

BERT W. P.
ENTERPRISE

THREE RIVERS COLLEGE
CATALOG
2020-2021



Welcome to Three Rivers College, where our focus is your success



Thank you for choosing Three Rivers College, where our focus is your success.

At Three Rivers, you will discover a student-centered culture that includes faculty who know their students' names, staff who provide guidance on individual education plans, and tutors who provide enhanced instruction and academic support.

Whether you are just beginning your college career, coming back to finish a degree, training for a new job, seeking career advancement, or enhancing your skills, at Three Rivers you will find the opportunities you seek to learn and grow.

Three Rivers is prepared to meet the needs of all our students – from recent high school graduates to retirees; from valedictorians to those needing academic assistance; from students seeking transfer to a four-year program to those training for in-demand career/technical fields.

We help you succeed by providing open access to affordable, high-quality education in an environment where you matter as a person. We provide individual attention so you will not get lost in the crowd. If you have work and family obligations, we offer classes at convenient locations and times, as well as online courses. We have a range of services to support your success, including advising, tutoring, financial aid, library resources, career and transfer assistance, on-campus apartments, and bachelor's degree completion programs.

During your time at Three Rivers, seize the opportunity to enrich your college experience by getting involved with student organizations, participating in college activities, and attending athletic games and fine arts performances.

The success of Three Rivers shows in its graduates. Students from Three Rivers have transferred to colleges and universities across the country and experienced high levels of success. Graduates of our career/technical, nursing and allied health programs are finding good-paying jobs in in-demand fields.

Three Rivers alumni include physicians, dentists, nurses, and laboratory technicians. They are finding success in the fields of law enforcement, government, education, manufacturing, and agriculture. They lead corporations, run successful businesses, and coach sports teams. They are attorneys, firefighters, network administrators, engineers, and scientists.

We invite you to become part of Three Rivers' continuing success story and join our community of students who are reaching their life goals through community college education. You will find that success does start at Three Rivers College.

Sincerely,

A handwritten signature in black ink that reads "Wesley A. Payne". The signature is written in a cursive, flowing style.

WESLEY A. PAYNE, Ph.D.
President, Three Rivers College

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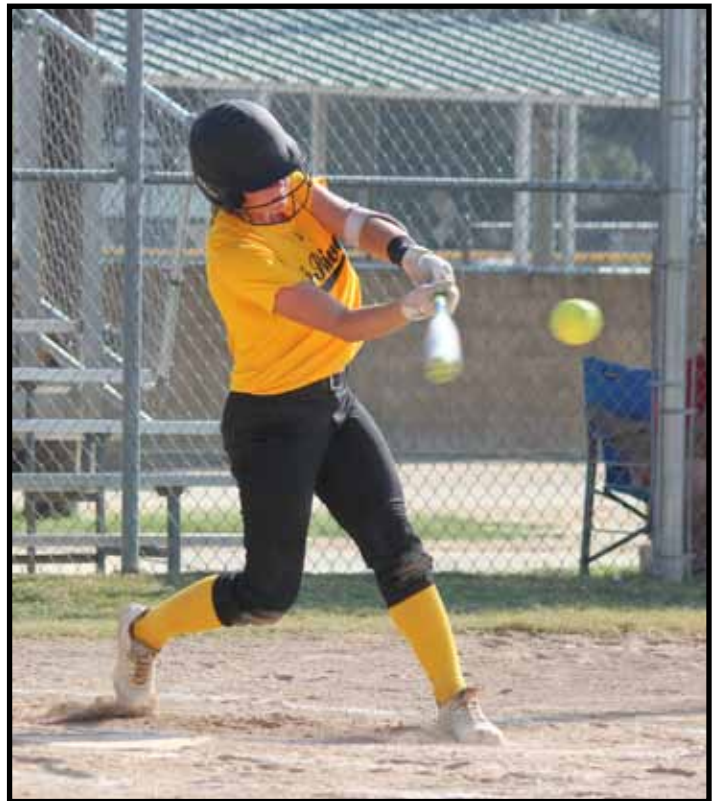
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INFORMATION





LOCATIONS

Main Campus

2080 Three Rivers Blvd.

Poplar Bluff, MO 63901

877-TRY-TRCC (877-879-8722)

573-840-9600

External Locations

Three Rivers - Dexter

515A West Market

Dexter, MO 63841

573-614-1081

Three Rivers - Kennett

1002 Great West Drive

Kennett, MO 63857

573-888-6381

Three Rivers - Sikeston

1400 S. Main

Sikeston, MO 63801

573-472-5223

Cape College Center

1050 S. Silver Springs Road

Cape Girardeau, MO 63703

573-332-0516

CONTACT INFORMATION

Departments/Services

Academic & Career Outreach	573-840-9619	Scholarships	573-840-9606
Academic Instruction	573-840-9621	Shipping & Receiving	573-840-9658
ACHIEVE	573-840-9650	Student Accounts.....	573-840-9662
Accounting Services	573-840-9105	Student Services	573-840-9669
Advising Center	573-840-9605	Technology & Computer Services.....	573-840-9708
Alumni Relations	573-840-9077	Testing Services	573-840-9667
Athletics	573-840-9611	Three Rivers – Dexter	573-614-1081
Bess Center Scheduling.....	573-840-9611	Three Rivers – Kennett	573-888-6381
Blackboard	573-840-9544	Three Rivers – Sikeston.....	573-472-5223
Campus Safety	573-840-9713	Tinnin Fine Arts Center	573-840-9648
Campus Safety cell	573-718-0108	Transcripts	573-840-9665
Cape College Center.....	573-332-0516	Tutoring & Learning Center	573-840-9638
Career Education & Workforce Development	573-840-9682	Web Services	573-840-9660
Career Services.....	573-840-9655	Welcome Center	573-840-9605
Chief Financial Officer	573-840-9105	Workforce Development	573-840-9682
Classroom Scheduling	573-840-9689	Instructional Programs	
The College Store	573-840-9610	Accounting.....	573-840-9460
Communications	573-840-9660	Agriculture	573-840-9684
Continuing Education.....	573-840-9619	Allied Health	573-840-9672
Curriculum & Assessment	573-840-9689	Art	573-840-9174
Custodians.....	573-840-9644	Behavioral Health Support	573-840-9631
Dean of Instruction	573-840-9689	Business	573-840-9636
Development	573-840-9077	Biology (Life Science)	573-840-9641
Disability Services.....	573-840-9608	Chemistry (Physical Science)	573-840-9642
Distance Learning Services.....	573-840-9544	Computer Studies	573-840-9460
Dual Credit	573-840-9619	Construction Trades	573-840-9682
Educational Talent Search.....	573-840-9532	Criminal Justice.....	573-840-9101
Endowment Trust	573-840-9077	Early Childhood Development	573-840-9061
Enrollment Services	573-840-9666	EMS Program	573-840-9672
Financial Aid	573-840-9606	English.....	573-840-9618
Fitness Center	573-840-9437	Fire Science	573-840-9656
Food Services	573-840-9437	Forestry.....	573-840-9684
Honors Program.....	573-840-9618	Foreign Language.....	573-840-9165
Housing	573-840-9106	Industrial Technology	573-840-9683
Human Resources	573-840-9695	Information Systems Technology	573-840-9460
Institutional Effectiveness.....	573-840-9007	Law Enforcement Academy	573-840-9079
International Student Services.....	573-840-9666	Math	573-840-9630
Library	573-840-9654	Med Lab Tech	573-840-9672
Log-in Help	573-840-9605	Music	573-840-9639
Main Switchboard.....	573-840-9600	Nursing.....	573-840-9672
Maintenance	573-840-9649	Nursing-Sikeston.....	573-472-5223
News Services	573-840-9660	Paramedic.....	573-840-9672
Patrons of the Arts	573-840-9527	Physics	573-840-9640
President’s Office	573-840-9698	Psychology	573-840-9715
Purchasing.....	573-840-9658	Social Sciences	573-840-9631
Registration & Enrollment	573-840-9605	Speech Communication	573-840-9122
Registrar.....	573-840-9665	Teacher Education	573-840-9001
Rivers Ridge Apartments.....	573-840-9106	Welding.....	573-840-9682

IMPORTANT DATES

Please check the College website www.trcc.edu for the most current academic calendar.

Summer 2020

Summer/Fall 2020 registration for returning students - online & walk-In.....	March 16
Early registration for Summer/Fall 2020 for all students	March 30
MEMORIAL DAY.....	College closed May 25
Summer textbook pickup begins.....	May 28
Last day to register for “A” Session.....	May 29
Summer “A” & Full Sessions begin (Limited change of schedule available through June 2).....	June 1
Last day for 100% credit for “A” and Full Sessions (No financial credit is available after this date).....	June 3
Last day to charge in The College Store	June 3
Last day to drop an “A” and Full Session course and not appear on transcript.....	June 3
No show process begins for “A” and Full Sessions.....	June 8
Last day to drop an “A” Session class.....	June 18
Last day to withdraw from “A” Session.....	June 24
“A” Session ends/finals	June 25
Last day to register for a “B” Session class.....	June 25
“A” Session grades due by noon	June 29
“B” Session begins (Limited change of schedule available through June 30).....	June 29
Last day for 100% credit for “B” Session (No financial credit is available after this date).....	July 1
Last day to drop a “B” Session course and not appear on transcript.....	July 1
INDEPENDENCE DAY HOLIDAY	College closed July 6
No show process begins for “B” Session	July 7
Last day to drop a Full Session class.....	July 16
Last day to drop a “B” Session class	July 16
Last day to withdraw from “B” and Full Sessions.....	July 22
“B” & Full Sessions end/finals	July 23
Summer grades	Due by noon July 27
Rental textbook return for Summer.....	July 27

Fall 2020

Early Registration Opens for Fall 2020 for returning students.....	March 16
Early Registration Opens for Fall 2020 for all students	March 30
MEMORIAL DAY HOLIDAY	College Closed May 25
INDEPENDENCE HOLIDAY.....	College Closed July 6
Faculty/Staff Convocation	College Closed August 10
Registration for Fall 2020	8:00 a.m.-6:30 p.m. August 11-13
with extended walk-in office hours.....	8:00 a.m.-5:00 p.m. August 14
Textbook pick-up begins.....	August 11
Last day to register	August 14
First Day of Classes	August 17
Limited schedule changes available	8:00 a.m. – 6:30 p.m. August 17-20
.....	8:00 a.m. – 5:00 p.m. August 21
Last day for 100% credit “A” and Full Sessions	August 28
Last day to withdraw from college or drop a course (“A” or Full Session) and not appear on transcript	August 28
Last day to charge textbook in the College Store.....	September 1
No Show process begins for Full and “A” Session	September 8
Last day to drop “A” session course.....	September 30
Last day to withdraw “A” session.....	October 6
“A” Session Classes End/Finals	October 7
“A” Session Grades Due by Noon	October 8
“B” Session courses begin	October 8
Last day for 100% credit “B” Session.....	October 12

Last day to drop a "B" Session course and not appear on transcript.....	October 12
No Show process begins for "B" Session.....	October 19
Winter/Spring 2021 registration opens for current students.....	October 19
Winter/Spring 2021 registration opens to any student.....	November 2
Last day to drop a Full Session course (Only withdrawals are allowed after this date).....	November 13
Last day to drop a "B" session course.....	November 18
Last day to withdraw Full and "B" Sessions.....	November 24
Full and "B" Session Classes End.....	November 24
THANKSGIVING BREAK.....	No classes November 25-27
	College Closed November 26-27
Final Exams for Full and "B".....	November 30 - December 3
Grades Due By Noon.....	December 4
Last Day to Return Rental Textbooks.....	by 5:00 pm..... December 4

Winter 2021

Early registration opens for Winter 2021 for returning students.....	October 19
Early registration opens for Winter 2021 for all students.....	November 2
Winter textbook pick-up begins.....	November 23
Last day to register for Winter Session.....	December 9
Winter Session begins (Limited change of schedule available through December 10).....	December 10
Last day for 100% credit for Winter Session (No financial credit is available after this date).....	December 11
Last day to drop Winter Session course and not appear on transcript.....	December 11
Last day to charge in The College Store.....	December 11
No show process begins for Winter Session.....	December 14
CHRISTMAS BREAK.....	College closed December 14-18
	December 21-25
	December 28 – January 1
Last day to drop/withdraw from Winter Session.....	January 7
Winter Session ends/finals.....	January 8
Winter Session grades.....	Due by midnight..... January 9
Rental textbook return for Winter Session.....	January 12

Spring 2021

Early registration opens for Spring 2021 for returning students.....	October 19
Early registration opens for Spring 2021 for all students.....	November 2
Faculty/Staff Convocation.....	College closed..... January 11
Registration for Spring 2021.....	8:00 a.m.-6:30 p.m..... January 12-14
with extended walk-in office hours.....	8:00 a.m.-5:00 p.m..... January 15
Textbook pickup begins.....	January 12
Last day to register.....	January 15
MARTIN LUTHER KING DAY.....	College closed January 18
First day of classes.....	January 19
Limited schedule changes available.....	8:00 a.m.-6:30 p.m..... January 19-21
	8:00 a.m.-5:00 p.m..... January 22
Last day for 100% credit for Full and "A" Sessions.....	February 1
Last day to withdraw from college or drop a Full and "A" Sessions course and not appear on transcript.....	February 1
Last day to charge in The College Store.....	February 2
No show process begins for Full and "A" Sessions.....	February 8
Last day to drop an "A" Session course.....	March 5
Last day to withdraw from "A" Session.....	March 11
"A" Session classes end/final exams.....	March 12
SPRING BREAK.....	No classes March 15-19
	College closed March 17-19
"A" Session grades due by noon.....	March 22
"B" Session courses begin.....	March 22
Summer/Fall 2021 registration opens for returning students.....	March 22

Last day for 100% credit for "B" Session	March 24
Last day to drop a "B" Session course and not appear on transcript.....	March 24
No show process begins for "B" Session	March 29
Summer/Fall 2021 registration opens to all students.....	April 6
EASTER BREAK	No classes April 1, 2, & 5
	College closed
	April 2 & 5
Last day to drop a Full Session course (Only withdrawals are allowed after this date).....	April 30
Last day to drop a "B" Session course	May 7
Last day to withdraw from Full and "B" Sessions	May 14
Full and "B" Session classes end.....	May 14
Student Excellence Award Ceremony	Tinnin Center 6:00 p.m..... May 14
Final exams for Full and "B" Sessions.....	May 15-20
Last day to return rental textbooks.....	by 5:00 p.m. May 20
Grades due by noon	May 21
Commencement	May 21

Summer 2021

Early registration opens for Summer/Fall 2021 for returning students	March 22
Early registration opens for Summer/Fall 2021 for all students	April 6
MEMORIAL DAY.....	College closed
	May 31
Summer textbook pickup begins.....	June 3
Last day to register for "A" Session	June 3
Summer "A" & Full Sessions begin (Limited change of schedule available through June 8).....	June 7
Last day for 100% credit for "A" and Full Sessions (No financial credit is available after this date).....	June 9
Last day to drop an "A" and Full Sessions course and not appear on transcript	June 9
Last day to charge in The College Store	June 9
No show process begins for "A" and Full Sessions.....	June 14
Last day to drop an "A" Session class.....	June 24
Last day to withdraw from "A" Session.....	June 30
"A" Session ends/finals	July 1
Last day to register for a "B" Session class.....	July 1
INDEPENDENCE DAY HOLIDAY	College closed
	July 5
"A" Session grades due by noon	July 6
"B" Session begins (Limited change of schedule available through July 7).....	July 6
Last day for 100% credit for "B" Session (No financial credit is available after this date).....	July 8
Last day to drop a "B" Session course and not appear on transcript.....	July 8
No show process begins for "B" Session	July 12
Last day to drop a Full Session class.....	July 22
Last day to drop a "B" Session class	July 22
Last day to withdraw from "B" and Full Sessions.....	July 28
"B" & Full Sessions end/finals	July 29
Summer grades	Due by noon August 2
Rental textbook return for Summer.....	August 2

ABOUT US

The College

Three Rivers College is one of 12 public, two-year institutions established under the Missouri Junior College Act of 1961. The College serves a 15-county area of nearly 10,000 square miles which encompasses the Southeast Missouri counties of Bollinger, Butler, Cape Girardeau, Carter, Dunklin, Howell, Mississippi, New Madrid, Oregon, Pemiscot, Reynolds, Ripley, Scott, Stoddard, and Wayne.

The College taxing district is comprised of the following school districts: Poplar Bluff R-I, Neelyville R-IV, and Twin Rivers R-X in Butler County; Van Buren R-I and East Carter County R-II in Carter County; Doniphan R-I, Naylor R-II, Ripley County R-III, and Ripley County R-IV in Ripley County; and Clearwater R-I and Greenville R-II in Wayne County.

College History

Three Rivers College was founded April 5, 1966, when citizens of the Southeast Missouri counties of Butler, Carter, Ripley, and Wayne voted into existence the College District. The College opened storefront facilities in downtown Poplar Bluff, Missouri, with 138 students in the summer of 1967. Today, Three Rivers enrolls thousands of students at locations throughout Southeast Missouri, including an 80-acre campus in Poplar Bluff; full-service locations in Cape Girardeau, Dexter, Kennett, and Sikeston; as well as many other locations, including Doniphan, Piedmont, Portageville, and Van Buren. Programs include college transfer, career-technical, transitional, and continuing education.

Vision Statement

Three Rivers College will be the preeminent, cutting-edge community of learners with a student-first focus, and will operate as a vibrant, dynamic catalyst for the creation of opportunities that foster learning and student success.

Mission Statement

Three Rivers College inspires, prepares, and empowers students to succeed through open access to high-quality learning opportunities that meet the needs of the communities we serve.

Commitments that inform the mission:

- Open access to educational programs to prepare students for transfer to a four-year baccalaureate institution, as well as programs of career and technical education to prepare students for entry or advancement in the global workforce.
- Comprehensive academic services, learning resources, basic skills development, and educational opportunities for students of diverse cultural, socioeconomic, and academic backgrounds.
- Support services and student activities to enhance individual growth and academic potential.
- Collaborative partnerships to develop specialized programs that meet the changing needs of business and industry, government, secondary schools, and other colleges and universities.
- Lifelong learning opportunities for individuals who wish to improve job performance, develop new skills, or pursue personal interests.
- Community services that support and encourage the economic, civic, and cultural vitality of the region.

Go to www.trcc.edu/about/collegepolicy.php for more information.

Core Values

Commitment to Learning

We provide exemplary learning opportunities and maintain the highest standards through continuous improvement.

Hardworking

We are dedicated to working more diligently, smartly, creatively, and innovatively.

Honesty and Integrity

We honor our commitment to the College mission as we hold ourselves to the highest ethical standards in all operations.

Quality

We take decisive action to shape the future in order to fulfill our commitment to excellence.

Respect

We value the worth of individuals from all backgrounds and treat coworkers and members of the community with courtesy and dignity.

Strategic Plan 2021-2025

The Three Rivers College Strategic Planning Steering Committee developed the following strategic themes of ASPIRE 2025 to guide planning and direct resources to fulfill the mission. The focus areas of the strategic plan are Innovation, Institutional Sustainability, Instructional Excellence and Relevance, and Student Success. The planning process is systematically designed to create a dynamic continuous improvement cycle that aligns annual priorities for planning, allocating appropriate resources based on data-informed decision-making, implementing initiatives, and assessing the effectiveness of those initiatives to annually close the loop. Student success is at the heart of all planning at Three Rivers College. The Board of Trustees adopted the strategic plan by unanimous vote on January 15, 2020.

Theme: **Innovation**

Initiative: The College will continue to expand operational innovation through newly developed products, tools, and processes designed to enhance performance.

- Strategies:
- Adopt the usage of the Strategic Planning Online (SPOL) Assessment Module in support of institutional planning and improvement.
 - Develop the appropriate infrastructure in support of fully online degree programs.
 - Enhance cybersecurity and data security.
 - Ensure appropriate oversight of fully online programming.
 - Fully utilize Office365 to improve operations.
 - Improve student retention processes.
 - Improve student support for online learning.
 - Maintain institutional support for Quality Matters.
 - Provide additional avenues for learning and communication through technology.
 - Upgrade outdated systems.

Theme: **Institutional Sustainability**

Initiative: The College will continue to improve the operational performance of all processes, systems, resource management, and facilities in order to provide the necessary support for students and employees to thrive.

- Strategies:
- Actualize data-informed decision-making within all planning and budgeting practices.
 - Continue to improve community image and relationships.
 - Coordinate student recruitment efforts that shall include employees across the College.
 - Develop a plan to address future personnel needs.
 - Ensure appropriate employee staffing.
 - Expand the capacity to seek and manage relevant external funding sources and grant projects.
 - Increase employee knowledge and skills.
 - Institutionalize a positive student-focused culture.
 - Maintain compliance with all local, state, federal, and accreditation agencies while remaining transparent to all stakeholders.
 - Respond to change in anticipation of the developing needs of our community.
 - Systematically work to ensure an online presence that is consistent, accurate, current, and student focused.
 - Upgrade outdated facilities.

Theme: **Instructional Excellence and Relevance**

Initiative: The College will deliver instructional excellence throughout the curriculum with timely and relevant content for improved student learning and success.

- Strategies:
- Build an inclusive environment in support of all adjunct instructors.
 - Design initiatives to ensure that students are competent in the technology needed to succeed in the curriculum.
 - Develop a student-focused culture to celebrate students' academic goals and achievements.
 - Enhance the academic assessment process through technology tools and innovation.
 - Ensure career programming that is relevant, viable, and provides skills for meaningful employment.
 - Ensure relevant academic programming that aligns with the needs and desires of our community.

- Improve student learning through maturing the use of student outcomes data.
- Maintain a high-quality online learning environment.
- Promote quality instruction in all learning modalities.
- Provide timely feedback to students.

Theme: **Student Success**

Initiative: The College will enhance the experience of every student by reducing barriers and creating an individual path to personal and academic success.

- Strategies:
- Align academic advising with university transfer programs for improved transfer rates.
 - Champion a student-focused culture based on the educational goals of each student.
 - Design a course scheduling process that ensures classes are available when students need them for on-time completion.
 - Ensure technological and computing literacy skills for all students.
 - Improve the individualized student experience for every student.
 - Mature the comprehensive advising process.

Accreditation

Three Rivers College is accredited by the Higher Learning Commission, located at 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604, 800-621-7440.

This accreditation ensures that student work satisfactorily completed at Three Rivers will be recognized at full value by other colleges, universities, and professional schools.

The Associate of Applied Science (AAS) in Nursing program is accredited by the Accreditation Commission on Education in Nursing (ACEN). The AAS Nursing program in Poplar Bluff and the LPN-RN Bridge program in Sikeston are fully approved by the Missouri State Board of Nursing. The Practical Nursing program, located in Poplar Bluff and Sikeston, is fully approved by the Missouri State Board of Nursing.

The Medical Laboratory Technician program is accredited under the Missouri Health Professions Consortium MLT Program by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The Rivers College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education

Programs (www.caahep.org) upon the recommendation of Committee on Accreditation of Education Programs for the Emergency Medical Services Profession (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs, 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 214-703-8445. www.caahep.org

Three Rivers College is a Missouri Department of Health and Senior Services, Bureau of Emergency Medical Services accredited EMS training entity.

The Occupational Therapy Assistant Program has been granted accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE), the accrediting body of the American Occupational Therapy Association (AOTA).

All pre-professional teacher education programs are approved by the Missouri State Board of Education.

Go to www.trcc.edu/about/collegepolicy.php for more information.

ADMISSIONS

Three Rivers College is an open admission institution and accepts any person with a high school diploma or equivalent.

Equal Opportunity

All persons who meet the general admission requirements will be treated in identical fashion regardless of race, color, gender, sexual orientation, religion, age, disability, or national origin. This right also applies to participation on an equal basis in respect to all the curricular or non-curricular activities of the College.

Go to www.trcc.edu/about/collegepolicy.php for more information.

Steps to Be Admitted

1. Submit a completed application found on the College website at www.trcc.edu/admissions/application.php
2. Submit official high school transcript(s) or GED/HiSET test results.
3. Submit official transcripts from all colleges attended.
4. Request ACT or SAT scores be sent to Three Rivers or contact the Welcome Center at 573-840-9605 to start the placement process.
5. To register, contact the Welcome Center at 573-840-9605 or contact the location nearest you.

Pursuant to Missouri State Statute 174.130, Three Rivers College will not knowingly admit any aliens unlawfully present in the United States. Proof of legal residency may be required at the time of application.

Denial of Access

The College may deny admission or continued attendance if it reasonably appears that the student would not be competent to profit from the curriculum offerings of the College, or would, by the student's presence or conduct, create a threat or potential danger to the college community, or if such denial of access is considered to be in the best interest of the College. Denial of access decisions may be appealed. Contact the Dean of Student Services at 573-840-9669 for more information concerning appeals.

Foreign High Schools

Students attending high school outside the U.S. must submit official records such as transcripts, diplomas, and/or standardized exam results equivalent to a U.S. high school diploma. High school records not issued in English must be accompanied by an official English translation.

Home Schools, Non-Accredited High Schools, or Non-Accredited Correspondence Schools

If you attended a home school, non-accredited, or correspondence high school, you may attend if you are at least 16 years old, submit transcripts verifying completion of an academic program, and submit ACT scores or contact the Welcome Center at 573-840-9605 to begin the placement process.

Limited Enrollment Programs

The Nursing, Practical Nursing, Paramedic, Occupational Therapy Assistant, and Medical Laboratory Technology Programs are limited in enrollment. Additional information and program applications for Nursing and Allied Health Programs are found on the College website: www.trcc.edu/admissions/application.php.

Courses

You may enroll in courses only when prerequisites for the courses are met and provided space is available. Prerequisites are noted in the Course Description section of this catalog and on *myTRCC*.

Honors Program

The Three Rivers College Honors Program offers enhanced and advanced study to those students who show exceptional academic achievement and motivation. The purpose of honors classes is to provide an innovative, creative approach to learning in an atmosphere conducive to meeting the challenge to higher levels of academic excellence.

The Honors Program seeks to bring together students with diverse academic and social interests to foster the exchange of ideas within the associate degree experience, while providing appropriate scholastic challenges as they pursue intellectual self-awareness. Honors courses are designed to promote intellectual curiosity, motivate students, and offer greater depth and more intensity.

For more information about the Honors Program or to inquire about membership, contact Mark Sanders, Associate Professor of Philosophy, at msanders@trcc.edu or at 573-840-9618, ext. 8186.

Dual Enrollment

Dual enrollment is the enrollment of high school students in college classes. These classes are taught by TRC instructors and may be located on the main campus, at off-campus sites,

or online. If you complete dual enrollment classes, you will receive college credit but may not receive high school credit.

You must follow the same procedures and have the same enrollment qualifications as regular TRC students. Placement scores may be required to enroll in some classes. If qualified, you may take both dual credit and dual enrollment classes during the same semester. If you are interested in this option, you should check with your high school counselor and the Dual Credit Coordinator at 573-840-9619.

Dual Credit

Admission is granted to students attending accredited high schools who want to participate in the dual credit program. Dual credit is defined as college courses taught on the high school campus by academically qualified high school instructors. Students who complete these courses are awarded both high school and college credit. This program is open to students who qualify under the state guidelines, meeting GPA and test score requirements. In addition, placement scores may be required in order to enroll in some of the classes. Students interested in this option should check with their high school counselor and the Dual Credit Coordinator at 573-840-9619.

Course Placement

Proper course placement is vital to success in college courses. To ensure that you select the best place to start, Three Rivers uses a guided self-placement process.

The guided self-placement process for English, math, and reading allows you to rate your level of comfort with math problems, English concepts, and reading passages. Once you have completed the questionnaire, you will receive feedback from an advisor on what courses would best fit your needs. This process takes into account your capabilities, history, and life experiences while considering career goals, program options, and career expectations.

After you have filled out your application, simply take the guided self-placement questionnaire at <https://www.trcc.edu/testing/guided-self-placement.php>. Once completed you will be contacted by an advisor to discuss what courses to take and register for classes.

If you have recently taken the ACT or ACCUPLACER, these scores can also be used to place you in the right English, math, and reading courses to ensure the best chance for success.

The following chart identifies the ACT and ACCUPLACER subtest scores used for placement in these courses.

Course	ACT*	ACCUPLACER
MATH 02-Transitional Math	17 or below	200 to 279 (A) 200 to 210 (AAF)
ENGR 106-Technical Math I	9 to 17	263 to 300 (A) 200 to 210 (AAF)
MATH 153-Intermediate Algebra MATH 161-Mathematical Reasoning & Modeling MATH 162-Math for the Elem Teachers	18 to 21	211 to 236 (AAF)
MATH 163-College Algebra for Calculus	22 or above	237 to 262 (AAF)
MATH 164-Trigonometry	26 or above	263 to 275 (AAF)
MATH 171-Analytic Geometry & Calculus	28 or above	276 to 300 (AAF)
ENGL 02-Transitional College Writing ENGL 08 – Advanced Transitional College Writing	15 or below (ENGL) 16 to 17 (ENGL)	2 or below (WP) 3 to 4 (WP)
READ 01-Transitional College Reading I READ 02-Transitional College Reading II	14 or below (READ) 15 to 17 (READ)	200 to 230 (RS) 231 to 240 (RS)
ENGL 111-College Writing	18 or above (ENGL) <i>and</i> 18 or above (READ)	5 to 8 (WP) <i>and</i> 241 or above (RS)
(A) = Arithmetic, (AAF) = Advanced Algebra & Functions, (WP) = WritePlacer (essay), (T) = Trigonometry, (RS) = Reading Skills Test		
*ACT placement scores are based on sub-scores in the applicable subject area, not the composite score.		

STUDENT CLASSIFICATIONS

Students are classified as follows:

Full-Time Student

You are a full-time student if you are enrolled in 12 or more credits for Fall and Spring semester or 6 hours for Summer term.

Part-Time Student

You are a part-time student if you are enrolled in less than 12 credits for Fall and Spring semesters or less than 6 hours for Summer term.

Curricular Student

You are a curricular student if you are seeking a degree or certificate.

Non-Curricular Student

You are a non-curricular student if you are not seeking a degree or certificate. Non-curricular students are not eligible for federal financial aid and are classified as follows:

- Upgrading employment skills for present job.
- Developing skills for new job.
- Career exploration - The College will provide counseling to help students make decisions concerning career goals. Students are expected to declare other educational goals prior to completing 30 credit hours of course work.
- Personal satisfaction and general knowledge.
- Visiting - Visiting students are those who, while enrolled at a community college, maintain primary enrollment with other post-secondary institutions.
- Non-degree transfer - Non-degree transfer students are those enrolled at the College with the intent to transfer to other post-secondary institutions prior to completing graduation requirements.
- High school - High school students who are dual enrolled and home-schooled students under the age of 18.
- Dual Credit/Dual Enrollment - Students currently enrolled in high school or home school who have not completed the requirements of secondary school graduation.
- Auditing a course (with College approval only) – See page 19 for more details. Under this classification, students enroll in courses without taking exams or receiving credit. Audits are permitted only if there is a sufficient number of students taking the class for credit.

Freshmen have fewer than 30 semester hours credit.

Sophomores have earned 30 or more semester hours of credit.

Transfer Student

You are a transfer student if you have attended another post-secondary institution before enrolling at TRC.

Continuing Student

You are a continuing student when you have not had a break in enrollment (excluding summer session) at TRC.

Returning Student

You are a returning student if you previously earned at least one hour of credit at TRC. If you have not been enrolled at TRC for a semester or more (excluding summer session), you may reactivate your files by updating your admission information. If you have attended another accredited institution since leaving TRC, you must submit official transcripts.

Concurrently Enrolled Student

You are a concurrently enrolled student if you are enrolled at TRC and another college during the same semester.

International Student

If you are a non-immigrant international student seeking I-20 admission, the following items are required in addition to the regular admission requirements (An international student checklist may be obtained in the Advising Center):

1. Be eligible for an F-1 visa.
2. Submit Affidavit of Support.
3. Submit a TOEFL (Test of English as a Foreign Language) of at least 500 on the paper-based test or 173 on the computer-based test.
4. Submit Admissions Application.
5. Proof of insurance.

If you are transferring from another college, you must be in good standing with a grade point average of at least 2.0 at the time of transfer. All international students will be charged out-of-district tuition. Students with a valid permanent residence cards will be billed according to residency. Educational records from institutions outside the United States must be evaluated as described in the section on records.

Further information regarding international students can be obtained from the Advising Center at 573-840-9666.

Pursuant to Missouri State Statute 174.130, Three Rivers College will not knowingly admit any aliens unlawfully present in the United States. Proof of legal residency may be required at the time of application.

Unclassified Student

If you have an advanced degree, you may register for Three Rivers' classes and will be unclassified. Three Rivers graduates enrolling in transfer courses will be unclassified students.

Go to www.trcc.edu/about/collegepolicy.php for more information.



REGISTRATION

Steps to Register

- Complete the Application for Admission using the online form on our website at www.trcc.edu/admissions/application.php.
- Complete your Free Application for Federal Student Aid (FASFA).
- Complete the guided self-placement questionnaire.
- Submit high school and previous college transcripts.
- Visit with an advisor to:
 - Sign up for a ROCS Session for orientation and register for classes (new students only).
 - Review pathway/program requirements in the College catalog and read course descriptions.
 - Determine if a prerequisite or corequisite is necessary. See definition in Academic Information and Rules section of College catalog.
 - Discuss academic plans and select courses.
 - Plan a tentative schedule that considers work and family obligations.
 - Have your advisor approve your schedule.
- Register for courses.
 - To register online, visit www.trcc.edu and click *myTRCC* to create a schedule, choose class times and locations, register, and pay for classes. If you are a new student, you will work with your initial advisor.
- Consider your payment options. Once you are registered for courses, a bill is generated. If you do not secure payment in the form of financial aid or scholarship prior to classes starting, you will be required to pay for the tuition, books, fees, etc. on your own. Please see Fees and Charges for payment options. For more information go to www.trcc.edu/financialaid/tuition.php.

Last Day to Register for Classes

The last day to register for classes can be found on the academic calendar and in the important dates section of this catalog. After the last day to register, you may only make limited schedule changes during the first week of classes with instructor permission. You will need to contact your advisor for schedule changes.

Course Schedule

The course schedule is located on Three Rivers' website at www.trcc.edu; click the link for *myTRCC* and then the "Search for Classes" link. No username or password is required to view the schedule.

How to Access *myTRCC* – The Student Self-Service Website

The student portal (*myTRCC*) is a convenient way for you to access your personal, academic, and financial information online. Through *myTRCC*, you can search the course catalog and semester course offerings, register and pay for classes, check your program progress, and access your schedule, grades, unofficial transcript, financial aid, account information, and multiple documents and forms.

The *myTRCC* system operates in an encrypted and secure environment. You must use your *myTRCC* username and password to access your personal information. It is important to not share your password with anyone. It is recommended you create a long password that you do not use elsewhere. *myTRCC* is accessed on the homepage of the website at www.trcc.edu. Go to <https://trcc.edu/loginhelp/> to learn how to login.

New Students

New Three Rivers students must verify their identity in person on the Poplar Bluff campus or at one of the College's external locations, virtually, or via the phone prior to registration. New Three Rivers students gain access to *myTRCC* approximately two weeks after registration.

Current and Returning Students

You MUST meet with your advisor to select the correct courses that apply to your degree plan. Faculty advisors will assist you in planning courses to be taken in current and future semesters. Once your courses are approved, you may register through *myTRCC*.

Auditing a Course

Auditing a course is when you wish to enroll in a course to learn the material but not earn credit. If you are auditing a course, you will not be required to take examinations but will be expected to attend and participate in the learning process of the course. You may not change from an audit status to a credit status or a credit status to an audit status after the normal drop/add period. Auditing is only permitted if there is a sufficient number of students taking the class for credit.

Dropping a Course

Talk to your instructor before making the decision to drop a course.

A course may be dropped at any time prior to the date published in the academic calendar, which is the 75% date of

the course. After this date you cannot drop a single course, but you may withdraw from all courses, unless granted permission for a late drop by the Chief Academic Officer. Courses dropped during the 100% refund period will not be recorded on your transcript. Courses dropped after the 100% refund date will be recorded on your transcript with a "W" grade.

A course is dropped by completing a Withdrawal/Drop form at the Welcome Center, any external location, or on myTRCC. Failure to complete the proper procedure for dropping a class may result in a grade of "F" for the course.

- You will receive a 100% credit of tuition and fees if you drop a class prior to the last day of the 100% credit period. No credits or refunds will be made after the published deadline.
- Specific dates can be found on the College website at <http://www.trcc.edu/studentaccounts/tuitionfees.php>.
- Specific deadlines for dropping courses are provided in the full academic calendar for the semester and may be found on the College website at <http://www.trcc.edu/academics/>.
- All rental textbooks must be returned at the time you drop a course(s).
- You are responsible for paying all remaining unpaid charges including tuition, fees, College Store charges, and housing balances.

Withdrawal from College

A withdrawal from college is when you drop all courses taken during a semester. You are strongly encouraged to speak with your advisor and the Office of Financial Aid prior to withdrawing from the College. You may withdraw from the College up to and including the last day of class.

Prior to the last date to drop a course, you can withdraw online through myTRCC. After this date, you must contact the Welcome Center to withdraw.

- You will receive a 100% credit of tuition and fees if you withdraw from college prior to the last day of the 100% credit period. No credits or refunds will be made after the published deadline. Specific dates can be found on the College website at <http://www.trcc.edu/studentaccounts/tuitionfees.php>.
- Specific deadlines for withdrawing are provided in the full academic calendar found on the College website at <http://www.trcc.edu/academics/>.
- All rental textbooks must be returned at the time you withdraw from College.
- You are responsible for paying all remaining unpaid charges including tuition, fees, College Store charges, and housing balances.

Go to www.trcc.edu/about/collegepolicy.php for more information.

Class Attendance

To be successful, you must attend class as scheduled. If for some reason you are unable to attend class, it is your responsibility to notify your instructor and arrange to make up missed work, if allowed. If you are going to be absent for more than two weeks, you should notify the Dean of Student Services immediately. Being absent from class can reduce your final course grade and result in your removal from the course.

Go to www.trcc.edu/about/collegepolicy.php for more information.

ADVANCED PLACEMENT

Advanced placement may be obtained through the use of standardized tests, Credit for Prior Learning, specific articulation agreements between the College and area high schools, and transferring coursework from other colleges. A maximum total of 30 credit hours of alternative credit may be used toward completion requirements; up to 50% of a program.

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) provides an opportunity to demonstrate acquired knowledge equivalent to college-level courses. A score at the 50th percentile or higher is required to receive credit for a CLEP subject examination. Students seeking information about the CLEP examinations may contact Three Rivers Testing Services at 573-840-9667. Scores will be submitted to the Office of the Registrar.

CLEP Subject Examinations	Three Rivers Course Equivalent	Hours
American Government	GOVT 121: National & State Government	3
American Literature	ENGL 241/242: American Literature to & since 1870	6
Biology	BIOL 101: General Biology	5
Calculus	MATH 171: Analytical Geometry & Calculus I	3
Chemistry*	CHEM 121: General Chemistry I	3
College Algebra	MATH 163: College Algebra for Calculus	3
College Composition w/ Modular Essay	ENGL 111: College Writing	3
English Literature	ENGL 231/232: English Lit to & since 1798	6
Financial Accounting	ACCT 211: Principles of Accounting I	3
History of the United States I: Early Colonization to 1877	HIST 111: American History to 1877	3
History of the United States II: 1865 to Present	HIST 112: American History since 1877	3
Introductory Business Law	BLAW 221: Legal & Ethical Environment of Business	3
Introductory Psychology	PSYC 111: General Psychology	3
Introductory Sociology	SOCI 111: General Sociology	3
Pre-Calculus	MATH 164: Trigonometry	3
Principles of Macroeconomics	ECON 211: Principles of Macroeconomics	3
Principles of Management	BUAD 120: Introduction to Business	3
Principles of Marketing	MKTG 115: Principles of Marketing	3
Principles of Microeconomics	ECON 212: Principles of Microeconomics	3
Spanish Language: Level 1	SPAN 101/102: Elementary Spanish I & II	6
Western Civilization I: Ancient Near East to 1648	HIST 121: World Civ. to the Renaissance	3
Western Civilization II: 1648 to Present	HIST 122: World Civ. since the Renaissance	3

* not available to nursing students

Advanced Placement (AP) Credit

High school graduates participating in the College Board Advanced Placement Program and passing the final examination with a score of 3 or higher may receive credit for those subjects. For additional information, contact the Office of the Registrar at 573-840-9665.

Advanced Placement Course	Minimum Score Required	Three Rivers Course Equivalent	Hours
Art History	3	ARTS 123: History and Appreciation of Art	3
Biology	3	BIOL 101: General Biology	5
Calculus AB	3	MATH 171: Analytic Geometry & Calculus I	5
Calculus BC	3	MATH 271: Analytic Geometry & Calculus II	5
Chemistry	3	CHEM 121: General Chemistry I	5
English Language and Composition	3	ENGL 111: College Writing	3
English Literature and Composition	3	ENGL 112: Advanced College Writing	3
Psychology	3	PSYC 111: General Psychology	3
United States Government and Politics	3	GOVT 121: National and State Government	3
United States History	3	HIST 111: American History to 1877	3

AP tests received, but not shown in the table, will be evaluated on a case-by-case basis by faculty knowledgeable in the specific course to determine if an AP score of 4 or 5 warrants granting additional credits/or courses to the student.

Credit for Prior Learning

Credit is awarded on a case-by-case basis, depending on the student's potential for Credit for Prior Learning (CPL) and the alignment with the intended major. To be considered for CPL, you must be enrolled and have completed a minimum of 1 credit hour that is transcribed to your student record. Please review the Guide for Alternative Credit, available on the College website for additional information or details at www.trcc.edu/about/collegepolicy.php.

For any Credit for Prior Learning questions contact Career Services at 573-840-9655.

Military Experience Evaluation

Current and former members of the U.S. Armed Forces, U.S. Reserves, and National Guard who have successfully completed basic training may be granted two hours of college credit for physical education. Veterans need to request an official military transcript be sent to TRC through the joint services transcript service at www.jst.doded.mil or The Community College at the Air Force (for Air Force only) at www.airuniversity.af.mil. Military training/education will be evaluated for possible credit from the joint services transcript service.

To have training/experience evaluated for Credit for Prior Learning you must complete the application for Alternative College Credit and submit to Career Services.

Go to www.trcc.edu/about/collegepolicy.php for more information.

Credit Transfer from Other Colleges

Three Rivers awards college credit for college-level courses completed at colleges and universities accredited by the following accrediting agencies: Middle States Commission on Higher Education, New England Association of Schools and Colleges, Higher Learning Commission, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges, and Council on Occupational Education. Credit earned at other institutions will be evaluated on a case-by-case basis.

If you have completed college/university coursework at an institution outside of the U.S., you must have your transcripts/diplomas evaluated by AACRAO (www.ies.aacrao.org), members of NACES (www.naces.org), or other professional credential evaluation companies. You should obtain “course by course” evaluations. You are responsible for paying any fees associated with the credential evaluation process. If you are coming from a foreign institution accredited by a U.S. regional accreditor, you do not need to have your credentials evaluated.

Similar transfer courses are equated to TRC courses. Non-equivalent transfer courses may be counted as electives. You must request that an official transcript from each institution attended be sent directly to the TRC Office of the Registrar. Only official transcripts will be evaluated. You should provide all credentials for evaluation at least two weeks before

registering to guarantee transfer credits will be evaluated before selecting classes.

Only courses that will count toward a degree at TRC will be transcribed. All courses transferred to TRC will calculate in the cumulative GPA. Repeated courses from an incoming transcript will be treated the same way as repeated courses taken at Three Rivers College with regard to GPA calculations. Students may view their transcripts from other institutions but may not obtain a hard copy once they are submitted to TRC to become part of the permanent record.

Three Rivers College adheres to the guidelines set forth in the Credit Transfer Guideline for Student Transfer and Articulation among Missouri Colleges and Universities, approved by Missouri Coordinating Board for Higher Education. Under these guidelines, students who transfer from Missouri public colleges and universities and Missouri private institutions adhering to these guidelines will be considered as having met the Three Rivers College general education requirements if they complete the Missouri CORE 42 block of general education.

Questions regarding transfer of credit policy, regulations and procedures should be directed to the Office of the Registrar at 573-840-9665.

Go to www.trcc.edu/about/collegepolicy.php for more information.

COST AND FINANCIAL ASSISTANCE

Many types of federal and state institutional financial aid programs are available to help you pay for college. The Office of Financial Aid can be contacted at 573-840-9606 or financialaid@trcc.edu and is located on the 1st floor of the Westover Administrative Building room 103.

Financial Aid

To be considered for financial assistance, most students must first submit a Free Application for Federal Student Aid (FAFSA) each award year. To complete the FAFSA, follow the steps below:

1. Apply for FSA ID at <https://fsaid.ed.gov>.
2. Complete the Free Application for Federal Student Aid (FAFSA) www.fafsa.gov. Remember no fee is charged to apply.
3. Make sure to select the correct FAFSA year. Summer semester at Three Rivers College is treated as a trailer semester to the academic year. Students starting in summer will need to submit a FAFSA for the current year, as well as the next year.
4. Be sure to add Three Rivers College school code **004713**.
5. Link taxes using the FAFSA's IRS Data Retrieval Tool (dependent students will also need to link parent tax information). Instructions for linking taxes are available on IRS Website: www.irsdataretrievaltool.com/irs-data-retrieval-tool-step-by-step-instructions.
6. Please contact the Financial Aid Office or external locations for assistance with completion of the FAFSA, or visit www.trcc.edu/financialaid/aid.

Financial Assistance Programs

- **Grants** - awarded based on financial need and generally do not have to be repaid as long as you remain in school and complete the semester satisfactorily.
- **Federal Work-Study** - awarded based on financial need and does not have to be repaid. You must apply for this assistance separately.
- **Loans** - must be repaid with interest.
- **State Aid** - awarded based on financial need or merit and generally does not have to be repaid as long as you remain in classes and satisfactorily complete the semester.
- **Scholarships** - awarded based on financial need, merit, or as a selective process and generally do not have to be repaid as long as you remain in school and complete the semester satisfactorily.

- **Veterans Benefits** - eligibility is determined by the U.S. Department of Veterans Administration (DVA) and generally do not have to be repaid as long as you remain in school and complete the semester satisfactorily.
- **Vocational Rehabilitation** - eligibility is determined by Vocational Rehabilitation and generally does not have to be repaid if courses are completed satisfactorily.
- **Outsourced Agencies** - eligibility is determined by agency and generally do not have to be repaid.

Go to www.trcc.edu/about/collegepolicy.php for more information.

Federal Pell Grants

Federal Pell Grants are normally awarded if you have demonstrated financial need and have not earned a bachelor's or professional degree. The U.S. Department of Education determines eligibility by reviewing the FAFSA information, which produces an Expected Family Contribution (EFC) as indicated on the Student Aid Report (SAR).

The Pell Grant amount you receive is based on your financial need, the cost of attendance, whether you are attending full-time or part-time, and whether you attend school for a full academic year or less. You may not receive Pell Grant funds from more than one school at the same time. Your Lifetime Pell Limit is restricted to 600 percent (for example 12 semesters of full-time attendance) at all colleges. For more information on Pell Grants, visit the Federal Student Aid Website, www.studentaid.ed.gov/sa/types/grants-scholarships/pell or visit www.trcc.edu/financialaid/.

Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOG grants are normally awarded to students with the lowest Expected Family Contribution. Due to limited funding, not every eligible student will receive FSEOG. The annual award typically ranges from \$200-\$600 at Three Rivers. For more information on FSEOG grants, visit the Federal Student Aid Website, www.studentaid.ed.gov/sa/types/grants-scholarships/fseog.

Federal Work-Study Program (FWS)

The Federal Work-Study (FWS) Program provides campus employment for qualified students. Due to limited funding, not every eligible student can participate in the work-study program. College work-study award amounts vary based on student eligibility and the work assignment. Federal Work-

Study participants are paid on a biweekly basis. To be eligible for work-study employment, a student must have financial need, be enrolled in the current semester, and be in good academic standing.

Go to www.trcc.edu/financialaid/workstudy.php to view current positions. Applications are available at the Financial Aid Office. Additional information regarding the Federal Work-Study program can be found at www.studentaid.ed.gov/sa/types/work-study.

Go to www.trcc.edu/about/collegepolicy.php for more information.

Loans

Three Rivers College is approved to participate in the Federal Direct Student Loan program which includes Subsidized Student Loans, Unsubsidized Student Loans, and Parent Plus Loans. **Student loans must be repaid.** For additional information on student loans, contact the Office of Financial Aid or go to www.trcc.edu/financialaid/loan.php for instructions on how to apply. Go to www.studentaid.ed.gov/sa/types/loans for additional information. Information regarding repayment is available at www.studentaid.ed.gov/sa/repay-loans.

Missouri A+ Scholarship

You are eligible to use the A+ Scholarship Program to cover the cost of tuition and common fees for eligible classes if you successfully complete Missouri's A+ Schools Program. The A+ award is reduced by the amount of available non-loan, federal financial assistance, such as the federal Pell Grant.

Go to <http://dhe.mo.gov/ppc/grants/aplusscholarship.php> or www.trcc.edu/financialaid/aplus.php for additional information.

Access Missouri

Access Missouri is a need-based program for Missouri residents. Eligibility is determined by your expected family contribution (EFC) as calculated through the Free Application for Federal Student Aid (FAFSA). Award amounts are determined by the State of Missouri. The Access Missouri Award will be reduced by the amount of A+ funding received. Go to <http://dhe.mo.gov/ppc/grants/accessmo.php> for additional information.

Fast Track

The Fast Track Workforce Incentive Grant is a new financial aid program for adults beginning with the 2019-20 academic year. The grant addresses workforce needs by helping adults pursue a certificate, degree, or industry-recognized credential in an area designated as high need. For more information please visit <http://trcc.edu/financialaid/aplus.php>.

Bright Flight

Missouri Bright Flight is a merit-based program that encourages top-ranked high school seniors to attend approved Missouri post-secondary schools. Go to <http://dhe.mo.gov/ppc/grants/brightflight.php> for current information and criteria.

For information on other state grants and scholarships go to <http://dhe.mo.gov/ppc/grants>.

Scholarships

You will be considered for eligible scholarships as part of the admissions process.

Go to www.trcc.edu/about/collegepolicy.php for more information.

Institutional Scholarships

Institutional scholarships are offered based on academic, service, and performance. Specific eligibility criteria and enrollment stipulations may apply based on the scholarship award.

