces, hazard communication (hazcom), confined spaces, personal equipment, electrical, machine safeguarding, exit routes/fire protection, lockout/tagout, welding, and recordkeeping. In addition, hazard recognition and safe work practices will be covered. Upon satisfactory completion students will receive certificates in OSHA 511 (OSHA Standards Course for General Industry) and OSHA7845 (OSHA Recordkeeping).

EHSS 202 Transportation and Storage of Hazardous Materials

3 credits. 3 hours. (Lecture 3 hours.)

A presentation of detailed information required for the handling, transportation, and storage of hazardous materials. Procedures for safe handling, storing, and preparing hazardous materials for shipment by all modes of transport as required by applicable Department of Transportation (DOT) regulations will be covered. Students will use reference materials, labeling, and preparing materials for shipment. Students will also learn the critical competencies required for properly responding to hazardous material emergencies. Upon satisfactory completion students will receive a 40-hour HAZMAT certificate in 49 CFR 171-180.

EHSS 203 Environmental Regulations

3 credits. 3 hours. (Lecture 3 hours.)

This course provides a comprehensive overview of EPA and other environmental regulations and guidelines. Subjects included in this course are: EPA history, specific regulations regarding surface water (CWA), air (CAA), drinking water (SDWA), hazardous waste (RCRA), Superfund (CERCLA), Endangered Species (ESA) and Community Right-to-Know (EPCRA).

EHSS 204 Emergency Preparedness and Planning

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: EHSS 101.

This course will cover a broad range of proactive and regulatory approaches to emergency planning. Analysis techniques, methods of auditing and conducting hazard assessments are covered. Subject materials are presented for students working in industry as well as the public sector of emergency planning and incident response. Upon satisfactory completion students will receive certificates in FEMA IS 100, IS 200 and OSHA 7105 (Evacuation and Emergency Planning).

EHSS 205 Principles of Industrial Hygiene

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: EHSS 200.

This course is presented to provide the fundamentals of hazard identification and control related to industrial applications and worker health exposures. Information is given in key areas that cover recognition, evaluation, and control of toxic materials and the effects on the body, radiation, noise, ventilation, thermal stress and ergonomics. Upon satisfactory completion students will receive a certificate in OSHA 521 (Guide to Industrial Hygiene).

EHSS 210 Incident and Accident Investigation

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: EHSS 200.

This course provides an introduction to basic accident investigation procedures and describes accident analysis techniques. This course will provide students with the basic skills necessary to conduct an effective accident investigation at their workplace and make recommendations for incident reduction. Upon satisfactory completion, students will receive a certificate in OSHA 7505

(Introduction to Accident Investigation).

EHSS 211 Workers Compensation Legislation for EHS

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: EHSS 200.

This course provides strategies for tracking, monitoring, managing, and avoiding Workers' Compensation incidents. This course reviews which employees are covered, when they are covered, the requirements for benefits and compensation, and the recordkeeping requirements.

EHSS 213 EHS Program Development and Management

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: EHSS 200 and 203.

This course is designed to merge all the former EHS courses into a cohesive and comprehensive unit. This course outlines the principles of program development and implementation for all EHS type programs including training, emergency preparedness, waste minimization, workers compensation, air and water quality, and compliance. This course will cover the development of materials, techniques and procedures in the implementation of EHS programs and their application in a variety of occupational settings.

EHSS 218 Industrial Hazard Control

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: EHSS 200.

This course presents methods to conduct hazard assessments to identify common health, mechanical, electrical and chemical hazards in industry. Students will identify common problems and hazards, locate a supporting regulation or consensus standard and make recommendations to eliminate or control the hazard.

EHSS 230 Waste Management and Resource Conservation

3 credits. 3 hours. (Lecture 3 hours.)

Intense coverage of EPA's Resource Conservation and Recovery Act (RCRA) including pollution prevention, underground storage tanks, treatment options, EPA inspections and hazardous waste manifesting. Special emphasis on hazardous waste determination, accumulation, storage, and related generator issues.

EHSS 275 Analytical Applications for EHS

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: MATH 103 or higher.

The course covers some of the everyday problems and questions EHS professionals are faced with, such as ergonomics, ventilation, noise, abatement, radiation, thermal stress, hazardous material concentrations, and environmental sampling.

EHSS 290 EHS Program Capstone

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: EHSS 204.

This capstone course is designed to merge the skills and lessons learned into cohesive and comprehensive applications for the discipline. This course will cover the principles of program development and implementation for all types of EHS programs, discusses management styles, and connects students with current professionals to hear the realities of the profession. Students will develop and deliver training, create a written EHS program, and sit for the Occupational Health and Safety Certification (OHST) examination. Upon satisfactory completion, students will receive a certificate for OSHA 7500

(Introduction to Safety and Health Management)

FSTE 107 Fire Service Physical Fitness I

1 credit. 2 hours. (Laboratory 2 hours.)

Prerequisite: Admission to the Fire Academy.

First in a series of classes designed to develop the student's level of physical fitness related to the fire service and fire service testing (C-PAT). Emphasis will be given to the individuals muscle strength and endurance, cardiovascular endurance, flexibility, and body composition. Includes assessment, planning, and participation in an individual fitness program based on the International Fire Chief's Association and the International Association of Fire Fighters' C-PAT criteria. The student will be shown and explained the C-PAT process and will have access to specific C-PAT equipment, training free weights, weight machines, and a variety of cardiovascular equipment.

FSTE 108 Fire Service Physical Fitness II

1 credit. 2 hours. (Laboratory 2 hours.)

Prerequisite: FSTE 107.

Second in a series of classes designed to develop the student's level of fire service physical fitness. This course will expand on the concepts introduced in FSTE 107, in addition to offering an introduction to C-PAT the student will begin training on and using the fire service C-PAT equipment. Emphasis is given to the individual program of each student.

FSTE 109 Fire Service Physical Fitness III

1 credit. 2 hours. (Laboratory 2 hours.)

Prerequisite: FSTE 108.

Last in a series of classes designed to develop the student's level of fire service physical fitness. This course will expand on the concepts introduced in FSTE 107/108, in addition to offering a variety of advanced techniques and programming ideas to complete the C-PAT test in the allotted time.

FSTE 161 Fire Investigation I

3 credits. 3 hours. (Lecture 3 hours.)

This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the firesetter, and types of fire causes.

FSTE 169 Fire Prevention

3 credits. 3 hours. (Lecture 3 hours.)

This course provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation.

FSTE 170 Hazardous Materials Awareness and Operations

3 credits. 3 hours. (Lecture 3 hours.)

This course is designed to provide instruction in the handling of hazardous materials in an emergency situation. Upon successful completion of this program and the state exam, the student will become state certified in hazardous materials awareness and operations.

FSTE 172 Firefighting Strategy and Tactics

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: Principles of Emergency Services, or instructor approval.

This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents.

FSTE 179 Principles of Emergency Services

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)

This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives. This course is also designed to instruct the student in all phases of basic firefighter techniques. The student will be eligible for Fire Fighter I state certification upon completion of the course and successful completion of the Fire Fighter I state certification exam.

FSTE 183 Incident and Disaster Management

3 credits. 3 hours. (Lecture 3 hours.)

This course describes how emergency and disaster incidents should be managed by immersing the student in the incident and unified management systems. It also provides the student with a detailed look at disaster mitigation planning.

Fire Science Technology

MCC-Blue River

FSTE 101 Introduction to the Fire Service

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: Acceptance into the Public Safety Center of Excellence.

This course focuses on the introduction to the fire service. Psychological and sociological aspects of firefighting, community involvement, and ethics will be discussed and applied. The student will also be introduced to basic firefighting equipment and skills.

FSTE 189 Fire Fighter II

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)
Prerequisites: FSTE 179.

This course is designed to instruct the student in all phases of advanced fire fighting skills and techniques. The student will be eligible for state certification upon completion of the course and successful completion of the state certification exam.

FSTE 192 Fire Protection Systems

3 credits. 3 hours. (Lecture 3 hours.)

This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.

FSTE 193 Legal Aspects of the Fire Service

3 credits. 3 hours. (Lecture 3 hours.)

This course will address the Federal, State, and local laws that regulate emergency services and include a review of national standards, regulations, and consensus standards.

FSTE 200 Fire Service Supervision

3 credits. 3 hours. (Lecture 3 hours.)

This course will involve the student in learning proper methods of leadership and supervision as it pertains to today's first line service supervisor. It will encompass basic supervisory techniques and help the student to apply them to their special problems in supervising in today's fire service.

FSTE 201 The Fire Service Manager

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: FSTE 200.

This course is the second of three courses designed to provide information fire personnel in the areas of supervision, management and administration. It shows the history of general management principles, and how they fit in today's fire service. It also provides basic information on the information on the variety of areas that a fire service manager may become a part of as a manager.

FSTE 202 Fire and Emergency Services Administration

3 credits. 3 hours. (Lecture 3 hours.)

This course introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer.

FSTE 203 Managing in Today's Fire Service

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 101 & FSTE 200 & FSTE 201.

The student shall have also completed a minimum of 45 credit hours of course work in the Fire Science Program. This course is an internship. The student will meet with various members of a fire department management team. The student will choose an area of the organization and provide an in-depth report on its functions, process, and operations. It will compare and contrast this area with studies accomplished in class as well as other organizations of similar size.

This report will form the backbone of this student's final evaluation.

FSTE 204 Principles of Fire and Emergency Services Safety and Survival

3 credits. 3 hours. (Lecture 3 hours.)

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

FSTE 205 Fire Behavior and Combustion

3 credits. 3 hours. (Lecture 3 hours.)

This course explores the theories and fundamentals of how and why fires start, spread, and how they are controlled.

FSTE 206 Fire Investigation II

3 credits. 3 hours. (Lecture 3 hours.)

This course is intended to provide the student with advanced technical knowledge on the rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation and courtroom testimony.

FSTE 207 Fire Protection Hydraulics and Water Supply

3 credits. 3 hours. (Lecture 3 hours.)

This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.

FSTE 209 Building Construction and Fire Protection

3 credits. 3 hours. (Lecture 3 hours.)

This course provides the components of building construction that relate to fire and life safety.

FSTE 209 Building Construction and Fire Protection

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: FSTE 179 and COLL 100.

This course provides the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

Foreign Language

MCC-Blue River

Jennifer Rogers

MCC-Penn Valley

Ruth Heath

MCC-Longview

Carol Kuznacik

MCC-Maple Woods

Chad Montuori

Arabic

ARAB 101 Elementary Modern Arabic I

4-5 credits. 4-5 hours. (Lecture 4-5 hours.)

A practical beginning course in speaking and understanding modern Arabic. Proper pronunciation, words and structures used in daily conversation. Social conventions and Arabic culture necessary for interpersonal communication with native speakers of contemporary Arabic.

ARAB 102 Elementary Modern Arabic II

4 credits. 4 hours. (Lecture 4 hours.)

Prerequisite: ARAB 101D or ARAB 101E.

A continuation of Elementary Modern Arabic I. Complete basic elements of Arabic grammar, increase vocabulary, gain added facility in speaking and reading Arabic.

Chinese

CHIN 101 Elementary Chinese I

4-5 credits. 4-5 hours. (Lecture 4-5 hours.)

An introduction to Chinese. Course develops basic communication skills: Listening, reading, writing, and speaking. Informal study of the culture of Chinese-speaking countries.

CHIN 102 Elementary Chinese II

4-5 credits. 4-5 hours. (Lecture 4-5 hours.)

Prerequisite: CHIN 101.

A continuation of Elementary Chinese I. Elements of Chinese grammar, increasing vocabulary, and gain added facility in speaking and reading Chinese. Informal study of the culture of Chinese-speaking countries.

French

FREN 101 Elementary French I

5 credits. 5 hours. (Lecture 5 hours.)

An introduction to French. Develop basic communication skills (listening, reading, writing, and speaking). Informal study of the culture of French-speaking countries.

FREN 102 Elementary French II

5 credits. 5 hours. (Lecture 5 hours.)

Prerequisite: FREN 101.

Grammar essentials. Develop communication skills (listening, reading, writing, and speaking). Informal study of the culture of French-speaking countries.

FREN 203 Intermediate French I

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: FREN 102.

Advanced grammar. Continued development of communication skills with emphasis on reading, writing and speaking. French is the language of instruction.

FREN 204 Intermediate French II

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: FREN 203.

A continuation of French 203. Advanced grammar. Continued development of communication skills with emphasis on reading, writing and speaking. French is the language of instruction.

German

GERM 101 Elementary German

5 credits. 5 hours. (Lecture 5 hours.)

Introduction to speaking, reading, and writing German.

GERM 102 German II

5 credits. 5 hours. (Lecture 5 hours.)

Prerequisite: GERM 101.

Grammar essentials. Introduction to German culture and history.

GERM 204 Intermediate German II

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: GERM 203.

Continuation of GERM 203. Advanced grammar. Continued development of communication skills with emphasis on reading, writing and speaking. German is the language of instruction.

Spanish

SPAN 100 Beginning Occupational Spanish

3 credits. 3 hours. (Lecture 3 hours.)

An introduction to Spanish. Course develops basic communication skills specifically tailored to a particular degree or occupation.

SPAN 101 Elementary Spanish I

5 credits. 5 hours. (Lecture 5 hours.)

An introduction to Spanish. Develop basic communication skills (listening, reading, writing, and speaking). Study of the culture of Spanish-speaking countries.

SPAN 102 Elementary Spanish II

5 credits. 5 hours. (Lecture 5 hours.)

Prerequisites: Spanish 101 or Spanish 111 or appropriate placement score.

Develop communication skills (listening, reading, writing and speaking). Study of the culture of Spanish-speaking countries.

SPAN 107 Spanish Composition & Conversation: Topics in Culture

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: SPAN 102.

Students will improve their communication skills and knowledge of Spanish-speaking cultures through in-class discussions and written compositions.

SPAN 111 Accelerated Elementary Spanish I

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: Prior elementary Spanish at the college level or two years high school Spanish.

An accelerated elementary Spanish course for students who may need to brush up on the basics before continuing onto Elementary Spanish II. Students will enhance communication skills (listening, reading, speaking, and writing) while reviewing Spanish grammar. Informal study of culture of selected Spanish-speaking countries.

SPAN 203 Intermediate Spanish I

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: SPAN 102 or appropriate placement score.

Continued development of communication skills with emphasis on reading, writing and speaking. Study of Spanish-speaking cultures. Spanish is the language of instruction.

SPAN 204 Intermediate Spanish II

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: SPAN 203 or appropriate placement score.

Advanced grammar. Continued development of communication skills with emphasis on reading, writing and speaking. Current topics in the Spanish-speaking world. Spanish is the language of instruction.

SPAN 207 Spanish Composition and Conversation

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: SPAN 203.

Students will improve their communication skills and knowledge of Spanish-speaking cultures through in-class discussions and written compositions.

SPAN 209 Introduction to Hispanic Literature

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: SPAN 204.

An introduction to literature in written Spanish from various genres and historical periods. Selected texts will introduce students to major writers as well as provide insights into the cultural, political and social contexts of Latin America and Spain.

SPAN 212 Study Abroad I

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: SPAN 101.

Students will broaden their language skills while at the same time experiencing a new culture through a short-term total immersion program in a Spanish-speaking country. Special emphasis will be placed on spoken communication while expanding listening, reading and writing skills. Students will be tested and placed into the appropriate level of instruction. All classes are conducted in Spanish by native Spanish speakers.

SPAN 214 Study Abroad II

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: SPAN 212.

Students will broaden their language skills while at the same time experiencing a new culture through a short-term total immersion program in a Spanish-speaking country. Special emphasis will be placed on spoken communication while expanding listening, reading and writing skills. Students will be tested and placed into the appropriate level of instruction. All classes are conducted in Spanish by native Spanish speakers.

SPAN 216 Study Abroad III

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: SPAN 214.

Students will broaden their language skills while at the same time experiencing a new culture through a short-term total immersion program in a Spanish-speaking country. Special emphasis will be placed on spoken communication while expanding listening, reading and writing skills. Students will be tested and placed into the appropriate level of instruction. All classes are conducted in Spanish by native Spanish speakers.

SPAN 218 Study Abroad IV

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: SPAN 216.

Students will broaden their language skills while at the same time experience a new culture through a short-term total immersion program in a Spanish-speaking country. Special emphasis will be placed on spoken communication while expanding listening, reading and writing skills. Students will be tested and placed into the appropriate level of instruction. All classes are conducted in Spanish by native Spanish speakers.

Foreign Language Interpreting

MCC-Maple Woods

FLIN 100 Introduction to Interpreting

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: Appropriate proficiency test score.

This course is a general introduction to the field of interpreting in the legal and medical settings. Coursework will focus on the role of the interpreter, cultural competency and ethics, modes of interpretation, and legal issues that affect the profession and organization of a free-lance business.

FLIN 105 Fundamentals of Interpreting

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: FLIN 100 or concurrent enrollment.

This course is the study and practice of the basic theory and techniques of language interpretation. This course will develop students' skills in consecutive and simultaneous interpreting and sight translation. Emphasis is placed on activities that are designed to develop oral/aural skills, memory, basic note-taking techniques, public speaking, and language-switching skills for interpreting in legal and health care settings.

FLIN 110 Medical Interpreting

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: FLIN 105.

Instruction will focus on the terminology of medical conditions, procedures, devices, and courses of treatment in a variety of settings such as: hospitals, clinics, doctor's offices, mental health and psychiatric facilities. Ethical and cultural issues will be discussed in relation to the oral discourse patterns used by health care providers when talking to patients and family members. Additional instruction will center on sight translation, consecutive and simultaneous interpreting in medical settings.

FLIN 115 Legal Interpreting

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: FLIN 105.

This course introduces students to the trial process common to all American courts by examining fundamental courtroom procedures, the hierarchy of courts, the legal process, and the divisions of the legal system of the United States, Missouri, and Kansas. Students will analyze legal and civil documents and focus on the characteristics of legal English: its terminology, its linguistic structures, and its social and psychological functions. Additional instruction will focus on sight translation, consecutive and simultaneous interpreting in legal settings.

FLIN 120 Interpreting Practicum

3 credits. 3 hours. (Field Studies 3 hours.)

Prerequisite: FLIN 110 and FLIN 115.

The student will interpret at a practicum site under the supervision of a mentor.

Geography

MCC-Blue River

MCC-Longview

MCC-Maple Woods

Carl Priesendorf

John Horn

Victor Mèledge-Adé

GEOG 104 Principles of Physical Geography

5 credits. 6 hours. (Lecture 4 hours. Laboratory 2 hours.)

Survey of the characteristics and distribution of the components of the Earth's natural environment, using basic geology, meteorology, climatology, vegetation, soil, map studies, geomorphology, surficial processes and the relationship to human activity. Optional field trips.

GEOG 105 World Geography

3 credits. 3 hours. (Lecture 3 hours.)

Introduction and application of geographic principles to the survey of the major world regions: Europe, Asia, Africa, Middle East, North America, and the Pacific World.

GEOG 110 Meteorology

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)

Introduction to the structure, composition, and interaction of the atmosphere with emphasis on atmospheric processes and related phenomena, storm systems, weather information resources, basic forecasting, equipment and techniques of meteorologists, and climate variability.

GEOG 111 Geography of the Western World

3 credits. 3 hours. (Lecture 3 hours.)

A regional survey of North and South America, Europe, Australia and New Zealand. Emphasis on each region's unique attributes and on how it fits into a larger international context. Current events are highlighted in the development of a geographic perspective.

GEOG 112 Geography of the Eastern World

3 credits. 3 hours. (Lecture 3 hours.)

A regional survey of the Middle East, Africa, and Asia. Emphasis on each region's unique attributes and how it fits into a larger international context. Current events are highlighted in the development of a geographic perspective.

GEOG 113 Cultural/Human Geography

3 credits. 3 hours. (Lecture 3 hours.)

Addresses techniques of geographic interpretation, and cultural and political diversity, the relationship to physical environment, availability of water, food, and other natural resources, language, religion, industry, spatial relationships of cities and settlements, population, ethnic characteristics, migration, folk and popular cultures, and the effects of globalization.

GEOG 114 Introduction to Geography

3 credits. 3 hours. (Lecture 3 hours.)

Presents a dynamic view of the breadth of discipline of geography. Provides a geographic perspective of the interrelationship of earth and atmosphere and their relationship of the earth and atmosphere and their influence on population, culture, and lifestyle. Explores geographic methods of gathering and analyzing information and modern tools for these functions. Also focuses on applied geography in local and international settings in areas such as marketing, urban planning, political relationships, and natural resource assessment.

GEOG 120 Introduction to Geographic Information Systems

3 credits. 3 hours. (Lecture 3 hours.)

Fundamental concepts of Geographic Information Systems (GIS), elements of GIS, analysis of spatial information, real-world applications, map creation and analysis. Primary objective is to investigate interactive GIS application rather than develop expert users.

GEOG 207 Geography of the United States and Canada

3 credits. 3 hours. (Lecture 3 hours.)

A study of the unique physical and cultural aspects of regions within the United States and Canada. Includes map interpretation, land features, climate, settlement patterns, cities, industry, natural and recreational resources, comparison of economic and political systems.

GEOG 210 Economic Geography

3 credits. 3 hours. (Lecture 3 hours.)

Overview of economic geography covering topics such as demographics, population processes, economic development, growth of regional global economy, multinational corporations, economic alliances, transportation, urban economics, manufacturing, energy and agriculture.

GEOG 220 GIS Database and Design

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: GEOG 120 and COLL 100.

Concepts of Geo-database design and management in Geographic Information Systems (GIS), SQL statements, geographic data types and functions, data entry, techniques of geographic information structure and indexing, querying techniques, searches, and spatial analysis, creation and use of metadata real-world applications.

GEOG 224 Applications in Geographic Information Systems

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: GEOG 120 & GEOG 220.

Applications in Geographic Information Systems. Data collection, incorporation of local and global data, and analysis of spatial information that can be used to investigate major application areas, national GIS policy.

GEOG 228 Administrative Issues in GIS

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: GEOG 120.

Addresses issues unique to a GIS operation such as implementation issues, decision making procedures, strategies for success, legal issues, involvement of management, NCGIA Guidelines, marking within an organization, strategic planning, and industry outlook.

GEOG 230 Geographic Information Systems Internship

1-3 credit. 63-188 hours. (Field Studies 0 hour.)

Prerequisites: GEOG 120 & GEOG 220.

Internship in a Geographic Information Systems setting. Experience real-workplace requirements, complete assigned tasks by host organization such as GIS data entry, data retrieval, GPS field work, documentation, or general GIS setting duties. Arranged meetings with instructor to discuss work ethics, expectations, challenges, and evaluation.

Geology

MCC-Blue River

MCC-Longview

MCC-Maple Woods

Victor Mèledge-Adé

John Horn

Carl Priesendorf

GEOL 101 Physical Geology

5 credits. 6 hours. (Lecture 4 hours. Laboratory 2 hours.)

Study of plate tectonics, rocks, minerals, volcanoes, earthquakes, resources, geologic time, and the processes that affect the surface and the interior of the earth. Laboratory analysis of rocks and minerals. Interpretation of topographic and geologic maps as investigative tools. Optional field trips.

GEOL 102 Historical Geology

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)

History of the earth from its origin as a planet to the present time. Succession of geologic formations and their contained fossils in revealing the evolution of the earth and forms of life throughout the four and a half billion years of geologic time. Laboratory analysis of geologic problems and identification of fossils.

Optional field trip.

GEOL 103 Environmental Geology

4 credits. 6 hours. (Lecture 4 hours. Laboratory 2 hours.)

Introduces fundamental concepts and philosophy of environmental study; discusses natural hazards with underlying causes and human interaction with the environment; applies environmental concepts to problems of pollution, garbage, and hazardous waste; explores the source, types, availability, and evaluates intelligent use of geologic resources; suggests techniques for hazard prevention and remediation; addresses current media topics concerning the environment.

GEOL 110 Oceanography

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)

Ocean as part of Earth's dynamic and ecologic systems. Influence of the ocean on atmosphere, climate, and land processes. Ocean stewardship, problems, and policy.

GEOL 180 Energy and the Environment

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)

Introduces fundamental concepts of energy generation and environmental impact. Analysis of energy fundamentals, fossil fuel exploration and use, atmospheric pollution, global warming, nuclear energy, alternative energy sources and energy conservation. Optional field trips.

GEOL 186 Solar Water and Space Heating

3 credits. 3 hours. (Lecture 3 hours.)

Solar radiation applied to heating water and air, introduction to safe design and installation of solar thermal systems with emphasis on domestic hot water.

GEOL 199 Special Topics

1-3 credit. 1-3 hour. (Lecture 1-3 hour.)

A focused study of a topic in geology. May take the form of individual research projects based on library, internet, and/or oral presentation information; field or laboratory project; and short courses such as, but not limited to, topics in environmental geology, national parks, earthquakes, rock and minerals.

GEOL 214 Geology Field Study in the Midwestern U.S.

1-3 credit. 1-3 hour. (Field Studies 1-3 hour.)

Prerequisite: GEOL 101.

Study of selected locations in the Midwest during a field trip. Location of field trip varies. Apply basic geologic principles and collect rock and mineral samples.

GEOL 215 Geology Field Study

3 credits. 3 hours. (Field Studies 3 hours.)

Prerequisite: GEOL 101.

Study of selected locations in the Western United States during a field trip. Location of field trip varies. Apply basic geologic principles and collect rock and mineral samples.

GEOL 226 Solar Thermal Design and Installation

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: GEOL 186 & inte 260.

Design, installation and maintenance of solar thermal systems, with special emphasis on residential domestic hot water.

GDES 115 Introduction to Graphic Arts

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: COLL 100.

Recommended for majors and non-majors interested in the Graphic Arts field. Introduction to the graphic arts industry, historical aspects, trends, process, production methods from design through bindery, expectations and careers in the field.

GDES 150 Computers in Design II

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)

Prerequisite: GDES 110.

Advanced projects and tools are explored using the computer as a design tool utilizing layout, drawing, and image-editing software. Students develop advanced skills with the software and improved graphic design aesthetics. Photoshop, Illustrator, and InDesign is the software used.

GDES 160 Graphic Design I

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)

Prerequisite: GDES 150 & READ 11/31 & formal acceptance into program.

An introduction to the principles of the graphic design field. This includes the study of typography, layout, production methods, and career opportunities. Creative problem solving using hand tools and the computer.

GDES 210 Graphic Design II

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)

Prerequisite: GDES 160.

Advanced graphic design concepts which include analyzing client needs, idea and execution processes, defining successful elements of good visual communication, defining and analyzing trends of the graphic design industry. Explore these concepts through advanced projects utilizing traditional and computer tools.

GDES 220 Graphic Design File Preparation

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisites: GDES 150 with a C or higher or concurrent enrollment and COLL 100.

Recommended for majors and non-majors interested in the Graphic Arts field. Introduction to the graphic arts industry, historical aspects, trends, process, production methods from design through bindery, expectations and careers in the field.

GDES 245 Web Design

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)

Prerequisite: GDES 150.

Concept and message development, design and production, publishing of web sites, visual design, color, typography, and digital graphics for the web will be stressed. Text-editing, web-authoring, and image-editing software will be used.

GDES 250 Graphic Design III

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)

Prerequisite: GDES 210.

This course will focus on advanced design problems for the crossover of print media into digital/electronic, interactive media, and other non-traditional formats as a campaign for communicating and/or promoting a message or ideas.

GDES 255 Advanced Web Design

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)

Prerequisite: GDES 245.

Advanced site management, visual design, implementing style sheets for text formatting and layout, adding media; designing with HTML/XHTML, image-editing software, Dreamweaver and Flash.

GDES 264 Art Portfolio-Graphic Design

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)

Prerequisite: GDES 210 or concurrent enrollment.

Selection and presentation of a Graphic Design portfolio along with interviewing techniques and employment searches. The student should be in last semester of the Graphic Design program.

GDES 280 Advanced Color Correction

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)

Prerequisite: GDES 150 with a C or higher or concurrent enrollment and COLL 100.

Advanced color correction techniques that will render any image into quality artwork ready for print production. Focus on color theory, image quality, and color calibration to achieve predictable, high quality results. Proper scanning and image capture techniques for line-art, grayscale and color originals.

Graphic Design

MCC-Penn Valley
Darlene Town

GDES 110 Computers in Design I

3 credits. 6 hours. (Lecture 1 hour. Laboratory 5 hours.)

Introduction to the computer as a design tool utilizing layout, drawing, and image-editing software. Students will learn how to use the software to design layouts, create graphics, format type, and prepare imagery for the production of Graphic Design projects. Students will also be introduced to the design principles which guide good design structure. Photoshop, Illustrator, and InDesign are the software applications used.

Guided Studies

GUID 100 Personal Skills I

2 credits. 3 hours. (Lecture 1 hour. Laboratory 2 hours.)

Examination of the transition process; analysis of emotional and behavioral responses; comparison of coping styles and techniques; examination and evaluation of the decision-making process; and self-assessment of life planning and goal-setting.

GUID 108 Academic Success

3 credits. 3 hours. (Lecture 3 hours.)

Students taking this course will participate in activities designed to identify components of the learning process and personal resources for attitude and motivation management. Students will apply specific study strategies to design effective personal learning and study strategies for academic success.

GUID 109 Career Exploration Seminar

1 credit. 1 hour. (Lecture 1 hour.)

Exploration of factors affecting career choice. Identification and discussion of individual values, interests and abilities related to occupations. Overview of the world of work as it relates to career and academic planning. Expansion of career development knowledge, skills and use of resources.

GUID 112 Effective Study Skills

1 credit. 1 hour. (Lecture 1 hour.)

Students taking this course will participate in activities designed to identify their type(s) of intelligence(s), their learning styles(s) and preference(s), and learning strategies to enhance their learning and study skills. Based on their own self-assessment of their learning styles(s), preference(s), and needs, students will examine and learn to use various types of technologies and software programs to enhance their language.

GUID 114 Educational Options

1 credit. 1 hour. (Lecture 1 hour.)

Exploration of the rights and responsibilities of students in the college setting; demonstration of self-advocacy, negotiation, and problem solving skills; design and implementation of action plans; and identification of personal learning styles, strengths, and compensatory strategies.

GUID 115 Stress, Strength, and Satisfaction

2 credits. 2 hours. (Lecture 2 hours.)

