Ozarks Technical Community College

2011-2012 Catalog

1001 East Chestnut Expressway, Springfield, Missouri 65802
(417) 447-7500 • www.otc.edu

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

Message from the President

Welcome to Ozarks Technical Community College.

Since opening its doors in 1991, Ozarks Technical Community College has been an integral part of the success of thousands of our citizens. Twenty years later, our institution continues to play an important role in our community. Whether through technical education, academic instruction, workforce development opportunities, community enrichment or other programs and services, we are constantly working to meet the needs of our neighbors.

We are continuing to grow our Allied Health programs and our Center for Workforce Development, providing well-qualified workers for local industries. Additionally, with new academic agreements designed to allow our graduates to complete their bachelor's degree online, we are making it easier than ever for our students to continue their education, and to be fully prepared for today's competitive job market.

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

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

Sincerely,

Hal L. Higdon

Hal L. Higdon, Ph.D.
President

Administration

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Associate Vice President for Student Affairs
Mrs. Joan Barrett

Executive Director Center for Workforce Development & Community Enrichment Center
Ms. Dawn Busick

Board of Trustees

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

Bottom Row: Jeff Layman, Member; Jackie McKinsey, Secretary; Don Clinkenbeard, Treasurer

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

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Accreditation

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

Programs in the the College are also recognized and/or accredited by:

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

College History

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

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

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

OTC's potential to meet the job training needs of the area became apparent. New programs were developed and existing programs continually revised with guidance and input from the members of the 41 programs advisory committees, who are citizens and business and industry leaders. Since 1991, more than 200,000 citizens of southwest Missouri have taken advantage of one or more of the college's educational services.

Enrollment grew at an annual compound rate of 13.3% between 1991 and 2009. Not only did enrollment soar, but quality education continues to prevail. In February 2001, OTC was given a ten-year reaccreditation from the North Central Association.

With this growth rate the campus expanded to accommodate the demand for facilities. The Technical Education Center opened in the summer of 1997, the Information Commons in the summer of 1998, the Information Commons East in the summer of 1999, and the Industry and Transportation Technology Center in 2000. Renovation of historic Lincoln Hall was completed in 2001, after the building was placed on the National Register of Historic Places in May 2000. A plaque recognizing the building's placement on the National Register, honoring it as the first Julius Rosenwald School in Missouri was unveiled in August 2004. The Information Commons West opened in 2002. The newly renovated Graff Hall reopened in the fall of 2003. The pedestrian mall was funded by a state grant and the fountain was made possible by a gift from John Q. Hammons.

The first classes were held at the Richwood Valley campus in the spring 2007 semester. Named for the historic area where the campus now stands, Richwood Valley is located on Highway 14 between the cities of Ozark and Nixa.

The College's growth continued in the fall of 2007, when its fine arts programs moved to the third floor of the Jim D. Morris Building, in the Gillioz Theatre complex in downtown Springfield. Later that fall, the Center for Workforce Development expanded into a new location just west of the Springfield campus. In 2008, the Waynesville Education Center moved to a new 10,300 sq.-ft. facility in the Townfield Plaza Center, and OTC assumed the operation of the Licensed Practical Nursing program at Gibson Technical Center in Reeds Spring.

The College Today

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

- Adult Education and Literacy is available to adults working toward the General Education Diploma (GED) in a variety of locations throughout the Ozarks.
- Non-credit personal and professional enrichment courses are offered at local high schools and community centers throughout the Ozarks.
- Specific training can be custom designed for business and industry at the work site.
- English as a Second Language classes are available throughout the year.

OTC's comprehensive mission, focus on job-skill training, and college transfer preparation have made it a vital part of one of the fastest growing areas in the state of Missouri. During the 2009-2010 academic year, the college served approximately 27,000 citizens with over 17,000 enrolled in college credit classes. OTC looks to a promising and productive future as faculty, staff, and community members work together to provide the best possible educational value for all residents of the Ozarks.

Springfield Campus

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

- The Norman K. Myers Technical Education Center houses classrooms, electronic media labs and science labs.
- The Information Commons houses the College's business office, administrative offices and the library.
- The Information Commons East provides more classrooms, faculty and administrative offices, and the OTC Career Center office.
- The Information Commons West houses the culinary arts and hospitality programs, student services facilities, and Cafe 101.
- The Industry Transportation and Technology Center provides the latest technology and laboratory facilities for many of the technical degree programs.
- The Allied Health programs are located in historic Lincoln Hall along with additional technical program labs.
- Graff Hall houses the Networking and Computer Services Department, Information Technology, Fire Science, and Business/Marketing programs and computer labs, along with the Adult Education and Literacy programs.
- The Community Enrichment Center is located at 800 E. Central St., Springfield, MO.
- The Center for Workforce Development is located at 614 N. Washington Ave., Springfield, MO.
- The campus also offers a pre-school in the Lewis Family Early Childhood Education Center located at 936 N. Hampton, Springfield, MO.

Richwood Valley Campus

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

- The Life Science Technology Center houses a variety of general education classrooms, computer and science labs, and faculty offices.
- The campus offers several associate degree or transfer degree options, as well as the Medical Lab Technology and Physical Therapist Assistant programs. Non-credit offerings include AEL and GED programs.
- As a result of collaborative partnerships with area universities, students can also obtain bachelor degrees from Drury University in Organizational Studies, Elementary Education, or Criminal Justice through evening classes at the Richwood Valley campus.
- Student amenities include a full-service student services facility, a library, an academic support center, and a student café. A spectacular student atrium is the centerpiece of the building.
- Facilities available to the community include meeting rooms, a FEMA tornado shelter, and a 1.5 mile walking trail.

Education Centers

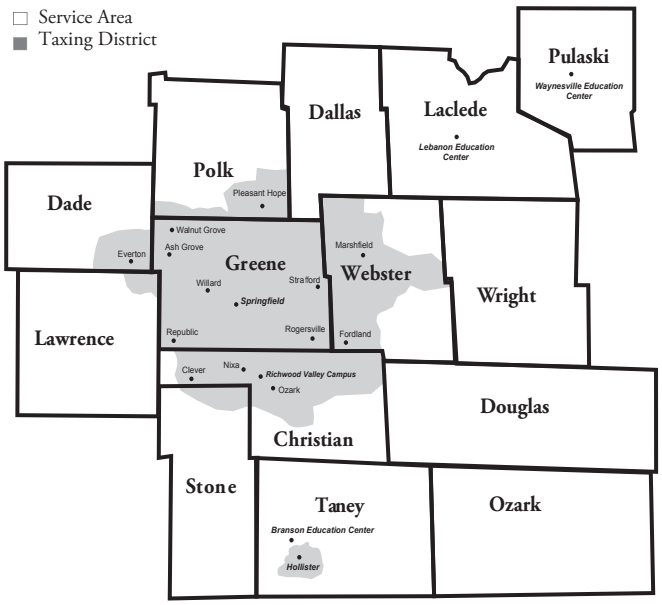
Students have the option of meeting many of their educational needs by attending one of the OTC Education Centers in Branson, Lebanon, and Waynesville. These centers offer a wide range of general, technical, and select workforce development and community enrichment courses.

- The Branson Education Center is located at The Shoppes at Branson Meadows located at 4440 Gretna Road, (417) 336-6239. The Branson Education Center also offers the Adult Education and Literacy program.
- The Lebanon Education Center has relocated to new facilities due to the generosity of Reuben and Mary Lou Casey. These two state-of-the-art buildings are located on MM Highway off of I-44 at 22360 Highway MM, (417) 447-8932 or (417) 532-5044.
- The Waynesville Education Center is located in the Town Field Plaza Center, Suite U, 320 Ichord Ave., (573) 774-5061.

College District

The Ozarks Technical Community College district encompasses the fifteen school districts shown below.

- Ash Grove R-IV
- Clever R-V
- Everton R-III
- Fordland R-VII
- Hollister R-V
- Logan-Rogersville R-VIII
- Marshfield R-I
- Nixa R-II
- Ozark R-VI
- Pleasant Hope R-VI
- Republic R-III
- Springfield R-XII
- Strafford R-VI
- Walnut Grove R-V
- Willard R-II



Mission

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

Vision

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

Core Values

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

Purpose

OTC fulfills its Mission through the following programs and services:

- Technical Education Programs - Provide certificate, associate degree and shorter programs which enable students to pursue a career or advance their education.
- General Education - Provide courses which lead to accomplishment of Certificates, A.A.S. and A.A. degrees.
- Developmental Education - Provide courses which develop basic skills in areas such as adult literacy, mathematics and study skills.
- Center for Workforce Development - Provide training to address specific needs of business and industry and further economic development in the region.
- Community Enrichment - Provide a variety of non-credit courses and lifelong learning opportunities, which are responsive to the needs of the region.
- Student Services - Provide services to assist students in fulfilling their educational goals: including orientation, assessment, advisement, financial aid, personal and career counseling, career employment opportunities, accommodation services for students with disabilities, and a learning resources center.

Adopted: November 1, 1990. Revised: August 11, 2008.

Philosophy of Education

Ozarks Technical Community College's general education philosophy reflects the belief in a core of learning experiences common to first- and second-year college students. The core curriculum provides an established body of knowledge that allows students to become productive, contributing, informed members of society.

The College is responsible for helping students gain an understanding of themselves, their global community, and the physical universe. The College provides an environment where students can learn effective communication and critical thinking skills while developing the foundation necessary to become life-long learners.

The College's mission recognizes its obligation to provide learning experiences that are specialized in order to meet the needs of the community. The career and technical programs are complemented by the established body of knowledge in the core curriculum necessary in the workplace, the community, and in life.

Assessment

Consistent with the Ozarks Technical Community College mission and purpose of promoting student learning through accessible high quality, affordable workforce training and technical and general education that is responsive to the needs of the community and its diverse constituencies, the College has implemented on-going assessment activities that provide the feedback needed to plan, improve quality, and allocate necessary resources to the various programs and services the college offers. This process begins at the course level or service level and is utilized to evaluate institutional effectiveness and determine how well the College is supporting its mission. The systematic and continuous process of assessment monitors learning and services over time to determine if the institution's goals are met and the areas that need improvement are identified. The process involves the use of a variety of measurement tools that have been selected or created based on the College's mission and specific learning outcomes. The purpose of the assessment process at Ozarks Technical Community College is to provide the feedback and data needed to do the following:

- Improve student learning and teaching effectiveness,
- Improve and revise curriculum,
- Improve the quality of programs and the process of program planning,
- Allocate necessary resources needed for effective planning and budgeting,
- Effectively assist students in making course and career selections, and
- Demonstrate accountability to internal and external constituencies.

The assessment process at the College is designed to support the mission through the process of measuring and evaluating institution, division, program, department, and course effectiveness. Assessment at these various levels allows the College to capitalize on strengths, identify areas where opportunities for enhancement exist, and implement changes and improvements in order to maximize student academic achievement, personal development, and the quality of the academic programs and services offered by the College.

Ozarks Technical Community College accepts as its institutional responsibility the necessity to demonstrate that students are learning and are meeting the goals and expectations set forth at the course, program or department, division, and institutional level. The data generated through campus-wide assessment processes then becomes the basis for collaborative decision making at many levels within the institution. Providing evidence to all stakeholders that students are successfully achieving the academic goals that have been established is an important component of the assessment process.

College-Wide Policies

Non-Discrimination Statement

Ozarks Technical Community College prohibits discrimination and harassment and provides equal opportunities in its admissions, educational programs, activities, and employment regardless of race, color, religion, gender, national origin, age, marital status, sexual orientation, political affiliation, veteran status, and disabilities that include HIV and AIDS, and medical conditions. Bona fide occupational qualifications will be allowed in those instances where age, gender, or physical requirements apply to the appropriate and efficient administration of the position.

Any person having inquiries concerning Ozarks Technical Community College compliance with the regulations implementing Title VI and Title IX is directed to contact:

For Employment Inquiries:

College Director of Human Resources
1001 E. Chestnut Expressway
Springfield, Missouri 65802
(417) 447-2631

For Student Inquiries:

Assistant Dean of Disability Support Services
1001 E. Chestnut Expressway
Springfield, Missouri 65802
(417) 447-8188

Drug-Free Policy

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

Tobacco-Free Policy

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

The Tobacco-Free Campus policy prohibits use of all forms of tobacco on any OTC property including all buildings, grounds, sidewalks and streets within the campus property. Smoking has always been prohibited inside OTC buildings. The policy will be enforced with respect for students, faculty, staff, and visitors.

For more information regarding the Tobacco-Free Campus policy you may visit the OTC web site. Thank you for your cooperation in helping to make our campus cleaner and our lives healthier!

Inclement Weather Policy

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

Emergency Plan

The college has posted emergency plans throughout its facilities and also on the OTC website, www.otc.edu. Further information concerning emergency plans and procedures is included in the Student Handbook section of this publication.

Academic Integrity

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

Student Rights/Responsibilities

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

Sexual Harassment of Students

Sexual Harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. Examples of sexual harassment include requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any employee or student when:

1. Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or creating an intimidating, hostile, or offensive environment.

Offended individuals should report the harassment to the Sexual Harassment Officers, Ramona George, Director of Adult Education and Literacy at (417) 447-8861, e-mail georger@otc.edu or Jeff Jochems, Assistant Vice President, Administrative Services at (417) 447-4854, e-mail jochemsj@otc.edu.

Enrollment Services

Admissions Policy

Ozarks Technical Community College (OTC) has an open admissions policy in keeping with its open door, full-service community college philosophy. While admission to the College is not based on minimum academic qualifications, particular programs have required standards for admission.

Individuals are eligible for admission to OTC if they are high school graduates or the equivalent (GED), or they are sixteen years of age or older and able to benefit from a program at the College.

Assessment of skill level is mandatory for all new students to OTC. Placement testing may be required as part of that assessment. Student must demonstrate necessary skills in reading, writing and mathematics before registering for classes that require proficiency in these skills. This may be accomplished in one of the following ways:

- Take the COMPASS placement exam at OTC, free of charge.
- Submit current (no more than two years old) ACT scores.
- Present evidence of math and/or English credit earned at another accredited college.

To determine if placement tests are required, contact Student Services for information on the placement testing policy. Students should take placement tests prior to the beginning of the term in which they plan to start classes. An Application for Admission should be on file before taking the tests. Students with learning or physical disabilities may request accommodation when making plans to take the placement tests.

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

Before registering for courses, students must be admitted to the College. Students may apply for admission at any time during the year and applications and credentials may be submitted as early as one year in advance of the first semester of enrollment. Applicants should contact Student Services, (417) 447-6900, for specific information.

Selective Admissions Programs

Standards of admission have been established for certain programs and courses to make sure students have the necessary aptitude and background for success. Students applying for a program with selective admissions criteria (Dental Assisting, Dental Hygiene, EMT–Basic, Intermediate or Paramedic, Medical Laboratory Technician, Practical and Registered Nursing, Respiratory Therapy, Physical Therapist Assistant, Surgical Technology, Hearing Instrument Science and Occupational Therapy Assistant, for example) may be required to take additional tests for admissions purposes and/or meet certain requirements to continue in the program. Contact the department or an academic advisor in Student Services for program specific information.

Admissions Categories

First Time Freshman

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

College Transfer

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

Readmitting Students

Former OTC students who have not attended for a semester or more may re-activate their file by completing a new Application for Admission. It is also necessary that transcripts of all college work not currently on file with OTC be sent to the Admissions Office.

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

OTC reserves the right to refuse readmission to a former student who has unsettled financial obligations with the College.

Early Start Students

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

Visiting Students/Concurrent College Enrollment

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

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

The following items are required for international student admission:

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

For complete details and instructions, please refer to the International Student webpage: www.otc.edu/internationalstudent.php, or contact the International Program Office at (417) 447-6941.

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

Home School/High Schools Not Accredited by the Higher Learning Commission
Home schooled, non-accredited or correspondence high school students shall be admitted to OTC upon meeting the following criteria:

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

OTC Career Center Enrollment
Admission and enrollment at the OTC Career Center is a selective and competitive process for eligible high school juniors and seniors who reside in the OTC district (plus Bolivar, Fair Grove, Marion C. Early and Sparta). Students who would like to be considered for admission are encouraged to see their high school counselor to review specific criteria. It is necessary for a student to have one-half of the units required for high school graduation at the time fall classes begin (or request a waiver for exception), or have eighteen units of credit in their senior year. It is recommended the student maintain a 90% daily attendance rate during the current school year and possess a cumulative 2.50 grade point average. Students must have successfully completed at least one mainstreamed class in math, science, social studies, and English at their high school. OTC's Disability Support Services provide support to students with disabilities to ensure equal access to college programs and services. The OTC Career Center application requires a high school counselor's and parent or guardian's signature of approval. Included with the application are copies of the student's educational record, including grades, attendance, and when applicable, the IEP and 504 Plan. A career assessment and personal interview may be requested by the Career Center. The Career Center office is located on the first floor of the Information Commons East, Suite 129. For more information, call (417) 447-8125.

ADMISSION ASSESSMENT

OTC placement of entering students is based on writing, reading and mathematics skills as evaluated by the COMPASS or ACT tests. These tests may not be required for those who have already completed courses equivalent to OTC's mathematics and English requirements. Students must provide proof of completion of appropriate prerequisites for enrollment into courses requiring such prerequisites.

CONFIDENTIALITY OF STUDENT RECORDS

The College complies with the Family Educational Rights and Privacy Act (FERPA) which affords you certain rights with respect to your education records. Please read below and address question to the Registrar's Office.

The Family Educational Rights and Privacy Act of 1974 (FERPA) was enacted to protect student privacy and to provide for the right to inspect and review education records. In compliance with FERPA and with Board Policy 4.02, Ozarks Technical Community College has established the following with respect to students' education records:

1. Students are guaranteed the right to inspect and review their education records, and the right to request amendment of records they believe to be inaccurate or misleading. OTC also guarantees that a student's written consent will be obtained prior to releasing personally identifiable information from education records, other than basic directory information.
2. Basic directory information is not required by law to be restricted; however, the college does not release this information except for evidently valid reasons. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, (1) student's name; (2) local address; (3) major field of study; (4) academic classification (freshman, sophomore and enrollment status-part-time or full-time); (5) participation in recognized activities, including photographs of sponsored activities; (6) dates of attendance (including matriculation and withdrawal dates); (7) degrees, certificates and awards received, including academic honors. Departmental honors and membership in honor societies; and (8) inclusion of an individual in a group photo. Further, OTC may release lists of students who qualify for academic honors, as well as lists of graduates to newspapers which cover the permanent address of record.
3. Any student who wishes to restrict the release of his/her directory information must file written notification to this effect with the Office of the Registrar during the first two weeks of any semester or term.
4. Certain exceptions to this policy exist when the disclosure of information from an education record is to school officials with legitimate educational interest, to other schools to which a student is transferring, to specified officials for audit or evaluation purposes, to appropriate parties in connection with financial aid to a student, to organizations conducting certain studies for or on behalf of the school, to accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate officials in cases of health and safety emergencies, or in other circumstances allowed by FERPA.
5. Upon written request to the college registrar, students may inspect information in their education record and will be given the opportunity to request amendment of any records they consider inaccurate or misleading. If necessary, college regulations and procedures provide for a hearing process.
6. Students have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C., 20202-5920 which handles FERPA complaints. For additional information contact the Registrar's office, registrar@otc.edu, or (417) 447-6915.

RESIDENCY CLASSIFICATION FOR STUDENTS

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

EVALUATION OF TRANSFER CREDIT

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

AUDITING A COURSE

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

CHANGE OF SCHEDULE

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

WITHDRAWAL FROM ALL CLASSES

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

TRANSCRIPT SERVICES

Official transcripts of grades and credits earned at OTC are issued by the Registrar's Office. Requests for academic transcripts may be made at any OTC location. The mailing address is Office of the Registrar, OTC, 1001 E. Chestnut Expressway, Springfield, MO 65802. The phone number is (417) 447-6900.

Transcripts may be requested in person or by writing directly to the Registrar's Office. Written requests should include semester and last year of attendance, name under which you were enrolled, and student identification number or Social Security number. Also include the complete address of where the transcript is to be mailed. Information on requesting transcripts and a copy of the transcript request form can be found on the Registration and Records page of our web site.

DEGREE AUDITS

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

TUITION

Cr. Hrs.	In-District	Out-of-District	Out-of-State
18	$1,584.00	$2,187.00	$2,862.00
17	$1,496.00	$2,065.50	$2,703.00
16	$1,408.00	$1,944.00	$2,544.00
15	$1,320.00	$1,822.50	$2,385.00
14	$1,232.00	$1,701.00	$2,226.00
13	$1,144.00	$1,579.50	$2,067.00
12	$1,056.00	$1,458.00	$1,908.00
11	$968.00	$1,336.50	$1,749.00
10	$880.00	$1,215.00	$1,590.00
9	$792.00	$1,093.50	$1,431.00
8	$704.00	$972.00	$1,272.00
7	$616.00	$850.50	$1,113.00
6	$528.00	$729.00	$954.00
5	$440.00	$607.50	$795.00
4	$352.00	$486.00	$636.00
3	$264.00	$364.50	$477.00
2	$176.00	$243.00	$318.00
1	$88.00	$121.50	$159.00

In-District tuition is $88 per credit hour
Out-of-District tuition is $121.50 per credit hour
Out-of-State tuition is $159 per credit hour

All tuition and fees are subject to change.

FEES

Student Fee (per credit hour)	$12.00
Student Technology Fee (per credit hour)	$5.00
Online Course Fee (per course)	$65.00
Infrastructure & Parking Fee – Fall/Spring	$45.00
Infrastructure & Parking Fee – Summer	$25.00
Late Registration	$35.00
Course Schedule Change (per transaction after classes begin)	$10.00
Allied Health Program Application	$15.00
International Student Application Fee	$50.00
International Student Fee (per credit hour)	$20.00
Deferred Payment Plan Fee	$35.00
NSF Returned Item Fee	$30.00
Graduation Fee	$30.00
Student I.D. Card Replacement Fee	$25.00

Laboratory Course Fees (per course fee)

Allied Health Laboratory Courses	$115.00
Art Laboratory Courses	$60.00
Ceramics Laboratory Courses	$100.00
Construction Technology Laboratory Courses	$75.00
Culinary Arts Laboratory Courses	$100.00
Electronics & Computer Repair Laboratory Courses	$75.00
Manufacturing Laboratory Courses	$75.00
Public Safety Laboratory Courses	$90.00
Science Laboratory Courses	$85.00
Technology Laboratory Courses	$60.00
Transportation Laboratory Courses	$60.00
Welding Laboratory Courses	$140.00

REFUND POLICY

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

Refunds for Withdrawal From All Classes

A student who withdraws (drops all classes) may be eligible for a refund. Semester refund schedules are posted at http://www.otc.edu/financialservices/finance-refunds-appeals.php

A student who receives federal financial aid may be required to repay some or all of the financial aid, if the student withdraws from all classes. Please check with the financial aid office for information.

Procedure:

The student must complete an official withdrawal form. The form is available in Student Services at all campus locations and regional education centers or online at http://www.otc.edu/registrar/1718.php. The student must submit the request for withdrawal by the appropriate published deadlines. These dates are available on the college's academic calendar. A withdrawal is not considered complete until it has been received and processed in Student Services.

Refunds for Schedule Changes (After First Day of Semester)

If a student-initiated schedule change reduces the total amount of tuition and lab fees, the student may be eligible for a refund. Semester refund schedules are posted at http://www.otc.edu/financialservices/finance-refunds-appeals.php

Dropping classes could result in a repayment obligation of federal financial aid. Please check with the financial aid office for information.

Procedure:

The student must process an official Change of Schedule Form, found in Student Services or drop/add coursework using MyOTC. There is a $10 fee charged per each change of schedule. The student must make changes to schedules by the appropriate published deadlines. Switching sections or adding a course can only be completed during the first 3 days of classes for a fall/spring semester or summer term. Any exceptions to this procedure must be approved by the appropriate dean.

FEE APPEALS

Students shall have the opportunity to seek an appeal, in writing, contesting or petitioning any outstanding balance due to OTC. Petition For Fee Appeal form is available at Cashier Services, 2nd floor, Information Commons building. Once an appeal has been submitted, the Coordinator of Cashier Services will review the appeal situation and the documentation provided. Students will receive a written response within 5 days of submitting an appeal. Any individual who fails to appeal, in writing, within the thirty-day timeframe, by default waives all rights to appeal.

Procedure:

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

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

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

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

a. Written documentation of an illness, accident, injury, or situation which could not be influenced, planned for, or prevented by the student and which subsequently caused a change in the class schedule, thus changing the assessment. This provision specifically excludes conditions or chronic illnesses that remain static and are known to the student at the time of registration. (This applies for student or immediate family only. Immediate family includes: spouse, children, parent, step-parent, grandparent, and step-grandparent.)

b. Written documentation of substantiated circumstances involving deadlines where a student has in good faith relied on information provided by a named college official, or the official's interpretations of the text of a college document or publication, and was consequently misled or mistaken about its terms.

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

FINANCIAL AID

What is Financial Aid?

Student financial aid is money received from an outside source to assist the student in paying for the costs of higher education. Financial aid is available from the state and federal governments, the OTC Foundation, and private organizations.

Staff members at each OTC location are available to provide information and assistance with financial aid programs.

Please begin the financial aid application process by applying online at www.fafsa.gov. The Free Application for Federal Student Aid (FAFSA) is processed by the Department of Education and is the first step to determining your eligibility. You must list Ozarks Technical Community College on the FAFSA in order for us to receive your results. The school code for Ozarks Technical Community College is 030830.

Students with the appropriate aid-eligible FAFSA results may use this information to defer the costs of tuition, fees and books at OTC. Tuition, fees and books not fully covered by financial aid must be paid prior to the published deferred payment deadline. Financial aid refunds for students who have financial aid in excess of tuition, fees and books will receive this refund according to a published schedule each term. More information on the financial aid programs is available on the Financial Aid section of the Ozarks Technical Community College web site.

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

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

Satisfactory Academic Progress

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

Length of Time/Maximum Timeframe

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

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

In addition, students whose cumulative attempted hours exceed the maximum time frame or have graduated with a certificate/associates/ or bachelor's degree will be denied financial aid benefits.

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

Grade Point Average (GPA)

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

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

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

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

(FINANCIAL AID CONTINUED)

Financial Aid Probation

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

Financial Aid Suspension

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

Financial Aid Appeals Process

Students who have lost eligibility for financial aid due to financial aid suspension or being over the maximum timeframe may complete an appeal for review. The appeal request is to be completed via the online appeal form sent to the student's OTC email account from the Financial Aid Office. In addition to the online appeal form, the student is required to complete an E-Advisor session via the student's MyOTC account. The E-Advisor plan allows the college to understand the student's degree goals and course plans while attending college and receiving student aid.

Students who are not eligible for Federal Student Aid due to lack of Selective Service registration, may file an appeal for review. However, since Selective Service Registration is a requirement of Federal Law, the college has very little latitude in which to make an exception. A student who has failed to register with Selective Service and wishes to file an appeal may do so, in writing. The appeal must be complete and include a cover letter thoroughly explaining why the failure to register was not knowing and willful. Documentation to substantiate the written statement must also be included with the appeal.

Appeals are reviewed with a response delivered to the student via their OTC email account within three weeks from the date the college acknowledges receipt of the appeal.

Ability to Benefit

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

Scholarships/Grants-In-Aid

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

Federal Work Study Program

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

Funding for Non-Credit Education

For those students who have experienced a job loss, there may be job training program funds available. OTC's Center for Workforce Development and the Continuing Education department offer several job readiness programs that qualify for these training funded programs. Contact your local Missouri Career Center to determine eligibility for a variety of program funds on a case-by-case basis.

Financial Aid Refund Policy (Return of Title IV Funds)

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

Refunds to all Title IV recipients (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Stafford Loans) who withdraw during an enrollment period for which they have been charged will be identified and processed to comply with federal regulations.

If a student withdraws (or stops attending classes) from the college at any time during the semester, the student may be required to repay a portion of the grant aid received. The amount of repayment due is calculated based on the student's withdrawal date. Repayments from students shall be returned to the programs from which the student received funds, as specified by the Department of Education.

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

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

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

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

Additional information and examples are available in the Financial Aid Office located in Information Commons West.

A+ Schools Program

With funds made available through the Missouri A+ School Program, qualified graduates of participating high schools are eligible for scholarship grants to Ozarks Technical Community College. Students must fulfill A+ Program requirements at their high schools before applying for grants. Students should contact high school counselors for eligibility requirements. Details regarding OTC's A+ Program processes and procedures may be found in the Financial Aid area of the OTC website.

VIP Tuition Waiver

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

Department of Veterans Affairs

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

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

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

COUNSELING SERVICES

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

- Assessment, exploration, and researching services for those with career and college major decision-making needs
- Individual and group mental-health counseling
- Referrals to community resources
- Educational programs both on and off campus
- Crisis intervention services
- Campus-wide outreach events
- Web-based self-help resources and community referral suggestions

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

OTC CARES

OTC Cares is a set of resources that have been established to protect the health and safety of our community at OTC. Maintaining a safe environment allows students to focus on their education and get the most out of their time at the College.

OTC's Behavioral Intervention Team (BIT) coordinates OTC Cares to address the needs of students who are experiencing significant behavioral disturbances. All members of our campus community are asked to report student behaviors of concern using OTC's online Student Concern/Incident Report so that the BIT can effectively and proactively reach out to students in distress. This online incident report form along with detailed information concerning how and what to report can be accessed at www.otc.edu/otccares. A member of the BIT can also be reached via phone at (417) 447-6697.

BREAKING TRADITIONS

The Breaking Traditions program is operated under the umbrella of the Missouri Center for Career Education (MCCE) and is overseen by a regional Career Education Coordinator (CEC). The Breaking Traditions program focuses on students who are considering or pursuing careers that are non-traditional for their gender, and provides information and expertise in the areas of career awareness, exploration, and planning. Breaking Traditions offers several support services for both secondary and post-secondary students, including specialized workshops and financial assistance to students who are enrolled in one of OTC's career/technical programs. This program provides financial assistance for students who are displaced homemakers and/or single parents. The Career Education Coordinator/Breaking Traditions office is located in Information Commons East, Suite 116J, and can be reached at (417) 447-6970.

CAREER EMPLOYMENT SERVICES

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

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

DISABILITY SUPPORT SERVICES (DSS)

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

TESTING SERVICES

Testing Services offers proctoring services for the convenience of OTC students and instructors needing to schedule make-up exams or proctored exams for online courses. For further information, contact Testing Services on the Springfield Campus by e-mailing testingservices@otc.edu or on the Richwood Valley Campus by calling (417) 447-7770.

SPECKMAN TUTORING AND LEARNING CENTER (TLC)

The Speckman Tutoring & Learning Center (TLC), located on the second floor of the Information Commons East (ICE 212) on the Springfield Campus, and the Academic Support Center (ASC) located in Room 206 on the Richwood Valley Campus, provide tutoring on a "walk-in" basis for math and on a more limited basis for selected other subjects. Students should contact either center or visit the OTC website regarding specific subject areas and times available at the two campuses and for the education centers at Lebanon, Waynesville and Branson. The tutoring centers also house computer labs to support students needing assistance using ACCESS OTC, Blackboard, Microsoft Office or other software to complete academic tasks. The TLC and the ASC provide instruction and assistance to students needing to improve the basic academic skills required to succeed in college and the workplace. Specialists in the areas of reading, writing, and mathematics work with students who enroll in self-paced and seated TLC courses on either campus. TLC instructors present hour-long workshops, called College Success Seminars, for full classes or for small groups as requested. These seminars are offered on a variety of topics such as test anxiety, procrastination, proofreading, and study strategies to support college success. To request a seminar, please contact the appropriate center at least one week in advance. College Success Seminars are also available on DVDs in the centers and for check-out from the Learning Resource Centers for individual student use on each campus and at the education centers at Lebanon, Waynesville and Branson. The TLC on the Springfield Campus offers evening and weekend hours, as posted, when classes are in session. For further information, contact the Speckman Tutoring & Learning Center at (417) 447-8164 or the Richwood Valley Campus Academic Support Center at (417) 447-7760 or visit www.otc.edu/tutoring.

LEARNING RESOURCES CENTER (LRC)

The Learning Resource Centers (LRC/Library), located on the Springfield Campus on the first floor of the Information Commons and also adjacent to the Atrium on the second floor of the Richwood Valley Campus, provide traditional library services, along with access to the latest information technologies. Special emphasis is placed on providing electronic access to information whenever possible. The primary goals of both LRCs are to support all OTC certificate and degree programs at all campuses and extension centers, to help students acquire the information-finding skills that are of increasing importance in the workplace, and to enhance and complement other information resources in the state. Resources in the LRC include collections of books and videos; subscriptions to newspapers, magazines, and journals; and an automated catalog and circulation system, which is currently part of a statewide consortium of academic libraries. Access is provided to on-line full-text periodical and newspaper databases, and resources on the Internet and World Wide Web via public-access workstations. Services include reference and research assistance; bibliographic and online searching instruction; interlibrary loan; media viewing and listening stations; fax and copy machines; distribution of instructor reserves, interactive class orientations via the internet and "embedding" a librarian in course Blackboard sites. OTC maintains cooperative and reciprocal library agreements with other colleges and universities in the Springfield area, and is also a part of the MOBIUS Consortium that allows students and instructors direct access to the book collections of over 60 Missouri academic libraries, including the libraries of the University of Missouri system. Delivery of books requested through MOBIUS to the Springfield Campus is usually within one to three days. There is a daily delivery service (M-F) from the Springfield Campus to the Richwood Valley Campus. Each LRC has evening and weekend hours, as posted, when classes are in session. For further information, contact the Learning Resources Center on the Springfield Campus at (417) 447-8185 or on the Richwood Valley Campus at (417) 447-7750.

CAROL JONES WRITING CENTER

The Carol Jones Writing Center is a free, friendly service provided to all OTC students. Our staff of student peer tutors will assist you with any aspect of any writing assignment for any course. Whether you are selecting a topic, pre-writing, organizing, composing the draft, revising, editing, or documenting your sources, we can help.

The Writing Center is located on the second floor of Information Commons 200, directly above the LRC. Hours are Monday through Thursday 9:30-7:30 and Friday 9:30-2:30. Walk-ins are welcome, but we encourage calling ahead for an appointment in order to be sure someone will be available for you. For more information or to schedule an appointment, call (417) 447-8235.

SPEECH COMMUNICATION CENTER

The Speech Communication Center is dedicated to providing free student/community support through quality tutoring and mentoring in the areas of Public Speaking and the Communication discipline. Students from all disciplines may benefit from services provided by OTC's Speech Communication Center. The following free services are provided:

1. Help with speech anxiety and communication apprehension.
2. Guidance regarding topic selection, organization, research, development, outlining, and speech delivery for oral presentations in any course.
3. Speech rehearsal and speech taping for online or seated classes.
4. Personal tutoring for any Communication course.

The Speech Communication Center is located in IC 200. Walk-ins are welcome, but appointments are encouraged. For more information, operating hours, or to schedule an appointment call (417) 447-8982 or e-mail speechcenter@otc.edu.

Academic Information

Academic Advisement

New students will be assisted by advisors and other Student Services staff in making career decisions, selecting courses, and accessing appropriate support services. Currently enrolled students will then be assigned an academic advisor who will assist in future career and course selection decisions. Certain students, including those on academic probation and those who place into two or more developmental courses, will be required to meet with their assigned advisor before registering the subsequent semester. All degree seeking students will be required to file a Program Completion Plan, approved by their assigned advisor, before registering for their second semester. Academic Advisement can be reached by calling (417) 447-6900 on online at www.otc.edu/currentstudents/advising,php.

Preparatory/Developmental Courses

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

Prerequisite Concerns

If a student has questions or concerns regarding prerequisite courses, he/she should see the appropriate department chair or division dean. A course waiver form may be appropriate.

Dual Credit

High school students can simultaneously earn college credit in general education courses that are taught at the participating high school by an instructor with a masters and 18 hours in the core discipline. Dual Credit helps students transition into college-level demands while still having the support of their high school instructors. High school juniors and seniors must have a 3.0 GPA or higher to participate in a Dual Credit course and must meet the same prerequisite or testing requirements as a student taking the course on the OTC campus. For more information, please call (417) 447-8212.

Tech Prep

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

OTC Career Center

Enrollment through the OTC Career Center is an excellent way for eligible high school juniors and seniors who reside in the OTC district (plus Bolivar, Fair Grove, Marion C. Early and Sparta) to engage in career exploration, prepare for a community college or four-year university, and develop career and technical education skills needed in today's global economy and workforce. Students attend one-half day of classes, either mornings or afternoons, at their high school and then college level career and technical education courses on the OTC main campus. Each year of enrollment, students have the opportunity to earn high school and college credits simultaneously; on average, students may earn up to 32 hours of college credit when enrolled in an OTC technical program for two years through the Career Center. Tuition and transportation are provided by the student's high school and the college textbooks are loaned to the student by the Career Center. The Career Center office is located on the first floor of the Information Commons East, Suite 129. For more information, call (417) 447-8125.

Career Center Counseling and Assessment

Career Center Counseling and Assessment (CCCA) offers a wide range of counseling services to eligible high school juniors and seniors who reside in the OTC district (plus Bolivar, Fair Grove, Marion C. Early and Sparta). Support is provided to current and prospective Career Center students, sending school counselors and administration, and faculty and staff of the OTC Community. The CCCA staff offer personal and educational support and is committed to provide guidance in exploring career pathways, to promote career awareness, to increase access to higher education, and to increase workplace readiness. Additionally, staff provides crisis intervention. Career Center Counseling and Assessment is located on the first floor of the Information Commons East, Suite 116. For more information, call (417) 447-6983.

ADULT EDUCATION AND LITERACY (AEL)

(GED Preparation and English as a Second Language)

The Adult Education and Literacy (AEL) program at Ozarks Technical Community College provides specialized instruction to help students build or refresh the basic academic skills necessary for success in the workplace, developing English as a Second Language (ESL), success on the GED exam, or in preparation for post-secondary education. The free classes are available throughout Greene, Polk, Dallas, Lawrence, Christian, Stone, Taney, Webster and Wright counties in cooperation with local school districts and agencies. AEL is funded by OTC and Missouri Department of Elementary and Secondary Education. Call (417) 447-8860 for location and enrollment information.

CENTER FOR WORKFORCE DEVELOPMENT (CWD)

The Center for Workforce Development is an important economic development arm of OTC. The Center is focused on supporting and increasing the skills of southwest the Missouri's southwest region's skilled workforce by delivering industry-specific, accelerated job training programs. These programs meet the service area's business needs in order to maintain a stable economy.

The staff of the Center for Workforce Development works with local employers to design workforce training programs to meet specialized training needs. Program topics may include pre-employment training programs or customized incumbent worker training programs. Types of workforce job training programs available range from updating or developing new technical skills, computer training, team-building, basic supervision skills, manufacturing, safety, robotics, green construction, alternative energy, Transport Training Institute with CDL licensing, engine mechanical and executive leadership development. These job training programs can be provided at any location, job site, campus, or other public or private location. The length of training varies to meet the needs of the business or industry demand. The cost of these services may be offset by grant programs from the State of Missouri, available to qualifying businesses or students. Call today for information and assistance, (417) 447-8901.

COMMUNITY ENRICHMENT CENTER (NON-CREDIT)

The Community Enrichment Center (CEC) provides a wide range of noncredit professional development, career training and enrichment programs offered in short-course formats. Workshops, seminars and courses begin at various time intervals throughout each semester. Schedules describing course offerings are mailed twice annually to all postal patrons in the college's service regions with instructions on registration. The CEC webpage also includes schedule information as well as updates on locations, instructors and relevant topics. Many offerings are lifelong learning enrichment opportunities while others are job skills training and professional certificate programs. Courses are offered in a variety of locations, including the college campuses, education centers and area partners who host classes. The non-credit courses offered to the community may be tailored specifically for employees of businesses or other organizations. Seniors age 60 and older residing service areas may be able to register three days prior to the start date of designated classes and enjoy considerable discounts on many classes. For more information, call (417) 447-8888 or visit www.otc.edu/community.

OTC ONLINE

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

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

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

Online Courses

Section numbers distinguish between online and other kinds of courses. A "W" course section designates an online course (e.g., BUS-110-W01). Online courses are taught completely online, with the exception of one proctored exam. That means you can take an online course from anywhere and anytime. OTC Online courses are taught using the Blackboard Learning Management System, allowing you to complete coursework at locations across the U.S. and other countries at times that are convenient for your schedule.

Courses are available in the fall, spring, and summer semesters. Professional instructors set submission dates for coursework throughout the semester to keep students on track.

All online courses require at least one proctored assessment, which may be administered at any Ozarks Technical Community College (OTC) location or at an approved off-campus location that's convenient for you. Typical off-site proctoring locations include other college or university campuses, public libraries, K–12 schools, and government or military education offices. Any off-campus location must be pre-approved by the course instructor and OTC Online. For more information, contact OTC Online at (417) 447-8200 or online@otc.edu.

Hybrid Courses

Ozarks Technical Community College also offers courses that blend online learning with face-to-face instruction. These courses are called hybrid courses and are labeled with "H" section designations (e.g., DAS-120-H01). For a course to be considered a hybrid, at least 30% percent of the course content must be delivered via the Internet and the remainder at a designated College location. Face-to-face meeting dates, times, and locations for hybrid courses vary by instructor and are indicated on the course schedule.

Determining whether a hybrid course is right for you is important. If you feel you need some face-to-face interaction with your instructors and classmates, but do not have the desire to attend a traditional seated course, a hybrid course might be a good option. Other reasons you may choose hybrid courses include that these courses offer the best of both worlds and often meet the needs of people with family- or work-related obligations, transportation challenges, or curiosity about online courses.

Online Tutorial

A Blackboard tutorial video is available. Students should complete the tutorial prior to beginning an online or hybrid course. Access the tutorial at http://www.otc.edu/online/11039.php.

Requirements for Online and Hybrid Courses

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

- Have a personal computer with Internet access that meets the requirements outlined by OTC Online.
- Manage time and tasks wisely.
- Complete the online tutorial.
- Be able to access and navigate the Internet, send and receive e-mails with attachments, cut and paste text from documents, create and retrieve files, and download and install software from the Internet.
- Access the complete Online Course Computer Requirements at http://www.otc.edu/Documents_Online_Teaching_And_Learning/Online_Course_Computer_Requirements_10SP.pdf
- Prior to accessing online coursework, complete an Online Course Acknowledgement form at https://www.otc.edu/GEN/resources_priv/Academic_Affairs/OTC_Online/OTC_Online_Course_Requirements_Acknowledgement.pdf.

For more OTC Online information, visit www.online.otc.edu, e-mail online@otc.edu, or call (417) 447-8200.

COMPUTER USE EXPECTATIONS FOR SEATED COURSES

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

HONORS PROGRAM

The Honors Program provides academically exceptional students an opportunity to develop their full potential through the enhanced learning environment of a designated community of scholars. In addition, the goals of the Honors Program are to:

- Encourage critical and creative thinking through curriculum that requires analysis, interpretation, synthesis, and problem solving;
- Provide an enriched and innovative program of study to students who demonstrate a motivated and inquiring attitude toward education;
- Foster team building, collaboration, and leadership through the skillful use of communication;
- Promote responsible and challenging actions for the common good as an active, engaged citizen; and
- Build a network of academic and community resources.

Once students are admitted to the Honors Program, they are required to complete the introductory Honors Seminar course in addition to 12 hours of Honors Program coursework. They are also automatically a member of the Honors Student Council.

As this is a selective admissions program with limited enrollment per semester, please contact the Director of the Honors Program for more information concerning the application process, the coursework requirements, and the Program completion requirements for the Honors Program. For additional information, visit www.otc.edu/honors.

ATTENDANCE REQUIREMENTS

All students are expected to be present for their scheduled classes and labs. Regular attendance and participation are required. The College Administration shall develop and implement standards and procedures to be used to monitor and enforce attendance regulations.

Administrative Withdrawal

It is the policy of the College that a student may be administratively withdrawn from a course due to lack of attendance in seated classes or non-participation in online classes. An instructor will administratively withdraw a student from class if that student meets any of the following criteria:

For Seated Classes:

1. Not been in attendance for two consecutive calendar weeks of class during a regular 16 week session (equivalent of shorter sessions).
2. Total absences equate to 20% of the total semester class time. Practicum, clinical and internship attendance requirements will be determined by the appropriate department.

For Online Classes:

1. Do not access (as designated in online grade book) the course for 14 consecutive days without contacting the instructor.
2. Do not submit total assignments equating to 20% of total semester assignments (e.g. assignments, discussions, exam, homework, etc.)

FULL-TIME STATUS

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

CLASSIFICATION OF STUDENTS

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

CONCURRENT ENROLLMENT

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

Course Numbering System

001-099 Developmental
Will not count toward the requirements for a certificate or degree.

100-199 Freshman level courses
May be counted toward the requirements for a certificate or degree.

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

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

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

200-299 Sophomore level courses
May be counted toward the requirements for a certificate or degree.

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

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

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

Grading System

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

Grade Definition Grade Points

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

B 3
The student has, in a superior way, met the objectives established for the course.

C 2
The student has adequately met the objectives established for the course.

D 1
The student has minimally met the objectives established for the course.

F.....0
The student failed to meet the objectives established for the course.

AU 0
The student enrolled in and completed the course as an "auditor." Requirements for successful completion as an auditor are arranged with the course instructor. Does not count as credit for the course.

I 0
An "I," or incomplete, indicates that a student has been doing acceptable work but has not completed a small amount of the work. It is the student's responsibility to have this deficiency removed within six weeks after the incomplete is assigned. When, in the judgement of the instructor, a student is not making a reasonable effort to remove the incomplete, the grade will automatically be changed to an "F." An "I" recorded for a Community Enrichment class, other than those for which CEU's are awarded, indicates the student attended less than 80% of the scheduled time.

N 0
Used in conjunction with letter grades of A,B,C,D for classes which are traditionally below college level (less than 100 level). These courses are not included in consideration for honors.

NP 0
Not Passing. Given for courses (less than 100 level), as well as selected courses which have been approved by the Vice President for Academic Affairs, to be offered on a Passing/Not-Passing system.

P.....0
Passing. Awarded upon successful completion of Continuing Education course. May also be used for selected credit courses with the approval of the Vice President for Academic Affairs.

S.....0
Credit by Exam. The student received credit for the course through proficiency examination. This symbol counts as hours earned but not as hours attempted. Not more than 24 credit hours may be earned through "Credit by Exam" unless otherwise approved by the Vice President for Academic Affairs.

W 0
Withdrew. The student withdrew prior to the deadline to withdraw. This symbol does not count as hours attempted or as hours earned.

R ..... Repeat Code
The student has repeated the course work.

Incomplete Grades

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

Overload Policy

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

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

Students may not exceed these maximums unless they have received permission for an overload from an academic advisor. The student is expected to have carried a minimum of 12 credit hours of college level courses during the previous semester and maintained a GPA of at least 3.0.

Previously Earned Credit

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

Credit By Exam (Test Out)

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

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

Not more than 24 credit hours may be earned through credit by exam.

Transfer to Another Institution

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

Probation and Suspension

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

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

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

(PROBATION AND SUSPENSION CONTINUED)

The Cumulative Grade Point Average Schedule

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

Probationary students who have not attained satisfactory progress levels will be suspended for one semester at the end of three consecutive probationary semesters of enrollment. Students on academic suspension are not eligible for re-enrollment at OTC the following full semester. They may be re-admitted on probation after one semester's suspension.

ACADEMIC & COURSE GRADE APPEAL PROCEDURE

The College has established an equitable and orderly process to resolve academic dissatisfaction. This may include final grades, instructional procedures, attendance, instructional quality and situations related to academic issues.

Procedure:
In appeals related to final grades, it shall be the responsibility of the student to prove that the grade is incorrect or unjustified. A grade of "F" received due to improper course withdrawal is not subject to this procedure.

Step 1: Informal Resolution: Every reasonable effort should be made by both parties (i.e. student and instructor) to resolve the matter through informal discussion.

Step 2: If adequate resolution is not obtained through informal discussion, the student should proceed as follows:

1. The student will complete a Student Academic/Course Grade Appeal form.
2. A copy of this form will be submitted electronically to appeals@otc.edu. The form will be distributed to the instructor and appropriate administrators.
    i. For non-final grade appeals this should occur within thirty calendar days following the event
    ii. For appeals that involve final grades, this should occur by the Friday of the fourth week of the next term.

A written decision will be rendered by the instructor electronically to all involved parties within ten college business days following the filing of the appeal.

Step 3: If the student is not satisfied with the disposition of the appeal at Step 2, within ten college business days after receipt of the Step 2 response the following information can be submitted electronically to appeals@otc.edu. The documents will be distributed to the appropriate Dean and administrators.

1. A copy of the written appeal submitted in Step 2
2. Instructor's written response

A written decision will be rendered by the Dean to all involved parties within ten college business days following the filing of the appeal.

Step 4: If the student is not satisfied with the disposition of the appeal at Step 3, a request for an evaluation by the Academic Appeals Committee can be submitted, within ten college business days after receipt of the Step 3 response. The following information should be submitted to appeals@otc.edu

1. A copy of the written appeal submitted in Step 2
2. Instructor's written response
3. Dean's written response

Upon the determination by the committee, the Chair of the Academic Appeals Committee will provide recommendation for resolution to the Vice President for Academic and Student Affairs within five college business days after the completion of the evaluation.

The Vice President for Academic and Student Affairs shall make a ruling regarding the appeal within ten college business days after receipt of the documentation. The Vice President's decision shall be final and will be delivered in written form to all involved parties.

General Provisions:
In no case may an individual involved at an earlier level of the grievance serve on the Academic Appeals Committee. The committee, Dean, and/or Vice President has the responsibility to interpret the appeal in light of established laws, rules, policies, procedures, and regulations. Copies of the final resolution of the appeal shall be forwarded to the involved parties and to all administrative officials involved in the appeal. Files of resolved appeals shall be maintained in the office of the Vice President for Academic and Student Affairs.

REPEATING COURSES

Credit Courses: Courses with earned grades of "D" or "F" may be repeated once to allow students to improve grade point averages. The first repetition replaces the original "D" or "F" grade in the grade point average. The first course (grade and hours) will be shown on the transcript with an "R code" and will not be included in the semester or cumulative grade point average calculations. All subsequent repeats of the course will be calculated in the grade point average.

Community Enrichment Courses: Students may enroll in Community Enrichment courses as many times as necessary to accomplish their individual goals provided they continue to show progress, do not prohibit others from participating, and pay the required fees.

ACADEMIC FRESH START

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

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

1. Academic Fresh Start will be granted only once.

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

3. A student must not have been enrolled in any course work at OTC, excluding Continuing Education courses, for a period of at least three consecutive years.

4. Academic Fresh Start will apply to all OTC course work attempted prior to the three-year absence. This course work cannot be used to meet any academic requirement (i.e. graduation, prerequisite, and certification).

5. Course work completed prior to the three-year absence will remain on the student's transcript but will not be calculated into the student's cumulative GPA.

6. Upon re-enrolling at OTC, the student must complete 15 hours of college credits (excluding pass/fail courses) with a GPA of 2.50 or better before beginning the application process.

7. The student has no outstanding debt to the college.

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

1. A completed Academic Fresh Start application (obtained at the Office of the Registrar).

2. A written request which includes an explanation of how previous grades are negatively affecting future educational goals and an explanation as to how your motivation, attitude, and ability have changed since your return to OTC.

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

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

HARDSHIP WITHDRAWAL

Hardship Withdrawal may be granted to a student who experiences non-academic emergencies which interfere or prevent the completion of coursework and cannot be resolved through traditional withdrawal methods. Typically, hardships (non-academic emergencies) tend to fall into one of three categories: medical, personal, and financial. Hardship withdrawals are not granted unless there is a compelling reason for such requests.

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

The following conditions apply to Hardship Withdrawal:

1. Students are not eligible for Hardship Withdrawals in any course in which they have completed the course requirements (e.g., taking the final exam or submitting the final project).

2. Students must apply no more than four weeks into the following semester including the summer semester. This applies whether or not the student is enrolled in the next semester.

3. A Hardship Withdrawal applies to one semester only. Subsequent applications will not be considered.

To apply for a Hardship Withdrawal, the student must submit the following to the Dean of Students office:

1. A completed Hardship Withdrawal application (obtained in Student Services or on the OTC website).

2. A written personal statement of hardship. The written personal statement of hardship should explain to the Academic Review Committee how and/or why the non-academic emergency impacted studies. It is essential that the student gives accurate details about the circumstances surrounding the hardship, date(s) of the emergency, and an account of how the situation specifically prevented the completion of coursework.

(HARDSHIP WITHDRAWAL CONTINUED)

3. Required supporting documentation:

   a. Medical (e.g., physical or psychological emergencies): Type-written correspondence on office letterhead from a physician, psychologist, psychiatrist, or any licensed healthcare professional should be submitted as part of the documentation. The letter should include the dates the student was under the doctor's care, a statement of how the illness/condition interfered with the completion of coursework, and the name-title-phone number of the office representative who can verify the authenticity of the letter. Notes on prescription pads, appointment slips, and/or medical consultation forms are not acceptable in lieu of a doctor's letter.

   b. Personal (e.g., death in the family, family crisis, etc.): All family emergencies require official and/or notarized forms, documents, or correspondence from a state agency, governmental entity, or reputable business. For example, death of a close family relative requires a death certificate and/or obituary with the name/date of the publication.

   c. Financial (e.g., loss of sole-supporting job, head of household challenges, mandatory job changes): Financial emergencies require the student's employer or supervisor to document the mandatory change(s), the date of the change(s), and the organizational representative who can verify the circumstances of the job change(s), preferably a human resource professional.

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

INVOLUNTARY MEDICAL LEAVE

When a student's health challenges preclude successful completion of his/her academic course work, the student may be withdrawn from all course work. Normally, a Withdrawal from College will result from the student's voluntary efforts. In exceptional circumstances involving life-threatening behaviors, a student may be required to leave the College involuntarily until life-threatening circumstances have been resolved. In accordance with College policy and applicable federal and state laws, a student whose behavior or health status meets the established criteria may be subject to an Involuntary Medical Leave. More information regarding the Involuntary Medical Leave procedures may be found in the Student Handbook section of this publication.

FINAL EXAMINATIONS

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

GRADUATION REQUIREMENTS

Successful candidates for graduation will:

- Complete all degree or certificate requirements for his or her chosen field of study.
- Have a minimum cumulative 2.00 GPA after his or her final semester.
- Take the final fifteen semester credit hours in residence at OTC. Certificate programs will require the number of credit hours in residence proportional to the associate degree.
- Complete all steps in the application for graduation process.

Steps for Application for Graduation

1. Application for Graduation: Candidates for graduation must make formal application to the Registrar's Office for the degree or certificate they intend to receive by the following deadlines:
   - April 1st to graduate after the spring semester
   - July 1st to graduate after the summer term
   - November 1st to graduate after the fall semester

2. Register for and take an exit assessment:
   General Education skills of all students completing the A.A. or A.S. degree are evaluated by the CAAP exam during the last semester of enrollment prior to graduation. General Education skills of students completing a Certificate, A.S.N. or A.A.S. degree are evaluated by the WorkKeys exam during the last semester of enrollment prior to graduation. Certain A.A.S. and certificate graduates will complete industry recognized certification exams in lieu of WorkKeys. Students completing the A.A.T. degree may use the C-Base exam as their exit assessment.

   See the college calendar for exit assessment dates and the OTC website for additional information.

3. Pay the $30 Graduation Fee to the Cashier's Office.

4. Attend Financial Aid Exit Counseling: All students graduating from OTC who have borrowed from the Federal Family Education Loan Program (FFEL) are required to complete a student loan exit counseling session.

ACADEMIC HONORS

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

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

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

Graduation Honors

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

COMMENCEMENT

OTC holds commencement exercises once a year following the spring term. Students completing program requirements in the spring, summer and fall semesters are invited to participate in the ceremony. Students should apply for graduation whether or not they plan to attend the graduation ceremony.

DIPLOMAS

Once you've applied for graduation, your coursework will be verified and your diploma mailed to you within six to eight weeks of the end of the term you finish. Your diploma will be sent to the mailing address on file for you in Student Services provided that your record is clear of all holds.

Degrees
A.A.S.

General Degree Requirements

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

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

The completion of minimum requirements specified for each program.

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

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

The following policies should be noted:

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

A candidate for a certificate or degree must:

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

Certificate of Achievement

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

Associate of Applied Science Degree
A.A.S. Degree

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

ASSOCIATE OF ARTS DEGREE
A.A. DEGREE

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

1) Complete general education requirements.
2) Gain a breadth of knowledge.
3) Acquire analytical, communication, critical thinking and other useful skills.
4) Complete many freshman and sophomore level requirements in a chosen major for a baccalaureate granting college or university.

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

The Associate of Arts degree is intended to prepare a student for transfer in areas of study such as the following: Accounting, Agriculture, Business Administration, Computer Sciences, Pre-Dentistry, English, Engineering, Forestry, History, Pre-Law, Mathematics, Medical Technology, Pre-Medicine, Social Sciences, Social Work, Teaching and Pre-Veterinary Medicine. A student who intends to transfer to a baccalaureate institution should consult with the appropriate department chair or the Dean of General Education in planning a schedule of courses.

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

ASSOCIATE OF SCIENCE DEGREE
A.S. DEGREE

The Associate of Science (A.S.) degree is designed for students interested in transfer to a four-year institution in programs that have an emphasis in science and math. This degree helps prepare students for transfer in areas of study such as nursing, biology, chemistry and engineering. Articulation agreements with four-year institutions have been developed with specific course requirements for each of the Associate of Science programs.

Students should consult with their faculty advisor and the institution to which they intend to transfer to ensure transferability of courses.

NOTE

The degree requirements and course listings in this catalog are subject to change within an academic year. Refer to www.otc.edu for the most recent listings.

Elective Choices

Most degrees and certificate programs of study include "electives" in the list of General Education requirements. An elective is any course numbered 100 or higher. Check the course descriptions for any prerequisites. Some programs may require an elective from specified areas. Please consult specific degree program requirements for those elective choices.