For more information on scholarships, contact the Office of Financial Aid or go to trcc.edu/forms/financialaid/institutionalscholarships.pdf.

Private/Endowment Scholarships

Private/Endowment Scholarships are awarded based on the criteria established by the donor. Scholarship information is available through the Office of Financial Aid or the Three Rivers College website, www.trcc.edu/financialaid/scholarships.php.

Outside Aid Reporting Requirement

If you receive outside funding while attending TRC, including but not limited to scholarships or grants, you must report the source and amount of such outside assistance. Federal regulations require the College to adjust a student's aid award so as not to exceed the student's need.

Veterans Information and Services

The Office of Financial Aid is responsible to certify all veterans benefits and provides services to students who are eligible to receive education assistance as administered through the U.S. Department of Veterans Affairs (DVA). Veterans, dependents, and spouses of veterans or members of the National Guard should contact the Office of Financial Aid to initiate their educational benefits, as well as federal and state tuition assistance. Monthly benefit rates are set by Department of Defense and the DVA and vary according to the student's benefits categories and enrollment.

VA Educational Benefits recipients are required to meet the same standard of progress as all students. In addition, veterans and their dependents are required to:

- Declare an approved educational program of study.
- Submit all high school transcripts, previous college transcripts, and military transcripts to the Office of the Registrar.
- Veterans and members of the National Guard should present a copy of their DD-214 (member 4 copies) or NOBE.
- Notify the Office of Financial Aid of any changes to enrollment or program of study.

For residency status information for active military, veterans, and their spouse or widows/widowers and any children, please visit <https://trcc.edu/forms/policiesregs/SP2215.pdf>.

Go to www.benefits.va.gov/gibill/index.asp or www.trcc.edu/financialaid/veterans.php for additional information.

Vocational Rehabilitation

In cooperation with the Division of Vocational Rehabilitation of the State Department of Education, Three Rivers provides educational experiences that assist individuals who have disabilities in living and working in a contemporary society. Counseling and academic support services are provided to vocational rehabilitation students while at Three Rivers.

Go to www.dese.mo.gov/adult-learning-rehabilitation-services/vocational-rehabilitation for additional information.

Outsourced Agency Services

The Trade Adjustment Allowance Program (TAA) benefits individuals laid off or who had hours reduced because their employer was adversely affected by increased imports from other countries.

The Workforce Innovation Opportunity Act (WIOA) is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

There are three types of WIOA students:

- **Dislocated Worker:** Individuals 18 years and older who have lost their employment due to a permanent layoff, plant closure, dismissal, or displacement as a homemaker.
- **Youth:** Individuals ages 14 through 21 who are a member of a household that receives public assistance, or who meet income eligibility criteria and who have a barrier to employment and need additional assistance to complete an educational program or to secure or retain employment.

- **Adults:** Individuals age 18 or older who are members of a household receiving public assistance or who meet income eligibility criteria.

Verification

Students who complete the FAFSA are randomly selected by the U.S. Department of Education (DOE) to complete an audit process called verification. If additional information is needed, the Office of Financial Aid will notify you via your email account. You can see what additional documents are needed through your *myTRCC* account.

For additional information go to www.trcc.edu/financialaid/fafsaverification.php.

Financial Aid Offer

You can view your financial aid offer through your *myTRCC* account. The Office of Financial Aid will consider the financial aid offers accepted unless notified in writing by you.

Maintaining Financial Aid and Enrollment

While everyone achieves at different levels, satisfactory academic progress (SAP) is a requirement of continued attendance and financial aid eligibility. Go to www.trcc.edu/about/collegepolicy.php for more information on SR 2760 Financial Aid Satisfactory Academic Progress.

<p>To maintain federal satisfactory academic progress (SAP) for financial aid you must:</p> <ul style="list-style-type: none"> • Complete an eligible program in no more than 150% of the published length of the program. • Successfully complete 67% of attempted credit hours. • Maintain the required cumulative grade point average (GPA) listed below based on total hours attempted: <table border="1"> <thead> <tr> <th>Total Hours</th> <th>GPA Required*:</th> </tr> </thead> <tbody> <tr> <td>0 - 15</td> <td>1.50</td> </tr> <tr> <td>16 - 30</td> <td>1.70</td> </tr> <tr> <td>31 - 44</td> <td>1.90</td> </tr> <tr> <td>45+</td> <td>2.00</td> </tr> </tbody> </table> <p><i>*Transitional courses will be computed in GPA, and the credit hours attempted and completed. Courses with an I, CR, NP, and W grade are excluded from GPA.</i></p>	Total Hours	GPA Required*:	0 - 15	1.50	16 - 30	1.70	31 - 44	1.90	45+	2.00	<p>To maintain academic eligibility for Academics you must:</p> <ul style="list-style-type: none"> • Maintain the required cumulative grade point average (GPA) listed below based on total hours attempted: <table border="1"> <thead> <tr> <th>Total Hours</th> <th>GPA Required*:</th> </tr> </thead> <tbody> <tr> <td>0 - 15</td> <td>1.50</td> </tr> <tr> <td>16 - 30</td> <td>1.70</td> </tr> <tr> <td>31 - 44</td> <td>1.90</td> </tr> <tr> <td>45+</td> <td>2.00</td> </tr> </tbody> </table> <p><i>*Transitional courses will NOT be calculated in GPA. Credit hours for transitional courses will be calculated in the completed credit hours.</i></p>	Total Hours	GPA Required*:	0 - 15	1.50	16 - 30	1.70	31 - 44	1.90	45+	2.00
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Academic and Financial Aid Warning and Suspension

If you do not meet satisfactory performance, you will be placed on academic and/or financial aid warning. While on warning, you will be required to meet with an advisor to alter your educational plan and may be required to reduce the

number of courses you are taking. You may continue to enroll and receive federal financial aid while on warning status.

Failure to meet satisfactory academic progress while on warning status will result in an Academic and/or Financial Aid suspension. While on suspension, you are not eligible to enroll and/or receive federal funding. You will be notified of being placed on warning status or suspension via your College student email account.

Academic and Financial Aid Suspension Override Request

You have the right to request an override of your suspension by completing the Suspension Override Request form. Suspension overrides will generally be considered only for extenuating circumstances. Decisions are based upon the extenuating circumstances, supporting documentation, and your academic history. Academic and financial aid overrides may be granted together or separately, and the approval of one does not automatically guarantee the approval of the other. If you are granted an academic suspension override and not a financial aid override, you will be allowed to enroll but will have to pay for courses without Title IV funding. If you are granted an override, you will be required to meet with an advisor to evaluate your educational plan. You may be required to reduce your course load, eliminate online coursework, or repeat failed coursework.

Forms are available at the Welcome Center, any external location, or on the College website at www.trcc.edu/forms/financialaid/suspensionoverride.pdf.

Academic and Financial Aid Probation

If the Academic Suspension Override is approved, you will be placed on academic probation and be able to enroll in coursework without sitting out a semester.

If the Financial Aid Suspension Override Request is approved, you will be placed on probation and continue to receive aid. Failure to meet satisfactory academic progress in any following semester will result in loss of financial aid.

Repeating Coursework

Federal funding will only pay for one repetition of a course where a passing grade was earned. Federal funding will pay to retake courses until a passing grade is earned.

Dropping Classes

Dropping classes can affect financial aid eligibility, prevent meeting satisfactory academic progress requirements, and result in a bill owed to the College. Before dropping courses, contact the Office of Financial Aid.

Return of Title IV (Owing Money Back)

Return of Title IV calculation is performed when you completely withdraw, drop, or otherwise fail to complete the semester or term.

You are expected to earn federal financial aid by attending classes through at least 60 percent of the semester or term. Failure to meet this guideline will result in being required to repay all or a portion of your financial aid. This policy applies to the following federal financial aid programs:

- Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Direct Unsubsidized Loans
- Direct Subsidized Loans
- Direct Parent PLUS Loans
- Iraq & Afghanistan Service Grant

Go to www.trcc.edu/forms/policiesregs/SR2750.pdf for more information.

Student Disclosure Information

You are responsible for obtaining, completing, and filing the proper financial aid application (e.g., FAFSA) each year, by the deadline. You have the right to seek and receive full information and counsel from the Director of Financial Aid in regard to any financial aid matter. You must report any of the following changes to the Office of the Registrar:

- Withdrawal from college.
- Transfer to another college.
- Name change.
- Address change or parents' address change.

If student loans have been received, Exit Counseling must be arranged with the Office of Financial Aid when you graduate, withdraw, or drop to half-time status. Failure to complete Exit Counseling will result in a hold placed on your record.

Financial Aid Code of Conduct

Any Three Rivers College officer, employee, or agent who has responsibilities with respect to student educational loans must comply with the Code of Conduct as outlined at www.nasfaa.org/code_of_conduct.

Consumer Information

Important information regarding (but not limited to) general statistics about the institution, financial assistance (including loans), athletic participation, annual security and fire safety report, student rights and responsibilities, financial aid code of conduct, and the Family Educational Rights and Privacy Act at Three Rivers College can be found at www.trcc.edu/forms/consumerdisclosures.pdf. Paper copies

are available upon request.

Pursuant to Missouri HB 1606 (2018), information regarding the number of credit hours, program length, employment rate, wage data, and graduates employed in careers related to their program of study at Three Rivers College can be found at the following URL:

<https://scorecard.mo.gov/scorecard/>. Search using School/Program “Three Rivers College” and choose the degree or credential type of interest.

Federal Student Aid Penalties for Drug Law Violations

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any federal or institutional grant, loan, or work assistance. If a student is convicted of a drug offense after receiving federal aid, they should notify the Office of Financial Aid immediately.

Additional information may be obtained at studentaid.ed.gov/sa/eligibility/criminal-convictions.

Residency of Students

Three Rivers College uses your residence to determine the appropriate tuition rate.

Persons residing within the public school districts of Clearwater R-1, Doniphan R-1, East Carter R-II, Greenville R-II, Naylor R-II, Neelyville R-IV, Poplar Bluff R-I, Ripley County R-III, Ripley County R-IV, Twin Rivers R-X, and Van Buren R-I pay local property taxes and are charged in-district tuition.

Persons residing elsewhere in Missouri and any other state are charged out-of-district tuition.

In determining the residence of an individual, there should be sufficient proof of domicile within the College District for a period of 12 months. There must be sufficient proof of intent to make the College District a permanent home for an

indefinite period with continuous residence in the College District during periods not enrolled as a student.

If a question arises concerning the residency status of the student, it shall be the responsibility of the student to prove residency within the College District. The student can petition the Office of the Registrar for a change of residency. The student needs to submit a completed Residency Evaluation form with the supporting evidence to the Office of the Registrar. Any change in the student’s residency status will not be retroactive.

The following documents can be used as supporting evidence:

- Ownership of home within the College District.
- Payment of personal/property taxes within the College District.
- Reside within the College District upon marriage to a resident and maintenance of common domicile within the College District.
- Proof of address within the College District for 12 months:
 - Driver’s license showing current address within the College District.
 - Voter Registration within the College District.
 - Lease/Rental agreement.
 - Utility bills.

The Residency Evaluation form along with all supporting documentation must be submitted to the Office of the Registrar no later than the following deadlines:

- Fall semester – September 1
- Spring semester – February 1
- Summer semester – June 1

Go to www.trcc.edu/about/collegepolicy.php for more information.

TUITION & FEES PER SEMESTER

Tuition and Fees

Three Rivers College District Residents:
Tuition, **\$100** per credit hour

Out-of-District:
Tuition, **\$141** per credit hour

It is the same for all out-of-district students, whether from Missouri or any other state.

Common Fees:
\$42 per credit hour

Institutional Fees:
Calculator Rental Fee: \$30
Distance Learning Fee: \$20 per credit hour
Textbook Rental Fee: \$45+ per book
Transcript Fee: \$10/\$20 priority

Institutional Fees are those fees necessary to cover the operational cost of providing specific services.

Distance Learning Fees are charged for every section taught on the web or over ITV.

Other fees may apply. Credit hour fees are multiplied by the number of credit hours per course and fixed fees are flat fees assigned to the respective courses. For more information visit <https://trcc.edu/financialaid/tuition.php>.

Senior citizens (age 60 and older) may enroll in credit courses on a space-available basis with a tuition waiver.

Tuition and fees subject to change.

Rivers Ridge Apartments

Pricing for residency in the on-campus Rivers Ridge Apartments:

- Fall semester—\$1,720
- Spring semester—\$1,720
- Summer term—\$948

Payment Information

You will receive a copy of your charges when registering. Charges can be retrieved at any time on your myTRCC account. Be sure to check myTRCC each time your schedule changes. Payment due dates can be found at www.trcc.edu/studentaccounts/tuitionfees.php.

Payment Options

The following are options for paying tuition:

1. Approved financial aid.
2. Full payment can be made with a credit/debit card through myTRCC under the Financial Information menu, at the Office of Student Accounts, at any College location, or via mail. When making payment by mail, please use a check or money order made payable to Three Rivers College. Be sure to include your full name and Three Rivers ID number on all checks and money orders. If you do not know your Three Rivers ID number, please call the Office of Student Accounts, 573-840-9662. Checks returned by the bank are charged a returned check fee. Both the check and the fee must be paid within 10 days or your registration may be canceled. Cash should NOT be sent by mail.
3. Contact Student Accounts to set up a payment plan for your balance, 573-840-9662.

Who Needs to Enroll in a Payment Plan?

If you are not paying in full or do not have enough financial aid to cover your entire bill, you must contact Student Accounts to set up a payment plan each semester.

If you have questions, please contact the Office of Student Accounts at 573-840-9662 or email studentaccounts@trcc.edu.

Failure to Pay

Failure to pay may result in the withholding of college services, submission to debt collection, and submission to the Missouri Debt Offset Program.

Go to www.trcc.edu/about/collegepolicy.php for more information.

Refunds

Refunds will be sent directly to the student's personal banking account. For information on how to enter your bank account information for refunds please go to https://trcc.edu/studentaccounts.

If you do not wish to enter your bank account information through Self Service, you will receive a paper check in the mail to the address on file. Paper checks take 14-days due to processing and mailing time.

Course Materials

You should check with your instructor or The College Store website to determine your required course materials.

To reduce the costs of attendance, the College has instituted a rental book program. When you enroll in a course that uses a rental book or rental calculator, the fees are charged when you register for that course. You are responsible for picking up the required course materials from The College Store. You

will need your printed class schedule and a picture ID to get materials from The College Store.

All rental items must be returned by the last day of finals the semester which they were rented. Failure to return a rental item will result in being charged for the replacement cost and a \$25 fine per rental item. Go to <http://bookstore.trcc.edu/home.aspx> for more information.



RECORDS

Right to Privacy and Review of Records

The Family Educational Rights and Privacy Act (FERPA) gives you the right to review your official college records, to request amendment to your records, to restrict your name from certain reports, to file appropriate FERPA complaints with the U.S. Department of Education, and to obtain TRC's FERPA policy statement. FERPA questions should be directed to the Office of the Dean of Student Services.

Directory information about you is available to the public. This information includes: name, address, telephone number, email address, date of birth, photo, major or field of study, dates of attendance, full-time or part-time enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree(s) or certificate(s) awarded (including dates), awards received, and most previous educational institution attended.

The College releases lists of students on the dean's list and names of graduates to newspapers. Names and addresses of TRC graduates or candidates for graduation will be released to four-year institutions and military recruiters upon request.

If you object to the release of directory information, simply complete a Request to Restrict Directory Information form, available on the website or in the Office of the Registrar. The request will remain in place until revoked in writing.

Go to www.trcc.edu/about/collegepolicy.php for more information.

Transcripts

The College transcript is your official record. The Office of the Registrar is charged with the responsibility of posting, storing, and sending copies of transcripts to other institutions and agencies when authorized. You may order a copy of your transcript through the National Student Clearinghouse at www.getmytranscript.com.

Only you can request your academic and other educational records. Students may authorize someone else to review

academic and other educational records. If you have an active *myTRCC* account, you may request a transcript through *myTRCC*.

The fee for each transcript is \$6. Fees are due at the time of the request via credit or debit card.

For additional information go to trcc.edu/academics/records.php.

Transferring to Other Colleges

Admission requirements vary among receiving colleges and universities. Courses taken for credit at Three Rivers will be accepted in transfer by other colleges, provided grades are satisfactory and courses taken are appropriate to the degree sought. To assure a smooth transfer to a four-year institution, you should consult an academic advisor early regarding transferability of credit earned at Three Rivers. The Associate of Arts, the Associate of Science, and the Associate of Arts in Teaching degrees are designed to transfer to a four-year institution. The Associate of Applied Science Degree is designed to prepare you to enter the workforce after graduation.

Although acceptance of credit is at the discretion of the transfer school, Three Rivers has articulation agreements facilitating transfer. Generally, college transfer program courses will satisfy various department, general education, elective, and degree requirements at receiving schools. Career and technical program courses may not transfer because they are designed for employment preparation rather than transfer.

Name and Address Changes

All name and address changes should be reported as soon as possible through *myTRCC* or with the Office of the Registrar.

Verification of Enrollment

You may request enrollment verification from the Office of the Registrar. Please allow two or three days for processing.

SUPPORT SERVICES

Academic Resource Commons (ARC)

Library Services

Rutland Library is the information hub at Three Rivers College. The library provides access to a physical collection of almost 17,000 books, DVDs, audiobooks, and journals. The library collection at the Sikeston location numbers nearly 1,700 books, DVDs, and journals. Students, faculty, and staff have access to 251,635 ebooks through the online catalog. Computer stations are provided at both locations for individual or group work; laptops are available for checkout at the Poplar Bluff location. Study rooms are also available at both locations. Millions of other items can be borrowed through the library's MOBIUS academic consortium or interlibrary loan. Additionally, the library provides access to journal articles and research documents through 62 online databases that can be accessed 24/7 at www.trcc.edu/arc.

Tours of the library, class lectures, and individual assistance with research needs are provided upon request. Online tutorials are available through the library's website listed above. Rutland Library circulates items to students, faculty, staff, and the general public with a valid Three Rivers College or Missouri state-issued picture ID card.

Three Rivers adheres to the provisions of the U.S. Copyright Law, (Title 17, U.S. Code, Sec. 101, et seq.) The college does not approve any use or duplication of copyrighted materials not allowed by either the copyright law itself, fair use guidelines, license agreements, or permission from the copyright holder.

For more information, contact the Rutland Library at 573-840-9654, text 573-298-6105, or visit www.trcc.edu/arc.

Computer Resource Center

You have access to computers, software, and the Internet to assist in your studies at the College. You are also provided a College email account and personal online student account when you first enroll. The use of College computers, network, and email systems are subject to acceptable use as defined in ITP and ITR 8100 Acceptable Use, which can be found at www.trcc.edu/about/collegepolicy.php.

Computers for your use are available in the Academic Resource Commons, the Tutoring & Learning Center on the Poplar Bluff campus, and at external locations. Staff members are on duty to provide assistance at all times during posted hours of operation. Printing is available at a cost of 10 cents per page.

Tutoring and Learning Center

Professional tutors offer assistance in a variety of subject areas including math, English, accounting, sciences, computer applications, and ACAD.

The Tutoring and Learning Center is located on the 2nd floor of the Academic Resource Commons (ARC). For more information, call 573-840-9638 or email tlc@trcc.edu.

Tutoring is also offered at our Dexter, Kennett, and Sikeston locations. Distance tutoring is available through Blackboard or by calling 573-840-9638 during regular office hours.

Advising

You will be assigned a faculty advisor and a staff advisor who will assist in developing your educational goal(s), financial aid processes, and selecting specific courses each semester. If you change your program or intended transfer pathway, you will be assigned the appropriate faculty advisor. Your staff advisor will stay the same until graduation. If you wish to change your advisor, you may request the advisor change at the Welcome Center. Advisors also assist you in exploring educational and occupational opportunities, establishing goals, identifying strengths and interests, and resolving concerns and difficulties. Faculty advisors' office locations can be found in the faculty/staff directory at www.trcc.edu. Staff advisors can be found in the Advising Center located on the 1st floor of the Westover Administrative/Classroom Building or the front office of any full-service external location. You can also contact the Advising Center by calling 573-840-9605.

To help in planning your education, an online planning system is available through *myTRCC*. The Student Planning system will be used by you and your advisor(s) to map out your semester by semester plan and keep you on track. You must have advisor approval prior to registering each semester.

Career Services

Career Services offers a wide variety of free services to help you with the career decision-making process. The staff advises and provides resources and tools to research career paths and college majors that match your interests, abilities, and workplace values.

Assessments, job opportunities via online occupational resources, successful interviewing techniques, resume and cover letter development, and college transfer information are all available. Software programs are available that help you with many career exploration and employment services.

You can use the online job board that includes career advice documents and a resume builder.

To take the first step toward career readiness, visit the Career Services Office located on the 1st floor of the Westover Administrative/Classroom Building, call 573-840-9655, or email careers@trcc.edu to make an appointment with a career advisor. Visit the Career Services page of the College website, www.trcc.edu/student-services/careerservices, to register for available free software programs.

Disability Services

Disability Services provides and coordinates accommodations if you are eligible and have a documented disability. To receive services, you must be willing to self-disclose and provide documentation of your disability from a qualified professional.

Disability support services can include help with registration, personal advising, classroom adaptations, alternative testing methods, books in alternative formats, volunteer note-takers, accessible parking, readers, and scribes. You are encouraged to help determine the most reasonable and appropriate accommodations needed to obtain your educational goals.

If you have a disability, contact the Coordinator of Disability Services before registering at 573-840-9608 or visit the Disability Services office located on the 1st floor of the Westover Administrative/Classroom Building. Early contact will allow the office to determine eligibility for accommodations, review appropriate disability documentation, and arrange for accommodations. Some accommodations may require more time to arrange for particular courses.

Go to www.trcc.edu/about/collegepolicy.php for more information.

Parking

Free parking is provided to you as a student of the College. All vehicle(s) information must be provided at time of registration. It is your responsibility to update any vehicle changes.

Go to www.trcc.edu/campus-safety/parking.php for more information.

Courtside Café

The Courtside Café, located in the Bess Student Center, is open Monday through Friday for breakfast and lunch during the Fall and Spring semesters. The lunch menu includes daily specials, salads, and sandwiches. The Café accepts cash, Visa/MasterCard, and Meal Plan and Reward Cards. You can get meals to go or eat in the seating area, which includes

booths, tables, couches, and a big screen TV. Call ahead for to-go orders at 573-840-9549 or extension 3655 on campus.

Campus Safety and Security

The campus is patrolled by POST certified law enforcement officers. For all locations, dial 9-1-1 in case of an emergency.

The Annual Security & Fire Safety Report can be viewed at <http://www.trcc.edu/campus-safety/>.

Testing Services

Testing Services is located on the 1st floor of the Westover Administrative/Classroom Building and may be reached at 573-840-9667 and www.trcc.edu/testing. The services provided include the following:

HiSET (High School Equivalency Test)

A computer-based test administered at certified test centers across the state. Subject areas include English with an essay (typed), math, science, social studies, and reading. The entire exam must be completed within a 12-month period. There is no waiting period between dates. Test time is between 5 and 7 hours for the entire test (5 subtests). A valid Missouri photo ID is required to take the test and a 24-hour deadline prior to test date to register. For more information, practice tests, and to register, schedule, and pay for the exams, go to www.hiset.ets.org.

Health Sciences Entrance Exams

NLN (RN), TEAS (Medical Technology, Practical Nursing, and Paramedic), and HESI (LPN) entrance exams are offered throughout the year on specific dates. A minimum score is required to be eligible for a program in the health fields. Application deadlines vary for each program. A test fee and Three Rivers proctoring fee are required to complete the registration for these exams.

MoGEA

The MoGEA test was adopted by the State Board of Education for all candidates pursuing the Associate of Arts in Teaching (AAT) degree and requires students to demonstrate basic general education competencies before they are admitted to an educator preparation program. The student must register at www.mo.nesinc.com, pay the test fee, and schedule the exam at the above website before scheduling the test at Three Rivers and paying the proctoring fee, which is required before 4 p.m. the Wednesday before testing. Due to limited seating, early registration is strongly encouraged.

Technical Skills Assessment

The Technical Skills Assessment (TSA) exam is a program-specific assessment for Associate of Applied Science (AAS) degrees. This is a 3½-hour online exam that assesses

knowledge gained from your degree program. It must be taken in the last semester before graduation. High scores receive a certificate usable to assist with employment in your field of study.

Certification Testing

Three Rivers is an authorized testing center for professional and technology certification tests through ASE, Pearson Vue, Scantron, and NOCTI. Fees and testing times are dependent on the type of certification test.

Proctoring Services

By arrangement, Three Rivers provides proctoring for course exams through distance education courses for various universities and remote ACCUPLACER test for a fee of \$20 per exam.

The College Store

The College Store is located in the Bess Student Center on the campus of Three Rivers College in Poplar Bluff.

Website: www.bookstore.trcc.edu
Email: collegestore@trcc.edu
Phone: 573-840-9610
Hours: 8:00 a.m. to 5:00 p.m. Monday-Friday
Summer Hours: 7:00 a.m. to 6:00 p.m. Monday-Thursday
Text: Text the word **book** to **313131** to receive important information available only for our texting customers.

You will need your printed class schedule and your College ID or other form of photo ID to pick up your textbooks. The external locations at Sikeston, Dexter, and Kennett stock textbooks for courses taught at those locations, as well as for web students in the surrounding areas. If you are taking a class online, visit The College Store website for your suggested pick up location. You can also order textbooks online during the textbook pickup period at The College Store website above.

Meal Plan Card

You can purchase a Meal Plan Card at The College Store with your financial aid, cash, credit card, or check. The card can be used to purchase groceries, gas, and meals at numerous merchants in Poplar Bluff, Sikeston, Dexter, and Kennett. At the end of the semester, we can refund any balance still remaining on your Meal Plan Card to your Three Rivers College account. For more information go to <http://bookstore.trcc.edu/home.aspx>.

Fitness Center

The Ben and Martha Bidewell Fitness Center, located in the Bess Student Center, offers 2,250 square feet of exercise space. You must be enrolled in an appropriate physical education course (for college credit or continuing education), and sign a waiver, to use the facility.

University Center

The University Center, located in Suite 204 of the Westover Administration Building, is a partnership between Three Rivers College and the universities that provide bachelor's degree completion programs at the College. The programs offered by Central Methodist University, Hannibal-LaGrange University, and Southeast Missouri State University allow you to complete a bachelor's degree close to home.

You can take freshman and sophomore level courses at Three Rivers, earn an associate degree, and then complete a bachelor's degree in one of several degree programs through the university partners.

The University partners offer bachelor programs in Business Administration, Early Childhood, Elementary, Middle School and Secondary Education, as well as Social Services, Agriculture, Biology, and RN-BSN. A complete listing of the degree completion programs offered through the University Center can be found on our website at www.trcc.edu/academics/uc.php

For more information on what the University Center has to offer, call 573-840-9712, or email universitycenter@trcc.edu. For a complete list of all degree completion programs and articulation agreements check the bachelor completion page on our website. www.trcc.edu/academics/bachelors.php.

TRiO Programs

TRiO Programs are funded under Title IV of the federal Higher Education Act of 1965 and are designed to help students overcome class, social, and cultural barriers to higher education by providing information, advising, academic instruction, tutoring, assistance applying for financial aid, encouragement, and support.

Two TRiO programs at Three Rivers are the Educational Talent Search (ETS) and Student Support Services (ACHIEVE).

Educational Talent Search (ETS)

Educational Talent Search (ETS) is a TRiO program that provides education outreach and is funded through the U.S. Department of Education. Educational Talent Search is designed to motivate and support students in grades 6-12 who have the potential to succeed in college.

The Educational Talent Search program:

- Provides academic, career, and financial aid counseling to its participants.
- Encourages students to graduate from high school.
- Encourages students to continue on to the postsecondary school of their choice.

Three Rivers' ETS has many activities for participants throughout the school year including monthly in-school workshops, college campus tours, and cultural enrichment trips. As students advance toward high school graduation, the focus is centered on preparing them to apply, enroll, and become successful in their postsecondary careers. Services provided by the program include goal setting, character building activities, and many more.

The Three Rivers College ETS Program works with the following districts: Campbell, Dexter R-XI, Doniphan R-1, East Carter County R-II, Greenville R-II, Naylor R-2, Neelyville R-4, Poplar Bluff R-1, Southern Reynolds County R-II, and Twin Rivers.

Educational Talent Search can be reached at 573-840-9532.

ACHIEVE

ACHIEVE is committed to helping eligible students be successful in college, graduate, and complete a college degree. This is accomplished by providing direct, individualized support services to enhance each participant's college success.

Who Can Participate?

ACHIEVE is funded through the U.S. Department of Education and provides free services to eligible students. Eligibility is based on one or more of the following factors:

- **Low Income:** Taxable income that does not exceed levels set by the federal government regulation and/or
- **First Generation Student:** Neither parent graduated from a four-year college or university; or
- **Disabled:** Learning disability or physical disabilities (All disabilities must be documented.)

The ACHIEVE Office can be reached at 573-840-9650 and is located on the 2nd floor of the Academic Resource Commons.

Complaint Resolution

We are dedicated to providing fair and impartial resolution of your complaints as a student. It is our practice to resolve student complaints at the lowest possible level through informal action by either using the [Student Complaint Portal](#) or by contacting Student Services. When a complaint is not resolved at this level, you will be given the option to file an appeal with the Chief Student Services Officer. Please refer to College regulation [SR 2140 Student Appeals](#) for details.

In rare cases when all other forms of resolution have failed and you believe your status at the College has been adversely affected by an incorrect or inappropriate decision or behavior, you have the ability to file a grievance. Please refer to College regulation [SR 2130 Student Grievance](#) for details.

If a concern cannot be resolved to your satisfaction through the College's Student Appeals process or, if applicable, the College's Grievance process, you may seek additional assistance by filing a complaint with the [Missouri Department of Higher Education](#) or the [Higher Learning Commission](#).

Lost and Found

Items found should be taken to the Welcome Center at the Poplar Bluff campus or to the front desk at external locations to await owner identification.

STUDENT LIFE

Activities

College activities are designed to assist you in developing culturally, socially, and educationally. The College schedules a variety of events throughout the year. Skating, films, concerts, exhibits, plays, and intercollegiate athletics may be included on the calendar of events. Students will be admitted for free to many College events and all home varsity games upon presentation of student ID cards.

Housing

Rivers Ridge Apartments, Three Rivers' student housing complex, is comprised of 46 four-bedroom apartments. All apartment units have private bedrooms, two full bathrooms, a living room area, and a full-service kitchen with stove, refrigerator, and dishwasher. Rivers Ridge has upgraded the housing package to include water, gas, trash, and sewer service, high-speed Internet, electric, and basic cable television.

Rivers Ridge has many amenities including a volleyball court, pavilion with picnic tables and BBQ grills, clubhouse with a big screen TV, study room with computers, laundry room, and snack machines. The housing staff plans many exciting activities throughout the year to provide students with opportunities to live in a community environment conducive to meeting student residents' education and personal goals. For more information, call 573-840-9106 or go to www.trcc.edu/campuslife/housing.php.

Athletics

Three Rivers is the "Home of the Raiders." Intercollegiate sports for men include basketball, baseball, cheer, and rodeo. Women's varsity sports include basketball, softball, cheer, and rodeo. The College has achieved national and statewide recognition for each sport and many student athletes continue their athletic careers at four-year colleges and universities. Three Rivers has had more than 65 Academic All-Americans.

Raiders athletics have a triple focus of academic success, character development, and athletic success.

Rocky Raider (Mascot)

Three Rivers is proud of its mascot, Rocky Raider. Rocky is an integral part of our athletic and College culture and can frequently be seen participating in College activities on and off campus. Be sure to look for Rocky at athletic events, fundraisers, summer camps, and parades.

Cheerleading

Men and women are recruited during spring to cheer for all men's and women's home basketball games. Cheerleaders practice during the summer and attend collegiate cheer camp. They participate in cheer clinics, local parades, pep rallies, raffles, and various fundraisers.

Men's Baseball

The Raiders baseball team has won multiple Region 16 titles with their best finish of 3rd place in the 1973 National Tournament. The baseball team has sent 90% of their eligible student athletes on to four-year institutions. There have been 60 Raider alumni play professional baseball with 4 of those players reaching the Major League level. The Raiders have had 7 NJCAA All Americans, and 39 NJCAA Academic All-Americans and have been consistent in having success in the Region 16 tournament.

Men's Basketball

The men's basketball team has brought special honor and recognition to the College. The Raiders have competed in the NJCAA tournament 17 times since 1971. The Raiders were National Champions in 1979 and 1992 and finished second in 1994 and 2010. Coach Gene Bess led the Raiders from 1970 until 2020 and is the all-time winningest collegiate basketball coach at any level. Coach Bess was inducted into the Missouri Sports Hall of Fame with the honor of "Legendary" status.

Women's Basketball

The women's basketball team has been to the NJCAA National Basketball Tournament 3 times and finished 5th in the nation during 2004. Local athletes have been a major part of the structure of the team since its inception. The academic standards and graduation rate are very high, and there have been 16 Academic All-Americans. Scholarships are awarded on a merit basis.

Women's Softball

The softball team participates in the NJCAA Region 16. In the 2017-2018 school year the team won the College's first regional championship and earned their first trip to the NJCAA World Series. The softball program has enjoyed great success on the field and in the classroom. There have been 52 student athletes named All-American since the inaugural 1988-1989 season. Scholarships are awarded on a merit basis.

Raider Rodeo

The Three Rivers College Rodeo team was established in 2011 and is a member of the National Intercollegiate Rodeo

Association (NIRA). Three Rivers has sent several rodeo team members to the College National Finals in Casper, WY. In 2016 the College purchased a 108-acre farm for the home of the rodeo team and a live experiment station for the Agriculture department. In 2020, the Three Rivers College hosted rodeo won the NIRA Ozark Region Rodeo of the Year award.

Campus Organizations

A variety of student organizations are available at Three Rivers. Activities are designed to assist you in developing culturally, socially, and educationally. Visit www.trcc.edu/campuslife/organizations.php for more information on campus organizations.



HEALTH AND SAFETY

Children on Campus

In order to maintain a safe and effective learning environment, unattended children are not allowed on campus, including a campus building, on campus grounds, or in a vehicle. Children must be under the direct supervision of a parent, legal guardian, or responsible adult at all times while on campus.

Drug Abuse/Prevention

The unlawful possession, use, or distribution of drugs and alcohol on College property is not allowed. Health risks associated with the use of illicit drugs and the abuse of alcohol range from temporary disorientation to permanent organ damage or death. Information concerning treatment programs is available from Student Services.

The College will impose sanctions on students and employees, up to and including expulsion from college or termination of employment, and referral for prosecution for violations of the College standards of conduct. Legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and the abuse of alcohol extend up to seven years in prison and/or a \$10,000 fine for a Class A Felony.

Go to www.trcc.edu/about/collegepolicy.php for more information.

Emergency Health Services

The Dean of Student Services should be notified if you need emergency health care. If you are seriously injured or become ill on campus, call 9-1-1 immediately. Whether or not it is an emergency, an incident report should be filed in all cases of injury and emergency with the School Resource Officer, 573-718-0108.

Emergency Phone Messages

In the event of an emergency, you will be contacted in class if at all possible. The caller will be asked the nature of the emergency in order for the College to determine if the call warrants a student being removed from class.

Emergency Plan

The College has posted emergency plans throughout its facilities and also on the Three Rivers website at www.trcc.edu/forms/police/emergencyactionplan.pdf. Further information concerning emergency plans and procedures is included in the Student Services section of this publication.

Emergency Procedures

In case of fire or upon the sounding of the audible evacuation warning, students and faculty should evacuate the buildings by way of the nearest exit or as instructed on the posted evacuation routes on each floor/room and immediately proceed to the designated assembly area.

In the event of severe weather or the sounding of the audible tornado warning, students and faculty should move to the innermost portion of the building on the lowest level away from windows. If time allows, the FEMA Safe Room is located within the Robert W. Plaster Free Enterprise Center.

In the event of violence occurring on campus or upon the sounding of the "lockdown" alarm, students and faculty should secure and shelter in place until notified by police or the sounding of an all clear notice.

For a complete listing of emergency procedures, please visit www.trcc.edu/forms/police/emergencyactionplan.pdf.

Firearms

The possession of firearms and weapons is prohibited on all College premises and from College activities.

Go to www.trcc.edu/about/collegepolicy.php for more information.

Food and Drink

Students are asked to observe the signs that indicate where food and drinks are allowed on campus.

Immunizations

The Missouri Department of Health has recommended that all incoming freshmen receive the measles vaccine. If you are planning to live in the Rivers Ridge Student Housing Complex, you must have received the meningococcal vaccine. Please contact the Department of Health in your county for more information.

Infectious and Contagious Diseases

If you become infected with any type of contagious disease, such as AIDS, H1N1, SARS, hepatitis, COVID-19, among others, you will not be excluded from enrollment or employment or restricted in your access to College services or facilities unless otherwise medically indicated or required by law.

The College complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act,

making every effort to ensure that persons with disabilities admitted to the College as students are afforded all of the rights and privileges provided to them by this act. Persons who know or suspect that they are infected are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsibly in accordance with such knowledge for the protection of others.

Those who know they are infected are urged to share that information with the appropriate administrator so the College can respond appropriately to their needs. Such information will be disclosed to responsible College officials only on a strictly limited need-to-know basis unless the individual consents in writing to other releases of the information. The College will respond on an individual, case-by-case basis to shared information. The College's response will take into consideration the expressed desires and opinions of the person who is infected, the recommendations of the individual's physician, and the College's commitment to the protection, to the extent possible, of both the public health and the individual's rights. The response will include recommendations for reasonable accommodations and/or restrictions.

Go to www.trcc.edu/about/collegepolicy.php for more information.

Title IX

It is the policy of the College that you attend the College in a hostile free environment, Three Rivers College is obligated under Title IX to educate our students regarding Title IX, and to provide remedies that allow for an immediate response. It is the intention of the College to seek an immediate resolution through a Title IX process. For more information, see SR 2120 Title IX for Students at www.trcc.edu/about/collegepolicy.php.

Go to www.trcc.edu/consumerinformation/titleix.php for more information.

Disruption in Normal Operation

In the event the College must close or classes be cancelled due to inclement weather or an emergency, a notice will be placed on the College website and local radio and TV stations will be notified. Additionally, the College offers a service that delivers notification via text message. You are part of the alert messaging system. If you do not want to be part of the alert messaging system, reply to the text. Always use your own best judgment, as adults, concerning the safety of traveling to classes.

Go to <http://trcc.edu/forms/policiesregs/GAP1107.pdf> for more information.

Posting/Distributing Materials on Campus

Students and organizations may post/distribute materials on campus after obtaining content and design approval from the Communications Department. External postings must get approval of content and design through the Dean of Student Services.

Go to www.trcc.edu/about/collegepolicy.php for more information.

Smoking

Smoking is only allowed in designated/marked areas that are listed on the campus map.

ACADEMIC INFORMATION

Semester Length

Each Fall and Spring semester is approximately 16 weeks in length. The Summer session consists of three separate and distinct sessions, two of which are four weeks in length and one of which is eight weeks in length. Winter session is a four-week online term.

Course Types

Traditional/Web-Enhanced

Traditional/Web-Enhanced courses are delivered in a “traditional” face-to-face classroom setting. This course type has a web component for accessing course materials such as syllabi, notes, PowerPoints, videos, etc. No replacement for face-to-face course time occurs.

Hybrid

Hybrid courses combines traditional face-to-face classroom time with online components for accessing or uploading coursework. A course with 1%-79% of the face-to face component replaced with an online component is considered a “hybrid” course.

Interactive Television (ITV)

Interactive Television (ITV) courses are delivered through television transmission. The broadcasts occur in real-time from one location and is synchronized with multiple classrooms across the service region to provide instruction at a specifically scheduled course time.

Online

Online courses have 80% or more of the content delivered online. An online course may have limited or no face-to-face classroom meetings; however, testing and other required meetings may occur in a traditional face-to-face setting.

Prerequisites and Corequisites

A prerequisite is a course you must successfully complete before enrolling in another course. A corequisite is a course you must enroll in at the same time as another course unless you have already completed the corequisite. Prerequisites and corequisites are listed in the course descriptions section.

Credit Hour

A credit hour is the unit of measure for college coursework. One credit hour is earned by attending a non-laboratory class for 50 minutes a week per semester. For laboratory, clinical,

and internship courses, one credit hour/semester hour is granted for two or three hours of coursework per week.

Go to www.trcc.edu/about/collegepolicy.php for more information.

Academic Load

The normal academic load in a Fall or Spring semester is 15 to 16 semester credit hours, exclusive of physical education and musical groups. If you have considerable responsibilities in addition to your college work, a reduced course load might be best. If you wish to take more than 21 credit hours during a Fall or Spring semester, permission must be granted by the appropriate department chairperson. For students with less than a 3.0 GPA, additional permission of the Chief Academic Officer is needed.

Go to www.trcc.edu/about/collegepolicy.php for more information.

Grading System

The grades A, B, C, D, F, and CR are used to evaluate the quality of your work and are defined as follows:

Grade	Quality of Work	Points per Credit
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failing	0
P	Pass	

There are certain noncredit marks issued by instructors as follows:

Noncredit Grade	Explanation
W	Withdrawn
AUD	Audit
I	Incomplete
NP	No Pass

Grade Point Average

Your grade point average (GPA) is determined by multiplying the number of grade points for each grade received by the number of semester hours for that course. This total is divided by the total number of semester hours attempted excluding courses with W, CR, NP, or I grades.

The courses accepted by Three Rivers from other institutions are included in the cumulative grade point average.

Change of Grade

A grade that has been transcribed can be changed only if there has been an error on the part of the instructor, a clerical error, or after a successful student appeal.

Repeating Courses

You may take (repeat) a course multiple times. Courses that have been repeated will be noted on your transcript and only the highest grade will be calculated in your GPA. Financial aid limits payments for repeated courses.

Reporting Grades

At the close of the semester, your grades will be available on the *myTRCC* online student system, provided that all financial obligations to the College have been met and all admission requirements are on file in the student's record.

Incomplete Grades

If you are unable to complete the work of a course because of extenuating circumstances, you should speak to your instructor about an incomplete grade. Seventy-five percent (75%) of the coursework must be completed with a passing grade and the instructor must give permission for an incomplete grade to be issued. You have a maximum of one regular semester (Fall or Spring) to complete the necessary work to the satisfaction of the instructor or the incomplete grade will be changed to an "F" grade.

Academic Honors

Dean's List

If you were enrolled for 12 or more graded credit hours and earned a semester GPA of 3.5 or better, you will be listed on the Dean's List for that semester.

Graduation Honors

If you complete your program with the following overall grade point averages, you will graduate with the following distinction:

- 3.5 – 3.69 will graduate with Cum Laude
- 3.7 – 3.89 will graduate with Magna Cum Laude
- 3.9 – 4.0 will graduate with Summa Cum Laude

For purposes of the commencement ceremony and graduation program, the cumulative grade point average from the preceding semester will be used to identify honor students. However, the final cumulative grade point average will be used to determine final honors status and will be noted on the official College transcript and diploma.

Academic Fresh Start

If you have not attended an institution of higher learning for at least three (3) years, you may be enrolled in the Academic Fresh Start program upon re-enrollment. Academic Fresh Start shall be granted when the following conditions are met:

- Complete a minimum of twelve (12) hours of coursework for which a letter grade is earned over two (2) consecutive semesters.
- Achieve satisfactory academic progress standards as measured by the GPA of the twelve (12) credit hours of coursework enrolled in after entering the Academic Fresh Start Program.

Upon the granting of Academic Fresh Start, your permanent record will note the date a Fresh Start was made, and your grade point average and credit totals will be based only on work beginning with that date and work successfully completed previously. Academic Fresh Start will be granted only once. If you do not successfully complete the process described above, you will not be granted an academic fresh start.

Academic Fresh Start is a Three Rivers procedure and may not be recognized by another college upon transfer.

Go to www.trcc.edu/about/collegepolicy.php for more information.

Program/Transfer Pathway Selection

You can choose from many programs to either prepare to transfer to a four-year college or to seek employment. To select a program, simply mark your choice on the application or speak to your advisor.

Change of Program/Transfer Pathway

To change transfer pathways/programs, complete the online Change of Transfer Pathway/Program form found at <https://trcc.edu/academics/changeofpathwayorprogram.php>

General Conduct

As a member of the learning community at Three Rivers, you are expected to conduct yourself with integrity, honesty, and observe the rules and regulations of the College. The College code of conduct and associated disciplinary procedures are available from the Office of the Dean of Student Services, and at www.trcc.edu/forms/policiesregs/SR2610.pdf.

Academic Honesty

You are expected to fulfill your academic responsibilities in an honest and forthright manner. Examples of prohibited behavior include but are not limited to:

- Plagiarizing another's work (such as using another's phrasing, concepts, or line of reasoning as your own)

without giving proper credit to the author or creator); submitting course assignments that are not your own;

- Submitting the same paper in different classes without prior approval from both instructors;
- Cheating (the use of any unauthorized means to gain academic advantage on assignments, laboratory reports, or examinations);
- Acquiring or using test materials without faculty knowledge;
- Accessing any information, resource, and/or means of communication during an exam or assignment without specific authorization from the professor;
- Failing to follow class policy;
- Obtaining academic benefits through computer fraud or unauthorized access; engaging in academic fraud alone or with others;
- Using material downloaded off Internet without proper citation; illicitly attempting to influence grading; and
- Failing to abide by test-taking procedures.

Late for Class

If the instructor does not appear within 10 minutes after the time scheduled for the beginning of class, please contact the Dean of Instruction at 573-840-9621, who will notify you if the class is to be dismissed.

Military Active Duty

If you are called to active duty status during a semester, present a copy of the active duty orders to the Dean of Student Services office on the 1st floor of the Westover Administration Building. If you have not completed 75% of the coursework, you will be withdrawn with 100% tuition and

fees credited. If you have completed 75% or more of the coursework, a grade will be issued based on the work completed, or you will be given an incomplete grade and allowed to finish the coursework.

If you are called to duty for a period of two weeks or less, you should notify both your instructor and the Dean of Student Services. Your absence will be considered excused, and you will be allowed to make up any missed work.

Go to www.trcc.edu/about/collegepolicy.php for more information.

Electronic Devices

Electronic devices, including, but not limited to, laptop/netbook computers, cellular devices, e-readers, and MP3 players will be turned off within the learning environment. Exceptions include the use of such devices for medical emergencies or contacts that must be maintained due to work requirements. In such cases you must advise the instructor, and the device must be in "silent mode." The instructor may make adjustments to this regulation for specific usage in their unique learning environments. The usage of such electronic devices in relation to approved ADA accommodations is exempt from this regulation.

Go to www.trcc.edu/about/collegepolicy.php for more information

Photo and Video

The College takes photos and video throughout the year that often include students in classrooms, study areas, residence halls, athletic events, and so forth. By enrolling, you consent to the use of these photographs and video publications, both printed and electronic, for publicity.

DEGREES, CERTIFICATES, AND GRADUATION REQUIREMENTS

Degrees and Certificates

The Associate of Arts (AA), the Associate of Science (AS), the Associate of Arts in Teaching (AAT) and their related certificates are designed to prepare you for transfer to a four-year institution. The Associate of Applied Science (AAS) and certificates are designed to prepare you for employment.

The requirements shown in this catalog are in effect from the first semester of enrollment and for five years after. To graduate, you may use any catalog in effect during a year in which you were enrolled that is no older than five years.

If you have already earned a degree, you can qualify for a second degree by taking a minimum of 15 hours at Three Rivers beyond the first degree and meeting all of the degree requirements of the second degree. You may only be awarded one AA degree, but you can be awarded an AAT or multiple AS and AAS degrees.

Outcomes Assessment

Three Rivers is committed to maintaining the quality of its educational programs. Three Rivers regularly assesses student achievement, both in general academic skills and abilities and within selected majors. Anyone completing certificates, AA, AS, AAT, and/or AAS degree requirements participates in outcomes assessment. The AA and AS are assessed using the college-wide outcomes assessment process. The AAT and AAS are assessed using both the college-wide outcomes assessment process and a programmatic assessment process. Certificates that are part of a larger degree are assessed as part of the degree and certificates that are not part of a degree are assessed using the programmatic assessment process.

The College-wide outcomes are as follows:

- **Communication Fluency**
The student will effectively communicate ideas that are clear and coherent.
- **Critical Thinking**
The student will analyze evidence and assumptions to formulate informed judgements and solutions.
- **Cultural Awareness**
The student will identify and analyze one's own culture, the culture of others, and examine the relationship among different cultures.
- **Information Literacy**

The student will access and use information from multiple sources while evaluating their accuracy and credibility.

Graduation Upon Program Completion

Once you have completed the requirements for a program, the credential will automatically be awarded. You are encouraged to complete the application for graduation at www.trcc.edu/academics/graduation.php. Diplomas/Certificates will be issued following the Fall, Spring, and Summer semester in which you complete the graduation requirements.

Graduation Ceremony

The graduation ceremony (Commencement) is held at the end of the Spring semester. The ceremony is designed as a celebration of your success, and you are highly encouraged to attend commencement and celebrate with your fellow learners.

Graduation Requirements Associate of Arts Degree

The Associate of Arts (AA) is for transfer to a four-year institution. You will select a transfer pathway with the help of faculty and professional staff advisors. The graduation requirements for the Associate of Arts degree are as follows:

- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 credit hours of the degree at Three Rivers College.
- Complete the following coursework:
 - 60 credit hours total minimum.
 - 42 credit hours minimum of general education (MOTRANSFER).
 - 15-20 credit hours of elective courses.
 - 2 hours of lifetime wellness or physical education activity courses.
 - 1 credit hour capstone course.
- No more than 9 credit hours of career courses (non-transfer) may be used as electives.
- Pass the Missouri Higher Education Civics Achievement Examination.
- Meet all financial obligations to the College.

Associate of Arts in Teaching Degree

The Associate of Arts in Teaching degree (AAT) is a Missouri specific, statewide, specialized degree intended for transfer to approved teacher education programs at Missouri four-year colleges. The graduation requirements for the Associate of Arts in Teaching degree are as follows:

- Have a cumulative grade point average of 2.75 or higher.
- Complete at least 15 credit hours of the degree at Three Rivers College.
- Complete all the courses that appear in the transfer pathway outline. Three Rivers College offers the following pathways to the AAT: elementary education, middle school education, secondary education, and music education.
- Pass the MoGEA.
- Pass the Missouri Higher Education Civics Achievement Examination.
- Meet all financial obligations to the College.