In-depth examination of sources of personal stress in a changing world. Extended self-assessment of external and internal stressors and useful coping strategies. Application and evaluation of coping strategies/lifestyle choices with an emphasis on recognition of individual strengths. Specific training in healthy practices to promote increased quality of life.

GUID 116 Stress Management

1 credit. 1 hour. (Lecture 1 hour.)

Examination of sources of personal stress in a changing world. Self-assessment of external and internal stressors and useful coping strategies. Application and evaluation of new coping strategies/ life choices to more effectively manage stress.

GUID 150 Career Planning & Employment Strategies

3 credits. 3 hours. (Lecture 3 hours.)

Exploration of factors affecting career choice. Identification and discussion of individual values, interests, and abilities related to occupations. Overview of the world as it relates to career, academic planning and job seeking strategies including resumes, cover letter and interviewing techniques. Learn research techniques for exploring occupations and employment opportunities.

GUID 152 Employment Strategies

1 credit. 1 hour. (Lecture 1 hour.)

Overview of the job search process. Research techniques for exploring employment opportunities. Identification of personal criteria for job satisfaction. Development of job search strategies including resumes, cover letters and interviewing techniques.

GUID 199 Special Topics in Guided Studies

1-3 credit. 1-3 hour. (Lecture 1-3 hour.)

Guided readings, discussions, and activities related to college adaptation, resilience, and success. Topics and material will vary by instructor each semester. Specific readings and activities to be determined by instructor.

Health Information Management

MCC-Penn Valley

Patricia Elliot

Matthew Patterson

HIM 100 Medical Terminology

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: COLL 100.

This course introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. This course identifies and explains the terms used for the integumentary, respiratory, nervous, reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune, and musculoskeletal systems.

HIM 101 Introduction to Health Information Management

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)

Prerequisites: HIM 100, ENGL 101, COLL 100, (HLSC 108 or BIOL 109 or BIOL 110 and BIOL 210) and Formal Admittance to the Health Information Management Program.

This course is an introduction to the health information management profession addressing its history and structure of the national association and ethical values. The course explores the history of healthcare delivery systems and external factors that influence, impact and change the healthcare industry to include key accrediting bodies, and state and federal regulatory agencies. Introduction to health record content, structure, and origin of clinical information for various healthcare settings and providers are addressed.

HIM 107 Medical Billing

2 credits. 2 hours. (Lecture 2 hours.)

The course familiarizes students to the medical billing cycle introducing the major types of medical insurance, payers, and regulators. Discusses the general procedures for calculating reimbursement, compliant billing, and preparing and transmitting claims.

HIM 108 Legal Aspects of Health Information

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: HIM 100, ENGL 101, COLL 100, (HLSC 108 or BIOL 109 or BIOL 110 and BIOL 210) and Formal Admittance to the Health Information Management Program.

Legal aspects surrounding the maintenance, use, disclosure, medical identity theft, and protection of health information. Understand the use of the medical record as a legal document, response to subpoena and testimony. Familiarization with federal regulations and statutes, including the Federal Privacy Rule of the Health Insurance Portability and Accountability Act (HIPAA) and the American Recovery and Reinvestment Act (ARRA).

HIM 110 Pharmacology

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisite: Formal admission into the HIM program, HLSC 108 or BIOL 109 or BIOL 110 and BIOL 210, ENGL 101, HIM 100 & COLL 100.

This course introduces pharmacology as the study of drugs through the explanation of therapeutic and adverse effects of drugs, and effects to the body systems.

HIM 112 Database for Health Information

2 credits. 3 hours. (Lecture 1 hour. Laboratory 2 hours.)

Prerequisites: HLSC 108 or BIOL 109 or BIOL 110 and BIOL 210, ENGL 101, HIM 100, COLL 100 and Formal Admittance to the Health Information Management Program.

Students will become familiarized with database concepts and the ability to store, retrieve, and process information. This course is designed to familiarize the student with entry level database models commonly used in healthcare. The course will be presented on three levels: concepts, procedures and activities.

HIM 115 Healthcare Statistics

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: HIM 101, HIM 108, HIM 110, HIM 112, CSIS 115, COLL 100.

This course focuses on the computation, interpretation and reporting with the use of graphs of healthcare statistics within the organization.

HIM 120 Quality Improvement in Healthcare

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: HIM 101, HIM 108, HIM 110, HIM 112, CSIS 115, COLL 100.

This course focuses on continuous performance improvement methods and effective use of teamwork for improving quality in healthcare settings.

Compliance with guidelines of regulatory and accrediting agencies.

HIM 130 Health Data Systems

3 credits. 3.5 hours. (Lecture 2.5 hours. Laboratory 1 hour.)

Prerequisites: HIM 101, HIM 108, HIM 110, HIM 112, CSIS 115, COLL 100.

The role of health information management and the electronic health record that includes computer hardware, operating systems, networking concepts, and user interfaces. Emphasis is placed on the practical application of database management principles, data security, and information retrieval and reporting inherent in electronic health records management.

HIM 135 Organizational Management in Healthcare

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: HIM 101, HIM 108, HIM 110, HIM 112, CSIS 115, COLL 100.

Students analyze the challenges and rewards of managing personnel and processes in the healthcare setting. Students apply human resource management practices to personnel in healthcare organizations to include budget development and control, personnel, recruitment and retention, performance.

HIM 202 Clinical Classification Systems - Diagnostic

4 credits. 5.5 hours. (Lecture 2.5 hours. Laboratory 3 hours.)

Prerequisite: HIM 100, HLSC 108 or BIOL 109 or BIOL 110 and BIOL 210 with a grade of C or higher.

The course teaches students nomenclatures and use of the International Classification of Disease (ICD) system using ICD coding guidelines as they relate to body systems. Students develop an understanding for the need of quality information and standards of ethical coding by utilizing codes as they apply to the Prospective Payment Systems.

HIM 207 Clinical Classification Systems - PCS

4 credits. 4 hours. (Lecture 2.5 hours. Laboratory 3 hours.)

Prerequisite: HIM 100, HLSC 108 or BIOL 109 or BIOL 110 and BIOL 210 with a grade of C or higher.

This course addresses the nomenclatures and classification systems for coding and indexing of procedures for inpatient healthcare environment. Coding compliance, ethical coding practices, and application of procedure-based payment systems will be reinforced.

HIM 214 Healthcare Reimbursement Methodologies

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: HIM 115, 120, 130, 135, COLL 100.

Analyze revenue cycle from the perspective of the HIM professional, payer, patient, and the needs of the healthcare organization. Emphasis is on clinical documentation needs for coding, reimbursement, claims management, and revenue cycle.

HIM 215 Clinical Professional Practice

3 credits. 9 hours. (Clinical 9 hours.)

Prerequisite: HIM 115, 120, 130, 135, COLL 100.

Students are placed in a didactic supervised learning environment related to the health information management field in both a traditional and non-traditional healthcare setting. Students are expected to perform job responsibilities as supervised by a credentialed HIM professional.

HIM 218 Ambulatory Care Coding - CPT

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: HIM 202 and 207 with a grade of C or higher.

Coding of medical services and procedures using the Current Procedural Terminology (CPT) classification system and use of HCPCS coding system applicable to ambulatory settings. Validation of codes adhering to coding compliance, ethical guidelines, and utilize health information systems for data collection through coding and abstracting.

HIM 221 Coding Professional Practice

2.5 credits. 5 hours. (Laboratory 5 hours.)

Prerequisite: HIM 202 and 207 with a grade of C or higher.

Virtual experience in health information coding processes.

HIM 222 Health Information Management Competency Review

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: BIOL 137, HIM 202, HIM 207, HIM 214, HIM 215, COLL 100.

This course offers a review HIM competencies, skills and knowledge pertinent to the technology and relevant to the professional development of the student. They prepare for job seeking through resumes, mock job interviews and professional conduct. Students take mock registration exams for self-evaluation of the domains, subdomains and tasks.

Health Sciences

HLSC 100 Introduction to Health Professions

2 credits. 2 hours. (Lecture 2 hours.)

The course is designed to help students adjust to the MCC community, develop a better understanding of the learning process, and acquire essential academic survival skills while exploring healthcare and health careers through readings, discussions and experiential activities.

HLSC 108 Anatomy and Physiology for Health Professions

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)

Fundamentals of anatomy and physiology are taught with emphasis on relevance to individuals in health care fields. This course is intended for students enrolling in an allied health program requiring this course. It is not intended for any nursing program.

Heating, Ventilation and Air Conditioning

MCC-Business & Technology

Cecil Davis, Jr. Mike Thorne Jess Harding

HVAC 109 Electricity for HVAC/R Technicians

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)

Advanced AC and DC theory, control relays, motors, compressors. Assembly and use of all major HVAC components. Construction and use of wiring diagrams.

HVAC 111 Principles of Heating, Ventilation, and Air

Conditioning

3 credits. 3 hours. (Lecture 3 hours.)

Introduction to the basic elements of heating, ventilation, and air conditioning systems. Heat laws, psychometrics, heating and cooling load estimating, design, and distribution.

HVAC 120 Fundamentals of Refrigeration

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)

Basic principles of refrigeration and their application in HVAC/R. Development of basic skills required for installation, maintenance and servicing HVAC/R equipment. This course prepares students for the EPA 608 refrigeration certification test.

HVAC 135 Residential Heating A/C I

4 credits. 5.5 hours. (Lecture 2 hours. Laboratory 4 hours.)

Prerequisite: HVAC 111 & 120; HVAC 109 or concurrent enrollment.

Students will develop a basic understanding of residential heating and cooling systems, operation and maintenance.

HVAC 136 Residential Heating and Cooling II

4 credits. 5 hours. (Lecture 2 hours. Laboratory 4 hours.)

Prerequisite: HVAC 135.

Maintenance, servicing and troubleshooting of high efficiency residential equipment.

HVAC 201 Stationary Engineering

3 credits. 3 hours. (Lecture 2.5 hours. Laboratory 1 hour.)

Prerequisite: HVAC 111 and 120.

Principles and safe operation of low pressure and high pressure boilers. The course will prepare students for the basic licensing examination for stationary engineering.

HVAC 211 Design and Estimating

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: HVAC 111.

Design and function of air conditioning ductwork. Calculations for proper distribution. Construction and installation of duct systems for residential and commercial heating and cooling.

HVAC 221 Commercial Refrigeration

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)

Prerequisites: HVAC 109, 120 and 136.

The refrigeration cycle applied to commercial uses. Sizing, selection, installation, and servicing of commercial and industrial refrigeration equipment.

HVAC 230 Sheet Metal Layout and Fabrication

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)

Study of the design, installation, balancing, and selection of components for air distribution systems. Lab work includes planning, layout, and fabrication of duct work.

HVAC 235 Systems Installation

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisites: HVAC 136 & HVAC 230.

Installation of residential HVAC systems including building code review, sizing, selection and installation practices.

HVAC 240 Geo-Thermal & Air Source Heat Pumps

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: HVAC 136.

Operation, servicing and troubleshooting of Geo-Thermal and Air Source heat pump systems.

HVAC 250 HVAC Internship

3 credits. 7 hours. (Lecture 1 hour. Field Studies 6 hours.)

Prerequisites: Program Coordinator approval; HVAC 109, 111, 120, 135 and GPA of 3.0 or higher. This course is designed to give the student real world experience in the HVAC/R industry. The student will enhance HVAC/R skills learned in prior courses under the direction of a mentor in the industry. Student

is responsible for securing internship employment.

HVAC 291 Special Topics

1-3 credit. 1-3 hour. (Lecture 1-3 hour.)

Prerequisites: HVAC 109, 111, 120 & 135.

Independent study in HVAC/R related areas under the supervision of the faculty member.

History

MCC-Blue River

William Worley

MCC-Penn Valley

Lyle Gibson

Greg Sanford

MCC-Longview

Patricia McGovern

David Miller

Randall Moore

MCC-Maple Woods

Diane Boldt

Crystal Johnson

William Young

HIST 120 United States History to 1865

3 credits. 3 hours. (Lecture 3 hours.)

Survey of American history and institutions from pre-Columbian times through the Civil War. Examines economic, social, cultural, intellectual, and political development. Federal and Missouri constitutions.

HIST 121 United States History since 1865

3 credits. 3 hours. (Lecture 3 hours.)

Survey of American history and institutions from the Civil War to the present. Examines economic, social, cultural, intellectual, and political development.

Federal and Missouri constitutions.

HIST 130 Women in American History

3 credits. 3 hours. (Lecture 3 hours.)

This course focuses on the roles women have played in the history of the United States. It traces the attitude towards women from antiquity through the revolutionary era to the present day. Students will examine the general demographic, economic and social changes affecting women of all classes.

HIST 133 Foundations of Western Civilization

3 credits. 3 hours. (Lecture 3 hours.)

Survey of Western Civilization through the classical civilizations of Greece and Rome, the Middle Ages to the Renaissance. Brief comparative summaries of Near Eastern and Oriental civilizations.

HIST 134 Modern Western Civilization

3 credits. 3 hours. (Lecture 3 hours.)

Survey of European history from the renaissance to the present. Emphasis on Renaissance and Reformation, the emergence of the modern state, industrialism, nationalism, and the problems caused by war, revolution and imperialism in the 20th and 21st centuries. Relationship of European civilization to the developments of the non-European world.

HIST 140 African American History

3 credits. 3 hours. (Lecture 3 hours.)

The historical experience of people of African civilization, to European contact, enslavement and freedom in the New World Diaspora (Latin America, the Caribbean, and North America). The cultural, social, political, and economic dimensions of African American history will be explored, as will the accomplishments and unique perspectives of African Americans.

HIST 145 Survey of English History

3 credits. 3 hours. (Lecture 3 hours.)

Survey of the evolution of England from the middle ages to the present.

Emphasis on political, economic, religious, and literary development.

HIST 150 Native American History

3 credits. 3 hours. (Lecture 3 hours.)

This course will examine North American history in the United States from pre-Columbian times to the present. Attention will be paid to social, cultural, political, legal, and environmental factors which influenced intertribal relationships and relationships between Native Americans and non-Native Americans. The course will focus on the diversity of experiences based on region and specific tribal identity. The accomplishments of individual Native Americans will also be examined.

HIST 199 Special Topics in History

1-3 credit. 1-3 hour. (Lecture 1-3 hour.)

Prerequisites: ENGL 101.

Guided readings and discussion in history. Topics and material will vary by instructor each semester. Specific reading lists, activities and writing assignments to be determined by the instructor. This course is intended to go into detail and research beyond the material covered in the United States or Western Civilization survey courses.

HIST 202 Material Culture and the American Past

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: HIST 120 or 121.

Introduction to the major themes, issues, and methods relevant to the study of material culture. Covers rise of material culture studies with focus on how objects inform the historical record. Readings and discussion address broad questions including: How do museums inform national identity? What do landscapes and buildings reveal about race, class, and gender relations? When is historical preservation a political act and what does it mean to re-enact? Kansas City metropolitan area used as a lens through which to frame these questions.

HIST 203 Introduction to Public History

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: Any history course.

Public history is the application of historical methods outside of colleges and universities, people who work in museums, archives, and historical associations practice public history, as can state and federal policy makers. This course examines issues confronting public historians including methods for collecting and presenting history, the relationship between history and memory, and the politics of practicing history in public.

HIST 226 American Frontiers

3 credits. 3 hours. (Lecture 3 hours.)

Survey of the American frontier experience 1500-1890. Exploration and settlement by Spanish, French, English, and Americans. Cultural conflicts, collisions and interactions between European peoples, African Americans and native Americans. Examination of the frontier process in Missouri.

Human Sciences

MCC-Penn Valley

HUSC 100 Careers in Human Sciences

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: ENGL 30 or appropriate placement test score.

This course offers students an introduction to becoming a professional in the field of human sciences with an emphasis in child growth and development. The course follows the guidelines of Kansas and Missouri Core Competencies for Early Care and Education Professionals and the National Association of the Education of Young Children (NAEYC) standards.

HUSC 120 Competency Documentation

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisite: Students must have evidence of completing the 120-clock hour formal training required to receive the Child Development Associate (CDA) credential.

The CDA Competency Documentation Course prepares students for the National Child Development Associate (CDA) examination. Methods of documenting competencies in the eight concept areas required by National CDA Office. The guidelines of Kansas and Missouri Core Competencies for Early Care and Education Professionals (K&MCC) and the National Association for the Education of Young Children (NAEYC) standards are followed in this course.

Humanities

MCC-Blue River

MCC-Maple Woods

MCC-Longview

MCC-Penn Valley

HUMN 103 Introduction to International Studies

3 credits. 3 hours. (Lecture 3 hours.)

This course will prepare students to be citizens of the world through an understanding of the interconnectedness of the human experience and discussion of global issues from many different perspectives. Topics presented will enable students to reflect upon how individuals in various cultures ¿ past, present and future ¿ are united in their humanity.

HUMN 105 Leadership Development

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: Honors program enrollment.

Study of leadership principles using examples from classical literature, film, and historical events. Interdisciplinary approach.

HUMN 133 Foundations of Western Civilization

3 credits. 3 hours. (Lecture 3 hours.)

Ancient civilizations from primitive human beginnings to premodern era. Greece and Rome-government, religion, philosophy, art, architecture, drama, and social institutions. Exploration of the thoughts and feeling of people of the premodern period about themselves, their place in the universe, and the human condition.

HUMN 134 Modern Western Civilization

3 credits. 3 hours. (Lecture 3 hours.)

May be taken without HUMN 133. Background of the premodern world. The modern state-Renaissance and Reformation, industrialism, war, revolution, and imperialism. Relationship of western civilization to developments in other parts of the world. Exploration of the thoughts and feelings of modern human beings about themselves, their place in the universe, and the human conditions.

HUMN 140 Humanities Past and Present

3 credits. 3 hours. (Lecture 3 hours.)

An overview of the history and philosophy of human culture as seen through the arts and the study of their impact on life today.

HUMN 141 Latin American Humanities

3 credits. 3 hours. (Lecture 3 hours.)

This course introduces students to many forms of Latin American culture, past and present, including art, architecture, music, literature, and film. The course includes an overview of geography, indigenous peoples, colonization and nation formation needed to understand cultural practices and influences.

HUMN 145 Comparative Humanities: Myth Through Time

3 credits. 3 hours. (Lecture 3 hours.)

Study and compare global cultural myths throughout time, including their historical, artistic, cultural, and ideological development, in order to better understand the behavior, ideals, values, and beliefs of diverse groups of people.

HUMN 165 American Humanities: Diversity in the American Experience

3 credits. 3 hours. (Lecture 3 hours.)

Through a study of American history, literature, and culture, this course will explore issues of critical significance in American life and thought. A special focus will be placed on issues of American identity and on the role that pluralism plays in the life of American communities, especially communities in the Midwest. The contributions of Native Americans, African Americans, Hispanic Americans, Asian Americans, and women's cultural and political activities will be included.

HUMN 200 Honors Seminar I

1 credit. 1 hour. (Lecture 1 hour.)

This course examines some of the profound and enduring ideas that have influenced the development of major political, cultural, social, and economic systems. Readings in such topics as the Judeo-Christian tradition, humanism, the scientific revolution, and the democratic revolution will be used to critically assess the fundamental ideas that provide the basis for much of our knowledge and experience. Topics will vary every semester.

HUMN 201 Honors Seminar II

1 credit. 1 hour. (Lecture 1 hour.)

This course examines some of the profound and enduring ideas that have influenced the development of major political, cultural, social, and economic systems. Readings in such topics as the Judeo-Christian tradition, humanism, the scientific revolution, and the democratic revolution will be used to critically assess the fundamental ideas that provide the basis for much of our knowledge and experience. Topics will vary every semester.

HUMN 202 Honors Seminar III

1 credit. 1 hour. (Lecture 1 hour.)

This course examines some of the profound and enduring ideas that have influenced the development of major political, cultural, social, and economic systems. Readings in such topics as the Judeo-Christian tradition, humanism, the scientific revolution, and the democratic revolution will be used to critically assess the fundamental ideas that provide the basis for much of our knowledge and experience. Topics will vary every semester.

HUMN 203 Honors Seminar IV

1 credit. 1 hour. (Lecture 1 hour.)

This course examines some of the profound and enduring ideas that have influenced the development of major political, cultural, social, and economic systems. Readings in such topics as the Judeo-Christian tradition, humanism, the scientific revolution, and the democratic revolution will be used to critically assess the fundamental ideas that provide the basis for much of our knowledge and experience. Topics will vary every semester.

HUMN 204 Honors Seminar V

2 credits. 2 hours. (Lecture 2 hours.)

This course examines some of the profound and enduring ideas that have influenced the development of major political, cultural, social, and economic systems. Readings in such topics as the Judeo-Christian tradition, humanism, the scientific revolution, and the democratic revolution will be used to critically assess the fundamental ideas that provide the basis for much of our knowledge and experience. Topics will vary every semester.

HUMN 205 Honors Seminar VI

2 credits. 2 hours. (Lecture 2 hours.)

This course examines some of the profound and enduring ideas that have influenced the development of major political, cultural, social, and economic systems. Readings in such topics as the Judeo-Christian tradition, humanism, the scientific revolution, and the democratic revolution will be used to critically assess the fundamental ideas that provide the basis for much of our knowledge and experience. Topics will vary every semester.

HUMN 206 Honors Seminar VII

2 credits. 2 hours. (Lecture 2 hours.)

This course examines some of the profound and enduring ideas that have influenced the development of major political, cultural, social, and economic systems. Readings in such topics as the Judeo-Christian tradition, humanism, the scientific revolution, and the democratic revolution will be used to critically assess the fundamental ideas that provide the basis for much of our knowledge and experience. Topics will vary every semester.

HUMN 207 Honors Seminar VIII

2 credits. 2 hours. (Lecture 2 hours.)

This course examines some of the profound and enduring ideas that have influenced the development of major political, cultural, social, and economic systems. Readings in such topics as the Judeo-Christian tradition, humanism, the scientific revolution, and the democratic revolution will be used to critically assess the fundamental ideas that provide the basis for much of our knowledge and experience. Topics will vary every semester.

Industrial Technology

MCC-Business & Technology

Joseph Roche

James Frevert

INTE 102 Communication for Industry

2 credits. 2.5 hours. (Lecture 1.5 hours. Laboratory 1 hour.)

This course will introduce the student to the requirements needed for good communication in the workplace environment. It will include the development of verbal, nonverbal, written and electronic communication skills. Students will practice communication in a simulated environment.

INTE 103 Environmental Services for the Health Field

4 credits. 5 hours. (Lecture 2 hours. Laboratory 3 hours.)

This course will introduce the student to the requirements needed for work in the environmental services housekeeping for the health industry. The student will learn general housekeeping skills, the proper safety and handling of biohazard materials and chemicals, basic Health Insurance Portability and Accountability (HIPAA) policies, and how safety and OSHA standards apply in the workplace.

INTE 107 Industrial Electrical Safety

2 credits. 3 hours. (Lecture 1.75 hours. Laboratory .05 hours.)

Prerequisite: COLL 100.

This course will introduce the student to electrical safety rules and procedures in the industrial arena. The student will learn the NFPA 70E requirements, meter safety and how to safely work around electrical circuitry in the workplace. Student will complete CPR certification.

INTE 109 Central Services Sterilization Process Lab

2 credits. 4 hours. (Laboratory 4 hours.)

Prerequisite: Concurrent enrollment or completion of INTE 108 & COLL 100.

This course will introduce the student to importance and requirements for working in the central services sterilization process services. The student will learn general sterilization skills, the proper safety and handling of biohazards materials and chemicals, preparation and packaging, basic instruments and inventory controls.

INTE 111 Microcomputer Hardware Repair

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

This course introduces the student to maintenance, upgrading, setup, and expansion of industrial microprocessor hardware. Students will explore microprocessor architecture, functions, and components as well as methods and procedures for installation, troubleshooting, and modifications of industrial microprocessor systems. Emphasis will be on the use of microprocessor hardware and software used in an industrial setting.

INTE 112 Industrial Electrical DC Principles

2 credits. 3 hours. (Lecture 1 hour. Laboratory 2 hours.)

Prerequisite: Concurrent enrollment or completion of MATH 103R or higher & COLL 100.

This course is an introductory course for the individual who is moving into an industrial maintenance or related activity. Behavior of electricity, sources of electricity, Ohm's and Watt's laws in DC circuits. The student will learn basic concepts in direct current circuits and applications.

INTE 113 Industrial Electrical AC Principles

2 credits. 2.5 hours. (Lecture 1 hour. Laboratory 2 hours.)

Prerequisite: INTE 112 or equivalent & COLL 100.

This course is an introductory course for the individual who is moving into an industrial maintenance or related activity. This course will build on the concepts learned in INTE 112 and expand into alternating circuit concepts including introduction to transformers and 3 phase power distribution.

INTE 115 Electrical Print Reading

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: INTE 113 with a C grade or higher & COLL 100.

This course is designed to teach the student to read and interpret electrical blueprints commonly found in residential, commercial and industrial maintenance settings. Topics include blueprint layout, symbols, projections, dimensions, tolerances, clearances, assembly and bill of material.

INTE 120 Industrial Technologies Internship I

3 credits. 3 hours. (Lecture 3 hours.)

This course is designed to give the student real world experience in the industrial technologies field. The student will perfect techniques and job responsibilities learned in prior courses under the direction of a mentor.

INTE 124 Employment Strategies for Technical Careers

2 credits. 2.5 hours. (Lecture 1.5 hours. Laboratory 1 hour.)

Prerequisite: CSIS 100 or CSIS 115 or higher & COLL 100.

This course prepares the student to use strategies for successful career goal setting, job seeking, obtaining, maintaining and terminating employment in technical areas. Topics include conducting a job search, preparing a resume and cover letter, and participating in job interviews.

INTE 131 Special Problems and Projects

1-3 credit. 1-3 hour. (Lecture 1-3 hour.)

Independent study in Industrial Technologies related areas under the supervision of the faculty member.

INTE 140 Fundamentals of Industrial Maintenance

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: COLL 100.

This course is designed to present the fundamentals of the care and maintenance on a wide range of industrial equipment, including chain and gear drives, couplings and fluid power equipment. Lubricants and lubrication will be covered. The replacement of seals and bearings will be covered. Correct application and selection of hand and power tools. Basic motor alignment including laser alignment will be introduced.

INTE 142 National Electric Code (NEC)

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: INTE 113 with a C grade or higher & COLL 100.

The course is designed to present the requirements of the National Electric Code. Topics include requirements, codes, wiring requirements, conduit, hazardous locations, overcurrent protection, motor protection, installations and safety.

INTE 150 Fundamentals of Hydraulics and Pneumatics

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: COLL 100.

An introduction to fluid power and pneumatic concepts. Topics include the physics of fluid power, safety, hydraulic pumps, air compressors, actuators, pressure and flow measurement and regulation, basic maintenance, motors, coolers, and operation of hydraulic and pneumatic systems.

INTE 151 Industrial Rigging

3 credits. 3 hours. (Lecture 3 hours.)

This course is designed to demonstrate to the student safe and correct means of rigging and hoisting equipment. Topics will include wire rope, synthetic and chain slings. The student will learn the fundamentals of wire rope maintenance, center of gravity calculations and safe crane operation.

INTE 175 Electric Motor Controls I

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: HVAC 109 or INTE 115.

The course is designed to present the fundamentals of electrical motor control components, circuits and systems. Topics include electrical control symbols, power distribution, control transformers, solenoids and relays, motor starters, pilot devices, timers and sequencers, dc and ac motor principles, proximity sensors and troubleshooting.

INTE 185 Solar/Photovoltaic Systems

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Solar radiation as applied to photovoltaic technology, photovoltaic system component selection, and introduction to safe design and installation of photovoltaic systems.

INTE 219 INTE Internship and Co-Op I

3 credits. 3 hours. (Lecture 0 hour.)

Prerequisites: INTE 124

The student will get on-the-job work experience as an Industrial Maintenance worker. The student will attend class and work on specific skill development related to maintenance duties in industry.

INTE 220 Industrial Technologies Internship II

3 credits. 3 hours. (Lecture 0 hour.)

This course is designed to give the student real world experience in the industrial technologies field. The student will perfect techniques and job responsibilities learned in prior courses under the direction of a mentor.

INTE 221 INTE Internship & Co-Op II

3 credits. 8 hours. (Laboratory 0.5 hour. Field Studies 8 hours.)

Prerequisites: INTE 121 and COLL 100.

The student will get on-the-job work experience as an Industrial Maintenance worker. The student will attend class and work on specific advanced skills related to maintenance duties in industry.

INTE 224 Energy Management, Efficiency, and Conservation

3 credits. 3 hours. (Lecture 3 hours.)

Introduces fundamental concepts of energy management, including energy production and costs, and efficiency/conservation methods available for energy use reduction. Analysis of methods by which energy is used, and its environmental and financial impacts and consequences. Investigation of methods to identify and assess energy conservation opportunities. Optional field trips.

INTE 225 Industrial Electrical Print Reading

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: INTE 115.

This course introduces the student to industrial prints. The student will become familiar with electrical schematics, wiring diagrams, one-line diagrams and P&ID's (Process & Instrumentation Diagrams). Upon completion of this class, the student will be able to demonstrate the ability to use these prints to maintain, troubleshoot and install electrical systems in the workplace. They will be able to determine safety hazards and proper procedures for guarding against those hazards.

INTE 230 Solar/Photovoltaic Design and Installation

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)

Prerequisites: INTE 142, INTE 185 & (HVAC 109 or INTE 110).

Design, installation and maintenance of grid-tied and stand-alone photovoltaic systems. This course is designed to prepare the student for the NABCEP Entry-Level PV Installer Certification exam.

INTE 235 Solar Photovoltaic Site Assessment

3 credits. 3 hours. (Lecture 1 hour. Laboratory 2 hours.)

Prerequisites: INTE 185 and COLL 100.

This course covers how to perform a PV (photovoltaic) site assessment to determine whether a potential location for a solar PV array is suitable for maximum energy production. The array size will be calculated for the desired energy needs. Students will use common industry tools to determine load requirements, energy efficiency recommendations, options for placement of a PV array and resources to determine financial incentives.

INTE 240 Advanced Principles of Industrial Maintenance

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: INTE 140 with a C grade or higher & COLL 100.