Communication Electives include any Communication (COM) course numbered 100 or higher.

English Electives include any English (ENG) course numbered 100 or higher.

Humanities Electives include any course numbered 100 or higher in the following areas:

Art (ART)
American Sign Language (ASL)
German (GRM)
History 105, 106
Humanities (HUM)
Music (MUS)
Philosophy (PHL)
Spanish (SPN)
Theatre (THR)
English courses 180, 195, 220, 225, 240, 245, 250, 260, 265 also count as Humanities electives.

Mathematics Electives include any Mathematics (MTH) course numbered 100 or higher.

Science Electives include any course numbered 100 or higher in the following areas:

Biological Clinical Science (BCS)
Biology (BIO)
Chemistry (CHM)
Engineering (EGR)
Physics (PHY)

Social/Behavioral Science Electives include any course numbered 100 or higher in the following areas:

Agriculture (AGR) - AGR 100
Anthropology (ANT)
Economics (ECO)
Geography (GRY)
History (HST)
Political Science (PLS)
Psychology (PSY) - please check specific degree to see if PSY 100 qualifies as an elective
Sociology (SOC)

NOTE: As required by Missouri law, all degree programs must include instruction in both the U.S. and the Missouri State Constitution. This can be satisfied by either PLS 101 or both HST 120 and HST 130.

Sophomore Seminar Minimum of 28 hours in the general education block is required for enrollment.

Associate of Arts Degree (A.A.)
62 Hours

General Education Requirements			Credits	Semester Taken	Prerequisites
Mathematics	MTH 128 or 130 (or higher)		3		Grade "C" or better in MTH 110 or equivalent or satisfactory score on the Mathematics Placement Assessment.
English	ENG 101		3		Grade of "NC" or better in ENG 050 or satisfactory score on the English Placement Assessment or satisfactory score on the English Placement Assessment or successful completion of TLC 045.
	ENG 102 (or ENG 150)		3		ENG 101
Communication	COM 105		3		None
Humanities	Block I: Western Culture (Select One)	ART 101,105, 110	3		See course descriptions section of the catalog for individual course prerequisites.
		ASL 101,102			
		ENG 180, 195, 220			
		225, 240, 245, 250			
		HUM 101			
		MUS 105			
		PHL 101,105,120			
		THR 101			
	Block II: World Culture (Select One)	ENG 260, 265	3		
		GRM 101, 102			
		HST 105, 106			
		HUM 102			
		MUS 101, 201			
		PHL 110			
		SPN 101 or above			
	Choice of Humanities Block I or Block II		3		
Biological Sciences	BIO 100, 105, 160		4		
Physical Sciences	CHM 101, 111 or		4		
	PHY 100, 101, 105, 110, 120, 220				
Social Sciences	Must satisfy MO law to include instruction in U.S. and State Constitution by including either PLS 101 or HST 120 and HST 130.	AGR 100, ANT, ECO, GRY, HST, PLS, PSY, SOC (may not include PSY 100)	9		See course descriptions section of the catalog for individual course prerequisites.
Lifetime Wellness	HLT 101		2		None
Computer Applications	CIS 101		3		Keyboarding skill of 25 wpm or BUS 101 recommended.
TOTAL GENERAL EDUCATION REQUIREMENTS			43		A student who completes these requirements will have a Certificate of General Education documented on his/her transcript.
Electives (courses must be numbered 100 or higher)			19		
TOTAL CREDIT HOURS REQUIRED FOR THE A.A. DEGREE			62		Each student must apply for graduation and complete the CAAP Exit Exam to be eligible to graduate. The graduation application and subsequent exit exam is student initiated by the submission of the Application for Graduation form. The form is available in Student Services or through AccessOTC. (AAT degrees shall take the CBase Exit Exam.)

Associate of Arts in Teaching Degree (A.A.T.) - Continued on next page

64 Hours

The Associate of Arts Degree in Teaching (A.A.T.) is a directed path of study preparing students for transfer and upper division work at four-year institutions offering teacher education programs and certification for levels (P-12). This degree requires students to satisfy the A.A. general education transfer block, 12 hours of teacher education professional coursework and at least 9 hours of elective credit. Students must also achieve a minimum cumulative GPA of 2.5 and a minimum score of 235 on each sub-section of the CBASE.

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

NOTE: A student meeting all degree requirements except for the 2.5 GPA and/or successful completion of the CBASE may graduate with an A.A. Degree. If a student graduates with an A.A. degree, the CAAP exam must also be taken.

General Education Requirements (check course descriptions for prerequisites)			Credits	Semester Taken	Preferred Courses for the A.A.T.
Mathematics	MTH 128 or 130 (or higher)		3		Secondary Education requires MTH 130 or higher
English	ENG 101		3		
	ENG 102 (or ENG 150)		3		ENG 102
Communication	COM 105		3		
Humanities	Block I: Western Culture (Select One)	ART 101,105, 110	3		Note: The level and type of Teacher Certification, as well as the transferring four-year institution can impact which General Education required course is the best fit. Please consult an advisor from the four-year institution you intend to transfer to regarding the selection of courses specific to their program.
		ASL 101,102			
		ENG 180, 195, 220			
		225, 240, 245, 250			
		HUM 101			
		MUS 105			
		PHL 101,105,120			
		THR 101			
	Block II: World Culture (Select One)	ENG 260, 265	3		
		GRM 101, 102			
		HST 105, 106			
		HUM 102			
		MUS 101, 201			
		PHL 110			
		SPN 101 or above			
	Choice of Humanities Block I or Block II		3		
Biological Sciences	BIO 100, 105, 160		4		BIO 100
Physical Sciences	CHM 101, 111 or		4		CHM is preferred for secondary certification.
	PHY 100, 101, 105, 110, 120, 220				
Social Sciences	Must satisfy MO law to include instruction in U.S. and State Constitution by including either PLS 101 or HST 120 and HST 130.	AGR 100, ANT, ECO, GRY, HST, PLS, PSY, SOC (may not include PSY 100)	9		PLS 101 PSY 110 Elementary Education should also consider GRY 101, ECO 270, HST 120 or HST 130
Lifetime Wellness	HLT 101		2		
Computer Applications	CIS 101		3		
TOTAL GENERAL EDUCATION REQUIREMENTS			43		See next page for the remaining courses.

Associate of Arts in Teaching Degree (A.A.T.)
64 Hours

General Education Requirements		Credits	Semester Taken	Preferred Courses for the A.A.T.
General Education Requirements	See previous page	43		
A.A.T. Program Specific Courses	EDU 210	3		These are courses that are required for the A.A.T. degree NOTE: Please check prerequisites for these courses - in addition to completed courses, a minimum GPA of 2.5 is required.
	EDU 220	3		
	EDU 225	3		
	EDU 250	3		
Additional Electives	EDU 260	9		Need at least nine (9) hours of additional electives Note: The level and type of Teacher Certification, as well as the transferring four-year institution can impact which General Education elective courses are the best fit. Please consult an advisor from the four-year institution you intend to transfer to regarding the selection of courses specific to their program.
	ECO 270			
	ENG 250			
	GRY 101			
	HST 120			
	HST 130			
	PHY 101			
	PSY 260			
	PSY 265			
TOTAL CREDIT HOURS REQUIRED FOR THE A.A.T. DEGREE		64		Students must also achieve a minimum cumulative GPA of 2.5 and a minimum score of 235 on each sub-section of the CBASE. If that is not achieved, the student may graduate with an A.A. degree. If a student graduates with an A.A. degree, the CAAP exam must also be taken.

Associate of Science Degree (A.S.)
Biology
62 Hours

This Associate of Science degree program prepares students to transfer to a four-year college or university to major in biology. Because requirements vary at each four-year college or university, students should check with their faculty advisor or the school they plan to transfer to make sure they are taking the right courses.

General Education Requirements		Credits	Semester Taken	Prerequisites
Mathematics	MTH 138 or MTH 140	5		See course descriptions section of the catalog for individual course prerequisites.
English	ENG 101	3		Grade of "NC" or better in ENG 050 or satisfactory score on the English Placement Assessment.
	ENG 102 or ENG 150	3		ENG 101
Communication	COM 105	3		None
Humanities	Elective	3		See course descriptions section of the catalog for individual course prerequisites.
Biological Sciences	BIO 160	4		
Physical Sciences	CHM 111	5		
Social Sciences	PLS 101	3		
	Elective	3		
Computer Applications	CIS 101	3		Keyboarding skill of 25 wpm or BUS 101 recommended.
Total General Education Credits		35		
Electives	Courses numbered 100 or higher	6-8		See course descriptions section of the catalog for individual course prerequisites.
Specific Program Requirements	BIO 170	4		Grade of "C' or better in BIO 160
	BIO 250	4		Grade of "C" or better in BIO 160
	Chemistry Elective - CHM 112, CHM 200 or CHM 225*	3-5		See course descriptions section of the catalog for individual course prerequisites.
	PHY 120	4		
	PHY 130	4		Grade of "C" or better in PHY 120.
Total Credit Hours Required		62		Each student must apply for a graduation audit to be eligible to graduate. The graduation audit is initiated by the submission of the Application for Graduation Form. The form is available in Student Services or through AccessOTC.

* This is a fall only course.

Associate of Science Degree (A.S.)
Chemistry
62 Hours

The Associate of Science degree in Chemistry is designed for students who plan to transfer and complete a Bachelor of Science degree at a four-year institution. The degree requirements allow students more flexibility in course selection allowing them to focus on their discipline requirements.

NOTE: Completion of this degree does not guarantee that all lower-division general education requirements have been met for a baccalaureate degree. In selecting courses for this degree, students are highly encouraged to consult their faculty advisor and the institution to which they intend to transfer to determine if it is an appropriate choice.

General Education Requirements		Credits	Semester Taken	Prerequisites
Mathematics	MTH 140	5		Grade of "C" or better in MTH 138 or equivalent or satisfactory score on the Mathematics Placement Assessment.
English	ENG 101	3		Grade of "NC" or better in ENG 050 or satisfactory score on the English Placement Assessment.
	ENG 102 or ENG 150	3		ENG 101
Communication	COM 105	3		None
Humanities	Elective	3		See course descriptions section of the catalog for individual course prerequisites.
Biological Sciences	BIO 160	4		
Physical Sciences	CHM 111	5		
Social Sciences	PLS 101	3		
	Elective	3		
Computer Applications	CIS 101	3		Keyboarding skill of 25 wpm or BUS 101 recommended.
Total General Education Credits		35		
Electives	Courses numbered 100 or higher	3-4		See course descriptions section of the catalog for individual course prerequisites.
Specific Program Requirements	CHM 112	5		Grade of "C' or better in CHM 111
	CHM 250	5		Grade of "C" or better in CHM 112
	MTH 141	5		Grade of "C" or better in MTH 140
	PHY 120 or PHY 220	4-5		See course descriptions section of the catalog for individual course prerequisites.
	PHY 130 or PHY 222	4-5		Grade of "C" or better in PHY 120 or PHY 220.
Total Credit Hours Required		62		Each student must apply for a graduation audit to be eligible to graduate. The graduation audit is initiated by the submission of the Application for Graduation Form. The form is available in Student Services or through AccessOTC.

Associate of Science Degree (A.S.)
Engineering
62 Hours

The Associate of Science degree in Engineering incorporates the essential course work for the first two years of study in any engineering field. Some of the course requirements vary within the engineering departments cooperating in this program. In such cases, students will need to consult with the advisor as to the appropriate class for a particular engineering major. Students should consult with their faculty advisor and the institution to which they intend to transfer to ensure transferability of courses.

General Education Requirements		Credits	Semester Taken	Prerequisites
Mathematics	MTH 140	5		Grade of "C" or better in MTH 138 or equivalent or satisfactory score on the Mathematics Placement Assessment.
English	ENG 101	3		Grade of "NC" or better in ENG 050 or satisfactory score on the English Placement Assessment.
	ENG 150	3		ENG 101
Communication	COM 105	3		None
Humanities	Elective	3		See course descriptions section of the catalog for individual course prerequisites.
Biological Sciences	BIO 160	4		
Physical Sciences	PHY 220	5		
Social Sciences	PLS 101	3		
	ECO 270 or ECO 275	3		
Computer Applications	CIS 120 or CIS 140	3		
Total General Education Credits		35		
Electives	Courses numbered 100 or higher Suggested electives: HST 102, HST 120 or HST 130	4		See course descriptions section of the catalog for individual course prerequisites.
Specific Program Requirements	EGR 100	1		None.
	PHY/EGR/CHM Electives	6		See course descriptions section of the catalog for individual course prerequisites.
	MTH 141	5		Grade of "C" or better in MTH 140
	MTH 240	3		Grade of "C" or better in MTH 141
	MTH 241	3		Grade of "C" or better in MTH 240
	PHY 222	5		Grade of "C" or better in PHY 220.
Total Credit Hours Required		62		Each student must apply for a graduation audit to be eligible to graduate. The graduation audit is initiated by the submission of the Application for Graduation Form. The form is available in Student Services or through AccessOTC.

Nursing - Registered Nursing (A.S.N.)
A.S.N. Degree - 64 Hours

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

MO State Board of Nursing, PO Box 656, Jefferson City, MO 65102
573.751.0681

National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326 404.975.5000

Program Specific Courses			Cr Hrs
ASN	200	Transition to Professional Nursing	2
ASN	210	Advanced Nursing Through the Lifespan I	5
ASN	215	Advanced Psychiatric/Mental Health Nursing	2
ASN	220	Advanced Nursing Through the Lifespan II	3
ASN	225	Advanced Maternal Newborn Nursing	3
ASN	230	Advanced Nursing Through the Lifespan III	3
ASN	235	Advanced Pediatric Nursing	3
ASN	240	Community Health and Management	2
ASN	250	Professional Nursing Integration	3

General Ed Requirements			Cr Hrs
[2] BCS	200	Microbiology	4
[2, 3]PLS	101	American Government and Politics	3
Total Semester Hours			**7**

Pre-Admission Requirements			Cr Hrs
[2] BCS	130	Nutrition	3
[1,4]BCS	145	Anatomy and Physiology I	4
[1,4]BCS	146	Anatomy and Physiology II	4
[1] CHM	101	Introductory Chemistry	4
[2] ENG	101	English Composition I	3
[1] MTH	110	Intermediate Algebra	3
[2] PSY	110	Introduction to Psychology	3
Completion of Practical Nursing Program			7
Total Hours			**31**

Required Course Sequence

Summer Semester

ASN	200	Transition to Professional Nursing	2
Total Semester Hours			**2**

Fall Semester

[2] BCS	200	Microbiology	4

1st 8 weeks

ASN	210	Advanced Nursing Through the Lifespan I	5
ASN	215	Advanced Psychiatric/Mental Health Nursing	2

2nd 8 weeks

ASN	220	Advanced Nursing Through the Lifespan II	3
ASN	225	Advanced Maternal Newborn Nursing	3
Total Semester Hours			**17**

Spring Semester

[2,3]PLS	101	American Government and Politics	3

1st 8 weeks

ASN	230	Advanced Nursing Through the Lifespan III	3
ASN	235	Advanced Pediatric Nursing	3

2nd 8 weeks

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

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

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

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

[4] BCS 140 and BCS 150 may be substituted for BCS 145 and BCS 146.

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

Accounting (ACC)
A.A.S. Degree - 61-62 Hours

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

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

General Ed Requirements			Cr Hrs
ECO	270	Principles of Macroeconomics	3
ENG	101	Composition I	3
[1] PLS	101	American Government and Politics	3
Communication/English Elective			3
Mathematics Elective (MTH 105 or higher)			3
Science Elective			3-4

Related Electives

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

Preferred Course Sequence

Semester I

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

Semester II

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

Semester III

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

Semester IV

ACC	238	Applied Financial Accounting	3
ACC	290	Co-op/Intern/Elective	3
ECO	270	Principles of Macroeconomics	3
[1] PLS	101	American Government and Politics	3
TEC	285	Occupational Seminar	1
Related Elective			3
Total Semester Hours			**16**

[1] Must satisfy Missouri law to include instruction in U.S. and State Constitutions.

Agriculture (AGR)

Options: Animal Science, Plant Science, General Agriculture
A.A.S. Degree - 63-66 Hours

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

Emphasis-Specific Electives for Agriculture

Option A: Animal Science

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

Option B: Plant Science

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

Option C: General Agriculture

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

Preferred Course Sequence

Semester I

	AGR	100	Introduction to Agriculture	3
	CHM	111	General Chemistry I	5
	ENG	101	Composition I	3
	MTH	130	College Algebra	3
[2]	Humanities		Block I Elective	3
	Total Semester Hours			**17**

Semester II

	CIS	101	Personal Computer Applications	3
	BIO	160	General Biology I	4
	ENG	150	Technical Writing	3
[1]	PLS	101	American Government and Politics	3
	Emphasis Elective from Selected Option A, B or C			3-4
	Total Semester Hours			**16-17**

Semester III

	COM	105	Public Speaking	3
	ECO	270	Principles of Economics I	3
	HLT	101	Lifetime Wellness	2
	Emphasis Elective from Selected Option A, B or C			4
	Emphasis Elective from Selected Option A, B or C			4
	Total Semester Hours			**16**

Semester IV

	SPN	101	Beginning Spanish I	3
	Emphasis Elective from Selected Option A, B or C			4
	Emphasis Elective from Selected Option A, B or C			3-5
	Emphasis Elective from Selected Option A, B or C			4
	Total Semester Hours			**14-16**

[1] Must satisfy Missouri law to include instruction in U.S. and State Constitutions.

[2] Choose from ART 101,105,110; ENG 200,225,240,245; HUM 101; PHL 101, 105; or THR 101.

Agriculture - Turf and Landscape Management
Certificate - 33 Hours
A.A.S. Degree - 63-65 Hours

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

Program Specific Courses			Cr Hrs
AGR	112	Woody Ornamental Identification	4
AGR	113	Pest Management	3
AGR	114	Environmental Stewardship	2
AGR	145	Landcare Equipment Maintenance	4
AGR	180	Plant and Soil Science	4
AGR	185	Irrigation Design, Installation and Maintenance in the Landscape	3
AGR	190	Turfgrass Management	4
AGR	212	Greenhouse Horticulture	3
AGR	214	Landscape Design	4
AGR	215	Landscaping Construction and Maintenance	4
AGR	218	Computer Designs in Landscaping	2
AGR	220	Turf and Landscape Business Management	3
AGR	225	Urban Forestry	4
AGR	280	Turf and Landscape Management Capstone	2
AGR	290	Co-operative Eduction/Internship	3
TEC	285	Occupational Seminar	1

General Ed Requirements			Cr Hrs
CIS	101	Personal Computer Application	3
COM	105	Public Speaking	3
ENG	101	Composition I	3
MTH	105	Business Math	3
[1] PLS	101	American Government and Politics	3
PLS	255	Environmental Laws and Regulations	3

Related Electives			Cr Hrs
AGR	113	Pest Management	3
AGR	145	Landcare Equipment Maintenance	4
AGR	225	Urban Forestry	4
AGR	235	Soils	3

Preferred Course Sequence

Certificate - Courses in Shaded Areas

Semester I

AGR	112	Woody Ornamental Identification	4
AGR	114	Environmental Stewardship	2
AGR	180	Plant and Soil Science	4
CIS	101	Personal Computer Application	3
MTH	105	Business Math	3
Total Semester Hours			**16**

Semester II

AGR	185	Irrigation Design, Installation and Maintenance in the Landscape	3
AGR	190	Turfgrass Management	4
AGR	212	Greenhouse Horticulture	3
ENG	101	Composition I	3
[1] PLS	101	American Government and Politics	3
Total Semester Hours			**16**

Semester III

AGR	214	Landscape Design	4
Related Elective			3-4
Related Elective			3-4
TEC	285	Occupational Seminar	1
PLS	255	Environmental Laws and Regulations	3
Total Semester Hours			**14-16**

Semester IV

AGR	215	Landscaping Construction and Maintenance	4
AGR	218	Computer Designs in Landscaping	2
AGR	220	Turf and Landscape Business Management	3
[2] AGR	280	Turf and Landscape Management Capstone	2
AGR	290	Co-operative Education/Internship	3
COM	105	Public Speaking	3
Total Semester Hours			**17**

[1] Must satisfy Missouri law to include instruction in U.S. and State Constitutions.

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

Auto Collision Repair Technology (ABR)
Certificate - 33 Hours
A.A.S. Degree - 66 Hours

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

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

General Ed Requirements			Cr Hrs
ENG	101	Composition I	3
HLT	101	Lifetime Wellness	2
Communication Elective			3
Mathematics Elective (MTH 105 or higher)			3
Science Elective			4
[1] Social Science Elective			3
Social Science Elective			3

Preferred Course Sequence
Certificate - Courses in Shaded Areas

Semester I

ABR	100	Non-Structural Analysis and Repair	4
ABR	110	Paint and Refinishing Preparation	4
ABR	113	Damage Repair Metal Welding and Cutting	4
ABR	200	Non-Structural Analysis and Damage Repair	4
Total Semester Hours			**16**

Semester II

ABR	245	Structural Analysis and Dimensioning	4
ABR	248	Refinish Color Application	4
ENG	101	Composition I	3
Mathematics Elective (MTH 105 or higher)			3
[1] Social Science Elective			3
Total Semester Hours			**17**

Semester III

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

Semester IV

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

[1]Must satisfy Missouri law to include instruction in U.S. and State Constitutions.

Automotive Technology (AUM)
Certificate - 35 Hours
A.A.S. Degree - 69 Hours

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

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

General Ed Requirements			Cr Hrs
Communication Elective			3
ENG	101	Composition I	3
HLT	101	Lifetime Wellness	2
Mathematics Elective (MTH 105 or higher)			3
Science Elective			4
Social Science Elective			3
[1] Social Science Elective			3

Preferred Course Sequence
Certificate = Courses in Shaded Areas

Semester I

AUM	110	Engine Repair	4
AUM	171	Electrical I	4
AUM	215	Steering and Suspension	4
HLT	101	Lifetime Wellness	2
Mathematics Elective (MTH 105 or higher)			3
Total Semester Hours			**17**

Semester II

AUM	121	Engine Diagnosis and Repair	4
AUM	175	Electrical II	4
AUM	210	Brakes	4
ENG	101	Composition I	3
Social Science Elective			3
Total Semester Hours			**18**

Semester III

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

Semester IV

AUM	222	Advanced Engine Performance	4
AUM	233	Automatic Transmissions and Trans Axle	4
AUM	290	Capstone/Co-op/Internship	3
Communication Elective			3
[1] Social Science Elective			3
Total Semester Hours			**17**

[1]Must satisfy Missouri law to include instruction in U.S. and State Constitutions.

Business and Marketing (BUS)
Certificate - 30 Hours
A.A.S. Degree - 61-62 Hours

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

Program Specific Courses			Cr Hrs
BUS	110	Principles of Business	3
BUS	130	Principles of Marketing	3
BUS	140	Business Communications	3
BUS	150	Principles of Management	3
BUS	160	Business Law	3
[1] BUS	260	Business Strategy	3
BUS	290	Co-op Ed/Intern/Related Elective	3
ACC	220	Principles of Accounting I	3
ACC	225	Managerial Accounting	3
CIS	101	Personal Computer Applications	3
TEC	285	Occupational Seminar	1
Related Elective			3
Related Elective			3
Related Elective			3
Related Elective			3

General Ed Requirements			Cr Hrs
ECO	270	Principles of Macroeconomics	3
ENG	101	Composition I	3
PLS	101	American Government and Politics	3
Communication Elective			3
Mathematics Elective (MTH 105 or higher)			3
Science Elective			3-4

Related Electives			Cr Hrs
BUS	100	Service Learning in Business	1
BUS	111	Principles of Insurance	3
BUS	115	Personal Finance	3
[2] BUS	120	Retailing	3
[1] BUS	125	Selling	3
[1] BUS	145	Principles of Advertising	3
BUS	170	Human Resources Management	3
BUS	200	Leadership	3
BUS	245	Entrepreneurship	3

May choose courses from the following:
CIS 105, ECO 275, PSY 255, PSY 275.

Preferred Course Sequence
Certificate = Courses in Shaded Areas

Semester I

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

Semester II

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

Semester III

BUS	160	Business Law	3
ACC	225	Managerial Accounting	3
PLS	101	American Government and Politics	3
Communication Elective			3
Related Elective			3
Total Semester Hours			**15**

Semester IV

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

[1] Offered Spring only.
[2] Offered Fall only.

Business Technology (BUS)
Certificate - 34 Hours
A.A.S. Degree - 65-68 Hours

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

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

General Ed Requirements	Cr Hrs
ENG 101 Composition I	3
Communication Elective	3
Mathematics Elective (MTH 105 or higher)	3
Science Elective	3-4
[1] Social Science Elective	3
Social Science Elective	3

Related Electives			Cr Hrs
BUS	100	Service Learning in Business	1
BUS	111	Principles of Insurance	3
BUS	115	Personal Finance	3
BUS	120	Retailing	3
BUS	125	Selling	3
BUS	160	Business Law	3
BUS	170	Human Resources Management	3
BUS	200	Leadership	3
BUS	255	Desktop Publishing	3
ECO	270	Principles of Macroeconomics	3
ECO	275	Principles of Microeconomics	3
CIS	130	Web Site Development I	3
PSY	255	Psychology of Work Behavior	3
PSY	275	Consumer Psychology	3

May choose courses from the following: ACC, CIS.

Preferred Course Sequence

Certificate = Courses in Shaded Areas

Semester I

BUS	101	Microcomputer Keyboarding	1
BUS	105	Business English	3
BUS	110	Principles of Business	3
CIS	101	Personal Computer Applications	3
Mathematics Elective (MTH 105 or higher)			3
Related Elective			3
Total Semester Hours			**16**

Semester II

BUS	112	Document Processing	3
BUS	135	Integrated Business Applications	3
BUS	155	Customer Service	2
BUS	165	Administrative Procedures	3
BUS	185	Professional Development	1
ACC	120	College Accounting Part I	3
ENG	101	Composition I	3
Total Semester Hours			**18**

Semester III

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

Semester IV

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

[1] Must satisfy Missouri law to include instruction in U.S. and State Constitutions.

Computer Information Science (CIS)
Certificate - 30 Hours
A.A.S. Degree - 62 Hours

The Computer Information Science program prepares you to enter many of the growing and fast-paced fields of Information Technology. Students may choose courses to tailor their educational experience to prepare them for a variety of career paths, including software development, database administration, web development, video game design and client support.

Program Specific Courses			Cr Hrs
CIS	101	Personal Computer Applications (or CIS 110)	3
CIS	115	Principles of E-Business	3
[2] CIS	120	Problem Solving and Programming Concepts	3
[2] CIS	130	Web Site Development I	3
[2] CIS	131	Web Site Development II	3
[2] CIS	250	Database and Query	3
[2] CIS	260	Software Engineering Project	3
CIS	290	Co-operative Education/Internship Related Elective	2-3
ACC	120	College Accounting Part I	3
TEC	285	Occupational Seminar	1

Programming Language Courses			Cr Hrs
[2] CIS	150	C# Programming I	3
[2] CIS	151	C# Programming II	3
[2] CIS	170	Java Programming I	3
[2] CIS	171	Java Programming II	3

General Ed Requirements			Cr Hrs
ENG	101	Composition I	3
[1] PLS	101	American Government and Politics	3
Communication/English Elective			3
Mathematics Elective (MTH 105 or higher)			3
Science Elective			4

Related Electives

Any course from CIS numbered 112 or higher or from BUS or GDT or from: ACC 125, NET 100, NET 102, NET 204, NET 210.

Preferred Course Sequence

Certificate = Courses in Shaded Areas

Semester I

CIS	101	Personal Computer Applications (or CIS 110)	3
CIS	115	Principles of E-Business	3
[2] CIS	120	Problem Solving and Programming Concepts	3
ENG	101	Composition I	3
Mathematics Elective (MTH 105 or higher)			3
Total Semester Hours			**15**

Semester II

ACC`	120	College Accounting Part I (or ACC 220)	3
[2] CIS	130	Web Site Development I	3
[2,3] Beginning Programming Language			3
Communication/English Elective			3
Related Elective			3
Total Semester Hours			**15**

Semester III

[2] CIS	131	Web Site Development II	3
[2] CIS	250	Database and Query	3
[2,3] Beginning Programming Language			3
[2,3] Advanced Programming Language			3
Science Elective			4
Total Semester Hours			**16**

Semester IV

[2] CIS	260	Software Engineering Project	3
CIS	290	Co-op Ed/Intern/Related Elective	3
[1] PLS	101	American Government and Politics	3
TEC	285	Occupational Seminar	1
Related Elective			3
Related Elective			3
Total Semester Hours			**16**

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

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

[3] All Students are required to take two beginning (CIS 150 and CIS 170) and an advanced (CIS 151 or CSI 171) course in one programming language.

Construction Technology (CST)
Certificate - 33 Hours
A.A.S. Degree - 62-65 Hours

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

Program Specific Courses			Cr Hrs
CST	135	Construction Carpentry I	4
CST	139	Construction Trim Carpentry	4
CST	140	Cabinetmaking and Millwork I	4
CST	150	Concrete and Forms	4
CST	180	Exterior Finishes	4
CST	190	Interior Finishes	4
CST	235	Construction Carpentry II	4
CST	255	Printreading for Construction	4
CST	260	Construction Estimating	4
CST	265	Construction Technology Capstone	2
CST	290	Co-operative Education/Internship	1-3
TEC	285	Occupational Seminar	1
Program/Related Electives			3-4

General Ed Requirements			Cr Hrs
COM	105	Public Speaking	3
ENG	101	Composition I	3
MTH	125	Technical Mathematics I (or MTH 110)	3
[1] PLS	101	American Government and Politics	3
Lab Science Elective (PHY 140 preferred)			4
Social Science Elective			3

Program Electives			Cr Hrs
CST	170	Masonry I	4
CST	240	Cabinetmaking and Millwork II	4
CST	245	Green Construction Practices	3
CST	270	Masonry II	4
CST	275	Masonry III	4

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

Preferred Course Sequence
Certificate = Courses in Shaded Areas

Semester I

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

Semester II

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

Semester III

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

Semester IV

CST	150	Concrete and Forms	4
CST	265	Construction Technology Capstone	2
CST	290	Co-operative Education/Internship	1-3
Social Science Elective			3
Program/Related Elective			3-4
Total Semester Hours			**13-16**

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

Apprenticeship Industrial Technology - Construction option
A.A.S. Degree - 66 Hours

The Apprenticeship Industrial Technology program will provide the opportunity for journey level trades people to develop general education, managerial, and technical skills that they need to advance in their chosen career, typically management level. Many companies are requiring their management team to have a degree above the high school level and apprenticeship training. The AIT AAS degree would give a qualified trades person the opportunity to advance their education without repeating the trades classes that they would already be proficient in.

Program Specific Courses			Cr Hrs
CST	255	Printreading for Construction	4
CST	260	Construction Estimating	4
Journeyman Apprenticeship (Credit by Certification[1])			30

General Ed Requirements			Cr Hrs
BUS	110	Principles of Business	3
BUS	150	Principles of Management	3
CIS	101	Personal Computer Applications	3
COM	105	Public Speaking	3
ENG	101	Composition I	3
MTH	125	Technical Mathematics I (or MTH 110)	3
[2] PLS	101	American Government and Politics	3
Lab Science Elective (PHY 140 preferred)			4
Social Science Elective			3

Preferred Course Sequence

Semester I

CIS	101	Personal Computer Applications	3
CST	255	Printreading for Construction	4
ENG	101	Composition I	3
[2] PLS	101	American Government and Politics	3
Total Semester Hours			**13**

Semester II

BUS	110	Principles of Business	3
COM	105	Public Speaking	3
MTH	125	Technical Mathematics I (or MTH 110) (MTH 130 for transfer)	3
Social Science Elective			3
Total Semester Hours			**12**

Semester III

BUS	150	Principles of Management	3
CST	260	Construction Estimating	4
Lab Science Elective (PHY 140 preferred)			4
Total Semester Hours			**11**

Journeyman Apprenticeship (Credit by Certification[1]) **.....30**

[1] Federally approved apprenticeship program that contains a minimum of 640 clock hours of classroom instruction and 5600 clock hours on on-the-job training. Transcripted upon completion of 15 hours of OTC coursework and documentation of certificate and/or journeyman card for the approved craft.

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

Culinary Arts (CUL)

Baking Arts Certificate - 33 Hours
A.A.S. Degree - 65 - 67 Hours

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

Program Specific Courses			Cr Hrs
CUL	101	Introduction to Food Preparation and Theory	3
CUL	102	Meat, Seafood and Poultry Identification and Fabrication	3
CUL	103	Garde Manger	3
CUL	121	Introduction to Baking and Pastry	3
CUL	201	Contemporary Cuisine/Capstone	8
CUL	203	World Cuisine	3
CUL	290	Co-operative Education/Internship	1-3
HSM	101	Introduction to the Hospitality Industry	3
HSM	115	Safety and Sanitation	3
HSM	125	Purchasing and Product Identification	3
HSM	215	Dining Room Management	4
HSM	248	Beverage Management and Affinities	3
HSM	251	Food Service Design and Layout	3
HSM	270	Supervisory Management	3
TEC	285	Occupational Seminar	1

General Ed Requirements			Cr Hrs
BCS	130	Human Nutrition	3
COM	105	Public Speaking	3
ENG	101	Composition I	3
Mathematics Elective (MTH 105 Preferred)			3
[1] PLS	101	American Government and Politics	3
Social Science Elective (PSY 110 or SOC 101 preferred)			3

Preferred Course Sequence

Semester I

CUL	101	Introduction to Food Preparation and Theory	3
HSM	101	Introduction to the Hospitality Industry	3
HSM	115	Safety and Sanitation	3
MTH	105	Business Math (or higher)	3
[1] PLS	101	American Government and Politics	3
Total Semester Hours			**15**

[1] Must satisfy Missouri law to include instruction in U.S. and State Constitutions.

Semester II

CUL	102	Meat, Seafood and Poultry Identification and Fabrication	3
CUL	121	Introduction to Baking and Pastry	3
HSM	125	Purchasing and Product Identification	3
BCS	130	Human Nutrition	3
ENG	101	Composition I	3
Social Science Elective			3
Total Semester Hours			**18**

Semester III

CUL	103	Garde Manger	3
HSM	215	Dining Room Management	4
HSM	251	Food Service Design and Layout	3
HSM	270	Supervisory Management	3
COM	105	Public Speaking	3
Total Semester Hours			**16**

Semester IV

CUL	201	Contemporary Cuisine	8
CUL	203	World Cuisine	3
CUL	290	Co-operative Education/Internship	1-3
HSM	248	Beverage Management and Affinities	3
TEC	285	Occupational Seminar	1
Total Semester Hours			**16-18**

Baking Arts Certificate - 33 Hours

Semester I

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

Semester II

CUL	130	European Pastries/Classical Desserts	3
CUL	150	Yeast Breads and Quick Breads	3
CUL	160	Cakes and Cake Decorating	3
CUL	170	Chocolate, Sugar and Confections	3
COM	105	Public Speaking	3
Total Semester Hours			**15**

Dental Assisting Program - Traditional Track (DAS)

Certificate - 39 Hours
A.A.S. Degree - 62 Hours

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

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

Students may take the "Program Specific Courses" only after they have been admitted into the program. A separate application process is required for acceptance into this program. A new class begins each fall semester. The application deadline for the program is June 15. Contact the Allied Health Office, or go online (www.otc.edu/alliedhealth/1898.php) for an application packet.

Commission on Dental Accreditation (CODA) of the American Dental Association, 211 E. Chicago Ave, Chicago, IL 60611 312-621-8099

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

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

Electives

May choose any 100 level or above course.

Preferred Course Sequence

Certificate = Courses in Shaded Areas

Semester I (Fall)

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

Semester II (Spring)

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

Semester III

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

Semester IV

Science Elective			4
[1] Social Science Elective			3
Social Science Elective			3
Total Semester Hours			**10**

[1] Must satisfy Missouri law to include instruction in U.S. and State Constitutions.

Dental Assisting Program (DAS) - Hybrid Track

Certificate - 39 Hours
A.A.S. Degree - 62 Hours

(Continued on Next Page)

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

The hybrid track program is designed for those students who want to pursue a career in dental assisting, and are unable to attend traditional day classes. Hybrid is defined in this program as online didactic courses and required "on campus" laboratory classes, along with clinical experience.

This program is selective admissions and students may take the "Program Specific Courses" upon their acceptance. A new class will begin each spring semester. Application deadline for the hybrid track program is October 15. You can access the application online (www.otc.edu/alliedhealth/1898.php) or contact the Allied Health Office at 417.447.8954.

Commission on Dental Accreditation (CODA) of the American Dental Association, 211 E. Chicago Ave., Chicago, IL 60611 312-621-8099

Program Specific Courses			Cr Hrs
DAH	100	Dental Laboratory I	2
DAH	110	Foundations of Dental Assisting	1
DAH	111	Infection Control in Dentistry	1
DAH	112	Medical Emergencies	1
DAH	113	Dental Science I	1
DAH	121	Dental Laboratory II	2
DAH	122	Chairside Assisting Techniques	2
DAH	123	Dental Science II	1
DAH	124	Dental Materials	1
DAH	131	Dental Laboratory III	2
DAH	132	Preventive Dentistry	2
DAH	133	Radiology I	2
DAH	134	Dental Materials II	1
DAH	140	Clinical Experiences	5
DAH	141	Dental Laboratory IV	2
DAH	142	Dental Specialities	2
DAH	143	Radiology II	2
DAH	144	Dental Language	1
DAH	151	Dental Laboratory V	2
DAH	152	Dental Office Procedures	2
DAH	153	Expanded Functions	1

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

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

Electives

May choose any 100 level or above course.

Dental Assisting Program (DAS) - Hybrid Track
Certificate - 39 Hours
A.A.S. Degree - 62 Hours

Preferred Course Sequence
Certificate = Courses in Shaded Areas

Semester I (Spring)

COM	100	Human Communication (or COM 105)	3
Winter Intersession			
DAH	110	Foundations of Dental Assisting	1
A-Block			
DAH	100	Dental Laboratory I	2
DAH	111	Infection Control in Dentistry	1
DAH	112	Medical Emergencies	1
DAH	113	Dental Science I	1
B-Block			
DAH	121	Dental Laboratory II	2
DAH	122	Chairside Assisting Techniques	2
DAH	123	Dental Science II	1
DAH	124	Dental Materials	1
Total Semester Hours			**15**

Semester II (Summer)

A-Block			
DAH	131	Dental Laboratory III	2
DAH	132	Preventive Dentistry	2
DAH	133	Radiology I	2
DAH	134	Dental Materials II	1
Total Semester Hours			**7**

Semester III (Fall)

DAH	140	Clinical Experiences	5
A-Block			
DAH	141	Dental Laboratory IV	2
DAH	142	Dental Specialties	2
DAH	143	Radiology II	2
DAH	144	Dental Language	1
B-Block			
DAH	151	Dental Laboratory V	2
DAH	152	Dental Office Procedures	2
DAH	153	Expanded Functions	1
Total Semester Hours			**17**

Semester IV

ENG	101	Composition I	3
Mathematics Elective (MTH 105 or higher)			3
Elective			3
Elective			3
Total Semester Hours			**12**

Semester V

Science Elective			4
[1] Social Science Elective			3
Social Science Elective			3
Total Semester Hours			**10**

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

Electives

May choose any 100 level or above course.

Dental Hygiene (DHY)
A.A.S. Degree - 75-86 Hours
(Continued on Next Page)

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

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

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

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

Students may take the "Program Specific Courses" only after they have been admitted into the program. A separate application process is required for acceptance into this program. A new class begins each fall semester. The application deadline for the program is May 30. Contact the Allied Health Office or visit the website(www.otc.edu/alliedhealth/1897.php) for an application packet.

Commission on Dental Accreditation (CODA) of the American Dental Association, 211 E. Chicago Ave., Chicago, IL 60611 312-621-8099

Dental Hygiene (DHY)
A.A.S. Degree - 75-86 Hours

Pre-admission Requirements			Cr Hrs
CHM	101	Introductory Chemistry	4
[2] BCS	140	Human Anatomy (or BCS 145)	4
[2] BCS	150	Human Physiology (or BCS 146)	4
BCS	200	Microbiology	4
MTH	110	Intermediate Algebra	3
Total Semester Hours			**19**

Program Specific Courses			Cr Hrs
DHY	100	Introduction to Dental Hygiene	2
DHY	101	Dental Hygiene I Pre-clinic Lab	4
DHY	105	Orofacial Anatomy	2
DHY	110	Oral Histology and Embryology	2
DHY	150	Dental Hygiene I	2
DHY	151	Dental Hygiene I - Lab	3
DHY	155	Pharmacology for the Dental Hygienist	2
DHY	160	Introduction to Periodontology	2
DHY	200	Dental Hygiene II	2
DHY	201	Dental Hygiene II - Lab	1
DHY	203	Diet and Nutrition in Oral Health	2
DHY	205	Dental Hygiene III	2
DHY	206	Dental Hygiene III - Lab	4
DHY	210	Oral Pathology	2
DHY	215	Community Dental Health	2
DHY	250	Dental Hygiene IV	2
DHY	251	Dental Hygiene IV - Lab	4
DHY	260	Legal Issues and Dental Ethics	1

General Education Requirements			Cr Hrs
COM	100	Human Communication (or COM 105)	3
ENG	101	Composition I	3
[2] PLS	101	American Government and Politics	3
PSY	110	Introduction to Psychology	3
SOC	101	Introduction to Sociology	3

Additional Courses (For those who did not graduate from an ADA accredited Dental Assisting Program within the past 5 years.)			Cr Hrs
[1] DAS	102	Infection Control	2
[1] DHY	120	Dental Materials I	3
[1] DAS	130	Dental Radiology I	3
[1] DAS	132	Dental Radiology II	3

[1] Can be taken as part of the Dental Assisting program.

[2] BCS 145 and BCS 146 may be substituted for BCS 140 and BCS 150.

Preferred Course Sequence

Semester I (Fall)

DHY	100	Introduction to Dental Hygiene	2
DHY	101	Dental Hygiene Pre-clinic Lab	4
DHY	105	Orofacial Anatomy	2
DHY	110	Oral Histology and Embryology	2
ENG	101	Composition I	3
[1] DAS	102	Infection Control	2
[1] DAS	130	Dental Radiology I	3
Total Semester Hours			**13-18**

Semester II (Spring)

DHY	150	Dental Hygiene I	2
DHY	151	Dental Hygiene I - Lab	3
DHY	155	Pharmacology for the Dental Hygienist	2
DHY	160	Introduction to Periodontology	2
COM	100	Human Communication (or COM 105)	3
[1] DHY	120	Dental Materials I	3
[1] DAS	132	Dental Radiology II	3
Total Semester Hours			**12-18**

Semester III (Summer)

DHY	200	Dental Hygiene II	2
DHY	201	Dental Hygiene II - Lab	1
DHY	203	Diet and Nutrition in Oral Health	2
Total Semester Hours			**5**

Semester IV (Fall)

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

Semester V (Spring)

DHY	250	Dental Hygiene IV	2
DHY	251	Dental Hygiene IV - Lab	4
DHY	260	Legal Issues and Dental Ethics	1
[3] PLS	101	American Government and Politics	3
SOC	101	Introduction to Sociology	3
Total Semester Hours			**13**

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

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

Diesel Technology (DSL)
Certificate - 33 Hours
A.A.S. Degree - 65 Hours

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

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

General Ed Requirements			Cr Hrs
Communication Elective			3
ENG	101	Composition I	3
HLT	101	Lifetime Wellness	2
Mathematics Elective (MTH 105 or higher)			3
Science Elective			4
[1] Social Science Elective			3
Social Science Elective			3

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Preferred Course Sequence
Certificate = Courses in Shaded Areas

Semester I

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

Semester II

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

Semester III

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

Semester IV

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

[1] Must satisfy Missouri law to include instruction in U.S. and State Constitutions.

Drafting and Design Technology (DDT)
Certificate - 32 Hours
A.A.S. Degree - 63-65 Hours

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

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

General Ed Requirements			Cr Hrs
COM	105	Public Speaking	3
ENG	101	Composition I	3
HLT	101	Lifetime Wellness	2
MTH	125	Technical Mathematics I (or MTH 130)	3
MTH	126	Technical Mathematics II (or MTH 131)	3
[1] PLS	101	American Government and Politics	3
Physical Science Elective			
		(CHM 101, CHM 111, PHY 105, PHY 120, PHY 140)	4

Related Electives

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

Preferred Course Sequence

Certificate = Courses in Shaded Areas

Semester I

DDT	100	Fundamentals of Drafting	4
DDT	110	Mechanical Dimensioning/Tolerancing	4
DDT	115	Manufacturing Processes and Materials	4
ENG	101	Composition I	3
HLT	101	Lifetime Wellness	2
Total Semester Hours			**17**

Semester II

DDT	150	Descriptive Geometry and 2D CAD	4
DDT	160	Residential Architectural Drafting	4
MTH	125	Tech Mathematics I (or MTH 130)	3
TEC	285	Occupational Seminar	1
[1] PLS	101	American Government and Politics	3
Total Semester Hours			**15**

Semester III

DDT	200	Production Design Drafting	4
DDT	210	Structural Steel Detailing and Drafting	4
MTH	126	Technical Mathematics II (or MTH 131)	3
Physical Science Elective			
		(CHM 101, CHM 111, PHY 105, PHY 120, PHY 140)	4
Total Semester Hours			**15**

Semester IV

DDT	250	Machine Design Drafting	4
DDT	260	Commercial Architectural Drafting	4
DDT	270	Civil Engineering Drafting	4
DDT	290	Co-op Ed/Intern/Related Elective	1-3
COM	105	Public Speaking	3
Total Semester Hours			**16-18**

[1] Must satisfy Missouri law to include instruction in U.S. and State Constitutions.

Early Childhood Development (ECD)

Certificate - 33 Hours
A.A.S. Degree - 65 Hours

(Continued on Next Page)

One of the fastest growing industries in the United States is the child care field. Children's participation rates in early childhood programs continue to increase but a lack of quality early childhood care givers and programs are a growing concern. The quality of children's care significantly contributes to children's school readiness and an educated staff is the link between quality programs and positive outcomes for children and families. The increasing need for educated care providers can lead to a rewarding and challenging career in preschools, child care centers, Head Start centers, church-related programs, child development centers and campus or recreational centers.

The Early Childhood Development program is designed for the student who plans to enter the job force immediately. The program's course of study focuses on developing an understanding of young children and their needs. Class instruction provides students practical knowledge about the physical, social, emotional, cognitive, and creative principles critical in working with young children. The hands-on lab experiences provide students the opportunity to apply information from class and other resources to discover what really works with children in a variety of early care settings.

Progression to Professionalism

Three academic options exist in the Early Childhood Development program:

Option One: Students can prepare for the Child Development Associate Credential awarded by the Council for Professional Recognition while receiving college credit.

Option Two: Students may choose to pursue the Early Childhood Development Certificate which provides an overall understanding of child development.

Option Three: Students may wish to continue their progression to professionalism and child development study and complete the Early Childhood Development program to receive their Associate of Applied Science Degree.

CDA Credential *			Cr Hrs
ECD	101	Introduction to Early Childhood	4
ECD	110	Early Childhood Growth and Development	4
ECD	170	Health, Safety and Nutrition in Early Childhood	3

* OTC does not award the CDA Credential. This course track only assists in preparing the student for the CDA process. To receive the CDA Credential, the student must contact and complete specific requirements set forth by the Council for Professional Recognition located in Washington, D.C.

Students with a current CDA Credential may be eligible to receive credit for the 11 hours of coursework listed above.

Program Specific Courses			Cr Hrs
ECD	101	Introduction to Early Childhood	4
ECD	110	Early Childhood Growth and Development	4
ECD	120	Early Childhood Literature and Language	4
ECD	165	Relationships in Early Childhood	4
ECD	170	Health, Safety and Nutrition in Early Childhood	3
ECD	210	Zero to Three: The Early Years	3
ECD	225	Abuse and Neglect in Early Childhood	3
ECD	230	The Young Exceptional Child	3
ECD	260	Curriculum Development in Early Childhood	4
ECD	299	Capstone for Early Childhood Development	4
CIS	101	Personal Computer Applications	3
TEC	285	Occupational Seminar	1
Related Elective			3

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

Related Electives

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

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

Early Childhood Development (ECD)
Certificate - 33 Hours
A.A.S. Degree - 65 Hours

Preferred Course Sequence
Certificate = Courses in Shaded Areas

Semester I (Fall)

ECD	101	Introduction to Early Childhood	4
ECD	110	Early Childhood Growth and Development	4
ECD	170	Health, Safety and Nutrition in Early Childhood	3
Mathematics Elective (MTH 105 or higher)			3
Total Semester Hours			**14**

Semester II (Spring)

ECD	120	Early Childhood Literature and Language	4
ECD	165	Relationships in Early Childhood	4
ECD	210	Zero to Three: The Early Years	3
ECD	230	The Young Exceptional Child	3
ENG	101	Composition I	3
Total Semester Hours			**17**

Semester III (Fall)

ECD	225	Abuse and Neglect in Early Childhood	3
ECD	260	Curriculum Development in Early Childhood	4
CIS	101	Personal Computer Applications	3
PSY	110	Introduction to Psychology	3
Science Elective (with lab)			4
Total Semester Hours			**17**

Semester IV (Spring)

	ECD	299	Capstone for Early Childhood Development	4
[1]	PLS	101	American Government and Politics	3
	PSY	260	Child Psychology	3
	TEC	285	Occupational Seminar	1
Humanities or Communication Elective				3
Related Elective				3
Total Semester Hours				**17**

Related Electives Sequence — **Cr Hrs**

Fall Semester

ECD	115	Observation and Assessment of the Young Child	1
ECD	240	Creativity and the Young Child	3
ECD	280	Administration of Early Childhood Programs	3

Spring Semester

ECD	205	Historical and Philosophical Trends in Early Childhood	3
ECD	215	Science and Math in Early Childhood	3

Variable

ECD	125	Challenging Behaviors in the Young Child	1
ECD	235	Multicultural Perspectives in Early Childhood	1
ECD	245	Leadership and Ethics in Early Childhood	1
ECD	290	Internship/Field Experience in Early Childhood	1-3

Electrical (ELC)
Certificate - 34 Hours

The Electrical Certificate program will provide individuals the opportunity to develop technical skills that they need to advance in a career as an electrician. This program can be utilized by apprentices or non-apprentices.

Upon completion of the Electrical Certificate, students can apply those credit hours to two different AAS degree programs. If a student has completed the certificate program as an apprentice, has a sufficient amount of work related hours, and passes the National Electric Certification exam, he or she may wish to pursue an AAS degree in the Apprenticeship Industrial Technology program. If a student does not have the work related hours required to sit for the National Electric Certification exam (non-apprentice), he or she may choose to pursue an AAS degree in Manufacturing. Consultation with the department chair of this program is required to ensure that each individual chooses a path that will best suit his or her needs.

Program Specific Courses			Cr Hrs
ELC	100	Introduction to Electrical Theories and Safety	3
ELC	110	Electrical Formulas and Circuitry	4
ELC	120	Wiring Methods and Power Distribution Application	4
ELC	130	Basic Power Generations and Code Requirements	4
ELC	200	Application of NEC to Electrical Apparatus	4
ELC	210	Application of NEC to Unique Systems and Locations	4
ELC	220	Basic Principles of VFD and PLC Operations	4
ELC	230	Preparation for National Electric Certification	3
CST	255	Printreading for Construction	4

Electronic Media Production (EMP)
A.A.S. Degree - 62-65 Hours

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

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

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

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

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

Preferred Course Sequence

Semester I

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

Semester II

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

Semester III

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

Semester IV

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

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

Emergency Medical Technician -Paramedic (EMT)

Certificate - 49 Hours
A.A.S. Degree - 64 Hours

(Continued on Next Page)

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

EMT Basic - The application deadline for the EMT Basic program is May 1 for summer, July 15 for fall, and November 30 for spring.

EMT Paramedic - Students may take the "Program Specific Courses" only after they have been admitted into the program. A separate application process is required for acceptance into this program.

Paramedic classes begin each fall semester. The application deadline for the program is July 15 for the fall semester.

EMT Intermediate class begins each spring and fall. The application deadline for EMT Intermediate class is November 30 for spring admission and July 15 for fall.

An application packet is available online or by contacting the Allied Health Office. Please see faculty members for further advisement.

Missouri Department of Health Bureau of Emergency Medical Services, PO Box 570, Jefferson City, MO 65102 573-761-9911

Progression to Professionalism

EMT-Basic
After completing EMT 101 - EMT-Basic, students are eligible to take the National Registry certifying exam.

Emergency Medical Technician - Intermediate
Completion of the following courses allows the student to be eligible to sit for the EMT-Intermediate state and national licensure exams.

EMT 155 EMT Intermediate
EMT 160 Intermediate Clinical Rotation
EMT 170 Intermediate Field Internship

Those courses, along with BCS 120 can be taken in place of EMT 200 and EMT 230. Please see faculty members of the program for advisement.

Emergency Medical Technician - Paramedic
Students can graduated with either a certificate of an A.A.S. degree. After completing the certificate, students are eligible to take the National Registry certifying exam for paramedics.

Please see degree program on following page.

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

General Ed Requirements			Cr Hrs
BCS	120	Human Anatomy and Physiology	6
BCS	210	Pathophysiology	3
ENG	101	Composition I	3
MTH	110	Intermediate Algebra	3
[1] Social Science Elective			3
Social Science Elective			3
Communication Elective			3

Emergency Medical Technician -Paramedic (EMT)
Certificate - 49 Hours
A.A.S. Degree - 64 Hours

Preferred Course Sequence
Certificate = Courses in shaded areas.

Semester I

EMT	101	Emergency Medical Technician - Basic	6
BCS	120	Human Anatomy and Physiology	6
Total Semester Hours			**12**

Semester II (Fall)

EMT	200	Paramedic I	6
EMT	210	Cardiology for EMT-Paramedic	4
EMT	220	Pharmacology for EMT-Paramedic	2
EMT	230	Clinical Rotations I	2
Total Semester Hours			**14**

Semester III (Spring)

EMT	201	Paramedic II	5
EMT	231	Clinical Rotations II	4
EMT	232	Clinical Rotations III	4
BCS	210	Pathophysiology	3
Total Semester Hours			**16**

Semester IV (Summer)

EMT	240	Paramedic Field Internship	7
Total Semester Hours			**7**

Semester V

ENG	101	Composition I	3
MTH	110	Intermediate Algebra	3
Communication Elective			3
[1] Social Science Elective			3
Social Science Elective			3
Total Semester Hours			**15**

[1]Must satisfy Missouri law to include instruction in U.S. and State Constitutions.

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

Fire Science Technology (FST)
A.A.S. Degree - 64-66 Hours

Career departments, volunteer departments and departments with both career and volunteer firefighters combine to comprise approximately 100 fire departments throughout southwest Missouri. The Fire Science Technology program provides learning opportunities which introduce, develop and reinforce academic and occupational knowledge, skills and attitudes required for job acquisition, retention and advancement. Additionally, the program provides opportunities to retrain and upgrade present knowledge and skills. Career choices for Fire Science Technology students include the following: firefighter, fire inspector, fire instructor, fire investigator, fire protection systems installer, U.S. Forest Service, as well as various military branches. OTC graduates have employment opportunities locally, statewide and nationally.

OTC has developed procedures for evaluating past training experiences and certification; inquiries should be directed to the lead instructor or department chair.

Students wishing to transfer to a four-year institution are strongly encouraged to seek the advice of the lead instructor or department chair of the FST program to determine courses appropriate for transfer.

Program Specific Courses			Cr Hrs
FST	102	Building Construction	3
FST	106	Firefighter I and II	6
FST	107	Fire Prevention	3
FST	109	Fire Hydraulics	3
FST	111	Strategy and Tactics	3
FST	117	Fire Protection Systems	3
FST	120	Hazardous Materials	3
FST	210	Fire Department Officer	3
FST	215	Fire Service Instructor I	3
FST	230	Introduction to Fire Origin and Causes	3
FST	275	Legal and Contemporary Issues of Fire and Emergency Service	3
[2] FST	280	Capstone Assessment	1
FST	290	Co-operative Education/Internship	1-3
EMT	101	Emergency Medical Technician - Basic	6
TEC	285	Occupational Seminar	1

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

Preferred Course Sequence

Semester I (Fall)

FST	102	Building Construction	3
FST	120	Hazardous Materials	3
EMT	101	Emergency Medical Technician - Basic	6
ENG	101	Composition I	3
Mathematics Elective (MTH 105 or higher)			3
Total Semester Hours			**18**

Semester II (Spring)

FST	106	Firefighter I and II	6
FST	107	Fire Prevention	3
FST	117	Fire Protection Systems	3
FST	230	Introduction to Fire Origin and Causes	3
English/Communication Elective			3
Total Semester Hours			**18**

Semester III (Fall)

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

Semester IV (Spring)

FST	275	Legal and Contemporary Issues of Fire and Emergency Services	3
[2] FST	280	Capstone Assessment	1
FST	290	Co-operative Education/Internship	1-3
[1] PLS	101	American Government and Politics	3
PSY	110	Introduction to Psychology	3
TEC	285	Occupational Seminar	1
Total Semester Hours			**12-14**

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

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

Graphic Design Technology (GDT)
A.A.S. Degree - 64-68 Hours

Graphic design is a professional discipline that focuses on visual communication in its simplest form. Graphic designers are critical thinkers and problem-solvers combining artistic and technical skills to choose, place and arrange words and imagery to create visual representations of ideas and messages. Designers focus primarily on print media such as brochures, promotional posters, publication design for books and magazines, logos, branding and more. Graphic design skills are used in, but not limited to, corporate identity design, web site design, publication design, motion graphic design, advertising design and product packaging. Using industry standard software students develop technical skills to create meaningful and creative designs that visually communicate to a target audience.