Associate of Science Degree

The Associate of Science (AS) is a degree intended for transfer to a four-year occupational program. The AS degree pathways are designed to provide a seamless transfer of a selection of electives to a specific university. The graduation requirements for the Associate of Science degree are as follows:

- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 credit hours of the degree at Three Rivers College.
- Successfully complete all the courses in the selected transfer pathway.
- Pass the Missouri Higher Education Civics Achievement Examination.
- Meet all financial obligations to the College.

Associate of Applied Science Degree

The Associate of Applied Science degree is designed to prepare you for employment after graduation. The requirements for the degree are as follows:

- Complete the required AAS general education requirements.
- Complete the programmatic requirements.
- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 credit hours at Three Rivers College.
- Complete all courses in the program of study.
- Pass the Missouri Higher Education Civics Achievement Examination.
- Meet all financial obligations to the College.

Certificate in General Academic Studies

The Certificate in General Academic Studies is a highly individualized curriculum that will allow you to broaden your education in an area of your choosing. The requirements for this certificate are as follows:

- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 semester hours of credit at Three Rivers College.
- Acquire 62 credit hours or more.
- Complete the following:
 - 6 hours of college writing.
 - 3 hours of American history (HIST 111 or 112 required).
 - 6 hours of art, music, or literature (credit for music groups will not meet this requirement).
 - 3 hours of social science (PSYC 111 or SOCI 111).
- Meet all financial obligations to the College.

One-Year Certificate

Three Rivers offers curricula leading to one-year certificates upon completion of required courses. The requirements for the certificate are as follows:

- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 credit hours at Three Rivers College.
- Complete all courses in the prescribed certificate.
- Meet all financial obligations to the College.

The Department of Education requires colleges to disclose information for financial aid eligible programs of study that prepare students for gainful employment in a recognized occupation. For additional information, please visit www.trcc.edu/financialaid/ge.php or contact the Office of Financial Aid.

Short-Term Certificate

Three Rivers offers short-term certificates upon completion of required courses. The requirements for the short-term certificates are as follows:

- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 credit hours at Three Rivers College.
- Complete all courses in the prescribed certificate.
- Meet all financial obligations to the College.

ACADEMICS



Three Rivers College offers Missouri's CORE 42 standard transfer curriculum. These General Education courses are guaranteed to transfer to all public (and participating independent) colleges and universities in Missouri.

Missouri Higher Education Core Curriculum Transfer Act

The Missouri Department of Higher Education has recommended a set of core curriculum of at least 42 credit hours. All public and some private colleges and universities have adopted the Core Transfer Curriculum, commonly known as the CORE 42.

The CORE 42 is a statewide general education core that ensures all students complete a common core of college level courses across five knowledge areas.

For additional information please see the [Missouri Higher Education Core Transfer curriculum guide](https://dhewd.mo.gov/documents/CORE42April17.pdf).
<https://dhewd.mo.gov/documents/CORE42April17.pdf>

CORE 42 MOTR Guarantee

The Missouri Department of Higher Education (MDHE) has identified a common set of general education courses, commonly known as CORE 42. CORE 42 courses are guaranteed to transfer to any Missouri public college or university to satisfy general education requirements.

The CORE 42 offers several courses across five knowledge areas. The knowledge areas are: Communications (Oral and Written), Humanities and Fine Arts, Mathematical Sciences, Natural Sciences, and Social & Behavioral Sciences. The state designates these courses with a Missouri Transfer (MOTR) course number. This designation guarantees the one-to-one transfer of these courses to all Missouri public institutions of higher education.

Courses that do not have the CORE 42 designation may still transfer. However, Three Rivers College encourages students to check the transfer equivalency website of the institution to which they plan to transfer in order to be sure.

CORE 42 Transfer Guidelines

Types of Transfer

- Students who complete the Associate of Arts degree at a Missouri community college and transfer to a Missouri public university shall have completed all lower-division general education requirements at the receiving institution. Students shall receive full credit, including any prerequisites or requirements in the major, for all general education courses transferred. The receiving institution cannot require the student take additional lower-division general education courses. A student may, however, have to take additional lower-division courses to fulfill program or institutional requirements.
- Students who complete the CORE 42 at any public institution shall be considered as having completed all lower-division general education requirements at a receiving institution. Students shall receive full credit, including any prerequisites or requirements in the major, for all MOTR courses transferred. The receiving institution cannot require the student take any additional lower-division general education courses. A student may, however, have to take additional lower-division courses to fulfill program or institutional requirements.
- Students who do not complete either the Associate of Arts or the CORE 42 shall receive credit at a receiving institution for each MOTR course completed at a sending institution. Students shall receive full credit, including any prerequisites or requirements in the major, for all MOTR courses transferred. After receiving credit for MOTR courses, the student shall complete the CORE 42 at the receiving institution.

For more information go to <https://dhewd.mo.gov/core42.php>.

Questions regarding Core42 should be directed to the Office of the Registrar at 573-840-9665.

Core Curriculum Transfer (CORE 42) General Education (Gen Ed) Program

A minimum of 42 general education (Gen Ed) hours must be selected according to the following guidelines. The Three Rivers College CORE 42 block of general education (Gen Ed) credit is consistent with the statewide general education transfer curriculum and is part of the Associate of Arts degree. Students must select course offerings from each general education component indicated below and meet the minimum hours required in each component.

I. Written and Oral Communication (total hours: 9)

1. ENGL 111 College Writing
2. ENGL 112 Advanced College Writing (*ENGL 111 prerequisite with C or better*)
3. SCOM 110 Public Speaking

II. Fine Arts and Humanities (total hours: 9) Required to be from two different disciplines

A. Fine Arts: (One course from the following)

1. ARTS 123 History and Appreciation of Art
2. MUSC 123 History and Appreciation of Music
3. MUSC 141 Theory I, Harmony (*Intended Music majors only*)
4. THEA 120 History and Appreciation of Theatre
5. THEA 122 History and Appreciation of Film

B. Humanities: (Two courses from the following)

1. ENGL 210 Introduction to Literature
2. ENGL 221 World Literature to 1600
3. ENGL 222 World Literature since 1600
4. ENGL 231 English Literature to 1798
5. ENGL 232 English Literature since 1798
6. ENGL 241 American Literature to 1870
7. ENGL 242 American Literature since 1870
8. MUSC 221 Music Literature I
9. MUSC 222 Music Literature II
10. PHIL 200 Introduction to Philosophy
11. PHIL 233 Ethics
12. PHIL 243 Religions of the World
13. SPAN 101 Elementary Spanish I
14. SPAN 102 Elementary Spanish II



III. Life and Physical Sciences (minimum total hours: 7)

Two courses required, one from life sciences and one from physical sciences; one of the two courses must have a laboratory component.

Life Science

1. BIOL 100 Survey of Biological Principles
2. BIOL 101 General Biology*
3. BIOL 102 Environmental Science*
4. BIOL 110 Human Biology
5. BIOL 190 Biology for Majors*
6. BIOL 231 Anatomy and Physiology I*
7. BIOL 232 Anatomy and Physiology II*

Physical Science

1. CHEM 111 Introductory Chemistry*
2. CHEM 121 General Chemistry I*
3. PHYS 100 Survey of Physics
4. PHYS 101 Physical Science *
5. PHYS 211 General Physics I*

*Laboratory Component

IV. Mathematics (total hours: 3) (One course from the following)

1. MATH 161 Mathematical Reasoning and Modeling
2. MATH 163 College Algebra for Calculus

V. Social and Behavioral Sciences (total hours: 9)

A. Take two courses from the following:

1. GOVT 121 National and State Government
2. HIST 111 American History to 1877 - *OR* - HIST 112 American History since 1877

B. Social Sciences: (One course from the following)

1. ECON 211 Principles of Macroeconomics
2. ECON 212 Principles of Microeconomics
3. GOVT 233 International Relations
4. HIST 111 American History to 1877
5. HIST 112 American History since 1877
6. HIST 121 World Civilization to the Renaissance
7. HIST 122 World Civilization since the Renaissance
8. PSYC 111 General Psychology
9. PSYC 243 Human Development Across the Life Span
10. SOCI 111 General Sociology

VI. Other (2-5 additional hours from courses listed above)

Intended Music majors may take one hour from the following:

1. MUSC 1011 Three Rivers Symphonic Band
2. MUSC 1021 Three Rivers Jazz and Pep Band
3. MUSC 1031 Three Rivers Chorus

Associate of Applied Science Degree General Education (Gen Ed) Program

The AAS Degree programs are designed to prepare a student for immediate entry into the job market upon completion of their selected programs. It is not intended as a transfer degree into a four-year program and contains courses that are not intended for transfer.

Students must complete at least 15 credits hours of the degree at Three Rivers College.

Specific general education courses may be listed along with core requirements in the Programs of Study. The College perceives education not only as preparation to earn a living, but as a way of life, responsible to both the individual and the college community. For this reason, approximately 25% of each program leading to an Associate of Applied Science degree is comprised of CORE 42 general education courses.

Students must select course offerings from each general education component indicated below and meet the minimum hours required in each component.

I. Communication (total hours: 3)

1. ENGL 111 College Writing

II. Social Science (total hours: 3)

1. GOVT 121 National and State Government

III. Mathematics (total hours: 3)

A. Mathematics

1. MATH 161 Mathematical Reasoning and Modeling
2. MATH 163 College Algebra for Calculus

IV. General Education Elective (total hours: 6)

Select a minimum of six hours of general education courses from the list on page 45 as outlined in the AAS program matrix for your program.

TRANSFER PATHWAYS





Degrees and Certificates Listing

Accounting	One-Year Certificate.....	95
Accounting Technology.....	AAS.....	94
Administration of Justice	AS Transfer Pathway	78
Agriculture	AA Transfer Pathway.....	50
Agribusiness	AAS	96
Art	AA Transfer Pathway.....	51
Behavioral Health Support.....	AAS	97
Biological Sciences	AA Transfer Pathway	52
Business Administration	AA Transfer Pathway.....	53
Business Management.....	AAS	98
Career and Technical Studies.....	AAS	100-101
Chemistry.....	AA Transfer Pathway.....	54
Civil Engineering Technician	One-Year Certificate.....	103
Communication.....	AA Transfer Pathway.....	55
Construction Engineering Technology	AAS	102
Construction Management Specialist.....	One-Year Certificate.....	103
Criminal Justice		
Corrections Option	AAS	105
Law Enforcement Option.....	AAS	107
P.O.S.T. Academy Option.....	AAS	109
Criminal Justice Technology Specialist.....	One-Year Certificate.....	110
Criminal Justice – P.O.S.T. Academy	One-Year Certificate.....	110
Criminal Justice	Short-Term Certificate.....	110
Early Childhood Development	AAS	111
Early Childhood Development	Short-Term Certificate.....	112
Early Childhood Development CDA	Short-Term Certificate.....	112
Early Childhood Education.....	AAT Transfer Pathway	86-88
Education		
Elementary Education	AA Transfer Pathway	56
Mid-Level Education	AA Transfer Pathway	57
Secondary Education	AA Transfer Pathway.....	58
Electrical Process Technician	One-Year Certificate.....	141
Electrical Technology	One-Year Certificate.....	145
Elementary Education.....	AAT Transfer Pathway	86-88
Emergency Medical Services.....	Short-Term Certificate.....	138
English.....	AA Transfer Pathway.....	59
Environmental Health	AS Transfer Pathway	79
Environmental Health and Safety Technology.....	AAS	113
Environmental Health and Safety Technology.....	One-Year Certificate.....	114
Environmental/Occupational Safety and Health Technology.....	Short-Term Certificate.....	114
Fire Science	AAS.....	115
Fire Science	One-Year Certificate	116
Forensic Science.....	AA Transfer Pathway.....	60
Forestry.....	AA Transfer Pathway.....	61
Forestry Technology	AAS	117
General Education.....	AA Transfer Pathway.....	62
Green Diesel.....	One-Year Certificate.....	146
Green Diesel Technology	Short-Term Certificate.....	146
Health Sciences	AS Transfer Pathway	80
Heating, Ventilation, Air Conditioning/Refrigeration	One-Year Certificate	147
History.....	AA Transfer Pathway.....	63
Hospitality and Tourism	One-Year Certificate.....	99

Industrial Technology		
Electrical Technician	Short-Term Certificate.....	142
Industrial Technician.....	Short-Term Certificate.....	142
Quality Control Technician	Short-Term Certificate.....	142
Information Technology Specialist.....	AAS	118
Information Technology Specialist.....	One-Year Certificate	119
Maintenance Welding.....	One-Year Certificate	144
Management and Supervision	One-Year Certificate	99
Marketing and Merchandising.....	One-Year Certificate	99
Mathematics	AA Transfer Pathway	64
Medical Billing and Coding.....	AAS	120
Medical Billing and Coding.....	One-Year Certificate	121
Medical Laboratory Technician.....	AAS	122-123
Middle School Education	AAT Transfer Pathway	86-89
Music.....	AA Transfer Pathway	65
Music Education-Instrumental.....	AAT Transfer Pathway	90-91
Music Education-Vocal.....	AAT Transfer Pathway	90-92
Nursing.....	AAS	125-128
Occupational Therapy Assistant	AAS	132
Office Administration.....	AAS	134
Office Assistant	One-Year Certificate	135
Paramedic	AAS.....	136
Paramedic	One-Year Certificate	138
Paraprofessional Educator.....	AAS	139
Physical Sciences.....	AA Transfer Pathway	66
Plumbing Technology.....	One-Year Certificate	148
Political Science.....	AA Transfer Pathway	67
Practical Nurse	One-Year Certificate	129-130
Pre-Dental Hygiene	One-Year Certificate	149
Pre-Engineering	AS Transfer Pathway	81
Pre-Health Medicine	AS Transfer Pathway	82
Pre-Journalism	AA Transfer Pathway	68
Pre-Law	AA Transfer Pathway	69
Pre-Medical Laboratory Technology.....	One-Year Certificate	124
Pre-Nursing	One-Year Certificate	131
Pre-Occupational Therapy Assistant.....	One-Year Certificate	133
Pre-Optometry.....	AS Transfer Pathway	83
Pre-Pharmacy.....	AS Transfer Pathway	84
Pre-Sports Medicine	AA Transfer Pathway	70
Process and Controls Engineering Technology	AAS	140
Psychology	AA Transfer Pathway	71
Religious Studies	AA Transfer Pathway	72
Sales	One-Year Certificate.....	99
Secondary Education	AAT Transfer Pathway	86-89
Social Work	AA Transfer Pathway	73-75
Sociology	AA Transfer Pathway	76
Spanish.....	AA Transfer Pathway	77
Surveying.....	Short-Term Certificate	104
Technical Graphics Specialist	One-Year Certificate	104
Welding Engineering Technology	AAS	143
Welding Fabrication Specialist.....	One-Year Certificate	144

Associate of Arts

The Associate of Arts (AA) is a degree intended for transfer to a four year institution. You will select a transfer pathway with the help of faculty and professional staff advisors. The graduation requirements for the Associate of Arts degree are as follows:

- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 credit hours of the degree at Three Rivers College.
- Complete the following coursework:
 - 60 credit hours total minimum.
 - 42 credit hours minimum of general education (MOTRANSFER).
 - 15-20 credit hours of pathway courses.
 - 2 hours of lifetime wellness or physical education activity courses.
 - 1 credit hours capstone course.
- No more than 9 credit hours of career courses (non-transfer) may be used as electives.
- Pass the Missouri Higher Education Civics Achievement Examination.
- Meet all financial obligations to the College.

Transfer Pathways

To earn the Associate in Arts Degree, certain General Education requirements and pathway courses must be satisfactorily completed. Although AA students at Three Rivers College do not declare majors, you must select pathway courses which will best prepare you for transfer into a particular major field at a specific college or university.

The listings are pathways that meet the requirements for the Associate of Arts Degree and include courses generally recommended for certain majors at most of the state (public) universities. To ensure a seamless transfer, you must verify that the suggested elective courses in this guide meet the requirements for their intended major field of study at the specific college or university you plan to attend.

Be sure to inform your advisor where you plan to transfer to make sure the pathway is designed to meet your goals. You may only earn one Associate of Arts degree.

Associate of Science

The Associate of Science (AS) is a degree intended for transfer to a four-year occupational program. The AS degree pathways are designed to provide a seamless transfer of a selection of pathway courses to a specific university. The graduation requirements for the Associate of Science degree are as follows:

- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 credit hours of the degree at Three Rivers College.
- Successfully complete the indicated pathway courses.
- Pass the Missouri Higher Education Civics Achievement Examination.
- Meet all financial obligations to the College.

Agriculture

Department of Languages, Communication, Fine Arts, and Agriculture

Contact: Traven Crocker tcrocker@trcc.edu

FIRST YEAR

Fall Semester			Hours	
AGRI	120	Plant Science	4	
AGRI	130	Animal Science	4	
ENGL	111	College Writing	3	
MATH	161	Mathematical Reasoning and Modeling – or – College Algebra for Calculus	3	
MATH	163			
SCOM	110	Public Speaking	3	
TOTAL HOURS			17	

Spring Semester			Hours	
AGRI	110	Soils & Soil Fertility	4	
BIOL	101	General Biology –or– Environmental Science	5	
BIOL	102			
ENGL	112	Advanced College Writing	3	
GOVT	121	National and State Government	3	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester			Hours	
CHEM	111	Introductory Chemistry – or – General Chemistry I – or – Physical Science	5	
CHEM	121			
PHYS	101			
HIST	111	American History to 1877 – or – American History since 1877	3	
HIST	112			
AGRI	240	Agricultural Economics and Marketing	3	
ACCT	211	Principles of Accounting I – or – Agriculture Elective – or – Teaching Profession with Field Experience	3	
AGRI	201			
EDUC	201			
Humanities Gen Ed course			3	
TOTAL HOURS			17	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
HPER	110	Lifetime Wellness –or– Two P. E. Activity courses	2	
HPER	110			
Fine Arts Gen Ed course			3	
General Education course			3	
Humanities Gen Ed course			3	
Social and Behavioral Sciences Gen Ed course			3	
TOTAL HOURS			15	

Agriculture Electives

AGRI	115	Introduction to Precision Agriculture	3	
AGRI	172	Integrated Pest Management	3	
AGRI	232	Advanced Animal Science	3	
AGRI	234	Equine Science	3	
AGRI	270	Agriculture Systems Management	3	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Electives should be selected from courses that are transfer eligible. Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

Art

Department of Languages, Communication, Fine Arts, and Agriculture

Contact: Dr. Melissa Davis melissadavis@trcc.edu

FIRST YEAR

Fall Semester			Hours	
ARTS	110	Introduction to Art	3	
ARTS	123	History and Appreciation of Art	3	
ARTS	131	Drawing I	2	
ENGL	111	College Writing	3	
HIST	111	American History to 1877 <i>-or-</i>	3	
HIST	112	American History since 1877		
HPER	110	Lifetime Wellness <i>-or-</i> Two P.E. Activity courses	2	
TOTAL HOURS			16	

Spring Semester			Hours	
ARTS	132	Drawing II	2	
ARTS	233	Painting I	3	
ENGL	112	Advanced College Writing	3	
		Humanities Gen Ed course	3	
		Life Sciences Gen Ed course	3-5	
TOTAL HOURS			14-16	

SECOND YEAR

Fall Semester			Hours	
ARTS	213	Water Color	3	
GOVT	121	National and State Government	3	
		General Education course	3	
		Humanities Gen Ed course	3	
		Physical Sciences Gen Ed course	3-5	
TOTAL HOURS			15-17	

Spring Semester			Hours	
ARTS	141	Color and Design I	2	
ARTS	243	Painting II	3	
CPST	290	General Education Capstone	1	
MATH		Mathematics Gen Ed course	3	
SCOM	110	Public Speaking	3	
		Foreign Language	3	
		Social and Behavioral Sciences Gen Ed course	3	
TOTAL HOURS			18	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

One of the Life or Physical Science General Education courses must include a lab.

Biological Sciences

Department of Science, Math, Social Science, and Physical Education

Contact: Michelle Fisher mfisher@trcc.edu

FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
CHEM	121	General Chemistry I	5	
		Humanities Gen Ed course	3	
		Social and Behavioral Sciences Gen Ed course	3	
TOTAL HOURS			17	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
BIOL	190	Biology for Majors ⁽¹⁾	5	
HIST	111	American History to 1877 –or–	3	
HIST	112	American History since 1877		
CHEM	122	General Chemistry II	5	
TOTAL HOURS			16	

SECOND YEAR

Fall Semester			Hours	
BIOL	221	General Zoology	5	
HPER	110	Lifetime Wellness –or– Two P. E. Activity courses	2	
		Fine Arts Gen Ed course	3	
		Elective	3	
TOTAL HOURS			13	

Spring Semester			Hours	
BIOL	211	General Botany	5	
CPST	290	General Education Capstone	1	
MATH	171	Analytic Geometry and Calculus I	5	
SCOM	110	Public Speaking	3	
		Humanities Gen Ed course	3	
TOTAL HOURS			17	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

Electives should be selected from courses that are transfer eligible. Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

Business Administration

Department of Career Studies and Workforce Development

Contact: Jennifer Inman jinman@trcc.edu

FIRST YEAR

Fall Semester			Hours	
ACCT	211	Principles of Accounting I	3	
ENGL	111	College Writing	3	
HIST	111	American History to 1877	3	
HIST	112	American History since 1877		
IST	100	Computer Applications	3	
MATH	163	College Algebra for Calculus	3	
TOTAL HOURS			15	

Spring Semester			Hours	
ACCT	212	Principles of Accounting II	3	
ENGL	112	Advanced College Writing	3	
SCOM	110	Public Speaking	3	
		Life Sciences Gen Ed course	3-5	
		General Education course	3	
TOTAL HOURS			15-17	

SECOND YEAR

Fall Semester			Hours	
ECON	211	Principles of Macroeconomics	3	
HPER	110	Lifetime Wellness – or – Two P. E. Activity courses	2	
		Fine Arts Gen Ed course	3	
		Humanities Gen Ed course	3	
		Physical Sciences Gen Ed course	3-5	
TOTAL HOURS			14-16	

Spring Semester			Hours	
BLAW	221	Legal and Ethical Environment of Business	3	
CPST	290	General Education Capstone	1	
ECON	212	Principles of Microeconomics	3	
GOVT	121	National and State Government	3	
		Humanities Gen Ed course	3	
		Business Elective	3	
TOTAL HOURS			16	

Business Electives

BUAD	120	Introduction to Business	3	
BUAD	221	Fundamentals of Management	3	
BUAD	230	Business Statistics	3	
BUED	203	Business Communications	3	
IST	268	Spreadsheet Applications	3	
MATH	223	Probability and Statistics	3	
PSYC	111	General Psychology	3	

⁽¹⁾Students planning to transfer to Arkansas State University should take ENGL 221-World Literature to 1600 or ENGL 222-World Literature since 1600 as one of their humanities general education courses. Students planning to transfer to Missouri State University should use SPAN 101-Elementary Spanish I to satisfy one of their humanities general education courses.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

One of the Life or Physical Science General Education courses must include a lab.

Chemistry

Department of Science, Math, Social Science, and Physical Education

Contact: Dr. Amy Kopf akopf@trcc.edu

FIRST YEAR

Fall Semester				Hours
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
CHEM	121	General Chemistry I	5	
SCOM	110	Public Speaking	3	
TOTAL HOURS			14	

Spring Semester				Hours
ENGL	112	Advanced College Writing	3	
BIOL	190	Biology for Majors	5	
CHEM	122	General Chemistry II	5	
MATH	171	Analytic Geometry and Calculus I	5	
TOTAL HOURS			18	

SECOND YEAR

Fall Semester				Hours
MATH	271	Analytic Geometry and Calculus II	5	
PHYS	211	General Physics I	5	
		Humanities Gen Ed course	3	
		Social and Behavioral Sciences Gen Ed course	3	
TOTAL HOURS			16	

Spring Semester				Hours
CPST	290	General Education Capstone	1	
HIST	111	American History to 1877	3	
HIST	112	American History since 1877		
HPER	110	Lifetime Wellness –or– Two P. E. Activity courses	2	
PHYS	212	General Physics II	5	
		Fine Arts Gen Ed course	3	
		Humanities Gen Ed course	3	
TOTAL HOURS			17	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

Communication

Department of Languages, Communication, Fine Arts, and Agriculture

Contact: Steve Lewis slewis@trcc.edu

FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
HIST	111	American History to 1877 - or -	3	
HIST	112	American History since 1877		
MATH		Mathematics Gen Ed course	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
HPER	110	Lifetime Wellness – or -	2	
HPER		Two P.E. Activity courses		
MCOM	101	Mass Communication and Society	3	
		General Education course	3	
		Physical Sciences Gen Ed course	3-5	
TOTAL HOURS			14-16	

SECOND YEAR

Fall Semester			Hours	
SCOM	210	Interpersonal Communications	3	
THEA	122	History and Appreciation of Film	3	
		Life Sciences Gen Ed Course	3-5	
		Humanities Gen Ed Course	3	
		Social and Behavioral Sciences Gen Ed course	3	
TOTAL HOURS			15-17	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
SCOM	243	Argumentation & Debate**	3	
		Communication Elective	3	
		Communication Elective	3	
		General Education course	3	
		Humanities Gen Ed course	3	
TOTAL HOURS			16	

Communication Electives

		Foreign Language course	3	
		Literature Elective	3	
PHIL	233	Ethics	3	
SOCI	111	General Sociology	3	
THEA	120	History and Appreciation of Theatre	3	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

One of the Life or Physical Science General Education courses must include a lab.

Electives should be selected from courses that are transfer eligible. Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

EDUCATION

Elementary Education – Arkansas State University

Department of Career Studies and Workforce Development

Contact: Dr. Faye Sanders asanders@trcc.edu

Purpose: For transfer to Arkansas State University – Grades K-6. This two-plus-two program is designed for students to enter Arkansas State University in their Junior Year.

FIRST YEAR

Fall Semester				Hours
BIOL	101	General Biology	5	
ENGL	111	College Writing	3	
HIST	111	American History to 1877 - or -	3	
HIST	112	American History since 1877		
SCOM	110	Public Speaking	3	
		Fine Arts Gen Ed course	3	
TOTAL HOURS			17	

Spring Semester				Hours
EDUC	201	Teaching Profession with Field Experience	3	
ENGL	112	Advanced College Writing	3	
MATH	162	Math for the Elementary Teachers	4	
PHYS	101	Physical Science	5	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester				Hours
EDUC	210	Educational Psychology	3	
EDUC	270	Educational Technology	3	
ENGL	221	World Literature to 1600	3	
GOVT	121	National and State Government	3	
HIST	121	World Civilization to the Renaissance - or -	3	
HIST	122	World Civilization since the Renaissance		
MATH	163	College Algebra for Calculus	3	
TOTAL HOURS			18	

Spring Semester				Hours
CPST	290	General Education Capstone	1	
EDUC	230	Foundations of Education in a Diverse Society	3	
EDUC	260	Education of the Exceptional Learner	3	
ENGL	222	World Literature since 1600	3	
HPER	110	Lifetime Wellness	2	
		General Education Science course	3-5	
TOTAL HOURS			15-17	

ASU Transfer Requirements:

The following courses must be completed with a "C" or higher:

ENGL 111-College Writing
 ENGL 112-Advanced College Writing
 EDUC 201-Teaching Profession with Field Experience
 MATH 163-College Algebra for Calculus
 SCOM 110-Public Speaking

Graduation Requirement: Cumulative 2.70 GPA

Recommended University Parallel Courses

GEOG 101 Cultural Geography 3 cr/hr

Background Check

Criminal Record Background Check required for EDUC 201 & EDUC 260

General Education Science Courses:

BIOL 100-Survey of Biological Principles
 BIOL 102-Environmental Science
 BIOL 110-Human Biology
 BIOL 231-Anatomy & Physiology I
 CHEM 111-Introductory Chemistry
 CHEM 121-General Chemistry
 PHYS 211-General Physics

Students should complete the following ASU courses prior to admission to AUS:

MATH 2123-Math for Elementary Teachers II at ASU Newport (online)
 HIST 3083-History of Arkansas online – Summer option

Students are encouraged to meet with an ASU advisor on the campus of ASU early in their coursework.

Teacher Education students should be aware that forty-five (45) hours of classroom observation/engagement is required in the following courses: EDUC 201-Teaching Profession with Field Experience (30 hours) and EDUC 260-Education of the Exceptional Learner (15 hours).

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

EDUCATION

Mid-Level Education – Arkansas State University

Department of Career Studies and Workforce Development

Contact: Dr. Faye Sanders asanders@trcc.edu

Purpose: For transfer to Arkansas State University – Grades 4 – 8.

FIRST YEAR

Fall Semester			Hours
BIOL	101	General Biology	5
ENGL	111	College Writing	3
HIST	111	American History to 1877 –or–	3
HIST	112	American History since 1877	
SCOM	110	Public Speaking	3
		Fine Arts Gen Ed course	3
TOTAL HOURS			17

Spring Semester			Hours
EDUC	201	Teaching Profession with Field Experience	3
ENGL	112	Advanced College Writing	3
GOVT	121	National and State Government	3
MATH	162	Math for the Elementary Teachers	4
PHYS	101	Physical Science	5
TOTAL HOURS			18

SECOND YEAR

Fall Semester			Hours
BIOL	113	Introduction to Process Science for Elementary and Middle School Teachers	1
ENGL	221	World Literature to 1600	3
HIST	121	World Civilization to the Renaissance – or –	3
HIST	122	World Civilization since the Renaissance	
MATH	163	College Algebra for Calculus	3
PSYC	111	General Psychology	3
		Discipline Elective ⁽¹⁾ (University Parallel Courses)	3-5
TOTAL HOURS			16-18

Spring Semester			Hours
CPST	290	General Education Capstone	1
EDUC	270	Educational Technology	3
EDUC	230	Foundations of Education in a Diverse Society	3
EDUC	260	Education of the Exceptional Learner	3
ENGL	222	World Literature since 1600	3
HPER	110	Lifetime Wellness	2
TOTAL HOURS			15

⁽¹⁾Recommended University Parallel Courses

Math Majors:

MATH 171-Analytic Geometry & Calculus I 5 cr/hr

English Majors:

ENGL 241-American Literature to 1870 3 cr/hr

ENGL 242-American Literature since 1870 3 cr/hr

Science Majors:

CHEM 111-Introductory Chemistry 5 cr/hr

History Majors:

HIST 111-American History to 1877 3 cr/hr

HIST 112-American History since 1877 3 cr/hr

HIST 121-World Civilization to the Renaissance 3 cr/hr

HIST 122-World Civilization since the Renaissance 3 cr/hr

GEOG 101-Cultural Geography 3 cr/hr

ECON 211-Principles of Macroeconomics 3 cr/hr

ECON 212-Principles of Microeconomics 3 cr/hr

Graduation Requirement: Cumulative 2.70 GPA

Background Check

Criminal Record Background Check required for EDUC 201 & EDUC 260

ASU Transfer Requirements:

The following courses must be completed with a "C" or higher:

ENGL 111-College Writing
 ENGL 112-Advanced College Writing
 EDUC 201-Teaching Profession with Field Experience
 MATH 163-College Algebra for Calculus
 SCOM 110-Public Speaking

Students should complete the following ASU courses prior to admission to ASU:

MATH 2123-Math for Elementary Teachers II at ASU Newport (online)
 HIST 3083-History of Arkansas online – Summer option

Students are encouraged to meet with an ASU advisor on the campus of ASU early in their coursework.

Teacher Education students should be aware that forty-five (45) hours of classroom observation/engagement is required in the following courses: EDUC 201-Teaching Profession with Field Experience (30 hours) and EDUC 260-Education of the Exceptional Learner (15 hours).

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements

EDUCATION

Secondary Education – Arkansas State University

Department of Career Studies and Workforce Development

Contact: Dr. Faye Sanders asanders@trcc.edu

Purpose: For transfer to Arkansas State University – Grade 9 - 12.

FIRST YEAR

Fall Semester				Hours
BIOL	101	General Biology	5	
ENGL	111	College Writing	3	
HIST	111	American History to 1877 –or–	3	
HIST	112	American History since 1877		
SCOM	110	Public Speaking	3	
		Fine Arts Gen Ed course	3	
TOTAL HOURS			17	

Spring Semester				Hours
EDUC	201	Teaching Profession with Field Experience	3	
ENGL	112	Advanced College Writing	3	
GOVT	121	National and State Government	3	
MATH	162	Math for the Elementary Teachers	4	
PHYS	101	Physical Science	5	
TOTAL HOURS			18	

⁽¹⁾Discipline Electives

Math Majors:

MATH 171-Analytic Geometry & Calculus I 5 cr/hr

English Majors:

ENGL 241-American Literature to 1870 3 cr/hr

ENGL 242-American Literature since 1870 3 cr/hr

Science Majors:

CHEM 111-Introductory Chemistry 5 cr/hr

History Majors:

HIST 111-American History to 1877 3 cr/hr

HIST 112-American History since 1877 3 cr/hr

HIST 121-World Civilization to the Renaissance 3 cr/hr

HIST 122-World Civilization since the Renaissance 3 cr/hr

GEOG 101-Cultural Geography 3 cr/hr

ECON 211-Principles of Macroeconomics 3 cr/hr

ECON 212-Principles of Microeconomics 3 cr/hr

Graduation Requirement:

Cumulative 2.70 GPA

Secondary Education majors should meet with the Department Chair of their intended discipline on the ASU campus during their first semester of coursework at TRC.

Teacher Education students should be aware that forty-five (45) hours of classroom observation/engagement is required in the following courses: EDUC 201-Teaching Profession with Field Experience (30 hours) and EDUC 260-Education of the Exceptional Learner (15 hours).

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

SECOND YEAR

Fall Semester				Hours
BIOL	113	Introduction to Process Science for Elementary and Middle School Teachers	1	
ENGL	221	World Literature to 1600	3	
HIST	121	World Civilization to the Renaissance – or –	3	
HIST	122	World Civilization since the Renaissance		
MATH	163	College Algebra for Calculus	3	
PSYC	111	General Psychology	3	
		Discipline Elective ⁽¹⁾	3-5	
TOTAL HOURS			16-18	

Spring Semester				Hours
CPST	290	General Education Capstone	1	
EDUC	210	Educational Psychology	3	
EDUC	260	Education of the Exceptional Learner	3	
EDUC	270	Educational Technology	3	
ENGL	222	World Literature since 1600	3	
HPER	110	Lifetime Wellness	2	
TOTAL HOURS			15	

Background Check

Criminal Record Background Check required for EDUC 201 & EDUC 260

ASU Transfer Requirements:

The following courses must be completed with a "C" or higher:

ENGL 111-College Writing

ENGL 112-Advanced College Writing

EDUC 201-Teaching Profession with Field Experience

MATH 163-College Algebra for Calculus

SCOM 110-Public Speaking

Students should complete the following ASU courses prior to admission to ASU:

MATH 2123-Math for Elementary Teachers II at ASU Newport (online)

HIST 3083-History of Arkansas online – Summer option

English

Department of Languages, Communication, Fine Arts, and Agriculture

Contact: Tiechera Samuel

tsamuell@trcc.edu

FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
HIST	111	American History to 1877	3	
HIST	112	American History since 1877		
SCOM	110	Public Speaking	3	
		Foreign Language	3	
		Social and Behavioral Sciences Gen Ed course ⁽¹⁾	3	
TOTAL HOURS			15	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
		Life Sciences Gen Ed course	3-5	
		Humanities Gen Ed course	3	
		Humanities Gen Ed course	3	
		Foreign Language	3	
TOTAL HOURS			15-17	

SECOND YEAR

Fall Semester			Hours	
ENGL		Literature Elective	3	
MATH		Mathematics Gen Ed course	3	
PHIL	200	Introduction to Philosophy	3	
		Physical Sciences Gen Ed course	3-5	
		Elective	3	
			15-17	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
ENGL		Literature Elective	3	
GOVT	121	National and State Government	3	
HPER	110	Lifetime Wellness -or- Two P. E. Activity courses	2	
		Humanities Elective	3	
		Fine Arts Gen Ed course	3	
TOTAL HOURS			15	

⁽¹⁾Choose Social and Behavioral Science General Education course from one of the following: HIST 121, HIST 122, PSYC 111, or SOCI 111.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

One of the Life or Physical Science General Education courses must include a lab.

Electives should be selected from courses that are transfer eligible. Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

Forensic Science

Department of Science, Math, Social Science, and Physical Education

Contact: Michelle Fisher mfisher@trcc.edu

FIRST YEAR

Fall Semester				Hours
CHEM	121	General Chemistry I	5	
CRJU	128	Forensic Science and Criminalists	3	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
PSYC	111	General Psychology	3	
TOTAL HOURS			17	

Spring Semester				Hours
CHEM	122	General Chemistry II	5	
ENGL	112	Advanced College Writing	3	
MATH	171	Analytic Geometry & Calculus I	5	
		Humanities Gen Ed course	3	
TOTAL HOURS			16	

SECOND YEAR

Fall Semester				Hours
ENGL	221	World Literature to 1600	3	
ENGL	222	World Literature since 1600		
HPER	110	Lifetime Wellness	2	
HPER		Two P.E. Activity courses		
PHYS	101	Physical Science	5	
SCOM	110	Public Speaking	3	
SOCI	111	General Sociology	3	
TOTAL HOURS			16	

Spring Semester				Hours
ADJU	233	Criminal Investigation	3	
BIOL	190	Biology for Majors	5	
CPST	290	General Education Capstone	1	
HIST	111	American History to 1877	3	
HIST	112	American History since 1877		
		Fine Arts Gen Ed course	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

Forestry

Department of Languages, Communication, Fine Arts, and Agriculture

Contact: Traven Crocker tcrocker@trcc.edu

FIRST YEAR

Fall Semester			Hours
ENGL	111	College Writing	3
FRST	117	Introduction to Dendrology	3
FRST	119	Forest Measurements	3
MATH	161	Mathematical Reasoning and Modeling – or –	3
MATH	163	College Algebra for Calculus	
SCOM	110	Public Speaking	3
TOTAL HOURS			15

Spring Semester			Hours
BIOL	101	General Biology – or –	5
BIOL	102	Environment Science	
ENGL	112	Advanced College Writing	3
FRST	115	Introduction to Forestry	3
GOVT	121	National and State Government	3
TOTAL HOURS			14

SECOND YEAR

Fall Semester			Hours
CHEM	111	Introductory Chemistry – or –	5
CHEM	121	General Chemistry – or –	
PHYS	101	Physical Science	
FRST	215	Forest Management Practices	3
HIST	111	American History to 1877 – or –	3
HIST	112	American History since 1877	
AGRI		Agriculture elective – or –	3-4
FRST		Forestry elective	
		Humanities Gen Ed course	3
TOTAL HOURS			17-18

Spring Semester			Hours
CPST	290	General Education Capstone	1
HPER	110	Lifetime Wellness – or –	2
HPER		Two P.E. Activity courses	
		Fine Arts Gen Ed course	3
		General Education course	3
		Humanities Gen Ed course	3
		Social and Behavior Sciences Gen Ed course	3
TOTAL HOURS			15

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

One of the Life or Physical Science General Education courses must include a lab.

General Education

Department of Science, Math, Social Science, and Physical Education

Contact: Judith Davis jdavis@trcc.edu

FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
SCOM	110	Public Speaking	3	
GOVT	121	National and State Government	3	
		General Education course	3	
MATH		Mathematics Gen Ed course	3	
TOTAL HOURS			15	

Spring Semester			Hours	
HIST	111	American History to 1877 – or –	3	
HIST	112	American History since 1877		
		Elective	3	
		Fine Arts Gen Ed course	3	
		General Education course	3	
		Life Sciences Gen Ed course	3-5	
TOTAL HOURS			15 -17	

SECOND YEAR

Fall Semester			Hours	
ENGL	112	Advanced College Writing	3	
HPER	110	Lifetime Wellness – or –	2	
HPER		Two P. E. Activity courses		
		Physical Sciences Gen Ed course	3 - 5	
		Humanities Gen Ed course	3	
		Elective	3	
		Elective	3	
TOTAL HOURS			17-19	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
		Humanities Gen Ed course	3	
		Social and Behavior Sciences Gen Ed course	3	
		Elective	3	
		Elective	3	
TOTAL HOURS			13	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

One of the Life or Physical Science General Education courses must include a lab.

History

Department of Science, Math, Social Science, and Physical Education

Contact: Dr. Ryan Bixby rbixby@trcc.edu

FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
HIST	111	American History to 1877	3	
HIST	121	World Civilization to the Renaissance	3	
HPER	110	Lifetime Wellness –or- Two P. E. Activity courses	2	
MATH		Mathematics Gen Ed course	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			17	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
HIST	112	American History since 1877	3	
HIST	122	World Civilization since the Renaissance	3	
		Life Sciences Gen Ed course	3-5	
		Fine Arts Gen Ed course	3	
TOTAL HOURS			15-17	

SECOND YEAR

Fall Semester			Hours	
ECON	211	Principles of Macroeconomics	3	
GOVT	121	National and State Government	3	
SOCI	111	General Sociology	3	
		Foreign Language	3	
		Humanities Gen Ed course	3	
TOTAL HOURS			15	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
GOVT	233	International Relations	3	
PHYS	101	Physical Science	5	
		Foreign Language	3	
		Humanities Gen Ed course	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

Mathematics

Department of Science, Math, Social Science, and Physical Education

Contact: Mark Eriksson meriksson@trcc.edu

FIRST YEAR

Fall Semester			Hours	
BIOL	100	Survey of Biological Principles	3	
CHEM	121	General Chemistry I	5	
ENGL	111	College Writing	3	
HIST	111	American History to 1877 - or -	3	
HIST	112	American History since 1877		
SCOM	110	Public Speaking	3	
TOTAL HOURS			17	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
GOVT	121	National and State Government	3	
HPER	110	Lifetime Wellness –or- Two P. E. Activity courses	2	
MATH	171	Analytic Geometry and Calculus I	5	
		Humanities Gen Ed course	3	
TOTAL HOURS			16	

SECOND YEAR

Fall Semester			Hours	
MATH	271	Analytic Geometry and Calculus II	5	
PHYS	211	General Physics I	5	
		Fine Arts Gen Ed course	3	
		Humanities Gen Ed course	3	
TOTAL HOURS			16	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
MATH	272	Analytic Geometry and Calculus III	5	
PHYS	212	General Physics II	5	
		Social and Behavioral Sciences Gen Ed course	3	
TOTAL HOURS			14	

Additional Math and Science Electives

CHEM	122	General Chemistry II	5	
MATH	164	Trigonometry	3	
MATH	223	Probability and Statistics	3	
PHYS	150	Environmental Geology	3	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

Music

Department of Languages, Communication, Fine Arts, and Agriculture

Contact: Instrumentalists - William White wwhite@trcc.edu

Vocalists and Pianists – Cindy White cwhite@trcc.edu

FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
HIST	111	American History to 1877 - or -	3	
HIST	112	American History since 1877		
MUSC		Performance Ensembles	2	
MUSC		Recitals and Concerts	0	
MUSC	131	Aural Skills I	1	
MUSC	141	Theory I, Harmony	3	
MUSC	150	Functional Piano I	1	
MUSP		Private Instruction	1	
PHIL	243	Religions of the World	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			20	

Spring Semester			Hours	
BIOL	100	Survey of Biological Principles	3	
ENGL	112	Advanced College Writing	3	
MUSC		Performance Ensembles	2	
MUSC		Recitals and Concerts	0	
MUSC	132	Aural Skills II	1	
MUSC	142	Theory II, Harmony	3	
MUSC	153	Functional Piano II	1	
MUSP		Private Instruction	1	
PSYC	243	Human Development Across the Lifespan	3	
TOTAL HOURS			17	

SECOND YEAR

Fall Semester			Hours	
GOVT	121	National and State Government	3	
MATH	161	Mathematical Reasoning and Modeling – or -	3	
MATH	163	College Algebra for Calculus		
MUSC		Performance Ensembles	2	
MUSC		Recitals and Concerts	0	
MUSC	221	Music Literature I	3	
MUSC	231	Aural Skills III	1	
MUSC	241	Theory III, Harmony	3	
MUSC	250	Functional Piano III	1	
MUSP		Private Instruction	1	
TOTAL HOURS			17	

Spring Semester			Hours	
MUSC		Performance Ensembles	2	
MUSC		Recitals and Concerts	0	
MUSC	222	Music Literature II	3	
MUSC	232	Aural Skills IV	1	
MUSC	242	Theory IV, Harmony	3	
MUSC	253	Functional Piano IV	1	
MUSP		Private Instruction	1	
PHYS	101	Physical Science	5	
TOTAL HOURS			16	

NOTE:

Psychology courses needed for AAT transfer

PSYC 233-Adolescent Psychology (SEMO req.)

PSYC 243-Human Development across the Lifespan (CMU req.)

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

Physical Sciences

Department of Science, Math, Social Science, and Physical Education

Contact: Dr. Paul Larson plarson@trcc.edu

FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
CHEM	121	General Chemistry I	5	
SCOM	110	Public Speaking	3	
HPER	110	Lifetime Wellness –or– Two P. E. Activity courses	2	
		Fine Arts Gen Ed course	3	
TOTAL HOURS			16	

Spring Semester			Hours	
BIOL	190	Biology for Majors	5	
ENGL	112	Advanced College Writing	3	
GOVT	121	National and State Government	3	
MATH	171	Analytic Geometry and Calculus I	5	
TOTAL HOURS			16	

SECOND YEAR

Fall Semester			Hours	
MATH	271	Analytic Geometry and Calculus II	5	
PHYS	211	General Physics I	5	
		Humanities Gen Ed course	3	
		Social and Behavior Sciences Gen Ed course	3	
TOTAL HOURS			16	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
HIST	111	American History to 1877 –or–	3	
HIST	112	American History since 1877		
MATH	272	Analytic Geometry and Calculus III	5	
PHYS	212	General Physics II	5	
		Humanities Gen Ed course	3	
TOTAL HOURS			17	

Additional Science Elective

CHEM	122	General Chemistry II	5	
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Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

Political Science

Department of Science, Math, Social Science, and Physical Education

Contact: Judith Davis jdavis@trcc.edu

FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
HIST	111	American History to 1877	3	
HPER HPER	110	Lifetime Wellness –or- Two P. E. Activity courses	2	
SOCI	111	General Sociology	3	
		Social and Behavioral Sciences Gen Ed course	3	
TOTAL HOURS			17	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
GOVT	233	International Relations	3	
HIST	112	American History since 1877	3	
SCOM	110	Public Speaking	3	
		Humanities Gen Ed course	3	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester			Hours	
HIST	121	World Civilization to the Renaissance	3	
MATH		Mathematics Gen Ed course	3	
PSYC	111	General Psychology	3	
		Humanities Gen Ed course	3	
		Life Sciences Gen Ed course	3-5	
TOTAL HOURS			15-17	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
HIST	122	World Civilization since the Renaissance	3	
		Fine Arts Gen Ed course	3	
		Physical Sciences Gen Ed course	5	
		Elective	3	
TOTAL HOURS			15	

NOTE: Foreign Language is required for a B.A. degree.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

Electives should be selected from courses that are transfer eligible. Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

Pre-Journalism

Department of Languages, Communication, Fine Arts, and Agriculture

Contact: Mark Sanders msanders@trcc.edu

FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
HIST	111	American History to 1877 - or -	3	
HIST	112	American History since 1877		
MATH		Mathematics Gen Ed course	3	
SPAN	101	Elementary Spanish I ⁽¹⁾	3	
TOTAL HOURS			15	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
HPER	110	Lifetime Wellness –or–	2	
HPER		Two P. E. Activity courses		
SPAN	102	Elementary Spanish II ⁽¹⁾	3	
		Life Sciences Gen Ed course	3-5	
		Humanities Gen Ed course	3	
TOTAL HOURS			14-16	

SECOND YEAR

Fall Semester			Hours	
ENGL		Literature Elective	3	
SCOM	110	Public Speaking	3	
ECON	211	Principles of Macroeconomics	3	
SPAN	201	Intermediate Spanish I ⁽¹⁾	3	
		Physical Sciences Gen Ed course	3-5	
TOTAL HOURS			15-17	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
ECON	212	Principles of Microeconomics	3	
SPAN	202	Intermediate Spanish II ⁽¹⁾	3	
		Elective	3	
		Fine Arts Gen Ed course	3	
		Humanities Gen Ed course	3	
TOTAL HOURS			16	

⁽¹⁾The language requirement may be waived by a proficiency examination in the foreign language at some journalism schools.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

One of the Life or Physical Science General Education courses must include a lab.

Electives should be selected from courses that are transfer eligible. Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

Pre-Law

Department of Science, Math, Social Science, and Physical Education

Contact: Judith Davis jdavis@trcc.edu

FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
HIST	111	American History to 1877	3	
HPER	110	Lifetime Wellness –or- Two P.E. Activity courses	2	
SOCI	111	General Sociology	3	
		Social and Behavioral Sciences Elective	3	
TOTAL HOURS			17	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
GOVT	233	International Relations	3	
HIST	112	American History since 1877	3	
SCOM	110	Public Speaking	3	
		Humanities Gen Ed course	3	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester			Hours	
HIST	121	World Civilization to the Renaissance	3	
MATH		Mathematics Gen Ed course	3	
PSYC	111	General Psychology	3	
		Humanities Gen Ed course	3	
		Physical Sciences Gen Ed course	3-5	
TOTAL HOURS			15-17	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
ECON	211	Principles of Macroeconomics	3	
HIST	122	World Civilization since the Renaissance	3	
		Fine Arts Gen Ed course	3	
		Life Sciences Gen Ed course	3-5	
TOTAL HOURS			13-15	

NOTE: Foreign Language is required for a B.A. degree.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

One of the Life or Physical Science General Education courses must include a lab.