This course is designed to present advanced principles of the industrial maintenance on a wide range of industrial equipment and procedures, including proper selection of bearings, seals, gears. Topics include replacement of seals, bearings, proper installation and setup. Correct application and selection of tools. This course will also cover alignment and vibration analysis.

INTE 242 Master & Journeyman Electrical Exam Preparation

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: INTE 142 or instructor approval.

The course is designed to present a review of electrical principles, the requirements of the National Electric Code for safe, code compliant electrical installations. Topics include: NEC (National Electrical Code) Overview, electrical math as it relates to electrical theory, conductor sizing, conductor box fill, conduit wire fill, electrical services, motor calculations and protection requirements. Service calculations and overcurrent protection, hazardous locations, overcurrent protection, single and multifamily dwelling, and commercial occupancies, single-phase and three-phase transformer calculations.

INTE 260 Industrial Pipefitting and Plumbing Fundamentals

3 credits. 3.5 hours. (Lecture 2.5 hours. Laboratory 1 hour.)

Prerequisites: INTE 140.

This course will teach the basic fundamentals of pipefitting and plumbing. The historical importance of these trades will be covered, as well as their modern day significance. Plumbing hardware and piping will be identified. Safety will be emphasized.

INTE 270 Instrumentation and Process Controls

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: HVAC 201 or INTE 271.

This course is designed to introduce the individual to various types of instrumentation and control schemas. This course will primarily cover pressure, temperature, level and flow detection and calculations. Lab activities will include calibration, tuning and installation of various analog and smart equipment used in industry.

INTE 271 Programmable Logic Controller I

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)

Prerequisite: INTE 113, INTE 175, CSOF 100 & COLL 100.

The course is designed to provide the individual with an ability to understand the various output methods, programming and troubleshooting techniques using the programmable controllers (PLC). I-O methods for dc and ac and analog, ladder programming and analysis, logical functions, timers and counters, forcing and troubleshooting techniques are among the specific topics covered. The student will be able to correlate motor control systems to PLC systems.

INTE 272 Programmable Logic Controller II

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisites: INTE 115 & INTE 271.

This course is designed to provide the individual with the skills needed to study process control, motion control, addressing Input/Outputs and intercommunications. Topics include: advanced instruction sets for applications, analog, stepper, searching, on-line editing, cross referencing and ControlLogix software.

INTE 273 Variable Speed Motors and Drives

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: INTE 175 & INTE 271.

The course will cover the theory and application of AC and DC Motors and their uses in industry. Theory and application of the various methods to control the speed of AC and DC electric motors using solid state devices will also be covered including thyristor and transistor controlled circuits, three phase triggered circuits, variable phase, frequency and voltage circuits.

INTE 275 Electric Motor Control II

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: INTE 175.

Installation and maintenance of electrical control equipment, timing devices, solenoids, limit switches, electrical power distribution, reduced voltage motor starting, overcurrent protection and preventative maintenance are covered.

INTE 276 Electrical Troubleshooting

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: INTE 275.

The course is designed to present the systematic approaches to electrical troubleshooting. An emphasis is placed on electrical and electromechanical controls. Discussions of trouble analysis will be followed by the student analyzing various introduced troubles into control systems. Replacement of components are covered.

INTE 277 Programmable Logic Controller Troubleshooting

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisites: INTE 115 & INTE 271.

This course is designed to provide the individual the skills needed to troubleshoot and repair Programmable Logic Controllers in the workplace. Topics include: Hardware, searching, documentation, fault routines, Preventative maintenance, wiring and schematic diagrams and communication problems.

INTE 279 Networking for Automated Systems

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisites: INTE 271 and COLL 100. This course gives students the tools and resources to design and maintain industrial communications systems used in industrial and automated building facilities. Underlying principles behind industrial communication systems will be discussed for protocols such as Modbus, Data Highway Plus, Ethernet, and TCP/IP. Basic IT concepts and technology relating to industrial and building automation such as networking, switches, routers, servers, firewalls and wireless Ethernet will be covered. The student will learn to effectively communicate with IT personnel as needed for day to day plant maintenance operations.

INTE 280 Networking - HMI for the PLC

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)

Prerequisites: INTE 272.

This class will assist the student in developing and creating graphical user interfaces to use as a front end for PLC applications. They will learn the basics for the most common HMI software in use. They will learn Ethernet and serial communication protocols and how to set up PLC networks using TCP/IP and RS-232.

INTE 281 Industrial Robotics

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)

Prerequisites: COLL 100 and INTE 271 or concurrent enrollment.

This course is an introduction to various types of robot anatomy.

INTE 281 Industrial Robotics

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)

Prerequisites: INTE 271 & COLL 100.

This course is an introduction to various types of robot anatomy. Topics include drive systems, control systems and components, motion analysis, end-effectors, sensors and machine vision. The course also covers robot classifications, geometry and path control techniques, end-of-arm tooling, gripper selection system intelligence and compliance, programming, safety and safeguarding considerations and operator training, acceptance and problems. Laboratory experiments focus on interfacing lab robots to I/O devices using industrial grade PLCs of the major manufacturers and programming the lab robots to perform basic tasks.

INTE 290 Programmable Logic Controller Capstone

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)

Prerequisite: INTE 277.

This course will assist the student in developing and creating documentation to support a portfolio to present to prospective employers. The student will use the skills they have acquired in previous classes to convert several Motor Control relay logic systems to the most current PLC programming software. They will create safety procedures to use in the workplace related to Programmable Logic Controllers. The student will learn how to use function block diagram programming in PLC₂s.

INTE 291 Process Controls Capstone

4 credits. 4 hours. (Lecture 2 hours. Laboratory 4 hours.)

Prerequisites: INTE 270 and 272.

The course is designed to provide the individual with an ability to understand the various control schemas found in industrial settings. The course covers different control schemas, pressure, temperature, level and flow detection and calculations. Lab activities will include calibration, designing and implementing different control loops with hands-on labs. Using PLC and stand-alone control devices.

Land Surveying

MCC-Longview

David Gann

SRVY 135 Elementary Surveying

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisites: MATH 130 or MATH 150 with a minimum grade of C on placement test.

Introduction to the care and use of optical surveying instruments; Transits, Total Stations and Auto Levels. Use of cloth tapes, steel tapes and electronic distance machines. Reduction of slope measurements to horizontal and vertical components. Measurement, field data reduction and adjustment of a closed traverse. Horizontal and Vertical curves, earthwork, and coordinates. Extensive field work, field notes and electronic data collection. Introduction to systematic and random errors.

Law Enforcement

MCC-Blue River

Douglas Thompson

Gary Hacker

LWEN 100 Introduction to Public Safety

2 credits. 2 hours. (Lecture 2 hours.)

Students will be review the history of law enforcement and be introduced to career requirements and opportunities within the law enforcement community.

LWEN 101 Introduction to Law Enforcement

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Philosophical and historical background of law enforcement. Organization, purpose and functions of law enforcement personnel on the local, state and federal levels. The respective roles of personnel in law enforcement, career requirements and opportunities in these fields.

LWEN 111 Law Enforcement Operational Procedures

3 credits. 5 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: LWEN 101.

This course will present to the student the duties, responsibilities, and techniques of modern law enforcement patrol activities. Types of patrol, vehicle stops, field interview, community policing, and procedures for handling various types of calls for service.

LWEN 112 Traffic Control & Investigation

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisite: LWEN 100.

This course will present fundamentals of traffic control and accident investigation. Regulation, control, and enforcement of traffic laws and municipal ordinances will be presented and discussed. Procedures for response, evaluating, protecting and investigating accident scenes will be integrated into the course.

LWEN 114 Law Enforcement Report Writing

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

This course will present to the student the methods of writing various types of law enforcement reports. Field interview techniques, interview environment, and the steps used to achieve a successful interview will be presented. Written reports will cover a variety of criminal offenses or incidents, and will require the use of interview skills and investigative efforts in order to gather information necessary to complete a law enforcement report.

LWEN 122 Procedural Law for Law Enforcement

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: LWEN 101.

This course presents the fundamental concepts of constitutional law as applied to law enforcement. Rules of evidence, admissions and confessions, Miranda, arrest procedures, and search and Seizure issues will be taught. A review of relevant case law and how it affects contemporary law enforcement practices will also be presented.

LWEN 143 Defensive Tactics for Law Enforcement

4 credits. 7 hours. (Lecture 1 hour. Laboratory 6 hours.)

Prerequisite: LWEN 101.

This course is designed to instruct students in basic physical fitness and defensive tactics for law enforcement.

LWEN 200 Law Enforcement Skills

5 credits. 8 hours. (Lecture 2 hours. Laboratory 6 hours.)

Prerequisite: LWEN 101.

This course provides students with opportunities to gain skill development in usage of firearms under the supervision of professionals with experience in the law enforcement field.

LWEN 203 Criminal Investigation I for Law Enforcement

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: LWEN 101.

This course will present an introduction to law enforcement criminal investigations. This course presents theory of investigation, procedures at a crime scene, collection and preservation of physical evidence, source of information, questioning of witnesses and suspects, preliminary and follow-up investigation, and case and trial preparation.

LWEN 204 Criminal Investigations II for Law Enforcement

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisite: LWEN 101 & LWEN 203.

This course will present to the student the appropriate methods to be utilized in the investigation of County and Municipal offenses. This course will also give the student practical knowledge to deal with Crisis Intervention.

LWEN 230 Missouri Statutory Law

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: LWEN 101.

This course will present to the student definition and practical application of the Missouri Criminal Statutes. Difference between criminal and civil matters will also be discussed. Students will gain knowledge of juvenile justice procedures.

Library and Information Studies

MCC-Blue River

MCC-Business & Technology

Jared Rinck

MCC-Longview

MCC-Maple Woods

Candice Baldwin

Linda Carter

Diane Martin

Mary Northrup

MCC-Penn Valley

Michael Korklan

LIBR 100 Introduction to Library & Online Research

1 credit. 1 hour. (Lecture 1 hour.)

This is a library course designed to familiarize students with the variety of information resources available to them to satisfactorily complete college assignments and to enhance the skills necessary to locate, manage and evaluate these resources.

LIBR 110 College Research and Information Literacy

3 credits. 3 hours. (Lecture 3 hours.)

This course is designed to develop college level information literacy skills focusing on library and internet resources. Students will build critical thinking skills while learning to determine information needs and to effectively and efficiently locate, evaluate and manage information through lecture and participatory activities. Emphasis will be placed on concepts which relate to the organization of information in any media.

Lineman

MCC-Business & Technology

Susan Blaser

LINE 104 Pole Climbing Skills

5 credits. 8 hours. (Lecture 2 hours. Laboratory 6 hours.)

This course introduces the student to the proper and safe methods of wood pole climbing. The student must master climbing wood pole structures with the use of fall arrest equipment. The student will be taught two methods of climbing: free-climbing while tethered to a fall arrest device and hitchhiking with a fall arrest safety device. Upon completion of this class, the student will be able to demonstrate the ability to safely climb a wooden pole and conduct work practices associated with the electrical utility industry.

LINE 105 Electrical Distribution Systems

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisites: INTE 113 with a C grade or higher & COLL 100.

The student will learn how power is generated, transported and distributed. Different methods and types of electrical power transmission and distribution systems, structures and equipment will be emphasized. The student will learn how the Power Grid is interlocked across multiple utilities.

LINE 210 Pole Framing and Construction Specifications

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisites: LINE 104 & LINE 105 or concurrent enrollment.

This will give the student a working knowledge of the line construction specifications and knowledge of pole framing on the ground and aerial framing. The student will be able to recognize the different types of materials used for the different types of construction by sight and definition. They will also be introduced to the different sizes and types of overhead and underground conductors.

LINE 215 Setting and Replacing Poles

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisites: LINE 104 & LINE 105 or concurrent enrollment & COLL 100.

The student will learn the basic principles in setting and replacing poles. There will be an emphasis on safety, the proper use vehicle grounding practices and manual pole setting. The student will gain working knowledge of temporary pole supports, rigging, minimum approach distances and worksite hazard analysis.

LINE 237 Transformer Theory and Installation

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: LINE 104 & LINE 105 or concurrent enrollment.

The student will gain a thorough knowledge of transformer theory and installation. Single-phase and three-phase configurations with different types of connections will be included. Topics will include: over voltage and over current protection, equipment grounding, cutout protection, proper cover-up techniques, lightning arrestor application and installation, basic troubleshooting practices and current and potential transformers use and safety.

LINE 241 Conductor Installation and Metering

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisite: LINE 104 & LINE 105 & COLL 100 or concurrent enrollment.

The student will gain extensive knowledge of single and three-phase watt-hour meters; meter locations; and the different types of copper and aluminum conductors. The student will also gain practical experience in the sizing, proper connection types, installation, stringing, sagging, dead-ending, and splicing of overhead and underground service conductors.

LINE 250 Fusing, Substations and Voltage Regulation

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisite: LINE 210 & LINE 237 or concurrent enrollment.

The student will be familiarized with the different types and methods of system coordination, substations, capacitors, voltage regulators and auto-transformers, oil reclosures, sectionalizers and the application/coordination of fuses will also be gained. Practical experience in the grounding, inspection, maintenance and operation of basic substations will be expanded. The student will be familiarized with installation and operation of single and three-phase regulators, gang operated air break and load break switches, and substation fuses and reclosures.

LINE 251 Installation and Troubleshooting Underground

Distribution Systems

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisite: LINE 215 & LINE 241 or concurrent enrollment.

The student will have a working knowledge of the different types of underground distribution systems, able to identify the types of cable used in underground distribution, describe proper cable installation procedures, demonstrate proper cable preparation techniques using manufacturers' specifications for splicing and terminating cable, list safe work procedures and demonstrate the proper techniques for isolation and grounding underground cable sections.

LINE 252 Advanced Pole Climbing

3 credits. 4 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisites: LINE 104 & LINE 215 & COLL 100 or concurrent enrollment.

This course reinforces to the student the proper and safe methods of wood pole climbing. The student must master climbing wood pole structures with the use of fall arrest equipment while performing various detailed tasks. The student will spend extended periods of time on the pole while constructing complex assignments. The student will be taught pole top rescue methods. Upon completion of this class, the student will be able to demonstrate the ability to safely climb a wooden pole and conduct safe work practices associated with the electrical utility industry.

LINE 253 Safety and Accident Prevention

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisites: LINE 215 & LINE 237 & COLL 100 or concurrent enrollment.

The student will learn the hazards and safe work practices of an electrical line technician. The student will learn CPR, First Aid and OSHA rules and regulations associated with the utility industry.

Mathematics

MCC-Blue River

George Green

Stacey McMillen

Rebecca Schuering

Cheryl Winter

MCC-Business &

Technology

Kimball Marsh

MCC-Longview

My An Tran

Beth Bletscher

Jennifer Johnson

Le Ann Lotz-Todd

Diane Sweet

Jason Pallett

Kristi Rottinghaus

MCC-Maple Woods

Kimberly Christensen

Carol Cordova

Terry Hobbs

Berg Heskin

Saeeda Irfan

Bill Morgan

Andrea Vorwark

MCC-Penn Valley

Tim Chappell

Christopher Hacker

Nic LaHue

Gregory Mitchell

Alicia Valdivieso

MATH 20 Basic Mathematical Operations

3 credits. 3 hours. (Lecture 3 hours.)

Review of all basic mathematical operations. Fractions, decimals, proportions, and percentages. Elementary geometry (perimeter, area and volume).

MATH 20L Basic Mathematics/Lab

3 credits. 5 hours. (Lecture 2 hours. Laboratory 3 hours.)

Review of basic mathematical operations. Fractions, decimals, proportion, and percentages. Elementary geometry (perimeter, area and volume)

MATH 31 Pre-College Mathematics I

3 credits. 3 hours. (Lecture 3 hours.)

Review of all basic mathematical operations. Fractions, decimals, proportions, percentages and real numbers. Elementary geometry (perimeter, area and volume). Review of all operations in real numbers. Solutions of linear equations and inequalities in one variable, using and manipulating formulas. Properties of exponential numbers, definition and basic operations with polynomials and solutions of polynomial equations by factoring. Basic operations and simplification of rational expressions. Graphing linear equations in two variables.

MATH 32 Pre-College Mathematics II

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: MATH 31 & COLL 100.

Continuation of Math 31 topics including a review of all basic mathematical operations. Fractions, decimals, proportions, percentages and real numbers. Elementary geometry (perimeter, area and volume). Review of all operations in real numbers. Solutions of linear equations and inequalities in one variable, using and manipulating formulas. Properties of exponential numbers, definition and basic operations with polynomials and solutions of polynomial equations by factoring. Basic operations and simplification of rational expressions. Graphing linear equations in two variables. Self-paced based on initial diagnostic assessment.

MATH 40 Introductory Algebra

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: MATH 20 or MATH 20L or appropriate placement test score.

Review of all operations and properties of real numbers with special attention to work with signed numbers. Solutions of linear equations and inequalities in one variable, using and manipulation formulas. Properties of exponential numbers, definition and basic operations with polynomials and solution of polynomial equations by factoring. Basic operations and simplification of rational expressions. Graphing linear equations in two variables.

MATH 40L Introductory Co-Laboratory Algebra

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: MATH 20 or MATH 20L or appropriate placement test score.

Review of operations and properties of the Real Number System. Operations on polynomials, exponents, and rational expressions. Solving and graphing linear equations. Applications are emphasized throughout the course.

MATH 91 Elements of Algebra

3 credits. 3 hours. (Lecture 3 hours.)

Review of all basic mathematical operations. Fractions, decimals, proportions and percentages. Elementary geometry (Perimeter, area and volume). Review of all operations and properties of real numbers with special attention given to work with signed numbers. Solutions of linear equations and inequalities in one variable, using and manipulation formulas. Properties of exponential numbers, definition and basic operations with polynomials and solution of polynomial equations by factoring. Basic operations and simplification of rational expressions. Graphing linear equations in two variables. Functions and their graphs, systems of linear equations, application problems, inequalities, absolute value equations. Rational exponents, radicals, quadratic functions and equations, ratios and proportions.

MATH 92 Elements of Algebra

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: Math 91.

Review of all basic mathematical operations. Fractions, decimals, proportions, and percentages. Elementary geometry (Perimeter, area and volume). Review of all operations and properties of real numbers with special attention given to work with signed numbers. Solutions of linear equations and inequalities in one variable, using and manipulation formulas. Properties of exponential numbers, definition and basic operations with polynomials and solution of polynomial equations by factoring. Basic operations and simplification of rational expressions. Graphing linear equations in two variables. Functions and their graphs, systems of linear equations, application problems, inequalities, absolute value equations. Rational exponents, radicals, quadratic functions and equations, ratios and proportions.

MATH 93 Elements of Algebra

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: MATH 92.

Review of all basic mathematical operations. Fractions, decimals, proportions, and percentages. Elementary geometry (Perimeter, area and volume). Review of all operations and properties of real numbers with special attention given to work with signed numbers. Solutions of linear equations and inequalities in one variable, using and manipulation formulas. Properties of exponential numbers, definition and basic operations with polynomials and solution of polynomial equations by factoring. Basic operations and simplification of rational expressions. Graphing linear equations in two variables. Functions and their graphs, systems of linear equations, application problems, inequalities, absolute value equations. Rational exponents, radicals, quadratic functions and equations, ratios and proportions.

MATH 100 Mathematics for Business

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: MATH 20 or MATH 20L or appropriate placement test score.

Application of arithmetic and mathematical processes to the solution of practical problems in general business, retailing, accounting, consumer credit, and personal finance.

MATH 102 Technical and Business Math

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: MATH 20 or MATH 20L or appropriate placement test score.

Applications of unit conversions, ratios, percents, algebra, geometry to basic electricity, mixture ratios, pressure, hydraulics, compression, comparing specifications. Applications of percents in consumer credit and personal finance.

MATH 103 Technical Mathematics I

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: MATH 40 or MATH 40L or appropriate placement test score.

Algebraic expressions, linear equations and systems of linear equations, functions, exponents, graphical analysis, Quadratic equations, factoring common factors and difference of squares, unit conversions, percents, tolerances, clearance, and inference, mean, median, mode.

MATH 103R Technical Mathematics I with Review

4 credits. 4 hours. (Lecture 4 hours.)

Prerequisite: MATH 40 or MATH 40L or appropriate placement test score.

A review of basic math operations including decimals, fractions, percents, and order of operations. Algebraic expressions, linear equations and systems of linear equations, functions, exponents, graphical analysis, quadratic equations, factoring common factors and difference of squares, unit conversions, percents, and tolerances, clearance, interference, mean, median and mode.

MATH 104 Technical Mathematics II

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: MATH 103.

Applied geometry including complex, multi-step problems, complex numbers, solutions of right and oblique triangles, ratio and proportion, radian measure, exponential and logarithmic functions (graphical approach) and practical applications.

MATH 105 Algebra and Trigonometry for Land Surveyors

4 credits. 4 hours. (Lecture 4 hours.)

Prerequisite: MATH 40 or MATH 40L or appropriate placement test score.

Review of order of operations, scientific notation, rounding and significant digits. Review of basic area and volume formulas with applications to more general shapes. Quadratic and linear functions including piecewise definitions. Distance formula, midpoint formula, equations of circles. Map reading, contours and elevation. Classification of angles and triangles. Right triangle trigonometry. Conversions between radians and degrees/minutes/seconds and decimal degrees. Law of sines, law of cosines, arc length, vectors, and bearing. For all topics there will be an emphasis on applications appropriate to the study of land surveying.

MATH 110 Intermediate Algebra

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: MATH 40 or 40L with a grade of C or higher, or satisfactory score on the math placement test.

The study of simplification of complex fractions, solutions to rational equations, solution of linear equations and inequalities with applications, solutions of absolute value equations and inequalities, quadratic functions and equations with applications, ratios and proportions, solutions of linear systems of equations with applications, rational exponents and radicals, introduction to functions and graphs, and graphing linear equations in two variables.

MATH 110R Intermediate Algebra with Review

5 credits. 5 hours. (Lecture 5 hours.)

Prerequisite: MATH 40 or 40L with a grade of C or higher, or satisfactory score on the math placement test.

The study of operations with polynomials, operations with rational expressions, properties of exponents, solutions of linear equations and inequalities with applications, solutions of absolute value equations and inequalities, quadratic functions and equations with applications, ratios, and proportions, solutions of linear systems of equations with applications, rational exponents, and radicals, introduction to functions and graphs, and graphing linear equations in two variables. This course is a combination of the topics from MATH 40 and MATH 110. Significant class time will be spent on the review of select topics covered in MATH 40.

MATH 115 Statistics

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: MATH 110 or appropriate placement test score.

Descriptive statistics, ungrouped and grouped data, elementary probability, discrete and continuous statistical inference, significance and distribution measures, regression and correlation analysis.

MATH 119 College Mathematics

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: MATH 110 or appropriate placement test score.

A course designed for students seeking a liberal arts education. The objective of this course is to provide students with a mathematical experience that will include topics from algebra, geometry, probability, and statistics. This course has a strong emphasis on applications.

MATH 120 College Algebra

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: MATH 110 or appropriate placement test score.

A study of various types of equations and inequalities, functions and their inverses, theory of higher degree equations, systems of equations, determinants, logarithms and exponentials, and applications.

MATH 120R College Algebra with Review

5 credits. 5 hours. (Lecture 5 hours.)

Prerequisite: MATH 110 or appropriate placement test score.

A combination of topics in Intermediate Algebra and College Algebra. A study of various types of equations and inequalities, functions and their graphs, inverse functions, systems of equations, determinants, logarithms and exponential applications.

MATH 130 Trigonometry

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: MATH 120 or higher or appropriate placement test score.

Plane geometry is strongly recommended. Angle based trigonometric functions and their inverses, multiple angle formulas, identities, conditional equations, radian measure, arc length, angular velocity, function graphing, and solution of triangles. Plane geometry is strongly recommended.

MATH 135 Number Systems for Elementary Teachers

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: MATH 119 or higher.

Designed for elementary school teachers. A constructive development of the real number system beginning with the system of whole numbers; concepts from elementary number theory; applications of quantitative systems to problems in discrete mathematics.

MATH 136 Geometry, Probability, and Statistics for Elementary Teachers

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: MATH 119 or higher.

Designed for elementary school teachers. A development from informal geometric concepts to elements of the Euclidean deductive system; groups of congruence transformations, similarity transformations and symmetries; coordinate systems and vectors.

MATH 141 Discrete Structures for Computer Science I

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: MATH 120 or 150.

Mathematical logic, sets, relations, functions, mathematical induction, Boolean algebra, algebraic structures. The theory introduced will be applied to appropriate areas of computer science.

MATH 150 PreCalculus

5 credits. 5 hours. (Lecture 5 hours.)

Prerequisite: MATH 110 or appropriate placement test score.

A study of various types of algebraic equations and inequalities, functions and their inverses, theory of higher degree polynomial equations, systems of equations, determinants, logarithms, exponentials and applications. A study of trigonometric functions and their inverses, formulas and identities, conditional equations, radian measure, arc length, angular velocity, function graphing and solution of triangles.

MATH 175 Calculus for Business and Social Science

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: MATH 120 or higher or appropriate placement test score.

Quadratic, polynomial, rational exponential, and logarithmic functions used in differential and integral calculus application in business, economic and social science.

MATH 180 Analytic Geometry and Calculus I

5 credits. 5 hours. (Lecture 5 hours.)

Prerequisite: MATH 130 or 150.

A study of plane analytic geometry, limits, continuity, the derivative for functions of a single variable, differentials, indefinite and definite integrals, the Fundamental Theorem of Calculus, and applications of the derivative and integral.

MATH 190 Analytic Geometry and Calculus II

5 credits. 5 hours. (Lecture 5 hours.)

Prerequisite: MATH 180.

A study of the calculus of elementary transcendental functions; integration by parts, by trigonometric substitution, by partial fraction and by miscellaneous substitutions; improper integrals; L'Hospital's Rule; conic sections; the transformation of axes, infinite series, parametric and polar equations and their derivatives; and graphs, area, and arc length in polar coordinates.

MATH 196 Special Topics I

1-3 credit. 1-3 hour. (Lecture 1-3 hour.)

Mathematical topics of special interest.

MATH 210 Analytic Geometry and Calculus III

5 credits. 5 hours. (Lecture 5 hours.)

Prerequisite: MATH 190.

A study of analytic geometry in three dimensions, functions of more than one variable and their calculus, directional and partial derivatives, vector functions and their calculus, two- and three-dimensional applications, multiple integrals, and line integrals.

MATH 230 Differential Equations

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: MATH 190.

Solution and application of ordinary differential equations including the nth order non-homogeneous linear cases. Laplace transform, and power series methods.

MATH 241 Discrete Structures for Computer Science II

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: CSIS 223 & MATH 141.

Lattice structures and graph theory, algorithms and complexity, recurrence relations, introduction to computability theory, and abstract machines. The theory introduced will be applied to appropriate areas of computer science.

Music

MCC-Blue River

Rebecca Johnson

MCC-Maple Woods

Jim Murray III

MUSI 101 Mixed Chorus I

1 credit. 3 hours. (Laboratory 3 hours.)

Open to all students interested in group singing. Performance of various types of choral music in public.

MUSI 102 Mixed Chorus II

1 credit. 3 hours. (Laboratory 3 hours.)

Open to all students interested in group singing. Performance of various types of choral music in public.

MUSI 103 Band I

1 credit. 4 hours. (Laboratory 4 hours.)

Open to all students interested in playing in an instrumental ensemble. Performance of various types of instrumental music in public.

MCC-Longview

Cathy Hardy-Parcell

MCC-Penn Valley

Clarence Smith

MUSI 104 Band II

1 credit. 4 hours. (Laboratory 4 hours.)

Open to all students interested in playing in an instrumental ensemble. Performance of various types of instrumental music in public.

MUSI 105 Orchestra I

1 credit. 4 hours. (Laboratory 4 hours.)

Open to all students who play violin, viola, cello or bass interested in group performance. Performance of various types of orchestra music in public.

MUSI 106 Orchestra II

1 credit. 4 hours. (Laboratory 4 hours.)

Open to all students who play violin, viola, cello or bass interested in group performance. Performance of various types of orchestra music in public.

MUSI 107 Fundamentals of Music

3 credits. 3 hours. (Lecture 3 hours.)

This course will introduce students to fundamental concepts of music notation and ear training through the use of scales, key signatures, intervals, chords, and chord progressions. This course is designed for the general student and the student preparing for music theory.

MUSI 108 Music Appreciation

3 credits. 3 hours. (Lecture 3 hours.)

This course will introduce the student to the aesthetics of music through the study of musical eras including the Middle Ages through 20th century and music genres through vocal and instrumental mediums.

MUSI 110 Music Theory I

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)

This course will introduce students to beginning concepts of music notation and ear training through the use of intervals, scales, triads, seventh chords and their inversions, chord progressions in major and minor keys, and non-harmonic tones including suspensions, appoggiatura, and passing tones. Practical application will include sight-singing, ear training, and keyboard skills.

MUSI 111 Music Theory II

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)

Prerequisite: MUSI 110.

This course is a continuation of Music Theory I and will introduce students to secondary triads, secondary sevenths, and secondary dominants and all their inversions, non-harmonic tones including suspensions, pedal tones, and added sixths, and modulation by secondary dominants to closely related keys.

MUSI 112 Class Piano I

2 credits. 3 hours. (Lecture 1 hour. Laboratory 2 hours.)

Prerequisite: Some experience with note reading in at least one clef and with rhythmic notation is recommended.

A practical approach to keyboard techniques including harmonization, transposition, and sight reading.

MUSI 113 Class Piano II

2 credits. 3 hours. (Lecture 1 hour. Laboratory 2 hours.)

Prerequisite: MUSI 112.

Development of increased facility at the piano keyboard through mastery of elementary exercises in harmonization of melodies, sightreading, and transposition.

MUSI 116 Evolution of Jazz

3 credits. 3 hours. (Lecture 3 hours.)

A study of the rich ethnic background and evolution of jazz music and its many styles. African, African-American, and European cultures will be examined in terms of the role each has played, and continues to play, in defining and influencing American culture through jazz. Important performers, composers, musicians, educators, and writers of jazz will be identified with respect to their contributions to the art form. Critical listening activities supplement the course content. Requirement Designation: Global Diversity

Requirement Designation: Global Diversity

MUSI 117 Special Problems in Music

1-3 credit. 1-3 hour. (Lecture 1-3 hour.)