Program Specific Courses			Cr Hrs
GDT	105	Graphic Design I	4
GDT	115	Typography	4
GDT	125	Digital Illustration	4
GDT	148	Publication Design	4
GDT	160	Digital Photography	3
GDT	165	Image Editing	4
GDT	218	Graphic Production	4
GDT	220	Page Layout Design	4
GDT	230	Graphic Design II	4
GDT	250	Web Page Design	4
GDT	255	Motion Graphic Design	4
GDT	275	Portfolio Design and Professional Practices	2
GDT	290	Co-operative Education/Internship/ Related Elective	1-3
Related Elective			3-4

General Ed Requirements			Cr Hrs
ENG	101	Composition I	3
[1] PLS	101	American Government and Politics	3
Communication Elective			3
Mathematics Elective (MTH 105 or higher)			3
Science Elective			3-4

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

Preferred Course Sequence

Semester I

GDT	105	Graphic Design I	4
GDT	115	Typography	4
GDT	160	Digital Photography	3
ENG	101	Composition I	3
[1] PLS	101	American Government and Politics	3
Total Semester Hours			**17**

Semester II

GDT	125	Digital Illustration	4
GDT	148	Publication Design	4
GDT	165	Image Editing	4
Mathematics Elective (MTH 105 or higher)			3
Communication Elective			3
Total Semester Hours			**18**

Semester III

GDT	218	Graphic Production	4
GDT	250	Web Page Design	4
GDT	255	Motion Graphic Design	4
Science Elective			3-4
Total Semester Hours			**15-16**

Semester IV

GDT	220	Page Layout Design	4
GDT	230	Graphic Design II	4
GDT	275	Portfolio Design and Professional Practices	2
GDT	290	Co-operative Education/Internship/ Related Elective	1-3
Related Elective			3-4
Total Semester Hours			**14-17**

Related Electives			Cr Hrs
GDT	110	Offset Press Operations	4
GDT	130	Production Practicum	4
GDT	141	Broadcast Graphics	2
GDT	142	Duotone Design	2
GDT	143	Animation	2
GDT	144	Color Processes	2
GDT	252	Advanced Web Page Design	4
GDT	268	Screen Printing and Sign Graphics	4
CIS	130	Website Development I	4

Health Information Technology (HIT)

A.A.S. Degree - 68 Hours

(continued on next page)

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

The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Ave, Suite 2150, Chicago, IL 60611 312-233-1100

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

General Ed Requirements			Cr Hrs
BCS	120	Human Anatomy and Physiology	6
BCS	210	Pathophysiology	3
ENG	101	Composition I	3
HLT	101	Lifetime Wellness	2
English/Communication Elective			3
Mathematics Elective (MTH 105 or higher)			3
Social Science Elective			3
[1] Social Science Elective			3

Preferred Course Sequence

Semester I

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

Semester II

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

Semester III

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

Semester IV

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

Semester V

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

[1] Must Satisfy Missouri law to include instruction in U.S. and State Constitutions.

[2] All courses listed in Semester I are prerequisites to HIT 120.

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

Health Information Technology (HIT)
Certificate Coding Specialist - 39 hours

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

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

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

Preferred Course Sequence

Certificate = Courses in Shaded Areas

Semester I

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

Semester II

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

Semester III

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

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

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

Hearing Instrument Science (HIS)
A.A.S. Degree - 62 hours

The Hearing Instrument Science program is designed to prepare graduates to practice as Hearing Instrument Specialists in a variety of hearing healthcare settings, including private practice. This is a limited and selective admission program. This program includes didactic and laboratory coursework, as well as supervised clinical education experiences. This prepares graduates to function as a member of the hearing healthcare "team." The "team" includes Hearing Instrument Specialists, Otologists, Audiologists and Otolaryngologists.

Students may take the "Program Specific Courses" only if they have been admitted into the program. A separate application process is required for acceptance into this program. A new class begins each spring semester. The application deadline for the program is November 20. You may contact the Allied Health Office at (417) 447-8954 for an application packet.

Graduates may apply for licensure as a Hearing Instument Specialist from the State of Missouir Board of Professional Registration. After holding an active state license for two years, the graduate may also apply for Board Certification from the National Board for Certification in Hearing Insturment Sciences (NBC-HIS).

Program Specific Courses			Cr Hrs
HIS	110	Acoustics and Psychoacoustics	3
HIS	120	Anatomy and Physiology of Auditory and Speech Systems	3
HIS	125	Hearing and Auditory Disorders	3
HIS	130	Introduction to Audiometry	3
HIS	140	Introduction to Hearing Instrument Components	3
HIS	150	Hearing Instrument Fitting Methods	3
HIS	160	Hearing Healthcare Legal Responsibilities and Ethics	2
HIS	170	Clinical Practicum I	1
HIS	230	Advanced Audiometry	3
HIS	240	Compression and Digital Features of Hearing Instruments	3
HIS	250	Real Ear Measurements	3
HIS	260	Hearing Healthcare Management and Marketing	3
HIS	270	Clinical Practicum II	3
HIS	280	Clinical Practicum III	3

General Ed Requirements			Cr Hrs
BCS	120	Human Anatomy and Physiology	6
BUS	155	Customer Service	2
ENG	101	Composition I	3
Communication Elective			3
Mathematics Elective (MTH 105 or higher)			3
[1] Social Science Elective			3
Social Science Elective			3

Preferred Course Sequence

Semester I

HIS	110	Acoustics and Psychoacoustics	3
HIS	120	Anatomy and Physiology of Auditory and Speech Systems	3
HIS	130	Introduction to Audiometry	3
HIS	140	Introduction to Hearing Instrument Components	3
Mathematics Electice (MTH 105 or higher)			3
Total Semester Hours			**15**

Semester II

HIS	125	Hearing and Auditory Disorders	3
HIS	150	Hearing Instrument Fitting Methods	3
HIS	160	Hearing Healthcare Legal Responsibilities and Ethics	2
HIS	170	Clinical Practicum I	1
BCS	120	Human Anatomy and Physiology	6
Total Semester Hours			**15**

Semester III

HIS	230	Advanced Audiometry	3
HIS	240	Compression and Digital Features of Hearing Instruments	3
HIS	270	Clinical Practicum II	3
BUS	155	Customer Service	2
ENG	101	Composition I	3
Communication Elective			3
Total Semester Hours			**17**

Semester IV

HIS	250	Real Ear Measurements	3
HIS	260	Hearing Healthcare Management and Marketing	3
HIS	280	Clinical Practicum III	3
[1] Social Science Elective			3
Social Science Elective			3
Total Semester Hours			**15**

[1] Must Satisfy Missouri law to include instruction in U.S. and State Constitutions.

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

Heating, Refrigeration and A/C (HRA)
Certificate - 32 Hours
A.A.S. Degree - 62-63 Hours

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

Program Specific Courses			Cr Hrs
HRA	102	Basic Refrigeration Theory and Application	4
HRA	103	Electricity for Heating, Refrigeration and A/C	4
HRA	125	Refrigerants and Refrigerant Handling	4
HRA	135	Refrigeration Motors and Controls	4
HRA	180	Air Distribution Systems	2
HRA	245	Commercial Refrigeration Systems	4
HRA	250	Advanced Commercial Refrigeration	4
HRA	265	Residential Heating and Air Conditioning	4
HRA	270	Advanced Heating and Air Conditioning	4
HRA	280	Boilers and Chillers	4
[2] HRA	281	HRA Capstone Assessment	2
HRA	290	Co-operative Education/Internship	2-3
TEC	285	Occupational Seminar	1

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

Preferred Course Sequence

Certificate = Courses in Shaded Areas

Semester I

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

Semester II

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

Semester III

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

Semester IV

HRA	250	Advanced Commercial Refrigeration	4
HRA	270	Advanced Heating and Air Conditioning	4
[2] HRA	281	HRA Capstone Assessment	2
HRA	290	Co-operative Education/Internship	2-3
TEC	285	Occupational Seminar	1
Total Semester Hours			**13-14**

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

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

Hospitality Management (HSM)
A.A.S. Degree - 68 Hours

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

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

General Ed Requirements			Cr Hrs
BCS	130	Human Nutrition	3
COM	105	Public Speaking	3
ENG	101	Composition 1	3
MTH	105	Business Mathematics (or higher)	3
[1] Social Science Electives (select one option)			6

Option I: HST 120 and HST 130
Option II: PLS 101 and one of the following:
AGR 100, ANT 101, ECO 270, GRY 101,
HST 105, HST 106, HST 120, HST 130,
PLS 250, PLS 255, PSY 110, SOC 101

Related Electives

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

[1] Must Satisfy Missouri law to include instruction in U.S. and State Constitutions.

Preferred Course Sequence

Semester I

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

Semester II

HSM	125	Purchasing and Product Identification (or HSM 248)	3
HSM	225	Marketing in the Hospitality Industry (or HSM 255)	3
ENG	101	Composition 1	3
COM	105	Public Speaking	3
Social Science Elective Option			3
Related Elective			3
Total Semester Hours			**18**

Summer

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

Semester III

HSM	248	Beverage Management and Affinities (or HSM 125)	3
HSM	215	Dining Room Management	4
HSM	251	Food Service Design and Layout (or HSM 233)	3
HSM	255	Accounting for the Hospitality Industry (or HSM 225)	3
HSM	270	Supervisory Management (or Related Elective)	3
Total Semester Hours			**16**

Semester IV

HSM	233	Front Office Procedures (or HSM 251)	3
HSM	270	Supervisory Management (or Related Elective)	3
HSM	276	Catering and Banquet Service	3
TEC	285	Occupational Seminar	1
[1] Social Science Elective Option			3
Related Elective			3
Total Semester Hours			**16**

Industrial Maintenance Technology (IMT)
Certificate - 31 Hours
A.A.S. Degree - 63-65 Hours

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

Program Specific Courses			Cr Hrs
[2] IMT	120	Industrial Safety	2
IMT	125	Fluid Power	4
[2] IMT	130	Industrial Electricity I	4
[2] IMT	140	Industrial Electricity II	4
IMT	170	Industrial Motors and Controls	4
[2] IMT	200	Mechanical Power Transmission	4
IMT	225	Programmable Control	4
IMT	246	PLC Systems/Robotics	4
IMT	260	Industrial Systems Maintenance	4
IMT	290	Co-operative Education/Internship/Elective	1-3
TEC	285	Occupational Seminar	1

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

Related Electives			Cr Hrs
[2] IMT	137	Alternative and Renewable Energy	4
IMT	190	Industrial Manufacturing Processes	4
ENG	150	Technical Writing	3

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

Preferred Course Sequence

Certificate = Courses in Shaded Areas

Semester I

IMT	120	Industrial Safety	2
IMT	125	Fluid Power	4
IMT	130	Industrial Electricity I	4
ENG	101	Composition I	3
MTH	125	Technical Mathematics I (or MTH 110)	3
Total Semester Hours			**16**

Semester II

IMT	140	Industrial Electricity II	4
IMT	225	Programmable Control	4
Program/Related Elective			4
Social Science Elective			3
Total Semester Hours			**15**

Semester III

IMT	170	Industrial Motors and Controls	4
IMT	200	Mechanical Power Transmission	4
COM	105	Public Speaking	3
Program/Related Elective			4
[1] Social Science Elective			3
Total Semester Hours			**18**

Semester IV

IMT	246	PLC Systems/Robotics	4
IMT	260	Industrial Systems Maintenance	4
IMT	290	Co-operative Education/Internship/Elective	1-3
TEC	285	Occupational Seminar	1
Science Elective			4
Total Semester Hours			**14-16**

[1] Must Satisfy Missouri law to include instruction in U.S. and State Constitutions.

[2] Completion of IMT 120, IMT 130, IMT 137, IMT 140 and IMT 200 allows the student to sit for a certification exam in Alternative and Renewable Energy Specialization.

Certificate of Manufacturing Specialist
Manufacturing Specialist - 18 Week Program
Certificate - 34 Hours

IMT 283 Industrial Safety
Fluid Power
Industrial Electricity I and II
Alternative and Renewable Energy
Industrial Motors and Controls
Programmable Control
PLC Systems/Robotics
Industrial Systems Maintenance

Total Certificate Credit Hours.....34

IMT AAS Degree - 63-65 Hours

Manufacturing Specialist Certificate			**34**
IMT Program Specific Courses			**10-13**
IMT	200	Mechanical Power Transmission	4
IMT	290	Co-operative Education/Internship/Elective	1-3
TEC	285	Occupational Seminar	1
Program Related Elective			4
General Education Requirements			**19**
Total degree credit hours			**63-65**

Machine Tool Technology (MTT)
Certificate - 34 Hours
A.A.S. Degree - 66-68 Hours

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

Program Specific Courses			Cr Hrs
MTT	125	Machine Shop I	4
MTT	135	Computer Numerical Control I	4
MTT	145	Computer Aided Manufacturing I	4
MTT	155	Machine Tool Processes I	4
MTT	225	Machine Shop II	4
MTT	235	Computer Numerical Control II	4
MTT	245	Computer Aided Manufacturing II	4
MTT	255	Machine Tool Processes II	4
MTT	290	Co-op Ed/Internship/Elective	1-3
DDT	110	Mechanical Dimensioning and Tolerancing	4
DDT	115	Manufacturing Processes and Materials	4
TEC	285	Occupational Seminar	1
Related Elective			3

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

Related Electives

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

Preferred Course Sequence

Certificate = Courses in Shaded Areas

Semester I

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

Semester II

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

Semester III

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

Semester IV

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

[1]Must satisfy Missouri law to include instruction in U.S. and State Constitutions.

Certificate of Machine Tool Specialist
Master Machinist Program - 17 Week Program
Certificate - 32 Hours

MTT 260 Master Machinist
Machine Shop I and II
Computer Numerical Control I and II
Computer Aided Manufacturing I and II
Machine Tool Processes I and II

Total Certificate Credit Hours.....32

MMT AAS Degree - 66-68 Hours

Master Machinist Certificate			**32**
Program Specific Courses			**13-15**
DDT	110	Mechanical Dimensioning and Tolerancing	4
DDT	115	Manufacturing Processes and Materials	4
MTT	290	Co-operative Education/Internship/Elective	1-3
TEC	285	Occupational Seminar	1
Related Elective			3
General Education Requirements			**21**
Total degree credit hours			**66-68**

Manufacturing Technology (MFG)

Certificates - Level I 33-34 Hours, Level II 62-68 Hours, Level III 92-98 Hours
A.A.S. Degree - 62-68 Hours

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

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

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

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

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

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

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

[1]Must satisfy Missouri law to include instruction in U.S. and State Constitutions.

Preferred Course Sequence

Semester I

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

Semester II

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

Certificate Level I 33-34

Semester III

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

Semester IV

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

A.A.S. and Certificate Level II *62-68

Semester V

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

Semester VI

ECO	270	Principles of Macroeconomics	3
Related Elective			4
Related Elective			4
Related Elective			4
Total Semester Hours			**15**

Certificate Level III 92-98

Medical Laboratory Technician (MLT)
A.A.S. Degree - 74 Hours

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

The job opportunities for MLTs are excellent, both nationally and locally, as the number of job openings currently exceeds the number of qualified job seekers. The program will begin in June with an application deadline of February 15th. Contact the Allied Health Office or visit the website (www.otc.edu/alliedhealth/1892.php) for an application packet.

National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road Suite 720, Rosemont, IL 60018 773-714-8880

Program Specific Courses			Cr Hrs
PLB	100	Introduction to Phlebotomy	2
PLB	101	Phlebotomy Clinical	1
MLT	100	Introduction to the Medical Lab	1
MLT	200	Hematology	4
MLT	210	Clinical Chemistry	4
MLT	215	Urinalysis and Body Fluids Analysis	2
MLT	220	Immunohematology	4
MLT	230	Clinical Microbiology	4
MLT	240	Clinic Seminar and Review	2
MLT	260	Clinical Practicum II	8
MLT	270	Clinical Practicum III	8

General Ed Requirements			Cr Hrs
[2] BCS	140	Human Anatomy (or BCS 145)	4
[2] BCS	150	Human Physiology (or BCS 146)	4
BCS	200	Microbiology	4
CHM	101	Introductory Chemistry	4
COM	100	Human Communication	3
ENG	101	Composition I	3
HIT	191	Medical Terminology	3
MTH	110	Intermediate Algebra (or higher)	3
[1] PLS	101	American Government and Politics	3
PSY	110	Introduction to Psychology (or Social Science elective)	3

Pre-Admission Requirements

Semester I (Fall)

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

Semester II (Spring)

MLT	100	Introduction to the Medical Lab	1
PLB	100	Introduction to Phlebotomy	2
[2] BCS	150	Human Physiology (or BCS 146)	4
BCS	200	Microbiology	4
MTH	110	Intermediate Algebra (or higher)	3
PSY	110	Introduction to Psychology or Social Science Elective	3
Total Semester Hours			**17**

Required Course Sequence

Semester III (Summer)

PLB	101	Phlebotomy Clinical	1
COM	100	Human Communication	3
Total Semester Hours			**4**

Semester IV (Fall)

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

Semester V (Spring)

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

[1] Must satisfy Missouri law to include instruction in U.S. and State Constitutions.

[2] BCS 145 and BCS 146 may be substituted for BCS 140 and BCS 150.

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

Networking Technology (NET)
A.A.S. Degree - 68-70 Hours

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

Program Specific Courses			Cr Hrs
NET	100	Network Fundamentals	4
NET	102	Desktop Hardware	4
NET	104	Network Communications and Cabling	4
NET	110	Windows Client Server	4
NET	112	Linux Operating System	4
NET	114	Routing Protocols and Concepts	4
NET	200	LAN Switching, Wireless and Wide Area Network	4
NET	202	Information Technology Security	4
NET	204	Network Operating Systems and Applications	4
NET	210	Scripting Languages	4
NET	260	Advanced Topics	4
NET	290	Co-operative Education/Internship	1-3
NET	291	Computer Clinic Internship	1-3
CIS	120	Problem Solving and Prog Concepts	3
TEC	285	Occupational Seminar	1
Related Elective (CIS 250 preferred)			3

General Ed Requirements			Cr Hrs
COM	105	Public Speaking	3
ENG	101	Composition I	3
MTH	125	Technical Mathematics I (or MTH 130 or higher)	3
PHY	140	Technical Physics	4
[1] PLS	101	American Government and Politics	3

Related Electives

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

Preferred Course Sequence

Semester I

NET	100	Network Fundamentals	4
NET	102	Desktop Hardware	4
NET	104	Network Communications and Cabling	4
ENG	101	Composition I	3
MTH	125	Technical Mathematics I (or MTH 130 or higher)	3
Total Semester Hours			**18**

Semester II

NET	110	Windows Client Server	4
NET	112	Linux Operating System	4
NET	114	Routing Protocols and Concepts	4
CIS	120	Problem Solving and Programming Concepts	3
COM	105	Public Speaking	3
Total Semester Hours			**18**

Semester III

NET	200	LAN Switching, Wireless and Wide Area Network	4
NET	202	Information Technology Security	4
NET	204	Network Operating Systems and Applications	4
PHY	140	Technical Physics	4
TEC	285	Occupational Seminar	1
Total Semester Hours			**17**

Semester IV

NET	210	Scripting Languages	4
NET	260	Advanced Topics	4
NET	290	Co-operative Education/Internship (or NET 291)	1-3
[1]PLS	101	American Government and Politics	3
Related Elective (CIS 250 Preferred)			3
Total Semester Hours			**15-17**

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

Nursing - Practical Nursing (NUR)
Certificate - 47-49 Hours

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

Students may take the "Program Specific Courses" only after they have been admitted into the program. A separate application process is required for acceptance into this program. Refer to the website, www.otc.edu/academicaffairs/465.php, or the application packet for admissions requirements. Complete application information can be obtained on the OTC web site or from the Allied Health Office. A new class begins each fall and spring semester. The application deadline for the program is April 1 for fall; October 1 for spring.

This program is offered at the Springfield campus and also at the Branson/Reeds Spring location.

MO State Board of Nursing, PO Box 656, Jefferson City, MO 65102
573-751-0681

Pre-admission Requirements				Cr Hrs
[1,3]BCS	145 & BCS 146 Anatomy and Physiology I & II	OR		8
[1] BCS	120	Human Anatomy and Physiology		6

Program Specific Courses			Cr Hrs
NUR	101	Personal Vocational Concepts	2
NUR	110	Fundamentals of Nursing I	3
NUR	120	Fundamentals of Nursing II	3
NUR	205	Adult Medical-Surgical I	7
NUR	215	Adult Medical-Surgical II-Including IV Therapy	7
NUR	225	Maternal and Pediatric Nursing	7
NUR	230	Community/Mental Health Nursing	2
NUR	240	Management	1

General Ed Requirements			Cr Hrs
[1,3]BCS	145 & BCS 146 Anatomy and Physiology I & II		8
		OR	
[1] BCS	120	Human Anatomy and Physiology	6
[2] BCS	130	Human Nutrition	3
[2] ENG	101	Composition I	3
[2] PSY	110	Introduction to Psychology	3

[1] Must be taken prior to admission.

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

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

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

Fall Admission (Required Course Sequence)

Semester I (Fall)

NUR	101	Personal Vocational Concepts	2
NUR	110	Fundamentals of Nursing I	3
NUR	120	Fundamentals of Nursing II	3
[2] BCS	130	Human Nutrition	3
[2] ENG	101	Composition I	3
[2] PSY	110	Introduction to Psychology	3
Total Semester Hours			**17**

Semester II (Spring)

NUR	205	Adult Medical-Surgical I	7
NUR	215	Adult Medical-Surgical II-Including IV Therapy	7
NUR	240	Management	1
Total Semester Hours			**15**

Semester III (Summer)

NUR	225	Maternal and Pediatric Nursing	7
NUR	230	Community and Mental Health	2
Total Semester Hours			**9**

Spring Admission (Required Course Sequence)

Semester I (Spring)

NUR	101	Personal Vocational Concepts	2
NUR	110	Fundamentals of Nursing I	3
NUR	120	Fundamentals of Nursing II	3
[2] BCS	130	Human Nutrition	3
[2] ENG	101	Composition I	3
[2] PSY	110	Introduction to Psychology	3
Total Semester Hours			**17**

Semester II (Summer)

NUR	205	Adult Medical-Surgical I	7
Total Semester Hours			**7**

Semester III (Fall)

NUR	215	Adult Medical-Surgical II-Including IV Therapy	7
NUR	225	Maternal and Pediatric Nursing	7
NUR	230	Community/Mental Health Nursing	2
NUR	240	Management	1
Total Semester Hours			**17**

Occupational Therapy Assistant (OTA)

A.A.S. Degree - 79 Hours

(Continued on Next Page)

The Occupational Therapy Assistant Program has been granted Accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). AOTA is located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. ACOTE's telephone number c/o AOTA is 301-652-AOTA (2682).

Graduates of the program are eligible to apply to sit for the National Certification Examination for the Occupational Therapy Assistant. This test is administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA).

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

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

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

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

Program Specific Courses			Cr Hrs
OTA	100	Occupational Therapy Foundations	3
OTA	105	Perspectives on Health	3
OTA	110	Dynamics of Human Movement	4
OTA	120	Therapeutic Media	3
OTA	130	Principles of Neuroscience	2
OTA	200	Therapeutic Design	3
OTA	210	Occupational Therapy in Early Development	4
OTA	211	Practicum I	1
OTA	220	Occupational Therapy in Mental Health	4
OTA	240	Occupational Therapy in Physical Dysfunction	5
OTA	241	Practicum II	1
OTA	250	Occupational Therapy in Adult Development	4
OTA	260	Occupational Therapy in Vocational Settings	3
OTA	270	Seminar	1
OTA	280	Practice Applications	5
[2] OTA	285	Practicum III	6
[2] OTA	286	Practicum IV	6

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

Occupational Therapy Assistant (OTA)
A.A.S. Degree - 79 Hours

Pre-admission Requirements

[1]	BCS	120	Human Anatomy and Physiology	6
	COM	100	Human Communication	3
	ENG	101	Composition I	3
	MTH	110	Intermediate Algebra	3
[3]	PLS	101	American Government and Politics	3
	PSY	130	Life Span Developmental Psychology	3
	Total Hours			**21**

Required Course Sequence

Semester I (Fall)

OTA	100	Occupational Therapy Foundations	3
OTA	105	Perspectives on Health	3
OTA	110	Dynamics of Human Movement	4
OTA	120	Therapeutic Media	3
OTA	130	Principles of Neuroscience	2
Total Semester Hours			**15**

Semester II (Spring)

OTA	210	Occupational Therapy in Early Development	4
OTA	211	Practicum I	1
OTA	220	Occupational Therapy in Mental Health	4
OTA	240	Occupational Therapy in Physical Dysfunction	5
OTA	250	Occupational Therapy in Adult Development	4
Total Semester Hours			**18**

Semester III (Fall)

OTA	200	Therapeutic Design	3
OTA	241	Practicum II	1
OTA	260	Occupational Therapy in Vocational Settings	3
OTA	270	Seminar	1
OTA	280	Practice Applications	5
Total Semester Hours			**13**

Semester IV (Spring)

[2]	OTA	285	Practicum III	6
[2]	OTA	286	Practicum IV	6
	Total Semester Hours			**12**

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

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

[2]Must be completed within 18 months of completion of all other OTA coursework

[3]Must satisfy Missouri law to include instruction in U.S. and State Constitutions.

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

Physical Therapist Assistant (PTA)
A.A.S. Degree - 69 Hours

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

Students may take the "Program Specific Courses" only if they have been admitted into the program. A separate application process is required for acceptance into this program. A new class begins each spring semester. The application deadline for the program is September 1. Contact the Allied Health Office or visit the website (www.otc.edu/alliedhealth/1904.php) for an application packet.

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

Commission on Accreditation in Physical Therapy Education/American Physical Therapy Association, 1111 N. Fairfax Street, Alexandria, VA 22314
703-706-3245

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

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

Pre-admission Requirements

Semester I

[1,2]BCS	145	Anatomy and Physiology I (or BCS 140)	4
[1] ENG	101	Composition I	3
Total Semester Hours			**7**

Semester II

[2] BCS	146	Anatomy and Physiology II (or BCS 150) (CHM 101 is a prerequisite to BCS 150)	4
[1] MTH	110	Intermediate Algebra (or higher)	3
[1,3]PLS	101	American Government and Politics	3
[1] PSY	110	Introduction to Psychology (or higher)	3
[1] Communication Elective			3
Total Semester Hours			**16**

Required Course Sequence

Semester III (Spring)

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

Semester IV (Summer)

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

Semester V (Fall)

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

Semester VI (Spring)

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

[1] Must be completed prior to entering the selective admission phase.
[2] BCS 140 and BCS 150 can be substituted for BCS 145 and BCS 146. BCS 120 will not be accepted.
[3] Must satisfy Missouri law to include instruction in U.S. and State Constitutions.
[4] Must be completed prior to Semester IV.
All courses must be completed with a grade of "C" or better.

Respiratory Therapy (RST)
A.A.S. Degree - 74 Hours

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

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

Committee on Accreditation for Respiratory Therapy (CoARC), 1248 Harwood Road, Bedford, TX 76021-4244 817-283-2835

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

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

[1]Must satisfy Missouri law to include instruction in U.S. and State Constitutions.

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

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

Pre-admission Requirements

Semester I

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

Semester II

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

Required Course Sequence

Semester III (Summer)

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

Semester IV (Fall)

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

Semester V (Spring)

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

Surgical Technology (SUR)
Certificate - 43 Hours
A.A.S. Degree - 64 Hours

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

Students may take the "Program Specific Courses" only if they have been admitted into the program. A separate application process is required for acceptance into this program. A new class begins each fall semester. The application deadline for the program is March 1. Contact the Allied Health Office or visit the website (www.otc.edu/alliedhealth/1899.php) for an application packet.

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 W. Dry Creek Circle, Suite 110, Littleton, CO 80120 303-694-9262

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

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

Pre-admission Requisites			Cr Hrs
BCS	120	Human Anatomy and Physiology	6
BCS	200	Microbiology	4
HIT	191	Medical Terminology	3

*Required for transfer to most 4-year universities.

Preferred Course Sequence

Certificate - Courses in Shaded Areas

Semester I

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

Semester II

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

Semester III

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

Semester IV

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

[1] Must satisfy Missouri law to include instruction in U.S. and State Constitutions.

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

Welding Technology (WLD)
Certificate - 31 Hours
A.A.S. Degree -63-65 Hours

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

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

General Ed Requirements			Cr Hrs
ENG	101	Composition I	3
HLT	101	Lifetime Wellness	2
MTH	125	Technical Mathematics I (or MTH 110)	3
PHY	140	Technical Physics (or PHY 105)	4
		Communication Elective	3
[1]		Social Science Elective	3
		Social Science Elective	3

Related Electives

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

Preferred Course Sequence

Certificate - Courses in Shaded Areas

Semester I

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

Semester II

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

Semester III

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

Semester IV

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

[1]Must satisfy Missouri law to include instruction in U.S. and State Constitutions.

Certificate of Welding Specialist
Master Welder Program - 20 Week Program
Certificate - 32 Hours

WLD 230	Master Welder
	Shielded Metal Arc Welding I
	Shielded Metal Arc Welding II
	Gas Metal Flux Cored Arc Welding
	Gas Tungsten Arc Welding
	Advanced Shielded Metal Arc Welding
	Advanced Gas Metal Arc
	Advanced Flux Cored Arc Welding
	Advanced Gas Tungsten Arc Welding
Total Certificate Credit Hours	**32**

A.A.S. Degree - 65 Hours

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

(See Instructor for starting dates. There is early registration for this program, please contact Student Services.)

Cr Hrs-Lec-Lab
X = Variable

VARIABLE CREDIT COURSES

----295 Special Topics
Special Topics is a course of variable topics not covered in other courses. Course may be repeated twice for a total of six (6) hours, provided the same topic is not duplicated. Supplemental course fees may apply (variable by section). This course is not offered every semester. Please check under the appropriate course code of the current semester schedule to see if it is offered.

----296 Directed Study
Directed Study is an opportunity for a student to obtain credit through individualized, independent work in a field of study appropriate for the student's future goals. The class will be developed in collaboration with an instructor and approved by the appropriate Dean. This option may be utilized in circumstances necessary to fulfill specified degree electives. This course will not be listed in the course schedule. Please see the department chair if interested in this course.

----298 Study Abroad
Short-term study abroad opportunities are offered to provide expanded learning opportunities, cultural developments and career education to prepare students for an increasingly global community. Participants can earn college credits in a variety of academic areas while expanding their understanding of other cultures and gaining new skills. This course is not offered every semester. Please check under the appropriate course code of the current semester schedule to see if it is offered.

(ABR) AUTO COLLISION REPAIR TECHNOLOGY

ABR-100 Non-Structural Analysis and Repair 4-2-4
This course provides the basics in auto collision repair, personal safety, shop safety, use of tools and equipment, use and handling of repair materials, diagnosis and classification of damage, physical characteristics of metal and repair of damaged sheet metal. This program is ASE accredited by the National Automotive Technicians Educational Foundation (NATEF).

ABR-110 Paint and Refinishing Preparation 4-2-4
This is a beginning course for students interested in auto refinishing. Topics include: safety, surface preparation, spray gun and related equipment, and operations. All classroom, demonstration, and laboratory instruction are related to the Automotive Service Excellence, (ASE) area of paint and refinishing preparation. This program is ASE accredited by the National Automotive Technicians Educational Foundation (NATEF).

ABR-113 Damage Repair Metal Welding and Cutting 4-2-4
Note: Course only offered in the fall semester. This course provides the basics in MIG welding, plasma cutting, resistance welding, equipment, materials, and techniques currently used in the auto collision repair industry. This program is ASE accredited by the National Automotive Technicians Educational Foundation (NATEF).

ABR-200 Non-Structural Analysis and Damage Repair 4-2-4
Note: Course only offered in the fall semester. This course provides the basics in auto collision repair with topics such as safety, body panel repairs, body panel adjustments, body panel replacement and moveable glass and hardware.

ABR-245 Structural Analysis and Dimensioning 4-2-4
Note: Course only offered in the spring semester. This course is designed to provide the basics in auto collision repair with regard to safety, damage analysis, frame inspection, measurement and structural alignment. *Prerequisites: ABR 100, ABR 113, ABR 200 (ABR 200 may be taken concurrently with ABR 245).*

Cr Hrs-Lec-Lab
X = Variable

ABR-248 Refinish Color Application 4-2-4
This course is designed for students who are interested in the auto refinishing area. Topics include: paint mixing, matching, applying and solving paint application problems.

ABR-250 Structural Repair 4-2-4
Note: Course only offered in the spring semester. This course covers the basics in auto collision repair with the following topics: safety, damage analysis, straightening structural parts and full or partial panel replacement. *Prerequisite: ABR 245.*

ABR-255 Paint Detail and Defects 4-2-4
This course is designed for students who are interested in the auto refinishing area. Topics include: paint defects, causes and cures and final detailing.

ABR-260 Plastics and Adhesives 3-2-2
Note: Course only offered in the fall semester. This course is designed to introduce students to the fundamentals of plastic repair and adhesives as they apply to auto collision repair. Topics include: plastic types, damage analysis, chemical plastic welding and composite repair tools and adhesives.

ABR-265 Vehicle Control Systems 3-2-2
Note: Course only offered in the spring semester. This course provides basic engine, driveline and differential damage assessment, estimating and parts replacement knowledge in addition to skills applied in classroom and laboratory assignments. *Prerequisite: ABR 260.*

ABR-270 Estimating and Shop Management 3-3-0
Note: Course only offered in the spring semester. This course provides the basics in estimating and shop management as they apply to auto collision repair and is designed for students who are interested in becoming estimators or managers. *Prerequisites: ABR 260.*

ABR-290 Capstone/Co-op/Internship 3-X-0
This course provides students the opportunity for supervised work experience in their major field with practical application of the knowledge and skills attained. Students will also apply critical thinking, analytical reading, decision making and valuing skills to issues across the auto collision curriculum. An assessment will give students the opportunity to demonstrate their level of application and learning in the auto collision program. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. Please see the department chair of specific program area for application. *Prerequisites: Completion of at least 30 credit hours in auto collision repair courses and a minimum GPA of 2.0, or advisor's approval.*

(ACC) ACCOUNTING

ACC-120 College Accounting, Part I 3-3-0
This course uses a manual bookkeeping approach for a sole proprietorship to teach the give the student a basic understanding of an accounting cycle. Areas of emphasis include the general journal and ledger, adjusting and closing entries, financial statements preparations, cash management and merchandise inventory. *Prerequisite: MTH 105 (or concurrent enrollment) or equivalent score on the placement test for entry into MTH 110.*

ACC-125 College Accounting, Part II 3-3-0
This course is a continuation of ACC 120 and includes the following topics: corporate and partnership accounting, long-term assets and liabilities, financial statement analysis and manufacturing accounting. *Prerequisite: Grade of "C" or better in ACC 120.*

Cr Hrs-Lec-Lab
X = Variable

ACC-220 Principles of Accounting I 3-3-0
This course covers basic accounting principles and practices used by corporations in the service and merchandising industries. Students learn accrual accounting terminology and how transactions are recorded during the accounting cycle. These transactions are then used to create four basic financial statements; Income Statement, Statement of Changes in Stockholder's Equity, Balance Sheet and Statement of Cash Flows. Throughout the course students will practice recording the transactions, prepare financial statements, and communicate the information formulated in those statements. *Prerequisite: MTH 105 or equivalent score on the placement test for entry into MTH 110.*

ACC-225 Managerial Accounting 3-3-0
Students are taught the uses of accounting information for managerial decision-making. This course provides an introduction to cost accounting and includes the following topics: costing systems, standard costing and variance analysis, budgetary control, ABC costing, variable costing, production and capital decision analysis. *Prerequisite: Grade of "C" or better in ACC 120 or higher.*

ACC-230 Accounting Software Applications 3-3-0
This course uses QuickBooks Accounting Software. To take this course online a student must purchase the same year of QuickBooks software that is being used on campus. Upon successful completion of this course, a student will be able to use the computer software to create a chart of accounts, accounts receivable and payable subsidiary ledgers, transaction journals, general ledgers, financial statements, reports and forecasts. *Prerequisite: Grade of "C" or better in ACC 120 or higher.*

ACC-238 Applied Financial Accounting 3-3-0
This course provides a real-world, hands-on, computerized bookkeeping learning experience. The student will be required to close the fiscal year after recording and posting payroll, purchases and sales transactions for a month's business. The student will complete the accounting cycle, monthly, quarterly and annual state and federal government forms and reports that would be required of a small business. An analysis of the annual financial reports will be required. *Prerequisites: Grade of "C" or better in ACC 230 and ACC 270.*

ACC-250 Tax Accounting 3-3-0
Principles of income tax accounting including current laws and reporting are covered in this course. Students are provided practical experience in preparation of individual returns while introducing proprietorship, partnership and corporate taxes. This course is only offered during the fall semester. *Prerequisite: Grade of "C" or better in ACC 120 or higher.*

ACC-270 Payroll Accounting 3-3-0
This course is designed to prepare students to perform payroll accounting duties for small businesses. This includes preparing payroll registers, employee earnings records and required government reporting documents. *Prerequisite: Grade of "C" or better in ACC 120 or higher.*

ACC-290 Co-Operative Education/Intern/ Related Elective Variable 1-3
This course involves supervised work experience in the major field which provides the student with the opportunity to make practical application of the knowledge and skills attained. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisite: Completion of 30 credit hours and 2.0 GPA, or advisor's approval. Please see the department chair of the specific program area for application.*

(AGR) AGRICULTURE

AGR-100 Introduction to Agriculture 3-3-0
This course covers a survey of technological progress of agriculture and the industry it encompasses, including its socio-economic impact on the United States and in a global environment.

Course Descriptions (AGR)

Cr Hrs-Lec-Lab
X = Variable

AGR-112 Woody Ornamental Identification 4-2-4
This course will expose students to the identification of commonly used woody landscape plants and allow students to learn the uses and growth requirements of these plants in landscape settings. Labs will be devoted primarily to the identification of the plants, while lectures will cover both identification and landscape use & requirements.

AGR-113 Pest Management 3-2-2
This course covers all types of ornamental and turf pests, common diseases, identification, symptoms, life cycle and control. Other topics include safety, application and laws. Upon successful completion of this course, the student will be ready to take the Missouri test for private pesticide application and category 3 application.

AGR-114 Environmental Stewardship 2-2-0
This course examines how the turf and landscape industry impacts the earth's resources; the influences that we have on the natural world both locally and globally; how decisions are made regarding the management of these resources and what factors influence these decisions. The latest innovations in resource management will be presented with the focus being on environmental sustainability.

AGR-145 Landcare Equipment Maintenance 4-2-4
This course is a basic introduction to equipment maintenance, light mechanical work, engine repair, hydraulics, troubleshooting, electrical systems, oil systems, drive systems, fuel systems, lubrication and maintenance scheduling. Laboratory instruction will provide students an opportunity to safely operate common landscaping equipment.

AGR-160 Animal Science 4-4-0
This course provides an introduction to farm animal industries, breeds, numbers, distribution, nutrition, heredity, reproduction, health and products.

AGR-180 Plant and Soil Science 4-2-4
This course focuses on plant growth and development for all types of plants through classroom and laboratory instruction. Relationships between soils and plants, introduction to soils, nutrient availability, water holding ability, vegetative resource management, proper application of plant foods, and interpretation of soil test analysis results will be included.

AGR-185 Irrigation Design, Installation and Maintenance in the Landscape 3-2-2
This course will include the basics of irrigation design, installation, maintenance and troubleshooting as it pertains to the landscaping industry. Water saving technologies and sprinkler scheduling will also be included through classroom and laboratory instruction. Basic math skills are strongly recommended for successful completion of this course.

AGR-190 Turfgrass Management 4-2-4
This course focuses on the construction, renovation and maintenance of turf areas. Identification, growth requirements, use of commonly used turf grasses, irrigation and weed control are included. Stand establishment with seeding, sod, sprigs and plugging is presented.

AGR-212 Greenhouse Horticulture 3-2-2
This course deals with all areas of greenhouse operations. Specific areas include herbaceous plant identification, growing structures, layout, environment, plant growth and development, growth regulation, identification, propagation, growing medium, containers, cultural care and plant nutrition.

AGR-214 Landscape Design 4-2-4
This lecture/lab course includes the basic principles of landscape design, plan reading, plant installation methods, layout considerations, special features and time estimating through a combination of lecture and laboratory instruction. Aftercare and maintenance of interior and exterior landscapes will also be included.

Cr Hrs-Lec-Lab
X = Variable

AGR-215 Landscaping Construction and Maintenance 4-2-4
This is an applied course of the basics of woody ornamental plant installation into the landscape, including timing, methods used and aftercare. Also included is basic plan reading, calculation, cut and fill, cost/time estimating and the use of hardscape materials.

AGR-218 Computer Designs in Landscaping 2-1-2
This course focuses on using a personal computer to complete an electronic landscape design. Digital imaging is utilized to increase marketability of a completed design. Emphasis is placed on practical application of software to develop effective drawings for the green industry. *Prerequisites: AGR 214 and AGR 185 (or concurrent enrollment).*

AGR-220 Turf and Landscape Business Management 3-2-2
This is a basic course in the management and operations of an agricultural business. Included is net worth, profit/loss, employee relations, credit, business management and liability. Current technologies for managing and marketing a Turf and Landscape business will be introduced.

AGR-225 Urban Forestry 4-4-0
This course provides students with an introduction to arboriculture and provides a basis for planning and managing of forest areas in urban settings. Students learn the social and economic value placed on trees in an urban setting and how human activities may impact the urban forest.

AGR-235 Soils 3-2-2
This course provides an introduction to the physical, chemical and biological activities within the soil including soil genesis, morphology, development, land description, nutrient availability, water holding ability, vegetative resource management, plant growth and recreational use, fertilizer application and soil test analysis.

AGR-280 Turf and Landscape Management Capstone 2-2-0
This course involves a comprehensive assessment of the entire turf and landscape management option. Students apply critical thinking, decision-making and problem solving skills to a landscape project. The student must score a "C" or better to complete the degree option. *Prerequisite: Completion of a minimum of 36 credit hours in the Turf and Landscape Management option.*

AGR-290 Co-Operative Education/Internship 3-0-0
This course encompasses a supervised work experience in the major field which provides the student with the opportunity to make practical application of the knowledge and skills attained in coursework. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisites: Completion of 30 credit hours and 2.0 GPA, or advisor's approval. Please see the department chair of the specific program area for application.*

(ANT) ANTHROPOLOGY

ANT-101 Introduction to Anthropology 3-3-0
This course introduces the student to the four sub-fields of anthropology: physical/biological, ethnology/cultural, linguistic and archaeological/material. The human condition will be studied using the various methods and theories that are specific to each sub-discipline.

ANT-220 Cultural Anthropology 3-3-0
Cultural Anthropology, also known as ethnology, social anthropology or sociocultural anthropology, is the largest of the four 'fields' or sub-disciplines of anthropology. Cultural anthropologists study the ways in which people live throughout the world and write accounts of cultures, known as ethnographies, to gain insights into the human condition. Cultural anthropology also compares the ways of living, developing concepts and theories that apply to all cultures and making cross-cultural generalizations about human behavior. *Prerequisite: ANT 101 or SOC 101.*

Course Descriptions (ART)

Cr Hrs-Lec-Lab
X = Variable

(ART) ART

ART-101 Art History I 3-3-0
This course covers an illustrated study of the history of art. Vocabulary of the basic art elements will be covered as well as the study of prehistoric art through the Renaissance. Major works of paintings, sculptures and architecture will be explored.

ART-105 Art History II 3-3-0
This course covers an illustrated study of the history of art. Vocabulary of the basic art elements will be covered as well as the study of the Renaissance through Contemporary movements. Major works of paintings, sculptures and architecture will be explored.

ART-110 Art and Experience 3-3-0
This course provides an introduction to the western artistic and cultural tradition and provides students with knowledge of and practice in the skills necessary to make art a greater part of everyday life. In addition to learning to recognize and explain art from the major periods and styles in the western tradition, students also practice describing and reflecting upon their experience of particular works and investigate the creation of art.

ART-115 Foundation I: Two-Dimensional Design 3-2-4
Elements of design are explored through a variety of methods and mediums of two-dimensional design. Techniques are explored through the solution of two-dimensional design problems.

ART-116 Foundation II: Three-Dimensional Design 3-2-4
This course provides continuation of two-dimensional design with emphasis on three-dimensional concepts. Elements of design are explored in a variety of methods of three-dimensional construction. Sculptural techniques are explored through the solution of design problems. *Prerequisite: Grade of "C" or better in ART 115.*

ART-120 Drawing I 3-0-6
This course introduces basic visual art concepts, ideas and techniques that emphasize design principles and hand-eye coordination. The student will solve a variety of drawing problems with different methods and media. Students will become familiar with the basic vocabulary of the drawing process.

ART-121 Drawing II 3-0-6
This course expands on the basic visual art concepts, ideas and techniques that emphasize drawing principles and hand-eye coordination previously learned. The student solves more complex drawing problems with different methods and media. Students increase their vocabulary and observational drawing skills. This course serves as an introduction to drawing the nude human figure. *Prerequisites: Grade of "C" or better in ART 120.*

ART-125 Painting I 3-2-4
This is an introductory course, designed to strengthen the individual student's awareness of the history and techniques of the craft of painting. This course will develop the student's technical and observational skills. The course concentrates on the essential elements of painting: its materials, methods and craft. This course develops the student's understanding of brushwork, composition and color. Students learn painting terminology and the importance of dialog in the creative process.

ART-126 Painting II 3-0-6
This course extends the knowledge and techniques learned in Painting I and is designed to further enhance and strengthen the student's awareness of the history and techniques of the art of painting. This course concentrates on the essential elements of painting: its materials, methods and craft. Students expand their exploration in painting media and techniques and strive to achieve the beginnings of personalized pictorial expression and demonstrate an understanding of the characteristics of the media. *Prerequisite: Grade of "C" or better in ART 125.*

ART-130 Printmaking I 3-2-4
This is an introductory course in traditional and contemporary printmaking techniques. The student learns a variety of printmaking techniques from a selection of monotypes, woodcut blocks, linoleum blocks, serigraphs, etchings and solvent transfers.

Cr Hrs-Lec-Lab
X = Variable

ART-135 Ceramics I 3-2-4
This course is a study of the basic principles of ceramics and ceramic sculpture with emphasis on hand-built methods. Wheel thrown pottery and the various processes of working in clay including glazing and firing are explored. Students learn the skills needed for traditional hand-building and wheel-throwing techniques as well as non-traditional approaches to ceramics. *Prerequisite: Grade of "C" or better in ART 116.*

ART-210 Portfolio Development 1-1-0
This class is designed to help prepare students for a major in Visual Arts to successfully transfer to a B.F.A. or B.A. program in Art. The student establishes a portfolio and studies the professional activities associated within the larger art world. Students learn appropriate ways to present their work, how to write about their ideas, how to document artwork in electronic form, guidelines and conventions for writing a resume, research into area art programs, career topics and exhibitions. *Prerequisites: Completion of ART 115, ART 116, ART 120 and ART 121.*

ART-220 Drawing III 3-2-4
Building on Drawing II, this class expands upon the development and execution of ideas using traditional and non-traditional media. Students are introduced to various types of drawing styles and challenge traditional definitions of drawing. They complete projects in drawing the nude model, complex perspective, environmental art, empheral drawings, installation art and develop a portfolio and artist's statement. *Prerequisite: ART 121.*

ART-221 Drawing IV 3-2-4
This course builds upon Drawing III and is considered an advanced course. Students are expected to be self-directed in their choice of subject matter. Students explore historical and contemporary issues in drawing and continue to develop their body of work to enhance their professional portfolio. *Prerequisite: Grade of "C" of better in ART 220.*

(ASL) AMERICAN SIGN LANGUAGE

ASL-101 American Sign Language I 3-3-0
This course introduces students to the basic structural principles of American Sign Language and emphasizes visual reception and expression of signed concepts.

ASL-102 American Sign Language II 3-3-0
This course continues development of the basic knowledge and understanding of conversational American Sign Language and expands on the cultural features of the language and the deaf community. *Prerequisite: ASL 101.*

ASL-115 Fingerspelling and Numbers 3-3-0
This course provides students the opportunity to develop increased fluency in their expressive and receptive abilities in fingerspelling through in-class practice and viewing of additional materials. Students also reinforce their abilities to utilize American Sign Language numbering systems for time, money, measurements, sports, and scientific numbering. *Prerequisite: Grade of "C" or better in ASL 102.*

ASL-201 American Sign Language III 3-3-0
This course offers the American Sign Language student the opportunity to polish their expressive and receptive skills in classroom and conversational environments. Emphasis is on the transition from simply learning vocabulary to learning good conversational skills. *Prerequisite: Grade of "C" or better in ASL 102.*

ASL-202 American Sign Language IV 3-3-0
This course builds on what was learned in American Sign Language III. It offers the advanced American Sign Language student the opportunity to polish their expressive and receptive skills at an advanced level. Emphasis is on the use of classifiers, role shifting, listing, using space and communicating money issues, major decisions and health conditions in ASL discourse. The focus is on utilizing all American Sign Language skills simultaneously and fluently. *Prerequisite: Grade of "C" or better in ASL 201.*

Cr Hrs-Lec-Lab
X = Variable

ASL-205 American Sign Language IV 3-3-0
This course is an overview of the field of sign language interpreting as theory practice. It is offered as a fourth semester course in conjunction with ASL 202. This course allows students to apply the interpreting skills learned in the previous semesters to the practice of interpreting. The class provides historical, theoretical, ethical frameworks. The class is a place for learning, practicing and receiving feedback on the interpreting process. *Prerequisite: Grade of "C" or better in ASL 201.*

(ASN) ASSOCIATE OF SCIENCE IN NURSING

ASN-200 Transition to Professional Nursing 2-2-X
This is a transition course between the knowledge base as a Licensed Practical Nurse (LPN) to the introduction of the knowledge base of a professional Registered Nurse (RN). *Prerequisite: Admission to the ASN program.*

ASN-210 Advanced Nursing Through the Lifespan I 5-4-1
This course focuses on contemporary nursing of the adult client with complex health alterations. *Prerequisite: ASN 200.*

ASN-215 Advanced Psychiatric/Mental Health Nursing 2-1-3
This course focuses on contemporary nursing of the client through the lifespan with psychiatric/mental health alterations. *Prerequisites: ASN 200 and concurrently with ASN 210.*

ASN-220 Advanced Nursing Through the Lifespan II 3-2-3
This course focuses on contemporary nursing of the adult client with complex health alterations. *Prerequisites: ASN 200, ASN 210, ASN 215 and concurrently with ASN 225*

ASN-225 Advanced Maternal Newborn Nursing 3-2-3
This course focuses on contemporary nursing of the childbearing family from pregnancy through birth. *Prerequisites: ASN 200, ASN 210, ASN 215 and concurrently with ASN 220.*

ASN-230 Advanced Nursing Through the Lifespan III 3-2-3
This course focuses on contemporary nursing of the adult client with complex health alterations. *Prerequisites: ASN 200, ASN 210, ASN 215, ASN 220, ASN 225 and concurrently with ASN 235.*

ASN-235 Advanced Pediatric Nursing Concepts 3-2-3
This course focuses on contemporary nursing of the family from neonate through adolescence. *Prerequisites: ASN 200, ASN 210, ASN 215, ASN 220, ASN 225 and concurrently with ASN 230.*

ASN-240 Community Health and Management 2-1-3
This course focuses on contemporary nursing in the community setting of the adult client with health care alterations. *Prerequisites: ASN 200, ASN 210, ASN 215, ASN 220, ASN 225, ASN 230, ASN 235 and concurrently with ASN 250.*

ASN-250 Professional Nursing Integration 3-2-3
This course is designed to provide the student with in-depth clinical experiences within a chosen client care setting. *Prerequisites: ASN 200, ASN 210, ASN 215, ASN 220, ASN 225, ASN 230, ASN 235 and concurrently with ASN 240.*

Cr Hrs-Lec-Lab
X = Variable

(AUM) AUTOMOTIVE TECHNOLOGY

AUM-110 Engine Repair 4-2-4
This course teaches the occupational competencies needed to perform preventive maintenance and repair methods, engine measurement and assembly required of an entry level technician. The instruction will include classroom demonstration and practical exercises in a lab setting related to the Automotive Service Excellence (ASE) area of Engine Repair. This program is ASE accredited by the National Automotive Technicians Educational Foundation (NATEF).

AUM-121 Engine Diagnosis and Repair 4-2-4
This course introduces students to the techniques and fundamentals used in order to properly diagnose and repair internal combustion engines. Students will further explore the theory and operation of the engine's operating systems such as fuel, air, ignition, oiling and cooling systems. Students will perform test adjustments on each of these systems including an internal combustion engine. Examples include both dynamic and static compression testing, ignition timing, valve timing (both overhead valve and overhead cam), cooling system pressure and head gasket leak.

AUM-135 Manual Drive Train and Axles 4-2-4
This course develops each student's occupational competencies needed to perform preventive maintenance and repair methods required of an entry level technician. The instruction will include classroom, demonstration and practical exercises related to the Automotive Service Excellence (ASE) area of Manual Drive Train and Axles.

AUM-171 Electrical I 4-2-4
This course teaches the occupational competencies required of an entry level technician which are needed to perform preventive maintenance and repair methods for automotive electrical systems. Instruction will include classroom demonstration and practical exercises related to the Automotive Service Excellence (ASE) area of Automotive Electrical Systems. This program is ASE accredited by the National Automotive Technicians Educational Foundation (NATEF).

AUM-175 Electrical II 4-2-4
Note: Course only offered in the spring semester. This course develops each student's occupational competencies needed to perform preventive maintenance and repair methods required of an entry level technician. The instruction will include classroom demonstration and advanced practical exercises related to the Automotive Service Excellence (ASE) area of Electrical Systems. Lighting systems, gauges, warning devices, and driver information systems will be covered, as well as accessories and safety equipment diagnosis and repair. *Prerequisite: AUM 171.*

AUM-185 Heating and Air Conditioning 4-2-4
This course introduces students to the theory and operation of the components which make up the automotive heating and air conditioning system. Students will handle refrigerants using EPA approved techniques including the use of a recovery station. Component identification, function, and replacement will be performed on different types of systems. System diagnosis will be covered prior to the replacement of components. *Prerequisite: AUM 171.*

AUM-210 Brakes 4-2-4
Note: Course only offered in the spring semester. This course is designed to develop occupational competencies relative to modern braking systems. The specific study units include the following: physical principles which affect brake system performance, hydraulics, mechanical linkages and levers, power assist systems including pressure, vacuum and electrical over hydraulic sub-systems, drum and disc brakes, lines and hoses. Students will be using the latest traditional as well as Dynamic test equipment to check, service and repair automotive brake systems. Classroom demonstrations as well as laboratory exercises are utilized to meet or exceed Automotive Service Excellence (ASE) standards in the area of Brakes.

Cr Hrs-Lec-Lab
X = Variable

AUM-215 Steering and Suspension 4-2-4

Note: Course only offered in the fall semester. This course teaches the occupational competencies related to the geometric and physical properties of modern wheel alignment. It includes service and repair of general chassis and suspension systems. Students will apply classroom theory within a laboratory environment duplicating the automotive shop environment. All classroom, demonstration, and laboratory instruction are related to the Automotive Service Excellence (ASE) area of Steering and Suspension. This program is ASE accredited by the National Automotive Technicians Educational Foundation (NATEF).

AUM-221 Engine Performance I 4-2-4

This course introduces students to the theory and operation of electronic controlled engine systems. Students will explore the theory and operation behind electronic ignition, computer controlled fuel injection and inputs and outputs dealing with OBD I type vehicles. Students will use diagnostic equipment such as electronic scanners for code retrieval and to interpret the readings of different computer controlled sensors and components. Students will learn basic fundamentals for diagnosing engine performance problems and testing different sensors and components for proper operation. *Prerequisites: AUM 121 and AUM 171.*

AUM-222 Advanced Engine Performance 4-2-4

Note: Course only offered in the spring semester. This course introduces students to the theory and operation of distributorless ignition, emission systems, and inputs/outputs dealing with OBD II type vehicles. Students will further explore techniques used in the diagnosis and repair of engine performance issues. Students will use diagnostic equipment such as scanner, lab scopes, oscilloscopes and 5-gas analyzers. *Prerequisite: AUM 221.*

AUM-233 Automatic Transmission and Trans Axle 4-2-4

This course combines the study of planetary gear trains, hydraulics and electronics in the repair of automatic transmissions. A "hands on" approach is taken to learning and applying fluid dynamics and epicyclical (planetary) gear train components. Students will remove and install a transmission in a vehicle, use current industry tools and techniques to diagnose transmission problems and completely overhaul a front wheel drive transaxle. Upon completion of the transaxle overhaul, the student will be required to set up and test the operation of the overhaul using a transmission dynamometer. *Prerequisite: AUM 171.*

AUM-290 Capstone/Co-op/Internship 3-X-0

This course provides students the opportunity for supervised work experience in their major field with practical application of the knowledge and skills attained. Students will also apply critical thinking, analytical reading, decision making and valuing skills to issues across the automotive technology curriculum. An assessment will give students the opportunity to demonstrate their level of application and learning in the auto collision program. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. Please see the Chair of specific program area for application. *Prerequisites: Completion of at least 30 credit hours in automotive technology courses and a minimum GPA of 2.0 or advisor's approval.*

(BCS) BIOLOGICAL CLINICAL SCIENCE

BCS-120 Human Anatomy and Physiology 6-5-2

This course consists of a survey of the structures and function of the human body. Students study both the anatomy and the physiology of the human body.

BCS-130 Human Nutrition 3-3-0

This course is a survey of human nutrition. Students study the different nutrients found in foods, food grouping systems, the human digestive system, body weight maintenance, immunity and disease prevention, nutrition through lifespan and food processing technology.

Cr Hrs-Lec-Lab
X = Variable

BCS-140 Human Anatomy 4-3-2
Microscopic and macroscopic examination of the human body structures and systems are the focus of this course. Students evaluate the integration of the various systems within the entire body. The laboratory provides an opportunity for identification and evaluation of representative human models and slides and dissection of comparable mammalian organ systems.