Electives should be selected from courses that are transfer eligible. Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

Pre-Sports Medicine

Department of Science, Math, Social Science, and Physical Education

Contact: Michelle Fisher

mfisher@trcc.edu

FIRST YEAR

Fall Semester			Hours	
CHEM	121	General Chemistry I	5	
ENGL	111	College Writing	3	
HPER	110	Lifetime Wellness - or - Two P. E. Activities courses	2	
MATH	163	College Algebra for Calculus	3	
PSYC	111	General Psychology	3	
TOTAL HOURS			16	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
HIST	111	American History to 1877 -OR-	3	
HIST	112	American History since 1877		
HPER	123	First Aid	2	
SCOM	110	Public Speaking	3	
		Humanities Gen Ed course	3	
		Elective	3	
TOTAL HOURS			17	

SECOND YEAR

Fall Semester			Hours	
BIOL	231	Anatomy & Physiology I	4	
		Humanities Gen Ed course	3	
ECON	211	Principles of Macroeconomics	3	
IST	100	Computer Applications	3	
PHIL	200	Introduction to Philosophy	3	
TOTAL HOURS			16	

Spring Semester			Hours	
BIOL	232	Anatomy & Physiology II	4	
CPST	290	General Education Capstone	1	
GOVT	121	National and State Government	3	
SOCI	111	General Sociology	3	
		Fine Arts Gen Ed course	3	
TOTAL HOURS			14	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Electives should be selected from courses that are transfer eligible. Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

Psychology

Department of Science, Math, Social Science, and Physical Education

Contact: Gina Cagle gcagle@trcc.edu

FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
HIST	111	American History to 1877 - or -	3	
HIST	112	American History since 1877		
MATH	163	College Algebra for Calculus	3	
PSYC	111	General Psychology	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
PSYC	112	Psychology of Personal Adjustment	3	
SOCI	111	General Sociology	3	
		Humanities Gen Ed course	3	
		Life Sciences Gen Ed course	3-5	
TOTAL HOURS			15-17	

SECOND YEAR

Fall Semester			Hours	
PSYC	233	Adolescent Psychology	3	
SOCI	223	Marriage and the Family	3	
		Fine Arts Gen Ed course	3	
		Humanities Gen Ed course	3	
		Physical Sciences Gen Ed course	3-5	
TOTAL HOURS			15-17	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
GOVT	121	National and State Government	3	
HIST	122	World Civilization since the Renaissance	3	
HPER	110	Lifetime Wellness –or- Two P.E. Activity courses	2	
PSYC	223	Child Psychology	3	
SOCI	234	Social Problems	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

One of the Life or Physical Science General Education courses must include a lab.

Religious Studies

Department of Languages, Communication, Fine Arts, and Agriculture

Contact: Mark Sanders msanders@trcc.edu

FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
HIST	111	American History to 1877 - or -	3	
HIST	112	American History since 1877		
HPER	110	Lifetime Wellness –or- Two P.E. Activity courses	2	
MATH		Mathematics Gen Ed course	3	
		Life Sciences Gen Ed course	3-5	
TOTAL HOURS			14-16	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
PHIL	200	Introduction to Philosophy	3	
PSYC	111	General Psychology	3	
SCOM	110	Public Speaking	3	
		Physical Sciences Gen Ed course	3-5	
TOTAL HOURS			15-17	

SECOND YEAR

Fall Semester			Hours	
ENGL	221	World Literature to 1600	3	
ENGL	223	Mythology	3	
HIST	121	World Civilization to the Renaissance	3	
PHIL	243	Religions of the World	3	
		Fine Arts Gen Ed course	3	
TOTAL HOURS			15	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
GOVT	121	National and State Government	3	
HIST	122	World Civilization since the Renaissance	3	
PHIL	233	Ethics	3	
SCOM	213	Advanced Public Speaking	3	
SOCI	223	Marriage and the Family	3	
TOTAL HOURS			16	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

One of the Life or Physical Science General Education courses must include a lab.

Social Work

Department of Science, Math, Social Science, and Physical Education

Contact: Rebekah Carnes rcarnes@trcc.edu

Purpose: Transfer. The Social Work transfer pathway is designed for students who plan to transfer to a four-year college or university to major in Social Work. It is designed for students who plan to transfer to the University of Missouri-Columbia.

FIRST YEAR

Fall Semester				Hours
ENGL	111	College Writing	3	
HIST	111	American History to 1877 -OR-	3	
HIST	112	American History since 1877		
HPER	110	Lifetime Wellness –or-	2	
HPER		Two P. E. Activity courses		
SWRK	100	Social Work	3	
		Life Sciences Gen Ed course	3-5	
TOTAL HOURS			14-16	

Spring Semester				Hours
ENGL	112	Advanced College Writing	3	
MATH	163	College Algebra for Calculus	3	
PSYC	111	General Psychology	3	
SCOM	110	Public Speaking	3	
SOCI	111	General Sociology	3	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester				Hours
ECON	211	Principles of Macroeconomics	3	
GOVT	121	National and State Government	3	
SOCI	223	Marriage and the Family	3	
		Humanities Gen Ed course	3	
		Humanities Gen Ed course	3	
		Social and Behavioral Sciences Gen Ed course	3	
TOTAL HOURS			18	

Spring Semester				Hours
CPST	290	General Education Capstone	1	
PSYC	112	Psychology of Personal Adjustment	3	
SOCI	234	Social Problems	3	
		Fine Arts Gen Ed course	3	
		Physical Sciences Gen Ed course	3-5	
TOTAL HOURS			13-15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

One of the Life or Physical Science General Education courses must include a lab.

Social Work – Hannibal-LaGrange University

Department of Science, Math, Social Science, and Physical Education

Contact: Rebekah Carnes rcarnes@trcc.edu

Purpose: Transfer. The Social Work transfer pathway is designed for students who plan to transfer to Hannibal LaGrange University to major in Social Services.

FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
HIST	111	American History to 1877 - or -	3	
HIST	112	American History since 1877		
HPER	110	Lifetime Wellness –or- Two P.E. Activity courses	2	
		Life Sciences Gen Ed course	3-5	
		Fine Arts Gen Ed course	3	
TOTAL HOURS			14-16	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
MATH	163	College Algebra for Calculus	3	
PSYC	111	General Psychology	3	
SCOM	110	Public Speaking	3	
SOCI	111	General Sociology	3	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester			Hours	
ECON	211	Principles of Macroeconomics	3	
GOVT	121	National and State Government	3	
		Humanities Gen Ed course	3	
		Humanities Gen Ed course	3	
		Social and Behavioral Sciences Gen Ed Course	3	
		Social Work Elective	3	
TOTAL HOURS			18	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
MATH	223	Probability and Statistics	3	
		Elective	3	
		Physical Sciences Gen Ed course	3-5	
		Social Work Elective	3	
TOTAL HOURS			13-15	

Social Work Electives

PSYC	112	Psychology of Personal Adjustment	3	
PSYC	223	Child Psychology	3	
PSYC	233	Adolescent Psychology	3	
PSYC	243	Human Development Across the Life Span	3	
SOCI	221	Race and Ethnicity	3	
SOCI	223	Marriage and the Family	3	
SOCI	230	Criminology	3	
SOCI	234	Social Problems	3	
SWRK	100	Social Work	3	
SWRK	201	Social and Economic Justice	3	
SWRK	221	Interviewing Skills for Generalist Practice	3	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Social Work – Southeast Missouri State University

Department of Science, Math, Social Science, and Physical Education

Contact: Rebekah Carnes rcarnes@trcc.edu

Purpose: Transfer. The Social Work transfer pathway is designed for students who plan to transfer to Southeast Missouri State University to major in Social Work.

FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
HIST	111	American History to 1877 - or -	3	
HIST	112	American History since 1877		
SWRK	100	Social Work	3	
		Fine Arts Gen Ed course	3	
		Life Sciences Gen Ed course	3-5	
TOTAL HOURS			15-17	

SECOND YEAR

Fall Semester			Hours	
ECON	211	Principles of Macroeconomics - or -	3	
ECON	212	Principles of Microeconomics		
GOVT	121	National and State Government	3	
		Humanities Gen Ed course	3	
		Humanities Gen Ed course	3	
		Social Work Elective	3	
TOTAL HOURS			15	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
HPER	110	Lifetime Wellness –or- Two P.E. Activity courses	2	
MATH	163	College Algebra for Calculus	3	
PSYC	111	General Psychology	3	
PSYC	243	Human Development Across the Lifespan –or-	3	
SOCI	111	General Sociology		
SCOM	110	Public Speaking	3	
TOTAL HOURS			17	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
SOCI	221	Race and Ethnicity	3	
SWRK	201	Social and Economic Justice	3	
SWRK	221	Interviewing Skills for Generalist Practice	3	
		Social Work Elective	3	
		Physical Sciences Gen Ed course	3-5	
TOTAL HOURS			16-18	

Social Work Electives

PSYC	112	Psychology of Personal Adjustment	3	
PSYC	223	Child Psychology	3	
PSYC	233	Adolescent Psychology	3	
PSYC	243	Human Development Across the Life Span	3	
SOCI	111	General Sociology	3	
SOCI	223	Marriage and the Family	3	
SOCI	230	Criminology	3	
SOCI	234	Social Problems	3	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

One of the Life or Physical Science General Education courses must include a lab.

Electives should be selected from courses that are transfer eligible. Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

Sociology

Department of Science, Math, Social Science, and Physical Education

Contact: Rebekah Carnes

rcarnes@trcc.edu

FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
HIST	111	American History to 1877 - or - American History since 1877	3	
HIST	112			
MATH	163	College Algebra for Calculus	3	
SCOM	110	Public Speaking	3	
SOCI	111	General Sociology	3	
TOTAL HOURS			15	

Spring Semester			Hours	
BIOL	101	General Biology	5	
ENGL	112	Advanced College Writing	3	
GOVT	121	National and State Government	3	
PSYC	111	General Psychology	3	
SOCI	230	Criminology	3	
TOTAL HOURS			17	

SECOND YEAR

Fall Semester			Hours	
CHEM	111	Introductory Chemistry	5	
HPER	110	Lifetime Wellness -or- Two P.E. Activity courses	2	
HPER				
SOCI	223	Marriage and the Family	3	
		Fine Arts Gen Ed course	3	
		Humanities Gen Ed course	3	
TOTAL HOURS			16	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
ECON	212	Principles of Microeconomics - or - World Civilization since the Renaissance	3	
HIST	122			
PSYC	112	Psychology of Personal Adjustment	3	
PSYC	223	Child Psychology	3	
SOCI	234	Social Problems	3	
		Humanities Gen Ed course	3	
TOTAL HOURS			16	

NOTE: Two foreign languages are required for a B.A. at the University of Missouri-Columbia; SPAN 101/102-Elementary Spanish I/II.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

Spanish

Department of Languages, Communication, Fine Arts, and Agriculture

Contact: Andrew Rivetti arivetti@trcc.edu

FIRST YEAR

Fall Semester				Hours	
ENGL	111	College Writing	3		
HIST	121	World Civilization to the Renaissance	3		
SCOM	110	Public Speaking	3		
SPAN	101	Elementary Spanish I	3		
		Humanities Elective	3		
TOTAL HOURS			15		

Spring Semester				Hours	
ENGL	112	Advanced College Writing	3		
HIST	122	World Civilization since the Renaissance	3		
SPAN	102	Elementary Spanish II	3		
		Fine Arts Gen Ed course	3		
		Life Sciences Gen Ed course	3-5		
TOTAL HOURS			15-17		

SECOND YEAR

Fall Semester				Hours	
ENGL	221	World Literature to 1600	3		
MATH		Mathematics Gen Ed course	3		
HIST	111	American History to 1877 - or -	3		
HIST	112	American History since 1877			
HPER	110	Lifetime Wellness –or- Two P.E. Activity courses	2		
SPAN	201	Intermediate Spanish I	3		
GEOG	101	Cultural Geography	3		
TOTAL HOURS			17		

Spring Semester				Hours	
CPST	290	General Education Capstone	1		
GOVT	121	National and State Government	3		
SPAN	202	Intermediate Spanish II	3		
ENGL	222	World Literature since 1600	3		
		Physical Sciences Gen Ed course	3-5		
TOTAL HOURS			13-15		

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

One of the Life or Physical Science General Education courses must include a lab.

Electives should be selected from courses that are transfer eligible. Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

Administration of Justice (AS)

Department of Career Studies and Workforce Development

Degree Type: Associate of Science Degree—University Parallel Major

Contact: Shawn Westbrook swestbrooks@trcc.edu

Purpose: Transfer. The Associate of Science degree is designed for students who plan to transfer to a four-year college or university to major in Law Enforcement or Criminal Justice.

FIRST YEAR

Fall Semester			Hours
ADJU	100	Introduction to Law Enforcement - or - Introduction to Criminal Justice	3
ADJU	102		
ENGL	111	College Writing	3
HIST	111	American History to 1877 -or- American History since 1877	3
HIST	112		
MATH	161	Mathematical Reasoning and Modeling	3
SOCI	111	General Sociology	3
TOTAL HOURS			15

SECOND YEAR

Fall Semester			Hours
ADJU		Administration of Justice Elective ⁽¹⁾	3
ADJU	104	Introduction to Criminal Courts	3
ADJU	114	Constitutional Law	3
PSYC	111	General Psychology	3
SCOM	110	Public Speaking	3
Humanities Gen Ed course			3
TOTAL HOURS			18

Spring Semester			Hours
ADJU	113	Criminal Law	3
ENGL	112	Advanced College Writing	3
GOVT	121	National and State Government	3
HPER	110	Lifetime Wellness -or- First Aid	2
HPER	123		
General Education course			3
Physical Sciences Gen Ed course			3-5
TOTAL HOURS			17-19

Spring Semester			Hours
ADJU		Administration of Justice Elective ⁽¹⁾	3
CPST	290	General Education Capstone	1
SOCI	230	Criminology -or- Social Problems	3
SOCI	234		
Fine Art Gen Ed course			3
Humanities Gen Ed course			3
Life Sciences Gen Ed course			3-5
TOTAL HOURS			16-18

⁽¹⁾Administration of Justice Electives

ADJU	100	Introduction to Law Enforcement	3
ADJU	102	Introduction to Criminal Justice	3
ADJU	103	Introduction to Corrections	3
ADJU	147	Juvenile Procedures	3
ADJU	223	Community Policing and Homeland Security	3
ADJU	233	Criminal Investigation	3
ADJU	243	Police Administration	3

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Environmental Health (AS)

Department of Career Studies and Workforce Development

Degree Type: Associate of Science Degree—University Parallel Major

Contact: Will Cooper wcooper@trcc.edu

Purpose: Transfer program with Missouri Southern State University (MSSU) toward completion of a Bachelor of Science degree in Environmental Health and Safety. Students will take the first 79 credit hours toward the Bachelor of Science at Three Rivers College, fulfilling all general education, math, science, and elective requirements. The last 45 hours will be taken at Missouri Southern State University through distance learning or at the MSSU campus. The purpose of the degree program is to provide students with the knowledge, skills, and certifications necessary to work as an environmental health and safety professional. Career opportunities include professional positions with public health departments, environmental protection agencies, environmental consultants, and occupational health and safety divisions of industry. This transfer program through Missouri Southern State University is fully accredited by the National Environmental Health Science and Protection Accreditation Council (EHAC).

FIRST YEAR

Fall Semester

			Hours
CHEM	121	General Chemistry I	5
ENGL	111	College Writing	3
MATH	163	College Algebra for Calculus	3
PHYS	100	Survey of Physics	3
TOTAL HOURS			14

Spring Semester

			Hours
ARTS	123	History and Appreciation of Art – <i>or</i> – History and Appreciation of Music – <i>or</i> – History and Appreciation of Theatre	3
MUSC	123		
THEA	120		
CHEM	122	General Chemistry II	5
ENGL	112	Advanced College Writing	3
GEOG	101	Cultural Geography – <i>or</i> – Religions of the World – <i>or</i> – Elementary Spanish I	3
PHIL	243		
SPAN	101		
HIST	111	American History to 1877 – <i>or</i> – American History since 1877	3
HIST	112		
TOTAL HOURS			17

Recommended Electives: (Must be approved by advisor)

		Additional Science Courses (PHYS 150, BIOL 232, etc.)
GIS		Any GIS Course
		Business Courses
EOSH		Any EOSH Course
SPAN		Elementary Spanish II, Intermediate Spanish I, Intermediate Spanish II
CIVL	248	Water and Wastewater Systems

SECOND YEAR

Fall Semester

			Hours
BIOL	101	General Biology – <i>or</i> – Anatomy and Physiology I	4-5
BIOL	231		
GOVT	121	National and State Government	3
CHEM	240	Basic Organic Chemistry	5
		<i>Select One:</i>	3
ENGL	210	Introduction to Literature	
ENGL	221	World Literature to 1600	
ENGL	222	World Literature since 1600	
ENGL	231	English Literature to 1798	
ENGL	232	English Literature since 1798	
ENGL	241	American Literature to 1870	
ENGL	242	American Literature since 1870	
PHIL	200	Introduction to Philosophy	3
PHIL	233	Ethics	
TOTAL HOURS			15-16

Spring Semester

			Hours
		<i>Select two with different prefixes:</i>	6
ECON	211	Principles of Macroeconomics	
ECON	212	Principles of Microeconomics	
SOCI	111	General Sociology	
PSYC	111	General Psychology	4
BIOL	253	Microbiology	
HPER	110	Lifetime Wellness	
SCOM	110	Public Speaking	3
TOTAL HOURS			15

THIRD-FOURTH YEAR

Program Requirements (Can be completed at Three Rivers through a combination of on campus and distance learning)

Electives	Courses selected should support the area in which the student wishes to focus their degree	17-18
Environmental Health Semester Block	MSSU core courses; can be taken in any order based on semester block that is currently available online or on-site at MSSU	43
Internship	Can be taken during any semester at MSSU, but requires pre-planning with MSSU faculty prior to enrollment	2

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Health Sciences (AS)

Department of Nursing and Allied Health

Degree Type: Associate of Science Degree

Contact: Kim Shackelford kshackelford@trcc.edu

Purpose: The AS in Health Sciences is designed so that students can take general education requirements for Health Science programs, including Nursing, Medical Laboratory Technology, Occupational Therapy Assistant, and Physical Therapist Assistant.

FIRST YEAR

Fall Semester			Hours	
ALHE	125	Medical Terminology	3	
BIOL	231	Anatomy & Physiology I	4	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
MATH	103/153	Intermediate Algebra - or -	4	
MATH	161	Mathematical Reasoning and Modeling - or -	3	
MATH	163	College Algebra for Calculus	3	
TOTAL HOURS			16-17	

Spring Semester			Hours	
BIOL	232	Anatomy & Physiology II	4	
IST	100	Computer Applications	3	
MATH		Math Elective	3	
PSYC	243	Human Development Across the Lifespan	3	
SOCI	111	General Sociology	3	
TOTAL HOURS			16	

MATH Block Electives

MATH	163	College Algebra for Calculus	3	
MATH	164	Trigonometry	3	
MATH	223	Probability and Statistics	3	

MATH 153-Intermediate Algebra – Required for Occupational Therapist Assistant Program

MATH 161-Mathematical Reasoning and Modeling – Required for Nursing and Paramedic Programs

MATH 163-College Algebra for Calculus – Required for Medical Laboratory Technologist Program

MATH 223-Probability and Statistics – Take for Nursing Program to Allow for RN-BSN Program

SECOND YEAR

Fall Semester			Hours	
CHEM	111	Introductory Chemistry - or - General Chemistry I	5	
CHEM	121		5	
ENGL	112	Advanced College Writing	3	
PSYC	111	General Psychology	3	
		Elective	3	
TOTAL HOURS			14	

Spring Semester			Hours	
SCOM	110	Public Speaking	3	
		Fine Arts Gen Ed course	3	
		Literature Gen Ed course	3	
		Recommended Elective	3	
		Elective	3	
TOTAL HOURS			15	

Recommended Electives

ENGL	282	New Testament Literature*	3	
ECON	211	Principles of Macroeconomics***	3	
HIST	111	American History to 1877*** - or - American History since 1877***	3	
HIST	112			
HIST	121	World Civilization to the Renaissance*** - or - World Civilization since the Renaissance	3	
HIST	122			
PHIL	243	Religions of the World**	3	

*Hannibal-LaGrange University option

**Central Methodist University option

***Southeast Missouri State University option

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

Pre-Engineering (AS)

Department of Career Studies and Workforce Development

Degree Type: Associate of Science Degree

Contact: Will Cooper wcooper@trcc.edu

Purpose: Transfer. The Associate of Science degree, Pre-Engineering concentration, is designed for students who plan to transfer to a four-year university to major in Engineering.

FIRST YEAR

Fall Semester			Hours	
CHEM	121	General Chemistry I	5	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
HIST	111	American History to 1877 -or-	3	
HIST	112	American History since 1877		
TOTAL HOURS			14	

Spring Semester			Hours	
ARTS	123	History and Appreciation of Art -or-	3	
MUSC	123	History and Appreciation of Music -or-		
THEA	120	History and Appreciation of Theater		
CIVL	116	Surveying I (ASU and MS&T Civil Majors only) -or-	3	
ENGR	110	Engineering Graphics		
ENGL	112	Advanced College Writing	3	
MATH	171	Analytic Geometry and Calculus I	5	
TOTAL HOURS			14	

SECOND YEAR

Fall Semester			Hours	
CIVL	216	Surveying II (ASU and MS&T Civil Majors only) -or- General Education Elective (must have instructor approval – check transfer institution for approved electives)	3	
MATH	271	Analytic Geometry and Calculus II	5	
PHYS	211	General Physics I	5	
SCOM	110	Public Speaking	3	
TOTAL HOURS			16	

Spring Semester			Hours	
ECON	211	Principles of Macroeconomics - or-	3	
ECON	212	Principles of Microeconomics		
ENGL	221	World Literature to 1600 -or-	3	
ENGL	222	World Literature from 1600		
MATH	272	Analytic Geometry and Calculus III	5	
PHYS	212	General Physics II -or-	5	
BIOL	102	Environmental Science (ASU CIVL Majors only)		
TOTAL HOURS			16	

NOTE: Engineering departments at four-year universities and colleges vary greatly in the specific humanity, social and behavioral science, and fine art requirements. These class requirements also may vary from one engineering discipline to another within a college. It is up to the student in conjunction with their advisor to select appropriate general education courses that maximize transferability at the institution they plan to attend.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Pre-Health Medicine (AS)

Department of Nursing and Allied Health

Degree Type: Associate of Science Degree—University Parallel Major

Contact: Dr. Kimberly Wiseman kwiseman@trcc.edu

Purpose: Transfer. The Associate of Science degree, Pre-Health Medicine concentration, includes the courses needed to prepare the student for the University of Missouri-Columbia's BS in Biology, Veterinary, and Medical programs.

FIRST YEAR

Fall Semester				Hours
BIOL	231	Anatomy and Physiology I	4	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
MATH	163	College Algebra for Calculus	3	
MATH	164	Trigonometry	3	
TOTAL HOURS			16	

Spring Semester				Hours
BIOL	232	Anatomy and Physiology II - or - Microbiology	4	
BIOL	253			
CHEM	121	General Chemistry I	5	
ENGL	112	Advanced College Writing	3	
MATH	171	Analytic Geometry and Calculus I	5	
TOTAL HOURS			17	

SECOND YEAR

Fall Semester				Hours
CHEM	240	Basic Organic Chemistry	5	
PHYS	211	General Physics I	5	
PSYC	111	General Psychology	3	
SOCI	111	General Sociology	3	
TOTAL HOURS			16	

Spring Semester				Hours
BIOL	190	Biology for Majors	5	
CHEM	122	General Chemistry II	5	
PHYS	212	General Physics II	5	
TOTAL HOURS			15	

For those pursuing the BS in Biology at the University of Missouri-Columbia, 12-13 credit hours of the same foreign language or high school equivalent is recommended.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Pre-Optometry (AS)

Department of Science, Math, Social Science, and Physical Education

Degree Type: Associate of Science Degree—University Parallel Major

Contact: Michael DeAngelo mdeangelo@trcc.edu

Purpose: Transfer. The AS in Pre-Optometry is designed so that students in our service area can take the basic pre-optometry requirements through Three Rivers College. Students would then transfer to the University of Missouri St. Louis (UMSL) to complete their undergraduate requirements prior to taking the Optometry Admission Test (OAT) and admission into the Doctor of Optometry degree program at UMSL College of Optometry. The OAT consists of four tests: Survey of the Life Sciences (Biology, General Chemistry, and Organic Chemistry), Reading Comprehension, Physics, and Quantitative Reasoning.

FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
CHEM	121	General Chemistry I	5	
MATH	223	Probability and Statistics	3	
PSYC	111	General Psychology	3	
TOTAL HOURS			14	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
BIOL	190	Biology for Majors	5	
CHEM	122	General Chemistry II	5	
MATH	171	Analytic Geometry and Calculus I	5	
TOTAL HOURS			18	

SECOND YEAR

Fall Semester			Hours	
BIOL	231	Anatomy and Physiology I	4	
CHEM	240	Basic Organic Chemistry	5	
PHYS	211	General Physics I	5	
PSYC	243	Human Development Across the Lifespan	3	
TOTAL HOURS			17	

Spring Semester			Hours	
BIOL	253	Microbiology	4	
GOVT	121	National and State Government	3	
PHYS	212	General Physics II	5	
BMGT	239	Entrepreneurship -or-	3	
ACCT	211	Principles of Accounting -or-		
BUAD	120	Introduction to Business		
TOTAL HOURS			15	

NOTE: The following course is required by the University of Missouri St. Louis (UMSL) School of Optometry – Organic Chemistry I (with lab). It is strongly recommended that students take Biochemistry and Cell Biology prior to taking the OAT.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Pre-Pharmacy (AS)

Department of Science, Math, Social Science, and Physical Education

Degree Type: Associate of Science

Contact: Dr. Amy Kopf akopf@trcc.edu

Purpose: The AS in Pre-Pharmacy is designed so that students in our service area can take the basic pre-pharmacy requirements through Three Rivers College. Students would then transfer to UMKC to complete their undergraduate requirements prior to taking the Pharmacy Admissions Test (PCAT) and admission into the Doctor of Pharmacy degree program at UMKC's School of Pharmacy. The PCAT tests the following areas; Writing, Verbal Ability, Reading Comprehension, Biology (General Biology, Microbiology, Anatomy & Physiology), Chemistry (General, Organic), and Mathematics (Algebra, Calculus, Statistics).

FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
SCOM	110	Public Speaking	3	
CHEM	121	General Chemistry I	5	
GOVT	121	National and State Government	3	
TOTAL HOURS			14	

Spring Semester			Hours	
BIOL	190	Biology for Majors – or –	5	
BIOL	211	General Botany		
ENGL	112	Advanced College Writing	3	
CHEM	122	General Chemistry II	5	
MATH	171	Analytic Geometry and Calculus I	5	
TOTAL HOURS			18	

SECOND YEAR

Fall Semester			Hours	
BIOL	231	Anatomy and Physiology I ⁽¹⁾	4	
BIOL	221	General Zoology	5	
PHYS	211	General Physics I	5	
TOTAL HOURS			14	

Spring Semester			Hours	
ALHE	125	Medical Terminology	3	
BIOL	232	Anatomy and Physiology II ⁽¹⁾	4	
BIOL	253	Microbiology	4	
MATH	223	Probability and Statistics	3	
TOTAL HOURS			14	

⁽¹⁾Two semesters of A&P (BIOL 231 and BIOL 232) are equivalent to Human Anatomy at UMKC.

Note: The following courses required for University of Missouri Kansas City (UMKC) Pre-Pharmacy are not available at Three Rivers – Organic Chemistry I (with lab), Organic Chemistry II (with lab) and Cell Biology. The minimum UMKC GPA requirements are a cumulative 2.75 and science/math 2.5. To be a competitive applicant, students should strive for a 3.6 cumulative and 3.5 or higher science/math; simply meeting the minimum requirement does not guarantee admission.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Associate of Arts in Teaching

Transfer Pathways

The Associate of Arts in Teaching degree (AAT) is a Missouri specific, statewide, specialized degree intended for transfer to approved teacher education programs at Missouri four-year colleges. If you wish to pursue a four-year degree at a school not in Missouri, you should complete the Associate of Arts pathway.

The AAT provides an opportunity to seamlessly transfer into a Bachelor of Arts or Bachelor of Science in Education concentration at a participating four-year transfer institution in the state of Missouri. Any Missouri community college student who has earned an AAT degree from any Missouri community college is guaranteed consistent treatment by the four-year transfer institution in accordance with the Missouri Coordinating Board for Higher Education (CBHE) Credit Transfer Policy, Principles of Best Practice, and related addenda and clarifying comments.

Length of programs may vary depending on the major and the college or university you wish to transfer to. Students must meet with their advisor to make appropriate course selections.

Program Outcomes

- **Content Knowledge Aligned with Appropriate Instruction**
The teacher understands the central concepts, structures, and tools of inquiry of the discipline(s) and creates learning experiences that make aspects of subject matter meaningful and engaging for students.
- **Student Learning, Growth, and Development**
The teacher understands how students learn, develop, and differ in their approaches to learning. The teacher provides learning opportunities that are adapted to diverse learners and support the intellectual, social, and personal development of all students.
- **Curriculum Implementation**
The teacher recognizes the importance of long-range planning and curriculum development. The teacher develops, implements, and evaluates curriculum based upon student, district, and state standards data.
- **Critical Thinking**
The teacher uses a variety of instructional strategies and resources to encourage students' critical thinking, problem solving, and performance skills.
- **Positive Classroom Environment**
The teacher uses an understanding of individual/group motivation and behavior to create a learning environment that encourages active engagement in learning, positive social interaction, and self-motivation.
- **Effective Communication**
The teacher models effective verbal, nonverbal, and media communication techniques with students, colleagues, and families to foster active inquiry, collaboration, and supportive interaction in the classroom.
- **Student Assessment and Data Analysis**
The teacher understands and uses formative and summative assessment strategies to assess the learner's progress and uses both classroom and standardized assessment data to plan ongoing instruction. The teacher monitors the performance of each student and devises instruction to enable students to grow and develop, making adequate academic progress.
- **Professionalism**
The teacher is a reflective practitioner who continually assesses the effects of choices and actions on others. The teacher actively seeks out opportunities to grow professionally in order to improve learning for all students.
- **Professional Collaboration**
The teacher has effective working relationships with students, parents, school colleagues, and community members.

Associate of Arts in Teaching

Department of Career Studies and Workforce Development

Contact: Dr. Faye Sanders asanders@trcc.edu

Purpose: The Associate of Arts in Teaching Degree (AAT) provides the opportunity to complete a Bachelor of Arts or Bachelor of Science in Education at a participating four-year transfer institution in the state of Missouri. Any Missouri community college student who has earned an AAT degree from any Missouri community college is guaranteed consistent treatment by the four-year transfer institution in accordance with the Missouri Coordinating Board for Higher Education (CBHE) Credit Transfer Policy, Principles of Best Practices and related addenda and clarifying comments.

General Education Block

BIOL	101	General Biology	5	
		Fine Arts Gen Ed course	3	
CPST	290	General Education Capstone	1	
ECON	211	Principles of Macroeconomics - <i>or</i> -	3	
ECON	212	Principles of Microeconomics		
ENGL		Literature Gen Ed course	3	
ENGL		Literature Gen Ed course	3	
ENGL	111	College Writing	3	
ENGL	112	Advanced College Writing	3	
GOVT	121	National and State Government	3	
HIST	111	American History to 1877 - <i>or</i> -	3	
HIST	112	American History since 1877		
HPER	110	Lifetime Wellness	2	
PHYS	101	Physical Science	5	
SCOM	110	Public Speaking	3	
TOTAL HOURS			40	

AAT Options – Choose One

Early Childhood Education
Elementary Education
Middle School Education
Secondary Education

Literature General Education Courses

ENGL 210-Introduction to Literature
 ENGL 221-World Literature to 1600
 ENGL 222-World Literature since 1600
 ENGL 231-English Literature to 1798
 ENGL 232-English Literature since 1798
 ENGL 241-American Literature to 1870
 ENGL 242-American Literature since 1870

Graduation Requirements

Cumulative 2.75 GPA
 ACT Score of 20 or above or passage of MoGEA
 MoGEA Scores:
 MoGEA score of 202 in Reading Comprehension & Interpretation
 MoGEA score of 200 in Mathematics
 MoGEA score of 204 in Social Studies/Science
 MoGEA score of 193 in Writing

Teacher Education students are required to complete forty-five (45) hours of classroom observation/engagement in the following courses:

EDUC 201-Teaching Profession with Field Experience (30 hours)
 EDUC 260-Education of the Exceptional Learner (15 hours)

In addition, submission of a Criminal Record Background Check must be completed for both EDUC 201 and EDUC 260.

Students should meet with their intended transfer institution to determine the appropriate discipline from the Disciplines Electives list.

AAT OPTIONS

Early Childhood Education Option Birth – 3rd Grade

ECD	126	Child Health, Safety, and Nutrition	3	
EDCU	201	Teaching Profession with Field Experience	3	
EDUC	210	Educational Psychology	3	
EDUC	230	Foundations of Education in a Diverse Society	3	
EDUC	240	Integration of Art, Music, and PE	3	
EDUC	250	Children’s Literature	3	
EDUC	260	Education of the Exceptional Learner	3	
EDUC	270	Educational Technology	3	
MATH	162	Math for the Elementary Teachers	4	
PSYC	223	Child Psychology	3	
TOTAL HOURS			31	

Elementary Education Option 1st - 6th Grade

EDUC	201	Teaching Profession with Field Experience	3	
EDUC	210	Educational Psychology	3	
EDUC	230	Foundations of Education in a Diverse Society	3	
EDUC	240	Integration of Art, Music, and PE	3	
EDUC	250	Children’s Literature	3	
EDUC	260	Education of the Exceptional Learner	3	
EDUC	270	Educational Technology	3	
MATH	162	Math for the Elementary Teachers	4	
PSYC	223	Child Psychology	3	
TOTAL HOURS			28	

Middle School Education Option 5th – 9th Grade

EDUC	201	Teaching Profession with Field Experience	3	
EDUC	210	Educational Psychology	3	
EDUC	230	Foundations of Education in a Diverse Society	3	
EDUC	260	Education of the Exceptional Learner	3	
EDUC	270	Educational Technology	3	
MATH	162	Math for the Elementary Teachers	4	
PSYC	223	Child Psychology – or – Human Development Across the Lifespan	3	
PSYC	243			
		Discipline electives	6	
TOTAL HOURS			28	

Secondary Education Option 9th – 12th Grade

EDUC	210	Educational Psychology	3	
EDUC	201	Teaching Profession with Field Experience	3	
EDUC	230	Foundations of Education in a Diverse Society	3	
EDUC	260	Education of the Exceptional Learner	3	
EDUC	270	Educational Technology	3	
MATH	161	Mathematical Reasoning and Modeling – or – College Algebra for Calculus	3	
MATH	163			
PSYC	223	Child Psychology - or – Human Development Across the Lifespan	3	
PSYC	243			
		Discipline electives	6	
TOTAL HOURS			27	

Psychology General Education Courses

PSYC 233-Adolescent Psychology (SEMO req.)

PSYC 243-Human Development Across the Lifespan (CMU req.)

Recommended University Parallel Course

BIOL 113-Introduction to Process Science (SEMO req.)

Discipline Electives

English Majors

EDUC 250-Children’s Literature

ENGL 210-Introduction to Literature

ENGL 221-World Literature to 1600

ENGL 222-World Literature since 1600

ENGL 231-English Literature to 1798

ENGL 232-English Literature since 1798

ENGL 241-American Literature to 1870

ENGL 242-American Literature since 1870

History Majors

HIST 111-American History to 1877

HIST 112-American History since 1877

HIST 121-World Civilization to the Renaissance

HIST 122-World Civilization since the Renaissance

Math Majors

MATH 223-Probability and Statistics

MATH 163-College Algebra for Calculus

MATH 164-Trigonometry

MATH 171-Analytic Geometry and Calculus I

MATH 271-Analytic Geometry and Calculus II

MATH 272-Analytic Geometry and Calculus III

Science Majors

BIOL 102-Environmental Science

CHEM 111-Introductory Chemistry

Early Childhood Education

FIRST YEAR

Fall Semester				Hours
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
HPER	110	Lifetime Wellness	2	
MATH	162	Math for the Elementary Teachers	4	
SCOM	110	Public Speaking	3	
		Fine Arts Gen Ed course	3	
TOTAL HOURS			18	

Spring Semester				Hours
BIOL	101	General Biology	5	
EDUC	201	Teaching Profession with Field Experience	3	
ECON	211	Principles of Macroeconomics - <i>or</i> -	3	
ECON	212	Principles of Microeconomics	3	
EDUC	270	Educational Technology	3	
ENGL	112	Advanced College Writing	3	
TOTAL HOURS			17	

SECOND YEAR

Fall Semester				Hours
ECD	126	Child Health, Safety, & Nutrition	3	
EDUC	260	Education of the Exceptional Learner	3	
ENGL		Literature Gen Ed course	3	
HIST	111	American History to 1877 - <i>or</i> -	3	
HIST	112	American History since 1877	3	
PHYS	101	Physical Science	5	
PSYC	223	Child Psychology	3	
TOTAL HOURS			20	

Spring Semester				Hours
CPST	290	General Education Capstone	1	
EDUC	210	Educational Psychology	3	
EDUC	230	Foundations of Education in a Diverse Society	3	
EDUC	240	Integration of Art, Music & PE in the Elementary Classroom	3	
EDUC	250	Children's Literature	3	
ENGL		Literature Gen Ed course	3	
TOTAL HOURS			16	

Elementary Education

FIRST YEAR

Fall Semester				Hours
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
HPER	110	Lifetime Wellness	2	
MATH	162	Math for the Elementary Teachers	4	
SCOM	110	Public Speaking	3	
		Fine Arts Gen Ed course	3	
TOTAL HOURS			18	

Spring Semester				Hours
BIOL	101	General Biology	5	
EDUC	201	Teaching Profession with Field Experience	3	
ECON	211	Principles of Macroeconomics - <i>or</i> -	3	
ECON	212	Principles of Microeconomics	3	
EDUC	270	Educational Technology	3	
ENGL	112	Advanced College Writing	3	
TOTAL HOURS			17	

SECOND YEAR

Fall Semester				Hours
EDUC	260	Education of the Exceptional Learner	3	
ENGL		Literature Gen Ed course	3	
HIST	111	American History to 1877 - <i>or</i> -	3	
HIST	112	American History since 1877	3	
PHYS	101	Physical Science	5	
PSYC	223	Child Psychology	3	
TOTAL HOURS			17	

Spring Semester				Hours
CPST	290	General Education Capstone	1	
EDUC	210	Educational Psychology	3	
EDUC	230	Foundations of Education in a Diverse Society	3	
EDUC	240	Integration of Art, Music & PE in the Elementary Classroom	3	
EDUC	250	Children's Literature	3	
ENGL		Literature Gen Ed course	3	
TOTAL HOURS			16	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general educational courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

Middle School Education

FIRST YEAR

Fall Semester				Hours
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
HPER	110	Lifetime Wellness	2	
MATH	162	Math for the Elementary Teachers	4	
SCOM	110	Public Speaking	3	
		Fine Arts Gen Ed course	3	
TOTAL HOURS			18	

Spring Semester				Hours
BIOL	101	General Biology	5	
ECON	211	Principles of Macroeconomics –or–	3	
ECON	212	Principles of Microeconomics		
EDUC	201	Teaching Profession with Field Experience	3	
EDUC	270	Educational Technology	3	
ENGL	112	Advanced College Writing	3	
TOTAL HOURS			17	

SECOND YEAR

Fall Semester				Hours
EDUC	260	Education of the Exceptional Learner	3	
ENGL		Literature Gen Ed course	3	
HIST	111	American History to 1877 - or –	3	
HIST	112	American History since 1877		
PHYS	101	Physical Science	5	
		Discipline Elective	3	
TOTAL HOURS			17	

Spring Semester				Hours
CPST	290	General Education Capstone	1	
EDUC	210	Educational Psychology	3	
EDUC	230	Foundations of Education in a Diverse Society	3	
ENGL		Literature Gen Ed course	3	
PSYC		Psychology Elective	3	
		Discipline Elective	3	
TOTAL HOURS			16	

Secondary Education

FIRST YEAR

Fall Semester				Hours
ENGL	111	College Writing	3	
HPER	110	Lifetime Wellness	2	
GOVT	121	National and State Government	3	
MATH	161	Mathematical Reasoning and Modeling – or –	3	
MATH	163	College Algebra for Calculus		
SCOM	110	Public Speaking	3	
		Fine Arts Gen Ed course	3	
TOTAL HOURS			17	

Spring Semester				Hours
BIOL	101	General Biology	5	
ECON	211	Principles of Macroeconomics –or–	3	
ECON	212	Principles of Microeconomics		
EDUC	270	Educational Technology	3	
EDUC	201	Teaching Profession with Field Experience	3	
ENGL	112	Advanced College Writing	3	
TOTAL HOURS			17	

SECOND YEAR

Fall Semester				Hours
EDUC	260	Education of the Exceptional Learner	3	
ENGL		Literature Gen Ed course	3	
HIST	111	American History to 1877 - or –	3	
HIST	112	American History since 1877		
PHYS	101	Physical Science	5	
		Discipline Elective	3	
TOTAL HOURS			17	

Spring Semester				Hours
CPST	290	General Education Capstone	1	
EDUC	230	Foundations of Education in a Diverse Society	3	
EDUC	210	Educational Psychology	3	
ENGL		Literature Gen Ed course	3	
PSYC		Psychology Elective	3	
		Discipline Elective	3	
TOTAL HOURS			16	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general educational courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

Associate of Arts in Teaching - Music

Department of Languages, Communication, Fine Arts, and Agriculture

Contact: Instrumental-William White

wwhite@trcc.edu

Vocal-Cindy White

cwhite@trcc.edu

Purpose: The Associate of Arts in Teaching Music Degree (AAT) provides the opportunity to complete a Bachelor of Music Education at a participating four-year transfer institution in the state of Missouri. The AAT and AA are both required for this transfer.

BIOL	100	Survey of Biological Principles	3	
ENGL	111	College Writing	3	
ENGL	112	Advanced College Writing	3	
GOVT	121	National and State Government	3	
HIST	111	American History to 1877 - <i>or</i> -	3	
HIST	112	American History since 1877		
MATH	161	Mathematical Reasoning and Modeling	3	
MATH	163	College Algebra for Calculus		
MUSC	141	Theory I, Harmony	3	
MUSC	221	Music Literature I	3	
MUSC	222	Music Literature II	3	
PHIL	243	Religions of the World	3	
PHYS	101	Physical Science	5	
PSYC	233	Adolescent Psychology – <i>or</i> –	3	
PSYC	243	Human Development Across the Lifespan		
SCOM	110	Public Speaking	3	
MUSC		Performance Ensembles	1	
TOTAL HOURS			42	

Psychology General Education Courses

PSYC 223-Adolescent Psychology (SEMO req.)

PSYC 243-Human Development Across the Lifespan (CMU req.)

Graduation Requirements

Cumulative 2.75 GPA

ACT Score of 20 or above or passage of MoGEA

MoGEA Scores:

MoGEA score of 202 in Reading Comprehension & Interpretation

MoGEA score of 200 in Mathematics

MoGEA score of 204 in Social Studies/Science

MoGEA score of 193 in Writing

Teacher Education students are required to complete forty-five (45) hours of classroom observation/engagement in the following courses:

EDUC 201-Teaching Profession with Field Experience (30 hours)

EDUC 260-Education of the Exceptional Learner (15 hours)

In addition, submission of a Criminal Record Background Check must be completed for both EDUC 201 and EDUC 260.

Students should meet with their intended transfer institution to determine the appropriate discipline from the Disciplines Electives list.

AAT Options – Choose One

Instrumental Education K-12

Vocal Music Education K-12

Instrumental Music Education Option

EDCU	201	Teaching Profession with Field Experience	3	
EDUC	210	Educational Psychology	3	
EDUC	230	Foundations of Education in a Diverse Society	3	
EDUC	270	Educational Technology	3	
MUSC	110	Brass Techniques	1	
MUSC	120	Percussion Techniques	1	
MUSC	130	String Techniques	1	
MUSC	140	Woodwind Techniques	1	
MUSC	170	Guitar Techniques*	1	
MUSC	180	Trumpet Techniques	1	
MUSC	190	Clarinet Techniques	1	
MUSC	220	Basic Conducting*	2	
MUSP		Private Instruction	4	
MUSC		Recitals and Concerts (4 courses)	0	
TOTAL HOURS			25	

Vocal Music Education Option

EDUC	201	Teaching Profession with Field Experience	3	
EDUC	210	Educational Psychology	3	
EDUC	230	Foundations of Education in a Diverse Society	3	
EDUC	270	Educational Technology	3	
MUSC	170	Guitar Techniques*	1	
MUSC	210	Diction for Singers	2	
MUSC	220	Basic Conducting*	2	
MUSP		Private Instruction	4	
MUSC		Recitals and Concerts (4 courses)	0	
TOTAL HOURS			21	

*MUSC 170-Guitar Techniques and MUSC 220-Basic Conducting are CMU requirements, SEMO will substitute ME 222-Principles of Teaching Music.

Music Education – Instrumental

FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
HIST	111	American History to 1877 –or–	3	
HIST	112	American History since 1877		
MUSC		Performance Ensemble	1	
MUSC		Recitals and Concerts	0	
MUSC	141	Theory I, Harmony	3	
MUSC	170	Guitar Techniques	1	
MUSC	180	Trumpet Techniques	1	
MUSP		Private Instruction	1	
SCOM	110	Public Speaking	3	
TOTAL HOURS			16	

Spring Semester			Hours	
EDUC	201	Teaching Profession with Field Experience	3	
BIOL	100	Survey of Biological Principles	3	
ENGL	112	Advanced College Writing	3	
MUSC		Recitals and Concerts	0	
MUSC	110	Brass Techniques	1	
MUSP		Private Instruction	1	
PHYS	101	Physical Science	5	
PSYC	233	Adolescent Psychology – or –	3	
PSYC	243	Human Development Across the Life Span		
TOTAL HOURS			19	

SECOND YEAR

Fall Semester			Hours	
EDUC	210	Educational Psychology	3	
GOVT	121	National and State Government	3	
MATH	161	Mathematical Reasoning and Modeling – or –	3	
MATH	163	College Algebra for Calculus		
MUSC		Recitals and Concerts	0	
MUSC	120	Percussion Techniques	1	
MUSC	190	Clarinet Techniques	1	
MUSC	220	Basic Conducting	2	
MUSC	221	Music Literature I	3	
MUSP		Private Instruction	1	
TOTAL HOURS			17	

Spring Semester			Hours	
EDUC	230	Foundations of Education in a Diverse Society	3	
EDUC	270	Educational Technology	3	
MUSC		Recitals and Concerts	0	
MUSC	130	String Techniques	1	
MUSC	140	Woodwind Techniques	1	
MUSC	222	Music Literature II	3	
MUSP		Private Instruction	1	
PHIL	243	Religions of the World	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Music Education – Vocal

FIRST YEAR

Fall Semester			Hours
ENGL	111	College Writing	3
HIST	111	American History to 1877 - or -	3
HIST	112	American History since 1877	
MUSC		Recitals and Concerts	0
MUSC	141	Theory I, Harmony	3
MUSC	170	Guitar Techniques	1
MUSP		Private Instruction	1
SCOM	110	Public Speaking	3
TOTAL HOURS			14

Spring Semester			Hours
BIOL	100	Survey of Biological Principles	3
EDUC	201	Teaching Profession with Field Experience	3
ENGL	112	Advanced College Writing	3
MUSC		Recitals and Concerts	0
MUSC	210	Diction for Singers	2
MUSP		Private Instruction	1
PHYS	101	Physical Science	5
PSYC	233	Adolescent Psychology – or -	3
PSYC	243	Human Development Across the Life Span	
TOTAL HOURS			20

SECOND YEAR

Fall Semester			Hours
EDUC	210	Educational Psychology	3
GOVT	121	National and State Government	3
MATH	161	Mathematical Reasoning and Modeling – or –	3
MATH	163	College Algebra for Calculus	
MUSC		Performance Ensemble	1
MUSC		Recitals and Concerts	0
MUSC	220	Basic Conducting	2
MUSC	221	Music Literature I	3
MUSP		Private Instruction	1
TOTAL HOURS			16

Spring Semester			Hours
EDUC	230	Foundations of Education in a Diverse Society	3
EDUC	270	Educational Technology	3
MUSC		Recitals and Concert	0
MUSC	222	Music Literature II	3
MUSP		Private Instruction	1
PHIL	243	Religions of the World	3
TOTAL HOURS			13

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

CAREER PROGRAMS





Associate of Applied Science Degree

The Associate of Applied Science degree is designed to prepare you for employment after graduation. The requirements for the degree are as follows:

- Complete the required AAS general education requirements.
- Complete the programmatic requirements.
- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 credit hours at Three Rivers College.
- Complete all courses in the program of study.
- Pass the Missouri Higher Education Civics Achievement Examination.
- Meet all financial obligations to the College.

One-Year Certificate

The One-Year Certificate is designed to provide a specific set of skills needed in the workplace. Most One-Year Certificates are designed as a subset of an Associate of Applied Science. The requirements for the certificates are as follows:

- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 credit hours at Three Rivers College.
- Complete all courses in the prescribed certificate.
- Meet all financial obligations to the College.

Short-Term Certificate

The Short-Term Certificates are designed to provide a specific set of skills needed in the workplace. Most Short-Term Certificates are designed as a subset of One-Year Certificates and the Associate of Applied Science and can normally be stacked. The requirements for the short-term certificates are as follows:

- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 credit hours at Three Rivers College.
- Complete all courses in the prescribed certificate.
- Meet all financial obligations to the College.

Accounting Technology (AAS)

Department of Career Studies and Workforce Development

Degree Type: Associate of Applied Science Degree

Contact: Jennifer Inman jiman@trcc.edu

Purpose: Career and Technical Education. The Accounting Technology program is designed for students planning a career that requires expertise in accounting, information systems, and/or communication. Possible areas of employment include healthcare, banking, manufacturing, merchandising, and public accounting.

FIRST YEAR

Fall Semester			Hours	
ACCT	211	Principles of Accounting I	3	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
IST	100	Computer Applications	3	
MATH	161	Mathematical Reasoning and Modeling <i>–or–</i> College Algebra for Calculus - <i>or –</i> higher math course	3	
MATH	163			
TOTAL HOURS			15	

Spring Semester			Hours	
ACCT	212	Principles of Accounting II	3	
BUED	203	Business Communication	3	
ENGL	112	Advanced College Writing	3	
IST	268	Spreadsheet Applications	3	
BUAD	120	Introduction to Business - <i>or –</i> Fundamentals of Management - <i>or –</i> Word Processing Applications - <i>or –</i> Database Applications	3	
BUAD	221			
IST	126			
IST	269			
TOTAL HOURS			15	

SECOND YEAR

Fall Semester			Hours	
ACCT	218	Payroll Accounting	3	
ACCT	225	Intermediate Accounting I	3	
ACCT	237	Income Tax Accounting	3	
BLAW	221	Legal and Ethical Environment of Business	3	
ECON	211	Principles of Macroeconomics <i>–or–</i> Principles of Macroeconomics	3	
ECON	212			
SCOM	110	Public Speaking	3	
TOTAL HOURS			18	

Spring Semester			Hours	
ACCT	219	Accounting Management Software	3	
ACCT	226	Intermediate Accounting II	3	
ACCT	227	Financial Analysis and Budgeting	3	
ACCT	258	Cost Accounting	3	
ACCT	296	Certified Bookkeeper Review	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Perform financial accounting and management functions using report format and procedures.
- Communicate business information effectively within a business environment.
- Demonstrate knowledge of accounting systems for service, merchandising, and manufacturing companies operating as sole proprietorships, partnerships, or enterprises.
- Utilize current income tax resources to prepare personal tax returns.
- Use technology to solve complex business issues, report, and display these solutions in an appropriate manner.
- Demonstrate knowledge of accounting as it relates to payroll.