Directed studies in special interest music topics (e.g., composition, MIDI music, pedagogy, music industry, etc.).

MUSI 120 Class Voice I

2 credits. 3 hours. (Lecture 1 hour. Laboratory 2 hours.)

Fundamentals of sight singing in major and minor keys. Fundamentals of correct voice production, breathing, and breath control. Elementary vocal literature in English. Development of stage presence and poise.

MUSI 121 Class Voice II

2 credits. 3 hours. (Lecture 1 hour. Laboratory 2 hours.)

Prerequisite: MUSI 120.

Advanced sight singing in major and minor keys. Develop independence necessary for private voice instruction. Elementary Italian art songs and more difficult vocal repertoire in English.

MUSI 125 Class Guitar I

2 credits. 3 hours. (Lecture 1 hour. Laboratory 2 hours.)

Open to all students interested in learning proper fundamentals of playing guitar, including improvisation.

MUSI 126 Class Guitar II

2 credits. 3 hours. (Lecture 1 hour. Laboratory 2 hours.)

Prerequisite: MUSI 125.

Open to all students interested in further development of playing guitar, including improvisation.

MUSI 130 Private Instruction I

1 credit. 0.5 hour. (Laboratory 2 hours.)

Private instruction in strings, brass, guitar, percussion, piano, voice, or woodwinds. Music from the standard repertoire as well as technical exercises on the instrument. Special enrollment fee in addition to regular tuition.

MUSI 131 Private Instruction I

2 credits. 1 hour. (Laboratory 4 hours.)

Private instruction in strings, brass, guitar, percussion, piano, voice, or woodwinds. Music from the standard repertoire as well as technical exercises on the instrument. Special enrollment fee in addition to regular tuition.

MUSI 132 Private Instruction II

1 credit. 0.5 hour. (Laboratory 2 hours.)

Prerequisite: MUSI 130 or MUSI 131.

Private instruction in strings, brass, guitar, percussion, piano, voice, or woodwinds. Music from the standard repertoire as well as technical exercises on the instrument. Special enrollment fee in addition to regular tuition.

MUSI 133 Private Instruction II

2 credits. 1 hour. (Laboratory 4 hours.)

Prerequisite: MUSI 130 or MUSI 131.

Private instruction in strings, brass, guitar, percussion, piano, voice, or woodwinds. Music from the standard repertoire as well as technical exercises on the instrument. Special enrollment fee in addition to regular tuition.

MUSI 150 Midi Music Production on the Computer

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: MUSI 107 or MUSI 112 or MUSI 130 or MUSI 131.

A study of the applications of MIDI music and computer-based music MIDI recording, arranging, and composition. The students will work with computers and MIDI keyboards and will use sequencing/editing software.

MUSI 160 Music of the World's Cultures

3 credits. 3 hours. (Lecture 3 hours.)

This course will be an investigation of music of a variety of cultures, focusing on musical style, aesthetic viewpoints of differing cultures and the function in which music fulfills these diverse societies. Within this course, students will study the connection between music and religion, drama, gender, ethnicity and dance.

MUSI 201 Mixed Chorus III

1 credit. 3 hours. (Laboratory 3 hours.)

Prerequisite: MUSI 102.

Open to all students interested in group singing. Performance of various types of chorale music in public.

MUSI 202 Mixed Chorus IV

1 credit. 3 hours. (Laboratory 3 hours.)

Prerequisite: MUSI 201.

Open to all students interested in group singing. Performance of various types of choral music in public.

MUSI 203 Band III

1 credit. 4 hours. (Laboratory 4 hours.)

Open to all students interested in playing in an instrumental ensemble.

Performance of various types of instrumental music in public.

MUSI 204 Band IV

1 credit. 4 hours. (Laboratory 4 hours.)

Open to all students interested in playing in an instrumental ensemble.

Performance of various types of instrumental music in public.

MUSI 205 Orchestra III

1 credit. 4 hours. (Laboratory 4 hours.)

Prerequisite: MUSI 106.

Open to all students who play violin, viola, cello or bass interested in group performance. Performance of various types of orchestra music in public.

MUSI 206 Orchestra IV

1 credit. 4 hours. (Laboratory 4 hours.)

Prerequisite: MUSI 205. Open to all students who play violin, viola, cello or bass interested in group performance. Performance of various types of orchestra music in public.

MUSI 210 Music Theory III

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)

Prerequisite: MUSI 111.

This course is a continuation of Music Theory II and will introduce students to chromatically altered chords including diminished 7ths and augmented 6ths, modulation to all keys, analysis of Greek modes, and analysis of 19th century harmonic techniques. Opportunity for original compositions. Practical application in sight-singing, dictation, and keyboard skills.

MUSI 211 Music Theory IV

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)

Prerequisite: MUSI 210.

This course is a continuation of Music Theory III and will introduce students to chromatic alterations of secondary chords, transposition, and analysis of 20th century harmonic techniques. Opportunity for original work and practical application in sight-singing, dictation, and keyboarding skills.

MUSI 212 Class Piano III

2 credits. 3 hours. (Lecture 1 hour. Laboratory 2 hours.)

Prerequisite: MUSI 113.

Melodic harmonization, sight-reading, and transposition. Performance of piano literature of various periods.

MUSI 213 Class Piano IV

2 credits. 3 hours. (Lecture 1 hour. Laboratory 2 hours.)

Prerequisite: MUSI 212.

Melodic harmonization, sight-reading, transposition, accompanying, and reading from an open score. Performance of piano literature of various periods.

MUSI 230 Private Instruction III

1 credit. 0.5 hour. (Laboratory 2 hours.)

Prerequisite: MUSI 132 or MUSI 133.

Private instruction in strings, brass, guitar, percussion, piano, voice or woodwinds. Music from the standard repertoire as well as technical exercises on the instrument. Special enrollment fee in addition to regular tuition.

MUSI 231 Private Instruction III

2 credits. 1 hour. (Laboratory 4 hours.)

Prerequisite: MUSI 132 or MUSI 133.

Private instruction in strings, brass, guitar, percussion, piano, voice or woodwinds. Music from the standard repertoire as well as technical exercises on the instrument. Special enrollment fee in addition to regular tuition.

MUSI 232 Private Instruction IV

1 credit. 0.5 hour. (Laboratory 2 hours.)

Prerequisite: MUSI 230 or MUSI 231.

Private instruction in strings, brass, guitar, percussion, piano, voice, or woodwinds. Music from the standard repertoire as well as technical exercises on the instrument. Special enrollment fee in addition to regular tuition.

MUSI 233 Private Instruction IV

2 credits. 1 hour. (Laboratory 4 hours.)

Prerequisite: MUSI 230 or MUSI 231.

Private instruction in strings, brass, guitar, percussion, piano, voice, or woodwinds. Music from the standard repertoire as well as technical exercises on the instrument. Special enrollment fee in addition to regular tuition.

Occupational Therapy Assistant

MCC-Penn Valley

Elisabeth Koch

Amber Jenkins

OTHA 100 Introduction to Occupational Therapy

2 credits. 2 hours. (Lecture 2 hours.)

Introduction to the history, philosophy, and practice of occupational therapy.

Exploration of diversity and the role it plays in health care.

OTHA 102 Documentation Guidelines

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisite: Admission to the Occupational Therapy Assistant program.

Guidelines for documentation of occupational therapy services.

OTHA 103 Clinical Conditions

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisite: Admission to the Occupational Therapy Assistant program.

Etiology, clinical process and prognosis of common diseases and illnesses. Effect of disease or illness on an individual's performance and the impact this has on the person, family and society.

OTHA 106 Therapeutic Interventions I

4 credits. 5.5 hours. (Lecture 2.5 hours. Laboratory 3 hours.)

Prerequisite: Admission to the Occupational Therapy Assistant program.

Basic therapeutic interventions, techniques, applications and legislation pertinent to OT practice. Learn OT's role in promoting health and wellness.

OTHA 114 Introduction to Fieldwork

0.5 credit. 0.5 hours. (Lecture 0.5 hour.)

Prerequisite: Formal admission into the Occupational Therapy Assistant Program.

Introduction to the role, policies and procedures of fieldwork.

OTHA 116 Level I Fieldwork I

0.5 credit. 1.5 hours. (Clinical 1.5 hours.)

Prerequisite: Admission to the Occupational Therapy Assistant program.

Introduction to the role, policies, and procedures of fieldwork. Directed experience in a specified community setting.

OTHA 118 Assistive Technology

2 credits. 3 hours. (Lecture 1 hour. Laboratory 2 hours.)

Prerequisite: OTHA 100, OTHA 102, OTHA 103, OTHA 106, OTHA 114 and OTHA 116, EMS 100, (HLSC 108 or BIOL 109 or (BIOL 110 & BIOL 210)) with a grade of C or higher & Admission to the Occupational Therapy program.

Hands-on introduction to high tech assistive technology and augmentative communication.

OTHA 120 Pediatrics

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: OTHA 100, OTHA 102, OTHA 103, OTHA 106, OTHA 114 and OTHA 116, EMS 100, (HLSC 108 or BIOL 109 or (BIOL 110 & BIOL 210)) with a grade of C or higher & Admission to the Occupational Therapy program.

Occupational therapy practice as it relates to individuals from birth to early adolescence. Study of normal growth and development.

OTHA 121 Level I Fieldwork II

1 credit. 3 hours. (Clinical 3 hours.)

Prerequisite: EMS 100, OTHA 100 & OTHA 102 & OTHA 103 & OTHA 106 & OTHA 114 & OTHA 116 & Concurrent Enrollment in OTHA 120, (HLSC 108 or BIOL 109 or (BIOL 110 & BIOL 210)) with a grade of C or higher & Admission to the Occupational Therapy program.

Directed experience in a specified community setting.

OTHA 130 Analysis of Physical Performance

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: OTHA 100, OTHA 102, OTHA 103, OTHA 106, OTHA 114 and OTHA 116, EMS 100, (HLSC 108 or BIOL 109 or (BIOL 110 & BIOL 210)) with a grade of C or higher & Admission to the Occupational Therapy program.

Analysis and evaluation of the components of physical performance and their relationship to functional activities.

OTHA 154 Applied Neurology

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisites: HLSC 108 or BIOL 109 or BIOL 110 & BIOL 210 with a C or higher. Admission to OTHA or PTHA programs. Foundations of neuroscience for practice as a rehabilitation professional. Anatomy and function of the nervous system. Correlation of clinical problems with pathology of the nervous system. Cross-listed with PTHA 154.

OTHA 173 Special Topics

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisite: Concurrent enrollment in PTA or OTA programs or completion of an Associate's or advanced degree in physical therapy or occupational therapy. A study of advanced topics relevant to the current practice of rehabilitation. Cross-listed as PTHA 173.

OTHA 201 Mental Health

2.5 credits. 3 hours. (Lecture 2 hours. Laboratory 1 hour.)

Prerequisite: OTHA 118, OTHA 120, OTHA 121, OTHA 130 & OTHA 154 & Admission to the Occupational Therapy program.

Occupational therapy assessment and treatment techniques in the mental health setting.

OTHA 202 Physical Dysfunction

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: OTHA 118, OTHA 120, OTHA 121, OTHA 130 & OTHA 154 & Admission to the Occupational Therapy program.

Occupational therapy assessment and treatment used with the physically and cognitively challenged population.

OTHA 203 Gerontology

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: OTHA 118, OTHA 120, OTHA 121, OTHA 130 & OTHA 154 & Admission to the Occupational Therapy program.
Concepts and process of aging. The role of occupational therapy with the elderly.

OTHA 208 Therapeutic Interventions II

3 credits. 3 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: OTHA 118, OTHA 120, OTHA 121, OTHA 130 & OTHA 154 & Admission to the Occupational Therapy program.
Advanced therapeutic interventions and techniques used to enhance functional ability and independence in daily life tasks and occupations.

OTHA 212 Level I Fieldwork III

2 credits. 6 hours. (Clinical 6 hours.)

Prerequisite: OTHA 118, OTHA 120, OTHA 121, OTHA 130 & OTHA 154
Directed experience in specified community settings.

OTHA 217 Occupational Therapist Capstone

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisite: OTHA 118, OTHA 120, OTHA 121, OTHA 130 & OTHA 154
Preparation for full-time clinical practice, the national certification process, state licensure, and future employment.

OTHA 222 Level II Fieldwork

12 credits. 40 hours. (Clinical 40 hours.)

Prerequisite: OTHA 201, OTHA 202, OTHA 203, OTHA 208, OTHA 212 & OTHA 217
Directed clinical experience in different practice areas of occupational therapy.

Paralegal

MCC-Penn Valley
Gordon Wells, Jr.

PARA 100 Introduction to Paralegal Practice

3 credits. 3 hours. (Lecture 3 hours.)

An introduction to the American legal system and the role of the paralegal. Students will examine the philosophical and historical background of law, legal context, organization, purpose and ethics. Paralegal career requirements, opportunities and responsibilities are presented. Systems approaches to law office management including billing practices, timekeeping and law office library systems are reviewed.

PARA 104 Principles of Legal Technology

3 credits. 3.5 hours. (Lecture 2.5 hours. Laboratory 1 hour.)

Prerequisites: CSIS 115 & PARA 100.

This course will provide an overview of the primary types of technology and related skills utilized regularly by practicing paralegals. The course offers a broad understanding of legal technology and the need for paralegals to be proficient with computers, software, and other forms of technology. The material will address how various technologies are utilized both in the office and in the courtroom. Students will study challenges associated with technology such as ethics and security. Various software applications will be studied, including document management, timekeeping, spreadsheets, and presentation graphics. This is a hands-on course conducted in the computer lab and allows the student to apply the course material through a variety of activities.

PARA 126 Criminal Law and Procedures

3 credits. 3 hours. (Lecture 3 hours.)

The student will be introduced to criminal law, classification and analysis of crimes and criminal acts; fundamentals of constitutional and criminal law concepts; elements of local, state and federal jurisdiction, venue and procedure as they apply to law enforcement, and detailed concepts in the laws of arrest, search and seizure and the preservation and protection of life and property.

PARA 173 Contracts

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PARA 100.

Introduction to the formation of simple contracts, consideration, conditions, benefits, and impossibility. Remedies, performance, and breach.

PARA 175 Torts

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PARA 100.

Introduction to the civil law of torts including negligence, strict liability, intentional torts, battery, false imprisonment, rights to privacy and privilege. Techniques of interviewing witnesses and parties to an action.

PARA 176 Legal Research

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PARA 100.

Introduction to sources of laws and legal research methods. Students will learn the techniques and skills necessary to conduct legal research and evaluate factual scenarios to formulate research issues and topics.

PARA 177 Legal Writing

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PARA 176.

Students will draft weekly briefs, memoranda, or pleadings and review and revise settlements, leases, transactional documents, and employment documents.

PARA 181 Property

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PARA 100.

An introduction and overview of the legal issues pertaining to both real and personal property, including ownership and tenant rights; deeds, leases, easements, licenses, bailment, zoning, condemnation/eminent domain, and related issues.

PARA 185 Ethics for the Paralegal

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PARA 100.

The course will introduce students to the type of ethical dilemmas that they will face once in the work force, the ethical rules developed by the American Bar Association and methods for researching the answers to ethical dilemmas. This course will help the paralegal student delineate clearly between the tasks in which a paralegal can legally do and those tasks which must be done by or under the supervision of an attorney.

PARA 199 Special Topics in Legal Studies

1-3 credit. 1-3 hour. (Lecture 1-3 hour.)

Prerequisite: PARA 100.

The open topic format of this course provides students opportunities to study, analyze, and discuss selected topics of law or current issues related to paralegals or the legal profession. Instruction will vary by topic and may include lecture, guided readings, discussions, research, writing, and/or field experiences. Repeatable for different topics. No more than six credits of special topics courses may be applied toward elective and/or paralegal program degree requirements.

PARA 224 Criminal Evidence

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PARA 100.

An introduction and overview of Federal and State laws and rules pertaining to criminal evidence including admissibility, competency, relevancy, presentation of physical and other material evidence, direct and circumstantial evidence, hearsay and exceptions to the hearsay rule.

PARA 248 Constitutional Law

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PARA 100.

The course will examine the United States Constitution and Amendments with special attention to governmental powers, limitations on those powers, commerce, and the rights guaranteed to individuals by the 4th, 5th, 6th, 8th, and 14th Amendments.

PARA 278 Employment Law

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PARA 100.

An introduction and overview of the legal relationship between employer and employee, management and labor, and the applicable federal and state laws and regulations.

PARA 279 Family Law

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PARA 100.

An introduction and overview of the legal rights, responsibilities and related issues in the area of domestic law, including marital, non-marital and parental family relationships.

PARA 283 Wills, Trusts and Probate

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PARA 100.

An introduction and overview of estate administration, including legal principles and issues involved in the construction and administration of the various forms of wills, trusts, testate and intestate estates and related issues.

PARA 284 Intellectual Property

3 credits. 3 hours. (Lecture 3 hours.)
Prerequisite: PARA 100.

This course is an introduction to intellectual property law including patent, trademark, trade secrets and copyright with special attention to recent technology advances in medicine, aerospace, and computer science.

PARA 285 Media Law

3 credits. 3 hours. (Lecture 3 hours.)
Prerequisite: PARA 100.

The course examines the First Amendment, free speech theory and its common law origin, history and the significance of a free press, prior restraints, regulation of media, and balancing the rights to a fair trial, and a free press. Civil law including defamation and invasion of privacy as well as current developments involving the Internet and social networking are introduced.

PARA 290 Internship in Paralegal Practice

3 credits. 15 hours. (Field Studies 15 hours.)
Prerequisite: PARA 100, PARA 104, PARA 176, PARA 177 or PARA 185.

The student must complete 15 credit hours of Paralegal courses before taking this course. This course is a capstone to the Paralegal Program and provides student with opportunities to gain practical work experience under the supervision of an attorney in the legal field.

PARA 292 Litigation

3 credits. 3 hours. (Lecture 3 hours.)
Prerequisite: PARA 100.

Introduces the student to the essential role which paralegals play in the initial, pretrial and trial process in civil litigation.

PARA 294 Bankruptcy

3 credits. 3 hours. (Lecture 3 hours.)
Prerequisite: PARA 100.

This bankruptcy course is designed to provide the student an overview of bankruptcy laws and procedures, the history of bankruptcy, and summary of the bankruptcy code and rules. This course will also teach the different roles of the U.S. Bankruptcy Court, Bankruptcy Judges, Panel of Trustees, Creditors and the Bankruptcy Bar in the process of bankruptcy administration. This course will broaden the student's perspective on how bankruptcy affects the economy, politics, employment and business throughout the nation.

PARA 299 Special Topics in Legal Studies

1-3 credit. 1-3 hour. (Lecture 1-3 hour.)
Prerequisite: PARA 100.

The open topic format of this course provides students opportunities to study, analyze, and discuss selected topics of law or current issues related to paralegals or the legal profession. Instruction will vary by topic and may include lecture, guided readings, discussions, research, writing, and/or field experiences. Repeatable for different topics. No more than six credits of special topics courses may be applied toward elective and/or paralegal program degree requirements.

Philosophy

MCC-Blue River

MCC-Longview
Michael Connelly

MCC-Maple Woods
Doug Fishel

MCC-Penn Valley

PHIL 100 Introduction to Philosophy

3 credits. 3 hours. (Lecture 3 hours.)

This course will introduce students to the fundamental questions of human existence including the foundation of knowledge, the nature of ethical, religious, and social values and meaning, conceptions of being, and human freedom. Consideration will be given to the application of philosophical methods to contemporary society and problems.

PHIL 101 Philosophy of Religion

3 credits. 3 hours. (Lecture 3 hours.)

This course is an inquiry into the nature of religion and religious claims, religious thought, and religious language. It includes such philosophical topics as arguments for the existence of God; arguments against the existence of God; the problem of evil, the relationship between religion and other disciplines such as science, history, and ethics; religious language and its special problems; the influence of religion and the philosophy of religion on the contemporary world, and other specific philosophical and theological problems.

PHIL 102 World Philosophy

3 credits. 3 hours. (Lecture 3 hours.)

This course is an introduction to some of the great philosophical tradition in the world, both Western and non-Western. It compares and contrasts different cultures from Africa, Latin America, the Middle East, the Orient, Native America, and Europe, and their respective and distinctive attempts to discern meaning and order from human existence. Foundations of knowledge and reality, conceptions of God and the afterlife, and ethical theories are among the considered topics. Special distinctions between Western and non-Western philosophical methods will be emphasized.

PHIL 200 Logic

3 credits. 3 hours. (Lecture 3 hours.)

An introduction to the art of rational thinking as applied to the critical evaluation of information, the construction and evaluation of deductive and inductive arguments, the resolution of practical and intellectual problems, and the persuasive defense of ideas.

PHIL 201 History of Philosophy I

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PHIL 100.

Survey of the major aspects of philosophical thought from the ancient Greeks to the end of the Middle Ages.

PHIL 203 Ethics

3 credits. 3 hours. (Lecture 3 hours.)

This course is designed to introduce the student to the discipline of ethics and the philosophical questions and issues that arise from within it. It will include a historical overview of several traditional theories of ethics and approaches to ethical decision-making, an examination of the role of reason and logic in ethical analysis, and a consideration of some of the many ethical dilemmas and problems which confront our society today.

PHIL 204 Contemporary Philosophies of Value

3 credits. 3 hours. (Lecture 3 hours.)

Analysis of modern philosophies of personal and social value. Major contemporary "academic" and "popular" thinkers.

PHIL 205 Professional Ethics

3 credits. 3 hours. (Lecture 3 hours.)

This course is designed to introduce the student to the discipline of ethics and several philosophical questions and problems found within it. It will include an examination of the dominant classical and contemporary theories of ethics and decision-making models. The applied ethics component of the course will focus on professional issues in business, technology, health care, law, journalism, academia, and other workplace settings.

Physical Education

MCC-Blue River

MCC-Longview

MCC-Maple Woods

MCC-Penn Valley

PHED 105 Body Building I

1 credit. 2 hours. (Laboratory 2 hours.)

Designed for the student wanting to develop muscular strength and endurance. Emphasis will be on proper training technique and program development. Includes assessment, planning, and participation in an individual fitness program based on the student's needs.

PHED 106 Body Building II

1 credit. 2 hours. (Laboratory 2 hours.)

Prerequisite: PHED 105.

A continuation of PHED 105. This course will expand on the concepts introduced in PHED 105, in addition to offering a variety of advanced techniques. Emphasis is given to the individual program of each student.

PHED 107 Physical Fitness I

1 credit. 2 hours. (Laboratory 2 hours.)

First in a series of classes designed to develop the student's level of physical fitness. Emphasis will be given to the individual's muscle strength and endurance, cardiovascular endurance, flexibility, and body composition. Includes assessment, planning, and participation in an individual fitness program based on the student's needs. The student will have access to free weights, weight machines, and a variety of cardiovascular equipment.

PHED 108 Physical Fitness II

1 credit. 2 hours. (Laboratory 2 hours.)

Prerequisite: PHED 107.

Second in a series of classes designed to develop the student's level of physical fitness. This course will expand on the concepts introduced in PHED 107, in addition to offering a variety of advanced techniques and programming ideas. Emphasis is given to the individual program of each student.

PHED 109 Physical Fitness III
1 credit. 2 hours. (Laboratory 2 hours.)
Prerequisite: PHED 108.

A continuation of PHED 107 and 108.

PHED 110 Physical Fitness IV
1 credit. 2 hours. (Laboratory 2 hours.)
Prerequisite: PHED 109.

A continuation of PHED 107, 108, and 109.

PHED 113 Volleyball I
1 credit. 2 hours. (Laboratory 2 hours.)

Techniques, skills, and rules of volleyball.

PHED 114 Volleyball II
1 credit. 2 hours. (Laboratory 2 hours.)
Prerequisite: PHED 113.

Advanced techniques, skills, and strategies of volleyball.

PHED 117 Golf I
1 credit. 2 hours. (Laboratory 2 hours.)
Fundamental techniques and skills, rules, terminology, playing courtesies, and etiquette of golf.

PHED 118 Golf II
1 credit. 2 hours. (Laboratory 2 hours.)
Prerequisite: PHED 117.
Advanced theory. Techniques of golf. Rhythm and swing, golf errors, and individual corrections and adjustments.

PHED 119 Basketball I
1 credit. 2 hours. (Laboratory 2 hours.)
Techniques, skills, and rules of basketball.

PHED 120 Basketball II
1 credit. 2 hours. (Laboratory 2 hours.)
Prerequisite: PHED 119.

Advanced techniques, skills, and rules of basketball. Team and league play.

PHED 121 Aerobics I
1 credit. 2 hours. (Laboratory 2 hours.)
A program of physical fitness based on popular aerobic exercises. Individual exercise programs designed for persons of all ages.

PHED 122 Aerobics II
1 credit. 2 hours. (Laboratory 2 hours.)
Prerequisite: PHED 121.

An advanced program of physical fitness based on popular aerobic exercises. Individual exercise programs designed for persons of all ages.

PHED 123 Bench Aerobics
1 credit. 2 hours. (Laboratory 2 hours.)
Concentrates on strengthening and toning the legs while working the cardiovascular system. By using the bench step-up format, low-impact exercises are incorporated into this class. All fitness levels can be accommodated in the same class by having the student change the height of the bench.

PHED 126 Lifetime Fitness I
2 credits. 4 hours. (Laboratory 4 hours.)
Prerequisite: Successful completion of preliminary health screening or permission of personal physician.
First in a series of cardiovascular and muscular development fitness programs designed around the aerobic circuit. The course introduces basic concepts of lifetime fitness development, health, and exercise programming. A variety of individual aerobic exercise equipment will be incorporated into the student's total program.

PHED 127 Lifetime Fitness II
2 credits. 4 hours. (Laboratory 4 hours.)
Prerequisite: PHED 126 and successful completion of preliminary health screening or permission of personal physician.
Second in a series of cardiovascular and muscular development fitness programs designed around the aerobic circuit. The course expands on concepts introduced in PHED 126. A variety of individual aerobic exercise equipment will be incorporated into the student's total program.

PHED 128 Lifetime Fitness III
2 credits. 4 hours. (Laboratory 4 hours.)
Prerequisite: PHED 127 and successful completion of preliminary health screening or permission of personal physician.
A cardiovascular and muscular development fitness program designed around the aerobic circuit. The course builds on the concepts introduced in PHED 126 and 127. Additional concepts integrated include strength and body composition. A variety of individual aerobic exercise equipment will be incorporated into the student's total program.

PHED 129 Lifetime Fitness IV
2 credits. 4 hours. (Laboratory 4 hours.)
Prerequisite: PHED 128 and preliminary health screening or permission of personal physician.
A cardiovascular and muscular development fitness program designed around the aerobic circuit. The course builds on concepts introduced in PHED 126, 127, and 128. A variety of individual aerobic exercise equipment will be incorporated into the student's total program.

PHED 130 Fitness Walking
1 credit. 2 hours. (Laboratory 2 hours.)
Designed to introduce the student to walking as a form of cardiovascular fitness. Students will learn the proper form for fitness walking as well as proper intensity monitoring techniques.

PHED 131 Jogging and Distance Training
1 credit. 2 hours. (Laboratory 2 hours.)
Basic principles and precautions are covered in setting up a beginning and/or advanced running program. This course is designed for those who wish to run for fitness or competition.

PHED 135 Fencing I
1 credit. 2 hours. (Laboratory 2 hours.)
Basic skills, rules, history, and etiquette of foil fencing. Practice of techniques and strategies.

PHED 136 Fencing II
1 credit. 2 hours. (Laboratory 2 hours.)
Prerequisite: PHED 135.

Advanced techniques of foil fencing.

PHED 137 Tennis I
1 credit. 2 hours. (Laboratory 2 hours.)

Skills, rules, and practice in the techniques and strategy of tennis.

PHED 141 Bowling I
1 credit. 2 hours. (Laboratory 2 hours.)
History of bowling. Development of individual skills and techniques. Facilities, etiquette, equipment, league organization, and abridged rules.

PHED 142 Bowling II
1 credit. 2 hours. (Laboratory 2 hours.)
Prerequisite: PHED 141.
Improvement of performance skills and techniques. Form, rhythm, and coordination. Individual bowling and league play.

PHED 143 Self-Defense
1 credit. 2 hours. (Laboratory 2 hours.)
A course designed for both men and women emphasizing "street self-defense." Effective physical techniques and strategies to avoid or terminate threatening actions or a violent attack will be introduced.

PHED 144 Karate I
1 credit. 2 hours. (Laboratory 2 hours.)
Fundamental skills and techniques in the art of karate.

PHED 145 Karate II
1 credit. 2 hours. (Laboratory 2 hours.)
Prerequisite: PHED 144.
Intermediate techniques in the art of karate.

PHED 146 Karate III
1 credit. 2 hours. (Laboratory 2 hours.)
Prerequisite: PHED 145.

Further development of intermediate techniques in the art of karate.

PHED 147 Karate IV
1 credit. 2 hours. (Laboratory 2 hours.)
Prerequisite: PHED 146.

Advanced techniques in the art of karate.

PHED 151 Introduction to Exercise Science, Physical Education and Recreation

3 credits. 3 hours. (Lecture 3 hours.)

An introductory course for the student considering a career in exercise science, physical education and recreation. History, philosophy and careers in physical activity will be explored.

PHED 154 Principles of Group Exercise Instruction

2 credits. 3 hours. (Lecture 1 hour. Laboratory 2 hours.)

To teach individuals the methods and principles necessary to safely and effectively lead a group fitness (aerobic's) class. Students will be prepared to successfully complete professional certification by the course's end. Class will include choreography, proper body mechanics, form and technique, the FITT principle, target heart rate, rate of perceived exertion, prevention of injury and a variety of fitness activities.

PHED 155 Care and Prevention of Athletic Injuries

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Athletic training procedures for prevention of injury. Recognition and treatment of athletic injuries.

PHED 156 Principles of Strength Training

2 credits. 2 hours. (Lecture 2 hours.)

Principle of strength training is designed for the student enrolled in the Exercise Science program that intends to work in the field of health & wellness in order to teach strength training and for the person that would like to become personal trainer certified.