BCS-145 Anatomy and Physiology I 4-3-2
This course is the first in a two-semester sequence. The course introduces the survey of structures and functions of the human body. This course covers the following topics: biological chemistry, homeostasis, cell structure and function, cell division, tissues, integumentary system (skin), skeletal system and muscle structure. *Prerequisites: "NC" or better in ENG 050 or equivalent score on placement test and "NC" or better in RDG 050 or equivalent score on placement test.*

BCS-146 Anatomy and Physiology II 4-3-2
This is the second course in the two-semester sequence to follow BCS 145. This course provides further study of the structure and function of the human body. Topics covered include the muscle function and the following body systems: nervous, endocrine, cardiovascular, respiratory, urinary, immune, digestive and reproductive. Laboratory activities give students the ability to see and synthesize materials presented in lecture. A cat cadaver will be dissected. *Prerequisite: Grade of "C" or better in BCS 145.*

BCS-150 Human Physiology 4-3-2
This course examines the organization and function of the human body as a whole and the interrelationships of the various systems. The laboratory teaches the fundamental techniques necessary for the study of life processes. Laboratory activities give the students an opportunity to illustrate principles presented in lecture. *Prerequisites: Grade of "C" or better in BCS 140 and a grade of "C" or better in CHM 101.*

BCS-200 Microbiology 4-3-2
This course entails a study of the structure, growth, control, classification and identification of microorganisms. In the laboratory students learn basic aseptic techniques and become familiar with common laboratory procedures. *Prerequisite: "C" or better in BIO 160, BCS 120, BCS 146 or BCS 150. Concurrent enrollment in BCS 146 or BCS 150 is allowed.*

BCS-210 Pathophysiology 3-3-0
This survey course studies the changes in normal anatomy and physiology of the human body. Disease processes are studied and the disruption of homeostasis is emphasized. Also included is the correlation between the pathology of the disease process and clinical signs and symptoms of the disease. *Prerequisite: Grade of "C" or better in BCS 120, BCS 146 or BCS 150.*

(BIO) BIOLOGY

BIO-100 Life Science 4-3-2
This course covers a study of the biological principles that apply to all living systems. A survey of living organisms with an emphasis on how life functions on earth and how living things have adapted over time is explored. Laboratory activities give students the opportunity to apply biological principles presented in lecture.

BIO-105 Environmental Science 4-3-2
This course provides a study of how human population affects the earth's ecosystems by its use of earth's resources and disposal of their waste products. Critical thinking is emphasized.

BIO-142 Essential Biology 3-3-0
This course provides a study of the biological principles that apply to all living systems, including ecological principles. In addition, this course provides a survey of living organisms with an emphasis on how life functions on Earth and how living things have adapted over time. *Prerequisite: BCS 120 or BCS 140.*

Cr Hrs-Lec-Lab
X = Variable

BIO-160 General Biology I 4-3-3
This course is the first half of a two-semester introductory biology sequence for biology majors and minors. It provides an introduction to the concepts of biological structure and function at the molecular and cellular level, genetics and evolution. Laboratory experiences in the scientific method are performed. Students have the opportunity to demonstrate in the laboratory the principles presented in lecture. *Prerequisite: CHM 101 or CHM 111 or concurrent enrollment.*

BIO-170 General Biology II 4-3-3
This is the second half of a two-semester biology sequence. This course introduces the student to the biology of organisms, including evolutionary history, diversity, structure and function of major taxa and ecology. Laboratory work gives students an opportunity to illustrate the principles presented in lecture. Laboratory activities include computer simulations of complex systems and dissection of different organisms. *Prerequisite: Grade of "C" or better in BIO 160.*

BIO-250 Genetics 4-3-3
This course is an introduction to basic concepts of molecular, Mendelian genetics and an inquiry into the basic processes of evolution. Basic laboratory techniques in genetics are performed. *Prerequisites: Grade of "C" or better in CHM 101 or CHM 111; BIO 100 or BCS 120 or BCS 146 or BCS 150 or BIO 160; and MTH 110.*

BIO-275 Environmental Biology 4-3-3
This course studies basic ecological principles with application and relevance to environmental issues. Students have the opportunity in the laboratory to demonstrate principles presented in lecture. *Prerequisites: BIO 160 or BIO 170 or concurrent enrollment and grade of "C" or better in CHM 101 or CHM 111.*

BIO-290 Co-Operative Ed/Intern/Related Elective Variable 1-3
This course provides students with supervised work experience in the major discipline, which allows the student the opportunity to make practical application of the skills and knowledge attained. An individual application and instructional management plan determines course goals. *Prerequisites: Complete 30 credit hours or more and permission of department chair.*

BIO-292 General Microbiology 5-3-4
The structure and function of bacteria, viruses and fungi are studied. The diversity of the microbial world and their role in the environment are also explored. Students master basic laboratory techniques in microbiology and have an opportunity to perform some of the more advanced molecular techniques. *Prerequisite: BIO 250.*

(BUS) BUSINESS AND MARKETING

BUS-100 Service Learning in Business 1-1-0
Students will broaden their educational experiences by being actively involved in one or more of the following student organizations: Students in Free Enterprise (SIFE) and International Association of Administrative Professionals (IAAP). In addition to meeting once a week as a class, students will also be required to attend the regularly scheduled meetings of their student organization. A student may enroll in this course one or more semesters and receive 1 credit hour for each semester enrolled up to a maximum of 4 semester credit hours.

BUS-101 Microcomputer Keyboarding 1-0-2
This course is designed to help students master the touch method and proper techniques for accurate use of the microcomputer and numeric keypad. Formatting of basic business documents will be provided. These skills will be valuable for all students, business persons and home-computer users.

Cr Hrs-Lec-Lab
X = Variable

BUS-105 Business English 3-3-0
This course will provide a review of parts of speech and their routine functions: plurals and possessives; antecedents; verb tense; transitive and intransitive verbs; active and passive voice; subject-verb agreement; comparative and superlative forms of adjectives and adverbs; prepositional phrases; coordinate, correlative and subordinate conjunctions. Also included will be a review of the mechanical aspects of business communication: punctuation, abbreviations, capitalization, number expression rules, appropriate word choice, sentence construction, parallelism and editing and proofreading documents.

BUS-110 Principles of Business 3-3-0
This course provides a survey of business in the United States and also global considerations, including its background, functions, objectives, ethics and opportunities for careers. Various aspects of business will be covered: marketing, management, human resources, production, accounting, finance, administrative services, technology, computerization of the workplace, regulations, international trade and the impact of e-commerce on businesses around the globe.

BUS-111 Principles of Insurance 3-3-0
This course is an introduction to insurance principles and risk management for both personal and professional applications. Topics covered include: property insurance, casualty insurance, life insurance, and health insurance. *Prerequisite: BUS 110.*

BUS-112 Document Processing 3-2-2
This course includes use of word processing software on a microcomputer. Students will learn to perform word processing functions for creating business documents. *Prerequisite: BUS 101.*

BUS-115 Personal Finance 3-3-0
The course is a survey of personal financial planning. Topics covered include: personal budgeting, investments, insurance, credit, housing and retirement planning. The goals are for students to learn the fundamentals of financial planning so they can make informed choices related to spending, saving, borrowing and investing that lead to long-term financial security.

BUS-120 Retailing 3-3-0
This course provides an introduction to retail businesses, operations, retailing concepts and practices, problem-solving for effective retailing, the similarities and differences between traditional and e-commerce retailing, the use of technology and information systems and careers in retailing. *Prerequisite: BUS 110.*

BUS-125 Selling 3-3-0
This course will introduce students to the principles and methods of effective selling, steps of the sales process, customer analysis, sales-supporting skills, and careers in sales. *Prerequisite: BUS 110.*

BUS-130 Principles of Marketing 3-3-0
This course deals with the structure of the marketing system, considering the four elements of marketing: product, price, place and promotion. Students will explore marketing as a business activity directed at satisfying the needs and wants of potential customers through the exchange process. Students will also be introduced to e-business technology and distribution systems. *Prerequisite: BUS 110.*

BUS-135 Integrated Business Applications 3-2-2
This course is a study of computerized applications such as word processing, database management, spreadsheets, graphics and multimedia presentations. Emphasis is on business and education decision-making using simple and integrated applications. *Prerequisite: CIS 101, BUS 112 or equivalent or concurrent enrollment.*

BUS-140 Business Communications 3-3-0
This course will help students develop business communication skills by composing and writing letters, memos, reports and electronic mail messages. The students will develop a writing portfolio of business documents and prepare and present oral reports. In their preparation of business communications, the students will have opportunities to use word processing software, to use computer skills in searching the Internet and sending e-mail messages and to learn useful communication practices for a career in business. *Prerequisite: ENG 101 or concurrent enrollment.*

Course Descriptions (BUS)

Cr Hrs-Lec-Lab
X = Variable

BUS-145 Principles of Advertising 3-2-2
This course is an introduction to advertising principles, strategies, the importance of integrated marketing communication and how it impacts advertising, marketing research, media planning, budgeting, and buying, creative design for effective advertisements for print, electronic, and digital media, and careers in advertising. *Prerequisites: BUS 110 and BUS 130.*

BUS-150 Principles of Management 3-3-0
This course examines various techniques and theories of management and their effects on current practices. Students will study management functions, relating them to organizational structures. Discussions cover the basic elements of management: planning, organizing, leading and controlling and how the manager relates to personnel issues and organizational change and conflict. Consideration is given to the changing business environment where diversity of personnel, geographic dispersion of work locations, e-commerce and global activities will dominate the work place. *Prerequisite: BUS 110.*

BUS-155 Customer Service 2-2-0
Emphasis will be on developing customer support, practicing good work ethics in handling customer complaints and dealing with upset customers, accepting diversity in the workforce, demonstrating professionalism through better attitudes and teamwork involvement and developing the social skills needed to sustain customer relationships. Internal-customer and external-customer communication skills will be taught through proper phone use and creating and distributing coherent and consistent messages with emphasis on working together to meet customers' needs. Skills needed to negotiate conflicts will be taught through problem solving/critical thinking case studies and exercises, as well as planning and goal setting to build positive work environments and promote internal cooperation and communication.

BUS-160 Business Law 3-3-0
An introduction and study of the legal regulations governing business and e-business conduct will be provided in this course. Students will be introduced to laws that affect public and international environments which include contracts, sales and leases, torts and strict liability, product liability, cyberlaw and e-commerce, creditor-debtor relations, sole proprietorships, partnerships, corporations and limited liability companies, as well as laws governing agency and employment, the regulatory environment of consumer protection, environmental law, land-use control, and antitrust/monopoly law. *Prerequisite: BUS 110.*

BUS-165 Administrative Procedures 3-2-2
This course covers principles and procedures for completing basic office essentials including meeting documents, scheduling, making travel arrangements, editing and proofing business documents, mail handling, and proper techniques for the management of records. *Prerequisites: BUS 101 and BUS 112 or concurrent enrollment of BUS 112.*

BUS-170 Human Resources Management 3-3-0
This course provides an introduction to human resource management and its impact on the success of the business. Topics include the strategic planning process, human resource planning, equal employment opportunity, selection, training and development, performance appraisal, compensation, safety and health, and employee and labor relations. The role of managers in dealing with human resources is emphasized. *Prerequisite: BUS 150.*

BUS-185 Professional Development 1-1-0
This course is designed to develop common workplace behaviors in relation to professional image, business etiquette and protocol, interpersonal skills and supervision-leadership in organizations. The curriculum has been arranged in modular fashion to teach cross-functional skills that involve leadership, teamwork, problem solving, stress management and analytical thinking within the workplace environment as well as basic job-seeking skills.

BUS-200 Leadership 3-3-0
This course involves examination of all aspects of leadership, including the foundations of individual and group behavior, supervision, motivating and rewarding employees, interpersonal skills and communication in a group environment, and an understanding of the work team and the dynamics of such a group. *Prerequisite: BUS 150.*

Cr Hrs-Lec-Lab
X = Variable

BUS-212 Principles of Project Management 3-3-0
This course introduces students to project management principles and strategies commonly used in project management situations in various industries. Students will apply globally accepted concepts and methods from the Project Management Body of Knowledge (PMBOK) to a project from conception to closure. Highlighting key management techniques and business models, this course will guide students through the organization, integration, scope, scheduling, cost, quality control, human resources, communications, risk management and contingency planning involved in project management. Other topics will include the project manager, the project team and the project life cycle. Standard project management software will be used to plan and control a project. *Prerequisites: BUS 110, CIS 101.*

BUS-245 Entrepreneurship 3-3-0
This course will enable the student to recognize characteristics of a successful entrepreneur, and identify entrepreneurial opportunities and challenges. Students will assess the strengths and weaknesses of a business concept; collect, analyze, and organize market research data into a marketing plan; and prepare financial projections for a business concept. Students will write a formal business plan. They will identify legal issues related to entrepreneurship, and identify sources of capital. Students will examine strategies for growth, success and risks associated with entrepreneurship. *Prerequisite: BUS 110.*

BUS-255 Desktop Publishing 3-3-0
Instruction includes introduction to desktop publishing terms and concepts and the step-by-step procedures to implement the concepts. *Prerequisite: BUS 101.*

BUS-260 Business Strategy 3-3-0
Students will analyze and evaluate business models and concepts. In the process of doing so, students will assess the strengths and weaknesses of a business concept; collect, analyze and organize market research data into a marketing plain; and prepare the financial projections for a business concept. As the capstone course for the Business and Marketing program, this course will refresh and enhance the students' strengths introduced in required program-specific business courses. *Prerequisites: BUS 110 and BUS 130; Pre or co-requisites: BUS 140 and BUS 150.*

BUS-265 Certification Review and Skillbuilding 2-1-2
This capstone course is to be taken during the last semester of a student's associate's degree. Students work independently with minimal instructor supervision to review and reinforce competencies learned in previous BUS courses. This course helps prepare students for administrative professionals' certifications and exams, such as the Office Proficiencies and Competencies (OPAC) tests and the Microsoft Certified Application Specialist (MCAS). Students also continue to develop and improve their keyboarding skills. *Prerequisites: BUS 101, BUS 105, BUS 112, BUS 116, BUS 135, BUS 155, BUS 165, BUS 185, ACC 120.*

BUS-275 Project-Based Office Simulations 3-2-2
This course incorporates project-based business and office applications that reinforce the full range of knowledge, skills and techniques learned in previous courses throughout the Business Technology program. These projects will include assignments involving the planning and preparation of documents from different areas within the workforce such as Administrative Services, Communications Services, Legal Services, Business Plans, College Administrative Services, Medical Services, Travel Services and Business and Financial Services. *Prerequisite: BUS 101, BUS 112, BUS 135, BUS 165, BUS 185.*

BUS-290 Co-Operative Ed/Internship/Elective Variable 1-3
This course involves supervised work experience in the major field which provides the student with the opportunity to make practical application of the knowledge and skills attained. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisites: Completion of 30 credit hours and 2.0 GPA or advisor's approval. Please see the department chair of the specific program area for application.*

Course Descriptions (CAC - CHM)

Cr Hrs-Lec-Lab
X = Variable

(CAC) COLLEGE & CAREERS

CAC-101 College and Careers: Making Connections 1-1-0
This interactive and experiential course equips participants with tools and resources for life-long academic, career and employment success.

CAC-120 Keys to College Success 3-3-0
This course is designed to help students create greater success in college and in life. Students will learn strategies to set and achieve their academic, professional and personal goals. With a focus on the empowerment of wise choices, students will explore possible barriers to success and experience greater self-awareness, self-management, creative and critical thinking skills, emotional intelligence and lifelong learning skills.

(CHM) CHEMISTRY

CHM-101 Introductory Chemistry 4-3-2
This is an introductory course designed to study basic chemical principles. Topics include atomic structure, measurement, bonding, properties of gases, acids and bases, solutions, organic nomenclature, functional groups, carbohydrates, lipids, proteins, and nucleic acids. Laboratory activities give students the opportunity to demonstrate chemical principles presented in lecture. *Prerequisite: Grade of "C" or better in MTH 050 or equivalent score on the placement test for entry into MTH 110.*

CHM-111 General Chemistry I 5-4-2
This course is a study of the fundamental laws and theories of chemical structures and reactions. Topics include: atomic theory, stoichiometry, aqueous reactions, properties of gases, liquids, and solids, periodicity, bonding, thermodynamics and properties of solutions. The lab emphasizes proper laboratory technique, synthesis, physical studies, qualitative and quantitative analysis and data manipulation and statistical analysis. This course is recommended for all those majoring in science as well as chemistry majors and minors. *Prerequisite: Grade of "C" or better in MTH 110 or equivalent score on the placement test. Previous exposure to chemistry concepts is recommended.*

CHM-112 General Chemistry II 5-4-2
This lab based science majors course will include topics such as kinetics, chemical equilibrium, acid-base equilibrium, solubility equilibrium, complex ion formation, acid-base theory, thermodynamics and electrochemistry. The lab component of this course will emphasize proper laboratory technique in spectrophotometry, acid-base titration, qualitative analysis of ions, physical property studies, thermodynamic analysis, electrochemical half cells, data manipulation and statistical analysis. *Prerequisite: Grade of "C" or better in CHM 111.*

CHM-200 Survey of Organic Chemistry 5-4-3
The course is a study of the principles of organic chemistry and biochemistry. At the conclusion of this course, students will demonstrate an understanding of organic nomenclature, molecular structure and bonding, physical and chemical characteristics of organic functional groups, organic reactions and mechanistic principles, organic lab techniques and safety, and elementary biochemistry. *Prerequisite: Grade of "C" or better in CHM 101 or CHM 111.*

CHM-225 Environmental Chemistry 3-2-2
Students in this course study the sources, reactions, transport and fate of chemical entities in the air, water and soil environment as well as their effects on human health. Topics of interest include: environmental chemistry of water pollution, water treatment, geochemistry, atmospheric chemistry, air pollution, hazardous materials, resources. The lab component consists of field activities, experiments and demonstrations to reinforce the concepts and ideas presented in lecture. *Prerequisite: Grade of "C" or better in CHM 101 or CHM 111.*

CHM-250 Introduction to Analytical Chemistry 5-3-4
The lectures in this course present the theory of analysis performed in the laboratory. Laboratory includes gravimetric analysis, volumetric analysis, chromatography, colorimetry, spectroscopy, complexometric and ion-exchange analysis as they apply to chemical analysis. This course is heavily weighted on the laboratory skills of the student. *Prerequisite: Grade of "C" or better in CHM 112.*

Cr Hrs-Lec-Lab
X = Variable

(CHN) CHINESE

CHN-101 Beginning Chinese I 3-3-0
This is an introductory course in Mandarin Chinese (Putonghua) designed for students who have little or no prior exposure to Chinese language. The emphasis of this course is on the four basic language skills: listening, speaking, reading, and writing using both Pinyin phonetic system and simplified Chinese characters. The course will focus on correct pronunciation, accurate tones, and grammatical structures. Content appropriate Chinese social and cultural background and history will be presented in order to promote an understanding of Chinese language and its culture.

(CIS) COMPUTER INFORMATION SCIENCE

CIS-101 Personal Computer Applications 3-3-0
This is a "hands-on" class learning to use the most common microcomputer software programs and information resource facilities. This course provides a look at the structure and components of microcomputers, their operating systems and an introduction to various applications with emphasis on word processing, database management, spreadsheet applications, presentation software and Internet usage. *Prerequisite: Keyboarding skill of 25 WPM or BUS 101 recommended.*

CIS-105 Spreadsheet Applications 3-3-0
This course provides a "hands-on" use of electronic spreadsheets. Students will design, test and debug spreadsheet applications. Spreadsheet formulas, functions and formatting will be utilized. Students will enter, modify, sort and extract data, print graphs and develop macros. *Prerequisite: CIS 101.*

CIS-110 Advanced Microcomputing 3-3-0
The focus of this course is the use of advanced software application features and the integration of those applications. Students will produce comprehensive, real-world solutions to solve business related problems. Programs utilized will include word processing, spreadsheet, database, presentation software and Internet resources. *Prerequisite: CIS 101.*

CIS-112 Database Applications 3-3-0
This course provides "hands-on" use of database application software with the design and implementation of database files. Students will design and implement database files. Students will create tables, enter and modify data and create forms, queries and reports for multiple table relational database files. *Prerequisite: CIS 101.*

CIS-115 Principles of E-Business 3-3-0
This is an introduction to the key business and technology elements of Electronic Commerce. The course will introduce students to the theory and practice of conducting business over the Internet. The material is designed to be useful for the student planning to study the development of Internet applications and the student planning to go into general business where knowledge of Electronic Commerce is becoming mandatory for success.

CIS-120 Problem Solving and Programming Concepts 3-2-2
This course is an introduction to the field of information technology with an emphasis in problem solving, structured program design and beginning programming techniques for those seeking a career in this industry. An overview of computer concepts, ethics and responsibilities and career options are also provided.

CIS-125 Introduction to Computer Game Development 3-2-2
This course provides an introduction to computer game development for those seeking a career in this industry. Technologies commonly employed in developing interactive software will be examined, including software, hardware and middleware such as class libraries and engines. Game design modes and genres will be explored, as well as other applications and markets for this medium. Issues surrounding the computer game business will be explored, including personnel, philosophical and production issues, ethical concerns and influences of games and other interactive media on society.

Course Descriptions (CIS)

Cr Hrs-Lec-Lab
X = Variable

CIS-130 Web Site Development I 3-2-2

Note: Course only offered in the spring semester. This course entails development of web sites using modern technologies. Students will learn to develop web sites using HTML/XHTML including body elements, links, tables, frames, forms, style sheets and graphics. Students will also learn to employ cascading style sheets (CSS) and to separate content from presentation. *Prerequisite: CIS 101.*

CIS-131 Web Site Development II 3-2-2

Note: Course only offered in the fall semester. This course covers the advanced features of Web Design, which enhance the functionality of Web pages. Subjects explored include advanced HTML, interactivity of Web pages using forms, Java, AJAX, JavaScript, designing Web pages using Dynamic HTML (DHTML) and cascading style sheets (CSS). Students will build and maintain an online database with a scripting language. *Prerequisites: Grade of "C" or better in CIS 120 and a grade of "C" or better in CIS 130.*

CIS-139 Introduction to Web Server Management 1-1-0

Note: Course only offered in the spring semester. This course covers the topics of managing a web server and gives students the skills needed to administer their own server. Subjects explored will be security, speed, configuration, management and scalability for growth. Students will get hands-on experience in different server environments and will be introduced to a variety of tools and techniques that can assist with administration. *Prerequisite: CIS 120.*

CIS-150 C# Programming I 3-2-2

Note: Course only offered in the spring semester. This course is an introduction to structured, event-driven and object-oriented programming using the C# language. Students will learn to design programs that solve common business problems using good programming style appropriate in a team environment. Students will also learn to use a variety of visual components to create effective user interfaces targeting the Windows operating system. *Prerequisite: Grade of "C" or better in CIS 120.*

CIS-151 C# Programming II 3-2-2

Note: Course only offered in the fall semester. This course is a continuation of CIS 150 (C# Programming I). After a quick review, the student is introduced to advanced programming concepts such as data abstraction, classes, maintaining relational data, the use of additional visual components and other techniques commonly employed in advanced, commercial, multi-tiered applications. Other topics such as programming for the Internet, targeting handheld devices, and using graphics to enhance an application's visual appeal may also be explored. *Prerequisite: Grade of "C" or better in CIS 150.*

CIS-170 Java Programming I 3-2-2

Note: Course only offered in the fall semester. This course is an introduction to object oriented programming using Java. Topics covered are: control structures, classes, objects, encapsulation, polymorphism, run-time type identification, messages, methods, applets and arrays. *Prerequisites: Grade of "C" or better in CIS 120.*

CIS-171 Java Programming II 3-2-2

Note: Course only offered in the spring semester. This course is a continuation of CIS 170 (Java Programming I). After a review, the student is introduced to intermediate programming concepts essential for students seeking a career in software development. Topics include: graphical user interface (GUI) components, lists, queues, trees, other data structures and the Collections API. *Prerequisites: Grade of "C" or better in CIS 170.*

CIS-210 Data Structures 4-2-4

This course instructs students in the design and use of common data structures, lists, stacks, queues, trees, tables, hash tables and graphs. Common data structures algorithms are explored, including sorting, searching and reorganizing data, with attention paid toward trade-offs between space and efficiency. Students implement many of these data structures in an object oriented programming language and complete programming projects utilizing them. *Prerequisites: Grade of "C" or better in CIS 150 or a grade of "C" or better in CIS 170.*

Cr Hrs-Lec-Lab
X = Variable

CIS-220 Game Development 3-2-2
This course provides students the opportunity to demonstrate mastery of advanced skills, including mathematics, algorithms, object-oriented programming, software design patterns and graphics as students develop features common to modern computer games. Various technologies and platforms are explored, giving students exposure to what it takes to develop computer games. *Prerequisites: Grade of "C" or better in CIS 125 and a grade of "C" or better in either CIS 150 or CIS 170.*

CIS-221 Windows Programming 3-2-2
This course covers developing programs for the Windows environment. Emphasis is placed on advanced programming concepts and techniques specific to event-driven programming in C# using the .NET development environment and Application Programming Interface (API) as might be used in developing system-level components. Topics include the following: Windows and messaging, drawing, input devices, user-interface controls, resources and multi-tasking. *Prerequisite: Grade of "C" or better in CIS 150 or grade of "C" or better in CIS 170.*

CIS-222 .NET Systems Programming 3-2-2
This course emphasizes advanced programming concepts and techniques used in developing system-level components. Advanced .Net topics will be covered, as well as the new Framework Class Library. Other topics include compiling to an intermediate language, exploration of maintenance of code modules across multiple versions, common language specification, memory management including garbage collection and in-depth treatment of object-oriented design and coding techniques. *Prerequisite: Grade of "C" or better in CIS 150 or grade of "C" or better in CIS 170.*

CIS-230 Systems Analysis and Design 4-3-2
In this course, students use systems design and database to provide enterprise-wide business, organizational and managerial solutions. *Prerequisite: Grade of "C" or better in CIS 150 or grade of "C" or better in CIS 170.*

CIS-235 Web Development III 3-2-2
Note: Course only offered in the spring semester. This course provides the concepts and skills necessary to design and develop Web-based enterprise-level applications and focuses on existing and emerging Web development technologies. Topics include specialized Web markup languages, server-side backend databases, server-side programming, web services, enterprise Web development and Web applications. *Prerequisites: Grade of "C" or better in CIS 131 and grade of "C" or better in CIS 250.*

CIS-250 Database and Query 3-2-2
Note: Course only offered in the fall semester. This is an introductory course that provides database theory with an emphasis on relational database management. Hands-on Structured Query Language (SQL) database programming is included. The course also covers design, normalization, implementation and query of a relational database and uses an enterprise level database management system. *Prerequisites: Grade of "C" or better in CIS 150 or grade of "C" or better in CIS 170.*

CIS-260 Software Engineering Project 3-2-2
Note: Course only offered in the spring semester. This course is intended to develop the student's programming knowledge and skills in an applied environment. Students will work as individuals and in teams to implement a real-world equivalent system, perhaps converting legacy code to current technology standards or designing a new product from scratch. Students will develop designs, generate test procedures, and build a multi-tiered, client-server application capable of being utilized from a variety of platforms. Students will also learn project management and scheduling skills and that will be used to manage project phases and keep teams on task. Students must earn a grade of C or better in this course to meet graduation requirements. *Prerequisites: Grade of "C" or better in CIS 250 and a grade of "C" or better in either CIS 151 or CIS 171.*

CIS-290 Co-Operative Ed/Intern/Related Elective Variable 1-3
This course provides supervised work experience in the major field, which provides the opportunity to make practical application of the knowledge and skills attained. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. Please see the department chair of specific program area for application. *Prerequisites: Completion of 30 credit hours and 2.0 GPA or advisor's approval.*

Course Descriptions (COM - CRJ)

Cr Hrs-Lec-Lab
X = Variable

(COM) COMMUNICATION

COM-100 Human Communication 3-3-0
This course provides an overview of and introduction to the study of human communication, including interpersonal and small group communication and public speaking.

COM-105 Public Speaking 3-3-0
This is an introductory course in research, composition, delivery, and evaluation of speeches for a variety of purposes and occasions. Students develop skills in critical listening and analysis through small group and individual activities.

COM-125 Introduction to Debate 3-3-0
This is an introductory course in the basics of debate. The components of research, reasoning and argumentation are studied and put into practical debate situations. *Prerequisite: Grade of "C" or better in COM 105.*

COM-150 Introduction to Mass Communication 3-3-0
The media are everywhere, and they affect almost every aspect of our lives, including our knowledge of the world around us: the decisions we make as consumers and the values we embrace. Print and electronic media are covered in this course. *Prerequisite: COM 100 or COM 105.*

COM-200 Interpersonal Communication 3-3-0
This course is designed as an introduction to the theory and practice of interpersonal communication. Students learn how to become both effective and appropriate communicators in a variety of contexts. Students also develop good listening and responding skills, conflict management strategies, sensitivity to language and an understanding of cultural and gender differences. *Prerequisites: Grade of "C" or better in ENG 101 and a grade of "C" or better in COM 100 or COM 105.*

COM-225 Organizational Communication 3-3-0
This course provides an in-depth study and application of effective communication practices within the workplace or any other organization. Students learn to improve infrastructural communication, while developing the skills required to lead, manage, and maintain positive and effective information flow within organizations. *Prerequisite: COM 100 or COM 105.*

COM-290 Co-Operative Ed/Intern/Related Elective Variable 1-3
This course provides supervised work experience in the major discipline, providing the student with the opportunity to make practical application of the skills and knowledge attained. An individual application and instructional management plan will determine goals. *Prerequisites: Completion of 30 credit hours or more and permission of department chair.*

(CRJ) CRIMINAL JUSTICE

CRJ-110 Introduction to Criminal Justice 3-3-0
This is an introductory course in the philosophical and historical background of the American criminal justice system and its primary components: law enforcement, courts, and corrections. Students examine the origins of crime and the organization, purpose, and functions of law enforcement and other agencies involved in the administration of criminal justice.

CRJ-120 American Justice and Punishment 3-3-0
This course presents an overview of the changing concepts of justice in American society. A study of the purposes of punishment, deterrence, restorative justice and the effect of punishment on victims is presented. Methods of punishment from colonial times to the present are discussed.

Cr Hrs-Lec-Lab
X = Variable

CRJ-210 Policing in America 3-3-0
This course focuses on the structure, role and function of policing within the community and the American Society. Types of policing and police-community relations are explored. Students focus on developing communication skills, working with special populations, conflict management, utilizing technology and the importance of professionalism as a criminal justice practitioner. *Prerequisite: CRJ 110.*

CRJ-215 Juvenile Delinquency 3-3-0
This course provides an overview of the extent, causes, nature and control of juvenile delinquency in the United States. The juvenile justice system is examined from both a historical and a contemporary perspective, as well as the causes of juvenile crime, the difference between juvenile and adult systems, delinquent acts, juvenile treatment as adults, and the role and function of probation, youth corrections, family services, and the community. *Prerequisite: CRJ 110.*

CRJ-220 Criminal Procedure 3-3-0
This is an introductory course in criminal procedure which provides a basic understanding of the rules under which criminal justice professionals must operate when dealing with citizens in the criminal justice field. The Bill of Rights and its application to the accused and convicted are explored thoroughly through the study of case law and federal regulations. This course is designed for students planning to pursue careers in all areas of criminal justice. *Prerequisite: CRJ 110.*

CRJ-225 Criminal Law 3-3-0
This is an introductory course in the philosophical and historical background of crime, criminal law, and criminal procedure for the criminal justice professional. *Prerequisite: CRJ 110.*

CRJ-230 Introduction to Criminology 3-3-0
This is a survey course designed to provide an understanding of theories explaining why people violate the law. *Prerequisite: CRJ 110.*

CRJ-240 Ethics in Criminal Justice 3-3-0
This course investigates ethical problems confronting criminal justice professionals and discusses moral and ethical behavior from personal, social and criminal justice perspectives. The focus is placed on the philosophical and practical dilemmas facing those working in the criminal justice system to include law enforcement, the courts and corrections. The course examines various value systems, morality and historical and contemporary theories concerning the ethics of law, justice and punishment. *Prerequisite: CRJ 110.*

(CST) CONSTRUCTION TECHNOLOGY

CST-105 Introduction to Construction Technology 2-1-2
This course is intended to introduce technology education students to basic construction skills needed by agriculture/technical instructors. This does not satisfy any OTC requirements within the A.A. or A.A.S. degree programs. This course may be taken as general elective only.

CST-135 Construction Carpentry I 4-2-4
Note: Course only offered in the fall semester. This course introduces students to carpentry skills necessary to frame residential floor, wall, and ceiling components.

CST-139 Construction Trim Carpentry 4-2-4
This course provides a wide variety of projects and technical information that will provide students knowledge and experience in installing interior trim, doors, and hardware.

Course Descriptions (CST)

Cr Hrs-Lec-Lab
X = Variable

CST-140 Cabinetmaking and Millwork I 4-2-4
Note: Course only offered in the fall semester. This course provides a study of materials, tools, and equipment, processes, and joinery as an introduction to the woodworking/cabinetmaking industry. Lab exercises include safe equipment/tool use, joinery techniques and a woodworking project.

CST-150 Concrete and Forms 4-2-4
This course is designed to provide background and related information about concrete and forms including setting and leveling. Extensive use of form layout, form cutting, form construction and form erecting will be required.

CST-170 Masonry I 4-2-4
This course provides a study of masonry units and shapes and masonry tools, terminology, and equipment. Blueprint reading and estimating materials and labor will be covered. Techniques for laying of walls, floors and leads will be practiced in lab.

CST-180 Exterior Finishes 4-2-4
This course is designed to provide background and related information about a variety of exterior finishes such as roofing components, wall coverings including wood siding, vinyl siding, EIFS, windows, doors, soffits, fascia and hardware. Extensive laboratory experiences provide the student with practical applications related to the subject.

CST-190 Interior Finishes 4-2-4
This course is designed to provide background and related information about a variety of commercial interior applications related to the field of commercial carpentry. Topics include; drywall, suspended ceilings, metal studs, patented wall coverings, cabinet and fixture installation, metal door installation and other commercial hardware. Extensive laboratory experiences provide the student with practical applications associated with the topics.

CST-235 Construction Carpentry II 4-2-4
Note: Course only offered in the spring semester. This course is designed to provide technical information, math skills and practical experience necessary to layout, cut and construct roof rafters including common, hip and valley rafters. Straight and landing stairs are also included. *Prerequisite: CST 135.*

CST-240 Cabinetmaking and Millwork II 4-2-4
This course provides a study of materials, tools and equipment, processes, joinery, face frame/frameless design, countertops and production techniques as applied to the cabinet industry. Lab exercises include joinery techniques and cabinet construction. *Prerequisite: CST 140.*

CST-245 Green Construction Practices 3-2-2
The purpose of this course is to give students an understanding into the meaning of green construction. The course enables them to identify the vocabulary used in the green movement, with an emphasis in design practices, sustainable building materials, green building techniques, energy efficient best practices, sighting and orientation, water and energy systems, landscapes and the natural resources available. The course is designed for those interested in sustainable building practices, and/or those who recognize the importance of sustainable design practices in their daily lives.

CST-255 Printreading for Construction 4-2-4
Students will learn to read, understand, interpret and apply information from a construction blueprint. A study of construction materials and practices as applied to the reading of blueprints, as well as a study of technical sketching, is included. This course is geared around the reading and interpretation of residential blueprints with transference to commercial construction.

CST-260 Construction Estimating/Scheduling 4-2-4
Note: Course only offered in the fall semester. This course is an introduction to estimating methods and development of quantity take-off methods for construction jobs. Computer programs as well as pencil/paper methods will be used. Also included in the class is an introduction to materials and job activity scheduling. *Prerequisites: CST 255 and MTH 125 or MTH 110.*

Cr Hrs-Lec-Lab
X = Variable

CST-265 Construction Technology Capstone 2-2-0
Note: Course only offered in the spring semester. This comprehensive course will be used to evaluate the student's knowledge and skills in CST using concepts and skills learned from previous CST courses. A Grade of "C" or better will be required to complete the CST degree program. *Prerequisites: CST 139, CST 140, CST 180, CST 190, CST 235, CST 260, CST 290 or concurrent enrollment in CST 290, and a minimum of 45 credit hours completed.*

CST-270 Masonry II 4-2-4
Through classroom and laboratory experiences, students will study leads, cavity, composite and reinforced block and brick walls and structures. Setting doors and window frames, floor tile, as well as types and use of scaffolding will be included. *Prerequisite: CST 170.*

CST-275 Masonry III 4-2-4
Emphasis will be placed on specialty masonry units such as fireplaces and chimneys, cornices, arches, quoins, tile and stone. In addition to classroom sessions, students will attain measurable skill levels in laboratory settings. *Prerequisite: CST 170.*

CST-290 Co-Operative Education/Internship Variable 1-3
This course provides a supervised work experience in the major field giving the student opportunity to make practical application of the knowledge and skills attained. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisites: Completion of 30 credit hours and 2.0 GPA or advisor's approval. Please see the Department Chair of the specific program area for application.*

(CUL) CULINARY ARTS

CUL-101 Introduction to Food Preparation and Theory 3-1-4
This course introduces students to the basic techniques of food preparation using a variety of cooking methods and products. Students learn the history and value of food in society and how it impacts food preparation today. The course includes recipe conversions, measuring techniques and operation of commercial food service equipment. *Prerequisite: HSM 115 or concurrent enrollment.*

CUL-102 Meat, Seafood, and Poultry Identification and Fabrication 3-1-4
This course builds on basic food preparation knowledge and skills by focusing presentation and consumption of center-of-the-plate items and products. In addition, this course further broadens knowledge of culinary arts in the commercial kitchen. *Prerequisites: CUL 101, HSM 115.*

CUL-103 Garde Manger 3-1-4
In its most basic definition a Garde Manager Chef is considered the "keeper of the food" or pantry supervisor, referring to the task of preparing and presenting cold foods. Students in this course will develop skills in producing a variety of cold food products including salads, hors d'œuvres, cold soups, aspics, and charcuterie as well as creating decorative elements of buffet presentation like table arrangements and edible centerpieces made from materials such as ice, cheese, butter, salt dough or tallow. This course emphasizes attention to detail starting with the initial quality of the food product to the final plate presentation for both classical and modern cuisine. *Prerequisites: CUL 101, HSM 115.*

CUL-121 Introduction to Baking and Pastry 3-1-4
This course is an introduction of the student to the ingredients, procedures and processes of basic baking. Course includes concepts in formulas and the chemical reactions of basic doughs, cakes and batters. *Prerequisite: HSM 115 or concurrent enrollment.*

CUL-130 European Pastries and Classical Desserts 3-1-4
This course is designed to build on and enhance the skills and information obtained in CUL 121 (Introduction to Baking). This class focuses on preparation techniques of classical and contemporary plated desserts, frozen desserts and custards. This course introduces students to sugar and chocolate decorating techniques, including stenciling and piping, marzipan and pastillage. *Prerequisites: CUL 121, HSM 115.*

Cr Hrs-Lec-Lab
X = Variable

CUL-150 Quick Breads and Yeast Breads 3-1-4
This course is the study and practice of the culinary art of quick bread and yeast bread techniques, including biscuit, scones, muffins, miscellaneous quick breads, as well as basic yeast bread, artisan bread and sourdough bread production. *Prerequisites: CUL 121, HSM 115.*

CUL-160 Cakes and Cake Decorating 3-1-4
This course will include the study and practice of the culinary art of cake production and decorating techniques, including mixing, cake formula balance, scaling, panning, baking, altitude adjustments, formulas, icings, assembling and icing simple cakes, basic decorating techniques, planning and assembling specialty cakes and procedures for popular cakes. *Prerequisites: CUL 121, HSM 115.*

CUL-170 Chocolate, Sugar, and Confections 3-1-4
This course introduces students to the art of working with chocolate and sugar. Topics include tempering, cutting shapes, transfer sheets, display pieces, candies and sugar doughs. Students will be exposed to the idea of sugar as an art with techniques in poured, pulled and spun sugar. *Prerequisite: CUL 121, HSM 115.*

CUL-201 Contemporary Cuisine and Plate Presentation 8-3-10
This course provides the advanced culinary arts student instruction and practice in the actual back of the house operation of a working restaurant. Students will utilize accepted classical and contemporary techniques, prepare food to proper safety and sanitation standards, research and design menus and determine purchasing needs for menu production. *Prerequisites: CUL 101, CUL 102, CUL 103, CUL 121, HSM 115, HSM 125.*

CUL-203 World Cuisine 3-1-4
This course provides advanced training in preparation of selected ethnic and foreign cuisines. Students will study the relationship and influence of foreign cuisine on today's more popular ingredients and dishes. *Prerequisites: CUL 102, CUL 103.*

CUL-290 Co-Operative Education/Internship Variable 1-3
This course entails a supervised work experience in the major field, which provides the opportunity to make practical application of the knowledge and skills attained. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. Please see the Chair of the specific program area for application. *Prerequisites: Completion of 30 credit hours and 2.0 GPA and approval of department chair.*

(DAH) DENTAL ASSISTING - HYBRID TRACK

DAH-100 Dental Laboratory I 2-0-4
This course laboratory competence course is strictly hands-on work in the dental laboratory and clinic on the Springfield campus. The course is designed to provide practice of all aspects of chairside assisting while working on manikins and lab partners. *Prerequisite: Admission to the Dental Assisting Program - Hybrid Track.*

DAH-110 Foundation of Dental Assisting 1-1-0
This course introduces students to the business of dentistry, the ethics and law of dentistry and the professionalism and duties of a chairside dental assistant. *Prerequisite: Admission to the Dental Assisting Program - Hybrid Track.*

DAH-111 Infection Control in Dentistry 1-1-0
This course provides the student with proper personal protection, disinfection and sterilization techniques. It includes an overview of microbiology, chemical disinfectants, infectious diseases and OSHA regulations. *Prerequisite: Admission to the Dental Assisting Program - Hybrid Track.*

Cr Hrs-Lec-Lab
X = Variable

DAH-112 Medical Emergencies 1-1-0
This course instructs the dental assistant in the role of assisting and caring for medically, mentally and physically compromised patients. The assistant will learn CPR, the taking of vital signs, writing prescriptions and the common drugs used in dentistry. *Prerequisite: Admission to the Dental Assisting Program - Hybrid Track.*

DAH-113 Dental Science I 1-1-0
This course covers the development, shape and life cycle of teeth. It provides a map of the landmarks that relate to the oral cavity and face. *Prerequisite: Admission to the Dental Assisting Program - Hybrid Track.*

DAH-121 Dental Laboratory II 2-0-4
This is a laboratory competency course of hands-on work in the dental laboratory and clinic on the Springfield campus. The course is designed to provide practice of all aspects of chairside assisting while working on manikins and lab partners. *Prerequisite: Grade of "C" or better in all previous Dental Assisting Program - Hybrid Track courses.*

DAH-122 Chairside Assisting Techniques 2-2-0
This course prepares the student to assist in single- and four-handed dentistry procedures. The student gains knowledge of hand and rotary instruments, proper instrument use, proper evacuation and proper charting techniques used in dentistry. *Prerequisite: Grade of "C" or better in all previous Dental Assisting Program - Hybrid Track courses.*

DAH-123 Dental Science II 1-1-0
This course is the study of the anatomy of the head, neck, face and overall body. It includes the study of the physiology or functions of the body systems and how they related to dentistry. *Prerequisite: Grade of "C" or better in all previous Dental Assisting Program - Hybrid Track courses.*

DAH-124 Dental Materials I 1-1-0
This is a foundation course for understanding the properties of all dental materials and how matter can affect them. Students will develop an understanding of safety in handling, techniques and different uses for certain dental materials. *Prerequisite: Grade of "C" or better in all previous Dental Assisting Program - Hybrid Track courses.*

DAH-131 Dental Laboratory III 2-0-4
This is a laboratory competency course of hands-on work in the dental laboratory and clinic on the Springfield campus. The course is designed to provide practice of all aspects of chairside assisting while working on manikins and lab partners. *Prerequisite: Grade of "C" or better in all previous Dental Assisting Program - Hybrid Track courses.*

DAH-132 Preventive Dentistry 2-2-0
This course covers the caries process, oral pathology lesions and the affects of nutrition on the oral cavity. Students gain an understanding of the importance of coronal polishing and sealants play in the prevention process. *Prerequisite: Grade of "C" or better in all previous Dental Assisting Program - Hybrid Track courses.*

DAH-133 Radiology I 2-2-0
This course provides the foundation for radiology safety and the legal and ethical responsibilities of an assistant. Students learn proper processing techniques, mounting, quality assurance and patient education. *Prerequisite: Grade of "C" or better in all previous Dental Assisting Program - Hybrid Track courses.*

DAH-134 Dental Materials II 1-1-0
This course provides the basis for proper manipulation and use of dental materials during operative, orthodontic and prosthodontic procedures. Proper radiology techniques are practiced on manikins in preparation for actual patient requirements. *Prerequisite: Grade of "C" or better in all previous Dental Assisting Program - Hybrid Track courses.*

Cr Hrs-Lec-Lab
X = Variable

DAH-140 Clinical Experience 5-0-0-15 (Clinicals)
Students are placed in a dental office setting in the community to receive experience first hand from the professionals in dentistry. Students receive 300 hours of clinical experience. *Prerequisite: Grade of "C" or better in all previous Dental Assisting Program - Hybrid Track courses.*

DAH-141 Dental Laboratory IV 2-0-4
This is a laboratory competency course of hands-on work in the dental laboratory and clinic on the Springfield campus. The course is designed to provide practice of all aspects of chairside assisting while working on manikins and lab partners. *Prerequisite: Grade of "C" or better in all previous Dental Assisting Program - Hybrid Track courses.*

DAH-142 Dental Specialties 2-2-0
This course covers six types of specialties in dentistry, including prosthodontics, periodontics, orthodontics, oral surgery, pediatrics and endodontics. Students are given an overview of materials, instruments and the requirements as an assistant. *Prerequisite: Grade of "C" or better in all previous Dental Assisting Program - Hybrid Track courses.*

DAH-143 Radiology II 2-2-0
This course presents techniques for producing quality intraoral, extraoral and digital radiographs. *Prerequisite: Grade of "C" or better in all previous Dental Assisting Program - Hybrid Track courses.*

DAH-144 Dental Language 1-1-0
This course presents techniques to properly communicate and relay treatment to the dental patient. Through role playing and community service, students learn the importance of verbal and nonverbal communication skills. Students also prepare a resume for their future position in the career of dentistry. *Prerequisite: Grade of "C" or better in all previous Dental Assisting Program - Hybrid Track courses.*

DAH-151 Dental Laboratory V 2-0-4
This is a laboratory competency course of hands-on work in the dental laboratory and clinic on the Springfield campus. The course is designed to provide practice of all aspects of chairside assisting while working on manikins and lab partners. *Prerequisite: Grade of "C" or better in all previous Dental Assisting Program - Hybrid Track courses.*

DAH-152 Dental Office Procedures 2-2-0
This course covers dental office inventory management, productive scheduling techniques, an overview of dental insurance processing and accounts receivable management. *Prerequisite: Grade of "C" or better in all previous Dental Assisting Program - Hybrid Track courses.*

DAH-153 Expanded Functions 1-1-0
This course is extended training in the specific expanded functions required by the Missouri Dental Practice Act. Areas include placement of restorative materials, specific orthodontic procedures, as well as prosthodontics. *Prerequisite: Grade of "C" or better in all previous Dental Assisting Program - Hybrid Track courses.*

(DAS) DENTAL ASSISTING - TRADITIONAL TRACK

DAS-101 Chairside Assisting I 4-2-2-4 (Clinicals)
This course provides an overview of the dental profession. It begins with a look at dentistry through the ages, introduces the other members of the dental healthcare team, and discusses the legal and ethical standards expected of a dental professional. *Prerequisite: Admission to the Dental Assisting program.*

Cr Hrs-Lec-Lab
X = Variable

DAS-102 Infection Control 2-1-2
This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Emphasis is on microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases and OSHA standards. *Prerequisite: Admission to the Dental Assisting program.*

DAS-103 Chairside Assisting II 3-3-0
This course is designed to introduce the Dental Assistant to specialty dental practice. The following specialties are included: endodontics, oral and maxillofacial surgery, orthodontics, pediatric dentistry, periodontics and prosthodontics. *Prerequisite: Grade of "C" or better in all of the previous Dental Assisting courses.*

DAS-105 Dental Language 1-2-0
This course provides an introduction to the nomenclature used by the dental profession including vocabulary terms, communication skills, role playing and the psychology of dentistry. A community project is also included. *Prerequisite: Grade of "C" or better in all of the previous Dental Assisting courses.*

DAS-114 Operative Dentistry 2-1-2
This course introduces basic knowledge and skill application for general chairside assisting procedures. Emphasis is placed on the application of principles and procedures of four-handed dentistry and clinical support functions. Upon completion, students should be able to utilize classroom theory and clinical skills in a dental setting. *Prerequisite: Admission to the Dental Assisting program.*

DAS-115 Dental Science and Health 2-2-0
This course offers the following topics related to dental science and health: dentition, head and neck anatomy, tooth morphology, oral embryology and histology, nutrition, oral pathology and pharmacology. *Prerequisite: Admission to the Dental Assisting program.*

DAS-120 Dental Materials I 5-2-6
This course provides a study of the science of dental materials, their composition, structures and properties; uses in dentistry, and manipulation techniques. Emphasis is on safety procedures during manipulations of materials and use of equipment. *Prerequisite: Admission to the Dental Assisting program.*

DAS-123 Dental Materials II Lab 2-0-4
This course provides practice with, manipulation of, and evaluation of materials used in the specialty fields of dentistry. *Prerequisite: Grade of "C" or better in all of the previous Dental Assisting courses.*

DAS-130 Dental Radiology I 3-2-2
This course is an introduction to radiographic procedures, theory of producing radiographs, biological effects and safety procedures; practice of techniques is mastered on typodonts before exposures are made on patients. Diagnostic quality with maximum radiation protection is of special emphasis. *Prerequisite: Admission to the Dental Assisting program.*

DAS-132 Dental Radiology II 3-2-2
This course provides continued instruction of radiographic procedures which builds upon concepts introduced in Dental Radiology I. *Prerequisite: Grade of "C" or better in all of the previous Dental Assisting courses.*

DAS-150 Dental Office Procedures 2-2-0
This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, client scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. *Prerequisite: Grade of "C" or better in all of the previous Dental Assisting courses.*

DAS-160 Expanded Functions 2-1-2
This course provides the study of Missouri Expanded Functions for dental auxiliary. Emphasis is placed on restorative dentistry, orthodontics, periodontics and prosthodontics. *Prerequisite: Grade of "C" or better in all of the previous Dental Assisting courses.*

Cr Hrs-Lec-Lab
X = Variable

DAS-201 Clinical Chairside 5-0-0-16 (Clinicals)
This course is to practice the principles involved, techniques taught and skills learned to become an efficient dental assistant while closely working under the direct supervision of a dentist and the dental staff team. *Prerequisite: Grade of "C" or better in all of the previous Dental Assisting courses.*

(DDT) DRAFTING AND DESIGN TECHNOLOGY

DDT-100 Fundamentals of Drafting 4-2-4
Mechanical drafting is the graphic language used by engineers and technicians in high technical manufacturing environments. The basic drafting skills and knowledge necessary to communicate graphically are investigated through lecture and lab opportunities using a 2D computer aided drafting system (CAD).

DDT-110 Mechanical Dimensioning and Tolerancing 4-2-4
This course focuses on the interpretation and application of American national Standards Institute (ANSI) and American Society of Mechanical Engineers (ASME) Y14.5M 1994 drafting standards and rules for dimensioning and tolerancing mechanical prints utilizing a computer aided drafting system.

DDT-115 Manufacturing Processes and Materials 4-3-2
This lecture/lab course focuses on the study of mechanical, chemical, physical properties, and structure of engineering materials with heat treating of ferrous and nonferrous metals, and an investigation of the methods used to process these materials.

DDT-150 Descriptive Geometry and 2D CAD 4-2-4
Intermediate Computer-Aided Drafting (CAD) skills are developed for graphic solutions of design problems with regard to spatial relationships using descriptive geometry to produce auxiliary, revolution, intersection and development drawings. *Prerequisite: DDT 100.*

DDT-160 Residential Architectural Drafting 4-2-4
Residential architecture will give the student an understanding of the basic concepts of construction and residential design. Students will produce a set of floor plans for a house. This course is based on space relationships required for the family uses of the structure, and explores basic design concepts, both for function and aesthetics. *Prerequisite: DDT 100.*

DDT-200 Production Design Drafting 4-2-4
This lecture/lab course provides students with knowledge and skills in the use of current 3D computer aided design (CAD) systems with projects utilizing the design method, the access and application of standards and engineering data, for the production of mechanical working drawings. *Prerequisites: DDT 100, DDT 110.*

DDT-210 Structural Steel Detailing and Drafting 4-2-4
Computer-Aided Drafting and design proficiency is increased through the design and detailing of structural steel projects of buildings and bridges for heavy construction industries. *Prerequisites: DDT 150, DDT 160.*

DDT-250 Machine Design Drafting 4-2-4
This capstone course will simulate a real world mechanical design working environment, providing students with an opportunity to display acquired knowledge and skills. Students will apply the design method and produce working drawings that include detail, assembly, bill of material, specifications, and three dimensional (3D) models utilizing current 3D CAD solid-modeling software and 3D printer. *Prerequisite: DDT 200.*

DDT-260 Commercial Architectural Drafting 4-2-4
This course focuses on the study of the basics of architectural drafting on the (CAD) system, and how it applies to commercial buildings. Layout considerations and code requirements for commercial designs will be studied. *Prerequisite: DDT 100.*

Cr Hrs-Lec-Lab
X = Variable

DDT-270 Civil Engineering Drafting 4-2-4
This lecture/lab course introduces the drafting practices and standards utilized in civil engineering contract documents. A computer aided drafting (CAD) system is used in the production of topographic mapping, site plan, grading, and road drawings. *Prerequisite: DDT 100.*

DDT-290 Co-Operative Ed/Intern/Related Elective Variable 1-3
This course entails a supervised work experience in the major field which provides the student with the opportunity to make practical application of the knowledge and skills attained in coursework. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisites: Completion of 30 credit hours and 2.0 GPA or advisor's approval. Please see the Department Chair of the specific program area for application.*

(DHY) DENTAL HYGIENE

DHY-100 Introduction to Dental Hygiene 2-2-0
This course is designed to prepare the dental hygiene student with the basic knowledge, theory, and skill concepts necessary to perform clinical skills required in subsequent clinical dental hygiene courses. Basic principles of extraoral and intraoral cancer screenings, periodontal examinations, assessment of plaque and calculus, instrument design and function, and fundamental instrumentation necessary to render safe and effective clinical hygiene treatment are taught. *Prerequisite: Admission to the Dental Hygiene program.*

DHY-101 Dental Hygiene I Pre-Clinic Lab 4-0-4
This course introduces the student to basic knowledge and skills necessary for the clinical application of dental hygiene services. Clinical labs will include demonstrations, synchronous DVD presentations and application which will involve typodonts, manikins and lab partner utilization. *Prerequisite: Admission to the Dental Hygiene program.*

DHY-105 Orofacial Anatomy 2-2-0
This course is a detailed study of the morphology and functions of deciduous and permanent teeth, including the study of muscular and skeletal functions, the blood supply and nervous system in relationship to the oral cavity. *Prerequisite: Admission to the Dental Hygiene program.*

DHY-110 Oral Histology and Embryology 2-2-0
This course will provide an understanding of how cells and tissues comprising the anatomical parts of the oral cavity develop and function. The course will also focus on the embryonic development of related facial and oral structures. *Prerequisite: Admission to the Dental Hygiene program.*

DHY-120 Dental Materials 3-2-2
This course is a study of the science of dental materials, their composition, structures and properties; uses in dentistry and manipulation techniques. Emphasis is stressed on safety procedures during manipulations of materials and use of equipment. *Prerequisite: Grade of "C" or better in all of the previous Dental Hygiene courses.*

DHY-150 Dental Hygiene I 2-2-0
This course is designed to further the student's knowledge of dental hygiene clinical development skills to include scaling instrumentation and specific patient management. *Prerequisite: Grade of "C" or better in all of the previous Dental Hygiene courses.*

DHY-151 Dental Hygiene I Lab 3-0-6
This course is the required laboratory in conjunction with DHY 150. This course is designed to apply the foundations of dental hygiene care with comprehensive patient care in pre-clinical and clinical settings. Clinical labs will include demonstrations, synchronous DVD presentations and application which will involve typodonts, manikins and lab partner utilization. *Prerequisite: Grade of "C" or better in all of the previous Dental Hygiene courses.*

Course Descriptions (DHY)

Cr Hrs-Lec-Lab
X = Variable

DHY-155 Pharmacology for the Dental Hygienist 2-2-0
This course will provide general principles of pharmacology and use of pharmaceuticals with specific emphasis on those used in dentistry, including their physical and chemical properties, dosage and therapeutic effects. *Prerequisite: Grade of "C" or better in all of the previous Dental Hygiene courses.*

DHY-160 Introduction to Periodontology 2-2-0
This course is the study of periodontal disease, etiologies, recognition of normal periodontium and deviations of normal, clinical assessment, treatment and prevention of disease progression. *Prerequisite: Grade of "C" or better in all of the previous Dental Hygiene courses.*

DHY-200 Dental Hygiene II - Local Anesthesis and Pain Management 2-1-1
This course is designed to further the student's knowledge of dental hygiene comprehensive patient care to include block/local anesthesia, nitrous oxide and pain management. *Prerequisite: Grade of "C" or better in all of the previous Dental Hygiene courses.*

DHY-201 Dental Hygiene II - Lab - Local Anesthesia and Pain Management Lab 1-0-8
This course is designed to apply the concepts of comprehensive patient care in a clinical setting. Emphasis will be placed on administration of block/local anesthesia, nitrous oxide and pain management. *Prerequisite: Grade of "C" or better in all of the previous Dental Hygiene courses.*

DHY-203 Diet and Nutrition in Oral Health 2-2-0
This is a fundamental nutritional biochemistry course with emphasis on the effects of nutrition, dental health, and diet. Emphasis is placed on the application of counseling strategies for the dental hygiene patient. *Prerequisite: Grade of "C" or better in all of the previous Dental Hygiene courses.*

DHY-205 Dental Hygiene III 2-2-0
This course is designed to provide instruction in treatment planning, risk factors and care of patients with special needs, dental hygiene process of care, and advanced instrumentation and fulcruming. *Prerequisite: Grade of "C" or better in all of the previous Dental Hygiene courses.*

DHY-206 Dental Hygiene III Lab 4-0-8
This course is designed to apply the concepts of comprehensive patient care in a clinical setting using advanced instrumentation and fulcruming. Emphasis will be placed on clinical treatment of patients with special needs and dental hygiene process of care. *Prerequisite: Grade of "C" or better in all of the previous Dental Hygiene courses.*

DHY-210 Oral Pathology 2-2-0
The course will include circulatory disturbances, inflammation and tumors. Also, the course will emphasize diseases affecting the oral cavity, dental caries, periodontal diseases, oral neoplasia and similar problems. *Prerequisite: Grade of "C" or better in all of the previous Dental Hygiene courses.*

DHY-215 Community Dental Health 2-2-0
This course provides a study of the principles and methods used in assessing, diagnosing, planning, implementing and evaluating community dental health programs. Attitudes and behaviors necessary to promote dental disease prevention through organized community-based programs will also be discussed. Upon completing this course, students should be able to assess, diagnose, plan, implement, and evaluate a community dental health program. *Prerequisite: Grade of "C" or better in all of the previous Dental Hygiene courses.*

DHY-250 Dental Hygiene IV 2-2-0
This course is the final course in the clinical Dental Hygiene sequence. It is designed to enable the student to incorporate all the techniques and treatment modalities previously acquired involving total patient care. Emphasis will be placed on review of dental hygiene courses, continuation of special needs patients and office management skills. Upon completion of the course, the student will be prepared to take national, regional and state board examinations. *Prerequisite: Grade of "C" or better in all of the previous Dental Hygiene courses.*

Cr Hrs-Lec-Lab
X = Variable

DHY-251 Dental Hygiene IV Lab 4-0-8
This course is designed to apply the concepts of comprehensive patient care in a clinical setting. Emphasis is placed on preparing students for clinical boards. *Prerequisite: Grade of "C" or better in all of the previous Dental Hygiene courses.*

DHY-260 Legal Issues and Dental Ethics 1-2-0
This course is designed to provide the student with knowledge of ethics, jurisprudence and professionalism with applications to the practice of Dental Hygiene. Topics include state laws, legal liabilities as health care professionals, state laws, professional codes of ethics, writing a resume and interviewing techniques. Upon completion of the course, students should be able to demonstrate the ability to practice Dental Hygiene within established ethical guidelines and state laws. *Prerequisite: Grade of "C" or better in all of the previous Dental Hygiene courses.*

(DSL) DIESEL TECHNOLOGY

DSL-105 Diesel Engine Repair 4-2-4
Note: Course only offered in the fall semester. This course provides instruction in the operation and repair of diesel engines, including basic fuel systems, cooling systems, lubrication, air intake and controls related to the Automotive Service Excellence (ASE) area of Diesel Engine Repair. This program is ASE accredited by the National Automotive Technicians Educational Foundation (NATEF).