Accounting (One-Year Certificate)

Department of Career Studies and Workforce Development

Certificate Type: One-Year

Contact: Jennifer Inman jiman@trcc.edu

Purpose: The Certificate of Accounting provides a basic knowledge of accounting principles combined with computer skills necessary for advancement in the field of accounting. The Certificate of Accounting will apply toward the Associate of Applied Science Degree in Accounting Technology. It could also be beneficial for persons with an Associate of Applied Science Degree in Office Administration, Medical Billing and Coding or Business Management. It also provides the additional courses beyond the Associate of Arts in Business Administration required by Central Methodist University as part of the Bachelor's in Accountancy.

Core Courses

			Hours	
ACCT	211	Principles of Accounting I	3	
ACCT	212	Principles of Accounting II	3	
BUAD	120	Introduction to Business	3	
IST	100	Computer Applications	3	
IST	268	Spreadsheet Applications	3	
ACCT		9 hours electives	9	
TOTAL HOURS			24	

Electives (select 9 credit hours from the following list)

			Hours	
ACCT	218	Payroll Accounting	3	
ACCT	219	Accounting Management Software	3	
ACCT	225	Intermediate Accounting I	3	
ACCT	226	Intermediate Accounting II	3	
ACCT	227	Financial Analysis and Budgeting	3	
ACCT	237	Income Tax Accounting	3	
ACCT	258	Cost Accounting	3	
ACCT	296	Certified Bookkeeper Review	3	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Agribusiness (AAS)

Department of Languages, Communication, Fine Arts, and Agriculture

Degree Type: Associate of Applied Science Degree

Contact: Traven Crocker tcrocker@trcc.edu

Purpose: Career & Technical Education. This program is for students who want to develop management and technical skills to enter agriculture-related industry or production.

FIRST YEAR

Fall Semester			Hours	
AGRI	120	Plant Science	4	
AGRI	130	Animal Science	4	
ECON	211	Principles of Macroeconomics	3	
ENGL	111	College Writing	3	
MATH	161	Mathematical Reasoning and Modeling – or -	3	
MATH	163	College Algebra for Calculus		
TOTAL HOURS			17	

Spring Semester			Hours	
AGRI	110	Soils & Soil Fertility	4	
AGRI	115	Introduction to Precision Agriculture	3	
ECON	212	Principles of Microeconomics	3	
GOVT	121	National & State Government	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			16	

SECOND YEAR

Fall Semester			Hours	
ACCT	211	Principles of Accounting I	3	
AGRI	240	Agriculture Economics & Marketing	3	
BUAD	120	Introduction to Business	3	
BUAD	230	Business Statistics	3	
IST	100	Computer Applications	3	
TOTAL HOURS			15	

Spring Semester			Hours	
ACCT	212	Principles of Accounting II	3	
AGRI		Agriculture Elective	3	
AGRI	172	Integrated Pest Management	3	
BUAD	221	Fundamentals of Management	3	
TOTAL HOURS			12	

Agriculture Electives

AGRI	232	Advanced Animal Science	3	
AGRI	234	Equine Science	3	
AGRI	270	Agriculture Systems Management	3	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Demonstrate knowledge in taxonomy, species identification, and structural characteristics in animal and plant science production.
- Identify, select, and calculate pest control prescriptions.
- Apply economic principles to production agriculture concepts.
- Develop technical knowledge, interpersonal skills, and ethics necessary for successful employment.

Behavioral Health Support (AAS)

Department of Science, Math, Social Science, and Physical Education

Degree Type: Associate of Applied Science Degree

Contact: Corey Reynolds creynolds@trcc.edu

Purpose: Career and Technical Education. The Behavioral Health Support curriculum is designed to prepare students for entry-level positions in state, county, and local human service agencies. Graduates will incorporate the learned skills and attributes in order to collaborate with mental health professionals and interact with clients with behavioral and mental health diagnoses.

FIRST YEAR

Spring Semester

			Hours	
BHS	206	Introduction to Behavioral Health Support	3	
BHS	208	Legal and Ethical Issues	3	
ENGL	111	College Writing	3	
PSYC	111	General Psychology	3	
SCOM	110	Public Speaking	3	
SOCI	111	General Sociology	3	
TOTAL HOURS			18	

Summer Semester

			Hours	
BHS	215	Wellness Coaching	3	
BHS	216	Systems of Care	3	
ENGL	112	Advanced College Writing	3	
GOVT	121	National and State Government	3	
TOTAL HOURS			12	

SECOND YEAR

Fall Semester

			Hours	
BHS	225	Substance Use Disorders	3	
BHS	227	Diagnosis of Identified Populations	3	
BHS	229	Conflict Resolution	3	
BHS	295	Behavioral Health Support Clinical Practicum I	3	
PSYC	243	Human Development Across the Lifespan	3	
TOTAL HOURS			15	

Spring Semester

			Hours	
BHS	236	Evidence Based Treatment	3	
BHS	296	Behavioral Health Support Clinical Practicum II	4	
MATH	161	Mathematical Reasoning and Modeling – or -	3	
MATH	163	College Algebra for Calculus		
PSYC	255	Abnormal Psychology	3	
SWRK	221	Interviewing Skills for Generalist Practice	3	
TOTAL HOURS			16	

Background Check

Criminal background check required for BHS 295 and BHS 296

Health Screening

Tuberculosis Screening required for BHS 295 and BHS 296

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

Business Management (AAS)

Department of Career Studies and Workforce Development

Degree Type: Associate of Applied Science Degree

Contact: Dr. Martha Kirkman mkirkman@trcc.edu

Purpose: Career and Technical Education. The Business Management courses are designed to provide a two-year intensified business program. This program focuses on developing managerial skills needed for positions in the fields of marketing and management. Included in the Business Management program is an internship to provide specialized on-the-job work experience in the career for which the student is training. Students enrolled in the Business Management program will have the opportunity to join Collegiate DECA.

FIRST YEAR

Fall Semester			Hours	
BMGT	105	Career Management	3	
BUAD	120	Introduction to Business	3	
ENGL	111	College Writing	3	
IST	100	Computer Applications	3	
MATH	161	Mathematical Reasoning and Modeling –or– College Algebra for Calculus - or – higher math course	3	
MATH	163			
TOTAL HOURS			15	

Spring Semester			Hours	
ECON	211	Principles of Macroeconomics - or – Principles of Microeconomics	3	
ECON	212			
MKTG	115	Principles of Marketing	3	
MKTG	119	Advertising	3	
MKTG	128	Professional Selling	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester			Hours	
ACCT	216	Business Accounting	3	
BMGT	108	Human Resource Management	3	
BMGT	235	Customer Service Management	3	
GOVT	121	National and State Government	3	
MKTG	118	Retail Merchandising	3	
SCOM	125	Communication in the Workplace	3	
TOTAL HOURS			18	

Spring Semester			Hours	
ACCT	227	Financial Analysis Budgeting - or – Accounting Management Software	3	
ACCT	219			
BLAW	221	Legal and Ethical Environment of Business	3	
BMGT	215	Supervisory Development	3	
BMGT	239	Entrepreneurship	3	
MKTG	297	Internship - or – Hospitality and Tourism - or – Fundamentals of Management	3	
BMGT	107			
BUAD	221			
TOTAL HOURS			15	

Students needing additional information are advised to contact the Business Management Department directly. Faculty advisors will provide program information and enrollment assistance.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Apply analytical and critical thinking skills with direct application to business environments.
- Demonstrate effective oral, written, and persuasive business communication.
- Summarize human relations and diversity in professional and business environments.
- Apply ethical and moral values to general business principles and practices.
- Demonstrate proper use of technology and computer software applications as they apply to business management.
- Analyze and interpret a business financial statement.;

Hospitality & Tourism (One-Year Certificate)

Department of Career Studies and Workforce Development

Certificate Type: One-Year

Contact: Dr. Martha Kirkman mkirkman@trcc.edu

Purpose: Career and Technical Education. The Hospitality and Tourism certificate program prepares students for employment in the travel and hospitality industry. The courses include instruction in the different aspects of travel and theories and principles concerning the operation of hotels and resorts.

Courses			Hours
ACCT ACCT	211 216	Principles of Accounting I - or - Business Accounting	3
BLAW	221	Legal and Ethical Environment of Business	3
BMGT	107	Hospitality and Tourism	3
BMGT	108	Human Resource Management	3
BMGT	235	Customer Service Management	3
MKTG	115	Principles of Marketing	3
MKTG	118	Retail Merchandising	3
IST	100	Computer Applications	3
TOTAL HOURS			24

Management & Supervision (One-Year Certificate)

Department of Career Studies and Workforce Development

Certificate Type: One-Year

Contact: Dr. Martha Kirkman mkirkman@trcc.edu

Purpose: Career and Technical Education. The Management and Supervision Certificate program provides the knowledge and skills necessary for effective supervisory performance. It is designed so currently employed persons can further their education and development of leadership qualities. Persons seeking the certificate to obtain an entry-level position will have a functional academic background that will fit many areas of business. Persons interested in this program should enjoy working with people and accomplishing organizational objectives.

Courses			Hours
ACCT ACCT	211 216	Principles of Accounting I - or - Business Accounting	3
BLAW	221	Legal and Ethical Environment of Business	3
BMGT	108	Human Resource Management	3
BMGT	215	Supervisory Development	3
BMGT	235	Customer Service Management	3
BMGT	239	Entrepreneurship	3
IST	100	Computer Applications	3
MKTG	115	Principles of Marketing	3
TOTAL HOURS			24

Marketing & Merchandising (One-Year Certificate)

Department of Career Studies and Workforce Development

Certificate Type: One-Year

Contact: Dr. Martha Kirkman mkirkman@trcc.edu

Purpose: Career and Technical Education. The Marketing & Merchandising Certificate program provides the knowledge and skills necessary to prepare individuals to plan and satisfy long-term organizational objectives, such as profitability. This will be accomplished by coordinating and focusing all activities on identifying and satisfying customer needs and wants.

Courses			Hours
ACCT ACCT	211 216	Principles of Accounting I - or - Business Accounting	3
BLAW	221	Legal and Ethical Environment of Business	3
BMGT	108	Human Resource Management	3
BMGT	235	Customer Service Management	3
MKTG	115	Principles of Marketing	3
MKTG	118	Retail Merchandising	3
MKTG	119	Advertising	3
IST	100	Computer Applications	3
TOTAL HOURS			24

Sales (One-Year Certificate)

Department of Career Studies and Workforce Development

Certificate Type: One-Year

Contact: Dr. Martha Kirkman mkirkman@trcc.edu

Purpose: Career and Technical Education. The Sales Certificate program prepares students for sales positions in organizations that market industrial, technical, and consumer goods and services. Students learn to apply practical techniques of selling in a range of situations, act as intermediaries between the customers and suppliers, and comprehend the complex interrelationship between the salesperson and the other components of a business. Persons interested in entering the sales field and those currently employed in sales will benefit from the knowledge and skills received in the coursework provided in this certificate program.

Courses			Hours
ACCT ACCT	211 216	Principles of Accounting I - or - Business Accounting	3
BLAW	221	Legal and Ethical Environment of Business	3
BMGT	108	Human Resource Management	3
BMGT	235	Customer Service Management	3
IST	100	Computer Applications	3
MKTG	115	Principles of Marketing	3
MKTG	119	Advertising	3
MKTG	128	Professional Selling	3
TOTAL HOURS			24

Career and Technical Studies (AAS)

Department of Career Studies and Workforce Development

Degree Type: Associate of Applied Science Degree

Contact: Heather Carlton hcarlton@trcc.edu

Purpose: Allow students who have completed a two-year program at an area technical career center to receive free college credit for that work applied toward an Associate of Applied Science degree. Three Rivers College's Career and Technical Studies Program allows high school and adult students at technical career centers in Southeast Missouri to earn credits toward an Associate of Applied Science Degree at no cost.

Students who complete a two-year program from a technical career center and are admitted to Three Rivers' Career and Technical Studies Program will receive 36 hours of credit toward an AAS degree after meeting the criteria listed below. Students then need only complete a total of 30-32 hours of required courses at Three Rivers to earn an Associate of Applied Science degree. This is a savings of over \$5,000 to students enrolling in this program. The courses include a General Education block and a Technology Core block from various TRC career programs.

TECHNICAL BLOCK

		CTE Block from Career and Technical Center	36	
TOTAL HOURS			36	

MATH BLOCK

MATH	161	Mathematical Reasoning and Modeling – or – College Algebra for Calculus	3	
MATH	163			
TOTAL HOURS			3	

GENERAL EDUCATION BLOCK

			Hours	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
PHYS	100	Survey of Physics	3	
Choose any 2 Gen Ed CORE 42 Electives			6	
TOTAL HOURS			15	

TRC TECHNOLOGY CORE BLOCK OPTIONS*

CHOOSE ONE

Agriculture
Business Management
Construction Management and Civil Applications
Criminal Justice
Information Technology Specialist
Process and Controls
Welding

*Requirements listed on next pages.

Please see individual course description for prerequisite, corequisites, and/or other requirements.

To be admitted to the Career and Technical Studies Program, the student must meet the following criteria:

Scholastic attainment/achievement

- Must have attained an overall career center high school grade point average of "B Minus" or above.
- Must have attained a 95% attendance record for the applicable program or obtain the technical career center director's recommendation for a waiver.
- Must obtain a positive recommendation from the technical career center director (for all students) and the "home" high school principal (for high school students only).
- Must have completed a minimum of 80% of the applicable CTE program core competencies (for all students) or if student has graduated early from their high school they must provide signed verification from their Area Technical/Career Center that they have completed all their High School academic requirements.
- Must apply for admission to Three Rivers College and meet admission criteria based on year of entry completing first articulated course at career center.
- Must provide an official transcript from career center showing a grade of "B" or better in program for which articulated credit is requested.

Following is a list of Programs of Study that will be accepted into Three Rivers' Career and Technical Studies degree program, along with the technical career centers where each is offered. Please note that program offerings are subject to change due to enrollment. For information on these programs, contact the technical career center where it is offered.

Programs of Study	Eligible Career and Technical Centers									
	Arcadia Valley	Cape Girardeau	Current River	Kennett	New Madrid	Pemiscot Co.	Poplar Bluff	Sikeston	South Central	
Agriculture Technology	x	x	x		X	x		x		x
Auto Collision Technology	x	x	x	x	X	x		x		
Automotive Service Technology	x	x	x	x	X	x	x	x		x
Building Trades Technology	x	x	x		X	x	x	x		x
Business Technology	x	x		x	X			x		x
Computer Repair							x			
Computer Maintenance Technology		x					x			
Computer Programming		x								
Cosmetology Technology							x			
Criminal Justice			x	x				x		
Culinary Arts					X		x	x		x
Diesel Technology										
Drafting Technology		x					x			
Early Childhood		x			X			x		x
Electrical Technology		x		x		x				
Engineering Preparation								x		

Graphic Communication Technology	x	x	x	x	X		x	x	x
HVAC Technology		x					x		
Machine Technology		x							
Manufacturing Technology		x					x		
Marketing Technology		x		x				x	x
Medical Technology	x	x	x	x			x	x	x
Networking Technology		x						x	
Television/Radio Technology			x						
Unmanned Aircraft		x							
Welding Technology	x	x	x	x	x		x	x	x

Area Technical/Career Centers

Arcadia Valley Career Technical Center, 650 Park Drive, Ironton; 573-546-9700
 Cape Girardeau Career and Technical Center, 1080 S. Silver Springs Road, Cape Girardeau; 573-334-0826
 Current River Career Center, 301 Spring St., Doniphan; 573-996-3667
 Kennett Career and Technical Center, 1400 W. Washington, Kennett; 573-717-1123
 New Madrid County R-1 Technical Skills Center, 310 US Highway 61, New Madrid; 573-688-2165
 Pemiscot County Career and Technical Center, 1317 W. Highway 84, Hayti; 573-359-2601
 Poplar Bluff Technical Career Center, 3203 Oak Grove Road, Poplar Bluff; 573-785-2248
 Sikeston Career and Technical Center, 200 Pine Street, Sikeston; 573-471-5442
 South Central Career Center, 407 W. Thornburgh, West Plains; 417-256-6152

Students select a TRC technology core block that would advance their skill set. Curriculum advisors are available to assist students with the selection of an appropriate core program option. Following are the Options for the TRC Technology Core program options.

Agriculture Option

Hours

AGRI	110	Soils & Soil Fertility	4	
AGRI	120	Plant Science	4	
AGRI	130	Animal Science	4	
AGRI	240	Agriculture Economics & Marketing	3	
		TOTAL HOURS	15	

Information Technology Specialist Option

Hours

MST	115	IT Essentials	3	
MST	117	Linux Essentials	3	
MST	118	Networking	3	
MST	128	Networking: Routing and Switching	3	
MST	135	IT Customer Service and Support	3	
		TOTAL HOURS	15	

Business Management Option

Hours

BLAW	221	Legal and Ethical Environment of Business	3	
BMGT	108	Human Resource Management	3	
BUAD	120	Introduction to business	3	
MKTG	115	Principles of Marketing	3	
SCOM	125	Communication in the Workplace	3	
		TOTAL HOURS	15	

Process and Controls Option

Hours

ELEC	115	Applied DC & AC Circuits	3	
ELEC	117	Industrial Electrical Controls	3	
ELEC	216	Programmable Controller Systems	3	
MAFT	119	Robotics I	3	
MAFT	255	Hydraulics & Pneumatics	3	
		TOTAL HOURS	18	

Construction Management & Civil Applications Option

Hours

CIVL	116	Surveying I	3	
CIVL	117	Construction Print Reading	3	
CIVL	118	Materials and Methods I	3	
CIVL	219	Estimating I	3	
CIVL	225	Construction Management	3	
		TOTAL HOURS	15	

Welding Option

Hours

WELD	156	Introduction to SMAW (Shielded Metal Arc Welding)	4	
WELD	157	Introduction to TIG (Tungsten Inert Gas) Welding	4	
WELD	159	Introduction to FCAW (Flux Cored Arc Welding)	4	
WELD	165	Welding Blueprint Reading	3	
		TOTAL HOURS	15	

Criminal Justice Option

Hours

ADJU	100	Introduction to Law Enforcement	3	
ADJU	102	Introduction to Criminal Justice	3	
ADJU	104	Introduction to Criminal Courts	3	
ADJU	113	Criminal Law	3	
ADJU	114	Constitutional Law	3	
		TOTAL HOURS	15	

Construction Engineering Technology (AAS)

Department of Career Studies and Workforce Development

Degree Type: Associate of Applied Science Degree

Contact: Will Cooper wcooper@trcc.edu

Purpose: Career and Technical Education. The Construction Engineering Technology program focuses on computer-aided drafting, surveying, construction management, and other civil- and construction-related areas. This degree option prepares students for entry-level employment and provides a foundation for future advancement in civil engineering, construction, or surveying, as well as entry into a university-level technology program.

FIRST YEAR

Fall Semester				Hours	
CIVL	117	Construction Print Reading	3		
CIVL	118	Materials and Methods I	3		
CIVL	219	Estimating I	3		
ENGL	111	College Writing	3		
ENGR	106	Technical Math I ⁽¹⁾	3		
TOTAL HOURS			15		

Spring Semester				Hours	
CIVL	116	Surveying I	3		
CIVL	229	Estimating II	3		
MATH	161	Mathematical Reasoning and Modeling – or - College Algebra for Calculus	3		
MATH	163				
ENGR	110	Engineering Graphics	3		
PHYS	100	Survey of Physics	3		
TOTAL HOURS			15		

CIVL Elective(s)

CIVL	215	Building Design	4		
CIVL	216	Surveying II	3		
CIVL	226	Legal Principles of Surveying	3		
CIVL	227	Materials and Methods II	3		
CIVL	236	Computers in Surveying	3		
GIS	120	Intro to Geographic Information Systems	3		

⁽¹⁾Students planning to transfer to a 4-year institution should substitute MATH 163, MATH 164, or MATH 171.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Interpret technical drawings.
- Identify technical concepts.
- Use technical equipment.
- Solve technical problems using equipment, technical drawings, and technical knowledge.
- Work as a member of a team.

SECOND YEAR

Fall Semester				Hours	
CIVL	225	Construction Management	3		
CIVL	228	Civil Drafting	3		
SCOM	110	Public Speaking	3		
		CIVL Elective or approved Technical class	3		
		CIVL Elective or approved Technical class	3		
TOTAL HOURS			15		

Spring Semester				Hours	
ENGR	198	Workplace Readiness	3		
GOVT	121	National and State Government	3		
CIVL	235	Construction Planning & Scheduling	3		
		CIVL Elective or approved Technical class	3		
		General Education Course	3		
TOTAL HOURS			15		

Civil Engineering Technician (One-Year Certificate)

Certificate Type: One-Year

Contact: Will Cooper wcooper@trcc.edu

Purpose: Career and Technical Education. This program focuses on fundamental marketable skills in the surveying field. It prepares students for entry-level positions in the civil and construction industry. Completion of the certificate satisfies the educational requirements portion of the Land Surveyor-In-Training (LSIT) program as set forth by the State of Missouri. All of the courses will apply toward an Associate of Applied Science degree in Construction Engineering Technology.

CURRICULUM			Hours	
CIVL	116	Surveying I	3	
CIVL	216	Surveying II	3	
CIVL	226	Legal Principles of Surveying	3	
CIVL	236	Computers in Surveying	4	
ENGR	106	Technical Math I	3	
ENGR	107	Technical Math II	3	
ENGR	110	Engineering Graphics	3	
CIVL	215	Choose one of these courses: Building Design	3-4	
CIVL	228			Civil Drafting
CIVL	248			Water and Wastewater Systems
GIS	120			Intro to Geographic Information Systems
TOTAL HOURS			25-26	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Construction Management Specialist (One-Year Certificate)

Certificate Type: One-Year

Contact: Will Cooper wcooper@trcc.edu

Purpose: Career and Technical Education. This option in the Engineering Technology program focuses on construction management, estimating, materials, and methods of construction. This degree option prepares students for entry-level employment and a foundation for future advancement in the construction industry.

CURRICULUM			Hours	
CIVL	116	Surveying I	3	
CIVL	117	Construction Print Reading	3	
CIVL	118	Materials and Methods I	3	
CIVL	219	Estimating I	3	
CIVL	225	Construction Management	3	
ENGR	106	Technical Math I	3	
ENGR	107	Technical Math II	3	
CIVL	215	Choose one of these courses: Building Design	3-4	
CIVL	216			Surveying II
CIVL	227			Materials and Methods of Construction II
CIVL	229			Estimating II
CIVL	235			Construction Planning and Scheduling
CIVL	236			Computers in Surveying
TOTAL HOURS			24-25	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Technical Graphics Specialist (One-Year Certificate)

Certificate Type: One-Year

Contact: Will Cooper wcooper@trcc.edu

Purpose: Career and Technical Education. This option in the Engineering Technology program focuses on the knowledge and skills necessary for success in the computer-aided drafting field. This degree option prepares students for entry-level employment and provides a foundation for future advancement in the architectural, civil, and manufacturing industries.

Fall Semester			Hours	
GIS	120	Intro to Geographic Information Systems	3	
ENGR	110	Engineering Graphics	3	
CIVL	117	Construction Print Reading	3	
MEDR	135	Blueprint Reading and Gauging	3	
TOTAL HOURS			12	

Spring Semester			Hours	
CIVL	228	Civil Drafting	3	
MEDR	246	Computer Aided Machining I	3	
MEDR	237	SolidWorks	3	
CIVL	215	Building Design	4	
TOTAL HOURS			13	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Surveying (Short-Term Certificate)

Certificate Type: Short-Term

Contact: Will Cooper wcooper@trcc.edu

Purpose: Career and Technical Education. This program focuses on basic marketable skills in the surveying field. It prepares students for entry-level positions in the civil and construction technology field. Completion of the certificate satisfies the educational requirements portion of the Land Surveyor-In-Training (LSIT) program as set forth by the State of Missouri. All of the courses will apply toward an Associate of Applied Science degree in Construction Engineering Technology.

Courses			Hours	
ENGR	106	Technical Math I	3	
ENGR	107	Technical Math II	3	
CIVL	116	Surveying I	3	
CIVL	216	Surveying II	3	
CIVL	226	Legal Principles of Surveying	3	
CIVL	236	Computers in Surveying	4	
TOTAL HOURS			19	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Criminal Justice (AAS)

Corrections Option

Department of Career Studies and Workforce Development

Degree Type: Associate of Applied Science Degree

Contact: Shawn Westbrooks swestbrooks@trcc.edu

Purpose: Career and Technical Education. The Criminal Justice Corrections option program prepares individuals for a career in law enforcement and police work. In addition to courses concerned primarily with the activities of police on the operational level, the curriculum includes the legal, social, and philosophical basis for law enforcement. This program is applicable to both the pre-service student and the in-service officer.

FIRST YEAR

Fall Semester			Hours
ADJU	100	Introduction to Law Enforcement	3
ADJU	103	Introduction to Corrections	3
ENGL	111	College Writing	3
MATH	161	Mathematical Reasoning and Modeling	3
SOCI	111	General Sociology	3
TOTAL HOURS			15

Spring Semester			Hours
ADJU	102	Introduction to Criminal Justice	3
ADJU	147	Juvenile Procedures	3
CRJU	115	Ethics in Criminal Justice	3
GOVT	121	National and State Government	3
		Recommended Elective ⁽¹⁾	3
TOTAL HOURS			15

SECOND YEAR

Fall Semester			Hours
ADJU	104	Introduction to Criminal Courts	3
ADJU	233	Criminal Investigations	3
ADJU	243	Police Administration	3
CRJC	129	Probation and Parole	3
CRJU	148	Vice and Narcotics	3
SCOM	110	Public Speaking	3
TOTAL HOURS			18

Spring Semester			Hours
ADJU	113	Criminal Law	3
ADJU	114	Constitutional Law	3
ADJU	223	Community Policing and Homeland Security	3
SOCI	234	Social Problems -or-	3
SOCI	230	Criminology	3
		Recommended Elective ⁽¹⁾	3
TOTAL HOURS			15

⁽¹⁾Recommended Electives

HIST	111	American History to 1877	3
HIST	112	American History since 1877	3
PSYC	111	General Psychology	3
PHIL	233	Ethics	3
MATH	163	College Algebra for Calculus	3
BLAW	221	Legal and Ethical Environment of Business	3
ACCT	211	Principles of Accounting I	3
ACCT	212	Principles of Accounting II	3
IST	100	Computer Applications	3
EOSH	215	Transportation, Storage, and Handling of Hazardous Material	3
EOSH	225	Accident Investigation	3
EOSH	226	Emergency Preparedness and Planning	3
SPAN	101	Elementary Spanish I	3
SPAN	102	Elementary Spanish II	3
SOCI	230	Criminology	3
SOCI	234	Social Problems	3

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Differentiate Constitutional Amendments.
- Recognize the impact that significant Supreme Court rulings have on law enforcement.
- Identify a violation of Missouri law based on a description of an action.
- Identify legal terminology and procedures used within the criminal justice system.
- Distinguish philosophical eras, sociological theories, and significant historic events impacting law enforcement.

Criminal Justice (AAS)

Law Enforcement Option

Department of Career Studies and Workforce Development

Degree Type: Associate of Applied Science Degree

Contact: Shawn Westbrooks swestbrooks@trcc.edu

Purpose: Career and Technical Education. The Criminal Justice Law Enforcement option program prepares individuals for a career in law enforcement and police work. In addition to courses concerned primarily with the activities of police on the operational level, the curriculum includes the legal, social, and philosophical basis for law enforcement. This program is applicable to both the pre-service student and the in-service officer.

FIRST YEAR

Fall Semester			Hours
ADJU	100	Introduction to Law Enforcement – <i>or</i> – Introduction to Criminal Justice	3
ADJU	102		
ADJU	104	Introduction to Criminal Courts	3
ENGL	111	College Writing	3
MATH	161	Mathematical Reasoning and Modeling	3
SOCI	111	General Sociology	3
TOTAL HOURS			15

Spring Semester			Hours
ADJU	113	Criminal Law	3
		Administration of Justice Elective ⁽³⁾	3
		Criminal Justice Elective ⁽²⁾	3
GOVT	121	National and State Government	3
		Recommended Elective ⁽¹⁾	3
TOTAL HOURS			15

⁽¹⁾Recommended Electives

HIST	111	American History to 1877	3
HIST	112	American History since 1877	3
PSYC	111	General Psychology	3
PHIL	233	Ethics	3
MATH	163	College Algebra for Calculus	3
BLAW	221	Legal and Ethical Environment of Business	3
ACCT	211	Principles of Accounting I	3
ACCT	212	Principles of Accounting II	3
IST	100	Computer Applications	3
EOSH	215	Transportation, Storage, and Handling of Hazardous Material	3
EOSH	225	Accident Investigation	3
EOSH	226	Emergency Preparedness and Planning	3
SPAN	101	Elementary Spanish I	3
SPAN	102	Elementary Spanish II	3
SOCI	230	Criminology	3
SOCI	234	Social Problems	3

SECOND YEAR

Fall Semester			Hours
ADJU	233	Criminal Investigations	3
		Administration of Justice Elective ⁽³⁾	3
		Criminal Justice Elective ⁽²⁾	3
		Criminal Justice Elective ⁽²⁾	3
SCOM	110	Public Speaking	3
		Recommended Elective ⁽¹⁾	3
TOTAL HOURS			18

Spring Semester			Hours
ADJU	114	Constitutional Law	3
		Criminal Justice Elective ⁽²⁾	3
		Criminal Justice Elective ⁽²⁾	3
		Administration of Justice Elective ⁽³⁾	3
SOCI	234	Social Problems – <i>or</i> – Criminology	3
SOCI	230		
TOTAL HOURS			15

⁽²⁾Criminal Justice Electives

CRJC	129	Probation and Parole	3
CRJU	115	Ethics in Criminal Justice	3
CRJU	128	Forensic Science and Criminalistics	3
CRJU	138	Patrol Procedures	3
CRJU	148	Vice and Narcotics	3
CRJU	158	Traffic Laws & Accident Investigations	3
CRJU	185	Basic Handgun Shooting I	3
CRJU	205	Officer Safety	3

⁽³⁾Administration of Justice Electives

ADJU	100	Introduction to Law Enforcement	3
ADJU	102	Introduction to Criminal Justice	3
ADJU	103	Introduction to Corrections	3
ADJU	147	Juvenile Procedures	3
ADJU	223	Community Policing and Homeland Security	3
ADJU	243	Police Administration	3

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements

Program Outcomes

- Differentiate Constitutional Amendments.
- Recognize the impact that significant Supreme Court rulings have on law enforcement.
- Identify a violation of Missouri law based on a description of an action.
- Identify legal terminology and procedures used within the criminal justice system.
- Distinguish philosophical eras, sociological theories, and significant historic events impacting law enforcement.

Criminal Justice (AAS)

P.O.S.T. Academy Option

Department of Career Studies and Workforce Development

Degree Type: Associate of Applied Science Degree

Contact: Shawn Westbrooks swestbrooks@trcc.edu

Purpose: Career and Technical Education. The Criminal Justice P.O.S.T. Academy option is designed for students who are enrolled in the Missouri State Sheriff's Association law enforcement academy. Students who complete the P.O.S.T. law enforcement academy will earn 24-credit hours toward an AAS degree. This program curriculum includes legal, social, and philosophical areas of study needed for the student to complete the requirements for the Associate of Applied Science degree.

FIRST YEAR

Fall Semester				Hours
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
CRJU		Criminal Justice Elective ⁽²⁾	3	
ADJU	114	Constitutional Law	3	
MATH	161	Mathematical Reasoning and Modeling	3	
TOTAL HOURS			15	

Spring Semester				Hours
ADJU	147	Juvenile Procedures	3	
ADJU	223	Community Policing and Homeland Security		
CRJU		Criminal Justice Elective ⁽²⁾	3	
SOCI	111	General Sociology	3	
		Recommended Elective ⁽¹⁾	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester				Hours
CRJU		Criminal Justice Elective ⁽²⁾	3	
SOCI	234 230	Social Problems Criminology	3	
CRJU	295	Law Enforcement Academy I	12	
TOTAL HOURS			18	

Spring Semester				Hours
ADJU	213	Court Procedures	3	
ADJU	243	Police Administration	3	
CRJU	296	Law Enforcement Academy II	12	
TOTAL HOURS			18	

Students who have previously completed a P.O.S.T. approved law enforcement training academy and currently hold a valid P.O.S.T. certification in Missouri shall receive the following 24 credit hours upon completion of the remaining required credit hours toward the Criminal Justice Degree:

Course No.	Course Title	Credit Hours
ADJU 100	Intro to Law Enforcement	3
ADJU 113	Criminal Law	3
ADJU 233	Criminal Investigation	3
CRJU 115	Ethics in Criminal Justice	3
CRJU 138	Patrol Procedures	3
- OR -		
CRJU 295	Law Enforcement Academy I	12
CRJU 296	Law Enforcement Academy II	12

⁽¹⁾Recommended Electives

HIST	111	American History to 1877	3	
HIST	112	American History since 1877	3	
PSYC	111	General Psychology	3	
PHIL	233	Ethics	3	
MATH	163	College Algebra for Calculus	3	
BLAW	221	Legal and Ethical Environment of Business	3	
ACCT	211	Principles of Accounting I	3	
ACCT	212	Principles of Accounting II	3	
IST	100	Computer Applications	3	
EOSH	215	Transportation, Storage, and Handling of Hazardous Material	3	
EOSH	225	Accident Investigation	3	
EOSH	226	Emergency Preparedness and Planning	3	
SPAN	101	Elementary Spanish I	3	
SPAN	102	Elementary Spanish II	3	

SOCI	230	Criminology	3	
SOCI	234	Social Problems	3	

⁽²⁾Criminal Justice Electives

CRJU	128	Forensic Science and Criminalistics	3	
CRJU	148	Vice and Narcotics	3	
CRJU	158	Traffic Law and Accident Investigation	3	
CRJU	205	Officer Safety	3	
ADJU	147	Juvenile Procedures	3	
ADJU	223	Community Policing and Homeland Security	3	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements

Criminal Justice Technology Specialist (One-Year Certificate)

Certificate Type: One-Year

Contact: Shawn Westbrooks swestbrooks@trcc.edu

Purpose: Career and Technical Education. This program focuses on the use of technology within the field of criminal justice. Courses within this program prepare students for intelligence-led policing, crime mapping, computer network security, cybercrimes, and the use of technology in criminal investigations and homeland security.

CURRICULUM			Hours
ADJU CRJU	233 128	Criminal Investigation - or – Forensic Science and Criminalistics	3
ADJU ADJU	223 243	Community Policing and Homeland Security – or- Police Administration	3
ADJU	113	Criminal Law	3
GIS	110	Introduction to Mapping Principles	3
GIS	120	Introduction to Geographic Information Systems	3
GIS	230	Spatial Analysis in GIS	3
GIS GIS GIS	140 220 240	Geographic Information Systems II – or – Introduction to Remote Sensing – or – Applications in GIS	3
MST	118	Networking	3
MST	217	Network Security	3
MST	227	IT Programming	3
TOTAL HOURS			30

Criminal Justice – P.O.S.T. Academy (One-Year Certificate)

Certificate Type: One-Year

Contact: Chuck Stratton cstratton@trcc.edu

Purpose: Career and Technical Education. The Criminal Justice P.O.S.T. Academy one-year certificate will be awarded upon satisfactory completion of the Missouri State Sheriff's Association P.O.S.T. training academy.

CURRICULUM			Hours
CRJU	295	Law Enforcement Academy I	12
CRJU	296	Law Enforcement Academy II	12
TOTAL HOURS			24

Criminal Justice (Short-Term Certificate)

Certificate Type: Short-Term

Contact: Shawn Westbrooks swestbrooks@trcc.edu

Purpose: Career and Technical Education. The Criminal Justice short-term certificate enables students to quickly obtain a post-secondary certificate, while allowing for future personal development at a degree level.

Courses			Hours
ADJU ADJU	100 102	Introduction to Law Enforcement - or – Introduction to Criminal Justice	3
ADJU	104	Introduction to Criminal Courts	3
ADJU	113	Criminal Law	3
ADJU	114	Constitutional Law	3
ADJU CRJU	233 128	Criminal Investigation –or- Forensic Science and Criminalistics	3
CRJU CRJU	138 158	Patrol Procedures -or- Traffic Law and Accident Investigation	3
TOTAL HOURS			18

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Early Childhood Development (AAS)

Department of Career Studies and Workforce Development

Degree Type: Associate of Applied Science Degree

Contact: Heather Cornman hcornman@trcc.edu

Purpose: Career and Technical Education. The Early Childhood Development curriculum is designed to prepare students for employment and leadership roles in licensed childcare centers, private preschools, and Head Start.

FIRST YEAR

Fall Semester				Hours
ECD	126	Child Health, Safety, and Nutrition	3	
ECD	202	Survey of Early Childhood Development and Education	3	
ECD	205	Preschool CDA ⁽¹⁾ - or - Infant/Toddler CDA ^{(1) (2)}	5	
ECD	208			
ENGL	111	College Writing	3	
IST	100	Computer Applications	3	
TOTAL HOURS			17	

Spring Semester				Hours
ECD	235	Special Children	3	
EDUC	240	Integration of Art, Music, Physical Education in the Elementary Classroom	3	
EDUC	270	Educational Technology	3	
MATH	161	Mathematical Reasoning and Modeling	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester				Hours
BIOL	101	General Biology - or - Physical Science	5	
PHYS	101			
ECD	237	Early Childhood Development*	3	
ECD	247	Early Childhood Curriculum	3	
EDUC	250	Children's Literature	3	
TOTAL HOURS			14	

Spring Semester				Hours
ECD	245	Early Childhood Administration	3	
ECD	295	Early Childhood Practicum I: Infants and Toddlers*	3	
ECD	296	Early Childhood Practicum II: Preschool*	3	
GOVT	121	National and State Government	3	
PSYC	223	Child Psychology	3	
TOTAL HOURS			15	

⁽¹⁾Course requires a clear background screening and current Pediatric CPR certification.

⁽²⁾Alternative College Credit may be awarded to Three Rivers College Early Childhood Development students who hold a current Child Development Associate (CDA) Credential awarded by the Council for Professional Recognition.

All ECD and EDUC courses must be completed with a minimum letter grade of C.

NOTE: Successful completion of ECD 126, ECD 202, and ECD 205 or ECD 208 completes professional education requirements for the Child Development Associate (CDA) Credential. Students must fulfill the additional requirements identified at www.cdacouncil.org before applying to the Council of Professional Recognition for the official certification.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Promoting child development and learning.
- Building family and community relationships.
- Observing, documenting, and assessing to support young children and families.
- Using developmentally effective approaches.
- Using content knowledge to build meaningful curriculum.
- Becoming a professional.
- Early childhood field experiences.

Early Childhood Development (Short-Term Certificate)

Department of Career Studies and Workforce Development

Certificate Type: Short-Term

Contact: Heather Cornman hcornman@trcc.edu

Purpose: Career and Technical Education. The Early Childhood Development Short-Term Certificate prepares the student for work in the field. It is designed to include coursework for the Child Development Associate Credential (CDA). After receiving the Short-Term Certificate from Three Rivers College, students must fulfill the additional requirements identified at www.cdacouncil.org before applying to the Council of Professional Recognition for the official certification. Credits earned can be applied toward the Associate of Applied Science in Early Childhood Development.

Courses			Hours	
ECD	126	Child, Health, Safety, and Nutrition	3	
ECD	202	Survey of Early Childhood Development and Education	3	
ECD ECD	205 208	Preschool CDA ⁽¹⁾ –or– Infant/Toddler CDA ⁽¹⁾	5	
ECD	235	Special Children	3	
ECD	245	Early Childhood Administration	3	
ECD	247	Early Childhood Curriculum	3	
TOTAL HOURS			20	

⁽¹⁾Course requires a clear background screening and current Pediatric CPR certification.

All ECD courses must be completed with a minimum letter grade of C.

NOTE: Successful completion of ECD 126, ECD 202, and ECD 205 or ECD 208 completes professional education requirements for the Child Development Associate (CDA) Credential.

Alternative College Credit may be awarded to Three Rivers College Early Childhood Development students who hold a current Child Development Associate (CDA) Credential awarded by the Council for Professional Recognition.

Early Childhood Development CDA (Short-Term Certificate)

Department of Career Studies and Workforce Development

Certificate Type: Short-Term

Contact: Heather Cornman hcornman@trcc.edu

Purpose: Career and Technical Education. The Early Childhood Development CDA Short-Term Certificate is designed to prepare the student to apply for the national Child Development Associate (CDA) Credential obtained from the Council for Professional Recognition. The CDA certificate prepares the student for immediate work in the field. After receiving the Short-Term Certificate from Three Rivers College, students must fulfill the additional requirements identified at www.cdacouncil.org before applying to the Council of Professional Recognition for the CDA certification. Credits earned can be applied toward the Associate of Applied Science in Early Childhood Development.

Courses			Hours	
ECD	126	Child, Health, Safety, and Nutrition	3	
ECD	202	Survey of Early Childhood Development and Education	3	
ECD ECD	205 208	Preschool CDA ⁽¹⁾ –or– Infant/Toddler CDA ⁽¹⁾	5	
TOTAL HOURS			11	

⁽¹⁾Course requires a clear background screening and current Pediatric CPR certification.

All ECD courses must be completed with a minimum letter grade of C.

NOTE: The Council for Professional Recognition requires 120 hours of professional classroom instruction and 480 hours of work experience in a licensed childcare setting. Successful completion of the Short-Term Certificate will meet the 120 hours of professional education requirement and 30 hours of the work experience requirement.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Environmental Health and Safety Technology (AAS)

Department of Career Studies and Workforce Development

Degree Type: Associate of Applied Science Degree

Contact: Will Cooper wcooper@trcc.edu

Purpose: Career and Technical Education. The Environmental Health and Safety Technology program prepares students for positions in occupational safety and health or environmental technology. Health and safety specialists work with federal, state, and local environmental and occupational regulatory programs. They address compliance issues, workers' compensation, monitoring, training, and recordkeeping in addition to many other requirements. Environmental technology addresses water, wastewater, air, solid waste, hazardous waste, and other environmental programs.

FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
MATH	161	Mathematical Reasoning and Modeling – or - College Algebra for Calculus	3	
MATH	163			
SCOM	110	Public Speaking	3	
BIOL	101	General Biology –or– Environmental Science –or– Anatomy & Physiology I	4-5	
BIOL	102			
BIOL	231			
GIS	120	Introduction to Geographic Information Systems	3	
TOTAL HOURS			16-18	

Spring Semester			Hours	
BMGT	215	Supervisory Development	3	
PHYS	100	Survey of Physics –or– Physical Science – or - Introductory Chemistry –or– General Chemistry I	3-5	
PHYS	101			
CHEM	111			
CHEM	121			
MAFT	229	Introduction to Health and Safety Programs	3	
EOSH	116	Introduction to Industrial Hygiene	3	
GOVT	121	National and State Government	3	
TOTAL HOURS			15-17	

SECOND YEAR

Fall Semester			Hours	
EOSH	205	Safety & Health Regulations and Standards	3	
EOSH	206	Environmental Regulations	3	
EOSH	215	Transportation, Storage, and Handling of Hazardous Materials	3	
EOSH	216	Waste Management and RCRA	3	
SCOM	125	Communication in the Workplace - or – Interpersonal Communication	3	
SCOM	210			
TOTAL HOURS			15	

Spring Semester			Hours	
EOSH	225	Accident Investigation	3	
EOSH	226	Emergency Preparedness and Planning	3	
CIVL	248	Water and Wastewater Systems	3	
ENGR	198	Workplace Readiness	3	
Technical Elective (Requires advisor approval)			3	
TOTAL HOURS			15	

Technical Elective Options

GIS		Any additional GIS Course	3	
BMGT	108	Human Resources Management	3	
BLAW	221	Legal and Ethical Environmental of Business	3	
MAFT	235	Manufacturing Processes	3	
MAFT	228	Quality Assurance Fundamentals	3	
AGRI	122	Natural Resource Management	3	

⁽¹⁾Students planning to transfer to a four-year institution should substitute MATH 163, MATH 164, or MATH 171.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Describe environmental and occupational safety laws and regulations.
- Identify appropriate control or abatement options.
- Identify environmental and occupational safety hazards and security issues.
- Interpret environmental and occupational safety laws and regulations.
- Apply laws and regulations.

Environmental Health and Safety Technology (One-Year Certificate)

Certificate Type: One-Year

Contact: Will Cooper wcooper@trcc.edu

Purpose: Career and Technical Education. The EHS Technology Certificate program prepares students for positions that oversee, administer, monitor, and ensure compliance with federal, state, and/or local environmental and occupational safety and health regulatory programs.

CURRICULUM

			Hours	
EOSH	116	Introduction to Industrial Hygiene	3	
EOSH	205	Safety & Health Regulations and Standards	3	
EOSH	206	Environmental Regulations	3	
EOSH	215	Transportation, Storage, and Handling of Hazardous Materials	3	
EOSH	216	Waste Management and RCRA	3	
EOSH	225	Accident Investigation	3	
EOSH	226	Emergency Preparedness and Planning	3	
CIVL MAFT	248 229	Water and Wastewater Systems - or - Introduction to Safety and Health Programs	3	
TOTAL HOURS			24	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Environmental/Occupational Safety & Health Technology (Short-Term Certificate)

Certificate Type: Short-Term

Contact: Will Cooper wcooper@trcc.edu

Purpose: Career and Technical Education. The Environmental/Occupational Safety and Health Technology Certificate program prepares students for positions that oversee, administer, monitor, and ensure compliance with federal, state, and/or local environmental and occupational safety and health regulatory programs.

Environmental Technology

Courses			Hours	
EOSH	206	Environmental Regulations	3	
EOSH	215	Transportation, Storage, and Handling of Hazardous Materials	3	
EOSH	216	Waste Management and RCRA	3	
EOSH	226	Emergency Preparedness and Planning	3	
CIVL	248	Water and Wastewater Systems	3	
GIS	120	Introduction to Geographic Information Systems	3	
TOTAL HOURS			18	

Occupational Safety & Health Tech

Courses			Hours	
BMGT SCOM	215 125	Supervisory Development -or- Communication in the Workplace	3	
EOSH	116	Introduction to Industrial Hygiene	3	
EOSH	205	Safety & Health Regulations and Standards	3	
EOSH	225	Accident Investigation	3	
EOSH	226	Emergency Preparedness and Planning	3	
MAFT	229	Introduction to Safety and Health Programs	3	
TOTAL HOURS			18	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Fire Science (AAS)

Department of Career Studies and Workforce Development

Degree Type: Associate of Applied Science Degree

Contact: Jack Armor jarmor@trcc.edu

Purpose: Career and Technical Education. The Fire Science program focuses on providing learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. This degree option prepares students for entry-level employment and a foundation for future advancement in the firefighting, fire inspection, fire instructor, and fire investigation fields.

FIRST YEAR

Fall Semester			Hours	
FIRE	115	Firefighter I and II ⁽¹⁾	12	
FIRE	119	Fire Behavior and Combustion	3	
TOTAL HOURS			15	

Spring Semester			Hours	
EMDS	105	Emergency Medical Services I	9	
FIRE	118	Hazardous Materials Awareness and Operations ⁽¹⁾	3	
FIRE	126	Principles of Emergency Services	3	
TOTAL HOURS			15	

Fire Science Electives			Hours	
FIRE	215	Strategy and Tactics	3	
FIRE	216	Fire Instruction	3	
FIRE	225	Fire Service Hydraulics and Water Supply	3	
FIRE	239	Search and Rescue	3	
FIRE	245	Fire Codes and Inspection	3	
FIRE	246	Occupational Safety and Health for Emergency Services	3	
FIRE	255	Leadership in the Fire Service	3	
FRST	225	Wildland Fire Management	3	
ADJU	113	Criminal Law	3	
ADJU	233	Criminal Investigation	3	
CRJU	128	Forensic Science and Criminalistics	3	

SECOND YEAR

Fall Semester			Hours	
MATH	161	Mathematical Reasoning and Modeling – or - College Algebra for Calculus	3	
MATH	163			
FIRE	217	Building Construction for Fire Protection	3	
FIRE	226	Principles of Emergency Services Safety and Survival	3	
FIRE	235	Fire Protection Systems	3	
General Education Course			3	
TOTAL HOURS			15	

Spring Semester			Hours	
ENGL	111	College Writing	3	
FIRE	135	Fire Prevention	3	
GOVT	121	National and State Government	3	
SCOM	110	Public Speaking	3	
General Education Course			3	
TOTAL HOURS			15	

⁽¹⁾These courses require skills and written examinations by the Missouri Division of Fire Safety to obtain state certification. Students must meet all state requirements prior to taking certification tests. There is a \$200 course fee attached to FIRE 115 and a \$25 fee attached to FIRE 118. Prior to participating in any hands-on activities in FIRE 115, students must submit a physical consent and release form to the instructor. In addition, submission of a Criminal Record background check may be required.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Demonstrate proficiency in firefighting skills as listed in the National Fire Protection Association's (NFPA) Current standard 1001.
- Demonstrate knowledge necessary to respond to a given hazardous materials incident.
- Demonstrate knowledge of personal safety, accountability, fitness, and performance standards by designing, presenting, and analyzing a written Standard Operating Guideline/Standard operating procedure (SOG/SOP) for Emergency Response using current Missouri state laws and National Fire Protection Association (NFPA) guidelines.
- Apply knowledge of Hostile Fire Events in structure fires and recognize the conditions that lead up to them.
- Identify and demonstrate the basic components that provide the basis for Firefighting and Emergency Services Occupations.
- Explain laws, ordinances, and practices related to fire prevention, protection, suppression, mitigation, and alarm systems.