PHED 157 Principles of Health

3 credits. 3 hours. (Lecture 3 hours.)

Principles of healthful living. Physical, emotional, and social health.

Contemporary health problems.

PHED 158 First Aid/CPR

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisite: The student must be at least 17 years old.

Theory and practice of giving aid to ill or injured persons. Treatment of injuries. Cardiopulmonary resuscitation procedures. History and development of safety education. American Red Cross certificates issued to students completing the course successfully.

PHED 159 Individual Wellness

2 credits. 3 hours. (Lecture 1 hour. Laboratory 2 hours.)

Designed for individuals interested in a wellness lifestyle. Individuals design personalized fitness programs through consultation with the instructor. Computerized evaluations determine health and fitness levels. Programs are then administered for cardiovascular conditioning, muscle strengthening and toning, nutritional awareness, weight control, and stress reduction. Students choose those activities most relevant to them.

PHED 165 Varsity Sports I

1 credit. 2 hours. (Laboratory 2 hours.)

Prerequisite: Current membership in an intercollegiate athletic team.

Participation in all phases of a varsity sport.

PHED 166 Varsity Sports II

1 credit. 2 hours. (Laboratory 2 hours.)

Prerequisite: Current membership in an intercollegiate athletic team.

Participation in all phases of a varsity sport.

PHED 167 Varsity Sports III

1 credit. 2 hours. (Laboratory 2 hours.)

Prerequisite: Current membership in an intercollegiate athletic team and PHED 165.

Participation in all phases of a varsity sport.

PHED 168 Varsity Sports IV

1 credit. 2 hours. (Laboratory 2 hours.)

Prerequisite: Current membership in an intercollegiate athletic team and PHED 166.

Participation in all phases of a varsity sport.

PHED 173 Wrestling I

1 credit. 2 hours. (Laboratory 2 hours.)

Wrestling (free style) to develop body control and techniques as well as to develop self-confidence, Physical fitness, and protective skills.

PHED 174 Wrestling II

1 credit. 2 hours. (Laboratory 2 hours.)

Prerequisites: PHED 173.

Advanced wrestling (free style) to develop body control and techniques as well as to develop self-confidence, Physical fitness, and protective skills.

PHED 178 Scuba Diving

1 credit. 1.5 hours. (Lecture 0.5 hour. Laboratory 1 hour.)

Scuba Diving is a course that develops the basic knowledge and skills needed to safely enjoy recreational diving. Successful completion of this course will prepare the student for Open Water Certification Training dives through the Professional Association of Diving Instructors (PADI) or the National Association of Underwater Instructors (NAUI).

PHED 179 Aqua Aerobics I

1 credit. 2 hours. (Laboratory 2 hours.)

Exercise program of choreographed routines involving continuous rhythmic activity performed in water to encourage cardiovascular fitness and muscular endurance.

PHED 180 Aqua Aerobics II

1 credit. 2 hours. (Laboratory 2 hours.)

Prerequisite: PHED 179.

Exercise program of advanced choreographed routines involving continuous rhythmic activity performed in water to encourage cardiovascular fitness and muscular endurance.

PHED 197 Topics in Physical Education

1 credit. 2 hours. (Laboratory 2 hours.)

Designed to offer the student or a group of students a current activity topic. Considering the dynamic state the fields of physical and wellness are in at the current time, this allows the Physical Education Department to meet the needs of the community.

PHED 198 Topics in Physical Education

2 credits. 2 hours. (Laboratory 2 hours.)

Designed to offer the student or a group of students a current activity topic. Considering the dynamic state the fields of physical and wellness are in at the current time, this allows the Physical Education Department to meet the needs of the community.

PHED 199 Topics in Physical Education

3 credits. 3 hours. (Lecture 3 hours.)

Designed to offer the student or a group of students a current activity topic. Considering the dynamic state the fields of physical and wellness are in at the current time, this allows the Physical Education Department to meet the needs of the community.

PHED 235 Kinesiology- Exercise Science

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: BIOL 108 or BIOL 110.

Discussion of the anatomy and function of the musculoskeletal system which will include muscular origin and insertion and the mechanics of muscular action. Knowledge of body mechanics and the body as a lever system will assist in the ability to analyze movement.

Physical Therapist Assistant

MCC-Penn Valley

Randall Leighton

Rachel McGraw

PTHA 151 Introduction to Physical Therapy

2 credits. 2 hours. (Lecture 2 hours.)

Introduction to the education and roles of the physical therapist and physical therapist assistant as members of the health care team. Overview of physical therapy practice, terms and current issues. Effective interaction with others related to implementation of the physical therapy plan of care.

PTHA 152 Physical Therapy Fundamentals I

4 credits. 5.5 hours. (Lecture 2.5 hours. Laboratory 3 hours.)

Prerequisite: Admission to the Physical Therapy program.

Basic patient care skills utilized by the physical therapist assistant in carrying out the plan of care established by the physical therapist. Theory and application of basic treatment modalities used in physical therapy, including indications and contraindications. Field trips.

PTHA 153 Kinesiology

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)
Prerequisites: HLSC 108 or BIOL 109 or BIOL 110 and BIOL 210 with a grade of C or higher, PTHA 152 with a grade of C or higher, PTHA 160 with a grade of C or higher.
Discussion of anatomy and function of the musculoskeletal system. Analysis of various activities. Application of data collection techniques to monitor effectiveness of physical therapy interventions as outlined in the plan of care established by the supervising physical therapist.

PTHA 154 Applied Neurology

2 credits. 2 hours. (Lecture 2 hours.)
Prerequisites: HLSC 108 or BIOL 109 or BIOL 110 & BIOL 210 with a C or higher. Admission to OTHA or PTHA programs. Foundations of neuroscience for practice as a rehabilitation professional. Anatomy and function of the nervous system. Correlation of clinical problems with pathology of the nervous system.
Cross-listed with OTHA 154.

PTHA 155 Rehabilitation

4 credits. 5 hours. (Lecture 3 hours. Laboratory 2 hours.)
Prerequisite: PTHA 162 & Admission to the Physical Therapy program.
Introduction to the underlying theory, principles, and application of interventions involved in physical rehabilitation. Field trips as required.

PTHA 158 Therapeutic Exercise

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)
Prerequisite: PTHA 162 & Admission to the Physical Therapy program.
Introduction to the theory and principles of application of therapeutic exercise including patient instruction, manual techniques and equipment commonly used by the physical therapist assistant in carrying out the plan of care as established by the supervising physical therapist. Field trips as required.

PTHA 159 Orthopedic Pathology

2 credits. 2 hours. (Lecture 2 hours.)
Prerequisites: HLSC 108 or BIOL 109 or (BIOL 110 & BIOL 210), PTHA 152 & PTHA 160 & Admission to the Physical Therapy program.
Orthopedic pathologies commonly seen in physical therapy practice: diagnostic tests, signs and symptoms, physiologic factors and common interventions associated with the physical therapy plan of care.

PTHA 160 Medical Diseases

2 credits. 2 hours. (Lecture 2 hours.)
Prerequisites: Admission to the Physical Therapy program.
Medical diseases commonly seen in physical therapy practice; diagnostic tests, signs and symptoms, physiologic factors, and common interventions associated with the physical therapy plan of care.

PTHA 161 Physical Therapy Fundamentals II

4 credits. 5.5 hours. (Lecture 2.5 hours. Laboratory 3 hours.)
Prerequisites: HLSC 108 or BIOL 109 or (BIOL 110 & BIOL 210), PTHA 152 & PTHA 160 with a grade of C or higher.
Introduction to the theory and practical application of documentation, patient care skills, and selected modalities, including indications and contraindications.

PTHA 162 Clinical Immersion

1 credit. 3 hours. (Clinical 3 hours.)
Prerequisite: EMS 100, PTHA 153, PTHA 154, PTHA 159, & PTHA 161
Supervised clinical immersion into the practical application of techniques and procedures covered in all previous PTHA courses. The student clinician will assist the physical therapist in treatment of patients in a variety of clinical settings.

PTHA 164 Pediatrics and Gerontology

2 credits. 2 hours. (Lecture 2 hours.)
Prerequisite: PTHA 162 & Admission to the Physical Therapy program.
Specialized information related to the treatment of pediatric and older adult populations.

PTHA 170 Clinical Education I

3 credits. 9 hours. (Clinical 9 hours.)
Prerequisite: PTHA 162 & concurrent enrollment in PTHA 155, PTHA 158, PTHA 164 & PTHA 171.
Supervised clinical experience in the practical application of techniques and procedures covered in all previous PTHA courses. Assisting physical therapists in treatment of patients in a variety of clinical settings..

PTHA 171 Clinical Seminar

2 credits. 2 hours. (Lecture 2 hours.)
Prerequisite: PTHA 162 & Admission to the Physical Therapy program.
This course contains information on current professional issues and values, administrative policies and procedures, and related clinical topics associated with the practice of physical therapy. Service learning projects required.

PTHA 173 Special Topics

2 credits. 2 hours. (Lecture 2 hours.)
Prerequisite: Admission to the Occupational Therapy or Physical Therapy program or completion of an Associate of advanced degree in physical therapy or occupational therapy.
This course presents specialized topics in physical therapy and the administration of health care.

PTHA 272 Clinical Education II

12 credits. 40 hours. (Clinical 40 hours.)
Prerequisite: Completion of all other required courses in the PTHA program.
Practical application of principles learned in the prior didactic semester. Experience rotating internships in selected clinical sites under the supervision of a physical therapist.

Physics

MCC-Blue River

MCC-Longview

D.J. Box

Anne Nienhueser

MCC-Maple Woods

MCC-Penn Valley

Cynthia Sexton-Proctor

John Hawkins

PHYS 101 Introductory Physics

5 credits. 6 hours. (Lecture 4 hours. Laboratory 2 hours.)
A survey of physics with emphasis on mechanics, heat, light, sound, electricity, magnetism, and atomic physics. Emphasis on the concepts of physics.

PHYS 104 Foundations of Physical Science

5 credits. 6 hours. (Lecture 4 hours. Laboratory 2 hours.)
Fundamental principles and concepts of classical and modern physics, astronomy, chemistry and earth science, and their relationships.

PHYS 106 General Astronomy

5 credits. 6 hours. (Lecture 4 hours. Laboratory 2 hours.)
A survey of astronomy with emphasis on the scientific method, observation, tools of observation, and the models, physical principles, and processes that help describe and predict astronomical phenomena.

PHYS 112 Technical Physics

5 credits. 6 hours. (Lecture 4 hours. Laboratory 2 hours.)
Prerequisite: MATH 104.
Principles of mechanics, thermodynamics, sound, electricity, magnetism, light, and nuclear physics with emphasis on applications to technology.

PHYS 130 General Physics I

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)
Prerequisite: MATH 130.
Algebraic and trigonometric introduction to the principles of mechanics, heat, and sound with an emphasis on problem solving and applications in technical and health careers.

PHYS 131 General Physics II

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)
Prerequisite: PHYS 130.
Algebraic and trigonometric introduction to the principles of electricity and magnetism, light and geometrical optics, and atomic physics with an emphasis on problem solving and applications in technical and health careers.

PHYS 220 Engineering Physics I

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)
Prerequisite: MATH 190.
Calculus-based introduction to the principles of mechanics, heat, and sound with an emphasis on problem solving and applications in engineering and science careers.

PHYS 221 Engineering Physics II

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)
Prerequisite: MATH 210 & PHYS 220.
Calculus-based introduction to the principles of electricity and magnetism, light and geometrical optics, and modern physics with an emphasis on problem solving and applications in engineering and science careers.

Political Science

MCC-Blue River

MCC-Longview
John Shively

MCC-Maple Woods
Perri Lampe

MCC-Penn Valley
Deborah Scott

POLS 135 Introduction to Political Science

3 credits. 3 hours. (Lecture 3 hours.)

An introduction to the theory of politics, government, and administration, with emphasis on the United States and Missouri constitutional systems. Comparison of governmental systems, institutions, ideologies and participation among nations and states.

POLS 136 Introduction to American National Politics 📄

3 credits. 3 hours. (Lecture 3 hours.)

Principles of political science. Examination of the development, organization, and function of the national government. Its relationship to the cultural, economic, and social institutions of the United States, Federal and Missouri constitutions.

POLS 137 Introduction to State and Local Politics

3 credits. 3 hours. (Lecture 3 hours.)

Surveys the theory of politics and government in America at the State and Local levels with special attention to Missouri. Includes US, Missouri constitution.

POLS 138 Practicum in Public Administration

1-6 credit. 1-5 hour. (Field Studies 1-6 hour.)

Prerequisite: POLS 135, POLS 136, or POLS 137 with a minimum grade of B. Field work in a public agency/legislative office in an entry-level position to obtain exposure to public service. The credit for this course will vary depending upon the hours spent working for the agency and agreement between instructor and student.

POLS 153 The Missouri Constitution

1 credit. 1 hour. (Lecture 1 hour.)

Directed study of the Missouri Constitution. This course fulfills the state constitution requirement.

POLS 199 Special Topics in Political Science

1-3 credit. 1-3 hour. (Lecture 1-3 hour.)

Topics and material will vary by instructor each semester. Specific research topics and writing assignments to be determined by instructor. This course is intended to go into detail and research beyond the material covered in American National Government, Introduction to Political Science and State and Local Government.

POLS 234 Introduction to International Relations 🌐

3 credits. 3 hours. (Lecture 3 hours.)

This course acquaints students with the core concepts, processes, issues, and analytical tools of international relations. The course details the actors in international relations, how foreign policy is made, and the role of power. The course examines past, contemporary, and future problems in the international system, including military conflict, economics, demography, and the environment. Upon completion of this course, students should have a strong basic understanding of international relations.

POLS 248 Constitutional Law and Politics

3 credits. 3 hours. (Lecture 3 hours.)

Examination of the Constitution and its evolution through studying the cases and procedures of the Supreme Court in the context of the American political process. This course emphasizes the process of judicial decision making and the politics behind Constitutional decisions.

Practical Nursing

MCC-Penn Valley

Patricia Duncan

Christina Heard

Meskerem Desta

Betty Reynolds

PNUR 100 Personal and Vocational Concepts

1 credit. 1 hour. (Lecture 1 hour.)

Prerequisites: BIOL 108 or 109 & Admission to the Practical Nursing program. An introduction to the role of the student in the program and the role of the practical nurse, including history, nursing trends, health care teams and health care delivery systems. The impacts of social, cultural, ethnic and spiritual issues on health care as well as ethical and legal responsibilities are presented.

PNUR 103 Fundamentals of Practical Nursing

10 credits. 14 hours. (Lecture 8 hours. Clinical 6 hours.)

Prerequisites: BIOL 109 or BIOL 110 and BIOL 210 with a C or higher & Admission to the PN Program & COLL 100.

The Fundamentals of Practical Nursing course introduces the student to the role of the practical nurse in the provision of basic nursing care to diverse populations across the life span. Professional communication, critical thinking, theory concepts, the nursing process and evidenced based practice are taught. Clinical experiences allow the learner to apply knowledge and skills introduced in the lab and classroom. The concepts introduced and incorporated into the care of individuals are: basic needs; biological, nutrition, psychological, social and spiritual, hygiene, physiological functioning, safety, cultural diversity, societal influences, developmental stages and principles of teaching/learning.

PNUR 110 Pharmacology

4 credits. 6 hours. (Lecture 3 hours. Clinical 3 hours.)

Prerequisite: PNUR 103 & Admission to the Practical Nursing program.

Introduction of basic pharmacology information for safe administration of medications by the practical nurse. Calculating accurate dosages for safe administration of medications and understanding the legal and ethic responsibilities related to medication administration is required. Drug classifications, common drugs to each class, usual dosage, and mechanism of action, side effects, contraindications, cautions, nursing implications and patient educational needs are presented.

PNUR 128 Mental Health Nursing

4 credits. 5 hours. (Lecture 3.5 hours. Clinical 1.5 hours.)

Prerequisite: PNUR 110 & Admission to the Practical Nursing program.

Basics for understanding mental illness and its treatment, nursing theory, therapeutic modalities and clinical applications for the major DSM-IV-TR disorders will be presented. The role and functions of the LPN (guided by scope of practice & standards) in addressing a client's psychosocial needs in mental health practice settings will be introduced. Assessment, therapeutic communication, nursing approach and pharmacologic interventions will be emphasized. Clinical component of course allows student opportunity to develop a skill set to use in diverse practice settings to meet client needs.

PNUR 132 The Childbearing Family

4 credits. 5 hours. (Lecture 3.5 hours. Clinical 1.5 hours.)

Prerequisites: PNUR 110 & Admission to the Practical Nursing program.

This course is an introduction to maternity and pediatric nursing. Prenatal development, prenatal care, nursing care during labor and birth with a focus on the family after birth is integrated into the course. Nursing care using basic nursing skills in caring for the term, preterm and post-term newborn is included in the course and clinical components. Care of the hospitalized pediatric client and health care adaptations for the child and family is taught. Common pediatric disorders, illnesses, and diseases are reviewed by body systems. Medication administration and pediatric dosage calculations are incorporated. The clinical component allows the student the opportunity to further develop nursing knowledge using evidence based practice, assessment skills, self-awareness, and demonstrate competency of nursing care.

PNUR 136 Venous Access and Intravenous Infusion

1.5 credits. 2 hours. (Lecture 1 hour. Laboratory 1 hour.)

Prerequisites: PNUR 110 & Admission to the Practical Nursing program.

This course will prepare the student practical nurse to perform limited intravenous fluid therapy treatment using the knowledge, skills, and competency required to perform such therapy safely and in accordance to Missouri Rule 4 CSR 200.6010.

PNUR 138 Nursing of the Adult I

8 credits. 12 hours. (Lecture 6 hours. Clinical 6 hours.)

Prerequisite: PNUR 110.

This course prepares the student to care for the adult client with needs ranging from simple to complex in a variety of settings. This course teaches nursing related to the body systems of: respiratory, cardiac, special senses, urinary and musculoskeletal. Common diseases and disorders of each system along with the etiology, pathophysiology, clinical manifestations, medical and pharmacological management, and nursing management are emphasized. The nursing process and critical thinking are utilized to identify nursing problems, patient/client goals, planning, intervention and evaluation that meet the patient/client needs.

PNUR 144 Nursing of the Adult II

8 credits. 12 hours. (Lecture 6 hours. Clinical 6 hours.)

Prerequisite: PNUR 138 with a grade of C or higher, COLL 100.

This course prepares the student to care for the adult client with needs ranging from simple to complex in a variety of settings. This course teaches nursing related to the body systems of: endocrine, neurological, gastrointestinal, reproductive and integumentary. Common diseases and disorders of each system along with the etiology, pathophysiology, clinical manifestations, medical and pharmacological management, and nursing management are emphasized. The nursing process and critical thinking are utilized in a leadership capacity to identify nursing problems, patient/client goals, planning, intervention and evaluation that meet the patient/client needs.

PNUR 146 Leadership

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PNUR 138 with a grade of C or higher.

This course focuses on leadership principles needed for the practical nurse (PN) to function in an effective manner in the leadership role. Concepts and theories of leadership, communication, group process, legal responsibilities, ethical issues, decision-making, cultural competence and health care trends will be discussed.

Professional Nursing

MCC-Penn Valley

Amy Abma
Robin Bellamy
Charlotte Paige
Tammie Willis

Roger Bidwell
Brenda Kotar
Michelle Martin
Leejae Wansing

Kathy Alford
Catherine McClendon
Nancy Spangler

RNUR 115 Professional Transition

4 credits. 4 hours. (Lecture 4 hours.)

Prerequisite: Admission to LPN-Bridge Program.

This course facilitates the transition of the Licensed Practical Nurse to the role of Associate Degree Nurse and includes professional and legal/ethical issues. Concepts covered in the course include: nursing process, physical assessment, teaching-learning principles, group dynamics, cultural/ethnic issues, and critical thinking. Community health concepts will be introduced and previously learned nursing content addressed.

RNUR 126 Fundamentals of Professional Nursing

6 credits. 10 hours. (Lecture 4 hours. Clinical 6 hours.)

Prerequisite: PSYC 243 & Admission to the professional nursing program.

The student will acquire knowledge fundamental to the development of basic skills and attitudes essential for the practice of nursing. The principles of physical, biological, and behavioral sciences and nursing theory serve as the foundation. This first clinical laboratory course is designed to introduce the student to the role of the professional nurse in meeting basic needs common to all clients. Students are prepared to establish the nurse-client relationship through communication skills. Planned clinical experience is designed to allow the student to utilize the nursing process to deliver safe, individualized nursing care according to legal/ethical guidelines.

RNUR 131 Essential Nursing Concepts

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisite: PSYC 243 & Admission to the professional nursing program.

The course provides a basis for beginning nursing practice, introducing the student to nursing as a profession with its component parts: professionalism, health care delivery systems, the health care team, and legal/ethical issues. The student is introduced to communication theory, the hierarchy of basic needs, developmental theories, the impact of culture and ethnicity on health practices, and the nurse-client relationship. The fundamental principles of health assessment are also a part of this course. Competency in calculation of medication dosages will be addressed.

RNUR 134 Mental Health Nursing

4 credits. 8 hours. (Lecture 2 hours. Clinical 6 hours.)

Prerequisite: BIOL 208, PSYC 243, RNUR 126, & RNUR 131 & Admission to the Professional Nursing program.

This course is based on the belief that mental health nursing is an integral part of all nursing. It builds upon the foundation of basic knowledge of human behavior which the student receives from the field of psychology. The student will acquire a basic knowledge of the causes, treatment, and prevention of mental disorders across the life span including the impact of environmental forces. Ethical/legal concepts are integrated throughout. Emphasis is placed on application of therapeutic communication techniques, psychiatric assessment skills, and the nursing process. The impact of the therapeutic environment upon the treatment of specific psychiatric populations across the life span will be presented.

RNUR 138 Nursing Care of Women and Neonates

4 credits. 8 hours. (Lecture 2 hours. Clinical 6 hours.)

Prerequisite: BIOL 208, PSYC 243, RNUR 126, & RNUR 131 & Admission to the Professional Nursing program.

This is a sixteen-week nursing course focusing on nursing care of women and neonates. The course is designed to provide a holistic view of women and their health-related self-care practices. While major emphasis is placed upon providing experiences in meeting the basic needs of the family during the childbearing years, women's changing health care requirements throughout her lifetime are also addressed. Communication with women, mothers, and significant others is emphasized. Developmental tasks of neonate, adolescent, and adult are identified. The nursing process is utilized in the clinical setting to determine needs and related interventions for childbearing women, neonates, and support systems. Emphasis is placed on incorporating teaching-learning needs as part of the plan of care for the cultural diverse family.

RNUR 141 Adult Nursing I

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: BIOL 208, PSYC 243, RNUR 126, & RNUR 131 & Admission to the Professional Nursing program.

Adult Nursing I is the first of three medical-surgical nursing courses and builds upon the basic nursing content and skills learned in Fundamentals of Professional Nursing and Essential Nursing Concepts. Gerontological concepts are presented along with selected medical-surgical problems associated with this population. The nursing process will serve as the framework to integrate the concepts of legal/ethical issues, culture and ethnicity, developmental stages/tasks, and communication. Emphasis is placed on identifying physiological and psychological changes of clients aged 65 and older.

RNUR 230 Leadership/Management/Trends

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisite: ENGL 101, RNUR 234, RNUR 238, SOCI 160, SPDR 100 & one of the following: HIST 120, 121, POLS 135, 136 or 137.

This fourth semester course will focus on leadership and management principles necessary for the professional nurse to function in an effective manner in the leader/manager role. Concepts and theories of nursing care delivery models, leadership and management, delegation of patient care, communication, time management, conflict resolution, legal responsibilities, ethical issues, decision making, issues, trends in nursing, and graduate role integration and professional development will be explored. Concepts and principles of emergency management and disaster planning, and the physical and psychological effects of bioterrorism are also examined.

RNUR 234 Child-Centered Nursing

4 credits. 8 hours. (Lecture 2 hours. Clinical 6 hours.)

Prerequisite: Admission to nursing program; BIOL 208, RNUR 126, RNUR 131, RNUR 134, RNUR 138, RNUR 141.

This third semester clinical laboratory nursing course is designed to introduce the student to the role of the professional nurse in promoting health care in children and their families. Nursing care will be provided in primary, secondary and tertiary settings. This course stresses the uniqueness of each child and the family unit. Communication is employed to assist the child and family in health maintenance with the goal of independence and autonomy of function. The nursing process will be used as the interactive tool linking all aspects of care for culturally and ethnically diverse clients and their families. Developmental stages/tasks will be stressed in assisting the family unit toward health maintenance.

RNUR 238 Adult Nursing II

5 credits. 9 hours. (Lecture 3 hours. Clinical 6 hours.)

Prerequisite: Admission to nursing program; BIOL 208, RNUR 126, RNUR 131, RNUR 134, RNUR 138, RNUR 141.

Adult Nursing II is the second of three medical-surgical nursing courses and is the first with a clinical component. This course allows students to utilize previous nursing concepts as they apply their skills to clients in a variety of secondary and tertiary settings. Students assume professional nursing roles in meeting basic needs by demonstrating skills in communication, critical thinking, and the nursing process. Students interact with culturally/ethnically diverse clients and integrate legal/ethical issues into the plan of care. Content regarding medical-surgical disease processes is continued, giving the student the basis of knowledge to assist the client to reach optimal status on the health-illness continuum.

RNUR 244 Adult Nursing III

7 credits. 13 hours. (Lecture 4 hours. Clinical 9 hours.)

Prerequisite: ENGL 101, RNUR 234, RNUR 238, SOCI 160, SPDR 100 & one of the following: HIST 120, HIST 121, POLS 135, POLS 136, POLS 137.

This is the final of three adult nursing courses and is designed to prepare the student to transition to the role of the professional nurse. Students will expand their knowledge of therapeutic communication and skills related to health care technology. Concepts from previous nursing courses are integrated to provide comprehensive nursing care to select adult clients and their families experiencing multisystem failure/trauma. Students use the nursing process to organize and manage care in conjunction with other health team members. Critical thinking, developmental stages, cultural/ethnic diversity, and legal/ethical issues are implemented in the care planning process. Clinical laboratory practice occurs in primary, secondary, and tertiary settings with diverse client populations and includes a concentrated practicum which prepares the student to enter the work force. A community health nursing experience if incorporated in theory and clinical practice.

Psychology

MCC-Blue River
Kimberly Glackin

MCC-Maple Woods
Julia Bishop
Robert Williams

MCC-Longview
Angela Bahner
Matthew Westra
Susan Benoit

MCC-Penn Valley
Cebra Sims

PSYC 140 General Psychology 📖

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: COLL 100.

Introduction to the scientific study of behavior and mental processes through the exploration of major theories, concepts, methods, and research findings in the field of psychology. Using the foundation of the scientific method, topics cover various sub-disciplines in psychology: biological, cognitive, developmental, social and personality, and mental/physical health. Emphasis on biopsychosocial influences and integration across sub-discipline topics.

PSYC 143 Psychology of the African-American Experience 🌍

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PSYC 140.

Psychological principles as they apply to the development, behavior, and experience of the African-American from colonization through Reconstruction to the present. Special considerations will be given to the impact of racism.

PSYC 144 Adjustment and Personality

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PSYC 140.

Basic factors in personality development with emphasis on the role of social influences, stress, communication, relationships, and mental health.

PSYC 148 Group Processes

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PSYC 140.

Analysis of group behavior and functioning. Examination of group and member interaction. Identification of traits promoting effective and ineffective groups. Exploration of the impact of group processes on various aspects of human development and functioning.

PSYC 162 Correctional Psychology

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PSYC 140.

Psychological theories of crime and delinquency. Diagnostic approaches used in juvenile and adult correctional settings. Psychopathology. Classification procedures. Individual and group counseling techniques in mental health.

PSYC 210 Interviewing and Interpersonal Communications

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PSYC 144.

Development of skills necessary for effective performance in the helping professions despite differences in basic values and social backgrounds.

PSYC 220 Psychology of Prejudice 🌍

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PSYC 140.

This course offers an analysis of psychological theory and research as mechanism for understanding privilege, prejudice, and discrimination. The class will explore meanings of difference and prejudice based on race/ethnicity, gender, class, religion, physical ability, age, and sexual orientation. Themes include cultural values and characteristics of diverse groups, development and causes of social perception, reasons for persistence and maintenance of stereotypes and prejudice, and ways to change or reduce group stereotypes and prejudice.

PSYC 230 Death and Dying

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PSYC 140.

This course offers a survey of the historical and contemporary issues related to death and dying. It explores cultural, ethnic, individual, social, and ethical views regarding end of life practices. Additionally, the course provides students with basic skills for understanding the psychological and developmental aspects of death and living.

PSYC 240 Child Development

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PSYC 140.

Critical factors in understanding development: internal growth forces, self factors, external adjustment processes. Emphasis on interrelatedness of developmental processes.

PSYC 243 Human Lifespan Development

4 credits. 4 hours. (Lecture 4 hours.)

Prerequisite: PSYC 140.

Discussion of the physical, social, emotional, and personality changes occurring during the life of the individual from conception through death. Emphasis is placed on the similarities and differences in development across and within cultures.

PSYC 245 Adolescent Psychology

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PSYC 140.

Overview of developmental stages of adolescence. Physical, psychological, educational, and social characteristics and implications.

PSYC 260 Social Psychology

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PSYC 140.

Factors influencing individuals in social situations. Attitude formation, prejudice, aggression, interpersonal communication, leadership, and persuasion.

PSYC 270 Social Psychology of Aging

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: PSYC 140.

Social and psychological problems of older persons in contemporary society. Personality change. Environmental conditions and the aging process in late life.

Radiologic Technology

MCC-Penn Valley

Dana Adler

Kimberly Thebeau-Siercks

RATE 150 Introduction to Radiologic Technology

2 credits. 2 hours. (Lecture 2 hours.)

Introduction to the profession of radiologic technology including the scope of practice, roles, responsibilities and duties of a radiologic technologist.

RATE 160 Fundamentals of Radiologic Technology

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisite: Formal admission to the Radiologic Technology Program. Overview of the foundations of radiologic technology. Topics related to the health care environment, health information management, basic patient interactions, body mechanics, patient transportation and radiographic terminology will be explored.