DSL-112 Diesel Brakes 4-2-4
Note: Course only offered in the spring semester. This course develops occupational competencies needed for the operation, repair, troubleshooting and diagnostics of diesel brakes.

DSL-115 Diesel Preventive Maintenance 4-2-4
Note: Course only offered in the fall semester. This course develops occupational skills needed to provide preventative maintenance on diesel engines, trucks, and trailers related to the Automotive Service Excellence (ASE) requirements for diesel preventive maintenance. This program is ASE accredited by the National Automotive Technicians Educational Foundation (NATEF). The instruction will include classroom demonstration and laboratory exercises.

DSL-171 Electrical I 4-2-4
Note: Course only offered in the fall semester. This course develops each student's occupational competencies needed to perform preventive maintenance and repair methods required of an entry level technician in the automotive and diesel fields. The instruction will include classroom demonstration and practical exercises related to the Automotive Service Excellence (ASE) area of Electrical Systems. This program is ASE accredited by the National Automotive Technicians Educational Foundation (NATEF).

DSL-175 Electrical II 4-2-4
This course develops each student's competencies needed for the operation and repair of truck electrical systems. The instruction will include classroom demonstrations and practical exercises. *Prerequisite: DSL 171.*

DSL-185 Heating and Air Conditioning 4-2-4
This course develops each student's occupational competencies needed to perform preventive maintenance and repair methods required of an entry level technician. The instruction will include classroom, demonstration and practical exercises related to the Automotive Service Excellence (ASE) area of Heating and Air Conditioning.

DSL-205 Advanced Diesel Engines 4-2-4
Note: Course only offered in the spring semester. This course develops each student's occupational competencies needed to perform engine operation, diagnosis and repair. The instruction will include classroom demonstration and practical exercises related to the area of Advanced Diesel Engines.

Cr Hrs-Lec-Lab
X = Variable

DSL-215 Suspension and Steering 4-2-4
Note: Course only offered in the spring semester. This course develops each student's occupational competencies needed for the operation and repair of suspension and steering systems on medium-heavy diesel vehicles. The instruction will include classroom demonstration and practical exercises related to the area of Suspension and Steering.

DSL-232 Diesel Diagnostics & Repair 4-2-4
Note: Course only offered in the spring semester. This course develops each student's occupational competencies needed for the operation, repair, troubleshooting and diagnostics of diesel fuel and electronic systems, to include diesel electronic injection systems. The instruction will include classroom demonstration and practical exercises related to the area of Diesel Diagnostics and Repair. *Prerequisites: DSL 105, DSL 171 and DSL 205.*

DSL-235 Heavy Duty Drives 4-2-4
Note: Course only offered in the spring semester. This course develops each student's occupational competencies needed for operation and repair of heavy duty drive systems. The instruction will include classroom demonstration and practical exercises related to the Automotive Service Excellence (ASE) area of Heavy Duty Drives.

DSL-290 Capstone/Co-op/Internship 3-X-0
This course provides students the opportunity for supervised work experience in their major field with practical application of the knowledge and skills attained through coursework. Students will also apply critical thinking, analytical reading, decision making and valuing skills to issues across the diesel technology curriculum. An assessment will give students the opportunity to demonstrate their level of application and learning in the diesel technology program. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. Please see the Chair of the specific program area for application. *Prerequisites: Completion of at least 30 credit hours in Diesel Technology courses and a minimum GPA of 2.0, or advisor's approval.*

(ECD) EARLY CHILDHOOD DEVELOPMENT

ECD-101 Introduction to Early Childhood 4-3-3
This is an introductory lecture/laboratory course which offers prospective early childhood providers an overview of early childhood education, history, developmentally appropriate practice, professionalism, and philosophies of various programs. The laboratory component of this course requires students to obtain (at their own expense) a tuberculin (TB) skin test and a background screening from the Family Care Safety Registry (FCSR) within the first two weeks of class.

ECD-110 Early Childhood Growth and Development 4-3-3
This is a foundational lecture/laboratory course which provides a sequenced study of typical growth and development from infancy to 8 years of age. Emphasis is placed on the whole child principle and its importance in early childhood. The laboratory component of this course requires students to obtain (at their own expense) a tuberculin (TB) skin test and a background screening from the Family Care Safety Registry (FCSR) within the first two weeks of class.

ECD-115 Observation and Assessment of the Young Child 1-1-0
This elective course offers students an overview of various observational techniques and assessment methods utilized in early childhood. Emphasis is placed on components necessary for strong observation skills, how to choose the best instrument for specific situations and tools for assessing environments and developmental milestones.

Cr Hrs-Lec-Lab
X = Variable

ECD-120 Early Childhood Literature and Language 4-3-3
This is a foundational lecture/laboratory course which offers a practical study of children's literature in the early childhood classroom. The history, elements, and strategies for presenting literature experiences to young children will be explored as well as the four areas of language arts: speaking, listening, writing and reading. The laboratory component of this course requires students to obtain (at their own expense) a tuberculin (TB) skin test and a background screening from the Family Care Safety Registry (FCSR) within the first two weeks of class.

ECD-125 Challenging Behaviors in the Young Child 1-1-0
This elective course offers students an overview of challenging behaviors commonly seen in young children. Identification of problem behaviors and recognition of potential causes are examined with an emphasis on providing practical and appropriate response strategies.

ECD-165 Relationships in Early Childhood 4-3-3
This is a foundational lecture/laboratory course which focuses on young children's relationships from a sociological and ecological approach. The influences of society, family, schools, communities and relationships in the young years will be explored. The laboratory component of this course requires students to obtain (at their own expense) a tuberculin (TB) skin test and a background screening from the Family Care Safety Registry (FCSR) within the first two weeks of class.

ECD-170 Health, Safety and Nutrition in Early Childhood 3-3-0
A foundational lecture course focusing on basic factors that affect the health, nutrition and safety of the young child. Nutritional needs, feeding, health routines, safety, hygiene, and childhood illnesses will be examined as well as Missouri child care licensing requirements.

ECD-205 Historical and Philosophical Trends in Early Childhood 3-3-0
An elective course that examines historical and philosophical influences in the field of early childhood with an emphasis on major events and theorists having an impact on early childhood education. Students will explore historical figures and past issues in a current, contemporary perspective.

ECD-210 Zero to Three: The Early Years 3-3-0
This is an advanced lecture course which concentrates on the development of the young child from conception to three years of age. Emphasis is placed on prenatal development, responsive care giving, the importance of routines and developmentally appropriate expectations and activities.

ECD-215 Science and Math in Early Childhood 3-3-0
This is an elective course which emphasizes the development of an integrated math and science curriculum for young children in the early childhood setting. Appropriate content, processes, environment and materials and child-centered choices will be examined. Topics of special consideration are developing problem-solving skills in children and planning discovery experiences for the individual child.

ECD-225 Abuse and Neglect in Early Childhood 3-3-0
This is an advanced lecture course which provides an in-depth study on child maltreatment. Identification of signs and symptoms of child abuse and neglect will be studied. Emphasis is placed on the role of the early childhood professional as a mandated reporter and the prescribed policies and procedures required when reporting child abuse and neglect.

ECD-230 The Young Exceptional Child 3-3-0
This is an advanced lecture course which explores the different types of exceptionalities found in "atypical" young children. Topics include speech, language, hearing and visual impairments, gifted and talented, mental retardation, emotional, behavioral and neurological disorders. Federal and state legislation will also be examined as well as educational techniques.

ECD-235 Multicultural Perspectives in Early Childhood 1-1-0
This advanced elective course offers students an exploration of the concept of cultural diversity including ethnicity, social class, customs, heritage, gender roles, values and morals. Emphasis is placed on how multiple perspectives affect young children and how educators can provide an anti-bias environment.

Cr Hrs-Lec-Lab
X = Variable

ECD-240 Creativity and the Young Child 3-3-0
An elective course that introduces the concept of fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in music, art, movement and drama as well as developing self-expression and creativity in young children.

ECD-245 Leadership and Ethics in Early Childhood 1-1-0
This advanced elective course offers students an overview of collaborative and motivational leadership. It is designed to promote creative, innovative leadership among emerging leaders in the early childhood profession. Through interactive, teambuilding experiences, students will explore various leadership roles and the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct and Standards.

ECD-260 Curriculum Development in Early Childhood 4-3-3
This is an advanced lecture/laboratory course which offers a practical study of the teacher's role in planning curriculum to support the development of young children birth to 8 years of age. Students develop and implement activity and lessons plans in the laboratory component of this course. Anti-bias perspectives and diversity in materials and teaching is also explored. The laboratory component of this course requires students to obtain (at their own expense) a tuberculin (TB) skin test and a background screening from the Family Care Safety Registry (FCSR) within the first two weeks of class. *Prerequisite: Grade of "C" or better in ECD 110.*

ECD-280 Administration of Early Childhood Programs 3-3-0
This is an elective course that examines the management and supervision of early childhood programs. Topics of special consideration include legal issues and regulations, administrative responsibilities, budget planning, record keeping, personnel policies, parent involvement and public relations.

ECD-290 Internship/Field Experiences in Early Childhood Variable 1-3
This elective course provides supervised work experience in the major field and the opportunity to make practical application of the knowledge and skills attained. An individualized instructional management plan determines goals to be accomplished. One hundred, eighty (180) hours of work in an early childhood program is required as well as the ability to work independently to exhibit competencies learned in previous early childhood courses. The laboratory component of this course requires students to obtain (at their own expense) a tuberculin (TB) skin test and a background screening from the Family Care Safety Registry (FCSR) within the first two weeks of class. See Department Chair for course application. *Prerequisite: Completion of 30 credit hours in ECD courses and 2.0 GPA or program permission.*

ECD-299 Capstone for Early Childhood Development 4-1-3
This advanced capstone course provides students the opportunity to be reflective, use critical and creative thinking skills and examine their pedagogical knowledge and skills from a multicultural perspective. One hundred, eighty (180) hours of work in an early childhood program is required. Students will compile a professional portfolio aligned with the National Association for the Education of Young Children (NAEYC) Standards and participate in a teacher research project. The laboratory component of this course requires students to obtain (at their own expense) a tuberculin (TB) skin test and a background screening from the Family Care Safety Registry (FCSR) within the first two weeks of class. *Prerequisites: ECD 101, ECD 110, ECD 120, ECD 165, ECD 170, ECD 210, ECD 225, ECD 230 and ECD 260 or program permission.*

(ECO) ECONOMICS

ECO-270 Principles of Macroeconomics 3-3-0
This course provides an introduction to the origin and derivation of economic systems. This course includes a look at the structure, organization, operation, and the goals of the United States economic system. A study in basic economic principles, including the role of the government in conducting economic policies (spending and taxes), the role of the Federal Reserve in managing the supply of money, and the role of others (including households and businesses) in determining economic outcomes is included. This course prepares students for further study in economics. *Prerequisite: Grade of "NC" or better in MTH 050 or higher or equivalent score on the placement test.*

Cr Hrs-Lec-Lab
X = Variable

ECO-275 Principles of Microeconomics 3-3-0
This course is an introduction to microeconomic analysis. It is an in-depth look at the behavior of the individual and businesses as it relates to the determination of the price structure, distribution of income, and trade. This course is an examination of the participants and structures of the marketplace. *Prerequisite: ECO 270.*

(EDU) EDUCATION

EDU-210 Teaching Profession with Field Experience 3-2-2
This course provides students an opportunity to observe teaching and learning for thirty (30) hours or more in P-12 classrooms. Students are introduced to the requirements for teacher preparation and certification. Students examine characteristics of effective teaching. The course is designed to assist students in determining if a career in teaching is an appropriate goal. A background check is required. *Prerequisite: Grade of "C" or better in ENG 101 and a 2.5 minimum GPA.*

EDU-220 Foundations of Education 3-3-0
This course is designed to examine the historical, philosophical, sociological, political, economic and legal foundations of the American public education system. Students 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 are also studied. *Prerequisite: Grade of "C" or better in ENG 101 and a 2.5 minimum GPA.*

EDU-225 Technology for Teachers 3-3-0
In this course, students learn how to integrate instructional technology into P-12 classrooms. Students study a variety of software programs, presentation technology, and telecommunication tools. The focus is also on the social, ethical, legal and human issues surrounding the use of technology. *Prerequisites: CIS 101, Grade of "C" or better in ENG 101 and a 2.5 minimum GPA.*

EDU-250 Educational Psychology 3-3-0
This course relates psychological principles to teaching, learning and assessment and the educational practice in P-12 classrooms. It focuses on the learner and the learning process, teacher characteristics and classroom processes that increase student motivation. Student diversity and appropriate instructional strategies for students with special needs are also introduced. *Prerequisites: Grade of "C" or better in ENG 101, PSY 110 or PSY 130 and a 2.5 minimum GPA.*

EDU-260 Education of Exceptional Learners 3-3-0
This course is an introduction to exceptional learners and their education in grades P-12. Students attain knowledge, skills and dispositions that enable them to work effectively with exceptional learners in general education or special education. *Prerequisite: Grade of "C" or better in ENG 101 and a 2.5 minimum GPA.*

EDU-290 Co-Operative Ed/Intern/Related Elective Variable 1-3
This course is a supervised work experience in the major discipline, providing the student with the opportunity to make practical application of the skills and knowledge attained through coursework. An individual application and instructional management plan determine the student's goals. *Prerequisites: Completion of 30 credit hours or more and permission of department chair.*

Cr Hrs-Lec-Lab
X = Variable

(EGR) ENGINEERING

EGR-100 Study and Careers in Engineering 1-1-0
This course provides an examination of fields of engineering and career opportunities in engineering. The profession expectations for engineers will be studied. Students will be introduced to the campus resources for assisting student success.

EGR-201 Engineering Statics 3-3-0
IN this engineering statics course, students gain practical experience in techniques for analyzing in detail the forces and moments that act on structures in equilibrium. *Prerequisites: Grade of "C" or better in PHY 220, MTH 240 or concurrent enrollment.*

EGR-250 Engineering Design with Computer Applications 4-2-4
This course provides an introduction to software tools (computer aided design drafting, computer mathematics, word processing, spread sheets) with application to professional engineering practice. Principles of engineering design are studied. A semester long group design project is an integral part of the course. *Prerequisites: CIS 101; PHY 220 or PHY 222 or concurrent enrollment.*

(ELC) ELECTRICAL

ELC-100 Introduction to Electrical Theories and Safety 3-2-2
This course will provide fundamental instruction in safety methods and procedures and basic electrical theory. Course topics will focus on electrical safety, an introduction to the National Electrical Code (NEC), physics of matter, insulators and conductors, theories of electricity, usage of electrical meters, conduit bending and house wiring methods.

ELC-110 Electrical Formulas and Circuitry 4-2-4
This course will provide fundamental instruction in electrical equipment, codes, and theories of electricity. Course topics will focus on the National Electrical Code (NEC), safe installation of electrical equipment, color coding, branch circuits, voltage and current, electrical mathematical formulas, power loss and electrical circuits.

ELC-120 Wiring Methods and Power Distribution Applications 4-2-4
This course will provide fundamental instruction in wiring methods, codes, power distribution, and circuit protection. Course topics will focus on wiring methods, National Electrical Code (NEC) application to insulators and conductors, box fill, power distribution, circuit protection and power quality. *Prerequisites: ELC 100 and ELC 110.*

ELC-130 Basic Power Generations and Code Requirements 4-2-4
This course will provide fundamental instruction in how electricity is generated. Course topics will focus on capacitors, induction, power factor and power loss in an AC circuit, motor theory, transformers, conductors, overcurrent protection and ground and bonding of electrical systems. *Prerequisites: ELC 100 and ELC 110.*

ELC-200 Application of NEC to Electrical Apparatus 4-2-4
This course will provide fundamental instruction in applying the National Electrical Code (NEC) to a variety of electrical systems, equipment, and hazardous locations. Course topics will focus on panelboards, lighting systems, appliances, motors and controllers, air-conditions, generators, transformers, capacitators, safety in hazardous locations, health care facilities and blueprint reading. *Prerequisites: ELC 100 and ELC 110.*

Cr Hrs-Lec-Lab
X = Variable

ELC-210 Application of NEC to Unique Systems and Location 4-2-4

This course will provide fundamental instruction in applying the National Electrical Code (NEC) to a variety of locations and systems. Course topics will focus on ground electrical systems, mobile and manufactured homes, marinas, elevators, swimming pools, emergency power systems, fire alarms, optical fiber communication, and motor controls and signaling circuits. *Prerequisites: ELC 100 and ELC 110.*

ELC-220 Basic Principles of VFD and PLC Operations 4-2-4

This course will provide fundamental instruction in variable frequency drive and programmable logic controller operations as well as job site leadership. Course topics will focus on bonding and grounding, variable frequency drive motors, programmable logic controllers, fiber optics, fire alarm systems, estimating, and job site leadership. *Prerequisites: ELC 100 and ELC 110.*

ELC-230 Preparation for National Electric Certification 3-3-0

This course prepares students to apply collective knowledge of National Electric Code (NEC) and general electrical knowledge in order to take a certification examination. Course topics focus on electrical mathematics, circuits and alternating current, motor controllers, raceway and box fill calculations, and single family load calculations. *Prerequisites: ELC 100 and ELC 110.*

(EMP) ELECTRONIC MEDIA PRODUCTION

EMP-100 Still Video Production 1-0-2

Note: Course only offered in the fall semester. This course provides intensive hands-on instruction in state of the art image editing, compositing and special effects. Students will complete a variety of projects using backgrounds, image layering and effects.

EMP-101 Video Effects 1-0-2

Note: Course only offered in the spring semester. This course provides intensive hands-on instruction in state of the art video effects, compositing and special effects. Students will complete a variety of projects using backgrounds, image layering and effects.

EMP-102 Introduction to Electronic Media Production 4-2-4

Students will study the history of electronic media from radio broadcast through television to present day media delivery. This course will include an associated lab designed to introduce students to electronic media editing systems available today.

EMP-103 Podcasting 1-0-2

Note: Course only offered in the fall semester. This is a fast-moving hands-on course which will prepare the student to record, edit and store information in the proper format for web publication in the form of podcasts. Each class will produce a scheduled series of podcasts for dissemination on the web.

EMP-104 Lighting Fundamentals 1-0-2

Note: Course only offered in the spring semester. This course provides intensive hands-on instruction focusing on the basic principles of lighting for video. Students will complete a variety of projects using different lighting setups and techniques.

EMP-110 Radio Production 4-2-4

Note: Course only offered in the spring semester. Principles and practice of microphone use, commercial message preparation, news delivery, multi-layer recording for radio and audio post-production are covered. Students will perform and record radio music programming, and practice audio post-production.

Course Descriptions (EMP)

Cr Hrs-Lec-Lab
X = Variable

EMP-115 Studio Television Production 4-2-4
Note: Course only offered in the fall semester. This course provides an introduction to multi-camera studio production. Students will practice camera operation, lighting, audio recording and switching in teams while producing various television formats including news, interviews and commercial messages.

EMP-117 Video Systems 4-2-4
Note: Course only offered in the spring semester. This is a basic video course and focuses on the principles of design and operation of basic video systems. This includes live and studio camera operation and lighting techniques. This course supports voice, video, images incorporated in stage and video, recording and editing production technology. *Prerequisite: EMP 102.*

EMP-127 Audio Engineering 4-2-4
This course explores the aesthetic and practical considerations employed in effective audio design in both studio and live production mixing. Students will study and operate multitrack recorders, digital editors, sound processing equipment and microphone placement. Emphasis will be on developing audio content, producing varied audio and editing the sources into a professional presentation.

EMP-208 Digital Video Production 4-2-4
Note: Course only offered in the fall semester. Digital Video Production concentrates on advanced video production and non-linear editing techniques. This includes field and studio television production and editing employing current digital production suites. Students will produce and post-produce several productions of increasing complexity including commercial messages, documentaries and music videos.

EMP-216 3-D Animation 4-2-4
Note: Course only offered in the fall semester. This course focuses on the principles of design and operation of 3-D animation. This includes camera placement, lighting, designing and rendering virtual scenes. This course supports 3-D animation for commercial as well as full length productions.

EMP-218 Video Game Design 4-2-4
Note: Course only offered in the spring semester. This course provides hands on experience in creating interactive video games as well as offering a historical and critical approach to the evolution of computer and video game design from its beginnings to the present. It brings together cultural, business, and technical perspectives. This will lead to an understanding of the history of this medium, as well as insights into design, production, marketing, and sociocultural impacts of interactive entertainment and communication.

EMP-250 Digital Special Effects 4-2-4
Note: Course only offered in the spring semester. This course provides intensive hands-on instruction in state of the art video effects editing and video compositing and special effects. Students will complete a variety of video projects using animated backgrounds, video layering and after effects. These will include commercial messages, video trailers and music videos. *Prerequisite: EMP 208.*

EMP-263 Producing and Directing Television 4-2-4
Note: Course only offered in the spring semester. Students will produce and direct two broadcast quality videos, as well as serve as crew on other student productions. This will include extensive use of skills from prerequisite courses in addition to production scheduling, scripting, casting, set design and crew management. The final project will be a personal audition tape suitable for submission to potential employers. *Prerequisites: EMP 117, EMP 127 and EMP 208 (or concurrent enrollment in EMP 208).*

EMP-290 Co-Operative Ed/Intern/Related Elective Variable 1-3
This course entails a supervised work experience in the major field which provides the student with the opportunity to make practical application of the knowledge and skills attained. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisites: Completion of 30 credit hours and 2.0 GPA or advisor's approval. Please see the department chair of the specific program area for application.*

Cr Hrs-Lec-Lab
X = Variable

(EMS) EMERGENCY MANAGEMENT SYSTEMS

EMS-100 Real Disasters: Understanding and Managing the Consequences 3-3-0

This course is intended to provide information that will enable persons just entering the profession or expanding their roles to have the ability to work with the main emergency management and homeland security issues.

(EMT) EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC

EMT-101 Emergency Medical Technician - Basic 6-4-2

This course educates the student in aspects of emergency care required to qualify the student to write the certification examination offered by the Missouri Department of Health, Bureau of Emergency Medical Services. The course consists of three components: classroom, clinical experiences and an internship. Incorporated in these areas are the pre-hospital environment, systems assessment, trauma intervention, medical intervention and obstetrics/pediatrics. *Prerequisites: Selective Admission and students must be 18 years of age or older. Valid drivers license required.*

EMT-155 EMT Intermediate 6-4-4

The course is designed to educate the EMT-Intermediate student in advanced aspects of emergency care. The EMT-Intermediate student will be able to provide an advanced level of patient care. Topics covered include advanced airway management, advanced patient assessment, advanced trauma and medical interventions, advanced pharmacology and basic cardiology. *Prerequisites: Current Missouri EMT-Basic license and admission to the EMT-Paramedic Program.*

EMT-160 Intermediate Clinical Rotation 3-0-x

This course is a continuing clinical experience in which students utilize the skills learned in the didactic portion of the program in the hospital where those skills can be refined. *Prerequisite: Grade of "C" or better in EMT 101.*

EMT-170 Intermediate Field Internship 6-0-x

This course entails a field experience in which students utilize the skills learned in the didactic and clinical portions of the program under the supervision of an experienced paramedic preceptor. *Prerequisite: Grade of "C" or better in EMT 101. Co-requisite: EMT 155 and EMT 160.*

EMT-200 Paramedic I 6-4-4

This course covers the introductory phase of the EMT-Paramedic program, including medical terminology, patient assessment and initial management, advanced airway management, lifespan development, therapeutic communications and pathophysiology of shock. *Prerequisites: Admission to the EMT-Paramedic Program, Missouri EMT-Basic License, BCS 120.*

EMT-201 Paramedic II 5-3-4

This course covers topics which will include trauma and burns: respiratory emergencies; endocrine emergencies; nervous system; abdominal emergencies; anaphylaxis, toxicology, alcoholism and drug abuse; infectious diseases; environmental emergencies; geriatrics; pediatrics; OB/GYN; neonatal emergencies; and psychiatric emergencies. *Prerequisite: Grade of "C" or better in EMT 101, EMT 200, EMT 210, EMT 220, EMT 230 and EMT 231. Grade of "C" or better in BCS 120 and BCS 210.*

EMT-210 Cardiology for the EMT - Paramedic 4-3-2

This course provides students with a basic understanding of the cardiovascular system, including acute and chronic disease processes, electrocardiography (including 12-lead acquisition and interpretation) and emergency treatment modalities. *Prerequisites: Admission to the EMT-Paramedic program, Missouri EMT-Basic license, Grade of "C" or better in all of the previous EMT-Paramedic courses.*

Cr Hrs-Lec-Lab
X = Variable

EMT-220 Pharmacology for the EMT - Paramedic 2-2-0
This course will provide students with an understanding of the indications, contraindications, mechanisms, and principles of pharmacological intervention in emergency patients. *Prerequisites: Admission to the EMT-Paramedic program, Missouri EMT-Basic License, Grade of "C" or better in all of the previous EMT-Paramedic courses.*

EMT-230 Clinical Rotations I 2-0-X
This course encompasses a clinical experience in which students utilize the skills learned in the didactic portion of the program in the hospital, where those skills can be refined. *Co-requisite: EMT 200.*

EMT-231 Clinical Rotations II 4-0-X
This course is a continuing clinical experience in which students utilize the skills learned in the didactic portion of the program in the hospital, where those skills can be refined. *Prerequisite: Grade of "C" or better in all of the previous EMT-Paramedic courses.*

EMT-232 Clinical Rotations III 4-0-X
This course is a continuing clinical experience in which students utilize the skills learned in the didactic portion of the program in the hospital, where those skills can be refined. *Prerequisite: Grade of "C" or better in all of the previous EMT-Paramedic courses.*

EMT-240 Paramedic Field Internship 7-0-0
This course entails a field experience in which students utilize the skills learned in the didactic and clinical portions of the program under the supervision of an experienced paramedic preceptor. *Prerequisite: Grade of "C" or better in all of the previous EMT-Paramedic courses. Co-requisites: EMT 201 and EMT 232.*

EMT-280 Paramedic Refresher 3-3-0
This course is designed to adhere to and include the content of the National Standard EMT-Paramedic Refresher Curriculum (DOT). It will meet or exceed the standards of the National Registry of EMTs and the State of Missouri Bureau of EMS. *Prerequisites: Admission to OTC, meet current guidelines put forth by the National Registry of EMTs and the State of Missouri Unit of EMS.*

(ENG) ENGLISH

ENG-040 Introductory Composition I 3-3-0
English 040 prepares the student to enter English 050 by focusing on the foundations of composition and by progressing from sentences to multi-paragraph writing assignments. Students review writing basics and develop writing skills through application and practice. Students enrolled in English 040 must complete the course with a grade of NC or higher in order to take English 050.

ENG-050 Introductory Composition II 3-3-0
This course prepares the student to enter English 101 by focusing on skills necessary for college-level writing including knowledge of audience and purpose, paragraph and essay development, and beginning concepts of research and documentation. This course includes an integrated study of grammar and composition within the context of writing. Students will progress from multi-paragraph writing assignments to larger compositions. English 050 classes will require at least four writing assignments (ranging in lengths from 1-5 pages per assignment) and a course final. Students enrolled in English 050 must successfully complete the course with a grade of NC or higher in order to take English 101. *Prerequisite: Grade of "NC" or better in ENG 040 or satisfactory score on the English placement assessment.*

ENG-101 Composition I 3-3-0
English 101 introduces students to college-level writing and thinking through personal narrative, analytical and research-supported writing. The processes of critical thinking, composing, revising and editing are emphasized. Students will learn basic research skills and documentation techniques. *Prerequisite: Grade of "NC" or better in ENG 050 or satisfactory score on the English Placement Assessment.*

Cr Hrs-Lec-Lab
X = Variable

ENG-102 Composition II 3-3-0
This course continues the process of learning to write clear, concise, effective prose that began in Composition I. Students will incorporate the fundamentals of sound research and documentation techniques in a variety of rhetorical situations. *Prerequisite: ENG 101.*

ENG-150 Technical Writing 3-3-0
This course emphasizes developing the student's ability to write clearly, concisely and accurately. Students practice collecting, analyzing, interpreting and presenting information in a variety of technical documents used in professional settings while using proper research and documentation techniques, sound visual design principles and effective writing styles suitable for a specific communicative context. Throughout, emphasis will be placed on honing skills in audience analysis, analytical reading, critical thinking, research methods and clear writing. *Prerequisite: ENG 101.*

ENG-180 Introduction to Literature 3-3-0
In this course, students read a wide selection of literary works from a variety of cultures and times. The primary characteristics of fiction, poetry and drama will be introduced, as students analyze the impact of social, cultural, linguistic and historical circumstances upon the literary imagination. *Prerequisite: ENG 101 or concurrent enrollment.*

ENG-195 Selected Topics in Literature 1-1-0
In this course, students read a narrow selection of literary works from a specific author, culture, era or region. The emphasis is on reading for understanding and enjoyment. Course can be repeated up to three times for credit, provided the topic is different each time. *Prerequisite: ENG 101 or concurrent enrollment.*

ENG-210 Creative Writing - Short Story 3-3-0
This course is an introduction to the theory, technique, and terminology of short story writing and practical experience in writing in the form. *Prerequisite: ENG 101.*

ENG-215 Creative Writing - Poetry 3-3-0
This course provides an introduction to the theory, technique, and terminology of poetry writing and practical experience in writing in the form. *Prerequisite: ENG 101.*

ENG-220 American Literature I: Beginnings - 1870 3-3-0
Students in English 220 read and discuss major works of American nonfiction, fiction, poetry and drama written before 1870. The impact of the historic and cultural environment upon the literature is considered as students read for both critical analysis and appreciation. *Prerequisites: ENG 101 and ENG 102.*

ENG-225 American Literature II: 1870 - Present 3-3-0
Students in English 225 read and discuss major works of American nonfiction, fiction, poetry and drama written since 1840. The impact of the historic and cultural environment upon the literature is considered as students read for both critical analysis and appreciation. *Prerequisites: ENG 101 and ENG 102.*

ENG-240 British Literature I: Beginnings - 1790 3-3-0
Students read and discuss major works of English nonfiction, fiction, poetry and drama written before 1790. The impact of the historic and cultural environment upon the literature is considered as students read for both critical analysis and appreciation. *Prerequisites: ENG 101 and ENG 102.*

ENG-245 British Literature II: 1790 - Present 3-3-0
Students read and discuss major works of English nonfiction, fiction, poetry and drama written since 1790. The impact of the historic and cultural environment upon the literature are considered as students read for both critical analysis and appreciation. *Prerequisites: ENG 101 and ENG 102.*

Cr Hrs-Lec-Lab
X = Variable

ENG-250 Children's Literature 3-3-0
This course is an examination of literature suitable for preschool through elementary grades, including its development, its writing and publication, storytelling methods and criteria for selection and evaluation. *Prerequisite: ENG 101.*

ENG-260 Survey of World Literature I 3-3-0
Students in English 260 read and discuss a wide selection of the greatest literary works ever written, from the beginnings to 1600. The impact of the historic and cultural environment upon the literature are considered as students read for both critical analysis and appreciation. *Prerequisite: ENG 101 or concurrent enrollment.*

ENG-265 Survey of World Literature II 3-3-0
Students in English 265 read and discuss a wide selection of the greatest literary works ever written, from 1600 to the present. The impact of the historic and cultural environment upon the literature are considered as students read for both critical analysis and appreciation. *Prerequisite: ENG 101 or concurrent enrollment.*

(ESL) ENGLISH AS A SECOND LANGUAGE

ESL-050 English as a Second Language/ 3-3-0
TOEFL® Test Preparation
Students taking this course are exposed to situations and materials supporting comprehension, listening, speaking, writing and reading of the academic English language. Completion of this course demonstrates increased ability to use English language in both fundamental and philosophical concepts important in college interaction and studying. Students are familiarized with the format and instructions of the computerized TOEFL® test (required for international student admissions to all colleges and universities in North America) and the types of questions in each section (listening comprehension, grammar, and reading comprehension).

(FRN) FRENCH

FRN-101 Beginning French I 3-3-0
This course introduces students to the basic structures and vocabulary of the French language as well as French-speaking cultures. All four skills are addressed: listening, speaking, reading and writing.

(FST) FIRE SCIENCE TECHNOLOGY

FST-102 Building Construction 3-3-0
Note: Course only offered in the fall semester. This course covers teaching the basic information about how buildings are designed and constructed; aid in the decision making process related to fire prevention and fire control.

FST-103 Emergency Medical Responder 3-3-0
This course focuses on the role of the Emergency Medical First Responder to initiate immediate lifesaving care to critical patients who access the emergency medical system through 911.

Cr Hrs-Lec-Lab
X = Variable

FST-106 Firefighter I and II 6-4-4
This course is based on the National Fire Protection Association 1001, "Standard for Fire Fighter Professional Qualifications," current edition. The performance requirements and practical skills necessary to perform the duties of a firefighter are thoroughly covered. Topics include fire service orientation, safety, fire behavior, self-contained breathing apparatus, ropes, hoses, ladders, rescue, ventilation, salvage, overhaul, portable fire extinguishers, emergency medical care, fire control, water supply and fire prevention. Individuals successfully completing this course and meeting the requirements of Missouri Division of Fire Safety will be eligible for certification as Firefighter I and II by the Division of Safety. *Prerequisite: FST 120 or concurrent enrollment, or have documentation of having the state certifications for Hazardous Materials Awareness and Operations courses.*

FST-107 Fire Prevention 3-3-0
Note: Course only offered in the spring semester. This course focuses on the fundamental principles, theory, techniques and procedures of fire prevention. Organization of fire prevention programs, conduction of fire prevention inspections, fire hazards and causes are covered.

FST-109 Fire Hydraulics 3-3-0
Note: Course only offered in the fall semester. This is a basic course focusing on the measurement of fluid flow, determination of water supply, fluid movement and velocities. This course emphasizes applying principles of hydraulics to practical firefighting situations.

FST-111 Strategy and Tactics 3-3-0
Note: Course only offered in the fall semester. This course focuses on effective and efficient utilization of manpower, equipment and apparatus in emergency situations. Emphasis is placed on pre-planning, fireground decision making and attack strategies and tactics.

FST-117 Fire Protection Systems 3-3-0
Note: Course only offered in the spring semester. This course provides an overview of fire protection systems including standpipe and hose systems, sprinklers, dry powder, carbon dioxide systems, foam, smoke detection and heat actuating systems. Emphasis is placed on the need for the design, installation and fire department inspection of these various types of systems.

FST-120 Hazardous Materials 3-3-0
This course is based on NFPA 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents (current edition). This course focuses on chemical characteristics and reactions related to the storage, transportation and handling of hazardous materials. Emphasis is placed on the handling of hazardous materials emergencies, fire control and containment. Individuals successfully completing this course and meeting the requirements of the Missouri Division of Fire Safety will be eligible for state certification to the Hazardous Materials Operations level by the Division of Fire Safety.

FST-210 Fire Department Officer 3-3-0
Note: Course only offered in the fall semester. This course addresses NFPA 1021, Standard for Fire Officer Professional Qualifications (current edition). The role of a Company Officer is discussed, along with how that role relates to the department, the community, liability and legal responsibilities attached to this position. Discussion of labor relations, budgeting, information management and fire department communications are included. Company level inspections, investigations and training are discussed along with emergency service delivery. The Company Officers' responsibilities relating to firefighter safety and health are also discussed. Students successfully completing this course and meeting the requirements of Missouri Division of Fire Safety will be eligible for certification as Fire Officer I by the Division of Safety. *Prerequisite: FST 106 or concurrent enrollment and FST 215 or concurrent enrollment.*

FST-215 Fire Service Instructor I 3-3-0
Note: Course only offered in the fall semester. This course is based on NFPA 1041, Standard for Fire Service Instructor Professional Qualifications (current edition). This course will provide basic instructional knowledge that is necessary to develop skills for preparing and presenting training for fire and emergency service organization personnel. Topics covered in this course include dealing with outline and course development, using visual aids and testing procedures. Individuals successfully completing this course and meeting the requirements of Missouri Division of Fire Safety will be eligible for certification as Fire Service Instructor I by the Division of Fire Safety.

Cr Hrs-Lec-Lab
X = Variable

FST-230 Introduction to Fire Origin and Cause 3-3-0

Note: Course only offered in the spring semester. This course is based on NFPA 1033, Standard for Professional Qualifications for Fire Investigator (current edition). This course is intended to provide the student with the fundamental 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 firesetters and types of fire causes.

FST-275 Legal and Contemporary Issues of Fire and Emergency Services 3-3-0

Note: Course only offered in the spring semester. 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 and examine the broad spectrum of change confronting the fire service. Emphasis will be placed upon the identification of crucial issues that will affect the future of the fire service over the next decade. Areas of discussion include regionalization, privatization, alternative forms of special delivery, paradigm shifts, environmental scanning and the need to be a proactive agent of community-based change. *Prerequisites: FST 106, FST 215, FST 230, ENG 101, ENG/COM elective, PLS 101 or concurrent enrollment, PSY 110 or concurrent enrollment.*

FST-280 Capstone Assessment 1-1-0

Note: Course only offered in the spring semester. This is a comprehensive assessment course covering Fire Science Technology program classes. A student must earn a Grade of "C" or better in this course to meet the FST graduation requirements. *Prerequisites: FST 106, FST 107, FST 109, FST 111, FST 117, FST 210, FST 215 and 45 credit hours completed.*

FST-290 Co-Operative Ed/Internship Variable 1-3

This course encompasses a supervised work experience in the major field which provides the student with the opportunity to make practical application of the knowledge and skills attained through coursework. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisites: Completion of 30 credit hours and 2.0 GPA or advisor's approval. Please see the Department Chair of specific program area for application.*

(GDT) GRAPHIC DESIGN TECHNOLOGY

GDT-105 Graphic Design I 4-2-4

This is an introductory course that focuses on development of visual concepts and basic design principles and elements of visual communication. Emphasis is on the creative process, typography, color systems and imagery through different forms of communication. Labs provide industry standard software for hands-on application.

GDT-110 Offset Press Operations 4-2-4

Through instruction, lab and production work, this course will help students develop skills and knowledge in the operation of an offset printing press.

GDT-115 Typography 4-2-4

This course addresses the language of type and its effective use. Emphasis is on exploration of typographic structures, terminology and methods for visual communication.

GDT-125 Digital Illustration 4-2-4

This is an introductory course that focuses on the art of illustration and vector graphic software. The emphasis is on creating visual illustrations that communicate a specific message to a defined audience. *Prerequisite: GDT 105.*

GDT-130 Production Practicum 4-X-X

This course provides a technical hands-on experience in all phases of production shop. Students work under the supervision of the production manager and the printing/graphics design technology instructor. *Prerequisite: GDT 110 or concurrent enrollment.*

Cr Hrs-Lec-Lab
X = Variable

GDT-141 Broadcast Graphics 2-1-2
Students explore methods of combining computer generated type and art with live video images for advertising, editorial and informational purposes.

GDT-142 Duotone Designs 2-1-2
This course focuses on developing compositions for storytelling and output through digital imagery and color schemes.

GDT-143 Animation 2-1-2
This course introduces the principles of drawing and the creation of characters to convey movement and emotions.

GDT-144 Color Processes 2-1-2
This course focuses on creating color concepts for color processing to various mediums.

GDT-148 Publication Design 4-2-4
The focus of this course is the imposition, creating, preflighting and releasing designs for publication. Labs provide industry standard software for hands-on application. *Prerequisite: GDT 105.*

GDT-160 Digital Photography 3-1-4
This course provides an introduction to the tools, procedures, concepts and application of photographic imaging. Students use digital cameras to make images to meet the requirements of a series of assignments designed to develop specific skills, competencies and points of view and to stimulate the students' creative capacities for communication, basic design and composition theory, image preparation and enhancement for publication.

GDT-165 Image Editing 4-2-4
This course is a study and exploration of technical methods and manipulation of imagery to create visual solutions to communicate and support advertising goals. The student will apply principles of advertising to create holistic solutions, focusing on visual components for advertising scenarios. *Prerequisites: GDT 105 and GDT 115.*

GDT-218 Graphic Production 4-2-4
Through theory and application students learn how publication papers and inks are made and how to effectively incorporate them into graphic design. This course provides a foundation for selection of paper grades and their uses. *Prerequisites: GDT 105 and GDT 115.*

GDT-220 Page Layout Design 4-2-4
This course is a study of the art of organizing typography, graphics and imagery. Using industry standard software the student will build publication designs with a specific message for a defined audience. *Prerequisites: GDT 105, GDT 115, GDT 148 and GDT 165.*

GDT-230 Graphic Design II 4-2-4
Design methodology, problem-solving, the relationship of visual form to meaning, type/image relationships are key aspects of this course. The student will explore and apply the rules of graphic design for various print publications. *Prerequisites: GDT 105, GDT 115, GDT 125, GDT 148 and GDT 165.*

GDT-250 Web Page Design 4-2-4
This course explores the process of planning, designing and building a professional web site. Topics included pre-production planning, creating detailed site maps, design plans and web site creation. *Prerequisites: GDT 105, GDT 115 and GDT 165.*

GDT-252 Advanced Web Page Design 4-2-4
This course provides students with instruction in CSS and experience using several industry-standard programs to create graphics specifically for web sites. Subjects explored include the ways that people access the web and web advertising. *Prerequisites: GDT 105, GDT 115, GDT 165 and GDT 250.*

Cr Hrs-Lec-Lab
X = Variable

GDT-255 Motion Graphic Design 4-2-4
This course develops the basic skills and processes of creating motion graphics necessary to produce titles and 2-D animation. It combines animation; special effects, images, video and text logos. Students learn and experience story telling and animation for current venues. *Prerequisites: GDT 105, GDT 115 and GDT 125.*

GDT-268 Screen Printing and Sign Graphics 4-2-4
This course explores the processes required to create and produce original designs for signage, screen printing and large format printing. It prepares the students to work with computer image preparation, material selection, and other industry principles, tools and equipment. It explores design concepts, sign preparation, and application techniques on various substrates. *Prerequisites: GDT 125.*

GDT-275 Portfolio Design and Professional Practices 2-1-2
This course focuses on the development of a hard-case and electronic portfolio through a review of the student's completed work from previous design courses. Students prepare for entry into the workforce by creating self promotional materials, resumes and practicing interviewing techniques. *Prerequisites: GDT 105, GDT 115, GDT 125, GDT 148, GDT 165, GDT 220, GDT 230 and GDT 250.*

GDT-290 Co-Operative Education/Internship Variable 1-3
Related Elective
This course entails supervised work experience in the major field, which provides the opportunity to make practical application of the knowledge and skills attained through coursework. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisites: Completion of 30 credit hours and 2.0 GPA, or advisor's approval. Please see the Department Chair of the specific program area for application.*

(GRM) GERMAN

GRM-101 Beginning German I 3-3-0
This course provides an introduction to pronunciation, syntax, vocabulary and speech patterns through aural-oral practice of the German language. The course is conducted in German as far as is practical.

GRM-102 Beginning German II 3-3-0
This course presents the essentials of German grammar through aural practice, reading and writing, with the emphasis on learning to use German in a variety of situations for a specific purpose. *Prerequisite: GRM 101.*

(GRY) GEOGRAPHY

GRY-101 World Geography 3-3-0
Students in this course learn the role of geography in the economic, political and social development of each of the regions studied and how the various world regions interact with one another.

GRY-230 World Economic Geography 3-3-0
This course provides students with an in-depth introduction to economic geography. It also examines how people earn a living and how the goods and services they produce are geographically organized. *Prerequisite: Grade of "C" or better in GRY 101.*

Cr Hrs-Lec-Lab
X = Variable

(HIS) HEARING INSTRUMENT SCIENCES

HIS-110 Acoustics and Psychoacoustics 3-2-0

This course defines, describes and identifies the physical processes of sound, sound transmission, sound measurement, and sound amplification as related to hearing and hearing instruments. Psychoacoustic principles and methods and their applications to the measurement of a variety of auditory phenomena are also presented. *Prerequisite: Admission to the Hearing Instrument Science Program.*

HIS-120 Anatomy and Physiology of Auditory and Speech Systems 3-2-2

This course provides an understanding of anatomy and physiology of the auditory, vestibular, and speech systems. The role of the auditory system in the reception and perception of sound, and the effects of various pathologic conditions on auditory and vestibular function are presented. *Prerequisite: Admission to the Hearing Instrument Science Program.*

HIS-125 Hearing and Auditory Disorders 3-3-0

This course provides a basic understanding of the otologic conditions affecting hearing. Otologic red flags that require referral to medical physicians and other healthcare specialists are discussed. Students develop a referral protocol for their patients to speech-language pathologists, audiologists, and otolaryngologists. *Prerequisite: Grade of "C" or better in all first semester HIS courses.*

HIS-130 Introduction to Audiometry 3-3-0

This course introduces the theory and practice of auditory assessment through the use of patient history information, otoscopy, and audiometry. Calibration requirements and otologic considerations and understanding of infection control are also covered. *Prerequisite: Admission to the Hearing Instrument Science Program.*

HIS-140 Introduction to Hearing Instrument Components 3-2-2

This course covers the physical and the acoustic characteristics of hearing instruments. Hearing aid test standards and required measurements of hearing aid performance, types of acoustic couplers and effects of coupler modifications in transferring sound to the human ear are also covered. *Prerequisite: Admission to the Hearing Instrument Science Program.*

HIS-150 Hearing Instrument Fitting Methods 3-3-0

This course presents various formulae and protocols to create more effective treatment outcomes with hearing impaired patients. Patient post fitting follow-up to increase compliance with treatment recommendations will also be described. *Prerequisite: Grade of "C" or better in all first semester HIS courses.*

HIS-160 Hearing Healthcare Legal Responsibilities and Ethics 2-2-0

This course discusses the role and responsibility of each member of the hearing healthcare team. Emphasis is placed on the professional services provided by Licensed Hearing Instrument Dispensers. Other topics include the requirements for state licensure, and opportunities for employment. Ethical issues and legal responsibilities of the Hearing Instrument Specialist and the agencies and laws concerning the hearing handicapped and the hearing aid industry are presented. *Prerequisite: Grade of "C" or better in all first semester HIS courses.*

HIS-170 Clinical Practicum I 1-0-0-3

This course provides students with an opportunity to observe and gain practical experience in assessment, fitting, and troubleshooting in a hearing instrument practitioner's office. Students perform duties under the supervision of a licensed hearing instrument specialist or other appropriate hearing professional. *Prerequisite: Grade of "C" or better in all first semester HIS courses.*

Cr Hrs-Lec-Lab
X = Variable

HIS-230 Advanced Audiometry 3-2-2

This course continues to develop an understanding of the theory and practice of auditory assessment. Rationales for application of self assessment inventories in hearing healthcare are covered. Students practice and demonstrate competency in masking and gain an understanding of other testing methods used in the hearing healthcare field including tympanometry, otoacoustic emission testing, and other electro-physiological testing. *Prerequisite: Grade of "C" or better in all previous HIS courses.*

HIS-240 Compression and Digital Features of Hearing Instruments 3-2-2

This course covers advanced skills necessary to prescribe hearing instrument devices to match individual patient requirements. Concepts that are covered include binaural versus monaural fittings, types of compression and digital algorithms, techniques for troubleshooting hearing aid problems from initial adjustment to amplification through long term care and maintenance. *Prerequisite: Grade of "C" or better in all previous HIS courses.*

HIS-250 Real Ear Measurements 3-2-2

This course provides a comprehensive review of validation measurements using real ear methodology. This course defines, describes and identifies the functional uses of different types of earmolds, shells and assistive listening devices (ALDs). Students practice taking impressions and modifying earmolds and shells for which they've made impressions. Students demonstrate the correct use of several commonly used ALDs. Strategies to communicate realistic expectations for amplification are presented. *Prerequisite: Grade of "C" or better in all previous HIS courses.*

HIS-260 Hearing Healthcare Management and Marketing 3-3-0

This course presents the skills and competencies necessary for the management of a typical hearing healthcare office's business operations. Essential elements of an effective marketing campaign for a successful hearing instrument office are discussed. Students practice and demonstrate skills necessary to increase patient compliance with purchase recommendations. *Prerequisite: Grade of "C" or better in all previous HIS courses.*

HIS-270 Clinical Practicum II 3-0-0-9

This course provides students with continuing practice in assessing hearing impaired adults and children along with the selection, fitting, and troubleshooting of hearing instruments in a hearing professional's clinic and office. Students assume increasing responsibility in the assessment and care of clients under the supervision of a hearing instrument specialist or other hearing professional. *Prerequisite: Grade of "C" or better in all previous HIS courses.*

HIS-280 Clinical Practicum III 3-0-0-9

In this course students practice all skills associated with the provision of hearing healthcare services from the first patient contact to the final hearing instrument checkup under the supervision of a hearing instrument specialist or other hearing healthcare professional. *Prerequisite: Grade of "C" or better in all previous HIS courses.*

(HIT) HEALTH INFORMATION TECHNOLOGY

HIT-110 Introduction to Health Information Technology 3-3-0

This course provides an introduction to health information management and the organization of healthcare delivery in the acute care setting. Analysis of health records in paper, hybrid and electronic formats will form the basis of classroom discussion. Emphasis is on the documentation requirements for licensure, accreditation and certification. Other topics include data sets, storage and retrieval and the use and structure of healthcare data. Hands-on activities build on lecture topics such as record assembly and analysis, chart location, master patient index, physician documentation and release of information. *Prerequisite: Grade of "NC" or higher in RDG 050, or a reading score of 20 or higher on the ACT, or 80 or higher on the COMPASS test, or 40 or higher on the ASSET test.*

Cr Hrs-Lec-Lab
X = Variable

HIT-115 Health Information Systems 3-3-0
This course provides a study of the computer technology related to healthcare and the health record. The purpose, organization, and uses of healthcare registries with emphasis on the JCAHO standards for acute care health records are included.

HIT-120 Medical Coding I 4-3-1
This course introduces the theory, structure, and organization of the ICD-9-CM coding system. The principles, guidelines, and conventions utilized to accurately assign codes to diagnoses and procedures with ICD-9-CM are examined in detail. The role of ICD-9-CM codes in billing and reimbursement will be included. Laboratory will include hands-on activities using the ICD-9-CM manual and Web-based assignments, enabling the student to develop the skills needed to become an effective coder. *Prerequisite: HIT 110, HIT 191, BCS 120 and CIS 101.*

HIT-191 Medical Terminology 3-3-0
This course provides an introduction to the basic word structure in medical terminology with an emphasis on the word roots, prefixes and suffixes. A body systems approach forms the basis for class discussion. Spelling, pronunciation, definitions, medical abbreviations, pharmacology, laboratory and diagnostic values are highlighted. Hands-on learning activities are provided to reinforce lecture and emphasize applications of medical terminology in the health record.

HIT-200 Special Health Records 3-3-0
This course provides an in-depth study of various health record systems in nontraditional sites and the requirements of accrediting and regulating agencies.

HIT-201 Healthcare Quality Management 3-3-0
Quality management, utilization management and risk management in healthcare are highlighted in this course. Applications of quality assessment and improvement principles, tools and techniques are provided for gaining skills in collecting and analyzing data.

HIT-220 Medical Coding II 4-3-1
This course emphasizes advanced theory in coding with the focus on the development of skills needed for assignment of valid diagnostic and procedure codes using ICD-9-CM. Emphasis will be placed on quality of specific coding, sequencing of codes, coding compliance, and DRG reimbursement methodology. Laboratory will include hands-on activities using the ICD-9-CM manual, encoder and grouper software, and Web-based assignments enabling the student to develop the skills needed to become an effective coder. *Prerequisites: HIT 120 and BCS 210.*

HIT-230 Medical Coding III 4-3-1
This course introduces the theory, structure, and organization of the CPT and HCPCS Level II coding systems. The application of coding principles used to accurately assign CPT and HCPCS Level II codes to health records forms the basis of class discussion. The role of CPT and HCPCS Level II in billing and reimbursement will be included, as well as the processing cycle of health insurance claims. Health insurance terminology and reimbursement methodologies for technical and professional services will be included. Laboratory will include hands-on activities using sample health records, the CPT manual, and a Web-based HCPCS Level II code listing. Encoders and additional Web-based coding assignments will enable the student to develop the skills needed to become an effective coder. *Prerequisites: HIT 120 and BCS 210.*

HIT-260 Legal Aspects of Healthcare 3-3-0
This course provides an overview of the laws, regulations, and ethical standards affecting the management of health information. The role of healthcare professionals in maintaining the confidentiality of health information is examined. Underscored is the health record as a legal document.

HIT-270 Healthcare Statistics 3-3-0
This course entails a study of healthcare statistics with a focus on the commonly used rates and percentages computed principally on hospital inpatients. Non-acute care data and examples are also provided. *Prerequisite: MTH 105 or higher.*

HIT-280 Organization and Supervision in Healthcare 3-3-0
This course provides a survey of the basic principles of organization and supervision through the study of the management functions. The role of the supervisor in coordinating the goals of the individual, department and organization is affirmed.

Cr Hrs-Lec-Lab
X = Variable

HIT-290 Professional Practice Experience 3-0-0
This course encompasses a supervised professional practice experience in an affiliated health-related agency. Clinical application of the principles and practice of health information technology is highlighted. *Prerequisites: Completion of the Coding Specialist Certificate; HIT 115, HIT 260, HIT 270; and completion or currently enrolled in HIT 200, HIT 201, HIT 280 with a minimum cumulative GPA of 2.50 and permission of instructor.*

(HLT) HEALTH & WELLNESS

HLT-100 Introduction to Health Professions 1-1-0
This course provides an exploration of various health professions. This course covers strategies for success in a health profession including career planning, self-assessment and prerequisites for admission to health care career programs. Cultural diversity, patient confidentiality, medical ethics, legal issues and professionalism are discussed.

HLT-101 Lifetime Wellness 2-2-0
This course is designed to encourage students to make intelligent decisions concerning overall wellness through fitness. This course will teach students the principles of wellness, fitness, nutrition, weight control and community health issues.

(HON) HONORS PROGRAM

HON-101 Honors Seminar 3-3-0
The Honors Seminar engages a community of learners in creative and critical thinking and emphasizes analytical and communication skills as essential components to the course. Such a community of learners are supportive, inquisitive, active and service-oriented. This course provides an intellectual and interdisciplinary exchange between students and faculty. The Honors Seminar exposes the student to the "life of the mind" that characterizes the OTC Honors Program. *Prerequisite:* Admission to the Honors Program.

(HRA) HEATING, REFRIGERATION & A/C

HRA-102 Basic Refrigeration Theory and Application 4-2-4
This introductory course provides students through lecture and lab the basic knowledge and skills required to comprehend the refrigeration cycle and service the refrigeration system.

HRA-103 Electricity for Heating, Refrigeration and A/C 4-2-4
This is a lecture/laboratory course focused on AC electrical theory, troubleshooting and schematic reading as applied to refrigeration and air conditioning systems.