Fire Science (One-Year Certificate)

Certificate Type: One-Year

Contact: Jack Armor jarmor@trcc.edu

Purpose: Career and Technical Education. The Fire Science Certificate program focuses on providing students with skills in firefighting and emergency medical services and prepares students for entry-level employment and a foundation for future advancement in the firefighting field.

CURRICULUM			Hours
FIRE	115	Firefighter I and II ⁽¹⁾	12
FIRE	118	Hazardous Materials Awareness & Operations ⁽¹⁾	3
		Fire Science Electives	9
TOTAL HOURS			24

⁽¹⁾These courses require skills and written examinations by the Missouri Division of Fire Safety to obtain state certification. Students must meet all state requirements prior to taking certification tests. In addition, submission of a Criminal Record background check may be required.

Fire Science Electives(s)

FIRE	119	Fire Behavior and Combustion	3
FIRE	217	Building Construction for Fire Protection	3
FIRE	226	Principles of Emergency Services Safety and Survival	3
FIRE	235	Fire Protection Systems	3
FIRE	135	Fire Prevention	3
FIRE	126	Principles of Emergency Services	3
FIRE	215	Strategy and Tactics	3
FIRE	216	Fire Instruction	3
FIRE	225	Fire Service Hydraulics and Water Supply	3
FIRE	239	Search and Rescue	3
FIRE	245	Fire Codes and Inspection	3
FIRE	246	Occupational Safety and Health for Emergency Services	3
FIRE	255	Leadership in the Fire Service	3
FRST	255	Wildlife Fire Management	3
ADJU	113	Criminal Law	3
ADJU	233	Criminal Investigation	3
CRJU	128	Forensic Science and Criminalistics	3
EMDS	105	Emergency Medical Services I	9

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Forestry Technology (AAS)

Department of Languages, Communication, Fine Arts, and Agriculture

Degree Type: Associate of Applied Science Degree

Contact: Traven Crocker tcrocker@trcc.edu

Purpose: Career and Technical Education. This program is for students who want to develop management and technical skills to enter forestry-related industry or production.

FIRST YEAR

Fall Semester			Hours	
CIVL	116	Surveying I	3	
ENGL	111	College Writing	3	
FRST	117	Introduction to Dendrology	3	
FRST	119	Forest Measurements	3	
MATH	161	Mathematical Reasoning and Modeling	3	
TOTAL HOURS			15	

Spring Semester			Hours	
FRST	115	Introduction to Forestry	3	
FRST	225	Fire Ecology	3	
GIS	110	Introduction to Mapping Principles	3	
GNST	104	Career Exploration	1	
GOVT	121	National and State Government	3	
TOTAL HOURS			13	

SECOND YEAR

Fall Semester			Hours	
AGRI	120	Plant Science	4	
AGRI	122	Natural Resources Management	3	
CIVL	216	Surveying II	3	
FRST	215	Forest Management Practices	3	
GIS	120	Introduction to GIS	3	
TOTAL HOURS			16	

Spring Semester			Hours	
AGRI	110	Soils & Soil Fertility	4	
AGRI	297	Agriculture Internship	3	
FRST	217	Silviculture and Ecology	3	
SCOM	110	Public Speaking	3	
General Education course			3	
TOTAL HOURS			16	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Identify plant species by taxonomy and distribution.
- Develop appropriate silviculture prescriptions.
- Use appropriate sampling methods and units of measurements to project forest stands.
- Develop technical knowledge, interpersonal skills, and work habits necessary for successful employment.

Information Technology Specialist (AAS)

Department of Career Studies and Workforce Development

Degree Type: Associate of Applied Science Degree

Contact: Dr. Michael Malone mmalone@trcc.edu

Purpose: Career and Technical Education. The IT Specialist program prepares students for entry-level positions in the information technology field. IT Specialists work with the software and hardware of computer systems and networks, maintain and troubleshoot computer systems and networks, help install software and hardware, and provide customer service to end users within a network.

FIRST YEAR

Fall Semester				Hours	
ENGL	111	College Writing	3		
IST	100	Computer Applications	3		
MATH	161	Mathematical Reasoning & Modeling –or- College Algebra for Calculus or higher	3		
MATH	163				
MST	115	IT Essentials	3		
MST	118	Networking	3		
TOTAL HOURS			15		

Spring Semester				Hours	
MST	128	Networking: Routing and Switching	3		
MST	135	IT Customer Service and Support	3		
MST	217	Network Security	3		
PHYS	100	Survey of Physics	3		
TOTAL HOURS			12		

Summer Semester				Hours	
MST	197	Coordinated Internship Project I	3		
SCOM	110	Public Speaking	3		
TOTAL HOURS			6		

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Demonstrate the ability to verbally and nonverbally communicate in a professional manner.
- Apply skills learned to troubleshoot computer and network issues in a timely fashion.
- Demonstrate a foundational knowledge of computer systems, both hardware and software.
- Demonstrate a foundational knowledge of networking systems, both hardware and software.

SECOND YEAR

Fall Semester				Hours	
GOVT	121	National and State Government	3		
MST	117	Linux Essentials	3		
MST	218	Server Administration	3		
MST	225	Scaling Networks	3		
MST	227	IT Programming	3		
TOTAL HOURS			15		

Spring Semester				Hours	
MST	219	Advanced Server Administration	3		
MST	226	Connecting Networks	3		
MST	235	IT Practicum and Survey	3		
MST	297	Coordinated Internship Project II	3		
TOTAL HOURS			12		

Information Technology Specialist (One-Year Certificate)

Department of Career Studies and Workforce Development

Certificate Type: One-Year

Contact: Dr. Michael Malone mmalone@trcc.edu

Purpose: Career and Technical Education. The IT Specialist certificate program prepares students for entry-level positions in the information technology field. IT Specialists work with the software and hardware of computer systems, maintain and troubleshoot computer systems, help install software and hardware, and provide customer service to end users within a network.

Fall Semester			Hours	
MST	115	IT Essentials	3	
MST	117	Linux Essentials	3	
MST	118	Networking	3	
MST	227	IT Programming	3	
TOTAL HOURS			12	

Spring Semester			Hours	
MST	128	Networking: Routing and Switching	3	
MST	135	IT Customer Service and Support	3	
MST	197	Coordinated Internship Project I	3	
MST	217	Network Security	3	
TOTAL HOURS			12	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Medical Billing and Coding (AAS)

Department of Career Studies and Workforce Development

Degree Type: Associate of Applied Science Degree

Contact: Julie Becker jbecker@trcc.edu

Purpose: Career and Technical Education. The Medical Billing and Coding program prepares students with the knowledge of ICD and CPT coding to assign accurate codes for diagnosis, procedures, and other services. Students will also learn various clerical and administrative functions that relate to medical facilities. This program prepares the graduate to meet the challenges in today's healthcare billing and coding systems through the application of practical and theoretical general education, hands-on skill development.

FIRST YEAR

Fall Semester			Hours	
BIOL	110	Human Biology	3	
BUED	103	Business English	3	
IST	100	Computer Applications	3	
IST	149	Medical Terminology & Coding Procedures	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

Spring Semester			Hours	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
IST	126	Word Processing Applications	3	
IST	148	Office Procedures	3	
MATH MATH	161 163	Mathematical Reasoning and Modeling –or– College Algebra for Calculus - or – higher math course	3	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester			Hours	
BMGT	235	Customer Service Management	3	
ECON ECON	211 212	Principles of Macroeconomics - or – Principles of Microeconomics	3	
IST	225	Medical Billing and Coding I	5	
IST	268	Spreadsheet Applications	3	
Business elective (taken in fall or spring)			3	
TOTAL HOURS			17	

Spring Semester			Hours	
ACCT ACCT	211 216	Principles of Accounting I – or – Business Accounting	3	
IST	269	Database Applications	3	
IST	275	Advanced Medical Billing and Coding	7	
BUED	203	Business Communications	3	
TOTAL HOURS			16	

Business Electives

ACCT	212	Principles of Accounting II* (Fall or Spring course)	3	
ACCT	219	Career Management* (Spring only course)	3	
BUAD	221	Fundamentals of Management	3	
BMGT	105	Career Management	3	
BMGT	215	Supervisory Development	3	

*Course requires prerequisite

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Demonstrate the ability to communicate in all forms effectively, including written and oral communication, utilizing medical terminology and vocabulary.
- Demonstrate technological skills in word processing, spreadsheets, database management applications.
- Demonstrate proficiency in the use of CPT and ICD-CM coding systems.
- Show the proper completion of health insurance claim forms.

Medical Billing and Coding (One-Year Certificate)

Department of Career Studies and Workforce Development

Certificate Type: One-Year

Contact: Julie Becker jbecker@trcc.edu

Purpose: Career and Technical Education. The Medical Billing and Coding Certificate program prepares students for entry-level positions in the medical claims billing field.

Courses			Hours	
IST	100	Computer Applications	3	
IST	148	Office Procedures	3	
IST	149	Medical Terminology and Coding Procedures	3	
IST	225	Medical Billing and Coding I	5	
IST	126	Word Processing Applications -or-	3	
IST	268	Spreadsheet Applications – or –		
IST	269	Database Applications		
IST	275	Advanced Medical Billing and Coding	7	
TOTAL HOURS			24	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Medical Laboratory Technician (AAS)

Department of Nursing and Allied Health

Degree Type: Associate of Applied Science Degree

Contact: Dr. Staci Foster stacifoster@trcc.edu

Purpose: Career and Technical Education. In keeping with the mission of the Missouri Health Professions Consortium (MHPC), the Medical Laboratory Technician program was developed to meet the increasing demand for highly competent medical laboratory technicians in rural and underserved areas of Missouri. The purpose of this associate degree program is to prepare selected individuals to provide accurate and reliable diagnostic testing results to the citizens of Missouri. We educate and prepare laboratory generalists to have the knowledge, skills, and professional behaviors that are necessary to be eligible to apply for the national certification examination as well as meet employer expectations in the community service area.

Program Prerequisites:

- Admission into the Missouri Health Professions Consortium (MHPC) Medical Laboratory Technician (MLT) program.
- Successful completion of required general education prerequisite courses with a grade of C or higher.
- Minimum cumulative grade point average of 2.5 or higher.
- Successful completion of each course during each semester required in the MHPC MLT program with a grade of C or higher.
- Students must have a TEAS score in the 50th percentile or higher.

PREREQUISITES

				Hours	
BIOL	231	Anatomy and Physiology I	4		
ENGL	111	College Writing	3		
GOVT	121	National and State Government	3		
MATH	163	College Algebra for Calculus	3		
BIOL	232	Anatomy and Physiology II	4		
CHEM	111	Introductory Chemistry	5		
		Elective Block	3-4		

Elective Block

				Hours	
GNST	090	New Student Orientation	1		
PHIL	233	Ethics	3		
SOCI	111	General Sociology	3		

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

PROFESSIONAL YEAR

				Hours	
Fall Semester					
MLT	150	Introduction to Laboratory Science Methods	2		
MLT	210	Immunology	3		
MLT	250	Hematology and Coagulation	5		
MLT	260	Phlebotomy	2		
MLT	291	Hematology and Coagulation Practicum	2		
			TOTAL HOURS	14	

				Hours	
Spring Semester					
MLT	220	Clinical Chemistry and Urinalysis	5		
MLT	280	Clinical Microbiology	4		
MLT	290	Parasitology, Mycology, and Virology	1		
MLT	292	Clinical Chemistry Practicum	2		
MLT	293	Clinical Microbiology Practicum	2		
			TOTAL HOURS	14	

				Hours	
Summer Term					
MLT	270	Immunochemistry	5		
MLT	294	Immunochemistry Practicum	2		
			TOTAL HOURS	7	

The MHPC Medical Laboratory Technician (MLT) Program is coordinated through Moberly Area Community College and is offered through the following community colleges: Mineral Area College (MAC), Moberly Area Community College (MACC), North Central Missouri College (NCMC), State Fair Community College (SFCC), and Three Rivers College (TRC). The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosmont, IL 60018, 773-714-8880.

The MHPC MLT Program curriculum includes virtual classroom instruction (3-5 days/week, fall & spring semesters), on-campus laboratory instruction in Mexico or Poplar Bluff as designated (maximum three separate times, fall & spring semesters each), and an off-campus clinical rotation component (3-5 days/week, fall, spring and summer). Please see our application packet for information regarding tuition and fees associated with the program.

After all classes and clinical requirements are completed within the MHPC MLT Program, students graduate from their home campus and are eligible to take the national certification examination. The MHPC MLT Program is full-time only, with courses offered in a specific sequence.

Each summer, an average of 30 students are selected to begin the program in the fall. The professional year of the program (MLT coursework) is designed to be completed within 12 months beginning in August and ending the following August.

Enrollment in the MHPC MLT program is selective and an informational packet with application materials is available online (www.macc.edu/application-packet-mhpc-mlt). Students must complete all general education coursework PRIOR to entry into the professional level program. However, students can complete coursework in the semester prior to the start of the program; under these circumstances, program admission would be contingent upon successful completion of general education prerequisite coursework and maintenance of the required 2.5 GPA. Transcript evidence of satisfactory completion of general education/prerequisite coursework must be received with the application packet. Only students meeting all admission criteria and submitting completed application packets within the established time frame will be considered. The Application Committee meetings are conducted the summer before the start of the professional year. Admission decisions of the Application Committee are final. Applicants will receive a letter regarding admissions status following committee review.

Application Deadline: May 15

For more program information, please visit: www.macc.edu/mhpc-mlt.

Pre-Medical Laboratory Technology (One-Year Certificate)

Certificate Type: One-Year

Contact: Dr. Staci Foster stacifoster@trcc.edu

Purpose: Career and Technical Education. This certificate provides general education courses for students seeking admission to a Medical Laboratory Technology (MLT) program or health-related degree program. This certificate is not required prior to admission into the Three Rivers College's MLT AAS program. (Refer to the Associate of Applied Science Medical Laboratory Technology [MLT] degree plan for admission criteria).

Fall Semester			Hours	
BIOL	231	Anatomy and Physiology I	4	
ENGL	111	College Writing	3	
GNST	090	New Student Orientation	1	
MATH	163	College Algebra for Calculus	3	
TOTAL HOURS			11	

Spring Semester			Hours	
CHEM	111	Introductory Chemistry I	5	
GOVT	121	National and State Government	3	
PHIL	233	Ethics	3	
SOCI	111	General Sociology	3	
TOTAL HOURS			14	

Summer Semester			Hours	
BIOL	232	Anatomy and Physiology II	4	
TOTAL HOURS			4	

NOTE: Students must achieve a minimum of "C" or higher in general education coursework to be eligible to apply to the MHPC MLT Program.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Nursing (AAS)

Department of Nursing and Allied Health

Degree Type: Associate of Applied Science Degree

Contact: Kim Shackelford kshackelford@trcc.edu

LPN-RN Bridge Contact: Michelle Hall nhall@trcc.edu

Purpose: Career and Technical Education. The purpose of this nursing program is to prepare students to achieve an Associate of Applied Science degree, to apply for licensure by examination* as a registered nurse, and to use the nursing process in providing safe and effective nursing care for clients in structured primary or secondary care settings.

Both general education and nursing education courses are included in the program of study; clinical laboratory experiences are planned in local healthcare facilities under the direct guidance of the Nursing faculty. Students enrolled in the nursing program have the same privileges and responsibilities accorded all students of the College.

The Poplar Bluff Associate Degree Nursing Program and the Sikeston LPN-RN Bridge program are fully approved by the Missouri State Board of Nursing 573-751- 0681: www.pr.mo.gov. The program is accredited by the

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

404-975-5000

www.acenursing.org.

NOTE: Nursing students are required to have two physical examinations, one as part of the admission process and the second prior to the beginning of second-year classes. Students must meet certain health criteria for clinical practice in agencies, including, but not limited to, random or for-cause drug screening. Students are required to be certified at the BLS for Healthcare Providers (BLS-HCP) level. Proof of successful completion of the BLS-HCP course must be in the form of an official CPR card document issued by an authorized AHA or Red Cross Training Center. Cards issued by private companies that state the course was “taught in accordance with AHA (or Red Cross) guidelines” are not sufficient evidence of course completion and will not satisfy this requirement.

*The requirements for licensure, as set forth in the Missouri Statutes 335 RSMo 2015 the Nurse Practice Act, include being of good moral character, completion of the high school course of study or the equivalent, successful completion of the basic professional nursing curriculum in an approved school of nursing (however, successful completion does not guarantee eligibility to take the licensure examination). *Non-English speaking candidates are required to submit evidence of proficiency in the English language. There are also questions related to adjudication of any crime other than traffic violations, including unlawful use or possession of controlled substances or alcoholic beverages to an extent that one is impaired, fraud, dishonesty, acts of violence, bribery, deception, misconduct, insanity, incompetence, and placement on employee disqualification lists by a state or federal agency. Affirmative answers may result in the applicant being denied access to the licensure examination by the State Board of Nursing. For further information, consult the department chair.

+The requirements for nursing licensure are set forth in Missouri Statutes 335.066 and 335.046.1, a paper copy of which is available from the Three Rivers Nursing Program Department. An electronic copy can be found at www.trcc.edu.

Admission Criteria

All candidates must meet the regular admission requirements as stated in the current catalog:

To become an eligible nursing applicant, each individual must have the following on file in the admissions office no later than **March 1 for the Poplar Bluff day program and Evening LPN-RN Bridge program, and December 1 for the Sikeston LPN-RN Bridge program.**

- Completed college application;
- Take the guided self-placement questionnaire or have current placement examination scores;
- Final high school transcript or high school equivalency certificate;
- Transcripts of all previous university/college/technical schools; and
- Completed current nursing application.

Both the College application and the nursing application can be found at www.trcc.edu/admissions/application.php. Hand delivered applications must be received in the Poplar Bluff or Sikeston Nursing Office by 4 p.m. on the appropriate deadline date or the next

Three Rivers College business day if the deadline falls on either a weekend or a holiday. Applications received by mail or other traceable means must be postmarked by midnight on the appropriate deadline dates.

The Nursing Admissions Committee uses the following minimum requirements for the initial screening of applicants:

1. Cumulative Grade Point Average (GPA) of 2.00, or if current high school student, with no college GPA, rank in the upper one third of their high school graduating class.
2. Satisfactory performance on the NLN Pre-Admission Examination-RN (minimum 110 composite score). NLN scores must be current within two years of application deadline. Students can register at www.ondemand.questionmark.com/400030/ext/nlntesting/user. Examination must be completed by application deadline.

In the event that two or more applicants receive the same composite percentile score, the applicants will be ranked according to the NLN verbal ability category score, and then, if necessary, by the NLN science category score, and finally math category score. Selection as an alternate does not guarantee admission into the program or placement into the following year's selection process. Selected alternates remain eligible by completion of pre-nursing courses with a maintained cumulative GPA of 2.00. Alternates will replace students in the ranked order as space becomes available and will be notified by letter. If not granted admission, the alternate must reapply.

Transfer Requests must be received in writing by May 1 for fall courses and by December 1 for spring courses for credential evaluation. Contact the Nursing Department for transfer packets and instructions. Readmission requests must be received in writing by the finals week of the current semester from which the student has failed or withdrawn.

Applicants will be notified of their admission status by letter. Individuals selected are required to have a physical examination, preadmission drug screen, and criminal background check prior to starting their first nursing course. Final admission is contingent upon submission of a satisfactory confidential medical history and examination, negative drug screen, a negative criminal background check, and completion of pre-nursing courses with a cumulative GPA of 2.00 or higher (see curriculum guide).

LPN-RN Bridge applicants must meet the same admission criteria as other nursing applicants. To qualify, the selected student must additionally:

- Have an active, unencumbered license as a Licensed Practical Nurse with privileges to practice in the state of Missouri. (Applicants that have an authorization to test for the NCLEX-PN may apply pending successful completion of the licensure exam).
- Demonstrate satisfactory performance on the screening assessment. Scores on screening assessment must be current within two years of deadline.

In addition to the College tuition and fees, nursing students will be charged \$15 per academic year for malpractice insurance, \$175 per credit hour clinical fee for courses with clinical components, and \$50 per credit hour fee for nursing courses to cover the cost of lab supplies, computerized testing, photos, school pins, and the NCLEX live review, and \$25 per credit hour simulation lab fee for all nursing courses with a clinical component to cover the cost of maintenance, consumables, and software updates.

Progression and Retention Criteria

1. Students must maintain a cumulative GPA of 2.0 throughout their enrollment in the nursing program. Students must also comply with college policies regarding probation and suspension, as outlined in the Three Rivers College Catalog.
2. In order to progress in the nursing sequence:
 - a. Students must achieve satisfactory clinical performance, satisfactory skills lab performance, and a minimum grade of "C" for each nursing course in order to progress to the next nursing course.
 - b. Students failing to achieve satisfactory clinical performance or skills laboratory performance will receive a course grade of "F" regardless of the grade in the theory portion of the course.
 - c. A student can fail or withdraw from a nursing course one time. A student can only be readmitted to the nursing program one time. A student who fails or withdraws from more than one nursing course (whether in the same semester or different semesters) is ineligible for readmission.
 - d. Students must achieve a minimum grade of "B" in nursing related courses, including Anatomy and Physiology I and II and Mathematical Reasoning and Modeling.
 - e. Supporting general education courses must be taken in the sequence listed in the student's program option (refer to curriculum outlines) if not completed before acceptance into the nursing program.

Nursing Day Program Curriculum

Summer Term				Hours
BIOL	231	Anatomy and Physiology I	4	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
MATH	161	Mathematical Reasoning and Modeling	3	
TOTAL HOURS			13	

FIRST YEAR

Fall Semester				Hours
BIOL	232	Anatomy and Physiology II	4	
NURS	109	Critical Thinking in Nursing	2	
NURS	116	Foundations of Nursing	7	
TOTAL HOURS			13	

Spring Semester				Hours
NURS	128	Mental Health Nursing	3	
NURS	129	Medical Surgical Nursing I	6	
NURS	135	Pharmacology for Nurses	3	
TOTAL HOURS			12	

SECOND YEAR

Fall Semester				Hours
NURS	218	Maternal and Child Health Nursing	3	
NURS	219	Medical Surgical Nursing II	7	
PSYC	243	Human Development Across the Lifespan	3	
TOTAL HOURS			13	

Spring Semester				Hours
NURS	238	Medical Surgical Nursing III	5	
NURS	239	Preceptor in Nursing	3	
NURS	245	Transition Into Professional Nursing	4	
TOTAL HOURS			12	

General Education Credit: 20
 Nursing Education Credit: 43
TOTAL CREDIT HOURS: 63

Nursing Evening Program Curriculum

FIRST YEAR

Fall Semester				Hours
BIOL	231	Anatomy and Physiology I	4	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
MATH	161	Mathematical Reasoning and Modeling	3	
TOTAL HOURS			13	

Spring Semester				Hours
BIOL	232	Anatomy and Physiology II	4	
NURS	109	Critical Thinking in Nursing	2	
NURS	116	Foundations of Nursing	7	
TOTAL HOURS			13	

Fall Semester				Hours
NURS	128	Mental Health Nursing	3	
NURS	129	Medical Surgical Nursing I	6	
NURS	135	Pharmacology for Nurses	3	
TOTAL HOURS			12	

SECOND YEAR

Spring Semester				Hours
NURS	218	Maternal and Child Health Nursing	3	
NURS	219	Medical Surgical Nursing II	7	
PSYC	243	Human Development Across the Lifespan	3	
TOTAL HOURS			13	

Fall Semester				Hours
NURS	238	Medical Surgical Nursing III	5	
NURS	239	Preceptor in Nursing	3	
NURS	245	Transition Into Professional Nursing	4	
TOTAL HOURS			12	

General Education Credit: 20
 Nursing Education Credit: 43
TOTAL CREDIT HOURS: 63

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

LPN-RN Bridge - Day & Sikeston

Spring Semester				Hours
BIOL	231	Anatomy and Physiology I	4	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
MATH	161	Mathematical Reasoning and Modeling	3	
NURS	108	LPN-RN Bridge	4	
TOTAL HOURS			17	

Summer Term				Hours
BIOL	232	Anatomy and Physiology II	4	
TOTAL HOURS			4	

Fall Semester				Hours
NURS	218	Maternal and Child Health Nursing	3	
NURS	219	Medical Surgical Nursing II	7	
PSYC	243	Human Development Across the Lifespan	3	
TOTAL HOURS			13	

Spring Semester				Hours
NURS	238	Medical Surgical Nursing III	5	
NURS	239	Preceptor in Nursing	3	
NURS	245	Transition into Professional Nursing	4	
TOTAL HOURS			12	

Articulated Credit				
NURS	116	Foundations of Nursing	6	
NURS	135	Pharmacology for Nurses	3	
NURS	128	Mental Health Nursing	3	
NURS	129	Medical Surgical Nursing I	5	

General Education Hours: 20
 Nursing Hours: 26
 Articulated Credit: 17
TOTAL CREDIT HOURS: 63

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

LPN-RN Bridge - Evening

Summer Term				Hours
BIOL	231	Anatomy and Physiology I	4	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
MATH	161	Mathematical Reasoning and Modeling	3	
TOTAL HOURS			13	

Fall Semester				Hours
BIOL	232	Anatomy and Physiology II	4	
NURS	108	LPN-RN Bridge	4	
TOTAL HOURS			8	

Spring Semester				Hours
NURS	218	Maternal and Child Health Nursing	3	
NURS	219	Medical Surgical Nursing II	7	
PSYC	243	Human Development Across the Lifespan	3	
TOTAL HOURS			13	

Fall Semester				Hours
NURS	238	Medical Surgical Nursing III	5	
NURS	239	Preceptor in Nursing	3	
NURS	245	Transition into Professional Nursing	4	
TOTAL HOURS			12	

Articulated Credit				
NURS	116	Foundations of Nursing	6	
NURS	135	Pharmacology for Nurses	3	
NURS	128	Mental Health Nursing	3	
NURS	129	Medical Surgical Nursing I	5	

General Education Hours: 20
 Nursing Hours: 26
 Articulated Credit: 17
TOTAL CREDIT HOURS: 63

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Develop personal responsibility for professionalism, education, and scope of practice.
- Choose effective communication strategies while collaborating with patients, significant support person, and interdisciplinary members of the healthcare team.
- Evaluate critical thinking and clinical decision-making to provide safe, patient-centered care.
- Apply evidence-based practice while recognizing the role of quality improvement in the healthcare system.

Practical Nurse (One-Year Certificate)

Department of Nursing and Allied Health

Certificate Type: One Year

Contact: Larissa Brown larissabrown@trcc.edu

Purpose: Career and Technical Education. The purpose of the Practical Nursing program at Three Rivers College is to prepare students to achieve a one-year certificate in Practical Nursing and be successful in obtaining licensure as a Licensed Practical Nurse. The Practical Nursing program instills knowledge, skills, and professional values to prepare individuals to enter the workforce and provide safe, effective nursing care for clients in a variety of healthcare settings.

Nursing education courses are included in the program of study; clinical laboratory experiences are planned in local healthcare facilities under the direct guidance of the nursing faculty. Students enrolled in the nursing program have the same privileges and responsibilities afforded all students of the College.

Three Rivers College's Practical Nursing program is fully approved by the Missouri State Board of Nursing: 573-751-0681, www.pr.mo.gov.

Note: Nursing students are required to have a physical examination. Students must meet certain health criteria for clinical practice in agencies, including, but not limited to, random or for-cause drug screening. CPR certification valid through the academic year is required of all students. Nursing students are also required to submit a criminal background check and negative preadmission drug screen.

Admission Process

1. Must be 18 years of age (at the start of the program)
2. Minimum GPA 2.0 (high school or college, most current will be used)
3. High school diploma, or equivalency certificate
4. Minimum TEAS Composite Percentage Score of 58%
5. Complete a short questionnaire

Class will be selected using the following formula:

- TEAS Composite Percentage Score = 40%
- TEAS Reading Comprehension Score = 50%
- Short Questionnaire = 10%

In addition to the College tuition and fees, nursing students will be charged \$15 per academic year for malpractice insurance, \$85 per course fee, and \$85 per credit hour clinical fee for nursing courses to cover the cost of lab supplies, computerized testing, photos, school pin, and the NCLEX live review.

NOTE: Nursing students are required to have two physical examinations, one as part of the admission process and the second prior to the beginning of second-year classes. Students must meet certain health criteria for clinical practice in agencies, including, but not limited to, random or for-cause drug screening. Students are required to be certified at the BLS for Healthcare Providers (BLS-HCP) level. Proof of successful completion of the BLS-HCP course must be in the form of an official CPR card document issued by an authorized AHA or Red Cross Training Center. Cards issued by private companies that state the course was "taught in accordance with AHA (or Red Cross) guidelines" are not sufficient evidence of course completion and will not satisfy this requirement.

*The requirements for licensure, as set forth in the Missouri Statutes 335 RSMo 2015 the Nurse Practice Act, include being of good moral character, completion of the high school course of study or the equivalent, successful completion of the basic professional nursing curriculum in an approved school of nursing (however, successful completion does not guarantee eligibility to take the licensure examination). *Non-English speaking candidates are required to submit evidence of proficiency in the English language. There are also questions related to adjudication of any crime other than traffic violations, including unlawful use or possession of controlled substances or alcoholic beverages to an extent that one is impaired, fraud, dishonesty, acts of violence, bribery, deception, misconduct, insanity, incompetence, and placement on employee disqualification lists by a state or federal agency. Affirmative answers may result in the applicant being denied access to the licensure examination by the State Board of Nursing. For further information, consult the department chair.

*The requirements for nursing licensure are set forth in Missouri Statutes 335.066 and 335.046.1, a paper copy of which is available from the Three Rivers Nursing Program Department. An electronic copy can be found at www.trcc.edu.

First Block			Hours	
PNRS	105	Personal and Vocational Concepts	3	
PNRS	107	Body Structure and Function*	5.5	
PNRS	115	Fundamentals of Nursing	12.25	
PNRS	117	Intravenous Therapy	.75	
PNRS	127	Mental Health	3	
TOTAL HOURS			24.5	

Third Block			Hours	
PNRS	116	Pediatric Nursing	3	
PNRS	119	Medical Surgical Nursing II	7	
PNRS	125	Maternal/Newborn Nursing	3	
PNRS	128	Leadership and Management	3.5	
TOTAL HOURS			16.5	

Second Block			Hours	
PSYC	243	Human Development Across the Lifespan**	3	
PNRS	118	Medical Surgical Nursing I	7	
PNRS	126	Pharmacology	4	
TOTAL HOURS			14	

*Option for PNRS 107 (Must Complete Both)			Hours	
BIOL	231	Anatomy and Physiology I**	4	
BIOL	232	Anatomy and Physiology II**	4	
TOTAL HOURS			8	

**These courses require an "A" or "B" for progression in the Practical Nursing Program.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Utilize the nursing process to provide safe client care within a healthcare team.
- Interpret clients' diverse backgrounds across the lifespan to provide individualized nursing care.
- Use effective communication as a member of the healthcare team.
- Demonstrate safe, effective nursing care within the scope of practice for the practical nurse while maintaining legal/ethical standards.
- Discover strategies to promote personal success.
- Apply basic knowledge of mathematics; anatomy and physiology; and human growth and development to the practical nurse role.

Pre-Nursing (One-Year Certificate)

Certificate Type: One-Year

Contact: Kim Shackelford kshackelford@trcc.edu

Purpose: Career and Technical Education. This certificate provides general education courses for students seeking admission to a nursing program. Admission criteria for the TRC nursing program is listed on the degree page. Completion of this certificate is not required prior to admission in the nursing program nor does it guarantee admission into the nursing program.

Fall Semester			Hours	
BIOL	231	Anatomy and Physiology I	4	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
MATH	161	Mathematical Reasoning and Modeling	3	
TOTAL HOURS			13	

Spring Semester			Hours	
ALHE	125	Medical Terminology	3	
BIOL	232	Anatomy and Physiology II	4	
IST	100	Computer Applications	3	
PSYC	243	Human Development Across the Life Span	3	
TOTAL HOURS			13	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Occupational Therapy Assistant (AAS)

Department of Nursing and Allied Health

Degree Type: Associate of Applied Science Degree

Contact: Dr. Staci Foster stacifoster@trcc.edu

Purpose: The Occupational Therapy Assistant program is a one-plus-one degree program which prepares students to practice as Certified Occupational Therapy Assistants (COTA) after meeting certification and state licensure standards. Three Rivers College is one of five colleges in the Missouri Health Professions Consortium (MHPC) currently offering this program. Three Rivers offers and enrolls students in the general education coursework; sophomore level (professional level) coursework typically originates from a classroom at any of the five campuses and is conveyed to students via interactive television and internet-based technology. Through the combination of general education and professional level coursework, classroom and laboratory practice, and clinical fieldwork experiences, students will learn the profession of occupational therapy assistant. The professional year does not run on a traditional Three Rivers academic cycle. Classes begin in the fall semester and will run until the next fall semester of the following year. Completion of professional coursework takes one full calendar year.

FIRST YEAR

Fall Semester			Hours	
BIOL	231	Anatomy and Physiology I	4	
ENGL	111	College Writing	3	
MATH	161	Mathematical Reasoning and Modeling – or - College Algebra for Calculus	3	
MATH	163			
PSYC	111	General Psychology	3	
ALHE	125	Medical Terminology	3	
TOTAL HOURS			16	

Spring Semester			Hours	
BIOL	232	Anatomy and Physiology II	4	
SCOM	110	Public Speaking –or- Human Communication	3	
SCOM	101			
PSYC	243	Human Development Across the Lifespan	3	
GOVT	121	National and State Government	3	
SOCI	111	General Sociology	3	
TOTAL HOURS			16	

Accreditation

The MHPC Occupational Therapy Assistant (OTA) program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is 301-652-AOTA and its Web address is www.acoteonline.org. Graduates of the program will be eligible to sit for the national certification examination for the Occupational Therapy Assistant 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).

Admission Process

Enrollment in the MHPC Occupational Therapy Assistant program is selective and an informational packet with application materials is available online (www.trcc.edu/admissions/application.php) or at the Three Rivers campus. **Students must complete all general education coursework PRIOR to entry into the professional level program.** However, students can complete coursework in the semester prior to the start of the program; under these circumstances, program admission would be contingent upon successful completion of general education prerequisite coursework and maintenance of the required 2.5 GPA. Transcript evidence of satisfactory completion of general education/prerequisite coursework must be received with the application packet. Three Rivers may not be able to offer admission to all qualified applicants. Only students meeting all admission criteria and submitting completed application packets within the established time frame will be considered. The Selection Committee meetings are conducted the summer before the start of the professional year. Admission decisions of the Selection Committee are final. Applicants will receive a letter regarding admissions status following committee review. **Application Deadline: March 1.**

Transfer Options

This degree will articulate to a Bachelor of Health Science (BHS) degree at the University of Missouri-Columbia (UMC). While a bachelor's degree is not required to practice as an OTA, 60 credit hours will transfer to UMC if graduates wish to pursue their additional degree.

SECOND YEAR

Fall Semester			Hours	
OTA	200	Foundations of Occupational Therapy	4	
OTA	205	Medical Conditions in Occupational Therapy	3	
OTA	210	Analysis of Occupations	2	
OTA	215	Mental Health and Psychosocial Practice	4	
OTA	220	Pediatric and Adolescent Practice	4	
TOTAL HOURS			17	

Spring Semester			Hours	
OTA	250	Functional Kinesiology	2	
OTA	255	Physical Disabilities Practice	4	
OTA	260	Community Practice	3	
OTA	265	Ethics, Management, and Leadership	3	
OTA	270	Professional Skills	3	
TOTAL HOURS			15	

Summer Semester			Hours	
OTA	290	Level II A Fieldwork	8	
OTA	295	Level II B Fieldwork	8	
TOTAL HOURS			16	

Total Hours: 80 credit hours

Pre-Occupational Therapy Assistant (One-Year Certificate)

Department of Nursing and Allied Health

Certificate Type: One-Year

Contact: Dr. Staci Foster stacifoster@trcc.edu

Purpose: Career and Technical Education. Program designed to fulfill the general education requirements of the one-plus-one articulation into the Occupational Therapy Assistant Associate of Applied Science program, a part of the Missouri Health Professions Consortium.

For detailed admission criteria to become an eligible applicant, visit www.trcc.edu/admissions/application.php.

Fall Semester			Hours	
BIOL	231	Anatomy and Physiology I	4	
ENGL	111	College Writing	3	
MATH	161	Mathematical Reasoning and Modeling – or - College Algebra for Calculus	3	
MATH	163			
PSYC	111	General Psychology	3	
ALHE	125	Medical Terminology	3	
TOTAL HOURS			16	

Spring Semester			Hours	
BIOL	232	Anatomy and Physiology II	4	
SCOM	110	Public Speaking -or- Human Communication	3	
SCOM	101			
PSYC	243	Human Development Across the Life Span	3	
GOVT	121	National and State Government	3	
SOCI	111	General Sociology	3	
TOTAL HOURS			16	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Office Administration (AAS)

Department of Career Studies and Workforce Development

Degree Type: Associate of Applied Science Degree

Contact: Julie Becker jbecker@trcc.edu

Purpose: Career and Technical Education. The Office Administration program is designed for individuals who are currently employed in an office environment and for students planning a career as an office administrative assistant. This program prepares students to meet the challenges of the modern office through the application of practical and theoretical general education, and hands-on skill development.

FIRST YEAR

Fall Semester				Hours
BUED	103	Business English	3	
ENGL	111	College Writing	3	
IST	100	Computer Applications	3	
IST	149	Medical Terminology & Coding Procedures	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

Spring Semester				Hours
BUED	203	Business Communications	3	
ECON	211 212	Principles of Macroeconomics - or - Principles of Microeconomics	3	
IST	126	Word Processing Applications	3	
IST	148	Office Procedures	3	
MATH	161 163	Mathematical Reasoning and Modeling –or- College Algebra for Calculus - or – higher math course	3	
TOTAL HOURS			15	

Business Electives

ACCT	212	Principles of Accounting II* (Fall or Spring course)	3	
ACCT	219	Accounting Management Software* (Spring only course)	3	
BUAD	221	Fundamentals of Management (Fall or Spring course)	3	
BMGT	105	Career Management (Fall only course)	3	
BMGT	215	Supervisory Development (Spring only course)	3	

*Course requires prerequisite

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Demonstrate the ability to communicate in all forms effectively, including written and oral communication, utilizing business and office administration terminology and vocabulary.
- Demonstrate technological skills, including word processing, spreadsheets, and database management applications as they apply to office administration.
- Demonstrate appropriate office procedures as related to a business environment.
- Understand and perform office accounting and recordkeeping functions as related to office administration.

SECOND YEAR

Fall Semester				Hours
ACCT	211 216	Principles of Accounting I - or - Business Accounting	3	
BMGT	108	Human Resources Management	3	
BMGT	235	Customer Service Management	3	
BUAD	120	Introduction to Business	3	
IST	268	Spreadsheet Applications	3	
Business elective (taken in Fall or Spring)			3	
TOTAL HOURS			18	

Spring Semester				Hours
General Education elective			3	
GOVT	121	National and State Government	3	
IST	269	Database Applications	3	
IST	296	Office Administrative Applications	3	
BLAW	221	Legal and Ethical Environment of Business	3	
TOTAL HOURS			15	

Office Assistant (One-Year Certificate)

Department of Career Studies and Workforce Development

Certificate Type: One-Year

Contact: Julie Becker jbecker@trcc.edu

Purpose: Career and Technical Education. The Office Assistant certificate focuses on marketable skills in the area of office assistant. The certificate program is a one-year certificate program consisting of core courses and one elective. Courses will be offered over a period of semesters. The certificate will be awarded upon satisfactory completion of the prescribed curriculum.

Fall Semester			Hours	
BMGT	108	Human Resource Management	3	
BUED	103	Business English	3	
BMGT	235	Customer Service Management	3	
IST	100	Computer Applications	3	
SCOM	110	Public Speaking - or -	3	
SCOM	101	Human Communication - or -		
SCOM	125	Communication in the Workplace		
		Elective*	3	
TOTAL HOURS			15-18	

Spring Semester			Hours	
ENGL	111	College Writing	3	
IST	126	Word Processing Applications	3	
IST	148	Office Procedures	3	
IST	268	Spreadsheet Applications	3	
		Elective*	3	
TOTAL HOURS			15-18	

***Student will take one (1) elective course either in the Fall or Spring semester.**

Recommended Electives

BLAW	221	Legal and Ethical Environment of Business	3	
IST	149	Medical Terminology & Coding Procedures	3	
IST	256	Administrative Transcription (Fall only course)	3	
IST	269	Database Applications	3	
BUAD	120	Introduction to Business	3	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Paramedic (AAS)

Department of Nursing and Allied Health

Degree Type: Associate of Applied Science Degree

Contact: Tami Cunningham tcunningham@trcc.edu

Purpose: Career and Technical Education. This program aims to prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels to provide safe and effective pre-hospital emergency care for sick and injured adults and children. Both general education and paramedic courses are included in the program of study. Clinical internship experiences are planned in local healthcare facilities under direct guidance of experienced preceptors.

Admission Criteria: To become an eligible applicant, individuals must:

- Have a program application on file in the Emergency Medical Services Office by May 1. (Find application at www.trcc.edu/admissions/application.php.)
- Be a Missouri licensed EMT.
- Have current Basic Life Support for Healthcare Providers status.
- Take the guided self-placement questionnaire or have current placement examination scores.
- Complete the Test of Essential Academic Skills (TEAS) with a 50% or higher.
- Satisfactorily complete a confidential medical history, physical examination, negative preadmission drug screen, and clear criminal background check after acceptance in the program.

Three Rivers College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession. Commission on Accreditation of Allied Health Education Programs, 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088, 214-703-8445 (www.caahep.org).

Selection of students occurs during the Spring semester with Paramedic courses beginning in August. Students must meet certain criteria for internship practice in agencies, including, but not limited to, random or for-cause drug screenings.

FIRST YEAR

Fall Semester			Hours	
EMDS	105	EMS I	9	
ENGL	111	College Writing	3	
TOTAL HOURS			12	

Spring Semester			Hours	
BIOL	231	Anatomy & Physiology I	4	
GOVT	121	National & State Govt.	3	
MATH	161	Mathematical Reasoning and Modeling	3	
PSYC	243	Human Development Across the Lifespan	3	
TOTAL HOURS			13	

SECOND YEAR

Fall Semester			Hours	
EMDS	201	EMS II	12	
EMDS	202	EMS Internship I	2	
TOTAL HOURS			14	

Spring Semester			Hours	
EMDS	204	EMS III	12	
EMDS	205	EMS Internship II	4	
TOTAL HOURS			16	

Summer Semester			Hours	
EMDS	207	EMS IV	2	
EMDS	208	EMS Internship III	6	
TOTAL HOURS			8	

TOTAL CREDIT HOURS: 63

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Graduates of the AAS degree program are eligible to take the National Registry Advanced Level practical and written examinations for Paramedic licensure. There are questions on the Missouri licensure application related to the conviction of any crime (traffic violations, drugs, and/or alcohol, etc.) Affirmative answers may result in the applicant being denied licensure by the Department of Health and Senior Services Bureau of EMS.

NOTE: Other fees are associated with the Paramedic program in addition to regular college tuition and fees.

Program Outcomes

- Provide a safe, supportive, and effective environment for each pre-hospital encounter.
- Manage emergency situations using sound judgment and protocol/procedures to respond in an efficient manner.
- Demonstrate knowledge of the legal aspect of EMS (ex. HIPAA), and local policy limits, to all patient encounters while recognizing and accepting personal responsibility for one's actions, or lack of action, in the practice of emergency medicine.
- Communicate in a professional manner with all members of the healthcare team.
- Utilize knowledge of normal/abnormal anatomy and physiology and pharmacology in pre-hospital emergency care.

Paramedic (One-Year Certificate)

Certificate Type: One-Year

Contact: Tami Cunningham tcunningham@trcc.edu

Purpose: Career-Technical Education. This program aims to prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to provide safe and effective pre-hospital emergency care for sick and injured adults and children. Both general education and paramedic courses are included in the program of study. Clinical internship experiences are planned in local healthcare facilities under direct guidance of experienced preceptors.

The Three Rivers College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Committee on Accreditation of Educational Programs for the Emergency Medical Services Professionals, 25400 US Hwy 19 N., Suite 158, Clearwater, FL 33763, 727-210-2350 (www.caahep.org).

Admission Criteria: To become an eligible applicant, individuals must:

- Have a program application on file in the EMS Coordinator's Office by May 1. (Find application at www.trcc.edu/admissions/application.php.)
- Be a Missouri licensed EMT.
- Have current Basic Life Support for Healthcare Providers status.
- Place into College Writing and Mathematical Reasoning and Modeling on the ACT or ACCUPLACER placement tests (ACT scores are valid for 5 years).
- Complete the Test of Essential Academic Skills (TEAS) with a 50% or higher.
- Satisfactorily complete a confidential medical history, physical examination, negative pre-admission drug screen, and clear criminal background check after acceptance in the program.

Selection of students occurs during the spring semester with Paramedic courses beginning in August. Students must meet certain criteria for internship practice in agencies, including, but not limited to, random or for-cause drug screenings.

Summer Semester			Hours
BIOL	231	Anatomy & Physiology I	4
TOTAL HOURS			4

Fall Semester			Hours
EMDS	201	EMS II	12
EMDS	202	EMS Internship I	2
TOTAL HOURS			14

Spring Semester			Hours
EMDS	204	EMS III	12
EMDS	205	EMS Internship II	4
TOTAL HOURS			16

Summer Semester			Hours
EMDS	207	EMS IV	2
EMDS	208	EMS Internship III	6
TOTAL HOURS			8

General Education credit hours: 4

EMS Education credit hours: 38

TOTAL CREDIT HOURS: 42

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

*Graduates of the Paramedic One-Year Certificate are eligible to take the National Registry Advanced Level practical and written examinations for Paramedic licensure. There are questions on the Missouri licensure application related to the conviction of any crime (traffic violations, drugs, and/or alcohol, etc.) Affirmative answers may result in the applicant being denied licensure by the Department of Health and Senior Services Bureau of EMS. **NOTE:** Other fees are associated with the Paramedic program in addition to regular college tuition and fees.*

Emergency Medical Services (Short-Term Certificate)

Certificate Type: Short-Term

Contact: Tami Cunningham tcunningham@trcc.edu

Purpose: Career and Technical Education. This course prepares entry-level EMT for employment in the region. For further information about any of the EMS courses, contact the Program Director at 573-840-9672.

Three Rivers College is a Missouri Department of Health and Senior Services, Bureau of Emergency Medical Services accredited EMS training entity.

NOTE: In addition to college tuition and fees, EMT students will be charged \$61.50 per academic year for student malpractice insurance and \$140 for EMDS course fees. Students are responsible for purchase of uniform.

Emergency Medical Technician

The EMT-Basic course (EMDS 105) is a nine-credit-hour course offered each Fall and Spring semester. Tuberculin (PPD) skin test and criminal background check are required for clinical experience. Graduates are eligible to take the National Registry EMT-Basic practical and written examinations for licensure in Missouri. There are questions on the licensure application related to the conviction of any crime (traffic violations, drug and/or alcohol, etc.). Affirmative answers may result in the applicant being denied licensure by the Missouri Department of Health and Senior Services, Bureau of EMS.

Paraprofessional Educator (AAS)

Department of Career Studies and Workforce Development

Degree Type: Associate of Applied Science Degree

Contact: Dr. Faye Sanders asanders@trcc.edu

Purpose: Career and Technical Education. The Paraprofessional Educator program prepares students for paraprofessional positions in public elementary, middle, and high schools; preschools; and private schools. Paraprofessional educators work alongside the regular classroom teacher helping students with their needs. They often work extensively with special needs children.

FIRST YEAR

Fall Semester

				Hours	
ENGL	111	College Writing		3	
GOVT	121	National and State Government		3	
HPER	110	Lifetime Wellness		2	
PSYC	111	General Psychology		3	
SCOM	110	Public Speaking		3	
TOTAL HOURS				14	

Spring Semester

				Hours	
BIOL PHYS		Biological Science –or– Physical Science		5	
EDUC	201	Teaching Profession with Field Experience		3	
EDUC	270	Educational Technology		3	
ENGL	112	Advanced College Writing		3	
PSYC	223	Child Psychology		3	
TOTAL HOURS				17	

SECOND YEAR

Fall Semester

				Hours	
ECD	126	Child Health, Safety, and Nutrition		3	
EDUC	240	Integration of Art, Music, & P.E. in the Elementary Education Classroom		3	
EDUC	230	Foundations of Education in a Diverse Society		3	
EDUC	210	Educational Psychology		3	
HIST HIST	111 112	American History to 1877 - or - American History since 1877		3	
TOTAL HOURS				15	

Spring Semester

				Hours	
ECD	202	Survey of Early Childhood Development and Education		3	
EDUC	297	Paraprofessional Educator Practicum ⁽¹⁾		3	
EDUC	250	Children's Literature		3	
EDUC	260	Education of the Exceptional Learner		3	
MATH MATH	161 163	Mathematical Reasoning and Modeling – or - College Algebra for Calculus		3	
TOTAL HOURS				15	

⁽¹⁾Practicum experience requires 100 hours under the supervision of a certified teacher in a K-12 setting. Instructor consent only.

Paraprofessional students should be aware that forty-five (45) hours of classroom observation/engagement is required in EDUC 201-Teaching Profession with Field Experience (30 hours) and EDUC 260-Education of the

Exceptional Learner (15 hours). In addition, submission of a Criminal Record Background Check must be completed for both EDUC 201 and EDUC 260.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Process and Controls Engineering Technology (AAS)

Department of Career Studies and Workforce Development

Degree Type: Associate of Applied Science Degree

Contact: Jim Dow jdow@trcc.edu

Purpose: Career and Technical Education. The Process and Controls Engineering Technology program focuses on the knowledge and skills necessary for success in the installation and maintenance of commercial and industrial systems. This degree prepares students for entry-level employment and provides a foundation for future advancement in the industrial technology and manufacturing sectors, as well as entry into university-level technology programs.