RATE 165 Patient Care

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: RATE 160

Patient care and management concepts and practice in the radiologic sciences.

RATE 171 Radiographic Imaging I

2.5 credits. 3 hours. (Lecture 2 hours. Laboratory 1 hour.)

Prerequisite: RATE 160 with a grade of C or higher.

Exploration of materials and factors that govern the image production process.

Film imaging with related accessories is emphasized

RATE 172 Radiographic Procedures I

3 credits. 3.5 hours. (Lecture 2.5 hours. Laboratory 1 hour.)

Prerequisite: RATE 160 & concurrent enrollment in RATE 165 & RATE 173

Anatomy, radiographic procedures, patient positioning and image evaluation of the chest, abdomen, digestive system, urinary system, and upper limb.

RATE 173 Radiography Skills Practice Lab I

.05 credit. 1 hour. (Laboratory 1 hour.)

Prerequisite: RATE 160 and concurrent enrollment in Rate 165 & Rate 172

This course will develop the student's ability to perform basic skills expected of a radiologic technologist.

RATE 174 Radiographic Skills Practice Lab II

.5 credit, 1 hour. (Laboratory 1 hr.)

Prerequisite: RATE 165, RATE 171, RATE 172, and RATE 173 with a grade of C or higher and concurrent enrollment in RATE 175, RATE 176, and RATE 180

This course will develop the student's ability to perform basic skills expected of a radiologic technologist.

RATE 175 Clinical Practice I

4 credits. 16 hours. (Clinical 16 hours.)

Prerequisite: RATE 165, RATE 171, RATE 172, and RATE 173 with a grade of C or higher and concurrent enrollment in RATE 176 and RATE 180.

Performance of patient examinations in a clinical setting under the supervision of a radiologic technologist.

RATE 176 Radiographic Procedures II

3 credits. 3.5 hours. (Lecture 2.5 hours. Laboratory 1 hour.)

Prerequisite: RATE 165, RATE 172, RATE 173 with a grade of C or higher & concurrent enrollment in RATE 174 and RATE 175

Anatomy, radiographic procedures, patient positioning and image evaluation of the lower limb, pelvis, bony thorax and vertebral column and cranium.

RATE 180 Digital Imaging Environment and Image Analysis

2.5 credits. (Lecture 2 hours, Laboratory 1 hr.)

Prerequisite: RATE 171 with a grade of C or higher

This course addresses components, principles, and operation of digital imaging systems in diagnostic radiology. Factors that impact image acquisition, display, archiving, and retrieval are explored. This course will explore all aspects of the digital imaging environment from the radiology information system to the digital image management or picture archiving and communication system. Content provides a basis for analyzing radiographic images. Included are the importance of optimal imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality.

RATE 185 Clinical Practice II

4 credits. 16 hours. (Clinical 16 hours.)

Prerequisites: RATE 174, RATE 175, RATE 176, and RATE 180 with a grade of C or higher

Performance of patient examinations in a clinical setting under the supervision of a radiologic technologist.

RATE 270 Radiation Biology and Protection

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: RATE 174 & RATE 180

The principles of radiation biology and techniques used to protect the patient and personnel from the effects of exposure to ionizing radiation.

RATE 278 Pathology

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisite: RATE 279 & RATE 280 and concurrent enrollment in RATE 280 and 285

Human disease processes and their relationship to radiographic procedure performance.

RATE 279 Radiographic Procedures III

2 credits. 2 hours. (Lecture 1.5 hours. Laboratory 1 hour.)

Prerequisite: RATE 174, RATE 176, RATE 180, and RATE 185 with a grade of C or higher and concurrent enrollment in RATE 280 and RATE 285

Anatomy, radiographic procedures, patient positioning and image evaluation of the facial bones, paranasal sinuses, special bone studies and biliary system; advanced contrast media exams and procedural adaptations for trauma patients, mobile and surgical radiographic procedures.

RATE 280 Clinical Practice III

6 credits. 24 hours. (Clinical 24 hours.)

Prerequisite: RATE 178 & concurrent enrollment in RATE 279

Performance of patient examinations in a clinical setting under the supervision of a radiologic technologist.

RATE 281 Radiation Physics

3 credits. 3.5 hours. (Lecture 2.5 hours. Laboratory 1 hour.)

Prerequisite: RATE 180, RATE 270, RATE 279, RATE 285 with a grade of C or higher and concurrent enrollment in RATE 283

Application of fundamental physics principles relating to energy, electricity, and magnetism and their relevance to the study of x-ray equipment.

RATE 282 Clinical Practice IV

6 credits. 24 hours. (Clinical 24 hours.)

Prerequisite: RATE 278, 279, 280 with a grade of C or higher and concurrent enrollment in RATE 281 and 283

Performance of patient examinations in a clinical setting under the supervision of a radiologic technologist.

RATE 283 Final Seminar

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisite: RATE 270, 279, 280, and 285 with concurrent enrollment in 278, 281, 282.

Preparation for the National Registry examination. Simulation of American Registry of Radiologic Technologists examination.

RATE 285 Imaging Modalities

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisite: RATE 176 & concurrent enrollment in RATE 279 & RATE 280

Exploration of advanced modalities within the radiologic sciences.

Reading

MCC-Blue River

Nicole Baker

MCC-Maple Woods

Gail Freeman

MCC-Longview

MCC-Penn Valley

Vicki Raine

Millie Nottingham

READ 10 Foundations for Academic Reading I

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: Appropriate placement scores.

Development of fundamental ability to interact independently with printed material so as to comprehend written material applicable to the college environment. Instruction in main idea and supporting details, word recognition, phonetic analysis, and vocabulary development.

READ 11 Foundations for Academic Reading II

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: READ 10/30 or appropriate placement test score.

Further development of fundamental ability to interact independently with printed material as to comprehend written material applicable to the college environment. Instruction in main idea and supporting details, inference, and organizational patterns, vocabulary development, and textbook strategies.

READ 13 Linguistic Comprehension I (Companion for READ 10)

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: Placement based on testing.

Development of fundamental comprehension of printed material applicable to the college environment through auditory and visual input. Instruction in main ideas and supporting details, word recognition, structural analysis, and vocabulary development.

READ 14 Reading - Vocabulary

1-2 credit. 1-2 hour. (Lecture 1-2 hour.)

Vocabulary development through word analysis and context clues. Credit for courses numbered under 100 is not applicable to any degree or certificate.

READ 15 Phonology I

1 credit. 1 hour. (Lecture 1 hour.)

Prerequisite: Diagnostic testing.

Improvement in reading, spelling and pronunciation using multi-sensory information. Structured, incremental sequence of instruction in the sound structure of English words (phonology), including phoneme awareness and phonetic analysis.

READ 16 Phonology I

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisite: Diagnostic testing.

Improvement in reading, spelling and pronunciation using multi-sensory information. Structured, incremental sequence of instruction in the sound structure of English words (phonology), including phoneme awareness and phonetic analysis.

READ 17 Phonology I

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: Diagnostic testing.

Improvement in reading, spelling and pronunciation using multi-sensory information. Structured, incremental sequence of instruction in the sound structure of English words (phonology), including phoneme awareness and phonetic analysis.

READ 18 Linguistic Comprehension II (Companion for READ 11)

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: READ 13/33 or appropriate placement test score.

Development of fundamental comprehension of printed material applicable to the college environment through auditory and visual input. Instruction in main ideas and supporting details, and organizational patterns, vocabulary development and textbook strategies.

READ 19 Phonology II

1 credit. 1 hour. (Lecture 1 hour.)

Prerequisite: READ 15, READ 16 or READ 17.

Continued improvement in reading, spelling and pronunciation using multi-sensory information. Structured, incremental sequence of instruction in the sound structure of English words (phonology), including phoneme awareness and phonetic analysis.

READ 20 Phonology II

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisite: READ 15, READ 16 or READ 17.

Continued improvement in reading, spelling and pronunciation using multi-sensory information. Structured, incremental sequence of instruction in the sound structure of English words (phonology), including phoneme awareness and phonetic analysis.

READ 21 Phonology II

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: READ 15, READ 16 or READ 17.

Continued improvement in reading, spelling and pronunciation using multi-sensory information. Structured, incremental sequence of instruction in the sound structure of English words (phonology), including phoneme awareness and phonetic analysis.

READ 22 Language Processing

3 credits. 3 hours. (Lecture 3 hours.)

Improvement of reading, spelling, oral and written language comprehension and retention using multi-sensory information. Structured incremental sequence of instruction.

READ 38 Linguistic Comprehension II (Companion for READ 31)

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: READ 13/33 or appropriate placement test score.

Further development of fundamental comprehension of printed material applicable to the college environment through auditory and visual input. Instruction in main idea and supporting details, inference, and organizational patterns, vocabulary development, and textbook strategies. Lab component.

READ 85 Developmental Reading II

3 credits. 3 hours. (Lecture 3 hours.)

Improvement of reading skills with an emphasis on vocabulary, comprehension, rate, and textbook strategies.

READ 100 College Reading

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: READ 11/31 or appropriate placement test score.

Enhancement of ability to interact independently with printed material at the college level. College level vocabulary and reading comprehension, flexibility in reading rate, critical and analytical reading, text strategies.

READ 101 Speed Reading

1 credit. 1 hour. (Lecture 1 hour.)

Prerequisite: READ 100.

Purpose and methods of speed reading. Guided practice in surveying, scanning, skimming, and developing flexibility of reading rates.

READ 103 Linguistic Comprehension III (Companion for READ 100)

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: READ 18/38 or appropriate placement test score.

Enhancement of ability to comprehend printed material at the college level. College-level vocabulary, critical and analytical reasoning, and text strategies through auditory and visual input.

READ 108 College Success Skills

3 credits. 3 hours. (Lecture 3 hours.)

Campus orientation, introduction to college environment resources, and campus socialization. Skills for achieving educational goals such as awareness of learning styles, textbook strategies, listening and note taking skills, memory skills, test preparation, and test taking strategies. Life skills such as interpersonal skills, goal setting, time management principles and tools, and stress management.

READ 199 Instructional Techniques in Reading and Spelling I

3 credits. 6 hours. (Lecture 6 hours.)

Trains trainers in multi-sensory concepts, approaches, and instructional methods for improving students' reading and spelling. Phonology of the English language, development of phonemic awareness and phonetic analysis abilities, and Socratic questioning techniques.

READ 201 Instructional Techniques II

3 credits. 3 hours. (Lecture 3 hours.)

Trains trainers in multi-sensory approaches and Socratic questioning techniques for improving students' reading, spelling, and language comprehension and retention. Basic techniques and standardized procedures of administering and scoring a battery of diagnostic instruments for assessing literacy development.

Sign Language Intrepreting

MCC-Maple Woods

SIGN 101 American Sign Language I

3 credits. 3 hours. (Lecture 3 hours.)

An introductory course in American Sign Language designed to develop basic expressive and receptive communication skills by introducing culturally appropriate signed concepts related to the immediate environment. Students will engage in common communicative events and interactions to acquire a basic working vocabulary and grammar. Cultural awareness and appropriateness is introduced to develop appropriate linguistic/cultural behaviors and awareness of and respect for deaf culture. American Sign

Language is the language of instruction.

SIGN 102 American Sign Language II

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: SIGN 101.

The second American Sign Language course in the sequence designed to further develop communication skills by examining grammatical features of American Sign Language. Students will develop vocabulary and conversational skills by progressing from common, concrete communicative events and interactions to language usage expressing abstract ideas. Emphasis is on the comprehension and production of increasingly complex linguistic structure focusing on dialogues and conversational expressions. Cultural awareness and appropriateness will also be further examined and applied. American Sign

Language is the language of instruction.

SIGN 103 Deaf Culture

3 credits. 3 hours. (Lecture 3 hours.)

A course designed to provide students with an understanding of American Deaf culture and the factors that contribute to defining the Deaf Community as a distinct cultural minority, focusing on an awareness and understanding of cultural diversity and preservation of language. Students will examine cultural identity, group norms, rules of social interaction, values, and traditions held by members who are deaf. Societal attitudes regarding deafness and issues such as cultural oppression and language power by the majority culture will be discussed, as well as the contributions of folklore, literature, plays and works of art made by persons who are deaf to the larger American culture and to their own community organizations. The impact of modern technology, emerging issues, trends and advocacy within the Deaf Community are presented.

Social Science

MCC-Blue River

MCC-Maple Woods

SOSC 153 Readings in Social Science

1-2 credit. 1-3 hour. (Lecture 1-3 hour.)

A flexible program of guided reading, discussion, and written work designed to provide the student with either a survey of the social sciences or a detailed study of a particular area within social science. Includes a unit on American institutions and the federal and Missouri constitutions when requested.

SOSC 171 Comparative Ethnic and Cultural Studies

3 credits. 3 hours. (Lecture 3 hours.)

Comparative studies of various ethnic cultures and societies with focus on the cultural, social, economic, and political organization. Comparison of such societies to the dominant American culture. Potential points of agreement and conflict between the dominant American culture and some of the other cultures of the world.

MCC-Longview

MCC-Penn Valley

SOCI 199 Special Topics in Sociology

1-2 credit. 1-2 hour. (Lecture 1-2 hour.)

Guided readings, discussions, writing and/or field experience(s) in Sociology.

Topics and material will be determined by the instructor.

SOCI 210 Native Americans in Contemporary Society

3 credits. 3 hours. (Lecture 3 hours.)

Focuses on socioeconomic factors impacting Native Americans in modern society and social construction of Native identity, with particular emphasis on the struggle to maintain and direct changes in the tribal communities in such areas as education, family structures, tribal governments, and religion.

SOCI 220 Marriage and Family Living

3 credits. 3 hours. (Lecture 3 hours.)

This course will introduce students to the study of family living in the United States. Attention will be given to the research methods and theoretical framework for understanding family from a sociological perspective. Consideration will also be given to the diversity of family in contemporary society.

Sociology

MCC-Blue River

Cynthia Heddlesten

MCC-Maple Woods

Jessica Halperin

SOCI 101 Sex Roles and Sexuality

3 credits. 3 hours. (Lecture 3 hours.)

Sociological, psychological, and physiological perspectives of the contemporary human sexuality, development of sex roles, and on alternatives for personal, interrelational and societal adjustment.

SOCI 160 Sociology

3 credits. 3 hours. (Lecture 3 hours.)

Introduction to sociological principles, practices, and concepts with emphasis on groups, culture, personality, society, communication, cities, and social institutions. Family, religion, government, social change, social control, and social progress.

SOCI 163 Social Problems

3 credits. 3 hours. (Lecture 3 hours.)

Consider representative social problems with emphasis on delinquency, personality disintegration, alcoholism, and family and racial conflicts.

SOCI 164 Sociology of the African-American Family

3 credits. 3 hours. (Lecture 3 hours.)

The Sociology of the African-American Family considers the historical and modern day African-American family in the United States. Emphasis is placed on the influence of the context of their initial immigration to the U.S. as well as on a variety of ongoing historical, social, political, and economic factors that ultimately influenced the African-American family's quality of life in such areas as, for example, social welfare, access to housing, education, legal rights, and employment.

SOCI 165 Criminology

3 credits. 3 hours. (Lecture 3 hours.)

This course will introduce students to theories associated with criminal behavior and the manifestations of crime. A historical evolution of crime and punishment is introduced along with concepts, terms, and the criminal justice subsystem.

SOCI 168 Juvenile Delinquency

3 credits. 3 hours. (Lecture 3 hours.)

Definitions delinquent behavior. Theories of causation. Development of the juvenile court. Function of detention, intake, and probation. Community-based and institutional programs. Procedures for processing juveniles and treatment trends.

SOCI 169 Family Violence and Sexual Abuse

3 credits. 3 hours. (Lecture 3 hours.)

Introduction to concepts related to interpersonal violence. Categories of abuse studied are spousal, child, sibling, ritual, elderly, gay and lesbian. The course emphasizes legal, social and psychological aspects of abuse.

SOCI 170 General Anthropology

3 credits. 3 hours. (Lecture 3 hours.)

Survey of physical and cultural anthropology. Concentrates on concept of culture, social institutions, and organization: economy, politics, family, religion, law, and language, human evolution, human sexuality, and archaeology.

Social Work

MCC-Longview

SOWK 100 Introduction to Social Work

3 credits. 3 hours. (Lecture 3 hours.)

This course provides an introduction and overview of the profession of social work. Students will be introduced to the terms, concepts, people, and critical events that shaped the profession. Emphasis is on the structure and functions of the social welfare delivery system. The course focuses on the values, ethics, and methods of generalist social work practice with an emphasis on diversity. Students will learn about basic social welfare policies, community agencies, and at-risk populations. Additional topics that will be covered include: the role of the National Association of Social Workers (NASW) in maintaining and strengthening social work education and profession standards; the importance of human services agencies in fostering the quality of services; and developing an understanding of social justice.

SOWK 160 Foundations of Youth Work

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: SOWK 100

This course provides an introduction to the field of youth work and how it relates to the field of Social Work. Three main components will be stressed in this course. First, students are introduced to the philosophy of and research on the positive youth development perspective. Second, students will learn the principles of adolescent growth and behavior. Third, students will become familiar with social policies related to youth and their families.

SOWK 166 Behavior Intervention Techniques with Adolescents

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: SOWK 100 and SOWK 160

Course explores the theory and application of behavior intervention techniques with youth in residential and community based settings. Solution-focused interventions and effective communication strategies with youth are also examined. This course is designed for those interested in entering the fields of social work, counseling, youth work, psychology, corrections, and other helping professions.

SOWK 167 Special Issues in Social Welfare

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: SOWK 100

Topics related to the field of social welfare that explore areas of concern related to service to particular populations, agency needs, and student professional development.

SOWK 171 Crisis Intervention

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: SOWK 100

Crisis intervention involves the short term use of specific skills and strategies to help people in crisis cope with turmoil resulting from specific emergency situations or events. Crisis intervention is an approach to helping relationships that is distinctive from other counseling models. This course is designed to familiarize students to basic crisis theory with the application of helping strategies in basic crisis intervention.

SOWK 171 Crisis Intervention

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: SOWK 100

Crisis intervention involves the short term use of specific skills and strategies to help people in crisis cope with turmoil resulting from specific emergency situations or events. Crisis intervention is an approach to helping relationships that is distinctive from other counseling models. This course is designed to familiarize students to basic crisis theory with the application of helping strategies in basic crisis intervention.

SOWK 190 Community Mental Health

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: SOWK 100

Analysis of community mental health from a sociological and clinical work perspective. It is designed to give students an overview of various dimensions of mental illness which include assessment, intervention strategies with diverse groups, types of treatment facilities, and special issues.

SOWK 201 Social Work Field Experience

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: SOWK 100, SOWK 168

Initial field experience in a social service, mental health, juvenile treatment, or other community service agency.

SOWK 203 Social Work Seminar

1 credit. 1 hour. (Lecture 1 hour.)

Prerequisites: SOWK 100, concurrent enrollment in SOWK 201 and Social Work Instructor consent.

The Social Work Seminar in conjunction with the student's Social Work Field Experience is designed to integrate the knowledge, values, and skills presented in the classroom with the field practicum experience. In this seminar, students will be required to critique their own practice skills and discuss the dimensions of social work practice from their emerging professional experiences. Students will share their field placement experiences with other students while also learning from those students who are undertaking their practicum experiences.

SOWK 220 Social Welfare: Past and Present

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: SOWK 100

This course examines the present and past of Social Welfare locally and nationally, the structure of Social Service Agencies, and the problems of welfare in an industrialized society.

SOWK 275 Dynamics of Drug and Alcohol Abuse

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: SOWK 100

This introductory course is designed to help students better understand the variables of substance abuse, dependence, prevention, intervention, and treatment. This course will look at the effects of substance abuse on individuals, families, groups, and society. Students will develop an understanding of the knowledge, skills, and attitudes necessary to effective treatment approaches as well as the multi-faceted aspects associated with drugs/alcohol use abuse and dependence. Students will understand how the multi-discipline field of Social Work is used in the treatment of substance abuse.

SURT 109 Pharmacology for the Surgical Technologist

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisites: BIOL 100 or CHEM 105, BIOL 109 or BIOL 110 & 210, BIOL 208, MATH 20/20L or appropriate placement score & formal acceptance into the Surgical Technology program & COLL 100.

This course focuses on the use and stages of anesthesia. Preparation and calculation of drugs and solutions commonly used during surgical procedures will also be discussed.

SURT 120 Fundamentals of Surgical Technology I

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)

Prerequisites: COLL 100, SURT 100, SURT 103, SURT 105, SURT 109 & formal acceptance into the Surgical Technology program.

Applied principles of medical and surgical asepsis in the operating room. Focused on preparation and maintenance to the sterile field, identification, care and handling of instruments, suture, supplies, and equipment. Emphasis is on basic skills of the Surgical Technologist in preparation for and during the operative procedure.

SURT 121 Fundamentals of Surgical Technology II

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)

Prerequisites: COLL 100, SURT 100, SURT 103, SURT 105 and SURT 109.

Duties of the surgical technologist that include maintaining a safe client environment and emphasizes the role of the surgical technologist in the first scrub role. Common surgical techniques and procedures are introduced.

SURT 130 Surgical Procedures I

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)

Prerequisites: COLL 100, SURT 100, SURT 103, SURT 105, SURT 109, SURT 120, and SURT 121 & Admission to the Surgical Technology program.

Provides the foundational knowledge of surgical core and specialty procedures. Examines the pathophysiology diagnostic interventions, and surgical interventions for a variety of surgical procedures. Emphasis on surgical procedures related to General, Minimally Invasive, Obstetrics/Gynecology, Genitourinary, Otorhinolaryngology and Orthopedic surgical specialties. Incorporating instruments, equipment, and supplies required for perioperative case management. Post-operative care and complications of the surgical patient is discussed.

SURT 131 Surgical Procedures II

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)

Prerequisite: COLL 100, SURT 100, SURT 103, SURT 105, SURT 109, SURT 120, SURT 121 and SURT 130 & Admission to the Surgical Technology program.

Examines the pathophysiology diagnostic interventions, and surgical interventions for a variety of surgical procedures. Emphasis on surgical procedures related to Oral Maxillofacial, Ophthalmic, Cardiothoracic, Peripheral Vascular, and Neurosurgery Surgical Procedures. Includes instruments, equipment, and supplies required for perioperative case management and Post-operative care and complications of the surgical patient is discussed.

SURT 140 Clinical Experience

6 credits. 6 hours. (Clinical 18 hours.)

Prerequisites: COLL 100, SURT 120, SURT 121, SURT 130 & Admission to the Surgical Technology program.

Directed practice in a clinical setting.

SURT 150 Surgical Technology Capstone

2 credits. 2 hours. (Lecture 2 hours.)

Prerequisites: COLL 100, SURT 120, SURT 121 and SURT 130.

This course will prepare and allow for student completion of the national certification examination. Topics of focus will include maintenance of professional credentials through professional development, employment, additional career pathways and current trends.

Surgical Technology

MCC-Penn Valley

Roger Massey

SURT 100 Introduction to Surgical Technology

2 credits. 2 hours. (Lecture 2 hours.)

Introduction to the profession of surgical technology. Historical aspects of surgery, roles of the surgical team and ethical, legal and moral issues will be discussed.

SURT 103 Central Services

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)

Prerequisite: COLL 100.

This course focuses on the preparation of instruments and equipment for surgical procedures. The role of a Central Services Technician will be discussed. Upon successful completion of this course students will be eligible to sit for a central services national certification examination.

SURT 105 Care of the Surgical Patient

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: (BIOL 100 or CHEM 105) & (BIOL 109 or BIOL 110&210) & BIOL 208 & (MATH 20/20L or appropriate placement score) & formal acceptance into the Surgical Technology program & COLL 100.

This course covers basic concepts related to preoperative care; both physical and psychosocial needs of the surgical patient will be addressed. The importance of medical language, chart review and documentation will also be discussed in this course.

Theater

MCC-Blue River

MCC-Longview

MCC-Maple Woods

Daniel Wright

THEA 106 Theater Appreciation

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: COLL 100, ENGL 30 / 90 or appropriate placement test score.

Theater Appreciation is an overview of theater from the playgoer's perspective. The course will include a discussion of theater as a composite art form, investigate theater practices that relate to audiences, and examine the function of the playwright, actor, director, designer, and others in relationship to the creation of a theatrical production.

THEA 112 Oral Interpretation of Literature

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: COLL 100, ENGL 30 / 90 or appropriate placement test score.

This course will provide an analysis and presentation of literary works to increase appreciation of and skill in reading aloud in individual and group performances.

THEA 114 Theater and the Western World

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: COLL 100, ENGL 30 / 90 or appropriate placement test score.

The study of the history of theater from ancient Greece to the present. The course will explore the evolution of the many types of theater activities. This course will include the reading and discussion of plays using the elements of theater based on Aristotle's *Poetics*. Exploration of the creation of theater as a profession. The Connection of modern issues with the themes of plays read.

Different cultures will be explored through the study of theater of arts.

THEA 115 Acting in a Video and/or Digital Medium

3 credits. 4.5 hours. (Lecture 1.5 hours. Laboratory 3 hours.)

Prerequisite: COLL 100.

This course is an introduction to performance in a video and/or digital medium. Basic performance techniques and test analysis will be explored, culminating in a final performance project.

THEA 116 Children's Theater

3 credits. 4.5 hours. (Lecture 1.5 hours. Laboratory 3 hours.)

Prerequisite: COLL 100.

This course is an introduction to children's theatre and the various forms of children's theatre based not only on theatrical styles but age levels as well. This class is designed for the adult student actor with emphasis on performance before a live audience. Various imagination games will be employed to help student actors learn how to communicate to a child audience.

THEA 120 Acting I

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: COLL 100.

An introduction to performance on stage. Basic performance techniques and text analysis will be explored, culminating in a final performance project.

THEA 121 Elements of Play Production

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: COLL 100, ENGL 30 / 90 or appropriate placement test score.

Identify and apply the elements of play production necessary to produce a theatrical performance through reading, observation and practical experience.

THEA 122 Theater Practicum

1-3 credit. 2-6 hours. (Laboratory 2-6 hours.)

Prerequisite: COLL 100.

Theater Practicum is the practical examination of the performance and production of plays. Different areas will be examined with each course, such as acting, scene construction, costuming, makeup, properties, lighting, sound, and theater management.

THEA 132 Directed Studies in Theater

1-3 credit. 1-3 hour. (Independent Study 1-3 hour.)

Students will work independently in a professional environment designed to give them professional work experience in a selected program area within the field of theater. Students may also choose to do an independent project under the supervision of a faculty member. Those students selecting work in a professional environment will also be under the supervision of the director or supervisor for the selected work environment.

THEA 220 Acting II

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisite: THEA 120 and COLL 100.

A continuation and advanced study of the skills taught in THEA 120 Acting I, including various acting exercises and in-depth scene work. More in-depth analysis of the acting process through actual scene work performance from full length plays.

Veterinary Technology

MCC-Maple Woods

Christopher Morrow

VETT 100 Veterinary Practice Management

2 credits. 2 hours. (Lecture 2 hours.)

Orientation to career opportunities available in veterinary technology. Professional ethics, public relations, and psychological adjustment of the student in terms of understanding the need for physical treatment, and care of animals. Client relations, vaccination programs, regulatory organizations, receptionists duties, breeds and breed characteristics, neutering, puppy care, diets and hospital management.

VETT 101 Principles of Animal Science I

4 credits. 5.5 hours. (Lecture 2.5 hours. Laboratory 3 hours.)

Principles of handling, housing, and management of animals. Basic dietary and sanitation requirements. Restraint and handling, administration of medications, bathing, skin scraping, and basic laboratory tests. Emphasis on animal physiology including the cell, muscle, nervous, respiratory, and cardiovascular systems. Introduction to anesthesia and general animal nursing.

VETT 108 Clinical Mathematics for Veterinary Technicians

1 credit. 1 hour. (Lecture 1 hour.)

Prerequisite: Admission to the Veterinary Technician Program.

Vocabulary. Metric and apothecary conversions. Drug and dosage calculations. Preparation of solutions based on percents, ratios and drugs. Infusion flow rates and constant rate infusion.

VETT 110 Principles of Animal Science II

4 credits. 5.5 hours. (Lecture 2.5 hours. Laboratory 3 hours.)

Prerequisite: VETT 101 & Admission to the Veterinary Technology program.

Anesthesia and the physiology of the digestive, urinary, endocrine, and reproductive systems. Blood and specimen collection, basic bandaging, and introduction to surgical preparation and radiographic processing.

VETT 111 Sanitation & Animal Care

2 credits. 3 hours. (Lecture 1 hour. Laboratory 2 hours.)

Introduction to microorganisms, sanitation, disinfectants, sterilization, and zoonotic diseases and public health problems. Introduction to parasitology and vermin control, specimen preservation, instrument identification, cleaning, and sterilization, sanitary procedures in patient care.

VETT 200 Veterinary Hospital Technology I

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)

Prerequisites: VETT 101 & VETT 110 & Admission to the Veterinary Technology program.

Administration of anesthetics and surgical assisting, bandaging, casting, blood transfusions, surgical preparations and postoperative procedures, parenteral fluid administration, and intravenous hookups. Introduction to orthopedics, electrocardiography, bone marrow cytology, and pharmacology.

VETT 201 Clinical Pathology Techniques I

4 credits. 7 hours. (Lecture 1 hour. Laboratory 6 hours.)

Introduction to laboratory procedures including preparation of blood smears, cell identification, fecal analysis, and parasitology, urinalysis and urine sediment valuation.

VETT 202 Veterinary Anatomy

5 credits. 7 hours. (Lecture 3 hours. Laboratory 4 hours.)

Prerequisite: BIOL 101 or BIOL 106 & VETT 101 & VETT 110.

Basic principles of anatomy using a systemic approach. Physiology as it relates to anatomy and applicable pathology involving the animal body systems.

Comparison of the animal species using the cat for dissection.

VETT 203 Laboratory Animal Technology

2 credits. 3 hours. (Lecture 1 hour. Laboratory 2 hours.)

Prerequisite: VETT 101, VETT 110 & VETT 201 & Admission to the Veterinary Technology program.

Restraint and handling of laboratory animals and birds. Blood collection, restraint, identification, medicating, anesthesia, and specimen collection.

Technical skills for laboratory animal research.