HRA-125 Refrigerants and Refrigerant Handling 4-2-4
Note: Course only offered in the spring semester. This course offers Lecture/Lab experiences that familiarize the students with the characteristics of the most commonly used refrigerants and retro-fitting CFC systems. Refrigerant recovery and evacuation procedures are emphasized and practiced during this course. The course includes administration of the EPA Exam. *Prerequisite: HRA 102.*

Cr Hrs-Lec-Lab
X = Variable

HRA-135 Refrigeration Motors and Controls 4-2-4

Note: Course only offered in the spring semester. This course offers Lecture/Lab experiences that familiarize the students with the characteristics of electrical controls and motors in refrigeration, heating and air conditioning systems. The students will learn and wire electrical circuits that are commonly used in refrigeration, heating and air conditioning. Students will learn the fundamentals of electronic control boards used on central air conditioners. *Prerequisite: HRA 103.*

HRA-180 Air Distribution Systems 2-1-2

This course offers the knowledge & skill necessary to design, size and fabricate duct systems used in heating and air conditioning. Emphasis will also be given to air quality management and humidification.

HRA-245 Commercial Refrigeration Systems 4-2-4

Note: Course only offered in the fall semester. This course offers lecture/laboratory experiences that provide the student with knowledge of commercial refrigeration systems. Refrigeration & electrical knowledge that has been gained from previous courses will be applied specifically to commercial applications. The student will have the opportunity to work on varied types of commercial equipment. Skills that are needed to troubleshoot a variety of commercial equipment will be acquired. *Prerequisite: HRA 102, HRA 103.*

HRA-250 Advanced Commercial Refrigeration 4-2-4

Note: Course only offered in the spring semester. This is a lecture/laboratory course that will allow the student to understand the operation of larger commercial refrigeration systems that are used in wholesale, warehouses and industrial settings. Refrigeration and electrical knowledge that has previously been gained will be applied to understand the unique refrigeration components used on these systems. Skills and knowledge needed to size equipment and refrigerant lines will be covered in this course. *Prerequisites: HRA 102, HRA 103.*

HRA-265 Residential Heating and Air Conditioning 4-2-4

Note: Course only offered in the fall semester. This course offers lecture/laboratory experiences that provide the student with the knowledge and skills needed to install and troubleshoot residential air conditioners and furnaces. *Prerequisite: HRA 102, HRA 103.*

HRA-270 Advanced Heating and Air Conditioning 4-2-4

Note: Course only offered in the spring semester. This course offers lecture/lab experiences that provide the students additional opportunities to apply heating and air conditioning knowledge acquired in previous courses or from actual experience. Topics are oriented toward applications of specialized systems such as heat pumps, hydronics and packaged systems. *Prerequisites: HRA 102, HRA 103.*

HRA-280 Boilers and Chillers 4-2-4

Note: Course only offered in the fall semester. This is a lecture/laboratory course that will allow the student to understand the operation of boilers and chillers that are used in institutions or industrial settings. Refrigeration and electrical knowledge that has previously been gained will be applied to understand the unique components used on these systems. *Prerequisites: HRA 102, HRA 103.*

HRA-281 Heating, Refrigeration and A/C 2-0-0
Capstone Assessment

Note: Course only offered in the spring semester. This comprehensive course, using concepts and skills learned from previous HRA courses, will be used to evaluate the students' knowledge and skills in HVAC. The students will acquire an HVAC competency certification during this course to increase their employment opportunities. Emphasis will be placed on troubleshooting different types of HVAC equipment through the semester. *Prerequisites: HRA 102, HRA 103, HRA 125, HRA 135, HRA 245, HRA 265 and co-requisites HRA 250, HRA 270.*

HRA-290 Co-Operative Education/Internship Variable 1-3

This course encompasses a supervised work experience in the major field which provides the student with the opportunity to make practical application of the knowledge and skills attained through coursework. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisites: Completion of 30 credit hours and 2.0 GPA; or advisor's approval. Please see the Department Chair of the specific program area for application.*

Cr Hrs-Lec-Lab
X = Variable

(HSC) HEALTH SCIENCES

HSC-100 Service Learning in Healthcare 1-1-0

Students will broaden their educational experiences by being actively involved in the following student organization: SkillsUSA. In addition to meeting once a week as a class, students will also be required to attend the regularly scheduled meetings of their student organization. *Prerequisites: Admission into the first year Health Sciences program and high school GPA of 2.0 or above.*

HSC-190 Co-Operative Education/Internship/ Related Elective Variable 1-3

This course encompasses a supervised work experience in the major field, which provides the opportunity to make practical application of the knowledge and skills attained through coursework. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. Please see the Division Chair of specific program area for application. *Prerequisites: Admission into the second year Health Sciences program and high school GPA of 2.5 or above, or advisor's approval.*

(HSM) HOSPITALITY MANAGEMENT

HSM-101 Introduction to the Hospitality Industry 3-3-0

This course provides a global look at hospitality from a management viewpoint with career opportunities in food service, hotels, clubs and related businesses such as hospitals and the military. The course pays special attention to current management issues, including diversity, retention, harassment, leadership and ethical challenges.

HSM-111 Housekeeping and Security Management 3-1-4

This course presents a systematic approach to managing housekeeping and security operations in the hospitality industry. This course explains the issues surrounding the need for individualized security programs, examines a wide variety of security and safety equipment and procedures, discusses guest protection and internal security for asset protection and outlines OSHA regulations that apply to lodging properties. It also discusses the role of housekeeping in loss prevention. *Prerequisite: HSM 115 or concurrent enrollment.*

HSM-115 Safety and Sanitation 3-3-0

As the industry provides food and lodging to the public it is important to understand the responsibility to protect customers through proper safety and sanitation in restaurants and lodging facilities. This course is designed to provide students with the knowledge of safety and sanitation practices and certification. The Serv Safe program of the National Restaurant Association is an industry recognized certification essential for any culinary and/or hospitality management worker.

HSM-125 Purchasing and Product Identification 3-3-0

The intent of this course offering is the understanding of the overall concepts of purchasing and receiving practices in food operations and the impact of this function on the profitability of the operation. Emphasis is placed on strategic selection and procurement considerations based on item need, value, and supplier information. The purchasing targets are food, beverage, supplies, equipment, services, and furnishings. Particular attention will also be given to product identification and to the receiving, storing, and issuing sequence, as well as to the technological applications and concepts in purchasing. *Prerequisites: HSM 101, HSM 115 and CUL 101.*

HSM-215 Dining Room Management 4-1-6

This course is designed to provide the fundamentals of restaurant management and organization. Emphasis on food service, dining room organization, managing reservations, safety and sanitation and money handling will be discussed and practiced. Students will participate in the operations of the campus restaurant from the set-up of the dining room to the end-of-day procedures and reports. All students will learn and work all positions for front of the house operations including serving, hosting, busing, dishwashing and managing positions. *Prerequisites: HSM 101, HSM 115 and CUL 101.*

Cr Hrs-Lec-Lab
X = Variable

HSM-225 Marketing in the Hospitality Industry 3-3-0
This course is designed to give students an understanding of the specific marketing needs of the Hospitality industry. Students will analyze the needs of the hospitality consumers, study the segmentation of identified markets and select the best marketing tools to reach individual consumers. Students will further learn how to apply key marketing methodologies through market research, sales, customer service, advertising, public relations, promotions, data base marketing, electronic marketing, packaging, collateral materials, rates and fares, pricing strategies and revenue maximization. *Prerequisite: HSM 101.*

HSM-233 Front Office Procedures 3-3-0
This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and settlement. The course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations and to human resources management. Front office procedures and management are placed within the context of the overall operation of a hotel. *Prerequisites: HSM 101, MTH 105 or higher.*

HSM-248 Beverage Management and Affinities 3-3-0
This course is designed to provide students with the practical knowledge needed to responsibly manage a profitable bar or beverage operation. Course work will involve looking at and planning for business profitability. Menu design, bar layout and equipment, hiring and staffing for success, budgeting and purchasing and an in-depth look at responsible alcohol service will be discussed. In addition, the class explores the relationships among beverages such as wine, beer, and coffee and various foods. *Prerequisites: HSM 101.*

HSM-251 Food Service Design and Layout 3-3-0
Professionals in the industry feel that many, if not all aspects of a restaurant operation success is determined by the design, management and analysis of the menu. This course is dedicated to the understanding of proper design of the menu as the central influence of this success for a restaurant. The class is focused on various aspects of this design and will include costing methods, pricing strategies, physical design of the menu, service styles, production of the menu, forecasting, purchasing and the marketing of the menu. Additional topics of discussion include: nutritional labeling and structuring menus to the meet Food Pyramid parameters, menu disclaimers, ethical leadership and use of various software applications. *Prerequisites: HSM 101, HSM 125 and CUL 101.*

HSM-255 Accounting for the Hospitality Industry 3-3-0
This course introduces the fundamentals of financial accounting through examples from hotels, restaurants, and clubs. The course reveals how vital accounting practices are in assisting managers of hotels and restaurants in developing budgets, controlling cash flow, reaching profit goals and making effective business choices based on the numbers that affect daily operations. *Prerequisites: HSM 101 and MTH 105 or higher.*

HSM-270 Supervisory Management 3-3-0
This course is designed to develop a basic understanding of the principles of management and the application of those principles in managing the resources of a lodging or foodservice operation. Study for this course outlines the framework for supervision, supervisory responsibilities, tools used in supervision and developing effectiveness as a supervisor.

HSM-276 Catering and Banquet Service 3-3-0
Students receive instruction and practice in the basics of catering and banquet operations both on-premise and off-premise. This course covers menu making and food presentation, contract writing, function set-up and supervision. Students learn how to successfully balance a catering operation that will both satisfy their customers and attain a profitable bottom line. *Prerequisite: HSM 101, HSM 125 and HSM 251.*

HSM-279 Convention Management and Service 3-3-0
This course defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to meet those needs as part of meeting and convention service. *Prerequisites: HSM 101, HSM 115 and HSM 225.*

Cr Hrs-Lec-Lab
X = Variable

HSM-290 Capstone/Co-operative Education/Internship 3-X-0
This course encompasses a supervised work experience in the major field which provides the opportunity to make practical application of the knowledge and skills attained through coursework. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. This course will serve as the Capstone course for Hospitality majors. Students must receive a Grade of "C" or better to pass the Capstone exam. Please see the department chair of the specific program area for application. *Prerequisites: Completion of 30 credit hours and 2.0 GPA or advisor's approval.*

(HST) HISTORY

HST-105 The World in History: I 3-3-0
This course is a general survey of the world from the origins of human settlement to the beginning of the Renaissance. The purpose is to introduce students to the basic institutions of human civilization through the study of cultural, social, political and economic trends over time.

HST-106 The World in History: II 3-3-0
This course is a continuation of The World in History: I. It provides a chronological and geographical survey of the world's history from the Age of Exploration in the 15th century, up to and including, events and people at the beginning of the 21st century.

HST-120 First Americans to War 3-3-0
This course is a survey of the history of the United States from pre-Columbian societies through the Civil War, including formative political, social, economic and cultural developments. It also introduces students to history as an academic discipline and requires analysis, synthesis and evaluation of primary and secondary materials in reading, discussion and writing. Students taking both HST 120 and HST 130 satisfy the Missouri state law requiring instruction in the United States and Missouri Constitutions.

HST-130 Reconstruction to the Present 3-3-0
This course is a survey of the history of the United States from Reconstruction to the present, covering the political, economic, social and cultural developments that have shaped modern America. It introduces students to history as an academic discipline and requires analysis, systhesis and evaluation of primary and secondary materials in reading, discussion and writing. Students taking both HST 120 and HST 130 will satisfy the Missouri state law requiring instruction in the United States and Missouri Constitutions.

HST-230 Twentieth Century America 3-3-0
This course is for the student who desires a comprehensive view of contemporary America. Emphasis is on the Progressive Era, World War I, the Twenties, the Depression Era, United States and the World 1930-1941, World War II, the Cold War, the Korean War and the Vietnam War to the present. *Prerequisite: HST 105 or HST 106 or HST 120 or HST 130.*

(HUM) HUMANITIES

HUM-101 Introduction to the Humanities 3-3-0
This course provides an introduction to the Humanities, emphasizing the major periods, persons, stories and works that constitute Western Culture. Visual arts, music, literature, theatre and architecture from Egypt and Mesopotamia, Greece, Rome, The Middle Ages, the Renaissance and modern Europe and the Americas form the basis of the course.

HUM-102 World Humanities 3-3-0
World Humanities surveys indigenous, historical, and contemporary visual art and architecture from Africa, Asia, Oceania and the Americas.

Cr Hrs-Lec-Lab
X = Variable

(IMT) INDUSTRIAL MAINTENANCE TECHNOLOGY

IMT-120 Industrial Safety 2-2-0
This course offers experiences that provide the student a solid foundation for continued study of Industrial Maintenance. Topics include a wide variety of safety and regulatory compliance sessions such as: first aid, CPR, electrical safety, and lock-out/tag-out. OSHA and EPA regulations are also covered. Students will also gain an awareness of environmental safety and health issues.

IMT-125 Fluid Power 4-2-4
This course provides fundamental instruction in the theory and application of pneumatics and hydraulics in industrial and institutional setting. Lecture and laboratory topics include circuit diagrams and symbols, OSHA safety including lockout/tagout, power sources, manual control and electrical control of basic hydraulic and pheumatics circuits, understand and identify cylinders, motors, solenoids, pressure switches, proximity switches and photoelectric control circuits.

IMT-130 Industrial Electricity I 4-2-4
This course will provide fundamental instruction in the theory and application of electricity in industrial and institutional settings. Lecture and laboratory instruction will focus on renewable and alternative sources of energy, electrical formulas, symbols and terminology, use of basic test equipment and basic application of electrical theory, industrial and commercial circuits, AC and DC theory and application, industrial high voltage application and industrial code requirements. Basic math skills are strongly recommended for successful completion of this course.

IMT-137 Alternative and Renewable Energy for Maintenance Technicians 4-2-4
This course is designed to educate industrial maintenance technicians in the various forms of alternative and renewable energy including how to maintain and troubleshoot these systems. Emphasis is placed on wind and solar power but all types of alternative and renewable energy sources will be considered including bioenergy, hydroelectricity, tidal power, wave energy and geothermal energy. Laboratory work concentrates on building and operating photovoltaic, wind energy and passive solar systems, then monitoring their performance.

IMT-140 Industrial Electricity II 4-2-4
This course provides fundamental instruction in the theory and application of electricity in industrial and institutional settings. Lecture topics and laboratory activities focus on electrical formulas, industrial and commercial circuits, AC and DC theory and application, industrial high voltage application, industrial code requirements, and implementation of advanced alternative and renewable energy concepts. *Prerequisite: IMT 130.*

IMT-170 Industrial Motors and Controls 4-2-4
This lecture/lab course provides comprehensive instruction in the theory and application of single and three phase motors and the related control systems used in industrial environments. The focus of this course is on installing and maintaining electric motors, motor protection and motor control devices/functions. *Prerequisite: IMT 140.*

IMT-190 Manufacturing Processes and Materials 4-2-4
This lecture/lab course provides a study of mechanical, chemical, physical properties and structure of engineering materials with heat treating of ferrous and non ferrous metals, and an investigation of methods used to process these materials.

IMT-200 Mechanical Power Transmission 4-2-4
This lecture/lab course demonstrates the basic operation and maintenance of components in mechanical power transmission systems including: gearboxes, belt/pulleys, conveyors, pumps, compressors, couplings, bearings and blowers.

IMT-225 Programmable Control 4-2-4
This lecture/lab course introduces the basic hardware and programming language of common programmable logic controllers (PLCs) used in industrial process control systems. The student learns the proper syntax of PLC code, basic commands and the functioning of the program cycle. Programs will be written around discreet control elements. Students learn how to use basic programming commands to perform typical industrial processes.

Cr Hrs-Lec-Lab
X = Variable

IMT-246 PLC Systems and Robotics 4-2-4
This course emphasizes the advanced technologies and concepts of programmable logic controllers. Industrial sensors and their wiring that are taught include optical, inductive, capacitive, encoders, resolvers, ultrasonic and thermocouples. Higher level language programming of automated systems under microprocessor control is taught. Digital bit functions, sequencers, PLC Matrix functions, PID control of processes and networking of PLCs are examined. Use of the PLC for interfacing with robots, computer numerical control (CNC), flexible manufacturing systems (FMS) and computer integrated manufacturing (CIM) is introduced. *Prerequisites: IMT 225.*

IMT-260 Industrial Systems Maintenance 4-2-4
Students in this course apply knowledge of mechanical, electro-mechanical, electricity, PLC programming, motors, drives, blueprint reading and safety in an industrial work cell setting. Individual and team projects sharpen skills for work cell installation, alignment, maintenance, troubleshooting and disassembly as a series of work orders. *Prerequisite: Completion of 30 hours of program instruction.*

IMT-290 Co-Operative Education/Intern/ Related Elective Variable 1-3
This course entails a supervised work experience in the major field, which provides the opportunity to make practical application of the knowledge and skills attained. An individualized instructional management plan determines goals to be accomplished. Seminars may also be required. *Prerequisites: Completion of 30 credit hours of program specific courses and 2.0 GPA and approval of department chair.*

(JRN) JOURNALISM

JRN-160 Introduction to Journalism 3-3-0
This course provides an introduction to journalistic writing, with an emphasis on the purposes and forms and practice in writing various types of stories. This course provides the opportunity to put objectives into practice while students participate in writing for the school newspaper. *Prerequisite: ENG 101.*

JRN-161 Newspaper Practicum 3-1-4
This is a course in which students plan, design and produce the school newspaper. Students are able to work in any of the following areas: generating content, conducting interviews, writing and editing articles, taking photographs, creating layout and design or collecting advertisements. *Prerequisite: JRN 160.*

JRN-211 Writing for Today's Media 3-3-0
This course is a study and practical application of essential journalism skills needed to write for the various media available today. *Prerequisites: Grade of "C" or better in ENG 102 and grade of "C" or better in JRN 160.*

(MFG) MANUFACTURING TECHNOLOGY

MFG-275 Manufacturing Capstone 3-4 1-2 4
This course provides the student the opportunity to apply skills, knowledge, and creativity to a variety of manufacturing related problems and scenarios. The specific course outline is tailored to the individual MFG degree student and may require participation in a capstone course from one of the programs that constitute the MFG degree or may involve a directed customized capstone experience. The student must consult with a department chair from one of the MFG programs to tailor the course content to the individual's needs prior to enrolling. *Prerequisite: 30 hours completed or including concurrent enrollment in MFG program specific courses and department chair consultation.*

Cr Hrs-Lec-Lab
X = Variable

MFG-290 Co-operative Education/Internship Variable 1-3
This course provides supervised work experience in the major field, which provides the opportunity to make practical application of the knowledge and skills attained through coursework. An individualized instructional management plan determines goals to be accomplished. Seminars may also be required. *Prerequisite: 30 hours completed or including concurrent enrollment in MFG program specific courses and department chair consultation.*

(MLT) MEDICAL LABORATORY TECHNICIAN

MLT-100 Introduction to the Medical Laboratory 1-1-0
This course introduces the field of medical laboratory science, including quality control, bloodborne pathogens, basic laboratory equipment, laboratory settings, accreditation, certification, professionalism, ethics and basic laboratory procedures in chemistry, hematology, immunology, urinalysis and microbiology. *Prerequisites: BCS 145 and BCS 146 or concurrent enrollment in BCS 146, or BCS 140 and 150 or concurrent enrollment in BCS 150.*

MLT-200 Hematology 4-3-2
This course is a study of the blood that includes the function, identification and testing of cellular components. Skills are developed in the analysis of hemoglobin, hematocrit, blood cell counts and blood cell morphology. The mechanisms of coagulation are also explored and the function and analysis of platelets and proteins in blood coagulation are related to changes in normal and disease states. *Prerequisite: Grade of "C" or better in all of the previous Medical Laboratory Technician (MLT) courses.*

MLT-210 Clinical Chemistry 4-3-2
Students develop proficiency at performing and analyzing data on diagnostic procedures generated from clinical chemistry equipment and instrumentation. These proficiencies include knowledge of the appropriate sample, volume needed to execute the testing protocol and ability to recognize normal, therapeutic and critical values. The student studies metabolic pathways evaluated by the array of tests performed in the chemistry department of the clinical laboratory. *Prerequisite: Grade of "C" or better in all of the previous Medical Laboratory Technician (MLT) courses.*

MLT-215 Urinalysis and Body Fluids 2-1-2
This course presents the normal and abnormal composition of urine and commonly collected body fluids for clinical evaluation. The student is introduced to testing procedures, sources of error, and clinical correlation as they relate to urine and body fluids. *Prerequisite: Grade of "C" or better in all of the previous Medical Laboratory Technician (MLT) courses.*

MLT-220 Immunohematology 4-2-4
This course covers the principles of immunology and blood banking procedures using the guidelines of the American Association of Blood Banks (AABB). Topics covered include antigen-antibody reactions, immunoglobulin structures and functions, complement interaction, clinically significant blood group systems, antibody detection and identification, immunologic disease of the newborn, compatibility testing and component therapy. *Prerequisite: Grade of "C" or better in all of the previous Medical Laboratory Technician (MLT) courses.*

MLT-230 Clinical Microbiology 4-3-2
This course is designed to instruct the Medical Laboratory Technician on the proper identification and handling of microorganisms in a clinical setting. The student learns microorganism morphology, growth requirements and speciation. The student works with a variety of specimens and learns the intricacy for optimum isolation and identification on common clinical microorganisms that might be present. *Prerequisite: Grade of "C" or better in all of the previous Medical Laboratory Technician (MLT) courses.*

MLT-240 Clinical Seminar and Review 2-2-0
This course covers professional development issues related to clinical laboratory science. Information covered includes resume preparation, job seeking skills, continuing education opportunities, professional ethics and regulatory agencies. The last half of the course includes a comprehensive review of knowledge and competencies required for career entry at the technician level of certification. Using information from the list of objectives for each previous course, components of competencies used for the certification examination are emphasized. A mock certification exam is given. *Prerequisite: Grade of "C" or better in all of the previous Medical Laboratory Technician (MLT) courses.*

Cr Hrs-Lec-Lab
X = Variable

MLT-260 Clinical Practicum II 8-0-16
This course offers supervised clinical practice in the laboratory of cooperating health agencies. The laboratory settings for this course are varied and may include physician's office laboratories, rural hospital laboratories or other specialized laboratory settings. Basic procedures are reviewed and advance methodologies are introduced within each assigned department and affiliate laboratory. *Prerequisites: MLT 200, MLT 210 and MLT 215.*

MLT-270 Clinical Practicum III 8-0-16
This is a continuing laboratory experience in which students apply the skills and techniques learned in the classroom to the clinical laboratory. *Prerequisites: MLT 220 and MLT 230.*

(MSL) MILITARY SCIENCE

MSL-101 Leadership and Personal Development 3-3-0
This course introduces students to the personal challenges and competencies that are critical for effective leadership. Students learn how the personal development of life skills such as goal setting, time management, physical fitness, and stress management relate to leadership, officership, and the Army profession. The focus is on developing basic knowledge and comprehension of Army leadership dimensions while gaining a big picture understanding of the ROTC program, its purpose in the Army, and its advantages for the student.

MSL-102 Introduction to Tactical Leadership 3-3-0
This course is an overview of leadership fundamentals such as setting direction, problem-solving, listening, presenting briefs, providing feedback and using effective writing skills. Students explore dimensions of leadership values, attributes, skills and actions in the context of practical, hands-on and interactive exercises.

MSL-201 Innovative Team Leadership 3-3-0
This course explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and two historical leadership theories that form the basis of the Army leadership framework. Aspects of personal motivation and team building are practiced planning, executing and assessing team exercises and participating in leadership labs. The focus continues to build on developing knowledge of the leadership values and attributes through understanding Army rank, structure, and duties as well as broadening knowledge of land navigation and squad tactics. Case studies will provide a tangible context for learning the Soldier's Creed and Warrior Ethos as they apply in the contemporary operating environment.

(MTH) MATHEMATICS

Prerequisite: In satisfying math course prerequisite requirements, an equivalent course must be a college course appearing on the student's transcript.

Placement: Any student who has completed a college mathematics course within the past two years is not eligible for placement based on the mathematics placement assessment. Course placement will be guided by the previously completed math courses.

MTH-040 Pre-Algebra I 3-3-0
This course is designed to prepare students for a first course in algebra. Topics include addition, subtraction, multiplication and division of whole numbers; integers, fractions, and decimals; percents; ratio and proportion; perimeter and area; and solve linear equations.

Cr Hrs-Lec-Lab
X = Variable

MTH-045 Pre-Algebra II 2-2-0
This course is designed for students who need further study to master adding, subtracting, multiplying and dividing fractions and decimals; percents; ratio and proportion; perimeter and area; and solving linear equations. *Prerequisite: Grade of "ND" or "NC" in MTH 040.*

MTH-050 Basic Algebra I 3-3-0
This course is designed for students who have had no instruction in algebra or who need a review. Students learn to solve linear and quadratic equations, to multiply and factor polynomials, to graph linear equations and to solve systems of linear equations. *Prerequisite: Grade of "NB" or "NA" in MTH 040 or MTH 045 or equivalent or satisfactory score on the Mathematics Placement Assessment.*

MTH-055 Basic Algebra II 2-2-0
This course is designed for students who need further study to master graphing linear equations, solving linear and quadratic equations, multiplying and factoring polynomials and solving systems of linear equations. *Prerequisite: Grade of "ND" or "NC" in MTH 050.*

MTH-070 Basic Technical Mathematics 3-3-0
This course is designed to provide an introduction to mathematics as needed in the technical programs. Topics include operations with real numbers, right triangle trigonometry, introduction to basic algebraic operations, solving linear equations, ratio and proportion, measurement, geometry and interpreting data.

MTH-105 Business Math 3-3-0
This course is designed to prepare students to apply mathematics to business situations. Topics include banking, purchasing, pricing, payroll and payroll taxes, interest, mortgages, depreciation, inventory and business statistics. *Prerequisite: Grade of "NC" or better in MTH 040 or MTH 045 or equivalent OR satisfactory score on the Mathematics Placement Assessment.*

MTH-110 Intermediate Algebra 3-3-0
This course is an extension of basic algebra and includes rational expressions, linear equations, absolute value equations, quadratic equations, absolute value inequalities, functions, graphs, radicals, complex numbers and applications. *Prerequisite: Grade of "NB" or "NA" in MTH 050 or MTH 055 or equivalent or satisfactory score on the Mathematics Placement Assessment.*

MTH-125 Technical Math I 3-3-0
This course is designed to give students in technical programs a background in applied algebra and trigonometry. Topics include basic algebraic expressions, ratio and proportion, trigonometric functions, solving right and oblique triangles, linear and quadratic equations, volumes and surface areas, operations with polynomials, graphing and number systems. *Prerequisite: Grade of "NC" or better in MTH 070 (preferred), MTH 050 or MTH 055 or equivalent OR satisfactory score on the Mathematics Placement Assessment.*

MTH-126 Technical Mathematics II 3-3-0
This course is a continuation of Technical Math I with technical applications from algebra, trigonometry and plane geometry. Topics include probability and statistics, integral and rational exponents, radical and rational expressions and equations, systems of equations, complex numbers and advanced geometrical concepts. *Prerequisite: Grade of "C" or better in MTH 125 or equivalent OR satisfactory score on the Mathematics Placement Assessment.*

MTH-128 Contemporary Mathematics 3-3-0
This course provides students with a basic survey of mathematics. Topics include problem solving, sets, counting methods, probability, statistics and trigonometry. *Prerequisite: Grade of "C" or better in MTH 110 or equivalent or satisfactory score on the Mathematics Placement Assessment.*

MTH-130 College Algebra 3-3-0
This course is a standard course in college level algebra. Topics include properties of functions; polynomial, rational, exponential, logarithmic functions and their graphs; and conic sections. *Prerequisite: Grade of "C" or better in MTH 110 or equivalent or satisfactory score on the Mathematics Placement Assessment.*

Course Descriptions (MTH)

Cr Hrs-Lec-Lab
X = Variable

MTH-131 Trigonometry 3-3-0
This course is a study of trigonometric function and their graphs, identities, equations and applications. Topics include vectors, complex numbers, analytic geometry of the polar plane and solution of right and oblique triangles. *Prerequisite: Grade of "C" or better in MTH 130 or equivalent OR satisfactory score on the Mathematics Placement Assessment.*

MTH-138 Pre-Calculus Mathematics 5-5-0
This course is designed to prepare students for calculus. Topics include polynomial, rational, radical, exponential, logarithmic and trigonometric functions; analytic trigonometry; vectors; sequences and series; the Binomial Theorem; and limits. *Prerequisite: Grade of "B" or better in MTH 110 or equivalent OR satisfactory score on the Mathematics Placement Assessment.*

MTH-140 Analytic Geometry and Calculus I 5-5-0
This is the first course in a three-semester sequence. Topics include an introduction to analytic geometry, limits and continuity, the derivative and differential, the definite integral and applications. *Prerequisite: Grade of "C" or better in MTH 131 or MTH 138 or equivalent OR satisfactory score on the Mathematics Placement Assessment.*

MTH-141 Analytic Geometry and Calculus II 5-5-0
This is the second course in a three-semester sequence. Topics include techniques of formal integration, applications of definite integration, infinite sequences and series, parametrized curves and polar coordinates. *Prerequisite: Grade of "C" or better in MTH 140.*

MTH-210 Statistical Methods 3-3-0
Students study basic concepts of statistics and probability applicable to all disciplines. Topics include distributions, measures of central tendency and dispersion, elementary probability, sampling, estimation of parameters, hypothesis testing, regression and correlation. *Prerequisite: Grade of "C" or better in MTH 130 or equivalent OR satisfactory score on the Mathematics Placement Assessment.*

MTH-215 Algebraic Structures 3-3-0
This course provides an introduction to techniques of mathematical reasoning and patterns of mathematical thought. Topics include logic and methods of proof, set theory, relations and functions, counting and cardinality, permutations, combinations and recursion and algebraic structures. *Prerequisite: Grade of "C" or better in, or concurrent enrollment in, MTH 141 or equivalent OR satisfactory score on the Mathematics Placement Assessment.*

MTH-230 Linear Algebra 3-3-0
This course is a study of vector spaces, matrices, linear transformations, determinants, quadratic forms, eigenvalues, eigenvectors, canonical forms and inner-product spaces. Emphasis is placed on rigorous proof and the development of mathematical maturity. Prerequisite: *Grade of "C" or better in MTH 141 or equivalent OR satisfactory score on the Mathematics Placement Assessment.*

MTH-240 Analytic Geometry and Calculus III 3-3-0
This is the third course in a three-semester sequence. Topics include vector-valued functions, solid analytic geometry, partial differentiation, multiple integration and line and surface integrals in vector fields. *Prerequisite: Grade of "C" or better in MTH 141 or equivalent OR satisfactory score on the Mathematics Placement Assessment.*

MTH-241 Differential Equations 3-3-0
This is an introduction to the techniques available for the solution of ordinary differential equations. Topics include first and second order equations, systems of differential equations, Laplace transforms, series solutions, numerical methods and applications. *Prerequisite: Grade of "C" or better in MTH 240 or equivalent OR satisfactory score on the Mathematics Placement Assessment.*

Cr Hrs-Lec-Lab
X = Variable

(MTT) MACHINE TOOL TECHNOLOGY

MTT-125 Machine Shop I 4-2-4
This is a fundamental course designed to introduce students to precision machining with emphasis on entry level employment skills.

MTT-135 Computer Numerical Control I 4-2-4
This is a fundamental course designed to introduce students to Computer Numerical Control (CNC) - Mill terminology and programming. Practical laboratory assignments are used extensively.

MTT-145 Computer Aided Manufacturing (Mill) 4-2-4
This is a fundamental course designed to introduce students to Computer Aided Manufacturing (Mill) terminology and programming. Practical laboratory assignments are used extensively.

MTT-155 Machine Tool Processes I 4-2-4
This course is designed to introduce students to concepts of machine tool design and practice. Practical laboratory assignments are explored using jigs, fixtures and dies. *Prerequisites: MTT 125 and MTT 135.*

MTT-225 Machine Shop II 4-2-4
This course is designed to introduce students to additional fundamental concepts of machine shop operations and practices beyond those offered in Machine Shop I. Practical laboratory assignments are explored using power saws, engine lathes and milling machines. *Prerequisite: MTT 125.*

MTT-235 Computer Numerical Control II 4-2-4
This course is designed to introduce students to additional fundamental concepts of Computer Numerical Control (CNC) Lathe terminology and programming beyond those offered in Computer Numerical I. Practical laboratory assignments are used extensively. *Prerequisite: MTT 135.*

MTT-245 Computer Aided Manufacturing II 4-2-4
This course is designed to introduce students to additional fundamental concepts of Computer Aided Manufacturing (Lathe) terminology and programming beyond those offered in Computer Aided Manufacturing I. Practical laboratory assignments are used extensively. *Prerequisite: MTT 145.*

MTT-255 Machine Tool Processes II 4-2-4
This course is designed to introduce students to additional concepts of machine tool design and practice combining manual and CNC applications. Practical laboratory assignments are explored. Students must earn a grade of "C" or better in this course to meet MTT graduation requirements. *Prerequisites: MTT 225, MTT 235 and completion or concurrent enrollment in MTT 245.*

MTT-260 Master Machinist 32-16-32
This course introduces students to entry level skills and knowledge of machine shop operations and practices. Students are introduced to manual and Computer Numerical Control (CNC) lathe applications, and Computer Aided Manufacturing terminology and programming. Students will read and interpret drawings to manufacture a product.

MTT-290 Co-Operative Education/Internship Variable 1-3
This course entails a supervised work experience in the major field which provides the student with the opportunity to make practical application of the knowledge and skills attained through coursework. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisites: Completion of 30 credit hours and 2.0 GPA, or advisor's approval. Please see the department chair of the specific program area for application.*

Cr Hrs-Lec-Lab
X = Variable

(MUS) MUSIC

MUS-101 Music of the World 3-3-0
This course explores and practices the music listening skills that enable the student to listen to all types of music with understanding and enjoyment. The elements of music, music history and the relation of music and culture are illustrated with recorded and live performances of traditional and popular world music.

MUS-105 Western Music Appreciation 3-3-0
Western Music Appreciation explores the development of music from the Medieval Period to the present. Through this class students gain skills to listen and understand different types of classical music. The elements of music, music history and the relation of music and culture are explored through recorded and live performances of music.

MUS-110 Music Fundamentals 3-3-0
Music Fundamentals is a general survey of basic music, including the rudiments of music such as notation, rhythmic understanding and chordal structures. The basic elements of music are taught and explored through the use of a textbook, recordings and live performances. Students are expected to attend musical events during the semester.

MUS-111 Music Fundamentals II 3-3-0
Music Fundamentals II is an application course of basic musical knowledge including the rudiments of music such as notation, rhythmic understanding and chordal structures. The basic elements of music will be reviewed and applied to various genres of music including non-Western music, blues, jazz, movie music and more. Students will be expected to attend musical events during the semester. *Prerequisite: Grade of "C" or better in MUS 110 or score of "C" or better on the Music Placement Exam.*

MUS-115 Introduction to Songwriting 3-3-0
This seminar-style course provides an introduction to the fundamentals of songwriting through analysis and practice, as well as a survey of songwriting history, contemporary music business and the educational and private uses of the art. As the students develop their skills in recognizing the major components of the craft, they employ these components by composing and performing their own songs.

MUS-120 Music Theory I 2-2-0
This class is an introduction to diatonic harmony for all music majors, including the elements of pitch and rhythm, major and minor scales, major and minor key signatures, functional harmony of all diatonic chords in major and minor keys, voice-leading and part-writing. *Prerequisite: Grade of "C" or better in MUS 110 or score of "C" or better on the music placement exam. Concurrent enrollment in MUS 125 required.*

MUS-121 Music Theory II 2-2-0
This course expands on the basic skills learned in Music Theory I. Students continue with diatonic and chromatic harmony as well as voice-leading and part-writing. *Prerequisite: Grade of "C" or better in MUS 120. Concurrent enrollment in MUS 126 required.*

MUS-125 Sight Singing and Ear Training I 1-1-0
This course teaches the fundamentals of reading and performing music, ear training, and sight singing. Basic concepts of notation, rhythm, tonality and harmony are applied to reading and hearing music through performance and dictation of melodies, intervals and triads. *Prerequisite: Concurrent enrollment in MUS 120 required.*

MUS-126 Sight Singing and Ear Training II 1-1-0
Students will continue developing skills begun in Sight Singing I. Through graded exercises and regular practice, the students' musical ear will be developed to hear, notate, and sing given rhythms, melodies and harmonies. *Prerequisites: Grade of "C" or better in MUS 125. Concurrent enrollment in MUS 121 required.*

Cr Hrs-Lec-Lab
X = Variable

MUS-130 Piano Class I 1-0-2
This course is an introduction to basic piano skills. No prior knowledge is required. Students are taught coordination skills as well as note reading and rhythm. Emphasis is on the application of basic piano techniques introduced in this course.

MUS-131 Piano Class II 1-0-2
This course is a continuation of the basic piano skills taught in Piano Class I. Students build on previous techniques while learning intermediate skills. Emphasis is on the application of basic piano techniques introduced in this course. *Prerequisite: Grade of "C" or better in MUS 130.*

MUS-134 Voice Class 1-0-2
This course will give the student proper technical skills to become a better singer. Students will learn various techniques, technical skills and proper pronunciation of foreign languages in musical literature. Vocal exercises and appropriate literature will be used to develop singing technique.

MUS-135 Choir I 1-0-2
A choral ensemble open to any singer from within the college who is dedicated to performing to the highest standards possible. The students practice and perform choral works throughout the semester. Emphasis on vocal technique and performance practice is an integral part of the choral experience. A live performance is mandatory. This course may be repeated up to 6 times.

MUS-140 Small Ensemble 1-0-2
Instrumental ensembles may be arranged according to availability and student proficiency each semester to meet the needs of the participating students and the Fine Arts program. Ensembles will explore a higher degree of musicality and experience working as a group resulting in a performance of your instrument. The course will include at least one performance at the end of the semester. Students must be able to read musical notation for their instrument. This course may be repeated up to 6 times.

MUS-150 Guitar Class I 1-0-2
This course is a beginning guitar group class. Students are taught the fundamentals of guitar technique and performance practices. Appropriate guitar literature is performed as well. Students must provide their own guitar.

MUS-151 Guitar Class II 1-0-2
This course explores intermediate and advanced guitar techniques and repertoire. Intermediate and advanced chord progressions, strumming patterns and repertoire are also taught. *Prerequisite: Grade of "C" or better in MUS 150.*

MUS-155 Classical Guitar Class I 1-0-2
This course is a beginning classical guitar group course. Students are taught the fundamentals of classical guitar technique and performance practices. Appropriate guitar literature is performed as well. Students must provide their own guitar.

MUS-156 Classical Guitar Class II 1-0-2
This course is an advanced Classical guitar group class. This course explores advanced guitar techniques and repertoire.. Appropriate guitar literature will be performed as well. Students must provide their own classical guitar. *Prerequisite: Grade of "C" or better in MUS 155.*

MUS-201 Latin-American Music 3-3-0
This course focuses on the interdisciplinary nature of music as a force shaped by society and shaping society, within the context of Latin-American countries. By applying critical thinking, analytical reading, valuing and information management skills, students link Latin-American musics with their territorial history, geography and politics, understanding the multiple processes of acculturation and syncretism of Native aborigines, Africans and Europeans. *Prerequisites: COM 105 and ENG 101.*

MUS-220 Music Theory III 2-2-0
This course is a continuation of harmonic studies including 18th century common-practice harmony, modulation and chords. Theoretical concepts are applied through analyzing musical literature. *Prerequisites: MUS 121 and Grade of "C" or better in MUS 126. Concurrent enrollment in MUS 225.*

Cr Hrs-Lec-Lab
X = Variable

MUS-221 Music Theory IV 2-2-0
This course offers advanced chromatic harmony; twentieth-century and contemporary techniques; knowledge of larger forms and an advanced study of chromaticism. *Prerequisites: Grade of "C" or better in MUS 220 and Grade of "C" or better in MUS 225. Concurrent enrollment in MUS 226.*

MUS-225 Sight Singing and Ear Training III 1-1-0
This course explores, through sight singing and notation, more advanced levels of melodic and harmonic dictation in addition to chromatic harmony and modulation. This course includes sight singing and dictation of melodies and rhythms, error detection, modulation to closely related keys, dictation and identification of chromatic harmony. *Prerequisites: Grade of "C" of better in MUS 126. Concurrent enrollment in MUS 220.*

MUS-226 Sight Singing and Ear Training IV 1-1-0
This course consists of sight singing and dictation of more complex melodies and rhythms, error detection, harmonic dictation, diatonic modes and other non-tonal scales and improvisation. *Prerequisites: Grade of "C" or better in MUS 225. Concurrent enrollment in MUS 221.*

MUS-230 Piano Class III 1-0-2
This course is the third of four piano class offerings. Emphasis will be on the application of intermediate piano techniques introduced in this course. *Prerequisite: Grade of "C" or better in MUS 131.*

MUS-231 Piano Class IV 1-0-2
This course is the final piano class offering. Emphasis will be on the application of advanced piano techniques. Students will explore ensemble, duo and solo playing as well as advanced use of chords and modern harmonization. *Prerequisite: Grade of "C" or better in MUS 230.*

MUS-235 Performance Choir 1-0-3
Performance choir is a choral ensemble open to any singer from within the college who is dedicated to performing to the highest standards possible and passes the vocal audition. Students practice and perform choral works throughout the semester. Emphasis on vocal technique and performance practice is an integral part of the choral experience. A live performance is mandatory. This course may be repeated up to 6 times. *Prerequisite: Vocal Audition.*

(NET) NETWORKING TECHNOLOGY

NET-100 Networking Fundamentals 4-2-4
Note: Course only offered in the fall semester. 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. Principles and structure of IP addressing and the fundamentals of Ethernet concepts, media and operations are introduced to provide a foundation. Labs use a "model Internet" to allow students to analyze real data without affecting production networks. Packet Tracer activities help students analyze protocol and network operation and build small networks in a simulated environment. 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.

NET-102 Desktop Hardware 4-2-4
This course helps prepare students to pass both components of the CompTIA A+ certification exam under the current objectives. The following areas are covered in both a lecture and hands-on-lab environment; configuration and upgrading of computer hardware and software, diagnosing and troubleshooting computer malfunctions related to hardware and software, preventive maintenance and printer maintenance fundamentals. In addition, knowledge of command line operation is introduced and practiced.

Cr Hrs-Lec-Lab
X = Variable

NET-104 Network Communications and Cabling 4-2-4

Note: Course only offered in the fall semester. This course targets structured cabling and wireless systems. Students install a network infrastructure composed of fiber, copper, and wireless media. Students document, design and install network cabling in a group environment. At the conclusion of this course, students are able to identify and troubleshoot physical layer problems using appropriate tools and techniques. *Prerequisite: ENG 101 or concurrent enrollment.*

NET-110 Windows Client Server 4-2-4

Note: Course only offered in the spring semester. This course builds on the knowledge and skills gained in NET-100 and targets the fundamentals of Microsoft Windows network operating systems. Students install and configure Windows network operating systems as domain controllers in a basic network security model. At the conclusion of this course, students are able to create user and group accounts, set up security policies, domain trust relationships and Active Directory Services (ADS) for network resource accessibility and administration. *Prerequisite: Grade of "C" or better in NET 100.*

NET-112 Linux Operating System 4-2-4

Note: Course only offered in the spring semester. This course targets the Linux operating system. Students will install the Linux operating system and configure a basic Linux network including a server and workstation. At the conclusion of this course, students will be able to configure user and group accounts and use network resources including applications and printing. *Prerequisite: Grade of "C" or better in NET 100.*

NET-114 Routing Protocols and Concepts 4-2-4

Note: Course only offered in the spring semester. This course is an introduction to the function and configuration of Cisco routers. The goal of this course is to provide the student with the necessary skills to deploy and maintain a network system featuring, but not limited to, switches, routers, firewalls, RAS, and VPNs. Students work with various routing protocols such as RIP, OSPF, and EIGRP. This course also discusses TCP/IP protocol and classful, classless and subnetting addressing for this protocol. Network topology and design, PPP, Frame Relay, and VLANs are also discussed and implemented. *Prerequisite: Grade of "C" or better in NET 100.*

NET-200 LAN Switching, Wireless and Wide Area Network (WAN) 4-2-4

Note: Course only offered in the fall semester. This course is the last in the sequence of courses from which students learn the basics of routing, switching and advanced technologies to prepare for Cisco CCNA certification and entry-level networking careers. The curriculum discusses networking concepts in depth and uses language that allows for integration with engineering concepts, providing a deep, theoretical understanding of networking concepts for experienced learners with advanced problem-solving and analytical skills. This course emphasizes critical thinking, problem solving, collaboration and the practical application of skills, with specific emphasis on LAN Switching, WAN and Wireless technologies. *Prerequisites: ENG 101 and NET 114*

NET-202 Information Technology Security 3-1-4

Note: Course only offered in the fall semester. Information Technology Security is a hands-on, course with an emphasis on practical experience to help students develop specialized security skills to advance their careers. The curriculum helps prepare students for entry-level security career opportunities. Course content is aligned with the Cisco IOS® Network Security (IINS) certification exam leading to the Cisco CCNA Security certification. *Prerequisite: Grade of "C" or better in NET 114.*

NET-204 Network Operating Systems and Applications 4-2-4

Note: Course only offered in the fall semester. This course combines an extensive exploration of the theories behind the components common to all operating systems, with practical examination and lab activities with network-oriented applications such as database and Web servers, systems for messaging and collaboration, and content/learning management. Emphasis is stressed on the value of adequate research prior to deployment, and on maintenance once a given system is running.. *Prerequisite: Grade of "C" or better in NET 112.*

Cr Hrs-Lec-Lab
X = Variable

NET-210 Scripting Languages 4-2-4

Note: Course only offered in the spring semester. This course introduces students to advanced use of the command line interface and to script language programming for the purpose of facilitating and automating systems administration tasks. Initial focus on the Windows CLI is followed by an in-depth exploration of Perl, culminating in basic competence in that language. Skills gained here will be transferable to other languages such as PHP, Python, and SQL as the student's career direction and interests develop. *Prerequisites: Grade of "C" or better in CIS 120, MTH 125 or above and NET 110.*

NET-245 Home Automation Technology 3-1-4

This course covers home security, audio/home theatre, power and networking. Students receive hands-on experience through their configuration of lab panels for each of these different systems and then test them for proper functionality. Once the panels have been successfully configured, students "integrate" these panels into a single source controller. Students are also able to control and maintain home theatre, gaming, networking, lights/fans and security systems from any laptop or desktop computer. *Prerequisites: NET 100, NET 102.*

NET-260 Advanced Topics 4-2-4

Note: Course only offered in the spring semester. Computers as part of a homogenous network system, including peripherals, network equipment, and software are researched and demonstrated in a laboratory environment. Practical network analysis skills of advanced operating systems and protocols are developed through lecture and assigned projects. Students will integrate multiple network operating systems, services, and protocols into a homogenous network. *Prerequisites: Grade of "C" or better in NET 204.*

NET-290 Co-Operative Education/Internship Variable 1-3

This course entails a supervised work experience in the major field which provides the student with the opportunity to make practical application of the knowledge and skills attained. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisite: Completion of 30 credit hours and 2.0 GPA or advisor's approval. Please see the department chair of the specific program for application.*

NET-291 Computer Clinic Internship Variable 1-3

This course involves supervised work experience in a computer repair facility that performs upgrades, maintenance and repair for customers. While polishing the technical skills learned in the NET program, students develop customer service, scheduling, troubleshooting, grooming, personal interaction and other soft skills necessary to succeed in today's competitive computer repair field. Seminars may also be required. Please see the department chair of specific program area for application. *Prerequisite: Grade of "C" or better in NET 102, minimum 2.5 GPA and approval of department chair.*

(NUR) NURSING - PRACTICAL NURSING

NUR-101 Personal Vocational Concepts 2-2-0

This nursing course serves as an introduction to nursing by covering the history of nursing, nursing roles and the health care delivery system. Emphasis is placed on how to be a self-directed learner by assisting the student with testing and comprehension of nursing concepts. Content area includes communication, legal, ethical and professional accountability, appreciation of cultural diversity and health education of the client. The nursing process and the role of the practical nurse in the development of a plan of care are emphasized. *Prerequisite: Admission to the Practical Nursing program.*

NUR-110 Fundamentals of Nursing I 3-7-X

This course introduces the fundamental principles, basic skills and attitudes necessary to care for clients who are experiencing alterations of health throughout the lifespan. This course prepares the student to perform skills in the nursing laboratory and at the beginning levels of nursing in the clinical area. It is the foundation of nursing education. *Prerequisite: Admission to the Practical Nursing program.*

Cr Hrs-Lec-Lab
X = Variable

NUR-120 Fundamentals of Nursing II 3-7-X
This course introduces involved principles, skills, and attitudes necessary for clients who are experiencing alterations of health throughout the lifespan. This course prepares the student to perform more intensive skills in the nursing laboratory and at the beginning levels of nursing in the clinical area. *Prerequisite: Grade of "C" or better in NUR 110.*

NUR-205 Adult Medical-Surgical I 7-6-8
This course presents information regarding disorders of the cardiac, respiratory, hematological, musculoskeletal, integument, renal systems and the surgical client. This course provides the student with the opportunity to apply nursing knowledge in the clinical setting. Geriatrics, nutrition, diet therapy, pharmacologic and psychosocial aspects are integrated. *Prerequisites: Grade of "C" or better in previous nursing courses and departmental math competency.*

NUR-215 Adult Medical-Surgical II - Including IV Therapy 7-5-8
This course presents information regarding disorders of the gastrointestinal, endocrine, neurological, sensory, immune, reproductive systems and the client with an IV infusion. This course provides the student with the opportunity to apply nursing knowledge in the clinical setting. Geriatrics, nutrition, diet therapy, pharmacologic and psychosocial aspects are integrated. *Prerequisites: Grade of "C" or better in all of the previous nursing courses and math competency.*

NUR-225 Maternal and Pediatric Nursing 7-4-8
This course involves the study of nursing care of mother and infant during antepartal, intrapartal and postpartal periods. The pathophysiology of common diseases of children is included. Nutrition, pharmacology and the nursing process are integrated throughout the course. The clinical component gives the student opportunity to incorporate the theory into practice. *Prerequisite: Grade of "C" or better in all of the previous nursing courses and departmental math competency.*

NUR-230 Community/Mental Health Nursing 2-2-1
This course covers community nursing and emphasizes wellness, prevention and teaching of good health. It will also lead to a development of knowledge and skills necessary to provide basic mental health nursing care to patients who demonstrate common mental problems. Maintenance and restoration of health is included. Pharmacological aspects are integrated. *Prerequisite: Grade of "C" or better in all of the previous nursing courses.*

NUR-240 Management 1-1-0
This course involves the discussion of various leadership styles and techniques, not only as an individual, but as a team leader. It emphasizes the student's need for a variety of management skills, as the graduate prepares to work with the interdisciplinary needs of patient, family and staff. Guidelines for effective resumes, job interviews and the preparation for the NCLEX comprise the other areas of concern of this course. *Prerequisite: Grade of "C" or better in all of the previous nursing courses.*

(OTA) OCCUPATIONAL THERAPY ASSISTANT

OTA-100 Occupational Therapy Foundations 3-3-0
This course is an introduction to occupational therapy, its history, philosophies, values, and ethics. The occupational therapy process and role delineation of various occupational therapy personnel is explained. Students develop an understanding of professional organizations, practice settings, and the need for professional advocacy. *Prerequisites: BCS 120, COM 100, ENG 101, MTH 110, PLS 101, PSY 130 and admission into the OTA program.*

Course Descriptions (OTA)

Cr Hrs-Lec-Lab
X = Variable

OTA-105 Perspectives on Health 3-3-0
This course will provide students with an understanding of varying health needs and perspectives including the effects of disease and disability on occupational performance, sociocultural factors affecting occupation, global social issues, and models of health promotion and wellness. Various models of care will be examined including medical, community, education, and social models along with basic regulatory, reimbursement, and documentation guidelines for each. Students will receive an introduction to evidence-based practice in this course. *Prerequisites: BCS 120, COM 100, ENG 101, MTH 110, PLS 101, PSY 130 and admission into the OTA program.*

OTA-110 Dynamics of Human Movement 4-3-2
This course is a study of biomechanical, neurological, and sensory components of human movement as required for life roles. Assessment, treatment and communication skills are learned through extensive hands-on and problem solving activities. *Prerequisite: Admission into the OTA program.*

OTA-120 Therapeutic Media 3-2-2
The OT Practice Framework will be introduced. Various types of therapeutic media, as seen in occupational therapy service settings, will be utilized. Students will have the opportunity to enhance their activity analysis, communication and professional behavior skills. Opportunities to conduct simulated individual and group treatment sessions will be provided. *Prerequisites: BCS 120, COM 100, ENG 101, MTH 110, PLS 101, PSY 130 and admission into the OTA program.*

OTA-130 Principles of Neuroscience 2-2-0
This course focuses on the principles of neurological development as they relate to the occupational therapy assistant practice. Concepts of neurological structures and function, neurological development, motor learning, reflex development and integration and the impact of illness and disease related to neurological deficits are covered. *Prerequisites: BCS 120, COM 100, ENG 101, MTH 110, PLS 101, PSY 130 and admission into the OTA program.*

OTA-200 Therapeutic Design 3-1-4
This course focuses on fundamental design and construction techniques for adaptation in areas of occupation. Students will use evidence to justify recommendations for adaptation. Design in the areas of basic splinting, orthotics and prosthetics, assistive technologies, wheelchair seating and positioning, and community mobility will be explored. Students will demonstrate the ability to assess and provide appropriate adaptive interventions through the use of case studies. *Prerequisites: OTA 100, OTA 105, OTA 110, OTA 120, OTA 130, OTA 210, OTA 211, OTA 220, OTA 240 and OTA 250.*

OTA-210 Occupational Therapy in Early Development 4-3-2
This course is an exploration of the physical, perceptual, cognitive and psychosocial developmental sequence from birth through late adolescence. Normal and abnormal development are introduced along with occupational therapy evaluations and interventions. Family, social and legal issues and support services for this population are explored, as well as the occupational therapy process, role delineation and service provision in pediatric settings. *Prerequisite: OTA 100, OTA 105, OTA 110, OTA 120 and OTA 130.*

OTA-211 Practicum I 1-1-X
This course encompasses clinical observation in various settings as assigned by instructor. Students are responsible for transportation and expenses related to this course. *Prerequisite: Grade of "C" or better in all of the previous OTA required courses.*

OTA-220 Occupational Therapy in Mental Health 4-3-2
This course focuses on the psychosocial issues related to the practice of occupational therapy. The relevance of occupation and goal directed activity in mental health is explained. Evaluation and treatment techniques for individuals and groups is practiced. *Prerequisites: OTA 100, OTA 105, OTA 110, OTA 120 and OTA 130.*

OTA-240 Occupational Therapy in Physical Dysfunction 5-3-4
This course presents the study of physical dysfunction as it relates to occupational therapy in a medical setting. Disease etiology, progression and prognosis as related to occupational therapy practice are studied. Theories of assessments and interventions are demonstrated. Students have the opportunity to utilize various types of adaptive equipment, assistive technology and strategies to adapt, compensate or restore function. *Prerequisites: OTA 100, OTA 105, OTA 110, OTA 120 and OTA 130.*

Cr Hrs-Lec-Lab
X = Variable

OTA-241 Practicum II 1-1-X
This course encompasses clinical observation in various settings assigned by the instructor. Students are responsible for transportation and expenses related to this course. *Prerequisite: Grade of "C" or better in all of the previous OTA required courses.*

OTA-250 Occupational Therapy in Adult Development 4-3-2
This course focuses on occupational therapy assessment and interventions related to human growth and development from early adulthood to death. Normal and pathological conditions associated with aging are discussed. Students have opportunities for direct observation and interaction. *Prerequisite: Grade of "C" or better in all previous OTA required courses.*

OTA-260 Occupational Therapy in Vocational Settings 3-2-2
The focus of this course is occupational therapy as utilized by vocational and vocational rehabilitation settings. Concepts of ergonomics and work hardening are learned. Laboratory experiences provide the opportunity for students to fabricate, modify and utilize various types of equipment. *Prerequisite: Grade of "C" or better in all previous OTA required courses.*

OTA-270 Seminar 1-1-0
This course is designed to provide increased awareness of practice and professional development issues. Program management, professional development, credentialing and licensure is addressed. Students develop employment skills, such as resume writing and interviewing. Students discuss ethical dilemmas in the workplace and learn strategies for conflict resolution. *Prerequisites: OTA 100, OTA 105, OTA 110, OTA 120, OTA 130, OTA 210, OTA 211, OTA 220, OTA 240 and OTA 250.*

OTA-280 Practice Applications 5-3-4
This course provides an opportunity for students to develop clinical practice strategies in the areas of assessment, intervention, discharge, and documentation. Various practice settings and models are addressed through case-based learning. Students identify the role of research in practice and will learn to use evidence-based materials to make clinical decisions. *Prerequisites: OTA 100, OTA 105, OTA 110, OTA 120, OTA 130, OTA 210, OTA 211, OTA 220, OTA 240 and OTA 250.*

OTA-285 Practicum III 6-0-18 (Clinicals)
This course is comprised of a supervised clinical practice experience in a setting assigned by the instructor. The equivalent of full time clinical practice will be assigned. Students are provided with specific placement prior to registration for this course. Students are responsible for their own housing, transportation and other expenses related to this course. *Prerequisite: Grade of "C" or better in all of the previous OTA required courses.*

OTA-286 Practicum IV 6-0-18 (Clinicals)
This course is comprised of a supervised clinical practice experience in a setting assigned by the instructor. The equivalent of full time clinical practice will be assigned. Students will be provided with specific placement prior to registration for this course. Students will be responsible for their own housing, transportation and other expenses related to this course. *Prerequisite: Grade of "C" or better in all of the previous OTA required courses.*

(PHL) PHILOSOPHY

PHL-101 Introduction to Philosophy 3-3-0
This course examines the some of the questions and arguments which have influenced the western tradition of philosophical inquiry. Among the areas of philosophy we will explore are epistemology (What can I know?), metaphysics (What is real?), ethics (What makes a right action right?), philosophy of religion, and social and political philosophy.