FIRST YEAR

Fall Semester			Hours	
ELEC	115	Applied DC & AC Circuits	3	
ENGL	111	College Writing	3	
ENGR MEDR	110 135	Engineering Graphics –or– Blueprint Reading and Gauging	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			12	

Spring Semester			Hours	
ELEC	117	Industrial Electrical Controls	3	
MATH MATH	161 163	Mathematical Reasoning & Modeling –or– College Algebra for Calculus (or higher)	3	
MAFT	228	Quality Assurance Fundamentals	3	
MAFT	229	Introduction to Safety & Health Programs	3	
MAFT	255	Hydraulics & Pneumatics	3	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester			Hours	
ELEC	207	Industrial Electronics Applications	3	
ELEC	216	Programmable Controller Systems	3	
ELEC	218	Electrical Codes & Standards for Manufacturing	2	
GOVT	121	National and State Government	3	
MAFT	119	Robotics I	3	
PHYS	100	Survey of Physics	3	
TOTAL HOURS			17	

Spring Semester			Hours	
ENGR	198	Workplace Readiness	3	
MAFT	215	Mechatronics Capstone	3	
MAFT	219	Robotics II	3	
MEDR	246	Computer Aided Machining I	3	
WELD		Choose any Intro to Welding course	4	
TOTAL HOURS			16	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Interpret technical drawings.
- Identify technical concepts.
- Use technical equipment.
- Solve technical problems using equipment, technical drawings, and technical knowledge.
- Work as a member of a team.

Electrical Process Technician (One-Year Certificate)

Certificate Type: One-Year

Contact: Jim Dow jdow@trcc.edu

Purpose: Career and Technical Education. This program focuses on providing students with skills in using, maintaining, operating, and installing different technical systems and components. Completion of the certificate prepares students for entry-level employment and provides a foundation for future advancement in the industrial technology and manufacturing sectors.

Fall Semester		Hours	
MEDR ENGR	135 110	Blueprint Reading and Gauging -or- Engineering Graphics	3
ELEC	115	Applied DC and AC Circuits	3
ELEC ELEC ELEC MAFT	117 207 216 119	Take 9 hours from: Industrial Electronics Controls Industrial Electronics Applications Programmable Controller Systems Robotics I	9
MAFT	229	Introduction to Health and Safety Programs	3
MAFT	255	Hydraulics and Pneumatics	3
MAFT MAFT MAFT MAFT	228 235 219 215	Take 3 hours from: Quality Assurance Fundamentals (3) Manufacturing Processes (3) Robotics II (3) Mechatronics Capstone (3)	3
TOTAL HOURS			24

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Industrial Technology (Short-Term Certificate)

Certificate Type: Short-Term

Contact: Jim Dow jdow@trcc.edu

Purpose: Career and Technical Education. The program focuses on providing students with skills in using, maintaining, operating, and installing different electrical systems and components. Completion of the certificate prepares students for entry-level employment and provides a foundation for future advancement in the industrial technology and manufacturing sectors.

Electrical Technician

Courses			Hours
ELEC	115	Applied DC & AC Circuits	3
ELEC	117	Industrial Electrical Controls	3
ELEC	216	Programmable Controller Systems	3
ELEC	218	Electrical Codes & Standards for Manufacturing	2
MAFT	267	Automated Manufacturing Systems	3
MEDR ENGR	135 110	Blueprint Reading and Gauging -or- Engineering Graphics	3
TOTAL HOURS			17

Industrial Technician

Courses			Hours
ELEC	115	Applied DC & AC Circuits	3
MEDR ENGR	135 110	Blueprint Reading and Gauging -or- Engineering Graphics	3
MAFT	235	Manufacturing Processes	3
MAFT	229	Introduction to Safety & Health Programs	3
ELEC ELEC	117 207	Industrial Electrical Controls -or- Industrial Electronics Applications	3
MAFT	255	Hydraulics & Pneumatics	3
TOTAL HOURS			18

Quality Control Technician

Courses			Hours
MAFT	228	Quality Assurance Fundamentals	3
MAFT EOSH	229 205	Introduction to Safety & Health Programs - or - Safety & Health Regulations and Standards	3
MAFT	235	Manufacturing Processes	3
IST	100	Computer Applications	3
ENGR MATH	106 103/153	Technical Math I -or- Intermediate Algebra (or higher level Math course)	3-4
MEDR ENGR	135 110	Blueprint Reading and Gauging -OR- Engineering Graphics	3
TOTAL HOURS			18-19

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Welding Engineering Technology (AAS)

Department of Career Studies and Workforce Development

Degree Type: Associate of Applied Science Degree

Contact: Derek Joplin djoplin@trcc.edu

Purpose: Career and Technical Education. The Welding Engineering Technology Welding program focuses on the knowledge and skills necessary to succeed within the manufacturing and maintenance profession. This degree prepares students for entry-level employment and provides a foundation for advancement in the industrial and manufacturing sectors.

FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
ENGR	106	Technical Math I	3	
WELD	156	Introduction to SMAW (Shielded Metal Arc Welding)	4	
WELD	158	Introduction to GMAW (Gas Metal Arc Welding)	4	
WELD	167	Thermal Cutting	2	
TOTAL HOURS			16	

Spring Semester			Hours	
PHYS	100	Survey of Physics	3	
WELD	157	Introduction to GTAW (Gas Tungsten Arc Welding)	4	
WELD	159	Introduction to FCAW (Flux Core Arc Welding)	4	
WELD	165	Welding Blueprint Reading	3	
WELD	169	Pipe Fitting	3	
TOTAL HOURS			18	

SECOND YEAR

Fall Semester			Hours	
GOVT	121	National and State Government	3	
WELD	256	Advanced SMAW (Shielded Metal Arc Welding)	4	
WELD	258	Advance GMAW (Gas Metal Arc Welding)	4	
WELD	265	Welding Fabrication	4	
TOTAL HOURS			15	

Spring Semester			Hours	
MATH	161	Mathematical Reasoning and Modeling <i>—or—</i>	3	
MATH	163	College Algebra for Calculus <i>(or higher)</i>		
SCOM	110	Public Speaking	3	
WELD	257	Advanced GTAW (Gas Tungsten Arc Welding)	4	
WELD	259	Advanced FCAW (Flux Core Arc Welding)	4	
TOTAL HOURS			14	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Recognize appropriate safety measures to apply in the welding environment.
- Operate and prepare in cutting and preparation of metal.
- Interpret, as well as illustrate, the terminology in welding prints and codes.
- Create and weld in various weld positions.
- Examine and identify discontinuities and defects in the weld, as well as identification of metal.
- Operate machines and recognize when proper maintenance should be done.

Maintenance Welding (One-Year Certificate)

Certificate Type: One-Year

Contact: Derek Joplin djoplin@trcc.edu

Purpose: Career and Technical Education. This program builds basic knowledge and skills in operating welding equipment and performing basic welding operations. Students will learn to apply technical welding knowledge to gas metal arc, gas tungsten arc, and shielded metal arc welding, cutting, shop safety, and blueprint reading. This certificate provides the student with entry level welding skills and knowledge.

Courses		Hours	
MAFT	229	Introduction to Safety and Health Programs	3
WELD	156	Introduction to SMAW (Shielded Metal Arc Welding)	4
WELD	157	Introduction to GTAW (Gas Tungsten Arc Welding)	4
WELD	158	Introduction to GMAW (Gas Metal Arc Welding)	4
WELD	159	Introduction to FCAW (Flux Cored Arc Welding)	4
WELD	165	Welding Blueprint Reading	3
WELD	167	Thermal Cutting	2
TOTAL HOURS			24

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Welding Fabrication Specialist (One-Year Certificate)

Certificate Type: One-Year

Contact: Derek Joplin djoplin@trcc.edu

Purpose: Career and Technical Education. This program builds advanced knowledge and skills in operating welding equipment and performing basic welding procedures. Students will receive hands-on instruction in pipefitting, gas metal arc, gas tungsten arc, shielded metal arc welding, shop safety, fabrication, and metallurgy. This certificate provides skills to prepare the student to seek employment in the workforce and to prepare the student to seek industry certification.

Courses		Hours	
WELD	169	Pipe Fitting	3
WELD	175	Introduction to Metallurgy	2
WELD	256	Advanced SMAW (Shielded Metal Arc Welding)	4
WELD	257	Advanced GTAW (Gas Tungsten Arc Welding)	4
WELD	258	Advanced GMAW (Gas Metal Arc Welding)	4
WELD	259	Advance FCAW (Flux Core Arc Welding)	4
WELD	265	Welding Fabrication	3
TOTAL HOURS			24

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Electrical Technology (One-Year Certificate)

Certificate Type: One-Year

Contact: Jim Dow jdow@trcc.edu

Purpose: Career and Technical Education. The Electrical Technology program prepares students for entry-level employment as an electrician. Students will acquire knowledge and skills required to work in residential, commercial, and industrial electricity. The National Electrical Code (NEC), along with local regulations, will be referenced throughout the program.

Fall Semester			Hours	
ELEC	105	Introduction to Electrical Technology	3	
ELEC	106	Basic Electricity	3	
ELEC	107	Electrical Materials and Methods	3	
ENGR	106	Tech Math I	3	
SCOM	125	Communication in the Workplace	3	
TOTAL HOURS			15	

Spring Semester			Hours	
ELEC	125	Blueprint Reading for Electricians	3	
ELEC	126	Residential Circuits	3	
ELEC	225	Electrical Systems	3	
IST	100	Computer Applications	3	
TOTAL HOURS			12	

Fall Semester			Hours	
ELEC	226	Electrical Construction	3	
ELEC	227	Commercial & Industrial Electrical Systems	3	
TOTAL HOURS			6	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Green Diesel (One-Year Certificate)

Certificate Type: One-Year

Contact: Will Cooper wcooper@trcc.edu

Purpose: Career and Technical Education. The Green Diesel program focuses on providing students with skills in green diesel technology and prepares students for entry-level employment and provides a foundation for future advancement in the field.

CURRICULUM			Hours	
GRDT	115	Green Diesel Technician I	6	
GRDT	215	Green Diesel Technician II	6	
GRDT	225	Green Diesel Technician III	6	
IST GIS	100 120	Computer Applications -or- Intro to Geographic Information Systems	3	
ENGR MATH	106 103/153	Technical Math I -or- Intermediate Algebra	3-4	
ENGL	111	College Writing	3	
EOSH	216	Waste Management and RCRA	3	
EOSH	206	Environmental Regulations	3	
MAFT	229	Introduction to Health and Safety Programs	3	
TOTAL HOURS			36-37	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Green Diesel Technology (Short-Term Certificate)

Certificate Type: Short-Term

Contact: Will Cooper wcooper@trcc.edu

Purpose: Career and Technical Education. This program focuses on providing students with skills in green diesel technology and prepares students for entry-level employment and provides a foundation for future advancement in the field of green diesel technology.

Courses			Hours	
GRDT	115	Green Diesel Technician I	6	
GRDT	215	Green Diesel Technician II	6	
GRDT	225	Green Diesel Technician III	6	
TOTAL HOURS			18	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Heating, Ventilation, Air Conditioning/Refrigeration (One-Year Certificate)

Certificate Type: One-Year

Contact: Will Cooper wcooper@trcc.edu

Purpose: Career and Technical Education. The HVAC/R program prepares students for entry-level employment as a Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) technician. Students will acquire knowledge and skills required to work as a HVAC/R technician on equipment in residential, commercial, and industrial settings. The program will provide instruction related to local, state, and federal codes/regulations.

Fall Semester			Hours	
HVAC	105	Safety for HVAC/R Profession	3	
HVAC	106	Electricity for HVAC/R Technicians	3	
HVAC	107	Heating, Ventilation, Air Conditioning, and Refrigeration I	3	
ENGR	106	Technical Math I	3	
SCOM	125	Communications in the Workplace	3	
TOTAL HOURS			15	

Spring Semester			Hours	
HVAC	115	Heating, Ventilation, Air Conditioning, and Refrigeration II	3	
HVAC	116	HVAC/R Motors and Controls	3	
HVAC	215	Residential Heating, Air Conditioning, and Refrigeration	3	
IST	100	Computer Applications	3	
TOTAL HOURS			12	

Fall Semester			Hours	
HVAC	216	Commercial Heating, Ventilation, and Cooling	3	
HVAC	217	Commercial Refrigeration	3	
TOTAL HOURS			6	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Plumbing Technology (One-Year Certificate)

Certificate Type: One-Year

Contact: Will Cooper wcooper@trcc.edu

Purpose: Career and Technical Education. The Plumbing Technology program prepares students for entry-level employment in the occupation of plumber. Students will acquire knowledge and skills required to work in residential, commercial, and industrial plumbing. The program will present local, state, and national codes/regulations.

Fall Semester			Hours	
PLUM	105	Basic Plumbing	3	
PLUM	106	Plumbing Materials and Methods	3	
PLUM	107	Plumbing Construction	3	
ENGR	106	Technical Math I	3	
SCOM	125	Communication in the Workplace	3	
TOTAL HOURS			15	

Spring Semester			Hours	
PLUM	115	Plumbing II	3	
PLUM	116	Basic Electrical Technology for Plumbing	3	
PLUM	216	Plumbing System Service and Repair	3	
IST	100	Computer Applications	3	
TOTAL HOURS			12	

Fall Semester			Hours	
PLUM	215	Plumbing III	3	
PLUM	217	Advanced Plumbing Systems	3	
TOTAL HOURS			6	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Pre-Dental Hygiene (One-Year Certificate)

Certificate Type: One-Year

Contact: Dr. Leslie Gragg lgragg@trcc.edu

Purpose: Career and Technical Education. This certificate provides the courses needed to prepare the student for Missouri Southern State University's Dental Hygiene Program.

Fall Semester			Hours	
BIOL	231	Anatomy and Physiology I	4	
ENGL	111	College Writing	3	
IST	100	Computer Applications	3	
MATH	163	College Algebra for Calculus*	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			16	

Spring Semester			Hours	
BIOL	232	Anatomy and Physiology II	4	
BIOL	253	Microbiology	4	
CHEM	121	General Chemistry I	5	
HPER	110	Lifetime Wellness	2	
TOTAL HOURS			15	

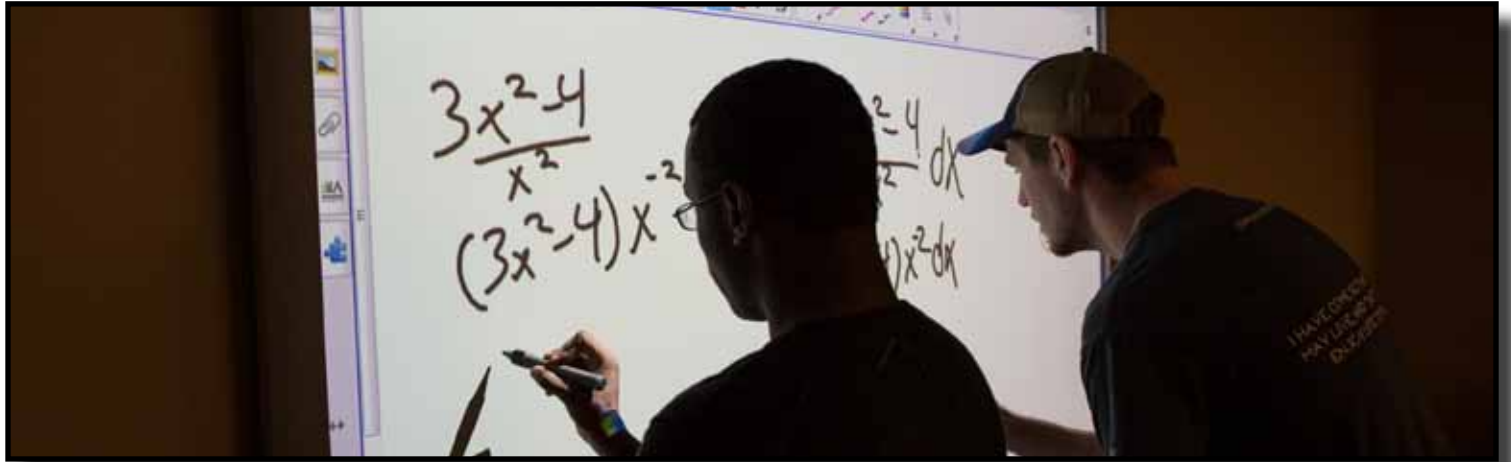
MSSU requires that applicants to their Dental Hygiene program earn a grade of "C" or higher in each of these courses, with an overall GPA of 2.75.

**MATH 103/153 Intermediate Algebra and CHEM 111 Introduction to Chemistry may be substituted for the MATH 163 requirement.*

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.



COURSE DESCRIPTIONS





Course Descriptions

Course Information

Course Credits

The credit for each course is indicated after the title in the course description. One credit is equivalent to one collegiate semester-hour credit. Each credit given for a course is based on approximately three hours of study in that course weekly. This may consist of lectures, out-of-class study, or combinations thereof as follows:

- One hour of lecture plus an average of two hours of out-of-class study.
- Two hours of laboratory study plus an average of one hour of out-of-class study.
- Three hours of laboratory study with no regular out-of-class study.
- One to 10 credits with variable hours for general usage courses: e.g., Coordinated Internship, Occupational Work Experience, Seminar, Supervised Study, Cooperative Education, Special Problems, etc.

Course Hours

The educational programs combine the teaching of theoretical concepts in "Lecture" with an application of principles and practical training in "Laboratory" under faculty supervision. The teaching of theoretical concepts in lectures, seminars, discussions, and other similar classes is identified as "Lecture" and the application of principles and practical training in laboratories, shop, clinical training, supervised work experiences, and other similar classes is identified as "Laboratory." The depiction of "Lecture" and "Laboratory" time each week is for a course conducted over a full Fall or Spring semester. Courses taught over shorter time periods will meet more each week and some courses will vary each week. All courses will meet the required times in total.

The number of lecture hours in class each week (including lecture, seminar, and discussion hours) and/or the number of laboratory hours in class each week (including laboratory, shop, supervised study, and coordinated internship) are indicated for each course in the course description. The numbers of lecture and laboratory hours in class each week are also called "contact" hours because it is time spent under the direct supervision of a faculty member. The contact hours for a course shall be the total of the lecture and laboratory hours. In addition to the lecture and laboratory hours in class each week as listed in the course description, each student also must spend some time on out-of-class assignments through his own direction. Usually each credit hour per course requires an average of two hours of out-of-class preparation each week for lecture and 0 to 5 hours for laboratory.

Course Prerequisites

If a prerequisite is required before enrolling in a course, the prerequisites will be identified by the College in the course description. Courses in special sequences (usually identified by a Roman numeral I, II, etc.) usually require that a prior course or equivalent be completed before enrolling in the advanced course in the sequence. Faculty should be familiar with courses that are exceptions to this procedure. When a corequisite is required for a course, usually the corequisites must be taken at the same time. The prerequisite or equivalent must be completed satisfactorily before enrolling in a course unless special permission is obtained from the instructional department.

Course Numbering System

Three Rivers College uses a uniform course numbering system with two- or three-digit course numbers:

Courses numbered 01-10 are Transitional courses. Credits earned in these courses are not applicable toward associate degree programs; however, upon approval of the Chief Academic Officer, some transitional courses may provide credit applicable to associate of applied science or certificate programs. Students may re-register for those courses in subsequent semesters as necessary until the course objectives are completed.

Courses numbered 100-199 are generally freshman courses applicable toward associate degree and certificate programs.

Courses numbered 200-299 are generally sophomore courses applicable toward associate degree and certificate programs.

Courses ending with the digits 0-4 are primarily for transfer to a four-year college or university. Courses ending with the digits 5-9 are primarily for entry into the job market upon completion of the associate of applied science degree or as part of a specialized associate of science degree that is intended for transfer into a pre-professional program or is a coherent self-sufficient component of a four-year occupational program. It is up to each baccalaureate degree-granting institution to determine what courses it will or will not accept for transfer.

Course Offerings

Designations at the end of course descriptions identify the semesters in which the courses are offered. ("F" means Fall semester, "SP" means Spring semester, "S" means Summer). Some courses are offered on a variable schedule or on demand.

Course Prefixes

ACAD	Academic
ACCT	Accounting
ADJU	Administration of Justice
AGRI	Agriculture
ALHE	Allied Health
ARTS	Art
BHS	Behavioral Health Support
BIOL	Biology
BLAW	Business Law
BMGT	Business Management
BUAD	Business Administration
BUED	Business Education
CHEM	Chemistry
CIVL	Civil and Construction
CPST	Capstone
CRJC	Corrections
CRJU	Criminal Justice
ECD	Early Childhood Development
ECON	Economics
EDUC	Education
ELEC	Electronics
EMDS	Emergency Medical Services
ENGL	English
ENGR	Engineering
EOSH	Environmental Health and Safety Technology
FIRE	Fire Science
FRST	Forestry
GEOG	Geography
GIS	Geographic Information Systems

GLBL	Global Studies
GNST	General Studies
GOVT	Government and Political Science
GRDT	Green Diesel Technology
HIST	History
HNRS	Honors
HPER	Health, Physical Education, and Recreation
HVAC	Heating, Ventilation, Air Conditioning/Refrigeration
IST	Information Systems Technology
MAFT	Manufacturing Technology
MATH	Mathematics
MCOM	Mass Communication
MEDR	Mechanical Drafting
MKTG	Marketing
MLT	Medical Laboratory Technician
MST	Information Technology Specialist
MUSC	Music
MUSP	Music - Private Instruction
NURS	Nursing
OTA	Occupational Therapy
PHIL	Philosophy and Religion
PHYS	Physics
PLUM	Plumbing
PNRS	Practical Nurse
PPIT	Power Plant
PSYC	Psychology
READ	Reading
SCOM	Speech Communication
SOCI	Sociology
SPAN	Spanish
SWRK	Social Work
THEA	Theater Arts
WELD	Welding

Academic

ACAD 101 – Academic Life Strategies (3 cr.)

This course aids the student with successful performance in college by understanding his or her personal learning style, effective study environments, and personality strengths, as well as the awareness of multiple and emotional intelligence. Students also learn about advising, college policies and procedures, setting goals, managing time, memorizing information, reading textbooks for maximum learning, taking effective notes from lectures and books, maximizing exam scores, thinking critically, listening effectively, and communicating well orally, in writing, and with technology. Lecture 3 hours per week. F, SP

Accounting

ACCT 211 - Principles of Accounting I (3 cr.)

Prerequisite(s): MATH 02 or placement into MATH 153/MATH 161 or higher.

This course is a study of generally accepted accounting principles as they apply to corporations. Concepts covered include the accounting cycle, financial statements, corporate financing, and the elements of internal control. Lecture 3 hours per week. F, SP

ACCT 212 - Principles of Accounting II (3 cr.)

Prerequisite(s): Completion of ACCT 211 with a minimum letter grade of C.

This course is a continuation of financial accounting subjects, including the Statement of Cash Flows and Financial Statement Analysis. It also covers the study of managerial accounting, including job-order costing and process costing, management reporting, budgeting, performance analysis, pricing, and capital investment decisions. Lecture 3 hours per week. F, SP

ACCT 216 – Business Accounting (3 cr.)

Prerequisite(s): MATH 02 or placement into MATH 153/MATH 161 or higher.

This course is an introduction to financial and managerial accounting topics as needed for students seeking an AAS in Business Management or Office Administration. Topics include the accounting cycle, financial statements, merchandising, internal control, financial statement analysis, cost management systems, cost-volume-profit analysis, variable costing, budgeting, and capital investment decisions. Lecture 3 hours per week. F, SP

ACCT 218 – Payroll Accounting (3 cr.)

Prerequisite(s): ACCT 211 with a minimum letter grade of C.

This course introduces the subject of payroll by presenting the federal and state rules and regulations governing employment, compensation, and payroll taxes. It takes the student step-by-step through the entire payroll process – from timekeeping, computation of gross earnings, and determining federal income tax and other payroll tax withholdings; to preparing and distributing the payroll; to recording or accounting for wages, tax liabilities, and payment or deposits. Students will also learn to use a 10-key calculator in this course. Lecture 3 hours per week. F

ACCT 219 - Accounting Management Software (3 cr.)

Prerequisite(s): IST 100 and ACCT 211 or ACCT 216, both courses with a minimum letter grade of C.

This course is a study and use of a commercial computerized accounting program. Students use a computerized accounting program to complete a business cycle for a service, merchandising, and manufacturing company. Using the accounting program, they also prepare payroll and employee records. Students create reports and graphs from the end of the period data. Lecture 3 hours per week. SP

ACCT 225 - Intermediate Accounting I (3 cr.)

Prerequisite(s): ACCT 212 with a minimum letter grade of C.

Financial accounting theory applications for accounting standards and the accounting process of corporations are reviewed and practiced. Accounting for the balance sheet, income statement, and the statement of cash flows is discussed, demonstrated, and applied. Emphasis is placed on the use of financial statement analysis in decision-making. Accounting for cash and receivables, inventory valuation, fixed assets, natural resources, and intangibles is examined and applied. Lecture 3 hours per week. F

ACCT 226 - Intermediate Accounting II (3 cr.)

Prerequisite(s): ACCT 212 with a minimum letter grade of C.

The course involves financial accounting theory and procedures concerning long-term liabilities, stockholders' equity, revenue recognition, statement of changes in financial position, investments, income taxes, compensation, leases, and additional issues. Lecture 3 hours per week. SP

ACCT 227 – Financial Analysis and Budgeting (3 cr.)

Prerequisite(s): IST 100 and ACCT 212 or ACCT 216, both courses with a minimum letter grade of C.

This course emphasizes preparation of the three primary financial statements and supporting statements in the budgeting process, as well as analysis of financial statements for decision-making purposes. Lecture 3 hours per week. SP

ACCT 237 - Income Tax Accounting (3 cr.)

Prerequisite(s): ACCT 211 with a minimum letter grade of C.

This course includes a study of the history, theory, and principles of federal taxation with an emphasis on current tax laws and their application to individual taxpayers. Lecture 3 hours per week. F

ACCT 258 - Cost Accounting (3 cr.)

Prerequisite(s): ACCT 212 with a minimum letter grade of C.

This course is a study of the costs of production and the application of those costs to the process cost system. Course includes a complete preparation of a master and flexible budget for managerial decision-making, analysis of current operations, and planning. Lecture 3 hours per week. SP

ACCT 296 – Certified Bookkeeper Review (3 cr.)

Prerequisite(s): Minimum of 48 hours in Accounting Technology and instructor consent.

This course is a capstone for the Accounting program and prepares students for the Certified Bookkeeper Exam, leading to a national certification in bookkeeping through the American Institute of Professional Bookkeepers (AIPB). This certification is a practical way to demonstrate a high level of skill and experience to advance in an accounting career. Taking the Certified Bookkeeper national exam is optional and is not a requirement to pass this course. Lecture 3 hours per week. SP

Administration of Justice

ADJU 100 - Introduction to Law Enforcement (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

Introduction to Law Enforcement provides an overview of history, roles, tasks, and styles of policing. This course introduces students to the fundamental principles of social control and the basic legal restrictions on law enforcement. Lecture 3 hours per week. F, SP, S

ADJU 102 – Introduction to Criminal Justice (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

Introduction to Criminal Justice examines the various aspects of the criminal justice system including the police, courts, corrections, legal, and ethical considerations, and theories of crime prevention. Lecture 3 hours per week. SP

ADJU 103 – Introduction to Corrections (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

Introduction to Corrections provides an overview of the history, administration, and practices within the correctional system. Students will examine concepts of punishment, incarceration, community supervision, programs, and issues related to corrections. Lecture 3 hours per week. F

ADJU 104 – Introduction to Criminal Courts (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

Introduction to Criminal Courts focuses on the organization and structure of various court systems within the U.S. The role of the prosecutor, defense attorney, judge, and jury will be reviewed, as well as the procedures involved with the trial process. Lecture 3 hours per week. SP

ADJU 113 - Criminal Law (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course examines the legal principles and Constitutional restrictions on federal and state criminal law. Students differentiate between various criminal offenses and explain the elements required of each law. Both model penal code and Missouri statutes are reviewed. Lecture 3 hours per week. F, SP, S

ADJU 114 – Constitutional Law (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course examines the legal restrictions established by the U.S. Constitution. Supreme Court decisions impacting law enforcement and criminal procedures are reviewed. Lecture 3 hours per week. F, SP

ADJU 147 - Juvenile Procedures (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course provides an overview of the organization, structure, and legal aspects of the juvenile justice system. The history of juvenile law, sociological theories, and treatment strategies will be reviewed. Introduction to the juvenile system in Missouri is included. Lecture 3 hours per week. SP

ADJU 213 - Court Procedures (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course explains the structure and hierarchy of the federal and state court systems. Each step of the trial process and landmark court decisions related to criminal procedures are reviewed. Lecture 3 hours per week. SP

ADJU 223 - Community Policing and Homeland Security (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course identifies the various policing strategies used throughout the history of the United States, with special emphasis on community policing and homeland security. This course begins by explaining how policing has evolved and what factors have impacted the various eras of policing. The philosophy of community policing and the role of police in homeland security is described in detail. Lecture 3 hours per week. F, SP

ADJU 233 - Criminal Investigation (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course reviews the basic procedures, laws, and court cases related to criminal investigations. The specific techniques used to investigate a variety of crimes is discussed. Lecture 3 hours per week. F, SP

ADJU 243 - Police Administration (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course identifies theories of management, the role of police managers, and the impact management has upon employees. A discussion of legal issues, the creation of a department budget, and scheduling employees are covered. Lecture 3 hours per week. SP

Agriculture

AGRI 110 - Soils & Soil Fertility (4 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is a study of the basics of soil development, classifications, management, fertility, testing, and origin as related to plant growth. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. SP

AGRI 115 – Introduction to Precision Agriculture (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This introductory course is an overview of practices, technology, and other topics associated with Precision Agriculture. The course gives an overview of the practice of remote sensing, soil sampling, vehicle navigation guidance, yield monitoring, site specific crop management, variable rate technology methods of applying agrichemicals, site specific fertilizer management, integrated pest management, and information management tools to improve farm productivity. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F

AGRI 120 - Plant Science (4 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course involves the study of scientific principles of plant anatomy, morphology, physiology, genetics, reproduction, and evolution. Emphasis is placed on agronomic, horticulture, and forestry crops. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F

AGRI 122 - Natural Resources Management (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

The application of skills and practices needed in the proper management of natural resources to provide maximum use of those resources while protecting them and the environment. Resources studied include soils, water, forestry, and wildlife. Lecture 3 hours per week. F

AGRI 130 - Animal Science (4 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

A general overview of cattle, sheep, swine, and horse industries. Topics include zoological classification, breed identification, selection fundamentals, digestive systems, and disease prevention. Lecture 3 hours/Laboratory 2 hours per week/Total 5 hours per week. F

AGRI 172 - Integrated Pest Management (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is the study of the management systems in agriculture used to prevent animal and plant pest populations from causing economic injury. Specific topics include pesticide history, chemical and biological controls, safety, machinery calibrations, and regulations. Lecture 3 hours per week. SP

AGRI 190 - World Foods & Society (3 cr.)

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

Students examine the many facets of world food production and distribution and its relations to societal advancements in developed and developing nations. Analyzing ethical issues and recognizing conflicts in a variety of contexts, students study multiple human perspectives, understand the impacts and values on the individual and on society, and learn to make informed decisions through identifying personal values. Lecture 3 hours per week. F, SP, S

AGRI 194 – Career Portfolio Development (1 cr.)

A course designed to prepare students to enter the agriculture or forestry industries. Specific topics include development of short- and long-term career goals, researching career occupations, creating professional application materials, and developing strategies for accomplishing one's goals. Lecture 1 hour per week. F

AGRI 232 - Advanced Animal Science (3 cr.)

Prerequisite(s): AGRI 130 or instructor consent.

This course studies livestock nutritional requirements, reproductive cycles, and performance record evaluations. Emphasis is placed on ration formulations, selection tools, and reproductive evaluations of beef, swine, sheep, and horses. Lecture 3 hours per week. SP

AGRI 234 – Equine Science (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is a general overview of the equine industry. Topics include history and development, breeds, selection fundamentals, health, nutritional and reproductive management strategies, and behavior characteristics. Lecture 3 hours per week. SP

AGRI 240 - Agricultural Economics and Marketing (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is an introduction to the principles of agriculture economics. Topics include an overview of macroeconomics and microeconomic systems, policies affecting the money supply, business types, competition, supply and demand, futures marketing, and world trade as they relate to agriculture production. Lecture 3 hours per week. F

AGRI 260 - General Horticulture (3 cr.)

This course is a survey of the general field of horticulture; the growth and fruiting habits of horticultural plants; principles and practices of propagation and landscaping; and planting, care, and culture of fruit, vegetables, and ornamental crops. Lecture 3 hours per week. F

AGRI 270 - Agriculture Systems Management (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is an introduction to mechanical and engineering principles and their applications in agriculture. Topics include engine operations, machinery calibrations, electrical and HVAC systems, land descriptions, water runoff, and waste management. Lecture 3 hours per week. SP

AGRI 297 - Agriculture Internship (3 cr.)

Prerequisite(s): Instructor consent.

This course is supervised on-the-job training in selected agricultural business coordinated by College personnel. Student spends 120 clock hours on the job during the entire semester. Variable hours per week. SP, F

Allied Health

ALHE 125 – Medical Terminology (3 cr.)

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

This course provides a comprehensive study of medical terminology utilizing a body system approach. The course focuses on the principles of medical language including the definition, construction, and spelling of medical terms. Lecture 3 hour per week. F, SP, S

Art

ARTS 110 - Introduction to Art (3 cr.)

This is an introductory studio course to the field of fine art. The student works with composition in a variety of media. Art processes and techniques in both two- and three-dimensional works are examined. The documentation of work in digital media and development of a portfolio is covered. The student is responsible for materials required for this course. Lecture 1 hour/Laboratory 4 hours/Total 5 hours per week. F, SP, S

ARTS 123 - History and Appreciation of Art (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This is an introductory course emphasizing the appreciation of the visual arts through the study of the art and architecture of various geographical areas and cultures throughout history from antiquity through contemporary artists. A select number of significant artists, artistic movements, and cultures are covered. The course examines how art reflects and influences cultures throughout history. Lecture 3 hours per week. F, SP, S

ARTS 131 - Drawing I (2 cr.)

This is an introductory course providing studio instruction in drawing. Students work in graphite, charcoal, pastels, and other drawing media. Composition, subject matter, rendering, proportion, and perspective are explored. The documentation of work in digital media and development of a portfolio are covered. The student is responsible for materials required for this course. The student is provided an individual studio space. Laboratory 4 hours per week. F, SP, S

ARTS 132 - Drawing II (2 cr.)

Prerequisite(s): ARTS 131.

This is an advanced course providing studio instruction in drawing focusing on the specific interests of the student. The student works in a drawing media of his/her choice, concentrating on a thematic, in-depth development of studio work. Laboratory 4 hours per week. F, SP, S

ARTS 141 - Color and Design I (2 cr.)

This is an introductory studio course to the field of fine art. The student examines the visual element color in both practical application and theory. The interaction of color, color mixing, color impact, digital media, and composition is covered. The student is responsible for materials required for this course. Laboratory 4 hours per week. F, SP, S

ARTS 213 - Water Color (3 cr.)

This is an introductory studio course in watercolor painting. The student explores handling and control of watercolor processes. A variety of materials related to watercolor painting is covered, including paper, water media, and brushes. Composition and subject matter is examined. The development of a portfolio and documentation of work in digital media is covered. Students are responsible for materials required for this course. The student is provided an individual studio space. Laboratory 6 hours per week. F

ARTS 233 - Painting I (3 cr.)

This is an introductory studio course in acrylic painting. The student explores handling and control of acrylic painting processes and techniques. A variety of materials related to painting will be covered, including canvas, stretcher frame construction, paint media, and brushes. Composition and subject matter is examined. The documentation of work in digital media and development of a portfolio are covered. The student is responsible for materials required for this course. The student is provided an individual studio space, easel, and table. Laboratory 6 hours per week. SP

ARTS 243 - Painting II (3 cr.)

Prerequisite(s): ARTS 233.

This is an advanced course providing studio instruction in acrylic painting, focusing on the specific interest of the student. The student works with acrylic painting processes and techniques, concentrating on a thematic, in-depth development of studio work. Composition and subject matter is examined. The documentation of work in digital media and development of a portfolio are covered. The student is responsible for materials required for this course. The student is provided an individual studio space, easel, and table. Laboratory 6 hours per week. F, SP

ARTS 260 – Studio Art Experience I (1 cr.)

This course provides a studio experience for those students wishing to continue studio art interests beyond art courses already completed. The course is also ideal for non-degree-seeking students who wish to pursue personal studio art interests. Students choose one area of concentration for the course – either painting, drawing, or watercolor – and arrange with the instructor to meet with other students enrolled in a course focusing on that area of concentration. A maximum of 4 credits may count toward the Associate of Arts degree. Laboratory 2 hours per week. F, SP

ARTS 261 – Studio Art Experience II (1 cr.)

This course provides a studio experience for those students wishing to continue studio art interests beyond art courses already completed. The course is also ideal for non-degree-seeking students who wish to pursue personal studio art interests. Students choose one area of concentration for the course – either painting, drawing, or watercolor – and arrange with the instructor to meet with other students enrolled in a course focusing on that area of concentration. A maximum of 4 credits may count toward the Associate of Arts degree. Laboratory 2 hours per week. F, SP

ARTS 262 – Studio Art Experience III (1 cr.)

This course provides a studio experience for those students wishing to continue studio art interests beyond art courses already completed. The course is also ideal for non-degree-seeking students who wish to pursue personal studio art interests. Students choose one area of concentration for the course – either painting, drawing, or watercolor – and arrange with the instructor to meet with other students enrolled in a course focusing on that area of concentration. A maximum of 4 credits may count toward the Associate of Arts degree. Laboratory 2 hours per week. F

ARTS 263 – Studio Art Experience IV (1 cr.)

This course provides a studio experience for those students wishing to continue studio art interests beyond art courses already completed. The course is also ideal for non-degree-seeking students who wish to pursue personal studio art interests. Students choose one area of concentration for the course – either painting, drawing, or watercolor – and arrange with the instructor to meet with other students enrolled in a course focusing on that area of concentration. A maximum of 4 credits may count toward the Associate of Arts degree. Laboratory 2 hours per week. SP

ARTS 294 - Special Topics in Art (1-3 cr.)

Prerequisite(s): Instructor Consent.

A variable content course consisting of lectures, demonstrations, studio projects, and/or field trips in variable areas of study in the field of Fine Art, Studio Art, or Art History. Variable hours.

Behavioral Health Support

BHS 206 – Introduction to Behavioral Health Support (3 cr.)

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

This course introduces students with the many roles and functions of behavioral health support workers. Emphasis is placed on the following: history of mental health agencies, current practices of the agencies where behavioral support workers are employed, skills and dispositions needed by behavioral health workers, and common clinical encounters facilitated by behavioral health workers. Lecture 3 hours per week. SP

BHS 208 – Legal and Ethical Issues (3 cr.)

Corequisite(s): BHS 206.

The course examines laws and regulations in Missouri. Topics include ethical standards, personal and professional boundaries, and common legal matters facing individuals with mental health issues. Lectures 3 hours per week. SP

BHS 215 – Wellness Coaching (3 cr.)

Prerequisite(s): BHS 206.

This course introduces students to the process of wellness coaching. Students will learn a set of techniques designed to help future clients achieve and maintain optimal emotional, financial, social, spiritual, occupational, physical, intellectual, and environmental wellness. Lecture 3 hours per week. S

BHS 216 – Systems of Care/Support (3 cr.)

Prerequisite(s): BHS 206.

This course focuses on identifying and building relationships with community resources. Students will learn to identify, coordinate and link community resources with client needs. Students will gain knowledge of services offered by public and private providers as well as funding sources. Students will also learn about how one's culture can impact the receiving and seeking of various services. At the end of the course, students will have a resource portfolio. Lecture 3 hours per week. S

BHS 225 – Substance Use Disorders (3 cr.)

Prerequisite(s): BHS 206.

This course will provide an introduction of chemical abuse and dependency, including the cycle of addiction and recovery. Comprehensive substance abuse treatment and rehabilitation models in a variety of settings will be examined. Lecture 3 hours per week. F

BHS 227 – Diagnosis of Identified Populations (3 cr.)

Prerequisite(s): BHS 206.

This course will provide a comprehensive overview of common mental health disorders, how symptoms manifest in everyday life, and the risk and protective factors related to these disorders. In addition, students will learn about the instruments used by licensed mental health professionals when making diagnoses. Lecture 3 hours per week. F

BHS 229 – Conflict Resolution (3 cr.)

Prerequisite(s): BHS 206.

This course focuses on providing students with conflict resolution skills to be used in their work as behavioral health support workers. Both interpersonal and intrapersonal conflict will be discussed, as well as theories concepts, and models of mental health crisis intervention. Lecture 3 hours per week. F

BHS 236 – Evidence-Based Treatments (3 cr.)

Prerequisite(s): BHS 206.

This course exposes future behavioral health support workers to commonly used mental health prevention and intervention approaches. A special emphasis is given to those evidence-based treatment approaches most commonly used by community behavioral health agencies and substances abuse facilities. Lectures 3 hours per week. SP

BHS 295 – Behavioral Health Support Clinical Practicum I (3 cr.)

Prerequisite(s): BHS 206.

In this course, students participate with social service agencies in order to learn the structure and function of public service agencies. Students will engage in supervised behavioral health activities in a social service agency that serves individuals, families, and communities. The practicum experience provides students the opportunity to integrate and apply theory into their practice. Students must complete 135 hours of practical work experience. F

BHS 296 – Behavioral Health Support Clinical Practicum II (4 cr.)

Prerequisite(s): BHS 295.

The course offer continued applied experience in an agency setting. Students will engage in supervised behavioral health activities in a social service agency that serves individuals, families, and communities. The practicum experience provides students the opportunity to integrate and apply theory into their practice. Students must complete 180 hours of practical work experience. SP

Biology

BIOL 100 - Survey of Biological Principles (3 cr.)



Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

This course is a survey of the basic concepts of life science with emphasis on the human cell, tissues, and organ system functions and the relationship between humans and the environment. Lecture 3 hours per week. F, SP, S

BIOL 101 - General Biology (5 cr.)



Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111 and MATH 02 or placement of MATH 153/161 or higher.

This general education course utilizes scientific inquiry to evaluate bioethical and environmental issues. The relationship between living beings and the physical environment is explored through studies in cell biology, genetics, evolution, plant and animal classification, and ecology. Lecture 4 hours/Laboratory 2 hours/Total 6 hours per week. F, W, SP, S

BIOL 102 - Environmental Science (5 cr.)



Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

This course examines the relationship between man and the environment through studies of ecological principles, human overpopulation, resource depletion, and pollution. The course is recommended for non-science majors to fulfill the General Education requirement for a laboratory science or may be used to fulfill the valuing component of the General Education requirement. Lecture 4 hours/Laboratory 2 hours/Total 6 hours per week. F

BIOL 110 - Human Biology (3 cr.)



Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

This course emphasizes cell, tissue, and organ system function. Discussions focus on a system approach to human health and disease throughout the world. Students explore how biological processes, interacting with psychological and social factors, contribute to human health and disease. This course is designed for non-science majors. Lecture 3 hours per week. F, SP, S

BIOL 113 - Introduction to Process Science for Elementary and Middle School Teachers (1 cr.)

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

This course provides elementary and middle school teacher candidates with a working knowledge of the discipline of science, the nature of scientific

knowledge, and the process of scientific investigation. Laboratory 1 hour per week. F

BIOL 190 - Biology for Majors (5 cr.)



MOTR BIOL 150L

Prerequisite(s): High school chemistry or CHEM 111 and ENGL 111.

A course designed for biology majors and pre-professionals covering cell structure and function, the molecular basis of genetics, cellular energy systems, taxonomy, evolution, ecosystems, and ecology. Laboratories will include group projects, case studies, and laboratories related to current topics in biology. Lecture 4 hours/Laboratory 2 hours/Total 6 hours per week. SP

BIOL 211 - General Botany (5 cr.)

Prerequisite(s): BIOL 190 or instructor consent and ENG 111.

This course is a study of the science of plants, including the structure, function, genetics, reproduction, and evolution within the plant kingdom. Lecture 4 hours/Laboratory 2 hours/Total 6 hours per week. SP

BIOL 221 - General Zoology (5 cr.)

Prerequisite(s): BIOL 190 or instructor consent and ENG 111.

This course is a study of the science of animals, including the structure, function, genetics, reproduction, and evolution within the animal kingdom. Lecture 4 hours/Laboratory 2 hours/Total 6 hours per week. F

BIOL 231 - Anatomy and Physiology I (4 cr.)



MOTR LIFS 100LAP

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111 and MATH 02 or placement of MATH 153/MATH 161 or higher.

This course is a study of the relationship between the structure and function of the human body encompassing the cell, tissues, integumentary system, skeletal system, muscular system, and nervous system. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F, SP, S

BIOL 232 - Anatomy and Physiology II (4 cr.)



MOTR LIFS 150LAP

Prerequisite(s): BIOL 231 and ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

A study of the relationship between the structure and function of the human body. Systems studied include the circulatory, respiratory, reproductive, renal, digestive, immune/lymphatic, and endocrine. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F, SP, S

BIOL 253 - Microbiology (4 cr.)

Prerequisite(s): ENGL 111, BIOL 101 with a minimum letter grade of C or BIOL 190 with a minimum letter grade of C or BIOL 231 with a minimum letter grade of C.

This course is a study of microorganisms with the main focus on human health and infectious diseases. The areas of study presented include bacteria, fungi, viruses, and parasites that involve microbial structure, growth and nutrition, bacterial metabolism, genetics, and a presentation of infectious diseases by anatomical systems. Bioethical issues involving microorganisms in human and animal health are emphasized. This course is designed for healthcare students and includes the basic role of the human immune system in fighting disease. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F, SP

Business Administration

BUAD 120 - Introduction to Business (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is a study of the various functions of management such as planning, organizing, leading, and controlling. Emphasis is also placed on sole proprietorships and partnerships and the ethical and socially responsible practices necessary for successful members of the business community. Lecture 3 hours per week. F, SP

BUAD 221 - Fundamentals of Management (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course focuses on the various schools of management thought as they have evolved. Emphasis is placed on basic management functions and their relationship to conflict, leadership, change, and ethical behavior. Lecture 3 hours per week. F, SP

BUAD 230 - Business Statistics (3 cr.)

Prerequisite(s): MATH 163 or MATH 161 with a minimum letter grade of C or placement of MATH 164.

This course is an introduction to the basic concepts of statistics including descriptive measures of location and dispersion, elementary probability distributions, estimation, hypothesis testing, correlation, analysis of variance, and linear regression. In various units of the course, the student utilizes computer statistical software to facilitate the analysis of data. Lecture 3 hours per week. F, SP, S

Business Education

BUED 103 - Business English (3 cr.)

This course focuses on the language skills necessary for competency in the modern office. Lecture 3 hours per week. F

BUED 203 - Business Communications (3 cr.)

Prerequisite(s): ENGL 111 and IST 100.

This course focuses on the principles and practices necessary for effective business communication. Students practice solving business problems through effective business letters, reports, and group activities. Lecture 3 hours per week. SP

Business Law

BLAW 221 - Legal and Ethical Environment of Business (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is a presentation of the basic principles of law as they relate to business. It emphasizes the background of law and the moral and ethical issues created when the law is applied in society. Additional topics include crime, torts, contracts, personal property, consumer protection, and environmental, constitutional, and international law. Lecture 3 hours per week. F, SP

Business Management

BMGT 105 - Career Management (3 cr.)

This course should be completed in the first Fall semester the student attends Three Rivers College. It introduces students to job search techniques by applying organization and time management skills. Students learn to compose cover letters and resumes using success strategies developed in the semester. Students will discuss interviewing styles and techniques. Students are required to attend meetings for the Marketing Management Association (Collegiate DECA), of which students are members. Lecture 3 hours per week. F

BMGT 107 - Hospitality and Tourism (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is a study of the hospitality and tourism industry. Concepts covered include rail, sea, air, and automobile travel, as well as the operations of the hotel and resort industries. Lecture 3 hours per week. SP

BMGT 108 - Human Resource Management (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is a study of the business organization emphasizing the interaction among workers and between workers and managers. Concepts covered include management/employee concerns such as pay-for-performance, effective teaming, employee benefits, reducing employee stress, employee rights, and designing selection criteria. Lecture 3 hours per week. F

BMGT 215 - Supervisory Development (3 cr.)

This course is a study of the principles of supervision. The key challenges facing supervisors, including social, demographic, economic, technological, and global challenges, are covered in detail. In addition students are introduced to the managerial functions of planning, organizing, staffing, leading, and controlling and how these functions are applied in supervisory roles. Lecture 6 hours per week. Course completed in 7 1/2 weeks. SP

BMGT 235 - Customer Service Management (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course introduces students to the importance of delivering excellent customer service. Emphasis is placed on building, maintaining, and increasing an organization's customer base. This course provides the guidelines and best practices for providing excellent customer service to enable employees to build, maintain, and increase a loyal customer base. Lecture 3 hours per week. F

BMGT 239 - Entrepreneurship (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course introduces students to academic skills, management concepts, and practices that are important for entrepreneur needs. Students develop and apply their attitudes, abilities, and goals for entrepreneurial opportunities. Students learn how to compose a business plan. Lecture 3 hours per week. SP

Capstone

CPST 290 - General Education Capstone (1 cr.)

Prerequisite(s): Completion of 36 hours of credit in General Education.

This course is the culminating experience in the 42-hour General Education program at TRC. Students participate in multiple assessments designed to provide evaluation of student learning and of the General Education program. This class should be taken during the student's final semester at Three Rivers, following the completion of a minimum of 36 hours of General Education coursework. Contact the Registrar for eligibility. Lecture 1 hour per week. F, W, SP, S

Chemistry

CHEM 111 - Introductory Chemistry (5 cr.)

 **MOTR CHEM 100L**

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111 and MATH 02 or placement of MATH 153.

This course covers basic terminology and principles of chemistry. Topics include chemical equations, mole concept, gas laws, atomic theory, chemical bonding, acid-base theory, solutions, and stoichiometry. Laboratory experiences reinforce the chemical principles presented in class. The course is recommended for non-science majors, Nursing students, and health-related professionals. Lecture 4 hours/Laboratory 2 hours/Total 6 hours per week. F, SP, S

CHEM 121 - General Chemistry I (5 cr.)

 **MOTR CHEM 150L**

Prerequisite(s): CHEM 111 or MATH 163 with a minimum letter grade of C or placement of MATH 164.

This course uses basic chemical principles in order to solve chemical problems. Topics include the atomic theory, stoichiometry, thermochemistry, chemical bonding, kinetic molecular theory, gas laws, solutions, and electrolytes. Laboratory work appropriate to these topics is also covered in the course. The course is recommended for science and engineering majors, Medical Laboratory Technology students and other health-related professionals. Lecture 4 hours/Laboratory 2 hours/Total 6 hours per week. F, SP

CHEM 122 - General Chemistry II (5 cr.)

Prerequisite(s): CHEM 121 with a minimum letter grade of C.