VETT 209 Equine Medicine and Management

3 credits. 4 hours. (Lecture 2 hours. Laboratory 2 hours.)

Prerequisite: VETT 212 & Admission to the Veterinary Technology program.

Breeds and types of horses and their use. A study of conformation as it relates to soundness, horse psychology, fitting, conditioning, first aid and restraint, parasites and their control, farm management for safety, nutrition, mare care, breeding, foaling, hoof soundness, equine diseases and their prevention.

VETT 210 Veterinary Hospital Technology II

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)
Prerequisite: VETT 200 & Admission to the Veterinary Technology program.
Introduction of anesthetics, surgical assisting, bandaging, casting, blood transfusions, surgical preparations, and post-operative care. Administration of parenteral fluid and emergency treatments. Introduction to ophthalmology and dermatology.

VETT 211 Clinical Pathology Techniques II

5 credits. 8 hours. (Lecture 2 hours. Laboratory 6 hours.)
Prerequisite: VETT 201 & Admission to the Veterinary Technology program.
Theory and performance in hematologic, urinalysis, clinical chemistry, and parasitology. Introduction to simple immunologic tests, blood coagulation tests, and bone marrow evaluation. Emphasis on hematology and hemoparasites.

VETT 212 Large Animal Technology

4 credits. 6 hours. (Lecture 2 hours. Laboratory 4 hours.)
Prerequisite: VETT 101 & VETT 110 & Admission to the Veterinary Technology program.
Techniques necessary to assist the veterinarian in a large animal or mixed practice and in research facilities. Bovine, porcine, and ovine and caprine medicine and management including restraint, blood collection, medicating, and nursing techniques.

VETT 213 Radiology and Electronic Procedures

2 credits. 3 hours. (Lecture 1 hour. Laboratory 2 hours.)
Intensive study and practice in radiological techniques, radiographic exposure techniques, film processing, contrast radiography, and machine electronics.

VETT 214 Veterinary Technician Preceptorship

6 credits. 40 hours. (Field Studies 40 hours.)
Prerequisite: Two semesters of first-year veterinary technology courses.
Supervised intensive clinical study under direction of cooperation veterinarian to provide 400 hours of actual work experience.

Welding

MCC-Business & Technology

Tim Gill

WELD 100 Introduction to Welding/Cutting Processes

1 credit. 1.5 hours. (Lecture 0.5 hour. Laboratory 1 hour.)
Student will develop an awareness of oxy-fuel cutting and of the more common welding processes in the welding industry. An emphasis will be placed on GMAW welding with student experiencing the process in the laboratory setting.

WELD 105 Welding for the Trades

3 credits. 5 hours. (Lecture 1 hour. Laboratory 4 hours.)
This course provides an introduction to the flame cutting and plasma cutting processes, brazing, stick (arc) welding and MIG welding. This is not a code welding course but students will learn to identify and correct welding problems.

WELD 110 Welding Industry Fundamentals

3 credits. 3 hours. (Lecture 3 hours.)
Student will develop an awareness of the welding industry. Emphasis will be placed on American Welding Society (AWS) welding codes and standards as they relate to the construction, fabrication and maintenance industry.

WELD 120 Thermal Cutting Processes Lecture

1 credit. 1 hour. (Lecture 1 hour.)
Prerequisite: WELD 110.
Student will develop the knowledge required of thermal cutting processes. Emphasis will be placed on manual and mechanized oxy-fuel cutting, plasma arc cutting, and air-carbon arc cutting.

WELD 121 Thermal Cutting Processes Lab

2 credits. 3.5 hours. (Lecture 0.5 hour. Laboratory 3 hours.)
Prerequisite: WELD 120.
Student will develop the skills required to be proficient in the thermal cutting processes. The emphasis will be on manual and mechanized oxy-fuel cutting (OFC), plasma arc cutting (PAC), and air-carbon arc cutting (CAC-A).

WELD 130 Print Reading & Weld Symbols

3 credits. 3 hours. (Lecture 3 hours.)
Student will develop an understanding of line interpretation and apply this knowledge to orthographic and isometric drawings. Skill development in recognizing structural shapes from prints and interpreting welding symbols on prints will also be emphasized.

WELD 140 Shielded Metal Arc Welding I (stick) Lecture

1 credit. 1 hour. (Lecture 1 hour.)
Prerequisite: WELD 121.
Student will develop an awareness of arc welding safety and the shielded metal arc welding (SMAW) process. This includes acquiring the knowledge of power sources and polarities, principles of operation, welding techniques, electrode identification and use, code welding, and maintenance of SMAW equipment.

WELD 141 Shielded Metal Arc Welding I (stick) Lab

2 credits. 3.5 hours. (Lecture 0.5 hour. Laboratory 3 hours.)
Prerequisite: WELD 140.
Student will develop the skills of welding safely and of the shielded metal arc welding (SMAW) process. This includes applying the knowledge of power sources and polarities, principles of operation, welding techniques, and electrode identification and use to code welding procedures in all positions with fillet and groove welds, and maintenance of SMAW equipment.

WELD 150 Gas Metal Arc Welding I (MIG) Lecture

1 credit. 1 hour. (Lecture 1 hour.)
Prerequisite: WELD 121.
Student will develop an awareness of arc welding safety and the gas metal arc welding (GMAW) processes. This includes acquiring the knowledge of power sources and polarities, principles of operation, welding techniques, modes of filler metal transfer, filler metal identification and use, code welding, and maintenance of GMAW equipment.

WELD 151 Gas Metal Arc Welding I (MIG) Lab

2 credits. 3.5 hours. (Lecture 0.5 hour. Laboratory 3 hours.)
Prerequisite: WELD 150.
Student will develop the skills of welding safely and of the gas metal arc welding (GMAW) processes. This includes applying the knowledge of power sources and polarities, principles of operation, welding techniques, modes of filler metal transfer, filler metal identification and use to code welding procedures in all positions with fillet and groove welds, and maintenance of GMAW equipment.

WELD 160 Gas Tungsten Arc Welding I (TIG) Lecture

1 credit. 1 hour. (Lecture 1 hour.)
Prerequisite: WELD 121.
Student will develop an awareness of arc welding safety and the gas tungsten arc welding (GTAW) processes. This includes acquiring the knowledge of power sources and polarities, principles of operation, welding techniques, electrode identification and use, filler metal identification and use, code welding, and maintenance of GTAW equipment and accessories.

WELD 161 Gas Tungsten Arc Welding I (TIG) Lab

2 credits. 3.5 hours. (Lecture 0.5 hour. Laboratory 3 hours.)
Prerequisite: WELD 160.
Student will develop the skills of welding safely and the gas tungsten arc welding (GTAW) processes. This includes applying the knowledge of power sources and polarities, principles of operation, welding techniques, electrode identification and use, filler metal identification and use, code welding, and maintenance of GTAW equipment and accessories.

WELD 230 Layout & Fabrication Lecture

1 credit. 1 hour. (Lecture 1 hour.)
Prerequisite: WELD 130 and one WELD 100 level lecture & one WELD 100 level lab.
Student will learn and apply basic rigging operations to material handling. Mathematical formulas, geometrical principles, and charts associated with fabrication will be emphasized. The safe and proper use of fabrication tools and equipment will be stressed.

WELD 231 Layout & Fabrication Lab

2 credits. 3.5 hours. (Lecture 0.5 hour. Laboratory 3 hours.)
Prerequisite: WELD 230 and one WELD 100 level lecture & one WELD 100 level lab.
Layout and fit-up operations will be presented which include selection and use of shop tools and equipment, processing materials, and fabrication safety. Processed parts will be assembled and welded using shop prints with welding symbols.

WELD 240 Shielded Metal Arc Welding II (stick) Lecture

1 credit. 1 hour. (Lecture 1 hour.)
Prerequisite: WELD141.
Student will learn the theory and techniques of advanced shielded metal arc welding processes. This will include fillet and groove welds in all positions on mild steel and stainless steel plates with stainless steel electrodes. Pipe techniques will also be addressed for welding fillet and groove welds in all positions on carbon steel pipe.

WELD 241 Shielded Metal Arc Welding II (stick) Lab

2 credits. 3.5 hours. (Lecture 0.5 hour. Laboratory 3 hours.)

Prerequisite: WELD 240.

Student will develop skills using the theory and technique associated with advanced shielded metal arc welding processes. This will include fillet and groove welds in all positions on mild steel and stainless steel plates with stainless steel electrodes. Pipe welding skills will also be developed for welding fillet and groove welds in all positions on carbon steel pipe.

WELD 250 Gas Metal Arc Welding II (MIG) Lecture

1 credit. 1 hour. (Lecture 1 hour.)

Prerequisite: WELD 151.

Student will learn the theory and techniques of advanced gas metal arc welding processes. This will include fillet and groove welds in all positions on carbon steel pipe and aluminum plate with the different modes of wire transfer. The student will also identify and recommend repairs for given weld defects.

WELD 251 Gas Metal Arc Welding II (MIG) Lab

2 credits. 3.5 hours. (Lecture 0.5 hour. Laboratory 3 hours.)

Prerequisite: WELD 250.

Student will develop skills using the theory and techniques of advanced gas metal arc welding processes. This will include fillet and groove welds in all positions on carbon steel pipe and aluminum plate with the different modes of wire transfer. The student will also identify and initiate recommended repairs for given weld defects.

WELD 260 Gas Tungsten Arc Welding II (TIG) Lecture

1 credit. 1 hour. (Lecture 1 hour.)

Prerequisite: WELD 161.

Student will learn the theory and techniques of advanced gas tungsten arc welding processes. This will include fillet and groove welds in all positions on carbon steel, aluminum, and stainless steel round tubing. The student will also identify and recommend repairs for given weld defects.

WELD 261 Gas Tungsten Arc Welding II (TIG) Lab-

2 credits. 3.5 hours. (Lecture 0.5 hour. Laboratory 3 hours.)

Prerequisite: WELD 260.

Student will develop skills using the theory and techniques of advanced gas tungsten arc welding processes. This will include fillet and groove welds in all positions on carbon steel, aluminum, and stainless steel round tubing. The student will also identify and initiate recommended repairs for given weld defects.

WELD 270 Flux Core Arc Welding I Lecture

1 credit. 1 hour. (Lecture 1 hour.)

Prerequisite: WELD 151.

Student will learn the theory and techniques of flux cored arc welding, both self-shielded and gas-shielded. This will include fillet welds and groove welds in all positions on carbon steel plates and pipe. The student will also identify and recommend repairs for given weld defects.

WELD 271 Flux Core Arc Welding I Lab

2 credits. 3.5 hours. (Lecture 0.5 hour. Laboratory 3 hours.)

Prerequisite: WELD 270.

Student will develop skills using the theory and techniques of flux cored arc welding, both self-shielded and gas-shielded. This will include fillet welds and groove welds in all positions on carbon steel plates and pipe. The student will also identify and initiate recommended repairs for given weld defects.

WELD 290 Management Skills for the Trades

3 credits. 3 hours. (Lecture 3 hours.)

Prerequisites: WELD 231 and one WELD 100 level lecture & one WELD 100 level lab or entry level requirements of other campus departments.

Student will learn and apply different training methods to meet the requirements of different learning styles. Basic principles of management and the psychology associated with working relationships will be emphasized throughout the course material. Skills in project cost estimation and facilities management will also be developed.

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M.F.A., Art Institute of Chicago

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Chair, Business, Arts & Automotive
B.F.A., Kansas City Art Institute
M.A., University of Iowa
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MCC-Maple Woods
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M.S.M., Iowa State University
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M.S., University of Missouri-Kansas City

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B.A., Westminster College
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B.A., University of Michigan
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B.S., Saint Norbert College
M.S., University of Pittsburg

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B.S., University of Mohammed
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MCC-Penn Valley
B.S., Avila College
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MCC-Business & Technology
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B.S., University of California
M.M., University of California
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M.A., University of South Carolina

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MCC-Penn Valley
B.D.S., Bangalore University-Bangalore, India

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B.A., University of Missouri-Columbia
M.A., University of Arizona
Ph.D., University of Arizona

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A.A., University of Mary
M.S.N., University of Mary

Michael Warren, English
MCC-Maple Woods
B.A., University of Kansas
M.F.A., University of Montana
M.A., University of Central Missouri

Gordon E. Wells Jr., Paralegal
MCC-Penn Valley
B.S., University of Kansas
J.D., University of Kansas

Matthew R. Westra, Psychology
MCC-Longview
A.A., Golden West College
B.A., California State University–Fullerton
M.S., California State University–Los Angeles

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MCC-Penn Valley
B.A., University of Missouri–Kansas City
M.A., University of Missouri–Kansas City
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MCC-Maple Woods
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MCC-Penn Valley
B.A., Washing University
B.S.N., University of Kansas
M.S.N., University of Kansas

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MCC-Maple Woods
B.A., University of North Carolina–Chapel Hill
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MCC-Blue River
Chair, Business Technology, Mathematics and
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A.A., Metropolitan Community College
B.A., Avila College
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MCC-Blue River
B.A., Kansas State University
M.A., Colgate Rochester Divinity School
Ph.D., University of Kansas

Chad Wright, EMT/Paramedic
MCC-Penn Valley
Fire Science Certificate, Metropolitan Community College
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B.S., Southwest Baptist University

Thomas Daniel Wright, Speech & Drama
MCC-Maple Woods
B.A., Arkansas State University
M.A., Arkansas State University

Dempsey A. Yearry, Computer Science/Information Systems
MCC-Maple Woods
B.S., Devry Institute of Technology

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MCC-Maple Woods
B.A., Iowa State University
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Stephanie Zerkel-Humbert, English
MCC-Maple Woods
B.S.E., University of Arkansas At Little Rock
M.A., University of Arkansas At Little Rock

Emeriti*

Although several retired faculty members and administrators served in more than one capacity during their years with the institution, they are listed here according to the function and the unit to which they were assigned at the time of their retirement.

Marvin R. Aaron (1993-2013), Associate Dean of Student Development and Support Services
MCC-Longview
B.A., Wayland University
M.A., Eastern New Mexico University
Ed.S., Eastern New Mexico University
Ph. D., University of Missouri–Kansas City

Stanley R. Abrahamson (1994-2013), Director, Automotive Technology
MCC-Longview
B.S., Pittsburg State University
M.S., Pittsburg State University

Toni Y. Alexander (1996-2016), Project Success Coordinator
MCC-Penn Valley
B.S., University of Kansas
M.B.A., Baker University

Joseph H. Anway (1973-1998), Business
MCC-Longview
A.A., Graceland College
B.S., Central Missouri State University
M.A., Central Missouri State University
Spec. In Bus.Adm., Central Missouri State University

Bruce Appel (1989-2006), Outreach Counselor
MCC-Longview
M.A., University of Missouri–Kansas City
Ed.S., University of Missouri–Kansas City

Rita K. Austin (1969-1986), Foreign Language
MCC-Longview
A.B., New York State College For Teachers
A.M., University of Kansas

Sharon Bagg (1994-2016), History
MCC-Blue River
B.M.E., Emporia State University
M.A., University of Missouri–Kansas City
Ph.D., University of Missouri–Kansas City

Harold E. Baggerly (1964-1995), Engineering
MCC-Longview
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Melanie A. Bailey (1973-2005), Director, Educational Opportunity Center
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B.S., University of Kansas–Lawrence
M.Ed., Howard University–Washington, D.C.
Ed.S., University of Missouri–Kansas City

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M.S.N., Kansas University

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M.S., Kansas State University

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M.Ed., William Woods University

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MCC-Penn Valley
A.B., Wheaton College
A.M., Northwestern University

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B.S., Kansas State University, Agriculture
B.S., Kansas State University, Business Administration
M.B.A., University of Kansas

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M.S., Emporia State University

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M.A., University of Missouri – Kansas City
M.S.E., Central Missouri State University

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B.S.C., University of North Dakota At Grand Forks
M.B.A., Central Missouri State University

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A.B., De Pauw University
M.A., Syracuse University

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M.A., University of Missouri–Kansas City

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M.Ed., University of Missouri
Ed.D., University of Missouri

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B.S., Illinois State University
M.S., Illinois State University

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B.S., Central Missouri State University
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B.S., Tuskegee Institute
M.S., University of Wisconsin

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A.B., University of Northern Colorado
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B.S., Emporia State University
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B.S., University of Illinois
M.S., University of Wyoming
Ph.D., University of Georgia

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B.A., St. Augustine's College
M.A., North Carolina Central University

Margaret Boyd (2000-2015), Interim Executive Director, HSI Executive Director, Workforce Development
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M.S., University of Central Arkansas

Stephen Brainard (1970-1998), President
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B.S., State University of New York
M.S., Syracuse University
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B.A., Avila College
M.A., University of Missouri–Kansas City
M.Ph., University of Kansas

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MCC-Maple Woods
Chair, Communications
B.A., Missouri Valley College
M.A., University of Denver
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A.A.S., Metropolitan Community College
B.S., Park University

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B.S., Birmingham–Southern College
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B.S., Harding College
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MCC-Penn Valley
B.S., Texas Woman’s University
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A.B., University of Missouri–Columbia
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George A. Bunch (1956-1989), Social Science
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B.S., Northwest Missouri State University
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Walter M. Burks (1970-1981), Social Science
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A.B., Rockhurst College
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B.A., Wichita State University
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B.S.E.E., Finlay Engineering College

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B.B.A., Washburn University
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B.S., University of Tennessee–Chattanooga
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B.S., New Mexico State University
M.B.A., Kansas State University
M.S.Ed., Kansas State University

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B.A., Hastings College
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Kenneth R. Eichman (1991-2012), Mathematics
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Mattie J. Eley (1973-2002), Practical Nursing
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B.S.N., University of Kansas
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MCC-Longview
B.S., Rockhurst College
M.B.A., University of Missouri–Kansas City
Ed.D., Nova University

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MCC-Penn Valley
B.A., Benedictine College
M.A., University of Missouri–Columbia
M.B.A., University of Missouri–Columbia

Barbara Eubank (1993-2013), Education
MCC-Longview
B.A., University of Missouri–Kansas City
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MCC-Longview
A.A., MCC-Longview
B.S.B.A., Central Missouri State University

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MCC-Business & Technology
A.A.S., MCC-Maple Woods
B.A., MidAmerica Nazarene
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MCC-Longview
B.S.Ed., Pittsburg State University

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B.S., Alma College

Stan D. Fields (1992-2013), Director, Business Development
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B.S., Park University
M.S., University of Central Missouri

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M.S., University of Washington

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B.S., University of Missouri–Columbia
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B.A., University of Missouri–Columbia
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B.S.Ed., Temple University
M.Ed., University of Illinois
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B.S., University of Oklahoma
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B.S., University of Colorado
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B.A., Bates College
M.A., Arizona State University
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B.Sc., Agra University
M.Sc., Agra University
M.S., Ohio State University
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B.S., Wayland College
M.A., University of Kansas

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B.S., Rockhurst College
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B.A., Point Loma Nazarene College
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B.A., Benedictine College
M.A., St. Louis University
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B.S., Nebraska Wesleyan University
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MCC-Longview
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M.A., University of Texas At Austin

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B.S., Central Missouri State University
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MCC-Penn Valley
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MCC-Penn Valley
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MCC-Longview
B.S., Central Missouri State University
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B.S., Wisconsin State University At Lacrosse
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MCC-Penn Valley
B.S.L., Ozark Christian College
M.A., Kansas State University
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B.S., Lincoln University
M.S., University of Southern California
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MCC-Longview
A.B., Loyola University of Chicago
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MCC-Maple Woods
B.Mus., University of Colorado
M.A., University of Colorado
M.Phil., University of Kansas
Ph.D., University of Kansas

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MCC-Maple Woods
A.A.S., MCC-Maple Woods
M.A., University of Colorado
M.Mus., University of Colorado

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MCC-Penn Valley
B.S., Central Michigan University
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B.S., Central Missouri State University
B.S.E., Central Missouri State University
M.A., Central Missouri State University
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Ph.D., University of Kansas

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M.A., University of Missouri-Kansas City

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M.A., Miami University of Ohio

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B.A., University of Missouri-Kansas City
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B.A., University of Missouri-Kansas City
M.A., University of Missouri-Kansas City
Ph.D., University of Iowa

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A.S., Metropolitan Junior College-Kansas City
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M.B.A., Avila College

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A.S., Flint Community College
A.B., University of Michigan-Flint
M.S., University of Arizona
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M.A., University of Kansas
M.A., University of Missouri–Kansas City
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J.D., University of Nebraska
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M.S., University of Missouri–Kansas City
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A.A.S., MCC-Penn Valley
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M.B.A., University of Wisconsin–Oshkosh
Ed.S., University of Wisconsin–Stout
Ph.D., Texas A & M University
- Harry A. King (1973-1980), Social Science
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A.A., Junior College of Kansas City
B.A., University of Missouri–Kansas City
M.A., University of Missouri–Kansas City
- Sherry Kinney (2002-2011), Nursing
MCC-Penn Valley
B.S.N., Webster University
- Kathryne Kiser (1992-2010), Speech Communication
MCC-Longview
B.A., University of Kansas
M.A., University of Kansas
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Systems
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B.S., University of Kansas
M.S., Emporia State University
Ed.D., Nova University
- Harold B. Koch (1966-2000), Psychology
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Chair, Social Science
B.A., University of Missouri–Kansas City
M.A., University of Missouri–Kansas City
Ph.D., University of Missouri–Kansas City
- Carl H. Koenig (1980-2002), Computer Science/ Informa-
tion Systems
MCC-Maple Woods
B.S.Ed., Wayne State University
M.S.Ed., University of Kansas
Ph.D., University of Kansas
- Karen S. Komoroski (1989-2013), Nursing
MCC-Penn Valley
B.S.N., Graceland College
M.N., University of Kansas
Ed.S., University of Missouri–Kansas City
Ph.D., University of Kansas
- Irene G. Korotev (1973-1999), Librarian
MCC-Maple Woods
B.A., North Texas State University
M.A., University of Missouri–Columbia
- Herbert F. Kramer (1956-1991), Mathematics
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B.S., University of Missouri–Columbia
M.S., University of Missouri–Columbia
- Joann Krekel (1973-1994), Media Specialist
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A.A., MCC-Penn Valley
B.A., Baker University
M.S., Central Missouri State University
- Virginia Kruse (1959-1979), Foreign Language
MCC-Penn Valley
A.B., University of Kansas
A.M., University of Kansas
- Joyce S. Kuhn (1989-2013), Speech and Theater
MCC-Longview
B.A., Northern Colorado University
M.A., Northern Colorado University
- Marilyn S. Lander (1973-1993), Nursing
MCC-Penn Valley
R.N., Tuskegee Institute
B.S.N., Avila College
M.A., University of Missouri–Kansas City
- Sandra L. Landuyt (1990-2008), Biology
MCC-Penn Valley
B.A., University of Missouri–Kansas City
B.S., University of Missouri–Kansas City
M.S., University of Missouri–Kansas City
M.A., Loyola University–New Orleans
Ph.D., University of Missouri–Columbia
- Mary A. Lee (1990-2004), English
MCC-Longview
B.A., Clarke College, Iowa
M.A., Bradley University, Illinois
- Russel G. Lee (1954-1983), Mathematics
MCC-Longview
B.S., University of Missouri–Columbia
M.S., University of Missouri–Columbia
- John E. Leheney (1970-1991), Counseling
MCC-Maple Woods
B.S., Central Missouri State University
M.Ed., University of Missouri–Columbia
- Aldo W. Leker (1971-1997), President
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B.S., Southwest Missouri State University
M.B.A., University of Missouri–Kansas City
- Cheryl Smith Lewkowsky (1973-2004), Mathematics
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A.B., William Jewell College
M.S., Kansas State University
- Mark Lidman (1987-2009), English
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B.A., University of Virginia
M.A., Purdue University
Ph.D., University of Missouri–Columbia
- D. Kim Lindaberry (2000-2011), Art
MCC-Longview
B.F.A., Kansas City Art Institute
M.F.A., Georgia State University
- Elizabeth Lindquist (2001-2011), Dean of Instruction
MCC-Longview
B.A., University of Kansas
M.Phil., University of Kansas
Ph.D., University of Kansas
- Orlyn O. Lockard (1966-1989), Drafting and Design,
Engineering Technology
MCC-Longview
B.S.Ed., Central Missouri State University
M.A., George Peabody College For Teachers
Ed.S., Central Missouri State University
- Paul D. Long (1993-2016), Vice Chancellor, Academic
Affairs and Technology
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B.A., University of Missouri - Kansas City
M.A., University of Kentucky
Ph.D. University of Missouri - St. Louis
- A. K. Longfellow (1955-1977), Dean of Students
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B.S., Central Missouri State University
M.S., University of Kansas
- Wanda F. Lord (1962-1985), Office Systems
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B.S., University of Missouri–Columbia
M.A., University of Missouri–Kansas City
- Patricia A. Lorenz (1971-2000), Biology
MCC-Penn Valley
Chair, Life Sciences
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B.S., St. Louis University
Ph.D., University of Kansas
- L. Doone Loughery (1972-1991), Office Systems and
Careers
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B.S.Ed., Northeast Missouri State University
M.A.Bus.Ed., Northeast Missouri State University
- J. Dennis Lowden (2000-2013), Philosophy
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B.A., Excelsior College/University of The State of New
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M.A., University of Kansas

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B.S., Northwest Missouri State University
M.S., Texas Christian University
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B.A., University of Missouri–Kansas City
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B.A., University of Missouri–Kansas City
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M.S., Texas A & M University
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B. S., Pittsburg State University
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B.A., University of Kansas
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- Patricia L. Munn (1981-2013), Biology
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- Stewart E. Nelson (1963-1999), History
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M.B.A., Rockhurst College
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- Lee Roy Pitts (1972-1997), Biology
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M.P.H., University of Michigan
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M.S., University of Arkansas
- A. Rae Price (1966-1992), English
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Ph.D., University of Missouri–Kansas City
- Carroll S. Price (1969-1992), Criminal Justice
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M.Ed., University of Missouri–Columbia
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- Virginia Ragan, Geology/Geography (1995-2006)
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- Donald L. Raymond (1969-1983), Geology
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- J. Michael Raynor (1987-2006), English
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Diploma, Mathers School of Nursing/Southern Baptist-
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B.S.N., University of Mobile
M.S.N., University of South Alabama
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Opportunity Center
MCC-Penn Valley
B.A., College of Emporia, Kansas
M.S., Emporia State University
- Juanita L. Ross (1975-2005), Office Systems
MCC-Maple Woods
B.S., Bishop College
M.S., Central Missouri State University
- Ronald G. Rowland (1965-1997), Chemistry
MCC-Maple Woods
B.S., Kansas State University
M.S., Kansas State University
- David E. Sachen (1969-1997), German, Mathematics
MCC-Maple Woods
B.S., Rockhurst College
M.A., University of Kansas
- Merna S. Saliman (1998-2013), President
MCC-Maple Woods
A.A., Arapahoe Community College
B.A., Loretto Heights College
M.A., University of Northern Colorado
Ed.D., University of Northern Colorado

- James H. Sampson (1963-1983), Director of Personnel
MCC-Administrative Center
A.B., William Jewell College
A.M., University of Wyoming
- Albert W. Sandring (1990-1995), Drafting
MCC-Longview
B.S.M.E., Kansas State University
M.B.A., University of Missouri–Columbia
- Margaret P. Sandring (1985-1995), Office Systems
MCC-Longview
B.S., Central Methodist College
M.S., Central Missouri State University
- Barbara Schaefer (1994-2011), Counselor
MCC-Blue River
B.S., Southeast Missouri State University
M.A., Southeast Missouri State University
- Eugene Schieber (1990-2003), Dean of Technical Education
MCC-Maple Woods/MCC-Business & Technology
B.S., Northwest Missouri State
M.A., Northwest Missouri State
Ed.Spec., University of Missouri–Kansas City
- Elliott Schimmel (1998-2013), History
MCC-Longview
Chair, Social Sciences
B.A., Fairleigh Dickinson University
M.A., Syracuse University
Ph.D., Florida State University
- Beverly J. Schwaab (1980-1989), Librarian
MCC-Longview
A.A., Junior College of Kansas City
B.A., Baker University
M.S., Central Missouri State University
- Jennifer Scott (1995-2013), Health Information Technology
MCC-Penn Valley
B.S., University of Kansas
- Jean Bartz Scurlock (1957-1986), Chemistry
MCC-Longview
A.B., University of Kansas
A.M., Smith College
- Corrine E. Shaw (1994-2003), Practical Nursing
MCC-Penn Valley
A.D.N., Kansas City Kansas Community College
B.S.N., MidAmerica Nazarene College
- M. Catherine Sheely (1990-2007), English
MCC-Penn Valley
B.A., Aquinas College, Michigan
M.L.A., Baker University
- Leah Shelton (2000-2010), Access Counselor
MCC-Blue River
B.A., William Jewell
M.A., University of Missouri–Kansas City
- Larry E. Sherwood (1971-1996), Mathematics
MCC-Penn Valley
B.S., University of Missouri–Kansas City
M.A., University of Missouri–Kansas City
Ph.D., University of Missouri–Kansas City
- Charles E. Shields (1967-1995), District Director, Purchasing & Auxiliary Services
MCC-Administrative Center
A.A., North Central Missouri College
B.S., University of Missouri–Columbia
- James A. Shimel (1980-2006), Manufacturing Technology
MCC-Business & Technology
B.S., Finlay Engineering College
- Rosemary Shocklee-Fusaro (1996-2010), Nursing
MCC-Penn Valley
B.S.N., Avila College
M.Ed., University of Missouri–Kansas City
M.S.N., University of Missouri–Kansas City
- Thomas H. Sicking (1968-1994), English, Journalism
MCC-Penn Valley
B.A., University of Missouri–Kansas City
M.A., University of Missouri–Kansas City
Ed.D., Nova University
- Dorothy L. Simmons (1981-1991), Nursing
MCC-Penn Valley
R.N., General Hospital and Medical Center
B.S.N., Avila College
- Mary A. Simpson (1975-2013), Reading
MCC-Blue River
B.A., Claffin College
M.A., Florida A & M University
- Sue M. Sinton (1973-1992), Nursing
MCC-Penn Valley
R.N., St. Joseph Hospital School of Nursing
B.A., University of Missouri–Kansas City
M.A., University of Chicago
- Bob Skrukud, (1989-2015) Mathematics
MCC-Maple Woods
B.S., Winona State University
M.S., Truman State University
- Robert A. Slater (1969-1998), English
MCC-Maple Woods
B.S., Northeast Missouri State University
M.F.A., University of Iowa
- Jane A. Smeltzer (1995-2011), Director, Financial Services
MCC-Administrative Center
B.S., University of Missouri–Columbia
M.B.A., University of Missouri–Kansas City
- David Smith (2001-2013), English
MCC-Blue River
B.A., Old Dominion University
M.A., Old Dominion University
Ph.D., University of North Carolina–Chapel Hill
- Robert J. Smith (1993-2010), Counselor, Educational Opportunity Center
MCC-Penn Valley
M.A., University of Missouri–Kansas City
- Shirley Fieth Smith (1969-1991), Office Systems
MCC-Longview
B.S., Central Missouri State University
M.A., Central Missouri State University
- Jacqueline I. Snyder (1995-2010), Chancellor
MCC-Administrative Center
A.A., Kansas City Kansas Community College
B.S. Ed., Kansas State University–Emporia
M.S., University of Kansas
Ed. D., University of Kansas
- Theda Y. Sorenson (1987-1994), Counseling
MCC-Longview
A.A., Hutchinson Community College
B.A., Sterling College
M.A., Fort Hays State University
- Helen Y. Speed (1974-2007), Child Growth and Development
MCC-Penn Valley
B.S., University of Arkansas At Pine Bluff
M.A., University of Missouri–Kansas City
- Evelyn R. Staatz (1969-1996), Librarian
MCC-Longview
B.S., University of Missouri–Columbia
M.A., University of Missouri–Columbia
- Phyllip P. Standlea (1971-1996), District Director, Instructional Services & Professional Development
MCC-Administrative Center
B.S., Northwest Missouri State University
M.S., Emporia State University
Ph.D., University of Missouri–Columbia
- Sally Steinback (1964-1986), Political Science
MCC-Penn Valley
B.A., Beloit College
M.P.A., Syracuse University
J.D., University of Missouri–Kansas City
- Bill Still (1974-1998), Machine Tool Technology
MCC-Maple Woods/MCC-Business & Technology
B.S., Central Missouri State University
- Pamela B. Stockman (1991-2015), Physical Therapist Assistant
MCC-Penn Valley
B.S., St. Louis University
M.S., University of Kansas
- Mary M. Sturdivant (1992-2005), Access Resource Educator
MCC-Longview
- J. Michael Sturgeon (1991-2009), Computer Science/Information Systems
MCC-Penn Valley
B.S., Missouri Western State College
- Mary Svoboda-Chollet (1997-2013), Child Growth and Development
MCC-Penn Valley
B.S., University of Nebraska-Lincoln
M.S., University of Kansas
- Suzana Swager (1985-1997), Basic Skills
MCC-Blue River
B.A., Southwest Baptist College
M.S., Central Missouri State University
- Judith E. Taylor (1990-2010), Radiologic Technology
MCC-Penn Valley
B.H.S., University of Missouri–Columbia
M.Ed., University of Missouri–Columbia