PHL-105 Introduction to Ethics 3-3-0
This course is an investigation of the morals and values confronting the individual and society and an examination of the major systems, both traditional and modern, of ethical thought. An analysis of current topics will include the nature of morality and ethics and the criteria for evaluating actions.

Cr Hrs-Lec-Lab
X = Variable

PHL-110 Religions of the World 3-3-0
This course explores religion as a significant part of human experience and introduces the student to the historical development and the current beliefs and practices of diverse religious traditions in the United States and around the globe.

PHL-120 Introduction to the New Testament 3-3-0
This introductory course to the New Testament emphasizes its literary structure and development, the philosophical themes which run through it and the larger historical world from which it emerged. No previous familiarity with the New Testament is expected.

PHL-125 Introduction to the Old Testament 3-3-0
This introductory course to the Old Testament emphasizes its literary structure and development, the philosophical themes which run through it and the larger historical world from which it emerged. No previous familiarity with the Old Testament is expected.

(PHY) PHYSICS

PHY-100 Introduction to Astronomy 4-3-2
This course provides an introduction to basic astronomy. Students learn about the composition, dynamics, evolution of planets, stars and the universe. Laboratory activities give students the opportunity to demonstrate physics principles presented in lecture. One evening field trip required. *Prerequisite: Grade of "C" or better in MTH 110 or equivalent score on the Placement test.*

PHY-101 Survey of the Physical Sciences 4-3-2
This course is a comprehensive, descriptive study of the scientific principles of the physical world. Students will use the process of inquiry to gain an understanding of the physical sciences: physics, chemistry, astronomy, geology, and meteorology. This course is the recommended physical science course for Elementary Education majors, but will also satisfy the physical science requirement for an Associate of Arts degree. For non-science majors only. *Prerequisite: Grade of "NC" or better in MTH 050 or equivalent score on a placement exam.*

PHY-105 Introduction to Physics 4-3-2
This course provides an introduction to basic physics. Students apply the principles of mechanics, waves, matter and atomic theory. Laboratory activities give students the opportunity to demonstrate physics principles presented in lecture. This course is designed for non-science majors. *Prerequisite: Grade of "C" or better in MTH 110 or equivalent score on the Placement Test.*

PHY-110 Introduction to Geology 4-3-2
This course is an introduction to basic geology. Students learn about the principles and applications of mineralogy, petrology, structural geology, geomorphology and historical geology. Laboratory skills necessary for the study of geology are introduced. *Prerequisite: Grade of "NC" or better in MTH 050 or equivalent score on the Mathematics Placement Assessment test for entrance into MTH 110.*

PHY-120 General Physics I 4-3-2
This is an algebra based physics course. Students learn about the principles and applications of mechanics, wave motion and heat. Laboratory activities give students an opportunity to demonstrate physics principles presented in lecture. This course is designed for earth science, biology, chemistry, health and medical majors. *Prerequisite: Grade of "C" or better in MTH 130 or equivalent (MTH 131 recommended).*

PHY-130 General Physics II 4-3-2
This is an algebra based physics course. Students learn about the principles and applications of electromagnetism and optics. Laboratory activities give students the opportunity to demonstrate physics principles presented in lecture. This course is designed for earth science, biology, chemistry, health and medical majors. *Prerequisites: Grade of "C" or better in PHY 120 and grade of "C" or better in MTH 130 or equivalent (MTH 131 recommended) .*

Cr Hrs-Lec-Lab
X = Variable

PHY-140 Technical Physics 4-2-4
This course is a survey of basic physics for students majoring in technical fields. Students learn how the concepts of force, work, rate, resistance, energy, power and force transformation are related to mechanical, fluid, thermal and electrical systems. Laboratory activities give the students an opportunity to demonstrate physics principles presented in lecture. *Prerequisite: Grade of "C" or better in MTH 110 or MTH 125, or equivalent test score.*

PHY-220 Physics for Engineers and Scientists I 5-4-2
This is a calculus based physics course. Students learn about the principles and applications of mechanics, wave motion and heat. Laboratory activities give students the opportunity to develop the basic skills in data collection and analysis required in physics. This course is designed for pre-engineering, physics, chemistry and pre-med majors. *Prerequisite: Grade of "C" or better in MTH 140.*

PHY-222 Physics for Engineers and Scientists II 5-4-2
This course is a continuation of the calculus based physics course, PHY 220. Students learn about the principles and applications of electromagnetism and optics. *Prerequisites: Grade of "C" or better in MTH 140 and PHY 220.*

(PLB) PHLEBOTOMY

PLB-100 Introduction to Phlebotomy 2-1-2
Students develop knowledge and skills in phlebotomy. Skill development includes performing common blood collection methods using proper techniques and universal precautions. Collection covers vacuum collection devices, syringes, capillary skin puncture, butterfly needles, blood cultures and specimen collection on adults, children and infants. The course also emphasizes infection prevention, proper patient identification, quality assurance, specimen handling, order of draw and processing. *Prerequisite: Selective admission into the course.*

PLB-101 Phlebotomy Clinical 1-0-2
Students are assigned to various clinical facilities to develop knowledge and skills in a phlebotomy clinical environment. Skill development includes performing common blood collection methods using proper techniques and universal precautions. Collection covers vacuum collection devices, syringes, capillary skin puncture, butterfly needles, blood cultures, and specimen collection on adults, children and infants. The course also emphasizes infection prevention, proper patient identification, quality assurance, specimen handling, order of draw and processing. *Prerequisite: Grade of "C" or better in PLB 100.*

(PLS) POLITICAL SCIENCE

PLS-101 American Government and Politics 3-3-0
This course is an introduction to the origin, organization and policy of the United States and state government. The course fulfills Missouri state law requiring instruction in the Constitutions of the United States and Missouri.

PLS-102 Missouri Government and Constitution 1-1-0
This is a course restricted to transfer students only, dealing with functions, organizations and documentation of Missouri state and local government. *Prerequisite: PLS 101 or equivalent. Out of state transfer students only.*

PLS-103 Introduction to American Public Policy 3-3-0
This course deals with the process of policy formulation and with the historical development of specific public policies in such fields as economics, foreign affairs, education, business and labor, social welfare, criminal justice, health and environment. *Prerequisite: PLS 101.*

Cr Hrs-Lec-Lab
X = Variable

PLS-201 International Relations 3-3-0
This course is a study of international relations, international behavior, and the role of the nation-state within the international system. Areas of concentration include foreign policy, major social and political forces at work in the contemporary world, theories of international relations, nationalism and conflict/cooperation. *Prerequisite: PLS 101 or GRY 101.*

PLS-250 The Politics of the Environment 3-3-0
Environmental politics provides an in-depth analysis of the domestic and global dimensions of environmental issues, including air and water pollution, hazardous waste, stratospheric ozone depletion, global warming, the green-house effect, population policy and alternative energy systems. This course will focus on the political interactions within and across nation-states in dealing with environmental problems. *Prerequisite: PLS 101.*

PLS-255 Environmental Laws and Regulations 3-3-0
This course provides an introduction to hazardous waste regulations, solid waste management programs, the Clean Air Act, OSHA regulations, the Clean Water Act, environmental audits, remediation technology and issues relating to the impact of environmental laws on society.

(PSY) PSYCHOLOGY

PSY-100 Psychology of Personal Adjustment 3-3-0
This course introduces the psychological principles that contribute to the well-adjusted personality. It explores how to integrate these principles into an explanation of human adjustment and apply them to stress and mood management, human relationships, self-esteem and personal adjustment.

PSY-110 Introduction to Psychology 3-3-0
This course provides an introduction to psychology including history and systems, physiology, human growth and development, sensation and perception, learning, memory, emotion, motivation, personality, adjustment, psychopathology, industrial and social psychology.

PSY-130 Life Span Developmental Psychology 3-3-0
This course is a study of human life span development, including the physical, emotional, cognitive and social developments and changes from conception through death.

PSY-210 Research Methods in Psychology 3-3-0
This course will explore the basic principles underlying the design of empirical studies and the relationship between research design and statistical analysis. It will familiarize students with a variety of basic research methods and the mechanics and structure of empirical journal articles. Students will design and conduct a research project. *Prerequisites: PSY 110, ENG 101, MTH 105 or higher.*

PSY-255 Psychology of Work Behavior 3-3-0
This course provides an introduction to the concepts used in industrial and organizational psychology. Specifically, employee selection, performance appraisal, training, motivation, workplace health and consumer behavior are included. *Prerequisite: PSY 110.*

PSY-260 Child Psychology 3-3-0
This course is the study of developmental psychology as it relates to the child from conception to middle childhood. It will cover the biological, behavioral, cognitive, emotional and cultural development of the child as well as family and social influences such as discipline and abuse. *Prerequisite: PSY 110.*

PSY-265 Adolescent Psychology 3-3-0
This course is the study of developmental psychology as it relates to the adolescent and the transition from childhood to adulthood. It will cover the biological, behavioral, cognitive, emotional, and cultural development of the adolescent and issues such as attitudes, interest, and socialization specific to the adolescent. *Prerequisite: PSY 110.*

Cr Hrs-Lec-Lab
X = Variable

PSY-270 Psychology of Aging 3-3-0
This course explores the mental, biological, physical, emotional, social and personality development as one ages, as well as mental health and coping. It considers psychological changes in adulthood, middle age and late adulthood. *Prerequisite: PSY 110.*

PSY-275 Consumer Psychology 3-3-0
This course provides an introduction to the concepts used in consumer psychology. This course explores such concepts as buying habits of consumers, advertising styles of organizations and the methods of interactions between them. *Prerequisite: PSY 110.*

PSY-280 Social Psychology 3-3-0
This course provides an introduction to the psychology of social behavior. Systematic consideration of such concepts as social influence, conformity and deviation, social attitudes and prejudice, socialization and personality, communication and propaganda, morals, ethics and qualities of leadership are included. *Prerequisite: PSY 110 .*

PSY-285 Abnormal Psychology 3-3-0
This course provides an introduction to psychological pathology. This course encompasses an examination of deviant behavior from both the historical and the present by the study of etiology, description, classification and psychotherapy as each relates to abnormal behavior. *Prerequisite: PSY 110.*

(PTA) PHYSICAL THERAPIST ASSISTANT

PTA-100 Introduction to Physical Therapist Assistant 2-2-0
This course provides an introduction to the role and scope of practice of the Physical Therapist Assistant. Emphasis will be on educational preparation, historical overview of physical therapy in the healthcare system, professional affiliations, structure and function of physical therapy services, ethical and legal issues in healthcare and the demographics of disability. This course also provides an introduction to a self-study program in medical terminology. *Prerequisite: Admission to the PTA program.*

PTA-140 Basic Neuroscience and Motor Development 1-1-X
This course focuses on principles of neuroanatomy, neurophysiology, motor behavior, motor development and motor learning. *Prerequisite: Acceptance into the Physical Therapist Assistant program.*

PTA-200 Therapeutic Procedures 5-3-6
This course is an introduction to patient care activities, fundamentals of patient handling, data collection, infection control procedures, wound management and environmental safety as related to physical therapy. *Prerequisite: Grade of "C" or better in all of the previous Physical Therapist Assistant courses.*

PTA-210 Clinical Education I 1-4-0 (Clinicals)
This course entails an initial one-week observation experience in a physical therapy clinic to gain an overview of the practice of physical therapy in the contemporary healthcare environment. *Prerequisites: Grade of "C" or better in all of the previous Physical Therapist Assistant courses.*

PTA-220 Physical Agents and Therapeutic Massage 4-3-3
This course is a study of the use of physical agents and massage in the practice of physical therapy for the relief of pain and inflammation and the facilitation of motor function. The course includes techniques of application, indications, contraindications, precautions and conditions for which treatment is provided. *Prerequisite: Grade of "C" or better in all of the previous Physical Therapist Assistant courses.*

PTA-225 Clinical Kinesiology 5-4-2
The focus of this course includes principles of motion, body movements, muscle actions, and joint mechanics in relation to human movement. Principles of anatomical and biomechanical analysis as related to normal movement and modified by pathological conditions are included. *Prerequisite: Admission to the PTA program.*

Cr Hrs-Lec-Lab
X = Variable

PTA-230 Therapeutic Exercise I / Orthopedic and Cardiopulmonary Conditions 4-3-3

This course provides an introduction of basic exercise principles and the application to musculoskeletal and cardiopulmonary conditions commonly encountered in physical therapy practice with discussion, demonstration and practice of therapeutic exercise interventions designed to improve musculoskeletal or cardiopulmonary function. *Prerequisite: Grade of "C" or better in all of the previous Physical Therapist Assistant courses.*

PTA-240 Therapeutic Exercise II/Neurologic Conditions 3-2-3

This course provides an introduction of basic therapeutic intervention strategies for patients with neurologic conditions commonly encountered in physical therapy practice. Discussion, demonstration and practice of therapeutic interventions and compensatory strategies for impaired function are included. *Prerequisite: Grade of "C" or better in all of the previous Physical Therapist Assistant courses.*

PTA-250 Clinical Education II 3-0-X (Clinicals)

This course entails a two-week, full-time, supervised clinical experience at each of two healthcare facilities in which there will be active student participation in patient care consistent with the completed academic coursework. *Prerequisite: Grade of "C" or better in all of the previous Physical Therapist Assistant courses.*

PTA-260 Professional Behaviors for the PTA 3-2-3

This course provides an introduction to the concept of individual differences, communication skills, psychology of disability and professional behavior within the healthcare delivery system. *Prerequisite: Admission to the PTA program.*

PTA-270 Selected Topics 2-2-0

This course is comprised of selected topics in physical therapy to complement prior course work and to respond to student and faculty (academic and clinical) identified requests for additional information. Clinical topics may include: advanced wound topics, chronic pain, orthotics, prosthetics and other contemporary issues encountered in physical therapy delivery systems. *Prerequisite: Grade of "C" or better in all of the previous Physical Therapist Assistant courses.*

PTA-280 Clinical Education III 10-0-X

This course is comprised of a six-week, full-time, supervised clinical experience at each of two healthcare facilities. One facility must be an acute general hospital setting. Prior completion of academic coursework will allow integration of classroom and clinical experiences with refinement of assessment, communication and treatment skills. *Prerequisite: Grade of "C" or better in all of the previous Physical Therapist Assistant courses.*

(RDG) READING

RDG-040 Reading Comprehension 3-3-0

Students are actively engaged with a tutor in an individualized program that will build vocabulary, increase comprehension and make reading easier and more enjoyable. Progress is measured through pre- and post-testing, completion of coursework and tutor observation. If students complete this course but still are not reading at a 12th grade level, they may retake RDG 040.

RDG-050 Introduction to College Reading 3-3-0

This course will help students develop college reading skills. By developing critical reading strategies for specific college courses students will be able to meet the reading demands of college-level courses. Critical reading and thinking, vocabulary development, literal and critical comprehension, and organization of written material will be stressed.

Cr Hrs-Lec-Lab
X = Variable

RDG-100 College Vocabulary 1-0-2
This course is designed for students who want to expand their college level vocabulary skills through the study of word origins and word parts including prefixes, roots, suffixes and word families. Students will be introduced to vocabulary essential to understanding basic concepts required in general education courses. Students will be assisted in expanding their word comprehension. This course is self-paced. An instructor in the Speckman Tutoring & Learning Center will assist students in their course of study on a flexible schedule. Enrollment in this course is open until midterm.

RDG-105 College Learning Strategies 3-3-0
This course teaches strategies that will help students succeed in college course work. Students will develop personal learning strategies for various courses. Topics include comprehending college material, integrating new information with prior knowledge for memory and evaluating written material. The relationship between reading and writing is emphasized. *Concurrent enrollment in a 100 level or above course is recommended.*

RDG-106 Technical Reading 3-3-0
Students will work on comprehending and applying critical reading and thinking to occupational and workplace literature. Topics will include reading workplace materials including manuals, memos, letters, reports, proposals and graphs, charts and tables. Textbook reading, test taking and vocabulary strategies for technical coursework will also be taught.

(RST) RESPIRATORY THERAPY

RST-105 Cardiopulmonary Anatomy and Physiology 3-3-0
This course is a study of the gross anatomy and microscopic anatomy of the pulmonary and cardiac systems. Electrophysiology of the heart, mechanics of ventilation, gas transport and neurochemical control of ventilation are presented. *Prerequisite: BCS 120 or BCS 140.*

RST-210 Respiratory Equipment and Therapeutics 3-3-0
This course focuses on gas laws, aerosol, humidity, chest physiotherapy, IPPB and medical gas therapy. Prerequisite: Acceptance into the Respiratory Therapy program.

RST-215 Respiratory Pharmacology 2-2-0
Concepts of basic drug science and their application to respiratory drugs, including bronchodilators, corticosteroids, mucokinetic agents and antibiotics are covered. The student is also introduced to other drugs commonly used by pulmonary patients. *Prerequisite: Acceptance into the Respiratory Therapy program.*

RST-223 Mechanical Ventilation 4-4-0
This course focuses on the management of ventilatory failure, including ventilator commitment, blood gas management and weaning. Operation of common ventilators and various techniques of mechanical ventilation are presented. *Prerequisite: Grade of "C" or better in all of the previous Respiratory Therapy courses.*

RST-226 Cardiopulmonary Diagnostics I 2-2-0
This course focuses on the performance and analysis of pulmonary function studies arterial blood gases. *Prerequisite: Grade of "C" or better in all of the previous Respiratory Therapy courses.*

RST-227 Cardiopulmonary Diagnostics II 2-2-0
This course focuses on patient assessment techniques, chest x-ray interpretation, and EKG interpretation. *Prerequisite: Grade of "C" or better in all of the previous Respiratory Therapy courses.*

RST-228 Pulmonary Diseases 3-3-0
This course is a survey of pathological disorders of the lungs. Etiology, pathophysiology, clinical manifestations and treatment are covered for each disease. *Prerequisite: Grade of "C" or better in all of the previous Respiratory Therapy courses.*

Cr Hrs-Lec-Lab
X = Variable

RST-240 Pediatric Respiratory Therapy 3-3-0
This course includes fetal development, high risk anticipation, newborn assessment and care, neonatal and pediatric respiratory diseases and therapies, monitoring, airway care, mechanical ventilation and home care. *Prerequisite: Grade of "C" or better in all of the previous Respiratory Therapy courses.*

RST-242 Applied Cardiopulmonary Pathology 3-3-0
This course is a study of techniques used to monitor and treat the pathophysiological processes encountered in respiratory care. The course includes the evaluation of cardiac output, intravascular pressures and tissue oxygenation. *Prerequisite: Grade of C" or better in all of the previous Respiratory Therapy courses.*

RST-251 Special Procedures in Respiratory Care 2-2-0
The focus of this course will be on assisting the physician with bronchoscopy, thoracentesis, tracheotomy, chest tube insertion, invasive cardiac monitoring, pulmonary rehabilitation, quality control procedures and equipment evaluation. *Prerequisite: Grade of "C" or better in all of the previous Respiratory Therapy courses.*

RST-253 Advanced Respiratory Therapy Theory 2-2-0
This course is an analysis of therapeutic procedures to achieve and maintain a patent airway, adequate ventilation and oxygenation and removal of broncho-pulmonary secretions. *Prerequisite: Grade of "C" or better in all of the previous Respiratory Therapy courses.*

RST-281 Clinical Practicum I 4-0-0
This course provides practical experience in the hospital setting, medical gas therapy, chest physiotherapy and IPPB therapy. *Prerequisite: Acceptance into the Respiratory Therapy Program.*

RST-282 Clinical Practicum II 8-0-0
This course focuses on critical care, mechanical ventilation, arterial blood gases and departmental specialty areas. *Prerequisite: Grade of "C" or better in all of the previous Respiratory Therapy courses.*

RST-283 Clinical Practicum III 8-0-0
This course provides practical experience in critical care, neonatal, medical, pediatric and surgical intensive care patients. Practical experience in special procedures and department management skills is also included. *Prerequisite: Grade of "C" or better in all of the previous Respiratory Therapy courses.*

(SOC) SOCIOLOGY

SOC-101 Introduction to Sociology 3-3-0
This course is an inquiry into the nature of society, the foundation of group life, institutions, structure of society and the role of the individual as a group member. Emphasis on implications for social change is encouraged.

SOC-200 Cultural Diversity 3-3-0
This course is designed to broaden the student's awareness of the cognitive knowledge and skill necessary to effectively interact with and/or serve a culturally diverse population. This course focuses on contemporary issues of gender, class, race, sexual orientation, religious and ethnic experiences in American life. The course develops skills in recognizing diversity within social systems from a tri-dimensional perspective: individual, group and organizational. This course requires students to understand the organizational and managerial aspects of cultural diversity in order to compete within the workplace and within our global world. *Prerequisite: SOC 101.*

Cr Hrs-Lec-Lab
X = Variable

SOC-210 Urban Sociology 3-3-0
This course is an inquiry into the origin and practice of urban sociology. The course explores theories of urbanization, urbanization of the United States, contemporary urban problems, and global urban development. This course partially fulfills Social/Behavioral Science requirement. *Prerequisite: SOC 101.*

SOC-225 Sociology of Family 3-3-0
This course is an exploration into the structural diversity of family including social construction and historical change, social location, current issues in marriage and family, and the family as a primary group of interpersonal relationships structured by gender roles. *Prerequisite: SOC 101.*

SOC-250 Service Learning in the Community: Making Sociology Real 3-1-4
This course combines community service with classroom instruction to develop the student's critical and reflective thinking skills. Students are involved in a process of volunteering, journaling and reflecting that is meaningful for advancing sociological understanding as well as making a difference in the community and the student's personal life. *Prerequisite: SOC 101.*

(SPN) SPANISH

SPN-101 Beginning Spanish I 3-3-0
This course covers the essentials of pronunciation, verb construction, vocabulary, and speech patterns through aural-oral practice. This course serves as introduction to Spanish speaking cultures. Class will be conducted in Spanish to the extent that is practical.

SPN-102 Beginning Spanish II 3-3-0
This course is a continuation of Beginning Spanish I. Pronunciation, verb construction, vocabulary and speech patterns will be emphasized. This course serves as introduction to Spanish-speaking cultures. Class will be conducted entirely in Spanish. *Prerequisite: Grade of "C" or better in SPN 101.*

SPN-201 Intermediate Spanish I 3-3-0
This course will emphasize improving pronunciation, verb construction, vocabulary and speech patterns. It introduces students to Spanish composition and Spanish literary forms. The class will be conducted entirely in Spanish. *Prerequisite: Grade of "C" or better in SPN 102.*

SPN-202 Intermediate Spanish II 3-3-0
This course is a continuation of Intermediate Spanish I. Students to improve pronunciation, verb construction, vocabulary and speech patterns. Students start spontaneous conversation, write more compositions and read short stories and poetry. The class is conducted entirely in Spanish. *Prerequisite: Grade of "C" or better in SPN 201.*

SPN-205 Conversational Spanish 3-3-0
The primary objective of the course is to develop the student's competency in communicating through the spoken medium. Students engage in conversation and role playing at a formality level appropriate to their language knowledge. Class may also meet in real settings: such as, a restaurant, a hospital or Hispanic neighborhood. Emphasis is on idiomatic expressions used in daily speech, pronunciation, and vocabulary building. *Prerequisites: Grade of "C" or better in SPN 202 or concurrent enrollment.*

Cr Hrs-Lec-Lab
X = Variable

(SSM) SOPHOMORE SEMINAR

SSM-201 Sophomore Seminar 3-3-0
(Subtitled with the focus of the particular section)
In this course, students apply critical thinking, analytical reading, valuing, and information management skills to topics across the general education curriculum. Each section of this course focuses upon a different and specific topic, as indicated in the title for that course section. A seminar format requiring independent work, intellectual creativity and academic rigor is used to enhance the students' transition to upper level college work. *Prerequisites: Minimum of 28 hours in the General Education Transfer block must include ENG 102 or ENG 150 (or concurrent enrollment), CIS 101 and MTH 110 (or higher). Additional prerequisites may be required for certain sections.*

(SUR) SURGICAL TECHNOLOGY

SUR-105 Operating Room Technique I 6-5-3
This course introduces students to surgical asepsis, communication, surgical instrumentation and basic lab skills. *Prerequisites: Admission to Surgical Technology program; Grade of "C" or better in BCS 120, BCS 200 and HIT 191.*

SUR-106 Operating Room Technique II 6-5-3
This course introduces students to anesthesia concepts, hemostasis, positioning, wound closure materials, potential complications, infection, wound healing, and death and dying. This includes more advanced lab skill procedures. *Prerequisite: Grade of "C" or better in SUR 105.*

SUR-110 Pharmacology for Surgical Technologists 2-2-0
This course introduces basic pharmacology including mathematics, drug regulation and administration. The student is introduced to medications commonly used in surgery and learns how to safely prepare drugs for administration. Anesthetic agents and concepts are taught to give the student a more complete picture of surgical patient care. *Prerequisite: Admission to the Surgical Technology program.*

SUR-120 Surgical Procedures I 8-5-X
This course is designed to instruct the learner to identify the operative sequence for surgical procedures. Emphasis is placed on surgical anatomy, equipment, and supplies needed for each procedure and surgical sequence. Areas studied include general surgery, gastrointestinal surgery, obstetrics and gynecology, genitourinary, ophthalmic, ear and nose, and laser surgeries. Students will be assigned to cases in the operating room where they will learn to become proficient in their skills. Sterile technique will be practiced. *Prerequisites: Grade of "C" or better in SUR 106 and SUR 110.*

SUR-121 Surgical Procedures II 8-5-X
This course is designed to instruct the learner to identify the operative sequence for surgical procedures. Emphasis is placed on surgical anatomy, equipment, and supplies needed for each procedure and surgical sequence. Areas studied include thoracic, orthopedics, plastic, vascular, cardiac, throat, neurosurgery, pediatric, geriatric, and trauma surgeries. Students will be assigned to cases in the operating room where they will learn to become proficient in their skills. Sterile technique will be practiced. Students will be assigned to more advanced cases. *Prerequisite: Grade of "C" or better in all of the previous Surgical Technology courses.*

(TEC) TECHNICAL EDUCATION CURRICULUM

TEC-285 Occupational Seminar 1-1-0
Instruction for this course includes career identification, self-assessment, resume' development, preparation of cover letters, completion of applications for local jobs, learning the on-line employment application process, research of local companies, jobs available, and current salary ranges, job searching techniques and tools, interviewing skills, follow-up steps after the job interview and on-the-job performance expectations. *Prerequisite: Minimum of 30 hours toward degree program or advisor's approval.*

Cr Hrs-Lec-Lab
X = Variable

(THR) THEATER

THR-101 Introduction to Theater 3-3-0
In this course, students participate in lectures and discussions based on the course text in order to gain and develop knowledge of the major figures, periods and aesthetic movements within the western theatrical tradition. Students apply this knowledge to critical analyses of their own experience in live theatre productions, as well as participation in creative projects, such as acting, playwriting or theatrical design.

THR-110 Acting Fundamentals 3-2-2
This course is designed to introduce the student to the fundamentals of acting and make the student a more informed observer of the acting experience. The course serves as an introduction to the fundamental rehearsal process culminating in the performances of selected scenes. Attendance at live theatre productions is required.

THR-115 Introduction to Script Analysis 3-3-0
This course is designed as an introduction to analysis of the script and its translation from page to performance through an examination of the relationships of directors, designers, performers and audience in the rehearsal process and theatrical performance.

THR-116 Introduction to Performance Studies 3-3-0
Students infuse scholarly research with artistic practice in exploration of performance. The course uses the study of cultural performance, including ritual, socio-cultural and artistic performances as a means of broadening cultural awareness and cultural literacy. This course offers a broad understanding of performance as a subject and method of study. It also develops life-long skills such as information-gathering, reasoning and synthesizing abilities which contribute to an understanding of self, culture and society.

THR-118 Costume Design and Production 3-2-2
Students explore the design process, costume silhouette and detail, and scripts and character analysis within the context of historical theatrical costuming connected to the concurrent Fine Arts production.

THR-120 Acting I 3-2-2
This course introduces the basic skills of actor performance which include using the body and voice as tools and working cooperatively and efficiently with others. While various acting theories are introduced, the Stanislavski System will be emphasized as the main theoretical basis and a shared vocabulary for the development and evaluation of in-class performances. The students explore the interrelation of onstage and offstage performances, drawing upon life experience as a basis for creating characters for the stage. Attendance at live theatre productions is required.

THR-121 Acting II 3-2-2
In this course, students engage in an intensive series of scene studies, covering a range of styles and periods of theatre performance. They are exposed to theories of master teachers of acting, and introduced to many tools for characterization which they can apply to their work. Through this process, students design and develop their own process for creating and performing a role. Through warm-ups and exercises, students develop a greater individual and ensemble awareness, control of their bodies, voices, and concentration. Attendance at live theatre productions is required. Pr*erequisite: THR 110 or Grade of "C" or better in THR 120.*

THR-125 Beginning Playwriting 3-3-0
In this introductory course, students learn specific techniques, practical exercises, and methods from award winning playwrights. This course is designed to work with the basic building blocks of dramatic structure, explore character development, analyze the elements of good dialogue writing, research how to get plays published and explore marketing tools to make a play a best seller. The course includes candid exploration of famous plays. Staged readings of the student's original work are held during finals and open to the public.

Cr Hrs-Lec-Lab
X = Variable

THR-130 Introduction to Theatrical Design and Technical Theatre 3-1-4

In this hands-on course students gain an understanding of the duties of the scenic, costume, lighting and sound designers and all related production members. Students learn about the working relationships between designers and other members of the production and how the theatrical product moves from concept to realization onstage. Students learn about physical theatre spaces, as well as design fundamentals that are applicable to each of the design areas.

THR-215 Introduction to Stage Directing 3-2-2

Introduction to Stage Directing is a theatre arts elective in which students study the principles, procedures, and practices of stage direction. Students learn how to select, analyze, and conceptualize a play script. They learn how to research the text and develop a prompt book for rehearsal. Students learn the basics of staging through a variety of exercises in which they will direct and be directed by their classmates. Finally, they cast, rehearse, and present a ten minute play of their choosing for public performance. Pr*erequisite: Grade of "C" or better in THR 110 and grade of "C" or better in THR 115.*

(TLC) SPECKMAN TUTORING AND LEARNING CENTER

TLC-011 Computer Basics 1-0-2

This course provides a brief introduction for students who are largely unfamiliar with computers. Computer Basics introduces students to the very basic use of word processing and the management of files created. Students learn how to write and send e-mail, search the Internet and become familiar with the variety of directories available on the desktop. A step-by-step approach is used to give students the important computer skills needed for college course work. Students should report to the Speckman Tutoring & Learning Center to develop a course completion plan. Enrollment in this course is open until midterm.

TLC-022 Study Strategies for College 1-0-2

This course is designed as a brief overview of study strategies that college students need in order to succeed in college course work. Topics covered in this course include time management, note taking, textbook reading, test taking, critical thinking, memory strategies and health issues that affect college success. Students should report to the Speckman Tutoring & Learning Center to develop a course completion plan. Enrollment in this course is open until midterm.

TLC-023 Mathematics Study Strategies 1-0-2

This course assists students develop the study skills necessary for success in any mathematics course. Some of the topics include: note taking, reading a math textbook, test taking and reducing math anxiety. This course is open to any student currently enrolled in any OTC mathematics course. Enrollment in this course is open through the fourth week of the semester. *Prerequisite: Must be concurrently enrolled in a mathematics course.*

TLC-032 Foundations of Mathematics 2-1-2

This course is recommended for the student who needs a review of the computational skills required for entering a MTH 040 course. The course covers the addition, subtraction, multiplication, and division of whole numbers, order of operations, an introduction to exponents, addition and subtraction of single- and double-digit integers and signed fractions, the solving of simple equations, translations and applications, and conversions with fractions, decimals, and percents. Enrollment is open through the fifth week of the semester.

TLC-041 Basic English Grammar 1-1-0

This course provides students an opportunity to review basic English language skills in preparation for college-level courses and employs a functional approach to grammar. Students learn the basics of punctuation, grammar and sentence structure, and then apply what they have learned to their writing. Students enrolled in 100-level courses who need to review language skills are encouraged to enroll in this course as well. The class meets one time per week for 50 minutes, and additional outside work will be required. Students should report to the Speckman Tutoring & Learning Center during the first week of their enrollment. Enrollment is open until midterm, but it is suggested that students enroll by the fourth week of the semester.

Cr Hrs-Lec-Lab
X = Variable

TLC-050 Vocabulary 1-0-2
This course is for students who want to improve their vocabulary. It is a self-paced, computer-assisted course that emphasizes learning vocabulary through context. Students will take a pretest and be placed in an appropriate level of study. An instructor assists students in a course of study and will assess students' progress. Students will work in the Speckman Tutoring & Learning Center on a flexible schedule. This course has four levels, and students may re-enroll in the course for advanced work. Students should report to the Speckman Tutoring & Learning Center for a course completion plan. Enrollment in this course is open until midterm.

TLC-051 Reading Comprehension Improvement 1-0-2
This course helps students develop better reading comprehension skills through lab exercises that include computer-assisted and workbook components. Topics covered include understanding the main idea, identifying supporting detail, distinguishing between fact and opinion, drawing inferences and conclusions and/or other similar topics. Students should report to the Speckman Tutoring & Learning Center for a course completion plan. Enrollment in this course is open until midterm.

TLC-052 Reading Rate Improvement 1-0-2
This course is designed to help improve reading speed while maintaining a high level of comprehension. It is individualized and self-paced. Students work with a computer software program and workbook to improve their reading speed. An instructor assists each student in a course of study and will assess student progress. Students work in the Speckman Tutoring & Learning Center on a flexible schedule and should report there for a course completion plan. Enrollment in this course is open until midterm.

(WLD) WELDING TECHNOLOGY

WLD-101 Welding Fundamentals 3-2-2
This course provides study and practice of fundamental welding processes that include oxyacetylene, metallic arc, MIG and TIG. This does not satisfy any OTC requirements within the A.A. or A.A.S. degree programs. *This course should be taken as general elective only.*

WLD-111 Shielded Metal Arc Welding I 4-2-4
This course is an application of entry level skills and knowledge of shielded metal arc welding, oxy-fuel cutting, plasma arc cutting, and carbon arc cutting and gouging are taught in this course. Standards set by the American Welding Society (AWS) are utilized in both classroom study and laboratory work.

WLD-112 Shielded Metal Arc Welding II 4-2-4
This course follows WLD 111 and introduces the student to the entry level skills and knowledge of welding the various joint designs in various welding positions with the shielded metal arc welding process. *Prerequisite: WLD 111.*

WLD-113 Gas Metal and Flux Cored Arc Welding 4-2-4
The student will learn and apply entry level skills and knowledge of welding with gas metal and flux cored arc welding processes. Standards set by the American Welding Society (AWS) are utilized in both classroom study and laboratory work.

WLD-114 Gas Tungsten Arc Welding 4-2-4
This course examines safe practices in the welding industry as well as welding theory, terms, and definitions. Students will weld on carbon steel, stainless steel, and aluminum.

WLD-221 Advanced Shielded Metal Arc Welding 4-2-4
This course provides an in-depth study and application of skills and knowledge of shielded metal arc welding, oxy-fuel cutting, plasma arc cutting, and carbon arc gouging using standards set forth by the American Welding Society (AWS). *Prerequisites: WLD 111 and WLD 112.*

Course Descriptions (WLD)

Cr Hrs-Lec-Lab
X = Variable

WLD-222 Advanced Gas Metal Arc Welding 4-2-4
This course provides the student with an in-depth study of advanced skills and knowledge of the gas metal arc welding process. *Prerequisite: WLD 113.*

WLD-223 Advanced Flux Cored Arc Welding 4-2-4
This course provides the student with an in-depth study of advanced skills and knowledge of the flux cored arc welding process. Welding theory terms and definitions as well as self-shielded and gas shielded electrodes are applied. *Prerequisite: WLD 113.*

WLD-224 Advanced Gas Tungsten Arc Welding 4-2-4
This course provides the student with an in-depth study of advanced skills and knowledge of welding with the gas tungsten arc welding process. *Prerequisite: WLD 114.*

WLD-225 Welding Inspection Technology I 4-3-2
This course introduces the student to the skills and knowledge required to become a welding inspector.

WLD-226 Welding Inspection Technology II 4-3-2
This course is a continuation of the study of the skills and practice required to become a welding inspector. *Prerequisite: WLD 225.*

WLD-230 Master Welder 32-16-32
This course introduces students to entry level skills and knowledge of shielded metal arc welding, oxy-fuel cutting, plasma arc cutting and carbon arc cutting and gouging. Students are also introduced to welding the various joint designs in different welding positions with the shielded metal arc welding process. Welding with the gas metal, flux cored, and gas tungsten arc welding process is introduced to students.

WLD-290 Co-Operative Ed/Intern/Related Elective Variable 1-3
This course is comprised of a supervised work experience in the major field which provides the student with the opportunity to make practical application of the knowledge and skills attained through coursework. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. *Prerequisites: Completion of 30 credit hours and 2.0 GPA, or advisor's approval. Please see the department chair of the specific program area for application.*

Ozarks Technical Community College

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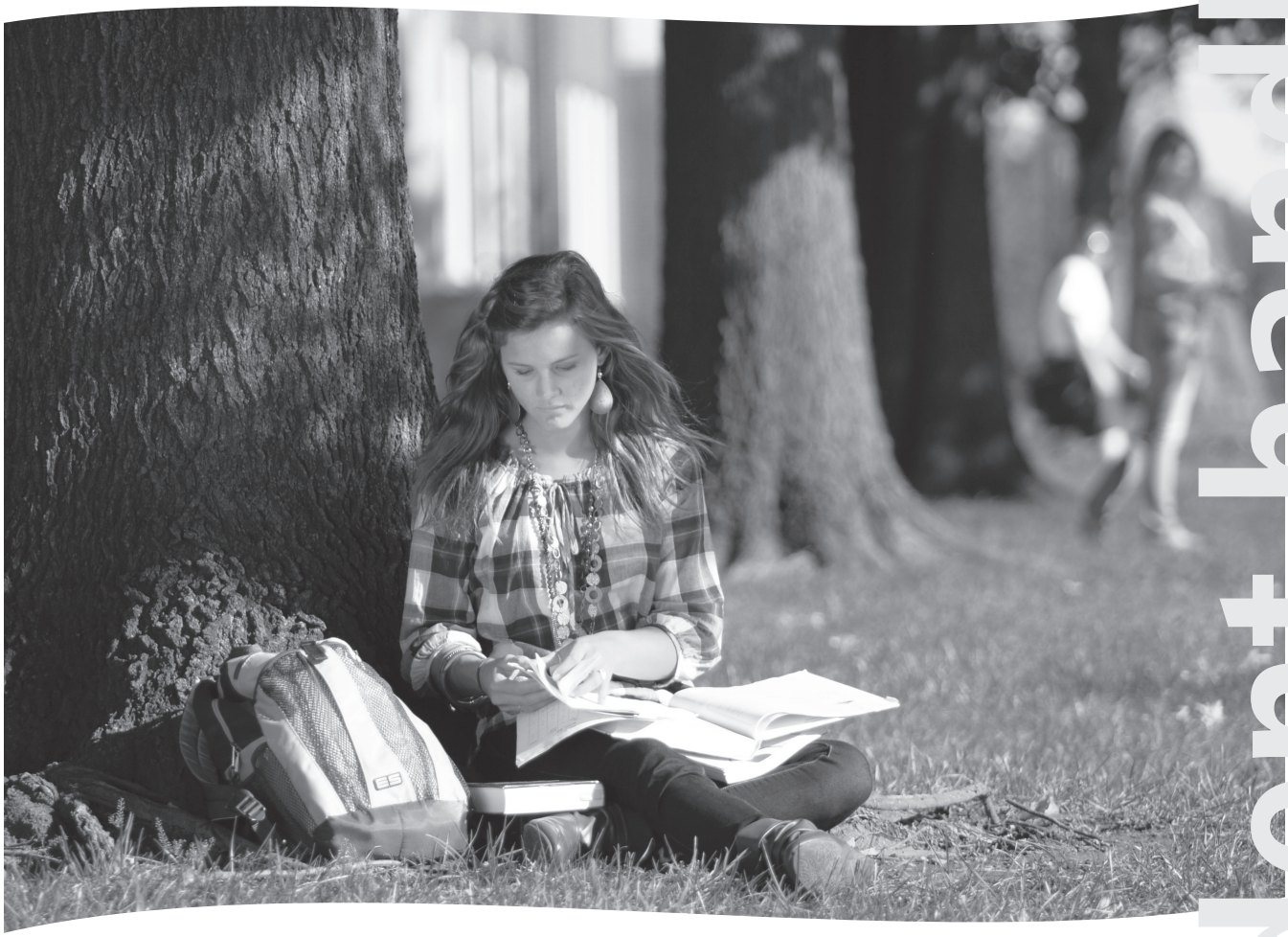

The OTC Student Handbook is published by the office of the Dean of Students. All efforts have been made to assure accuracy of the information contained in this handbook. Questions regarding the Student Handbook should be directed to the Dean of Students, Information Commons West, Room 219-G.

ACADEMIC & COURSE GRADE APPEAL PROCEDURE

The College has established an equitable and orderly process to resolve academic dissatisfaction. This may include final grades, instructional procedures, attendance, instructional quality and situations related to academic issues.

Procedure:
In appeals related to final grades, it shall be the responsibility of the student to prove that the grade is incorrect or unjustified. A grade of "F" received due to improper course withdrawal is not subject to this procedure.

Step 1: Informal Resolution: Every reasonable effort should be made by both parties (i.e. student and instructor) to resolve the matter through informal discussion.

Step 2: If adequate resolution is not obtained through informal discussion, the student should proceed as follows:

1. The student will complete a Student Academic/Course Grade Appeal form.
2. A copy of this form will be submitted electronically to appeals@otc.edu. The form will be distributed to the instructor and appropriate administrators.
    i. For non-final grade appeals this should occur within thirty calendar days following the event
    ii. For appeals that involve final grades, this should occur by the Friday of the fourth week of the next term.

A written decision will be rendered by the instructor electronically to all involved parties within ten college business days following the filing of the appeal.

Step 3: If the student is not satisfied with the disposition of the appeal at Step 2, within ten college business days after receipt of the Step 2 response the following information can be submitted electronically to appeals@otc.edu. The documents will be distributed to the appropriate Dean and administrators.

1. A copy of the written appeal submitted in Step 2
2. Instructor's written response

A written decision will be rendered by the Dean to all involved parties within ten college business days following the filing of the appeal.

Step 4: If the student is not satisfied with the disposition of the appeal at Step 3, a request for an evaluation by the Academic Appeals Committee can be submitted, within ten college business days after receipt of the Step 3 response. The following information should be submitted to appeals@otc.edu:

1. A copy of the written appeal submitted in Step 2
2. Instructor's written response
3. Dean's written response

Upon the determination by the committee, the Chair of the Academic Appeals Committee will provide recommendation for resolution to the Vice President for Academic and Student Affairs within five college business days after the completion of the evaluation.

The Vice President for Academic and Student Affairs shall make a ruling regarding the appeal within ten college business days after receipt of the documentation. The Vice President's decision shall be final and will be delivered in written form to all involved parties.

General Provisions:
In no case may an individual involved at an earlier level of the grievance serve on the Academic Appeals Committee. The committee, Dean, and/or Vice President has the responsibility to interpret the appeal in light of established laws, rules, policies, procedures, and regulations. Copies of the final resolution of the appeal shall be forwarded to the involved parties and to all administrative officials involved in the appeal. Files of resolved appeals shall be maintained in the office of the Vice President for Academic and Student Affairs.

GRIEVANCE PROCEDURE FOR STUDENTS

Students having complaints, other than grade appeals or academic dissatisfaction, which cannot readily be resolved through normal channels, may bring their complaint to the Dean of Students. If the Dean of Students cannot satisfactorily resolve the complaint, the student may request the matter be referred to the college Student Grievance Committee. The chairperson will convene the committee. The committee will hear the complaint and make a recommendation for resolution to the college President. The decision of the college President shall be final.

ATTENDANCE REQUIREMENTS

All students are expected to be present for their scheduled classes and labs. Regular attendance and participation are required. The College Administration shall develop and implement standards and procedures to be used to monitor and enforce attendance regulations.

Administrative Withdrawal
It is the policy of the College that a student may be administratively withdrawn from a course due to lack of attendance in seated classes or non-participation in online classes. An instructor will administratively withdraw a student from class if that student meets any of the following criteria:

For Seated Classes:

1. Not been in attendance for two consecutive calendar weeks of class during a regular 16 week session (equivalent of shorter sessions).

# of Weeks for class	Maximum length of absence
20	2.5 calendar weeks
16	2 calendar weeks
12	1.5 calendar weeks
8	1 calendar week
4	.5 calendar week

2. Total absences equate to 20% of the total semester class time. Practicum, clinical and internship attendance requirements will be determined by the appropriate department.

# of Class Period/Semester	Examples:	Absence at which a student would be withdrawn
48	(16w, 3d/w)	10
32	(16w, 2d/w); (8w, 4d/w)	6
16	(16w, 1d/w); (4w, 4d/w)	3
24	(12w, 2 d/w)	5
5	(1w, 5d/w)	1

For Online Classes:

1. Do not access (as designated in online grade book) the course for 14 consecutive days without contacting the instructor.
2. Do not submit total assignments equating to 20% of total semester assignments (e.g. assignments, discussions, exam, homework, etc.)

ACADEMIC INTEGRITY

Students of Ozarks Technical Community College are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. OTC faculty strives to provide students with the knowledge, skills, judgment, and wisdom they need to participate meaningfully in society as educated adults. 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.

Guidelines for Academic Integrity

Students assume full responsibility for the content and integrity of the course work they submit. Following are guidelines to assist students in observing academic integrity:

- Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, and evaluations.
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

Violations of Academic Integrity

Actions constituting violations of academic integrity include, but are not limited to, the following:

- Plagiarism: the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.
- Cheating: the use or attempted use of unauthorized materials, information, or study aids; an act of deceit by which a student attempts to misrepresent academic skills or knowledge; and, unauthorized copying or collaboration.
- Fabrication: intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- Collusion: assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.
- Academic Misconduct: the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or any information about the test.

Academic Integrity Awareness

In each class, students will be notified about policies and procedures regarding academic integrity. That notification is stated in the course syllabus and contains an explanation of academic integrity, student responsibilities related to academic integrity, and references to information about the consequences of academic integrity violations.

Academic Due Process

Students can expect fair treatment in academic matters, and the following steps will be followed in each situation:

1. Notification of the Charge
2. Presentation of the Evidence Supporting the Charge
3. Opportunity to Respond
4. Notification of the Consequences
5. Information about the Appeal Process

student handbook

(ACADEMIC INTEGRITY CONTINUED)

Consequences for Academic Integrity Violations

Academic dishonesty, or violation of academic integrity, is not condoned or tolerated at Ozarks Technical Community College (OTC). Most infractions of academic integrity are governed by the instructional dean responsible for the division in which the violation occurs. OTC delegates the following disciplinary authorities to faculty in responding to infractions of academic integrity:

1. Requiring a reattempt at the assignment or assessment in question.
2. Requiring the completion of an alternative assignment or assessment.
3. Lowering the score on the assignment or assessment in question.
4. Recording a "zero" for the assignment or assessment in question.
5. Recommending a failing grade for the course, or other disciplinary action, subject to administrative review and approval.

Some infractions of academic integrity may violate state or federal laws or professional codes and may carry serious legal consequences.

Procedures for Addressing Academic Integrity Violations

Upon determination that an academic integrity violation has occurred, the following procedures will be followed:

1. The instructor will communicate with the student about the violation and the consequences.
2. In cases of flagrant academic integrity violations, the instructor will document the incident and the consequences on an Academic Integrity Infraction Form.
3. The instructor will submit the completed form, via OTC e-mail, to the student and appropriate college officials.
4. If a student does not challenge the accusation and accepts the proposed sanction, the student signs the form electronically and returns it to the instructor via OTC e-mail. The instructor then forwards the signed copy to the appropriate college officials.
5. If a student wishes to challenge the accusation or penalty, he or she must follow the Academic Appeal procedure as outlined in this Student Handbook.

STANDARDS OF STUDENT CONDUCT

Board of Trustees Policy 5.15

A. Purpose

To describe the standards of conduct to which students must adhere and the regulations for dealing with alleged student violations of college standards of conduct in a manner consistent with the requirements of procedural due process.

B. General Standards

1. The basic standard of behavior requires a student to comply with, observe, and obey state and/or federal laws; the policies, rules, and regulations of the college; and orders of the President, faculty, administrators, and staff of the institution who are charged with the administration of institutional affairs.
2. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally. He/she is expected to obey the civil statutes of the state of Missouri and the federal government, and the Board of Trustees' rules and regulations. He/she may be penalized by the college for violating its standards of conduct even though punished by state or federal authorities for the same act.

C. Enumerated Standards

The succeeding regulations are set forth in writing in order to give students general notice of conduct that is prohibited. These standards of conduct should be read broadly and are not designed to define prohibited behaviors in exhaustive terms. The college expects all students to obey the law, to show respect for properly constituted authority, to maintain integrity and high standards of individual honor in scholastic work, and to observe standards of conduct appropriate for a community of scholars. In short, a student enrolled in the college assumes an obligation to conduct himself/herself in a manner compatible with the college's function as an educational institution.

The college reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community and to support the mission of the college. Such action may include taking disciplinary action as outlined in this Code against students whose behavior off-campus poses a potential danger to others, to self or would otherwise disrupt the campus environment or adversely affect the college.

1. Student Identification

a. Issuance and Use of Student ID Cards. I.D. cards will be distributed and are required for campus and community events. All ID cards are the property of Higher One, Inc., (the college's third party vendor) and must be shown on request of a representative of the college. Students are required to be in possession of their ID cards at all times and are prohibited from loaning their ID cards to any other person for any reason.

Likewise, it is prohibited to use any other ID card except the one issued by the college for these purposes.

b. Replacement Cards. If lost, duplicate ID cards may be obtained by payment of a replacement fee to Cashier Services.

2. Speech and Advocacy

Students have the right of free expression and advocacy; however, the time, place, and manner of exercising speech and advocacy shall be regulated in such a manner to ensure orderly conduct, non-interference with college functions or activities, and identification of sponsoring groups or individuals. Meetings must be registered with the Associate Vice President for Student Affairs. An activity may be called a meeting when any special effort to recruit an audience has preceded the beginning of discussion or presentation, and when a person or group of persons appears to be conducting a systematic discussion or presentation on a definable topic.

3. Disruptive Activities

a. Any activity which interrupts the scheduled activities or processes of education may be classified as disruptive; thus, anyone who initiates, in any way, a gathering leading to disruptive activity will be violating college regulations and/or state directive.

b. The following conditions shall normally be sufficient to classify behavior as disruptive:

- Behavior inside or outside the classroom that disrupts the learning environment, infringes on the rights and/or safety of other students or staff.
- Blocking or in any other way interfering with access to any facility of the college.
- Inciting others to violence and/or participating in violent behavior, e.g., assault, loud or vulgar language spoken publicly, or any form of behavior acted out for the purpose of inciting and influencing others toward violent behavior.
- Holding rallies, demonstrations, or any other form of public gathering without prior approval of the college.

4. Alcoholic or Intoxicating Beverages

The possession, purchasing, selling, or consumption of alcoholic beverages by students on college property or while participating in a college sponsored function is prohibited.

5. Gambling

Gambling of any kind on college property, in college facilities or using college resources is forbidden.

6. Controlled Substances

The unlawful manufacture, distribution, dispensation, possession or illegal use of controlled substances by students while attending a college class or function is prohibited.

7. Endangering or Threatening

No student shall take any action, in whatever form, which constitutes a danger or threat to the life or physical safety of members of the college community.

8. Weapons on Campus or College Sponsored Activities

With the exception of licensed law enforcement, all persons including those licensed to carry weapons, concealed or not, are prohibited from possessing at any time a handgun, firearm, knife (blade length exceeding two and a half inches) or other weapon, concealed or visible, on property or in a vehicle owned, leased, or used by the college for classes or activities. (Policy 4.02[t])

9. Harassment including Sexual Harassment

It is forbidden for students to harass faculty, staff or other students. The college's Sexual Harassment Policy 3.40 applies to students as well as to employees. Sexual harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. Examples of sexual harassment include requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any employee, student or campus visitor when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;

b. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or academic decisions affecting that individual; or

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or creating an intimidating, hostile, or offensive environment.

The offended individual should report the harassment to the Dean of Students. In cases of alleged sexual harassment, the Dean of Students will provide the student with the names and contact information for the college sexual harassment grievance officers.

10. Standards of Honesty and Academic Integrity

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

b. The Vice President for Academic and Student Affairs or other appropriate deans may initiate disciplinary proceedings against a student accused of scholastic dishonesty.

student handbook

(STANDARDS OF STUDENT CONDUCT CONTINUED)

c. "Scholastic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, fabrication and academic misconduct. See the Academic Integrity section of this handbook for definitions, procedures and consequences related to Academic Integrity infractions.

11. Financial Transactions with the College

a. No student may refuse to pay or fail to pay a debt he/she owes to the college.
b. No student may give the college a check, draft or order with intent to defraud the college.
c. A student's failure to pay the college the amount due on a check, draft or order, once the college Finance Office sends the student written notice that the drawee has refused payment on the check, draft, or order, is prima facie evidence that the student intended to defraud the college.
d. No student may default on a deferred payment plan agreement.
e. The Vice President of Finance or other appropriate vice president may initiate disciplinary proceedings and legal action and assess monetary penalties against a student who has allegedly violated the provisions of this section.

12. Other Offenses

The Associate Vice President for Student Affairs or other appropriate administrators may initiate disciplinary proceedings against a student who:

- conducts him/herself in a way that significantly interferes with college teaching, research, administration, disciplinary proceedings, or other college activities, including its public service functions;
- damages, defaces, or destroys college property or property of a member of the college community or campus visitor;
- knowingly gives false information in response to requests from the college;
- fails to conform to community standards of safety, good taste and decency. A student's dress, hygiene and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem.
- forges, alters, or misuses college documents, records, or ID cards;
- violates college policies or regulations concerning parking, public safety, tobacco use, registration of student organizations, use of college facilities, computers or other equipment;
- fails to comply with directions of college officials acting in the performance of their duties;
- is abusive or otherwise offensive in conduct or speech which adversely affects his/her suitability as a member of the academic community or endangers his/her own safety or the safety of others;
- commits any act which is classified as an indictable offense under either state or federal law.
- steals college property, personal property of students or staff, or any item(s) on or associated with college owned, rented, or leased facilities.

STUDENT DISCIPLINE & GRIEVANCE PROCEDURES

Administrative Disposition

1. When the Associate Vice President for Student Affairs or his/her designee receives information that a student has allegedly violated a Board of Trustees policy, college procedure, or administrative rule, the Associate Vice President or his/her designee shall investigate the alleged violation following which the Associate Vice President may:
   - dismiss the allegation as unfounded, either before or after conferring with the student;
   - proceed with the administrative conference as provided herein.
2. Upon reasonable notice to the student, the Associate Vice President may conduct a conference with the student to discuss the alleged violation(s).
3. Following the conference, the Associate Vice President may dismiss the allegations or impose disciplinary action as prescribed by this policy. The Associate Vice President shall prepare a written letter of the disposition including the effective date of the action and provide a copy to the student and all college personnel involved in the matter.
4. The student may appeal the administrative disposition within five business days of receipt of the letter by requesting, in writing, a hearing before the Student Grievance Committee.
5. The status of the student will not be changed during the process of the appeal except as allowed below. Any violation occurring during the appeal process may result in a change of status of the student.
6. If the student chooses not to appeal or does not request an appeal by the appropriate date, the administrative disposition indicated in the letter will go into effect as specified.

Interim Suspension

1. In certain circumstances, the Associate Vice President for Student Affairs or his/her designee may impose an interim suspension prior to a hearing. Interim suspension may be imposed only:
   - To ensure the safety and well-being of a member of the college community or preservation of college property;
   - To ensure the student's own physical or emotional safety and well-being;
   - If a student poses a definite threat of disruption or interference with the normal operation of the college.

2. During interim suspension, the student shall be denied access to the campus and/or all other college facilities, activities, or privileges for which the student might otherwise be eligible except to attend the hearing.
3. The Associate Vice President or his/her designee must notify the student of this action in writing and set a hearing date as soon as practical.

Student Grievance Committee Hearing & Presidential Review

1. Upon timely notice of appeal by the student, a hearing will be held before the Student Grievance Committee. Members of the Student Grievance Committee will be appointed by the college President or his/her designee.
2. The student will be given reasonable notice of the date, time, and place of the hearing.
3. The chairperson of the committee, appointed by the college President or his/her designee, will preside over the hearing. The hearing will be conducted in accordance with due process and pursuant to rules and procedures adopted by the committee.
4. Proceedings will be closed to all but members of the committee, the student, the Associate Vice President or his/her designee, their advisors, and pertinent witnesses. The student may request an open hearing.
5. The student, Associate Vice President or his/her designee, and committee may each have an advisor present. The student is responsible for presenting his/her own information, and therefore, advisors are not permitted to speak or to participate directly in the hearing.
6. Following the hearing, through consensus, the committee will provide recommendation to the Preside on actions to be considered.
7. The chairperson of the committee shall prepare a record of the hearing which shall include a copy of the notice of the hearing, all documentary and tangible evidence, a summary or transcript of all testimonial evidence, copies of written motions, pleas, and any other material considered by the committee, and the committee recommendations.
8. The President will hold final ruling on all grievances.