- Nancy M. Taylor (1983-1993), Business and Office Reentry
MCC-Longview
A.A., MCC-Longview
B.S., Avila College
M.Ed., Central Missouri State University
- Ronald L. Taylor (1989-2013), Reading
MCC-Longview
B.A., Simpson College
M.A., University of Missouri–Kansas City
Ed.S., University of Missouri–Kansas City
Ph.D., University of Missouri–Kansas City
- Penny Tebesch (1997-2013), Manufacturing Technology
MCC-Business & Technology
Chair, Technology
A.A., MCC-Longview
B.S., Central Missouri State University
M.S., Central Missouri State University
- G. Dale Thomas (1987-2001), Dean of Instruction
MCC-Blue River
B.S.Ed., Central Missouri State University
M.S., Emporia State University
D.A., Idaho State University
- Claude W. Thomson (1971-1995), Management
MCC-Longview
B.S., Central Missouri State University
M.S., Central Missouri State University
- Nancy Thomson (1990-2004), Education
MCC-Penn Valley
Chair, Child Growth and Development Education
B.A., Barat College, Illinois
M.A., College of Holy Names, California
Ph.D., University of Kansas
- Paul Thomson Jr. (1971-1999), President
MCC-Blue River
B.S., Missouri Valley College
M.S., Southern Illinois University
Ph.D., Southern Illinois University
- George E. Thornton (1970-1997), Automotive Technology
MCC-Longview
A.A.S., MCC-Longview
B.S.E., Central Missouri State University
M.S., Central Missouri State University
- Alana Timora (1982-2005), Counselor
MCC-Maple Woods
B.S., University of Southern Colorado
M.A., University of Missouri–Kansas City
- James Tjaden (1988-2008), Travel and Tourism
MCC-Maple Woods
Chair, Math, Science and Computing
B.A., Macalester College
M.A., University of Iowa
Ed.S., University of Missouri–Kansas City
Ph.D., University of Missouri–Kansas City
- Helen M. Turner (1969-1993), Art
MCC-Maple Woods
B.A., University of Arkansas
M.Sec.Ed., University of Arkansas
- Allan H. Tunis, Vice Chancellor (1999-2009), Administrative Services
MCC-Administrative Center
B.S., Wayne State University
M.S., Wayne State University
Ed.S., University of Missouri–Kansas City
- Leta H. Tyhurst (1993-2012), Learning Center
MCC-Longview
B.S., University of Missouri–Columbia
M.S., University of Missouri–Columbia
- Charles Van Middlesworth (1993-2007), Research, Evaluation, and Assessment
MCC-Administrative Center
B.A., Northwestern State College
M.A., Eastern New Mexico
Ed.D., University of Kansas
- Dora Walsh (1994-1999), Practical Nursing
MCC-Penn Valley
R.N., Hammersmith, England
S.C.M., Midwifery, London, England
B.S.N., Graceland College
- W. Douglas Washer (1989-2010), Philosophy
MCC-Longview
B.A., Southwest Missouri State University
M.A., University of Missouri–Columbia
- Helen G. Weaver (1960-1984), Psychology
MCC-Penn Valley
B.A., University of Missouri–Columbia
M.S., University of Pennsylvania
- James K. Weaver (1984-2006), Business
MCC-Longview
A.B., Drury College
M.B.A., Drury College
- Janet L. Weaver (1987-2013), Outreach Counselor
MCC-Maple Woods
B.A., University of Missouri–Kansas City
M.Ed., University of Missouri–Columbia
- Reinhard Weglarz (1985-2013), Director, Budget & Planning
MCC-Administrative Center
B.S., Benedictine College
M.B.A., University of Missouri–Kansas City
- Dorether Welch (1995-2013), Sociology
MCC-Penn Valley
B.S., Avila College
M.S., Central Missouri State University
M.A., Webster University
M.S., University of Kansas
Ph.D., University of Missouri–Kansas City
- Karen E. West (1995-2005), Associate Dean
MCC-Penn Valley
A.A., El Camino College
B.A., California State University
M.A., Pacific School of Religion
Ed.D., University of Missouri–Columbia
- Charles H. Wheat (1970-1997), Aviation Maintenance Technology
MCC-Maple Woods
A.A.S., Oklahoma State University
B.S., Oklahoma State University
M.S., Pittsburg State University
- Beverly D. Whitaker (1983-1994), Learning Center/Reading
MCC-Maple Woods
B.R.E., Northern Baptist Theological Seminary
B.S., Sioux Falls College
M.A., University of Missouri–Kansas City
- Levora B. Whitmore (1971-1995), Nursing
MCC-Penn Valley
Chair, Nursing
B.S.N., University of Kansas
M.A., University of Missouri–Kansas City
- James P. Whitworth (1965-1991), Counseling
MCC-Maple Woods
B.S., Missouri Valley College
M.S., Central Missouri State University
- Arthur N. Wilkins (1956-1990), District Director Academic Affairs & Research
MCC-Administrative Center
A.A., Junior College of Kansas City
A.M., University of Chicago
Ph.D., Washington University
- Jeanné C. Willerth (1985-2004), Computer Science/Information Systems
MCC-Longview
B.A., Wayne State College
M.S., University of Missouri–Columbia
M.S.D., University of Kansas
- F. Ula Williams (1993-2005), Sign Language Interpreting
MCC-Maple Woods
B.S., Emporia State University
M.S., University of Kansas
- Susan Wilson (1982-2013), Director, Student Development
MCC-Administrative Center
B.S., Emporia State University
Ed.D., University of Missouri–Columbia
- Patricia A. Winberg (1993-2013), Nursing
MCC-Penn Valley
R.N., Research Medical Center
B.S.N., Avila College
M.S.N., University of Kansas Medical School of Nursing
- Dorothy M. Wright (1955-1995), Office Systems
MCC-Penn Valley
A.A., MCC-Penn Valley
B.S., Central Missouri State University
M.A., University of Iowa
Ed.D., Nova University
- Janet K. Wyatt (1987-2013), Mathematics
MCC-Longview
Chair, Math and Engineering
B.S., University of Arkansas
M.A., University of Arkansas
- Christine A. Yannitelli (1972-2004), Counselor
MCC-Maple Woods
B.A., Michigan State University
M.Ed., University of Missouri–Columbia
M.A., University of Missouri–Kansas City
- Virginia D. Yates (1968-1984), Reading
MCC-Penn Valley
B.S., Pittsburg State University
M.A., University of Missouri–Kansas City

Ruth Yunker (1997-2009), Nursing
MCC-Penn Valley
B.S.N., University of Kansas
M.Ed., University of Missouri–Kansas City
M.S.N., University of Missouri–Kansas City

Jane M. Zeitner (1998-2010), District Director, Educational
Programs
MCC-Administrative Center
B.S., Brigham Young University
M.S., Avila College

Denise Zortman (1993-2007), Librarian
MCC-Penn Valley
B.A., Adams State College
M.A., University of Denver

Glossary of Academic Terms

ACADEMIC ADVISING. Counselors and advisors assist students in selecting programs of study and courses to meet their program requirements.

ACADEMIC YEAR. This includes the summer session of classes that begins in June and ends in July, the first or fall semester that begins in August and ends in December and the second or spring semester that begins in January and ends in May.

ACCREDITATION. An educational institution or program must maintain certain standards that qualify its graduates for admission to higher institutions or to professional practice. The Metropolitan Community College District is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Various programs in the District are accredited by specialized accrediting agencies.

ADVANCED STANDING. MCC may grant credit hours to students who have completed acceptable courses at another college or university. These credit hours may be applied toward a degree program.

AFFILIATE AGREEMENTS. Metropolitan Community College (MCC) has established affiliate agreements with Kansas City Kansas Community College (referred to as Affiliate Colleges) in career fields not currently offered by MCC. These agreements allow MCC students who are in-district and Missouri residents to enroll in selected career programs offered at these institutions and pay MCC's tuition rates.

ARTICULATION AGREEMENTS. These are formal agreements that allow students to smoothly transfer course credits from one school to another, including from high school to college and from college to college. A complete list of these agreements is available in each MCC counseling center or online. Please work with your counselor/advisor to determine degree plans.

ASSOCIATE IN APPLIED SCIENCE. The Associate in Applied Science degree prepares students for various career and technical programs.

ASSOCIATE IN ARTS. MCC's Associate in Arts degree generally provides the first two years of college work a student might complete at a four-year college or university. The program includes 42 hours of general education courses, as well as enough electives to reach the required 60 credit hours.

ASSOCIATE IN ARTS TEACHING. The Associate in Arts Teaching (AAT) degree prepares students to transfer to a four-year college or university offering education degrees in childhood, elementary, middle, and secondary education.

ASSOCIATE IN COMPUTER SCIENCE. The Associate in Computer Science (ACS) degree is a program that prepares students to transfer to a four-year college or university. It should not be confused with the Associate in Applied Science degree in Computer Science and Information Systems that prepares students for immediate employment.

ASSOCIATE IN ENGINEERING. The Associate in Engineering degree is a program that prepares students to transfer to a four-year college or university offering a Bachelor of Science degree in Engineering.

ASSOCIATE IN SCIENCE. The Associate in Science degree program prepares students to transfer to a four-year college or university to major in either biology or chemistry.

AUDITING A COURSE. This means enrolling in a course for no credit and no letter grade. ("AU" appears on grade reports.) Students who audit courses must pay the regular fee, but they are not expected to complete assignments or take tests. Class attendance is optional. Ordinarily students will not be permitted to audit the laboratory section of a course or classes that are primarily spent in the laboratory.

BACHELOR'S DEGREE. This is the title awarded by a college or university to a student who completes a course of study that typically lasts at least four years and requires at least 124 credit hours.

BOARD POLICY. The Board of Trustees of the Metropolitan Community College District establish principles that direct the operation of the District in certain subject areas. (See sections on District Regulation.)

CAREER AND TECHNICAL EDUCATION. These training programs provide students with meaningful, in-demand job skills and help them achieve economic independence.

CAREER AND TECHNICAL PROGRAMS. MCC offers nearly 70 programs that prepare students for a wide variety of occupations. You have the option of earning an associate in applied science degree or certificate or completing individual courses to build specific job-related skills.

CATALOG NUMBER. Each course offered by MCC is identified by four letters and three numbers. For example, PSYC 140 is General Psychology.

CERTIFICATE PROGRAM. Students enroll in an integrated series of courses to study a specific occupation. A one-year, full-time program usually includes 30 to 40 credit hours of classes and results in the awarding of a diploma known as a certificate of completion as well as certificate programs that include only 12 to 20 credits hours.

COLLEGE 100. COLL 100 is a one credit hour course designed to help students adjust to the MCC community, develop a better understanding of the learning process, and acquire essential academic survival skills. The course should be completed during students' first enrolled semester.

COLLOQUIA. While under the guidance of an instructor, a student or group of students study a topic or problem in a specific academic area.

COMMENCEMENT. An annual ceremony that recognizes the previous year's candidates for graduation.

CONFERENCE HOURS. These are announced times set aside by each college instructor for meeting with students, either by appointment or on a drop-in basis.

CONTACT HOUR. This is a 50-minute period of educational, course-related activity, whether it's held in a classroom, laboratory, playing field, studio or other setting.

CONTINUING EDUCATION UNIT (CEU). Typically, a CEU is awarded for each 10 contact hours of noncredit continuing education course work. This nationally recognized measure of educational achievement is recorded by the National Registry of Continuing Education, which makes transcripts available to students completing these courses.

COREQUISITE. A course requirement that is taken at the same time with another course.

COUNSELING. This professional service helps students get a better understanding of their personal potential as well as their problems by using modern psychological principles.

COURSE. An instructor leads a planned series of educational experiences focused on a particular subject. These may take the form of lectures, discussions, recitations, laboratory exercises and studio activities.

COURSE DESCRIPTION. These are written statements explaining the subject matter to be covered during a particular course.

CREDIT. The college recognizes that a student has fulfilled a requirement leading to a degree or certificate.

CREDIT BY CERTIFICATION. This is credit awarded to a student for knowledge obtained from an accepted noncollege experience. These certification recommendations are governed by national education groups such as the American Council on Education and Armed Forces Guidelines.

CREDIT COURSE. This course is part of a program leading to a degree or certificate. Students who successfully complete it receive a stated number of credits.

CREDIT HOUR. This is the standard measuring unit for college work that leads to a degree or certificate. A credit hour represents 750 minutes of lecture time or at least 1,500 minutes of laboratory activity or perhaps a longer time period for other kinds of educational experiences.

CREDIT BY EXAMINATION. In some cases, students may receive credit by scoring well on an examination that measures their knowledge of a particular subject without taking a college course. The exam may be a standardized test prepared by a national organization or one created and given by a college instructor. Students will pay a fee for taking the latter test.

CURRICULUM. A sequence of related courses.

DEGREE. This is a title given to a student by a college or university after successful completion of a prescribed course of study. Community colleges traditionally award the associate's degree at the end of a program requiring a minimum of 60 credit hours, while four-year schools award the bachelor's degree for programs requiring at least 124 credit hours. Master's and doctor's degrees are awarded for study beyond the level of bachelor's degree.

DEVELOPMENTAL COURSE. A basic skills course numbered below 100 in the college catalog which carries college credit but does not count toward requirements for graduation.

DIRECTORY INFORMATION. According to federal law, the college may for a valid reason release without the student's consent what it calls directory information: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. According to Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, directory information is the only data that a college is permitted to release without a student's written consent. At the request of a student, the college will withhold directory information as well.

DISCIPLINE. This is a subject or field of study in which courses are taught, such as art, automotive technology, engineering, English or nursing.

DISTANCE EDUCATION. An alternative option to classroom. Students attend courses using either local cable television or via the Internet instead of coming to a campus location. For more information visit the Distance Education web site at <http://distance.mccck.edu>.

DISTRICT RESIDENT. This is a person who lives within the boundaries of the Metropolitan Community College District, which includes the following Missouri school districts: Belton, Blue Springs, Center, Fort Osage, Grandview, Hickman Mills, Independence, Kansas City, Lee's Summit, North Kansas City, Park Hill and Raytown.

DUAL CREDIT. High school students enrolled in college-level courses receive both high school and college credit for completing these courses.

EDUCATIONAL PLAN. An educational plan is all coursework that, in the professional judgment of MCC's academic advisors and counselors, contributes to, enhances, or facilitates the pursuit of a student's academic or career goals. Students are strongly encouraged to meet with academic advisors or counselors during pursuit of their educational plan to help ensure its timely completion, and to determine that degree requirements are fulfilled.

ELECTIVE. This is a course that is not specifically required for a degree or certificate program; however, it is counted toward the total credit hours needed for graduation.

FACULTY. The teachers, counselors and librarians comprise the faculty of a college.

FEDERAL WORK-STUDY PROGRAM. This is a federal financial-aid program that allows enrolled students who need financial assistance to earn income by working on campus or for an approved off-campus agency.

FINANCIAL AID. This can be a grant, loan or scholarship that helps a student pay tuition or other educational costs. Financial aid may come from governmental, institutional or private sources.

FULL-TIME STUDENT. This is a student who is taking at least 12 credit hours during the fall or spring semester or at least six credit hours during the summer term.

GED. General Educational Development (high school equivalency).

GENERAL EDUCATION. A common core of courses required of all students that provides for the acquisition of core skills and knowledge necessary in a literate citizenry.

GLOBAL DIVERSITY. A Global Diversity course addresses two of the following factors:

- The behavior, ideals, values and beliefs of diverse groups of people, and a cognitive awareness of the student's own perspective as it relates to other groups and societies.
- The sources of emotion, community, commonality, and conflict associated with diversity factors including race, ethnicity, gender, religion, sexual orientation, and political ideology.
- Groups historically excluded from the dominant culture.
- At least 50% of the course content reflects the international nature of the course including international events, current or historical and relevant geographical knowledge.

GRADE POINT AVERAGE (GPA). This is a mathematical way of evaluating a student's academic performance by assigning a number value (or scholarship point) to each letter grade. To determine GPA, multiply the number of credit hours for each course by the number of scholarship points assigned to that grade. Add together the scholarship points from all classes and then divide that figure by the total number of credit hours attempted. The following chart shows how many scholarship points to assign to each letter grade.

Grade	Scholarship Points Per Credit Hour
A	4
B	3
C	2
D	1
F	0
W (withdrawal)	0
S (satisfactory)	0
U (unsatisfactory)	0
P (passing)	0
Au (audit)	0

For example, during one semester if a student made the following grades in the following courses, the GPA would be 2.7.

	Credit Hours	Grade	Scholarship Points
BIOL 101	5	A	20
ENGL 101	3	C	6
HIST 120	3	B	9
MATH 120	3	D	3
TOTAL	14		38

$$38 \text{ divided by } 14 = 2.7$$

GRADUATION REQUIREMENTS. A student must satisfactorily complete the required courses in a particular field of study in order to receive a degree or certificate.

GRANT. These are funds given to a student to help pay tuition or other educational costs. A grant does not reflect academic achievement, rather it is given for athletic accomplishments, contribution to the college, or because of financial need.

HOME SCHOOLING. Some students receive the equivalent of an elementary and secondary school education in their homes.

HONORS. This is the formal recognition of superior academic achievement.

HYBRID. Courses in which some portion of classroom instruction is replaced with online activities. These courses require classroom attendance on campus.

INSTITUTE FOR WORKFORCE INNOVATION
The MCC Institute for Workforce Innovation serves businesses and community organizations by offering consulting services, contract training, and short-term training for career certifications and job readiness.

INTERCOLLEGIATE ACTIVITIES. Individual MCC students or teams of students compete against other colleges. For instance, Longview participates in baseball, volleyball, and cross country; Maple Woods in baseball and softball; and Penn Valley in basketball.

INTERDISCIPLINARY COURSE. This is a course that covers material from two or more subjects or fields of study.

INTERNATIONAL RESIDENT. A foreign national who is in the United States on an approved student visa status.

INTRAMURAL ACTIVITIES. These are organized activities, such as sports, in which students attending the same college compete against one another.

INTERNSHIP. A student participates in on-the-job training on-site at a cooperating firm or organization. This experience is arranged and overseen by a college instructor.

KC REACHE. MCC belongs to KC REACHE, an alliance of Kansas City area colleges and universities. KC REACHE colleges provide awareness of distance learning degree programs and student services tailored for distance students. KC REACHE reciprocal agreements exist for library, career, and testing services. Visit www.kcreache.org to find out how you can take advantage of these, and other privileges.

LABORATORY HOURS. This is time set aside to do practical applications of theories presented in class.

LEARNING ASSISTANCE CENTER. Each of the colleges provides a center to help students succeed in their courses. This includes offering services such as diagnostic testing, tutoring and basic skills instruction in areas such as language, math and reading.

LEARNING COMMUNITIES. MCC linked or coordinated general education courses are called Learning Communities and are taught by a team of faculty members. The integration of disciplines within a Community helps focus your education, build motivation, and give added meaning to your college experience. What's more students are able to study and interact with a small group of peers. The Community will include lecture, small group work, and integrated reading and writing assignments. Note: A student may not withdraw from any course within a learning community.

LECTURE HOURS. Instructors orally present their course material and then discuss it with students.

MAJOR. This is the primary field of study—such as English, history or math—for a student pursuing a four-year degree.

MCC. This is the accepted acronym for the Metropolitan Community College District, which is comprised of MCC-Blue River, MCC-Longview, MCC-Maple Woods, MCC-Penn Valley, and MCC-Business & Technology. The District's legal name is the Junior College District of Metropolitan Kansas City, Missouri.

MINOR. This is a secondary field of study—such as English, history or math—for a student pursuing a four-year degree.

NONDISTRICT MISSOURI RESIDENT. This is a person who lives in Missouri but not within the boundaries of the Metropolitan Community College District, which includes the following school districts: Belton, Blue Springs, Center, Fort Osage, Grandview, Hickman Mills, Independence, Kansas City, Lee's Summit, North Kansas City, Park Hill and Raytown.

ONLINE COURSES. Online courses are accessible through the Internet using MCC's Blackboard learning system. Students will perform most, or all, of their course activities using a range of online tools, though some instructors do require a limited number of on-campus visits for testing or laboratory assignments. MCC grants admission and enrollment to students outside the state of Missouri through the National Council for State Authorization Reciprocity Agreements (NC-SARA). To learn more about member states please check www.mhec.org/sara.

OUT-OF-STATE RESIDENT. This is a person whose permanent resident is not in the state of Missouri.

PLACEMENT TEST. New students take this exam to determine what level of courses—in subjects such as reading, English and math—they should enroll in.

PORTAL. The launch page for all of your MCC Web-based applications, which includes Blackboard, Metrolink and a variety of other programs. This system requires users to enter only one user ID and password for all of their MCC related Web applications.

PRACTICUM. This is a course that covers practical applications of theories already studied.

PREREQUISITE. This is a course that must be completed with a minimum grade of C (or higher if indicated) before a student can begin a subsequent course. Prerequisites are indicated in the course description. All students must meet the prerequisite of any course in which they wish to enroll. In some cases, prerequisites are the previous course(s) in a sequence. In other cases, they may be a demonstration of a prerequisite skill. Students who believe that they have met prerequisites by their academic work at a college or university must provide evidence of meeting the prerequisite prior to enrolling in the course.

PROFESSIONAL EDUCATION. These are both credit and noncredit courses, seminars, workshops and other educational activities offered by MCC that traditionally target adults.

PROGRAM OF STUDY. This is a series of required and elective courses that lead to a degree or certificate.

READING CENTER. This center provides courses, a walk-in lab, work analysis and individual help for reading comprehension, rate and vocabulary. Appointments with professional staff members for reading and study skills improvement are also available. Contact each campus for information about individual evaluations and diagnostic services.

RECOMMENDED ELECTIVES. A student may take any 100 level course or above to satisfy the elective requirements for the AA. Courses designated with * could be used to fulfill the general education requirements, or elective requirements, but the same course cannot be used to fulfill both. Recommended electives are lists of suggested courses designed to help students gain expertise in a specific area of study while pursuing the AA. These courses are not guaranteed to transfer. Students should consult with advisors at MCC and the receiving institutions.

REGULAR STUDENT EMPLOYMENT. Allows students enrolled at MCC to work on campus. Positions are available on an as needed basis according to the hiring department.

RESIDENT STATUS. To determine tuition payments, students are grouped according to where their permanent residences are located. This procedure is established by the Missouri Coordinating Board for Higher Education.

REGISTRATION. During this process students select courses, choose sections by day and hour, enroll in classes and pay tuition.

SATISFACTORY ACADEMIC PROGRESS. Students must maintain a certain grade point average and progress toward degree or certificate completion in order to continue enrollment.

All Federal financial aid recipients and some other scholarship recipients must meet specific standards for satisfactory academic progress. Students are advised to become familiar with the requirements of their scholarships and to seek assistance from the campus financial aid office or to refer to the Financial Aid Handbook at www.mcckc.edu.

SCHOLARSHIP. In recognition of academic achievement, students receive money to help them pay tuition or other costs of education.

SCHOLARSHIP POINTS. These are values assigned to letter grades for the purpose of computing a student's grade point average. (See Grade Point Average.)

SECTION. This is an individual class that meets at a particular time and is led by a specific instructor.

SEMESTER. This is a 16-week division of the academic year. The first or fall semester begins in August and ends in December, while the second or spring semester begins in January and ends in May.

SEMINAR. Although an instructor leads this class, students are deeply involved through discussion and research.

SERVICE LEARNING. Program which allows students to earn academic credit in selected courses in exchange for meaningful and productive community service.

STANDARD OF STUDENT CONDUCT. This is a code of behavior required of students enrolled at MCC. See page ##.

STUDENT LOAD. This is the number of courses or credit hours a student enrolls in during a semester or term. Although a full load is 12 hours, a student who wants to complete a degree in four semesters must register for 15 to 16 hours per term. To enroll in more than 18 hours, a student must get special permission.

STUDIO HOURS. A student enrolled in courses such as art or music spends time practicing the theories taught in classes.

TERM. This is how the academic year is divided. There are three terms: two 16-week semesters in the fall and spring and one eight-week summer session.

TRANSCRIPT. This is a copy of a student's academic record listing courses taken, grades earned, and honors and degrees received. A student can request that copies bearing the District's seal be sent to educational institutions and other agencies. Transcripts given to students usually lack the official seal.

TRANSFER DEGREE PROGRAM. This is a series of required and elective courses that prepare students to continue their studies at a four-year college or university.

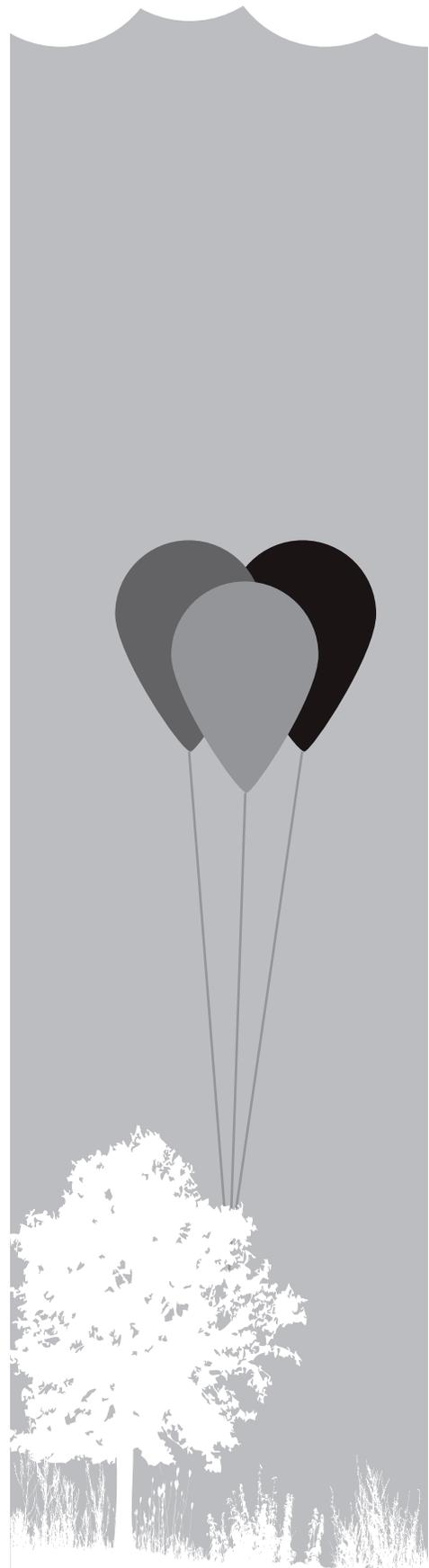
TRANSFER LIBRARY. The Missouri Coordinating Board for Higher Education has approved a new statewide "transfer course library" that will assist students with the transfer of selected courses for credit at public colleges and universities in the state. The library will make the transfer process easier for more students.

TUITION. This is the fee charged students for attending a college.

UNDERGRADUATE. This student is enrolled in a community college or in the first four years of a university program. In contrast, a graduate student has completed a bachelor's degree.

WORKSHOP. A relatively small group of people take part in a brief, intensive educational program that emphasizes problem-solving.

WORK-STUDY PROGRAM. This is a federal financial-aid program that allows students who need financial assistance to earn income by working on campus or for an approved off-campus agency. Whenever possible, students' work assignments are related to what they're studying.



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