Penalties

The Associate Vice President for Student Affairs, or his/her designee, Student Grievance Committee, or the President may impose one or more of the following sanctions for violation of Board policies, college regulations, or administrative rules:

- Censure – Written reprimand to the student on whom it is imposed, giving official notice that subsequent violations of college policy will carry heavier penalties because of this prior infraction.
- Probation – The student may continue to attend classes but may be prohibited from officially representing the college or participating in any extracurricular activities. Probation may be for a designated period of time or indefinite as outlined in the letter to the student. Any further violations of Board policy may lead to suspension or expulsion from the college.
- Withholding of Transcripts– Imposed upon a student who fails to pay a debt owed the college or who has a disciplinary case pending final disposition.
- Restitution –Reimbursement by the student for damage to, or misappropriation of property. Reimbursement may include appropriate service to repair or otherwise compensate for damages.
- Failing or lowered grade – In cases of academic integrity violations, final course grades assigned may be lowered or an "F" grade assigned.
- Suspension – Severs the relationship of the student with the college and college related activities under conditions which permit and anticipate the student's eventual return to the college. The conditions for readmission will be stated in the letter of disposition.
- Expulsion –Permanent severance from the college. It may be recommended by the Associate Vice President for Student Affairs or his/her designee or the Student Grievance Committee and be imposed or rescinded only by the President.

In the event any portion of this policy conflicts with the state law of Missouri, the state law shall be followed. For further information, contact the Office of the Dean of Students, ICW 219-G2, (417) 447-6966.

Involuntary Medical Leave

When a student's health challenges preclude successful completion of his/her academic course work, the student may be withdrawn from all course work. Normally, a Withdrawal from College will result from the student's voluntary efforts. In exceptional circumstances involving life-threatening behaviors, a student may be required to leave the College involuntarily until life-threatening circumstances have been resolved. In accordance with College policy and applicable federal and state laws, a student whose behavior or health status meets the established criteria may be subject to an Involuntary Medical Leave.

Involuntary Medical Leave Procedures

If it becomes evident, through observed behavior or report(s) from faculty, staff or students, that a withdrawal from the college may be in the best interest of a student and the college, and the student does not agree, then the following procedures will be engaged:

1. The Dean of Students will consult with the Behavioral Intervention Team and will review all available information obtained from incident reports, conversations with appropriate faculty and staff, and the expert opinions of appropriate medical and mental health professionals.

Student Handbook

(INVOLUNTARY MEDICAL LEAVE CONTINUED)

2. The Dean will engage in a determination on an individualized, case-by-case basis and will apply the Direct Threat Analysis, taking into consideration the nature, duration and severity of the risk and the likelihood, imminence and nature of future harmful conduct, either to the student or to others in the college community.
3. The Dean will meet with the student, if possible, so as to allow an opportunity for the student to provide evidence to the contrary and/or to make suggestions for reasonable accommodation(s) short of involuntary medical leave from the college.
4. If, after discussion, the student chooses to withdraw voluntarily, a Withdrawal Form will be processed indicating that the withdrawal is voluntary and of a medical nature.
5. If, after conversation, the student maintains that he/she would like to remain enrolled, the Dean will consult with appropriate medical and mental health professionals regarding the evidence presented by the student. The Dean will also consult with the college President, the Vice President for Academic and Student Affairs and other college officials as appropriate.
6. The Dean will render a decision and present that to the student in writing. Should the decision be to withdraw the student involuntarily, appropriate conditions for return will be contained within the withdrawal letter. These conditions for return will include a signed release by the student for appropriate college officials to discuss the student's readiness to return to college and assistance in developing reasonable accommodations to mitigate any direct threat to self or others.
7. Should the student choose to appeal the Dean's decision, he/she will make such appeal in writing to the Student Grievance Committee following the procedures outlined in this Student Handbook.

STUDENT PRIVACY (FERPA)

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) was enacted to protect student privacy and to provide for the right to inspect and review education records. In compliance with FERPA and with Board Policy 4.02, Ozarks Technical Community College has established the following with respect to students' education records:

1. Students are guaranteed the right to inspect and review their education records, and the right to request amendment of records they believe to be inaccurate or misleading. OTC also guarantees that a student's written consent will be obtained prior to releasing personally identifiable information from education records, other than basic directory information.
2. Basic directory information is not required by law to be restricted; however, the college does not release this information except for evidently valid reasons. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, (1) student's name; (2) local address; (3) major field of study; (4) academic classification (freshman, sophomore and enrollment status-part-time or full-time); (5) participation in recognized activities, including photographs of sponsored activities; (6) dates of attendance (including matriculation and withdrawal dates); (7) degrees, certificates and awards received, including academic honors. Departmental honors and membership in honor societies; and (8) inclusion of an individual in a group photo. Further, OTC may release lists of students who qualify for academic honors, as well as lists of graduates to newspapers which cover the permanent address of record.
3. Any student who wishes to restrict the release of his/her directory information must file written notification to this effect with the Office of the Registrar during the first two weeks of any semester or term.
4. Certain exceptions to this policy exist when the disclosure of information from an education record is to school officials with legitimate educational interest, to other schools to which a student is transferring, to specified officials for audit or evaluation purposes, to appropriate parties in connection with financial aid to a student, to organizations conducting certain studies for or on behalf of the school, to accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate officials in cases of health and safety emergencies, or in other circumstances allowed by FERPA.
5. Upon written request to the college registrar, students may inspect information in their education record and will be given the opportunity to request amendment of any records they consider inaccurate or misleading. If necessary, college regulations and procedures provide for a hearing process.
6. Students have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C., 20202-5920 which handles FERPA complaints. For additional information contact the Registrar's office, registrar@otc.edu, or (417) 447-6915.

SEXUAL HARASSMENT OF STUDENTS

Sexual Harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. Examples of sexual harassment include requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any employee or student when:

1. Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or creating an intimidating, hostile, or offensive environment.

Offended individuals should report the harassment to the Sexual Harassment Officers, Ramona George, Director of Adult Education and Literacy at (417) 447-8861, e-mail georger@otc.edu or Jeff Jochems, Assistant Vice President, Administrative Services at (417) 447-4854, e-mail jochemsj@otc.edu.

BOOKSTORE

The OTC Bookstore provides many services for students, faculty, and staff, and is dedicated to assuring the success of the campus community. The Bookstore offers a full line of textbooks, both new and used, academically priced hardware and software, reference books and materials, official OTC apparel and gifts, and convenience items. The Bookstore also provides a buyback program in which used textbooks may be sold back to the bookstore for cash. Textbooks may be purchased in store by credit card, cash, check, or charged to an e-Cashier account. Purchases can also be made online and shipped, or be placed on reservation for in-store pick-up. The OTC Bookstore is located at the corner of Sherman and Brower, just west of the Information Commons on the Springfield Campus.

Fall and Spring semester textbooks may be returned for a full refund through the first two weeks of the semester. Summer semester textbooks may be returned for a full refund through the first week of the semester. For more information on our return policies, please visit www.otc.edu/bookstore. For additional information, you may call the Bookstore at (417) 447-6620.

Note: Textbooks for Community Enrichment courses are available through the Community Enrichment Center.

BULLETIN BOARDS

Bulletin boards for students are located at designated areas at each campus and education center location. Bulletin boards for general notices are located on each campus and education center. The Dean of Students (or the Director at locations other than the main campus) must approve all postings as designated on the bulletin board. Please make certain to read the bulletin board instructions before hanging a poster or flyer or the item may be removed immediately.

EARLY CHILDHOOD EDUCATION CENTER

The Early Childhood Education Center at 936 North Hampton serves students, faculty, staff and the community. The center is licensed by the State of Missouri Department of Health and Senior Services children ages 2 to 5. The center is accredited through the Missouri Accreditation of Programs for Children and Youth. The Early Childhood Education Center features experienced teachers with professional backgrounds in Early Childhood Education or Child Development. As a training facility for the college's Early Childhood program, students help maintain a low child to teacher ratio. Families, teachers, and staff work together to make child care a positive learning experience for each child, enhancing both a positive self-image and self-esteem.

The Early Childhood Education Center provides planned developmentally appropriate activities which encourage and stimulate the cognitive, creative, emotional, social and physical development of each child in a safe, secure, and nurturing atmosphere. Opportunities are provided for exploration and discovery in a variety of activities such as learning centers, large and small group activities, music, art, cooking, field trips and problem solving. Indoor and outdoor experiences enhance the development and coordination of large and small muscles, and teachers guide children in appropriate social interaction which help the children develop self-confidence in relationships. Families may actively participate in their child's learning experience through voluntary participation in classroom activities, classroom visits, parent teacher meetings, and as representatives on the center's Parent Advisory Board.

Daytime child care services are provided according to the college academic calendar, during the fall and spring semesters, when classes are in session. Hours are 7:30 a.m. to 5:30 p.m., Monday through Friday. The Early Childhood Education Center registers children on a semester basis, with efforts made to accommodate the families' variable schedules whenever possible. For additional information, contact the Early Childhood Development Center at (417) 447-8130.

Fitness Center

The OTC Fitness Center provides students and employees with a safe and clean environment to exercise and workout on well-maintained equipment. We provide competent supervision designed to help participants with their health-related goals on the way to creating a healthy lifestyle. The center is free of charge to all currently enrolled students and employees and is equipped with many accessories in addition to a full circuit of the following:

- Nautilus strength machines
- Treadmills
- Elliptical
- Bikes
- Rowing machines
- Free weights

The center has a broadcast vision system of televisions which allows students to watch and listen as they workout. Students have access to knowledgeable staff who can design workout plans. For more information, visit the Fitness Center in ICW or call Jeff Jochems at (417) 447-4854.

Insurance

Students are encouraged to have health and accident insurance which is available through independent companies at a reasonable cost. For further information, stop by Student Services for brochures from independent companies.

Lost and Found

Lost articles should be reported to the Safety and Security Office at (417) 447-6985 as soon as possible. Found articles will be kept in the Safety and Security Office in the Information Commons. Unclaimed lost and found articles will be given to local charities at the end of each semester. For additional information, contact Pete Rothrock, Director of Safety and Security, Information Commons, Room 208, (417) 447-6985, or e-mail rothrocp@otc.edu.

Children on Campus

Ozarks Technical Community College provides environments that promote learning for students who are enrolled. Classroom, studio, library and laboratory settings are not appropriate places for children except when the child is a registered participant in a college-sponsored activity, such as a Continuing Education youth class. The campuses are also places of easy access to the public and do not have resources to protect unsupervised children, which could place the child at risk. Therefore, students and visitors are prohibited from leaving a child unattended at any college facility and may be removed from class until appropriate childcare arrangements can be made.

Visitors to the College

The college welcomes visitors, guests and prospective students to visit the campus. However, to ensure safety, visitors may not be in shops, laboratories, or other hazardous areas (as defined by the college or individual college personnel) at any time unless they are escorted by a member of the college staff for brief business visits. Visitors must have instructor approval prior to visiting classrooms or laboratories. For more information, contact the Safety and Security office at (417) 447-6911.

Parking on Campus

It is the student's responsibility to understand and follow college traffic regulations. Locations of approved OTC parking areas is included on the Springfield campus map on the inside back cover. Because of OTC's rapid growth, parking can be a problem; therefore, it is important that even during times of congested parking, students adhere to parking regulations. Safety and Security Officers provide help jump-starting and unlocking certain types of vehicles. It is crucial students follow parking regulations. Enforcement of policies regarding the operation of vehicles on campus is an important part of the Safety and Security Department. Students will be issued a ticket and levied a fine of $15 for the following violations:

- Blocking traffic.
- Careless and imprudent driving.
- Failure to obey traffic signs.
- Not parking within a yellow line.
- Parking in a No Parking zone
- Parking in a space not marked for parking
- Parking in a handicapped space without appropriate authorization
- Parking on the grass.
- Parking on the sidewalk.
- Parking in a reserved parking space
- Parking in an area not designated for parking.
- Parking against the flow of traffic.

An appeal must be submitted within one month from the date of issuance of the ticket. For more information regarding parking or to appeal a ticket, contact Pete Rothrock, Director of Safety and Security, Information Commons, Room 208, (417) 447-6985, e-mail rothrocp@otc.edu or Jeff Jochems, Assistant Vice President, Administrative Services at (417) 447-4854, jochemsj@otc.edu.

Vending Machines

Vending machines are operated for the benefit of students and staff. Problems with vending machines regarding refunds of $2 or less should be directed to Cashier Services located on the 2nd floor of IC. All other problems should be directed to the Administrative Services office at (417) 447-4851.

RECYCLING

The college is committed to establishing a comprehensive, cost-effective program for a broad range of recyclable materials. Each building of the college has a designated area with marked containers (bins) for recycling. Students are encouraged to use the bins in an effort to reduce litter and trash.

Currently, the college recycles the following items:

- White Paper
- Mixed Paper (glossy magazines, newspapers, etc.)
- Aluminum Cans
- Plastic Bottles
- Glass

Please use the bins placed around campus and remember it's just a drop in the bin! For details, contact Jeff Jochems, Assistant Vice President, Administrative Services at jochemsj@otc.edu or call (417) 447-4854.

CELL PHONE USE

Cell phones have become ubiquitous in our society. Many people do not exercise good judgment in the use of their cell phones. Students should not use cell phones, including sending or reading text messages while in class, laboratories, or while conducting any official business with the college. Cell phones should have the ring feature turned off to avoid disturbing others.

ONLINE SOCIAL NETWORKS

Online social networks such as Facebook and Twitter are great innovations and offer students the opportunity to interact with and learn more about an extraordinary array of people. If used in the appropriate manner these online networks take advantage of the Internet as never before. You need to take great responsibility in what you post. No one is going to limit those people authorized to use the Internet from seeing what you post online. In other words, you have absolutely no expectation of privacy. With no expectation of privacy must come the understanding you could expose yourself to someone who may not have the same values, assumptions about appropriate behavior, or that may put yourself at risk as a victim of criminal behavior. You must also be concerned about the privacy of others. Be careful that you do not post anything that could be considered defamatory, libelous, or violate any codes of conduct contained in this handbook.

SALES ON CAMPUS

Nothing may be sold on campus by any individual or organization unless through regularly approved distribution channels such as the bookstore or food service, or unless specifically approved by the President or his/her designee. The Vice President for Administrative Services has been designated as the approving authority. College employees and students are prohibited from canvassing students or staff members for the purpose of sale. For additional information, contact Rob Rector, Vice President for Administrative Services, (417) 447-4852, rectorr@otc.edu.

STUDENT COMPUTER RESOURCES

Student Computer Help Desk
The Student Computer Help Desk is located in the Information Commons building near the main switchboard and staffed by student workers. Students can find assistance with technology issues such as wireless Internet access, locations of computer kiosks, online registration and student account support. Visit www.otc.edu/helpdesk for hours of operation.

The Information Technology Help Desk
The Information Technology Help Desk is located in Graff Hall 203. The Help Desk assists faculty, staff, and students with technology issues. For assistance, email helpdesk@otc.edu or call (417) 447-7548. For hours of operation, visit www.otc.edu/helpdesk.

MyOTC
MyOTC is a portal that offers fast and easy access to resources at OTC, with a secure single login. Information about MyOTC can be found through Online Help in the upper right hand corner of the screen. MyOTC is an essential tool to the OTC community and contains the following resources:

Course Survey
The "course survey" tab is available for students to provide feedback on their instructors during each semester. E-mails will be sent to students notifying them when the tab is available for input. As per state law, all public Missouri Colleges and Universities are to solicit and post consumer information for faculty. Please help us provide this information by giving thoughtful feedback on your instructors. A more comprehensive student evaluation may take place to obtain additional information for the college's confidential personnel process. All survey submissions are completely anonymous and cannot be traced to an individual student. Aggregated survey results will be made available through OTC's website for use during future registrations.

AccessOTC
When a student uses the AccessOTC tab they can:
- Register for classes
- Change class schedule; add/drop classes
- Pay tuition and fees
- Check financial aid awards
- View and print academic records: grades, transcipts, class schedules
- E-Advisor
- Bookstore: textbook reservations

Storage
Storage is an area where documents can be saved. Projects can be accessed anywhere there is Internet access. After uploading a file, it is important to remember when making changes to that file, the file should be saved and then re-uploaded into the MyOTC Storage area, in order to have the most recent copy stored. The file cannot be saved directly to the storage area.

Resources
This tab provides access to LRC databases, and IT Resources such as:
- Wireless printing link
- OTC Wireless Network instructions
- OTC Email instructions for Windows mobile phones and iphones

Emergency Notification
Emergency Notification is a messaging system that has been put into place to alert faculty, students, and staff of school emergencies and closings.

Webmail
All currently enrolled students have an OTC e-mail account. There is a 20MB quota, and a 10MB attachment limit. Access to e-mail is available through the "MyOTC" portal (http://my.otc.edu) (login and click on the Webmail tab).

A student e-mail address will be in the following format:
- First initial of your first name (Lower Case)
- First initial of your last name (Lower Case)
- Student ID Number (On Student ID Card) @otc.edu;

Example: js0011223@otc.edu

The Webmail tab makes your OTC e-mail available from anywhere there is Internet access. The OTC Webmail system is the official channel for communication of e-mail between faculty, staff, and students. Important information will be forwarded to students at their OTC e-mail account. This information includes, but is not limited to, critical deadlines and course information.

Blackboard
This tab takes you to OTC's online learning platform, Blackboard Academic Suite. If you take online courses at OTC, you will use Blackboard extensively —to view announcements from your instructors, to access your assignments and other course materials, and to discuss relevant concepts and readings with your classmates and instructors. For more information on Blackboard, visit OTC Online at www.otc.edu/online.

Don't Forget the Online Help!
There are many tutorials available for MyOTC usage simply by clicking the Online Help link in the upper right hand corner of the screen. You can view this file before and after log-in, so help is always at your fingertips.

Login Information
In order to retrieve your OTC User Name you can go to https://my.otc.edu/portal, click on the "What's My User Name?" tab, fill in your last name and either your social security number or student ID number.

Student User Name Format:
- First initial of your first name (Lower Case)
- First initial of your last name (Lower Case)
- Student ID Number (On Student ID Card)

Example: Jill Student (ID # 0011223)
User Name = js0011223
NOTE: You must use all seven digits of your student identification number, including any zeros.

Student Default Password Format
- First initial of your first name (Upper Case)
- First initial of your last name (Lower Case)
- Last Seven digits of your Social Security No.

Example - Jill Student
Social Security No: 123-45-6789
Password: Js3456789

Password Guidelines
The first time you log into "MyOTC", you will be asked to accept the computer use agreement and to create a new password. The password must be at least 8 characters long and contain:
- At least one Upper Case letter
- At least one Lower Case letter
- At least one number
- NO special characters (i.e., @, $, !)

Password Hints
- Choose your password wisely
- Keep it to YOURSELF
- Do not include your first or last name
- Do not include your social security number or your student identification number
- Be creative! For instance, use the first letter of each word in a phrase or pick a word and substitute a number for certain letters

Once your password is created, log into "MyOTC" with the following:
- Your User Name
- Your NEW password

PASS System
The PASS system allows faculty, staff & students to reset their passwords from on and off campus at any time. In order to do this, you must create a profile. A profile consists of answering five specific questions that you select. If you have not created your profile, you will be asked to the next time you login to a computer on campus. This should only take about five minutes. Once you have created your profile, you are done. There is no need to change your password. For more information, visit https://password.otc.edu/QPM/Common/Help/passwordmgr.pdf

Resetting Passwords
Students needing assistance with their computer password on and off campus can contact the OTC IT Help Desk at (417) 447-7548. Upon verification of student information, passwords can be reset back to the default password. Students on the Springfield campus can visit the Student Computer Help Desk located in the IC Atrium for assistance. Photo ID is required for resetting a student's password at the Student Computer Help Desk.

Antivirus Computer Protection
Antivirus protection is offered to students for purchase during the second week of classes. The price to students is $3.00 for a single copy and may be purchased at the Cashiers Office on the Springfield Campus or in the main offices at all other OTC locations. If our web security identifies your system as broadcasting viruses over the student wireless network, or if your system does not comply with the Computer Use Agreement, wireless access will be disabled. Contact the Information Technology Help Desk for instructions to restore access.

OTC-WIFI Wireless Network
Wireless Internet access is available in the common areas of classroom buildings throughout the campus. Information and setup documentation is available at the IT Computer Help Desk or the Student Help Desk. It is your responsibility to know the terms and conditions outlined in the Computer Use Agreement before using OTC-WIFI to access the Internet. Warning: Wireless networks are not secure. Examples of actions you should not conduct on a wireless network include:
- transferring credit card information
- using a password to log on to a site or computer

OTC assumes no responsibility for data or personal information compromised through use of its wireless network. The OTC student wireless network conforms to the IEEE 802.11b protocol and standards. **Note:** Peer-to-Peer (Limewire, Bittorrent, Bearshare, etc.) file sharing is not authorized.

Wired Internet Access
Wired Internet access is available in the north end of the Information Commons Atrium and in the Information Commons East atrium. Before accessing the Internet, review OTC's Computer Use Agreement.

(STUDENT COMPUTER RESOURCES CONTINUED)

Computer Kiosks
Computer kiosks are located in various areas on campus. Kiosks are available to current students for Internet access and use of Office 2007 for printing.

Open Computer Lab
Open computer labs are available for currently enrolled OTC students to do homework, research, printing, and to practice using software applications commonly found in the workplace.

- Springfield Campus: ICE 223A, (417) 447-7548
- Richwood Valley Campus: LSC 216, (417) 447-7700
- Lebanon Education Center: NEC 107, (417) 532-5044
- Branson Education Center: BEC 122, (417) 336-6239
- Waynesville Education Center: WEC 100, (573) 774-5061

Open Computer Lab Guidelines
Computer labs are for curriculum-based studies (programs, research, and papers), not for gaming or chatting.

- Children are not allowed in the computer lab.
- Food and drinks are not allowed in the computer lab.
- Use headphones with music and keep it turned down. The person next to you should not be able to hear your music.
- Keep conversations to a minimum.
- If you must converse, please keep it quiet.
- Put cell phones on silent, vibrate, or turn them off.
- All phone calls should be conducted outside the computer lab.
- Save your work regularly and prior to printing to avoid losing any of your valuable documents.

Please call locations for hours of operation and additional information. The Springfield and Richwood Valley hours are located at www.otc.edu/technology/computer-labs.php.

Student Printing
The IT Department implemented new software that allows students 500 free pages each semester including wireless printing from their laptops at designated locations. Pages available at the end of the semester will not carry forward to the next semester. No refunds will be given to students with pages remaining in their accounts. For more information, call (417) 447-7548.

Free printing is tabulated as follows:

- Black & white count as 1 page
- Black & white duplex count as 1 page
- Color counts as 10 pages
- Color duplex counts as 10 pages

Students must purchase any printing over the 500 allotted pages. Black and white prints are 5¢ each and color prints are 50¢ each.

Designated printing locations:

- Springfield Campus:
  Open Computer Lab - ICE 223A*
  Learning Resource Center - IC 100
  Student Help Desk - IC Atrium*
  NKM Lobby*
  GRF 2nd Floor Hallway*
  LCN 1st Floor Hallway*
  ITTC Vending Area*
- Richwood Valley:
  Open Computer Lab - LSC 216*
  Learning Resource Center - LSC 203
- Branson:
  Open Computer Lab - BEC 122*
  Learning Resource Center - BEC 123
  Lobby Kiosk
- Lebanon
  Open Computer Lab NEC 107*
- Waynesville
  Open Computer Lab WEC 100 *
- Wireless Printing:
  The wireless printing link is located at MyOTC, on the "Resources" tab, under "IT Resources". Pages printed wirelessly are deducted from the 500 free or paid pages.

*Wireless printing available

Network Storage
Students are granted network access, providing storage space on an on-campus server to store school-related data. Documents saved to the network are backed up nightly and can be retrieved if accidentally deleted. Documents saved to the local computer's hard drive (C:drive) and desktop are not backed up. Network drives consist of:

- H – Your Documents Folder or Home Drive
- S – For all curriculum documents (May be used in the classroom)

Documents saved on the student network (H & S drives) are not available from off campus.

TRANSFERRING TO A COLLEGE OR UNIVERSITY

Students planning to transfer to a 4 year college or university have the option of completing one of the following degrees: Associate of Arts, Associate of Arts in Teaching, or the Associate of Science in Biology, Chemistry, or Engineering. In order to make the transfer as seamless as possible, students must plan carefully, in part, by determining: (a) the desired transfer institution based on career objective, major, minor; (b) financial obligations; (c) admissions requirements; (d) after-transfer concerns. Many resources and services exist at OTC to guide students in the transfer process including career counseling, admissions guidance, financial and academic advising, registrar, and disability support services. Admissions and transfer representatives from area colleges and universities visit OTC regularly and some maintain office hours in student services to speak to prospective transferring students.

STUDENT GOVERNMENT ASSOCIATION

While modeling integrity, professionalism and impartiality the Ozarks Technical Community College Student Government Association (SGA) represents the student body, upholds student rights, and provides students with the opportunity for training and experience in a democratic government. The student government is concerned with the development, welfare and governance of all students and student organizations at Ozarks Technical Community College and is responsive to student needs and desires. The Student Government Association encourages students to participate in the development and implementation of policies, procedures, and services which directly impact the student body. SGA emphasizes interaction between students and administration.

All students become members of the college SGA through payment of student fees. This membership allows participation in student-sponsored activities funded by student fees. The SGA holds elections in the spring to elect officers for the following academic year. Information on how to apply for an SGA officer position may be obtained from the SGA Advisor, or from the SGA link at www.otc.edu. Representatives from each recognized student organization participate in SGA meetings. The SGA has the responsibility for planning student activities and management of an annual budget for the conduct of its business. This budget and expenditures are subject to the policies and procedures set forth by the college. The Advisor to the SGA is responsible for providing guidance and direction in the conduct of the association. The SGA office is located in the Information Commons East and officers may be reached by leaving a message on the SGA office phone at (417) 447-6995 or by emailing sgastaff@otc.edu.

STUDENT ORGANIZATIONS

Student organizations are formed to meet the needs and interests of the students. As a prerequisite to operation on campus, all such groups must be recognized by the college and must agree to abide by regulations of the Board of Trustees and policies issued by the administration. Student clubs and organizations shall be established according to the Student Government Association Constitution. Every club or organization must have a faculty or staff advisor. No club or organization will be established or allowed to operate in a manner that discriminates against staff members or students in violation of state or federal laws.

Procedures for Official Recognition of a Student Organization:

1. Any group of students desiring to form an organization must have a faculty or staff member willing to serve as an advisor to the organization.
2. The faculty or staff member who desires to serve as an advisor to a student organization presents a written request for permission to be a student organization advisor to their supervisor. Upon approval of the supervisor, the faculty or staff member may proceed to assist the organization in being officially recognized.
3. A representative and the advisor of a student organization present a written request for official recognition to the Student Government Association, including the following documentation:
   a. Constitution/By-Laws with the organization's statement of purpose.
   b. A signed Organization Advisor Responsibility contract (obtained from the SGA Advisor), submitted by the faculty or staff member accepting this responsibility.
   c. A list of the organization's officers, which should include but is not limited to the following: President, Vice President, Secretary, and Treasurer.
4. When the SGA votes to recommend official recognition, a written recommendation will be sent to the office of the college President. The President has final authority to give official recognition to the student organization. If a student organization is not recommended for official recognition by the SGA, the student organization may appeal the decision of the SGA directly to the President.

The following Student Organizations have been officially recognized by the Student Government Association and approved by the college administration prior to the fall of 2010:

- Baptist Student Union (BSU)
- Branson Student Government Association
- Business and Economics Student Travel (BEST)
- Campus Crusade for Christ (CCC)
- Catholic Campus Ministries (CCM)
- Christian Campus House (CCH)
- Chi Alpha Christian Fellowship
- Club Español
- College Republicans
- Computer Programmers & Users Society (CPU)
- Creative Arts Alliance (CAA)
- Criminal Justice Society

student handbook

(STUDENT ORGANIZATIONS CONTINUED)

- Dental Assisting Association
- Dental Hygiene Association
- Equality
- Engineering Club
- Fall Practical Nursing (Fall LPN)
- Hmong American Student Association (HASA)
- Honors Society
- Hospitality/Culinary Student Association
- International Assoc. of Administrative Professionals
- Jazz Club
- Lebanon Student Government Association
- Occupational Therapy Assistant
- OTC Veterans Association
- Phi Theta Kappa, International Honor Society
- Physical Therapy Assistant Association
- Professional Landcare Network (PLANET)
- Respiratory Therapy Association
- Richwood Valley Student Government Association
- Sensational Singers
- Society for Awareness of the Natural Environment (SANE)
- Society of Automotive Engineers
- Society of Manufacturing Engineers
- Spring Practical Nurses (Spring LPN)
- Springfield Student Government Association (SGA)
- Student Diversity Association
- Student-Missouri State Teachers Association
- Students in Free Enterprise (SIFE)
- Sunday Movie Watchers
- Surgical Technology Association
- The Eagle, Student Newspaper
- The Bowling Club
- United Methodist Wesley Foundation

Phi Theta Kappa

Phi Theta Kappa is the International Honor Society of Two-Year Colleges. To be eligible for membership, a student must complete a minimum of 12 credit hours at the college with a 3.5 GPA or higher. Membership is by invitation only and invitations are sent the second week of the fall and spring semesters. The international office is headquartered in Jackson, Mississippi, and has more than 2 million members in more than 1,200 chapters in nations including the United States, Canada, Germany, and Japan.

Phi Theta Kappa's purpose is to recognize and encourage scholarship among two-year college students. To fulfill this purpose, Phi Theta Kappa provides an outlet for leadership development, fellowship among student members, community service, and continuing academic excellence. For more information please contact ptk@otc.edu.

EMERGENCY/CRISIS PLANS

A comprehensive Crisis Management Plan has been developed that includes procedures to be followed in all types of emergencies/crises. Crisis guides are posted in each facility giving quick reference procedures for each emergency, location of first aid kits and spill kits, as well as a map giving directions to exit the building. In addition, students are encouraged to sign up for the text message emergency notification system (see the "Emergency Notification" section for more information). For more information regarding emergencies or injury reports, contact Pete Rothrock, Director of Safety and Security at (417) 447-6985 or email rothrocp@otc.edu.

Automated External Defibrillator (AED)

The college has Automated External Defibrillator (AED) equipment-emergency medical devices used to stop the rapid beating of the heart in a cardiac distress situation. This equipment is to be used only by Safety and Security Officers. Emergency calls on campus are to be made to 6911.

Emergency Notification System

A messaging system is in place to alert students and staff of college emergencies and closings. Participation in this system is voluntary but is strongly recommended. Your cell phone must be able to accept text messages to receive mobile alerts. If your phone does not accept text messages you can still receive the alerts via email. To sign up go to "MyOTC" and click on the "Emergency Notification" tab. To complete the sign up process you must reply to the text message or email. OTC will not send spam or advertising through this system.

Fire Procedure

In the event of a fire on campus, the audible and visual strobe light alarms will be sounded and the buildings will be evacuated. Each classroom has evacuation maps posted.

Tornado/Severe Weather Procedures

In the event of an emergency such as a tornado or severe weather, you will be advised via the OTC Telephone Alert System. All occupants will be moved to their respective shelter areas and will be required to stay clear of all windows. Administrators and campus security will monitor weather conditions and occupants will not be permitted to return to classrooms/labs until the National Weather Service gives the "ALL CLEAR."

REPORTING OF SAFETY AND SECURITY INCIDENTS

Students and employees are required to immediately report all criminal actions, accidents, injuries, or other emergencies occurring on college property or in college facilities to Pete Rothrock, Director of Safety and Security, (417) 447-6911 or (417) 447-6985, e-mail rothrocp@otc.edu. As soon as practicable after a criminal action, accident, injury, or other emergency situation, employees and students are required to complete an Incident Report and an Internal Report of Injury form, for each incident,

with the Safety and Security Office. Information concerning criminal actions, accidents, injuries, or other emergencies on college property or in college facilities will be disseminated to faculty, staff, and current and/or prospective students. All reports required by law concerning campus criminal actions or other emergencies will be compiled and reported to the appropriate agencies. For information about reporting non-emergency behaviors of concern, refer to the OTC Cares section (p.22).

Security Cameras on Campus

College property (including computer labs) is under video surveillance. Activity is being recorded, but NOT continuously monitored. For additional information, contact Pete Rothrock, Director of Safety and Security at (417) 447-6985.

JEANNE CLERY ACT (1998)

Originally the Crime Awareness and Campus Security Act of 1990. The campus security provisions of the Jeanne Clery Act require the publishing and distribution of information related to campus safety and security. The statistics required for compliance with the law appear below. For further information, contact the Safety and Security Office at (417) 447-6985.

Note: In Missouri registered sex offender information can be found at www.mshp.dps.missouri.gov, then click on "Sex Offender Registry." You can also call 1-888-767-6747 for sex offender information from the Missouri State Highway Patrol.

Jeanne Clery Report: 2010 Crime Statistics for All OTC Campuses & Education Centers

CRIMINAL OFFENSES 2010

On Campus:

Murder/Non-negligent	0
Negligent manslaughter	0
Sex offenses - forcible	0
Sex offenses - non-forcible	0
Robbery	0
Aggravated assault	2
Burglary	0
Motor vehicle theft	0
Arson	0
Residence Halls	**N/A**

Non-campus:

Murder/Non-negligent	0
Negligent manslaughter	0
Sex offenses - forcible	0
Sex offenses - non-forcible	0
Robbery	0
Aggravated assault	0
Burglary	0
Motor vehicle theft	0
Arson	0
Public Property	**N/A**

HATE CRIMES 2010

On Campus:

Murder/Non-negligent	0
Negligent manslaughter	0
Sex offenses - forcible	0
Sex offenses - non-forcible	0
Robbery	0
Aggravated assault	0
Burglary	0
Motor vehicle theft	0
Arson	0
Residence Halls	**N/A**

Non-Campus:

Murder/Non-negligent	0
Negligent manslaughter	0
Sex offenses - forcible	0
Sex offenses - non-forcible	0
Robbery	0
Aggravated assault	0
Burglary	0
Motor vehicle theft	0
Arson	0
Public Property	**N/A**

ARREST & DISCIPLINARY ACTIONS 2010

Motor vehicle theft	0
Arson	0
Any other crime involving bodily injury	1
Arrests - On campus:	
Illegal weapons possession	0
Drug law violations	1
Liquor law violations	0
Disciplinary Actions - On campus:	
Illegal weapons possession	0
Drug law violations	1
Liquor law violations	0
Arrests - Residence Halls	**N/A**
Disciplinary Actions - Residence Halls	**N/A**
Arrests - Non-campus:	
Illegal weapons possession	0
Drug law violations	0
Liquor law violations	0
Disciplinary Actions - Non-campus:	
Illegal weapons possession	0
Drug law violations	0
Liquor law violations	0

GRADUATE SURVEY INFORMATION

180-Day Post-Secondary Follow-up Report of 2009. This chart reflects the total number of degrees and certificates earned, percent of related employment, education, and military assignments, and average salaries as reported to Career Employment Services.

Post Secondary Program	Number of Degrees & Certificates Earned	*Percent of Related Placement	**Average Salary
Accounting	20	60%	$23,571
Auto Collision Repair Technology	7	43%	$23,400
Automotive Technology	12	42%	$24,267
Business & Marketing	49	65%	$24,454
Business Technology	3	100%	$22,533
Computer Information Science	10	80%	$28,080
Construction Technology	4	100%	$24,180
Culinary Arts	11	73%	$22,038
Dental Assisting	23	74%	$23,920
Dental Hygiene	21	81%	$63,440
Diesel Technology	4	75%	$18,720
Drafting & Design Technology	15	53%	$31,637
Early Childhood Development	18	67%	$17,477
Electronic Media Production	15	40%	$21,285
Electronics & Computer Repair Technology	5	20%	-0-
Emergency Medical Technician	6	83%	$27,487
Fire Science Technology	6	100%	$33,929
Graphic Design Technology	19	37%	$20,280
Health Information Technology	18	67%	$24,631
---Coding Specialist	3	0%	-0-
Heating, Refrigeration & A/C	20	50%	$35,377
Hospitality Management	7	29%	$17,680
Industrial Control & Automation Technology	9	67%	$43,607
Machine Tool Technology	5	80%	$37,440
Manufacturing	0	0%	-0-
Medical Laboratory Technician	11	100%	$25,287
Networking Technology	19	74%	$26,967
Nursing-Practical	47	92%	$30,129
Nursing-Registered	24	100%	$40,508
Occupational Therapy Assistant	18	67%	$46,605
Physical Therapist Assistant	15	93%	$42,047
Printing/Graphics Technology	4	25%	-0-
Respiratory Therapy	17	100%	$37,067
Surgical Technology	18	100%	$27,439
Turf & Landscape Management	11	27%	$18,720
Welding Technology	9	44%	$34,105
---Master Welder	27	30%	$32,240
ALL POST-SECONDARY PROGRAMS	**530**	**68%**	**$29,411**

*Based on surveys of August 2008, December 2008, and May 2009 Associate of Applied Science and Certificate graduates. **Based on survey participants who reported salary. For further information, contact the Career Employment Services office in ICW 219 or call 417-447-6964 or email careeremp@otc.edu.

Instructional Divisions: Full-time Instructors
(Current as of February 2011)

Allied Health
Steven Bishop, Dean

Allied Health Simulation Laboratory
Michelle Howard, Program Coordinator

Dental Assisting
Janet Sell, Program Director
Ida Guynn
Rebecca Caceres

Dental Hygiene
Margaret Bell, Program Director
Gary Dollens
Lisa Hunter
Lindsay Mather

Emergency Medical Technician – Paramedic
Sue Allan, Program Director
Dennis Baier

Health Information Technology
Susan Kirk, Program Director
Robert Haralson
Carolyn Larsen
Kathy Lowry
Kathy Webb

Health Sciences
Carolyn Lee, Program Director
Sandra Lewis
Jennifer Ristine

Hearing Instrument Sciences
Larry Brethower, Program Director

Medical Laboratory Technology
Tony Evans, Program Director
Danyel Anderson, Clinical Coordinator

Nursing - Practical Nursing
Jackie Perryman, Program Director
Pam Carpenter
Michelle Crum
Lisa Jacks
Jessie Wheatley

Nursing - Practical Nursing (Reeds Spring)
Sheila Kaylor, Program Director
Charlotte Choate
Deborah Whitaker

Nursing - Registered Nursing
Sherry Taylor, Program Director
Elizabeth Ruddick
Tena Wheeler

Occupational Therapy Assistant
Rebecca Jenkins, Program Director
Annette Evans, Fieldwork Coordinator

Physical Therapist Assistant
Becky Crocker, Program Director
Niki Wallen, Academic Coordinator of Clinical Education

Respiratory Therapy
Doug Pursley, Program Director
Aaron Light, Clinical Coordinator

Surgical Technology
Arlene Chriswell, Program Director

Business/Accounting/ Economics
Lance Renner, Dean

Business
Gail Garton
Celeste Johns
Bera Nichols
Dianna Parker
Tim Rogers II
J. C. Walker

Accounting
Tal Kroll
Gary Reynolds

Economics
Nick Spangenberg
Jeff Wisdom

General Education
Reita Gorman, Dean

Arts & Humanities
Cathy Clemens, Chair
Michael Adamek
Kathleen Allie
Daniel Heber
Jonathan Herbert
Jennifer McAtee
Deborah Thompson

Communication/Foreign Language
Kimberly Berry, Chair
Maria Blackmon
Nathan Cassady
David Fotopulos
Tracy McGrady
Jeff Meyer
Todd Yerby

Criminal Justice/Education/ Psychology
Linda Caldwell, Chair
John Gambon
John Hess
Cindy Hinds
Angela Miller
Eloise Thomas

English
Richard Turner, Chair
Kelly Anthony
David Ball
Jane Cowden
Jennifer Dunkel

Instructional Divisions: Full-time Instructors
(Current as of February 2011)

Dane Galloway
Donna Graham
Michelle Hudgens
Michael Pulley
Barrie Talbott
Ashlei Woelk
Sam Woelk

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

Science - Biological
Marianne Crocker, Chair
Christie Campbell
Dustin Childress
Robert Clark
Li'anne Drysdale
Vivian Elder
John Fishback
Joyce Hill
Morgan Presley
David Pulley
Karla Rues
Dana Sherman
Shelia Taylor
Kip Thompson
Letty Vosotros
Stephen White

Science - Physical
Lisa Reece, Chair
Chris Cole
Claude Crain
Paul Ehrich
Barry Hall
Angela McChesney
Jen Snyder

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

Technical Education
Layton Childress, Dean

Computer Systems/Electronics/ Networking
George Gibeau, Chair
Tiffany Archer
Lisa Atwell
Doug Brennaman
Dennis Brown
Kathy Buchholz
Dana Gambriel
Robert Gustad
Gloria McTeer
Jason Monroe
David Pope
Terry Troxell
John Spear

Construction/Fire Science/ Graphic Design/Heating Refrigeration Air Conditioning
David Aderhold, Chair
Sara Bruffey
Steve Duncan
Cheryl Feller
Larry Mullikin
David Richards
Tim Rogers

Culinary/Hospitality
Lisa Gardner, Chair
Michael Holik
George Southwick
Paul Trout

Early Childhood Development
Jo Fritts, Chair
Kim Sutton

Early Childhood Development Center
Connie Harmon, Manager
Susan Forte
Melissa Freres
Amanda Walker
Jamie Wright

Industrial and Manufacturing
Danelle Maxwell, Chair
Jim Bridwell
Brian Brooks
Richard Faber
David Felin
Robert Flatness
John Rude
Tom Stage
Cheryl Vaughan

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

Marylynne Abbott
Lead Instructor – Mathematics
M.A., Missouri State University
B.S.Ed., Missouri State University

Andrew Aberle
Lead Instructor – Mathematics – Richwood Valley
M.S., Missouri State University
B.S.Ed., Missouri Southern State University
B.S., Missouri Southern State University
A.S., Ozark Christian College

James Ackerman
Financial Aid Representative
M.S. – Missouri State University
B.S. – Missouri State University
A.A. – Ozarks Technical Community College

Michael Adamek
Lead Instructor – Philosophy
D.Min., Meadville-Lombard Theological
M.A., University of Chicago
B.A., Marietta College

David Aderhold
Instructor - Construction Technology/Department Chair-Construction
B.S.Ed., Missouri State University

Douglas Akers
Workforce Specialist Program Manager
B.S., Crossroads College

Charnell Allan
Program Director – Emergency Medical Technician-Paramedic
A.S.N., Lester L. Cox College of Nursing
Paramedic Certificate, Missouri Southern State College

Kimberly Allen
Data Collection Technician/Classroom Aide – Adult Education and Literacy

Teron Allen
Custodian
A.A.S. – Ozarks Technical Community College

Kathlene Allie
Instructor – Humanities
M.A., Pittsburg State University
B.F.A., University of Kansas

Jon Ames
Director – Procurement and Administrative Services
M.S., Trinity University
B.S., Wisconsin State University

Kelly Andekin
Secretary - Registration
A.A.S., Ozarks Technical Community College

Danyel Anderson
Clinical Coordinator/Instructor - Medical Laboratory Technician
M.P.H., Missouri State University
B.S., Missouri State University

Richard Anderson
Director - Network Hardware and Telecommunications
M.S., Capella University
B.S., Capella University
A.A.S., Ozarks Technical Community College

Kelly Anthony
Lead Instructor – English
M.A., Missouri State University
B.S.Ed., Missouri State University

Tiffany Archer
Instructor – Computer Information Science
B.S., Missouri State University
A.A.S., Ozarks Technical Community College

Carole Atkins
Secretary to the Dean of General Education
A.A.S., Jefferson College

Lisa Atwell
Instructor – Computer Information Science
B.S., Salem-Teikyo University
A.A.S., State University of New York Agricultural

Christopher Austin
Coordinator – Media Support
B.F.A., Missouri State University

Jason Ayer
Technician – Facility Maintenance

Dennis Baier
Instructor – Emergency Medical Technician/Paramedic
B.N.S., Allen College

David Ball
Director of Writing Center/Instructor - English
Ph.A, University of Arkansas
M.A., University of Arkansas
B.A., University of Arkansas

Gabriele Barber
Receptionist/Telephone Operator

Guy Barrett
Custodian

Joan Barrett
Associate Vice President for Student Affairs
M.P.A., Missouri State University
B.S., Missouri State University

LaRaine Bauer
Director – Middle College
Ph.D., Saint Louis University
M.S., Missouri State University
B.S.Ed., Missouri State University

Lisa Beebe
Secretary to the Director of OTC Career Center
B.A., Drury University
A.A., Ozarks Technical Community College

H. Anita Beeler
Advisor
M.S.Ed., Missouri State University
B.S.Ed., Missouri State University

Margaret Bell
Program Director – Dental Programs
B.S., Baker College
A.A.S., St. Louis Community College

Beth Berns
Assistant Director - Computer Services
M.B.A., Southwest Baptist University
B.S.Ed., Missouri State University
Certificate, Ozarks Technical Community College

Kimberly Berry
Instructor – Communication/Department Chair - Communication
M.A., Missouri State University
B.S., Missouri State University

Amanda Besser
Tutor – Reading Comprehension Program
B.S., Missouri State University
A.A., Ozarks Technical Community College

Stephen Biermann
Administrative Dean – Richwood Valley
Ph.D., University of Missouri - St. Louis
Ed.S., Missouri State University
M.S., Missouri State University
B.S., Evangel College

J. William Bischoff
Director - Computer Services
Certificate, Mid-America Business College

Steven Bishop
Dean - Allied Health
Ph.D., University of Missouri
M.S., Missouri State University
B.S., Missouri State University

Maria Blackmon
Instructor – Spanish
M.A., University of Oklahoma
B.S., University of Oklahoma

Susan Blakey
Assistant Director - Career Center Programs and Assessment
M.S., Missouri State University
B.S., College of the Ozarks

John Boburka
Custodian – Richwood Valley

Toni Bolderson
Assistant Coordinator – Financial Aid
M.A., Webster University
B.A., College of the Ozarks
P.H.R. Certificate, Society for Human Resource Management

James Borowiec
Desktop Deployment System Administrator
A.A., Ozarks Technical Community College

Jason Bound
Lead Groundskeeper – Facilities and Grounds

Philip Bowles
Coordinator – Web Services
B.S., Missouri State University

Trixie Braden
Counselor – Disability Resource
M.S., Missouri State University
B.S., College of the Ozarks

Carla Bradley
Coordinator – Online Instructional Development
M.S.Ed., Missouri State University
B.S.Ed., Missouri State University

Katherine Brady
Admissions Representative
M.B.A., Missouri State University
B.S., Missouri State University

Judith Brake
Lead Instructor - Sociology
M.S., Southwest Baptist University
B.S., Drury University

Carol Brand
Clerk – Procurement and Administrative Services
B.S., Missouri State University

Benjamin Breed
Open Computer Lab Monitor

Douglas Brennaman
Temporary Full-Time Networking Instructor
B.S. – University of Texas, Austin

Larry Brethower
Program Director – Hearing Instrument Science
ScD – Rochville University
B.S. – University of Central Missouri

Robert Brewer
Custodian

Kristina Bridges-Templeton
Coordinator – Media Production
B.F.A., Missouri State University
A.A., Mineral Area College

Jim Bridwell
Instructor - Welding Technology

Randy Brock
Administrative Assistant – Community Enrichment
B.S., Missouri State University

Frederick Broemmer II
Instructor – Automotive Technology
B.S., Missouri State University
A.A.S., Indiana Vocational Technical College

Brian Brooks
Instructor - Welding Technology
A.A.S., Ozarks Technical Community College
Diploma, Tulsa Welding School

Hope Brooks-Lovan
Graphic Designer
B.S., University of Missouri

Anthony Brown
Custodian

Dennis Brown
Instructor – Computer Network Science
B.S.Ed., Northwest Missouri State University

Stephanie Brown
Director of Development
M.A., Drury University
B.S., Missouri State University

Sara Bruffey
Instructor – Graphic Design Technology

Donna Bryant
Coordinator - Help Desk
B.S.B.A., Missouri Southern State University

Gerald Bryant
Assistant Vice President – Information Technology
M.S.Ed., Missouri State University
B.A., Missouri Southern State University

Kathy Buchholz
Lead Instructor - Computer Information Science
B.S.Ed., Missouri State University

Thomas Buckley
Lead Custodian
B.S., Pittsburg State University

Kevin Buening
Operations Manager – College Bookstore
B.A., Drury University

Angye Buerge
Admissions Representative

Deanna Burke
Secretary – Allied Health Department
B.S.Ed., Missouri State University

Gary Burns
Custodian

Dana Burpo
Director of Student Services – Richwood Valley
M.Ed., Drury University
B.A., University of Texas at Tyler

Annette Burtin
Financial Aid Representative
B.F.A., Missouri State University

Linda Burton
Assistant Coordinator – Help Desk
M.S.Ed., Drury University
B.S., Evangel University
A.A.S.,Ozarks Technical Community College

Staci Burton
Employee Recruitment Specialist
M.S.Ed., Drury University
B.S., Evangel University
A.A., Ozarks Technical Community College

Dawn Busick
Executive Director – Center for Workforce Development
B.A., University of Illinois

Cheryl Butler
Senior Receptionist/Telephone Operator
A.A.S., Springfield College

Rona Butrick
Secretary – General Education

Rebecca Caceres
Instructor – Dental Programs
B.S. – Western Kentucky University

Linda Caldwell
Instructor – Psychology/Department Chair – Psychology, Teacher Education and Criminal Justice
Ph.D., Southern Illinois University
M.A., Southeast Missouri State University
B.S., Southeast Missouri State University

Christie Campbell
Instructor – Biology – Richwood Valley
Ph.D., Clemson University
M.S., Clemson University
B.S., Missouri State University

Carolyn Cantrell
Secretary to the College Director of Human Resources
A.A.S., Ozarks Technical Community College

Debbie Carlstrom
Secretary to the Vice President of Information Technology
C.P.S., International Assoc. of Administrative Professionals
A.A., Ozarks Technical Community College

Elizabeth Carpenter
Aide – Disability Support Services

James Carpenter
Coordinator – Counseling Services
M.S., Missouri State University
B.A., Drury University

Pam Carpenter
Instructor - Practical Nursing
B.S.N., Southwest Baptist University
B.S.Ed., Southwest Baptist University
Diploma, St. John's School of Nursing

William Carpenter
Safety and Security Officer
A.A.S., Ozarks Technical Community College

Kimberly Cary
Assistant Director of Financial Aid/Coordinator – Federal Programs
M.S., Missouri State University
B.S., Missouri State University
A.A., Ozarks Technical Community College

Emma Case
Assistant Preschool Teacher – Early Childhood Education Center
A.A., Ozarks Technical Community College

Samantha Cash
Instructor – Speckman Tutoring and Learning Center (Math/Science)
M.S., Purdue University
B.S., Missouri State University

Lesley Cash-Moore
Secretary – Facilities and Grounds
A.A.S., Ozarks Technical Community College

Nathan Cassady
Instructor – Communication
M.A., Missouri State University
B.A., Missouri State University

Judith Chaplain
Coordinator – Veterans Program
M.S., Western Illinois University
B.S., Western Illinois University

Michele Charlebois-Didreckson
Coordinator – Career Education, Breaking Traditions
M.S.Ed., Drury University
B.A., California State University, Fullerton
A.A., Golden West College

Dusty Childress
Instructor – Science – Lebanon Education Center
M.S., University of Nebraska
B.S., Southwest Baptist University

Layton Childress
Dean – Technical Education
M.S., Central Missouri State University
B.S., Liberty University
Certificate, Central Virginia Community College

Vanda Chism
Academic Scheduling Specialist
A.A.S., Ozarks Technical Community College

Charlotte Choate
Instructor – Practical Nursing – Reeds Spring
B.B.A. – University of Wisconsin
A.S.N. – Southern Baptist University

Kathy Christy
Director - Career Employment Services
M.S., Missouri State University
B.A., Missouri State University

Arlene Chriswell
Program Director - Surgical Technology
M.S.B.A., Boston University
B.S.N., Missouri State University
Diploma, Wesley School of Nursing

Alan Church
Computer Operator
B.A., Central Bible College

Robert Clark
Instructor – Biology/Chemistry
M.S., University of Central Arkansas
B.S., University of Central Arkansas

Sally Clark
Lead Instructor – Mathematics
M.S., Indiana State University
B.S., Illinois State University

Patrick Clawson
Service Desk Assistant – LRC
A.A.S., Ozarks Technical Community College

John Clayton
College Director – Research and Strategic Planning
M.B.A., Northwest Missouri State University
B.S., Northwest Missouri State University

Bruce Clemens
OTC Workforce Liaison to Missouri Career Center
B.B.A., Evangel University
Certificate, Electronics Technicians Association, Intl.

Catherine Clemens
Instructor – Arts and Humanities/Department Chair - Humanities
M.F.A., Claremont Graduate School
B.A., California State University, San Bernardino

Shanna Cobb
Accounting Technician
B.S., Missouri State University
A.A., Ozarks Technical Community College

Sherry Coker
Workforce Specialist Business Manager – CWD
B.A., Drury University

Christopher Cole
Instructor – Chemistry
M.S., Missouri State University
B.S., Missouri State University

Ted Collier
Custodian

Jill Colony
Secretary to the Dean of Extended Campuses and College Outreach
B.S. – Missouri State University
B.S. – Drake University

Bryan Cook
Custodian

Christopher Cooper
Custodian

Franklin Copher
Custodian

Jane Cowden
Instructor – Developmental English
M.A. – Missouri State University
B.A. – Missouri State University

Jill Cox
College Director of Finance
B.A., Drury University

Katherine Craft
Assistant to the Vice President of Institutional Advancement/
Coordinator – Content Management
M.A., Missouri State University
B.A., Missouri State University

Claude Crain
Instructor – Chemistry
M.S., University of Missouri
B.S., University of Missouri

Karen Creighton
Executive Secretary to the President

Marianne Crocker
Instructor - Biology/Department Chair-Science
M.S., Texas Christian University
B.S., Missouri State University

Rebecca Crocker
Program Director– Physical Therapist Assistant
D.P.T., Creighton University
B.S., University of Missouri

Michelle Crum
Instructor - Practical Nursing
E.J.D., Concord Law School
B.S.N., Capital University

Cindy Cummins
Instructor – Developmental Math
M.A., Missouri State University
B.S., Missouri Southern State University

Carol Curtis
Instructor - History
Ed.D., University of Missouri
M.A., College of William & Mary
M.S., Columbia University
A.B., Smith College

Valentin Curutiu
Shipping/Receiving/Distribution Clerk
Diploma, Romania Polytechnic Institute

Robert Dale
Facility HVAC Technician

Rebecca Dalton
Secretary to the Director of Counseling & Advising

Chasity Daniels
Senior Staff Accountant
B.S., Missouri State University

Doug Dashnaw
Instructor – Automotive Technology
A.A.S. – Ozarks Technical Community College

Stephanie Davenport
Research Assistant
M.S., Missouri State University
B.A., Drury University

Cliff Davis
Vice President - Institutional Advancement
M.A., Missouri State University
B.S., Missouri State University

Amanda DeLong
Assistant Preschool Teacher – Early Childhood Education Center
A.A.S., Ozarks Technical Community College

Chris Delp
Technician - User Support
A.A.S., Ozarks Technical Community College

Rachel DeMoro
Academic/Financial Aid Advisor – Richwood Valley
B.S., Missouri State University
A.A., Ozarks Technical Community College

Keith Dinwiddie
Instructor – Robotic Welding
A.A.S., Ozarks Technical Community College

Phillip Dodge
Technician - Telecommunications
B.A., University of Nevada Las Vegas
A.A.S., Ozarks Technical Community College

Joel Doepker
College Director of Communications and Public Relations
M.A., Drury University
B.A.A., Central Michigan University

Lynda Doepker
Manager – Workforce Development and Community Enrichment
B.S., Missouri State University

Gary Dollens
Supervising Dentist/Instructor – Dental Programs
D.D.S., University of Missouri
B.S., Missouri State University

William Dowdy
Safety and Security Officer

Jack Dozier
Director – Technical Services
B.S., Missouri State University
A.A., Ozarks Technical Community College

Sean Dronick
Custodian

Jonathan Drozdowski
Desktop Deployment Technician
B.S., Missouri State University
A.S., Northwest Missouri State University
A.A.S., Ozarks Technical Community College

Li'anne Drysdale
Instructor – Biology
M.S., Missouri State University
B.S., Southwest Baptist University
A.A., Ozarks Technical Community College

Phillip Duncan
Lead Custodian

Steven Duncan
Instructor - HRAC
Certificate, Pittsburg State University

Jennifer Dunkel
Lead Instructor – Developmental English
M.A., Missouri State University
B.A., Truman State University

Julia M. Edwards
Assistant Dean - Disability Support and Testing Services
M.S., Missouri State University
B.A., Drury University

Peter Edwards
Internal Auditor
M.B.A., Missouri State University
B.S., Missouri State University

Paul Ehrich
Instructor – Physics and Astronomy
M.S., University of Missouri
B.S., Missouri State University

Vivian Elder
Instructor – Biology
M.A.T., Missouri State University
B.S., Missouri State University

Elizabeth Elliott
Secretary to the Vice President of Institutional Advancement/Secretary to the Director of Development; and Secretary to the Director of Alumni Relations and Special Events
B.S., University of Kansas

Devon Ellis
Secretary – Branson Education Center
A.A.S., Brigham Young University

Sam Endsley
Custodian
A.A., Ozarks Technical Community College

Kitty Estabrook
Assistant Director – Learning Resources Center
M.A., University of Missouri
B.S.Ed., Missouri State University
B.F.A., University of New Mexico

Annette Evans
Fieldwork Coordinator/Instructor - Occupational Therapy Assistant
B.S., University of Kansas

Anthony Evans
Program Director - Medical Laboratory Technician
M.A., Drake University
B.A., Drake University

Kelly Everding
Accounting Technician
B.S., Missouri State University

Richard Faber
Instructor - Drafting Technology
M.S.Ed., Missouri State University
B.S., Southeast Oklahoma State University

Terri Fahnestock
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