A continuation of CHEM 121. This course includes chemical kinetics, chemical equilibria, ionic equilibria, thermodynamics, electrochemistry, oxidation-reduction, and a survey of groups on the periodic table. Laboratory work appropriate to these topics, including qualitative analysis, also is covered. Lecture 4 hours/Laboratory 2 hours/Total 6 hours per week. SP

CHEM 240 - Basic Organic Chemistry (5 cr.)

Prerequisite(s): CHEM 121 with a minimum letter grade of C or CHEM 111 with a minimum letter grade of B.

This course is an introduction to the nomenclature and reactions of organic chemistry. Topics discussed include the hydrocarbon families, halogenated hydrocarbons, alcohols, aldehydes, ketones, carboxylic acids, amines, amino acids, and various topics selected from biochemistry. Laboratory work pertaining to these topics is covered during the semester. This course is recommended for science majors needing organic chemistry, medical laboratory technicians, and others in allied health medical professions. Lecture 4 hours/Laboratory 2 hours/Total 6 hours per week. F (alternate years)

Civil and Construction

CIVL 116 - Surveying I (3 cr.)

Corequisite(s): ENGR 107 or higher

This course focuses on the theory and practice of plane surveying. Students participate in extensive fieldwork using steel tape, level, and Total Station surveying equipment. The course provides a study of the surveying industry with a basic but practical approach to surveying. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. SP

CIVL 117 - Construction Print Reading (3 cr.)

This course provides instruction and practice in the use of working drawings and applications from the print to the work. The course topics include relationship of views and details, interpretation of dimension, transposing scale, tolerance, electrical symbols, sections, materials list, architectural plans, room schedules, and plot plans. Lecture 3 hours per week. F

CIVL 118 - Materials and Methods I (3 cr.)

This course focuses on the study of the materials and methods used in building construction. It includes coverage of real-world applications to the design and construction of buildings. Basic construction systems are introduced and related to a variety of applications. Lecture 3 hours per week. F

CIVL 215 - Building Design (4 cr.)

Prerequisite(s): ENGR 110 or instructor consent.

This course is an introduction to building design examining residential and light commercial. Structural and mechanical elements of buildings are considered. Student design presentations comprise a significant portion of coursework. Lecture 2 hours/Laboratory 4 hours/Total 6 hours per week. SP

CIVL 216 - Surveying II (3 cr.)

Prerequisite(s): CIVL 116.

This course focuses on the theory and practice of land and construction surveying using modern instrumentation and electronic surveying equipment, such as Total Stations, Data Collectors, and Global Positioning Systems. Application of computer to calculate traverse closures, areas, topographical information, and horizontal and vertical curve information. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F

CIVL 219 - Estimating I (3 cr.)

This course is primarily concerned with the proper practices and procedures necessary to prepare a reliable construction estimate. The methods covered address preparing material estimates for both residential and light commercial construction projects. Estimation of labor costs for construction projects also is addressed. Lecture 3 hours per week. SP

CIVL 225 – Construction Management (3 cr.)

This course focuses on information that is necessary for managing the construction process and leading personnel effectively. The project management topics focus on cost estimation, planning/scheduling, procurement, risk management, construction monitoring, and close out. The personnel topics include leadership, motivation, communication, time management, change, diversity, and adversity. Lecture 3 hours per week. F

CIVL 226 - Legal Principles of Surveying (3 cr.)

Prerequisite(s): CIVL 116 or instructor consent.

This course introduces the student to the history of boundaries; U.S. Public Land systems; ownership, transfer, and description of real property; rules of easements; riparian boundaries; writing and interpreting descriptions; analysis of evidence and procedures for boundary locations; Missouri survey law; and the role of the surveyor. Lecture 3 hours per week. SP

CIVL 227 – Materials and Methods II (3 cr.)

Prerequisite(s): CIVL 118.

This course provides continued instruction in building materials and methods used in construction. Material applications and detailing in structural and non-structural building components are explored in more depth and detail. Lecture 3 hours per week. SP

CIVL 228 - Civil Drafting (3 cr.)

Prerequisite(s): ENGR 110 or instructor consent

This course is a study of the materials, procedures, and processes utilized in the civil drafting and surveying fields. These include surveying techniques, plotting techniques, survey maps, contour maps, and volume and area calculating techniques. Lecture 1 hour/Laboratory 4 hours/Total 5 hours per week. F

CIVL 229 – Estimating II (3 cr.)

Prerequisite(s): CIVL 219

This course focuses on estimating techniques, including analyzing plans to perform quantity takeoffs and unit pricing. Coursework reinforces proper practices and procedures necessary to prepare a reliable construction estimate. The methods covered address preparing material estimates for both residential and light commercial construction projects. Lecture 3 hours per week. SP

CIVL 235 – Construction Planning and Scheduling (3 cr.)

This course addresses methods of organizing work items associated with a construction project into a logical sequence of optimizing efficiency and profitability. Manual and computerized scheduling methods are used in developing project schedules for both real and simulated projects. The course focuses on construction project planning and scheduling principles and practices used by contractors to control time and cost. Lecture 3 hours per week. SP

CIVL 236 - Computers in Surveying (4 cr.)

Prerequisite(s): CIVL 116 or instructor consent.

This course is a study and application of various surveying software programs with emphasis on coordinate geometry, survey adjustments, file transfer, editing raw and coordinate files, horizontal and vertical curves, surface modeling, road layout, applicable drafting techniques, and printing and plotting. Lecture 4 hours per week. F

CIVL 248 - Water and Wastewater Systems (3 cr.)

The course covers the fundamental principles in water processing and distribution, wastewater collection and treatment, sludge processing, and water reuse. Important aspects of chemistry, biology, hydraulics, and hydrology are covered to prepare students to address water supply, wastewater disposal, and water quality. Lecture 3 hours per week. SP

Corrections

CRJC 105 – Corrections Systems and Practices (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course reviews the history of corrections and the ideologies of punishment and rehabilitation in both residential and community-based settings. Current issues in corrections, including intermediate sanctions, the

death penalty, offender rights, and juvenile offenders are examined. Lecture 3 hours per week. F

CRJC 129 - Probation and Parole (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course reviews the history of punishment and the development of community-based supervision. The specific techniques used to conduct pre-sentence investigations, manage a caseload, and conduct fieldwork are examined. Lecture 3 hours per week. SP

Criminal Justice

CRJU 115 - Ethics in Criminal Justice (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course includes a discussion of professionalism, ethics, character, misconduct, and corruption within law enforcement. Students examine ethical concepts, review case studies, and participate in discussions concerning ethical dilemmas and discretionary decisions often faced by law enforcement officers. Lecture 3 hours per week.

CRJU 128 - Forensic Science and Criminalistics (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course reviews specific principles used by investigators from the scene of the crime to the laboratory analysis of physical evidence. Students demonstrate the techniques of forensic science and the ability to physically collect and preserve evidence from a crime scene. Lecture 3 hours per week. F

CRJU 138 - Patrol Procedures (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

Patrol Procedures provides an in-depth study of the procedures and techniques of police patrol. This course interprets the legal and professional framework of policing. Topics include patrol methods, communication, traffic stops, DWI enforcement, crimes in progress, building searches, preliminary investigations, interviews/interrogations, arrests, officer safety, riot control, and report writing. Lecture 3 hours per week. F

CRJU 148 - Vice and Narcotics (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course reviews the history of vice and narcotics laws and the various impacts these activities have on society. Upon completion of the course, students are able to categorize psychoactive drugs and describe the effects various drugs have on the human body. Lecture 3 hours per week. F

CRJU 158 - Traffic Law and Accident Investigation (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

Traffic Law and Accident Investigation reviews Missouri traffic laws and the techniques used in law enforcement. Students learn to examine collision scenes and gather evidence for the purpose of determining the sequence of events. Mathematical and scientific principles are utilized to calculate vehicle speed and prepare a diagram. Students also learn to complete accident reports. Lecture 3 hours per week. SP

CRJU 185 – Basic Handgun Shooting I (3 cr.)

This course provides an introduction to the safe operation of handguns. Rules of gun safety, handgun operation, ballistics, and fundamentals of shooting are reviewed. Students develop basic handgun shooting skills with the aid of a shooting simulator. Lecture 3 hours per week. SP

CRJU 205 - Officer Safety (3 cr.)

Prerequisite(s): Completion of at least 9 hours of credit in ADJU or CRJU courses.

This course provides a forensic analysis of actual cases of officer-involved shootings and violent encounters. Each case is reviewed in-depth with a focus on tactical considerations and the proper mind-set to prevent or effectively respond to such an encounter. This course provides examples of officer safety, security, and survival tactics. Lecture 3 hours per week. F

CRJU 295 – Law Enforcement Academy I (12 hr.)

This course provides basic training in law enforcement and corrections approved by Peace Officer Standards and Training (P.O.S.T.). Topics covered

include those required under Missouri Revised Statutes (Sect. 590.100).
Lecture 12 hours per week. F, SP

CRJU 296 – Law Enforcement Academy II (12 hr.)

Prerequisite(s): CRJU 295

This course provides basic training in law enforcement and corrections approved by Peace Officer Standards and Training (P.O.S.T.). Topics covered include those required under Missouri Revised Statutes (Sect. 590.100).
Lecture 12 hours per week. F, SP

Early Childhood Development

ECD 126 - Child Health, Safety, and Nutrition (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is designed to emphasize health, safety, and nutrition with young children. Includes preparing safe environments, adequate nutrition, disease prevention, and space regulations. Proper hand washing, good hygiene, and childhood obesity are also addressed. Hybrid blended course. Lecture 3 hours per week. F, SP, S

ECD 202 - Survey of Early Childhood Development and Education (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

An introduction to the field of early childhood including the history, philosophy, and understanding of development related to young children birth through age eight. Focus of the course will be on roles and responsibilities of an early child professional in providing a developmentally appropriate learning environment. Hybrid blended course. Lecture 3 hours per week. F, SP, S

ECD 205 - Preschool CDA (5 cr.)

Corequisite(s): ECD 202.

This course provides instruction in completing CDA requirements needed to apply for the Child Development Associate. Course includes a minimum of 30 hours of preschool classroom observation. The CDA credential is not provided with course completion. Obtaining or providing proof of Pediatric CPR certification is required. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F, SP

ECD 208 - Infant/Toddler CDA (5 cr.)

Corequisite(s): ECD 202.

This course provides instruction in completing CDA requirements needed to apply for the Child Development Associate. Course includes a minimum of 30 hours of infant/toddler classroom observation. The CDA credential is not provided with course completion. Obtaining or providing proof of Pediatric CPR certification is required. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F, SP

ECD 235 - Special Children (3 cr.)

Prerequisite(s): ECD 202.

This course introduces the student to inclusion of children with special needs through theory, philosophy, and best practice. This course is designed to help the student recognize, refer, and help children and families who have special needs. Lecture 3 hours per week. F

ECD 237 - Early Childhood Development (3 cr.)

Prerequisite(s): ECD 202.

Corequisite(s): First Aid and/or CPR card and Criminal Background Check.

This course focuses on the philosophy and implementation of developmentally appropriate practice. Students are required to make a professional commitment to teaching. The course includes 30 hours of observations. Lecture 1 hour/Laboratory 2 hours/Total contact 3 hours per week. F

ECD 245 - Early Childhood Administration (3 cr.)

Prerequisite(s): ECD 202.

This course provides students with organizational and managerial skills appropriate for planning and running a child care center. The course is designed to prepare students to lead quality programs. Lecture 3 hours per week. SP

ECD 247 - Early Childhood Curriculum (3 cr.)

Prerequisite(s): ECD 202.

This course is designed to prepare the student to be able to implement developmentally appropriate curriculum. The main topics include early childhood environment, science, math, art, language, music and movement, literacy, and social studies. The student will understand how to develop a good curriculum and apply it to any early childhood setting. Lecture 3 hours per week. F

ECD 295 - Early Childhood Practicum I: Infants and Toddlers (3 cr.)

Prerequisite(s): ECD 237.

Corequisite(s): Current First Aid Card or CPR Card and Criminal Background Check.

This course is designed to give the student the opportunity to gain practical experience in the role of child care provider with infants and toddlers. The student is required to document 45 observation hours. Required orientation during the first week of class. Laboratory 3 hours per week. SP

ECD 296 - Early Childhood Practicum II: Preschool (3 cr.)

Prerequisite(s): ECD 237.

Corequisite(s): Current First Aid Card or CPR Card and Criminal Background Check.

This course is designed to give the student the opportunity to gain practical experience in the role of child care provider with preschoolers. The student is required to document 45 observation hours. Required orientation during the first week of class. Laboratory 3 hours per week. SP

Economics

ECON 211 - Principles of Macroeconomics (3 cr.)



Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is a study of the aggregate or total economy on a national scale. Topics include supply and demand and contemporary socioeconomic issues in the U.S. Lecture 3 hours per week. F, W, SP, S

ECON 212 - Principles of Microeconomics (3 cr.)



Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is a study of the economizing process in an individual firm or industry. Topics include price and wage determination, costs-output relationships, and various theories regarding competition within an industry. Lecture 3 hours per week. F, W, SP, S

Education

EDUC 201 - Teaching Profession with Field Experience (3 cr.)

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

This course includes an introductory, minimum 30 hours of school field experience in accredited P-12 classroom(s) that provide opportunities to observe and contribute to teaching and learning. This course allows pre-service teachers to connect first-hand school experience with an emerging professional knowledge base. The course develops professional knowledge of diverse educational settings through observation, instruction, experience, and reflection. This course is designed to assist students in determining if a career in teaching is an appropriate goal. Requirements for teacher preparation and certification are reviewed. Lecture 1 hour/Laboratory 2 hours/Total 3 hours per week. F, SP

EDUC 210 - Educational Psychology (3 cr.)

Prerequisite(s): EDUC 201 with a letter grade of C or better and PSYC 111 or PSYC 223 or PSYC 233.

This course is designed to help students relate theories and principles of educational psychology to teaching, learning, and assessment. This course focuses on the diversity of learners and learning processes, as well as teacher characteristics, classroom strategies, and data analysis in P-12 classrooms. Appropriate strategies for increasing motivation, multidimensional

development, and academic achievement for all learners are introduced. Lecture 3 hours per week. F, SP

EDUC 230 - Foundations of Education in a Diverse Society (3 cr.)

Prerequisite(s): EDUC 201 with a minimum letter grade of C.

This course is designed to examine educational practices from diverse historical, philosophical, sociological, economic, and legal perspectives. The course addresses issues of educational equity, sociocultural influences on teaching and learning, and how teachers and schools can contribute to interpersonal and intercultural understanding and respect, social justice, and democratic citizenship. Students explore the nature of school environments, the fundamental goals of education in American public schools, English language learners, the relationship between school and a diverse society, the organization of school curricula, and characteristics of effective schools and instruction in grades P-12. Lecture 3 hours per week. F, SP, S

EDUC 240 – Integration of Art, Music, and Physical Education in the Elementary Education Classroom (3 cr.)

Prerequisite(s): ENGL 111.

Students acquire an understanding of the role of art, music, and physical education on childhood development in a diverse society. Students develop the knowledge and skills necessary for the integration of art education, music education, and physical education in the early childhood and elementary education classroom, connecting students' prior experiences, family, culture, and community. Lecture 3 hours per week. F, SP, S

EDUC 250 – Children's Literature (3 cr.)

Prerequisite(s): ENGL 111.

This course is designed for Education majors in Early Childhood, Elementary, Middle, and Secondary Education. This course assists future teachers in choosing appropriate material to be read in classroom settings, creating activities that assist in literature studies, and allows for confidence for the student to successfully facilitate a classroom of lifelong readers. Lecture 3 hours per week. F, SP, S

EDUC 260 - Education of the Exceptional Learner (3 cr.)

Prerequisite(s): EDUC 201 with a minimum letter grade of C.

This survey course is an introduction to exceptional learners and their education in grades P-12. Students gain a comprehensive understanding of the characteristics of people with special needs in special education settings. Students research and discuss complex issues related to compliance with state and federal education laws, such as Individual with Disabilities Educational Act (IDEA) and the Americans with Disabilities Act (ADA), as well as learn to navigate special education processes, such as referral, eligibility, re-evaluation, and IEPs. This course requires a 15-hour special education field experience component. Lecture 3 hours per week. F, SP

EDUC 270 – Educational Technology (3 cr.)

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

In this course, students learn how to integrate instructional technology into P-12 classrooms. Students will study a variety of software programs, presentation technology, telecommunication tools, and assistive technology. The focus also is on social, ethical, legal, and human issues surrounding the use of technology. Lecture 3 hours per week. F, SP

EDUC 297 - Paraprofessional Educator Practicum (3 cr.)

Prerequisite(s): Instructor consent.

This course gives direct experience with children in a school setting for a 100-hour practicum experience. Student responsibilities include assisting a teacher and implementing curriculum components for children in their classroom. Lecture 3 hours per week. F, SP

Electronics

ELEC 105 – Introduction to Electrical Technology (3 cr.)

This course includes instruction and practice in the areas of general job site safety based on local, state, and national regulations; basic hand and power tool usage; introductory print reading; electrical safety; and simple electrical circuit construction. This course also provides a brief overview of the National Electrical Code (NEC) and the role of an electrician. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F, SP

ELEC 106 – Basic Electricity (3 cr.)

Electrical theory is applied to the duties of an electrician in this course. Fundamental laws of electricity, units of measure, and simple circuit analysis are included. Students study simple DC circuits and continue through single-phase and three-phase AC circuit principles. Laboratory activities include the safe and correct use of electrical testing equipment and basic electrical construction tools. Upon completion, students will have a clear understanding of electrical properties, units of measure in electricity, series circuits, parallel circuits, as well as basic DC and AC circuit characteristics. Lecture 2 hours/Laboratory 2 hours/ Total 4 hours per week. F, SP

ELEC 107 – Electrical Materials and Methods (3 cr.)

This course is an in-depth study of the proper selection of electrical circuit construction materials and correct installation methods. Students become familiar with materials such as electrical wire, conduit, circuit breakers, distribution centers, and many more hardware items used in the electrical construction industry. Methods are taught in a hands-on approach, allowing students to become familiar with basic wire termination and splicing, circuit construction techniques, and the correct selection of materials for the circuit installation and application. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F, SP

ELEC 115 - Applied DC and AC Circuits (3 cr.)

This course is an introduction to fundamental properties in electronics, electronic components, and circuits. Course includes uses of testing equipment, circuit troubleshooting, and circuit repairs. This is a hybrid-blended course. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F, SP, S

ELEC 117 - Industrial Electrical Controls (3 cr.)

Prerequisite(s): ELEC 115 or instructor consent.

This course is a comprehensive study of control devices, circuits, diagrams, motors, three-phase power systems, and related hardware used in industrial power distribution and machine/process control. This is a hybrid-blended course. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F, SP, S

ELEC 125 – Blueprint Reading for Electricians (3 cr.)

Prerequisite(s): ELEC 105, ELEC 106, and ELEC 107 or instructor consent.

Electrical diagrams, construction drawings, and related mechanical drawing, reading, and interpretation are presented in this lecture course. Students are presented with standard symbols used throughout the electrical industry, and develop basic drawings for circuit construction in the lab setting. Students acquire the knowledge and skill needed to translate drawings into real-world electrical circuit installations. Emphasis is placed on residential and light commercial print reading. However, industrial diagrams are introduced in this course. Coursework prepares students for applicable SkillsUSA assessment. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. SP, S

ELEC 126 – Residential Circuits (3 cr.)

Prerequisite(s): ELEC 105, ELEC 106, and ELEC 107 or instructor consent.

This course is a comprehensive study of residential electrical installations and the requirements of the applicable standards of the National Electrical Code (NEC). Topics include installation of electrical distribution equipment, lighting, overcurrent protection, conductors, branch circuits, conduit, and other materials and equipment utilized in a residential electrical system. Upon completion, students will have the knowledge and skills required to properly install wiring and electrical distribution equipment associated with residential electrical installations. Coursework prepares students for applicable SkillsUSA assessment. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. SP, S

ELEC 207 - Industrial Electronics Applications (3 cr.)

Prerequisite(s): ELEC 115 or instructor consent.

This course is a study of electronic systems within industrial transducers, process controls, motor drives, motion controls, and other advanced controls. Emphasis is on complete system applications. This is a hybrid-blended course. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F, SP, S

ELEC 216 - Programmable Controller Systems (3 cr.)

This course is an applications-based study of programmable logic controllers, hardware, operator interfaces, communications networks, and device interfacing as found in manufacturing. This is a hybrid-blended course. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F, SP, S

ELEC 218 - Electrical Codes and Standards for Manufacturing (2 cr.)

Prerequisite(s): ELEC 115 or instructor consent.

This course is an applications of electrical code rules and related standards pertaining to manufacturing installations. Safe work practices, materials selections, and design problems are presented. Lecture 2 hours per week. F

ELEC 225 – Electrical Systems (3 cr.)

Prerequisite(s): ELEC 105, ELEC 106, and ELEC 107 or instructor consent.

This course is a comprehensive, introductory overview of all electrical wiring installed in residential, commercial, and industrial settings. Students are provided with an introduction to systems such as used for HVAC/R equipment, fire alarm systems, communication wiring, industrial electrical raceways and controls, and other wiring systems used in today's electrical systems. A major emphasis is placed on component identification and an introduction to National Electrical Code (NEC) standards that are applicable to each area. Lab activities include specialty areas such as fire alarm system installation, troubleshooting, and repair. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F, SP

ELEC 226 – Electrical Construction (3 cr.)

Prerequisite(s): ELEC 125, ELEC 126, and ELEC 225 or instructor consent.

This course is designed to provide the skills required to install devices in residential, commercial, and industrial settings. This course advances the student's knowledge and skills in the use of specialized tools and techniques. Examples are use of conduit benders, wire pulling methods, panel installation, and installation of advanced circuit protection devices. All work is referenced to the applicable National Electrical Code (NEC) standards. Coursework prepares students for applicable SkillsUSA assessment. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F

ELEC 227 – Commercial and Industrial Electrical Systems (3 cr.)

Prerequisite(s): ELEC 125, ELEC 126, and ELEC 225 or instructor consent.

This course is an introduction to the tools, methods, materials, and equipment unique to commercial and industrial systems. A strong emphasis is placed on topics specific to commercial and industrial electrical installations, allowing students to acquire entry level knowledge and skill in these specialized areas. Basic motor control wiring, overload protection, commercial and industrial lighting, and three-phase systems are included as topics in this course. Applicable National Electrical Code (NEC) standards are presented. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F

Emergency Medical Services

EMDS 105 - Emergency Medical Services I (9 cr.)

Prerequisite(s): READ 02 or placement of ENGL 111.

A study of all phases of basic emergency care, including patient assessment, cardiopulmonary resuscitation, management of medical emergencies, trauma injuries, obstetric emergencies, infant and child emergencies, and ambulance operations. The course is based on the current National Emergency Medical Services Education Standards and The National EMS Scope of Practice Model. Students are required to complete a background check and drug screen and provide proof of immunizations. Lecture 6 hours/Laboratory-Clinical 9 hours/Total 15 hours per week.

EMDS 201 – Emergency Medical Services II (12 cr.)

Prerequisite(s): Placement of ENGL 111 and MATH 161. Possession of current State of Missouri EMT license.

Corequisite(s): EMDS 202.

The course is based on the current National Emergency Medical Services Education Standards and The National EMS Scope of Practice Model. This course is organized to cover the Preparatory, Airway Management, Patient Assessment, and medical portion of the National Curriculum. The class time includes both didactic, psychomotor, and affective training of the EMS skills needed. Hybrid-blended course. Lecture 10 hours/Laboratory-Clinical 6 hours/Total 16 hours per week.

EMDS 202 – Emergency Medical Services Internship I (2 cr.)

Prerequisite(s): ENGL 111 and MATH 161. Possession of current State of Missouri EMT license.

Corequisite(s): EMDS 201.

The course is based on the current National Emergency Medical Services Education Standards and The National EMS Scope of Practice Model. This course includes a scheduled hospital clinical experience during which the paramedic student will utilize the knowledge and skills learned in the classroom and College lab. The student is evaluated by hospital staff while performing intravenous access and/or fluid and medication administration, basic and advanced airway management, and patient care in the hospital setting. The course is based on the current National Emergency Medical Services Education Standard Curriculum. Clinical 6 hours per week, Total 90 hours.

EMDS 204 – Emergency Medical Services III (12 cr.)

Prerequisite(s): EMDS 201 and EMDS 202.

Corequisite(s): EMDS 205.

This course is based on the current National Emergency Medical Services Education Standards and the National EMS Scope of Practice Model. Students build upon previous knowledge and skills to provide advanced life support pre-hospital care to the medical, trauma, and special consideration patient. Hybrid-blended course. Lecture 10 hours/Laboratory-Clinical 6 hours/Total 16 hours per week.

EMDS 205 – Emergency Medical Services Internship II (4 cr.)

Prerequisite(s): EMDS 201 and EMDS 202.

Corequisite(s): EMDS 204.

The course is based on the current National Emergency Medical Services Education Standards and the National EMS Scope of Practice Model. This is a scheduled hospital clinical experience during which the student will use the knowledge and skills learned in the classroom and College lab. The student is evaluated by hospital staff while performing the advanced skills in intubation, suctioning, venipuncture, IV insertion, mixing IV additives, medication administration, dysrhythmia interpretation defibrillation, and management of medical/traumatic emergencies. Clinical 9 hours per week.

EMDS 207 – Emergency Medical Services IV (2 cr.)

Prerequisite(s): EMDS 204 and EMDS 205.

Corequisite(s): EMDS 208.

The course is based on the current National Emergency Medical Services Education Standards and The National EMS Scope of Practice Model. It is a continued in-depth study of advanced life support techniques with a focus on leadership and recognizing the student's role in critical patient care and EMS operations. This course is also to prepare the student for National Registry exam. Laboratory-Clinical 6 hours per week.

EMDS 208 – Emergency Medical Services Internship III (6 cr.)

Prerequisite(s): EMDS 204 and EMDS 205.

Corequisite(s): EMDS 207.

The course is based on the current National Emergency Medical Services Education Standards and The National EMS Scope of Practice Model. It is a scheduled internship on advanced life support, ambulances providing Team lead, and skill performance opportunities under the direct supervision of a trained preceptor. The student is evaluated by trained preceptors in the pre-hospital treatment of the sick or injured and the performance of skills learned in the College lab. Lecture 18 hours per week.

Engineering

ENGR 106 - Technical Math I (3 cr.)

Prerequisite(s): MATH 02 or placement of ENGR 106 or higher.

This course is a study of mathematical applications that includes fractions, decimals, percentages, powers and roots, SI system of units, signed numbers, and algebra. The applications focus on different fields of technology such as electronics, mechanics, machine design, civil technology, forestry, and computer operations. Lecture 3 hours per week. F

ENGR 107 - Technical Math II (3 cr.)

Prerequisite(s): ENGR 106 or instructor consent.

An introduction and study of basic geometric figures and the calculation of perimeters, area, and volume. It is a study of the application of triangles, pythagorean theorem, trigonometric functions, law of sines and law of cosines. Lecture 3 hours per week. SP

ENGR 110 - Engineering Graphics (3 cr.)

This is a basic course in graphics and design with intensive practice in sketching orthographic and pictorial representation. Problem-solving in perspective and parallel projections, auxiliary and sectional views, dimensioning, tolerances, reproduction, and working drawings utilizing computer aided design systems. Lecture 1 hour/Laboratory 4 hours/Total 5 hours per week. F, SP

ENGR 198 - Workplace Readiness (3 cr.)

This course focuses on preparing students to be successful in a work environment. Topics covered include conducting job searches, preparation of job application materials, preparation and practice for interviews, identifying basic skills necessary for the work environment, and related concepts. Skills addressed include diversity, accountability, quality, motivation, leadership, conflict, and other related topics. Lecture 3 hour per week. SP

English

ENGL 01 - English as a Second Language (3 cr.)

A class for students whose native language is not English. Learners develop coherent speaking, reading, writing, and listening skills while interacting with peers and the instructor. Learners develop conversational skills through participation in group activities, interviews, and panel discussions. Learners monitor speech for errors in pronunciation, grammar, and discourse. Not acceptable for degree credit or for transfer. Course grade is recorded credit, no pass, incomplete, or in progress. May be repeated. Lecture 3 hours per week. F, SP

ENGL 02 - Transitional College Writing (4 cr.)

Prerequisite(s): READ 01 or Placement score of READ 02.

Corequisite(s): ACAD 101.

This course provides computer-assisted instruction in basic grammar and writing, coupled with classroom instruction in the conventions of college-level writing. Special attention is paid to the organization of ideas, the modes of writing, and standard written English. The course is designed to move developmental students quickly toward ENGL 111 and other credit classes. Lecture 4 hours per week. F, SP, S


ENGL 08 - Advanced Transitional College Writing (2 cr.)

Prerequisite(s): ACCUPLACER Writing Score of 3 to 4 or ACT English score of 16 to 17.

Corequisite(s): ACAD 101 and ENGL 111 (section identified).

This course provides individualized instruction for students who have been identified as candidates for an accelerated learning program. Instruction in this course will include step-by-step processes of writing, planning, and the conventions of college-level writing. The course is designed to move Transitional students who are nearly ready for ENGL 111 into that class and other credit-bearing classes. Lecture 2 hours per week. F, SP

ENGL 111 - College Writing (3 cr.)

 **MOTR ENGL 100**

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

This course introduces students to college-level writing and establishes standards for writing essays in the rhetorical modes. Expository writing is used as a basis for study and discussion with extensive practice in reading critically and improving essays through revision. Students also learn to conduct research using library and internet sources following MLA guidelines. Students should have basic keyboarding skills. Lecture 3 hours per week. F, W, SP, S

ENGL 112 - Advanced College Writing (3 cr.)

 **MOTR ENGL 200**

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

This course focuses on understanding and applying critical thinking to the improvement and development of the skills such as research, documentation, and argumentation established in previous courses in the college writing program. Students will learn and apply these skills to argumentative communication in terms of argument development as well as argument delivery. Students will also learn to differentiate between the knowledge and research related to various disciplines. They will practice these skills by using writing technique also specific to those disciplines. Lecture 3 hours per week. F, W, SP, S

ENGL 140 - Creative Writing (3 cr.)

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

Beginning creative writers are introduced to the techniques, structures, and basic elements of poetry, short fiction, and drama. Learners examine character, plot, dialog, theme, setting, and voice in fiction. Learners critique works of experienced writers and their peers. With emphasis on preparation, criticism, and revision, learners write poetry, a short story, and a drama. Throughout the semester, students compile a portfolio of their writings. This course does not fulfill the General Education requirement for Humanities but may be used as an elective. Lecture 3 hours per week. F

ENGL 210 - Introduction to Literature (3 cr.)

 **MOTR LITR 100**

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

Learners examine the basic elements of fiction, poetry, and drama and use a variety of critical perspectives to interpret, analyze, and write about various works from literature. Learners study the literature of societies and cultures as representative responses to universal questions relevant to the human experience. Lecture 3 hours per week. F, SP, S

ENGL 221 - World Literature to 1600 (3 cr.)

 **MOTR LITR 200A**

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

This course is a survey of the backgrounds of the literature of the Western world from the ancient Near East, Mediterranean, and Western European regions before 1600 A.D. Students apply biographical, cultural, and historical contexts while they conduct literary research and evaluate and analyze literary works. Lecture 3 hours per week. F, SP, S

ENGL 222 - World Literature since 1600 (3 cr.)

 **MOTR LITR 200M**

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

This course is a survey of the development of the literature of the Western world since the Renaissance, including influences from Europe and from colonial Asia and Africa. Students apply biographical, cultural, and historical contexts while they conduct literary research and evaluate and analyze literary works. Lecture 3 hours per week. SP, W

ENGL 223 - Classical Mythology (3 cr.)

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

Classical Mythology introduces students to the characters, events, and interpretive meanings of classical mythology, as well as the ancient civilizations that comprised the classical world and composed its mythology. With an emphasis on the mythologies of the ancient Mediterranean cultures of Greece and Rome, students identify the common qualities of world mythologies and appraise the influence of classical mythology on contemporary culture. Lecture 3 hours per week. F, W, SP, S

ENGL 231 - English Literature to 1798 (3 cr.)



MOTR LITR 102A

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

This class is a survey of the literature of Great Britain from the Middle Ages through the 18th Century. The class applies biographical, cultural, and historical contexts as students conduct literary research and evaluate and analyze literary works. Lecture 3 hours per week. F, S

ENGL 232 - English Literature since 1798 (3 cr.)



MOTR LITR 102B

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

This class is a survey of English Literature from the 18th Century through present day. The class applies biographical, cultural, and historical contexts as students conduct literary research, and evaluate and analyze literary works. Lecture 3 hours per week. SP, S

ENGL 233 - Shakespeare (3 cr.)

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

This course introduces students to selected plays by William Shakespeare, including comedies, histories, and tragedies. Through a combination of reading, discussion, and video performances, students apply biographical, cultural, and historical contexts to Shakespeare's life and works, as well as engage in analysis and evaluation of the selected plays. Lecture 3 hours per week. F, SP

ENGL 241 - American Literature to 1870 (3 cr.)



MOTR LITR 101A

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

This class is a survey of the literature of America from its beginnings through the Civil War. The class applies biographical, cultural, and historical contexts as students conduct literary research, evaluate, and analyze literary works. Lecture 3 hours per week. F, S

ENGL 242 - American Literature since 1870 (3 cr.)



MOTR LITR 101B

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

This class is a survey of American literature from the Civil War through the present. The class applies biographical, cultural, and historical contexts as students conduct literary research, and evaluate and analyze literary works. Lecture 3 hours per week. F, W, SP, S

ENGL 282 - New Testament Literature (3 cr.)

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

This course is a survey of the literature of the New Testament of the Christian Bible. Students apply biographical, cultural, and historical contexts while they conduct literary research and evaluate and analyze various works within the canon. Lecture 3 hours per week. SP, S

Environmental Health and Safety Technology

EOSH 116 - Introduction to Industrial Hygiene (3 cr.)

This course provides an introduction to the recognition, evaluation, and control of workplace health hazards. Identification, evaluation, and control of stressors in the workplace that pose a health hazard to employees is the main focus of the course. Methods of control, tools, test equipment, and resources available to perform workplace health hazard assessments are addressed. Lecture 3 hours per week. SP

EOSH 205 - Safety and Health Regulations & Standards (3 cr.)

This course is a study of the legislation and standards established to protect the safety and health of employees in a work environment. The Occupational Safety and Health (OSH) Act will be covered. Compliance with regulations established by Occupational Safety and Health Administration (OSHA) will be reviewed in detail. Course addresses acceptable work practices, rights and

responsibilities, and compliance requirements for most work environments. Lecture 3 hours per week. F

EOSH 206 - Environmental Regulations (3 cr.)

This course examines statutory requirements for different environmental media, associated compliance issues, enforcement activities, and governmental regulations such as those promulgated by the U.S. Environmental Protection Agency (EPA). The purpose of different environmental laws and programs are addressed, along with the basic framework of implementation for each program. Common law impacts from environmental issues and terminology specific to environmental regulations are also covered. Lecture 3 hours per week. F

EOSH 215 - Transportation, Storage, and Handling of Hazardous Materials (3 cr.)

This course introduces regulatory requirements for transportation of hazardous materials and handling of hazardous materials by employees. Specific requirements and terminology pursuant to the U.S. Department of Transportation (DOT) Hazardous Materials Regulations will be covered. OSHA requirements for employees who handle hazardous materials and terminology specific to these regulations are also addressed (HAZWOPER). Use of reference materials and regulations are included in the course. Lecture 3 hours per week. F

EOSH 216 - Waste Management and RCRA (3 cr.)

This course introduces students to the available options for properly minimizing, recycling, and/or disposing of all solid wastes under Resource Conservation Recovery Act (RCRA). Students focus on management of materials to minimize waste production. Recycling and recovery issues are addressed. Students explore application of pollution prevention techniques. The course addresses hazardous waste including generation, storage, disposal, and associated regulatory issues. Waste identification, manifesting, and tracking are covered. Lecture 3 hours per week. F

EOSH 225 - Accident Investigation (3 cr.)

This course provides an introduction to the fundamental requirements and techniques used in investigating accidents involving environmental or occupational safety and health issues. Students also explore causes and prevention methods that can be used for these types of events. A variety of methods for analyzing information and for assessing program effectiveness are addressed. Lecture 3 hours per week. SP

EOSH 226 - Emergency Preparedness and Planning (3 cr.)

This course addresses the legal responsibilities of environmental, facility, and human protection. Responsibilities and functions of employees during an emergency are emphasized. The course explores different approaches to emergency planning. A variety of techniques to perform analysis, auditing, and hazard assessment are addressed. Lecture 3 hours per week. SP

Fire Science

FIRE 115 - Firefighter I and II (12 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

IS-700, IS-800, ICS-100, and ICS-200 (all courses are available online at no cost at <http://training.fema.gov/emi.aspx>).

This course is based on the most current NFPA (National Fire Protection Association) 1001, Standard for Firefighter Professional Qualifications. 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 Fire Safety. Lecture 7 hours/Laboratory 5 hours/Total 12 hours per week. F

FIRE 118 - Hazardous Materials Awareness and Operations (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is based on the National Fire Protection Association 1072, "Standard for Hazardous Materials/Weapons of Mass Destruction Emergency

Response Personnel Professional Qualifications,” 2017 Edition and 29 CFR 1910-120(g). Course covers both awareness level and operations level hazardous materials training based on a combination of practical skills assessment and course work to prepare students for certification through the Missouri State Fire Marshall, Division of Fire Safety. Students learn to recognize and size up any incident involving hazardous materials or weapons of mass destruction and understand the firefighter’s role within the response plan. Lecture 3 hours per week. SP

FIRE 119 – Fire Behavior and Combustion (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course explores the theories and fundamentals of how and why fires start and spread, and how they are controlled. This course follows the National Fire Academy Fire and Emergency Services Higher Education (FESHE) model curriculum for the Associate’s core Fire Behavior and Combustion. Lecture 3 hours per week. F

FIRE 126 – Principles of Emergency Services (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; and life safety initiatives. This course follows the National Fire Academy Fire and Emergency Services Higher Education (FESHE) model curriculum for the Associate’s core Principles of Emergency Services. Lecture 3 hours per week. SP

FIRE 135 - Fire Prevention (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course provides fundamental knowledge relating to the field of fire prevention. Topics covered in the course include history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation. The course follows the National Fire Academy Fire and Emergency Services Higher Education (FESHE) model curriculum for the Associate’s core Fire Prevention class. Lecture 3 hours per week. SP

FIRE 215 – Strategy and Tactics (3 cr.)

Prerequisite(s): FIRE 126.

This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. Lecture 3 hours per week. F

FIRE 216 – Fire Instruction (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course introduces instructional concepts and prepares the instructor candidate for the responsibilities of developing and teaching fire and emergency service training programs. The material is based on NFPA 1041, Standard for Fire Service Instructor Professional Qualifications. Topics addressed include development of training outlines and course development, using visual aids, presentation skills, and testing procedures. Lecture 3 hour per week. F

FIRE 217 - Building Construction for Fire Protection (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. This course follows the National Fire Academy Fire and Emergency Services Higher Education (FESHE) Model Curriculum for the Associate’s core Building Construction for Fire Protection class. Lecture 3 hours per week.

FIRE 225 – Fire Service Hydraulics and Water Supply (3 cr.)

Prerequisite(s): FIRE 115.

This course provides a detailed understanding of the physical characteristics of water and its movement as it relates to fire suppression. Topics covered

include principles of water flow, calculating required fire flows, types of fire streams, fire service pump design, types of fire streams, fire hose nozzles, and other related topics. Lecture 3 hours per week. SP

FIRE 226 – Principles of Emergency Services Safety and Survival (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. This course follows the National Fire Academy Fire and Emergency Services Higher Education (FESHE) model curriculum for the Associate’s core Principles of Emergency Services Safety and Survival. Lecture 3 hours per week. F

FIRE 235 - Fire Protection Systems (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course provides information relating to the features of design and operations of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection, and portable fire extinguishers. This course follows the National Fire Academy Fire and Emergency Services Higher Education (FESHE) model curriculum for the Associate’s core Fire Protection Systems class. Lecture 3 hours per week. SP

FIRE 239 - Search and Rescue (3 cr.)

Prerequisite(s): FIRE 115 or instructor consent.

This course provides the information necessary to meet the Operations-Level requirements under NFPA Standard 1670, Standard on Operations and Training for Technical Search and Rescue Incidents. Topics include search and rescue incident management, rescue vehicles and equipment, rope rescue, confined space search and rescue, wilderness search and rescue, plus many other search and rescue scenarios. Lecture 3 hours per week. SP

FIRE 245 - Fire Codes and Inspection (3 cr.)

Prerequisite(s): FIRE 115 or instructor consent.

This course provides fire and emergency services personnel and civilian inspectors with the basic information necessary to meet the job performance requirements (JPRs) of NFPA 1031 (2014) for Level 1 and Level II Inspectors. Lecture 3 hours per week. SP

FIRE 246 – Occupational Safety and Health for Emergency Services (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk and hazard evaluation and control procedures for emergency service organizations. Lecture 3 hours per week. SP

FIRE 255 – Leadership in the Fire Service (3 cr.)

Prerequisite(s): FIRE 115 or instructor consent.

This course covers the training required of Company Officers according to NFPA 1021 Standard for Fire Officer Professional Qualifications, 2014 Edition. The topics covered include leadership, supervision, ethics, decision-making, legal responsibilities and liabilities, interpersonal communications, organizational structure, records management, safety and health issues, and other related material. Lecture 3 hours per week. F

Forestry

FRST 115 – Introduction to Forestry (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is an introduction to the multiple use aspects in the overall field of forestry. Emphasis is placed on management policies at the local and national levels, forestry ecological systems, and the interrelationships of forestry to other disciplines. Lecture 3 hours per week. SP

FRST 117 - Introduction to Dendrology (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course involves field and lab identification of native and exotic trees and woody vines using leaves, twigs, bark, and fruit characteristics. Lecture 3 hours per week. F

FRST 119 - Forest Measurements (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is an introduction to forest measuring techniques, including measuring equipment, log scaling practices, forest product measurements, cruising, and inventory techniques. Lecture 3 hours per week. F

FRST 215 - Forest Management Practices (3 cr.)

Prerequisite(s): FRST 117 and FRST 119.

This course is an introduction to forest management practices, including governmental roles with the emphasis on local and regional regulations, principles of the ecosystem, sustainable forest concepts, and multiple use management. Lecture 3 hours per week. F

FRST 217 - Silviculture and Ecology (3 cr.)

Prerequisite(s): FRST 117.

This course is a detailed study of the concepts and techniques utilized in the silvicultural treatment of forests. Lecture 3 hours per week. SP

FRST 225 - Fire Ecology (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is designed to familiarize students with the role fire has played in the development of ecosystems and plant and wildlife communities. Educates students on the practical and effective use of prescribed fire as a forest and wildlife management tool. Discuss the role of wildfires on the landscapes, the urban-wildfire interface, and wildland fire suppression techniques. Lecture 3 hours per week. SP

General Studies

GNST 090 - New Student Orientation (1 cr.)

This course will give students an overview of Three Rivers College including history, programs offered, required technology, and College policies. The students will be provided the opportunity to use Three Rivers College's technology to participate in courses, use their student email, and plan their degree path. Emphasis will be placed on deciding the correct transfer pathway or career program for student's educational goal. Lecture 1 hour per week. F, SP, S

GNST 102 - Leadership Development (1 cr.)

Prerequisite(s): Instructor consent.

This course enhances campus and community leadership through orientation and participation in service projects and social activities. Enrollment is restricted to students participating in campus/community organizations. Lecture 1 hour per week. F, SP

GNST 104 - Career Exploration (1 cr.)

In this course, students explore career opportunities and prepare for seeking employment after graduation. This course combines 8 weeks of independent study with 8 weeks of lecture and discussion. Lecture 1 hour per week. F, SP

Geographic Information Systems

GIS 110 – Introduction to Mapping Principles (3 cr.)

This course addresses skills and knowledge necessary to read, analyze, and interpret maps. Topics include mapping basics such as scale, spatial reference systems and projection, data acquisition and organization, thematic mapping, and the principles of map design. Lecture 3 hours per week. F, SP

GIS 120 - Introduction to Geographic Information Systems (3 cr.)

This course provides an introduction to geographic information systems and methods of creating, maintaining, and displaying geospatial data and imagery using ArcGIS software. The course includes a broad survey of applications. Course topics include elements of GIS, analysis of spatial information, map creation and analysis, GIS data types, map projections and coordinate systems, and other related topics. Lecture 2 hours/Lab 2 hours/Total 4 hours per week. Lecture 3 hours per week. F

GIS 140 - Geographic Information Systems II (3 cr.)

Prerequisite(s): GIS 120.

This course, combined with GIS 120, provides students with a solid foundation in GIS concepts and the use of GIS. Students gain necessary skill and knowledge to use GIS concepts and software to solve problems. Emphasis is on hands-on applications. Topics covered include data models, data acquisition, spatial data editing, attribute management, vector and raster data analysis, spatial interpolation, and other related concepts. Lecture 2 hours/Lab 2 hours/Total 4 hours per week. SP

GIS 210 – WEB-Based GIS (3 cr.)

Prerequisite(s): GIS 120.

This course addresses delivery of geographical data via the Internet. Students compose maps using mapping services available online. The course introduces the use of markup language to customize Web-based GIS applications for a specific use. Lecture 3 hours per week. F, SP

GIS 220 - Introduction to Remote Sensing (3 cr.)

Prerequisite(s): GIS 120.

This course provides an introduction to remote sensing. The topics covered include image processing techniques used for remote sensing, applications of remote sensing, and the relationships between GIS image processing and remote sensing. Case studies and hands-on exercises are used to illustrate various remote sensing and image processing applications in practice. Lecture 3 hours per week. F, SP

GIS 230 – Spatial Analysis in GIS (3 cr.)

Prerequisite(s): GIS 120.

This course builds problem-solving and analysis skills. Course topics cover various spatial analysis techniques that are used to provide support for decision-making in solving problems in a variety of fields. Students develop skills through project and lab activities. Lecture 2 hours/Lab 2 hours/Total 4 hours per week. SP

GIS 240 - Applications in GIS (3 cr.)

Prerequisite(s): GIS 120.

This course provides an introduction to applications of GIS using ArcView. Emphasis of the course is on solving problems with GIS. Students complete projects in their field of study. Topics covered include data sources and accuracy, manipulation of databases, creation of charts and graphs, and presentation of data in map layouts. Other related topics are also addressed. Lecture 3 hours per week. F

GIS 250 – Advanced GIS (3 cr.)

Prerequisite(s): GIS 120.

This course introduces students to more of the advanced capabilities of ArcGIS. Topics covered include designing geodatabases for use, working with data, optimizing workflow, and other related concepts. Students develop skills through hands-on activities and projects. Lecture 2 hours/Lab 2 hours/Total 4 hours per week.

Geography

GEOG 101 - Cultural Geography (3 cr.)

Prerequisite(s): ENGL 02 or Writing Placement of ENGL 111 and READ 02 or Reading placement of ENGL 111.

Course designed to familiarize students with geographic studies including the relationship between humans and the natural environment as well as spatial patterns of human activities. The course addresses different techniques and approaches to geographic interpretation. The course examines diverse cultures, languages, and religions while approaching the course through a multidisciplinary approach of history, politics, and economics. Lecture 3 hours per week. F, SP

Global Studies

GLBL 120 - Seminar in Global Studies (1 cr.)

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

This seminar explores the interconnectedness of the human experience, showing how all humans, past, present, and future, are united in their humanity, no matter where they reside or when they exist. The course offers students the opportunity to better prepare themselves to compete in a global economy and expand their global cultural experiences. This course is required for completion of the Global Studies Certificate. Lecture 1 hour per week. SP

Government & Political Science

GOVT 121 - National and State Government (3 cr.)



MOTR POSC 101

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

Corequisite(s): GOVT 290.

This course is a survey of the federal government and the political system of the United States through its organization and function from colonial institutions through its present-day powerful development. This course satisfies the state legislative requirement for graduation. Lecture 3 hours per week. F, W, SP, S

GOVT 220 - Missouri Government (1 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

Corequisite(s): GOVT 290.

This course is for students who transferred a course equivalent to GOVT 121 but have not had the Missouri Constitution/government component as mandated by the state legislature. This course is designed to meet that mandate. GOVT 220 is not a substitute for GOVT 121. Lecture 1 hour per week. F, SP, S

GOVT 233 - International Relations (3 cr.)



MOTR POSC 201

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is the study of basic factors governing international relationships among nations and how those factors figure in current world problems. Lecture 3 hours per week. SP

GOVT 290 - Missouri Higher Education Civics Achievement Exam (0 cr.)

Corequisite(s): GOVT 121 or GOVT 220.

The exam shall consist of between 50 and 100 questions and will be administered online. In addition, the exam shall be similar to the United States citizenship exam including questions covering the United States Constitution, the United States Bill of Rights, governmental institutions, historical manifestations of federalism, and history of constitutional interpretation and amendments. MO HB1528 requires any student attending a public or private institution of higher education to pass the Missouri Higher Education Civics Achievement Examination as a condition of graduation. F, W, SP, S

Green Diesel Technology

GRDT 115 - Green Diesel Technician I (6 cr.)

This course provides training to beginning diesel technicians. Students gain extensive hands-on training and experience in working with diesel engines, including a complete tear down of a diesel engine, measurement, and use of special tools. The student is made aware of all aspects of proper shop operation, environmental issues, fuel efficiency standards, and safety. Lecture 6 hours per week. F, SP

GRDT 215 - Green Diesel Technician II (6 cr.)

Prerequisite(s): GRDT 115.

This course provides training for the technician in the proper design of diesel fuel systems and the function of their components. Students learn to diagnose problems, as well as perform preventive maintenance. Students learn to test, install, and adjust fuel injectors and will learn operating principles of governor-controlled fuel systems, inline pump systems, multiple pump systems, and tune-up procedures. Lab work provides the experience

of disassembling, checking, repairing, and reassembling the different fuel systems. Special emphasis is placed on the analysis and control of emissions, alternative fuel types, and federal emission standards. Lecture 6 hours per week. F, SP, S

GRDT 225 - Green Diesel Technician III (6 cr.)

Prerequisite(s): GRDT 215.

This program provides training for diesel technicians in turbochargers, roots blowers, air intake and exhaust systems, in-line pump timing and distributor pump tune-up procedures. The student learns tune-up procedures for three of the major diesel engines. Lab work provides the opportunity to disassemble, inspect, and reassemble blowers, turbochargers, and injection pump training aids. Lecture 6 hours per week. F, SP

Heating, Ventilation, Air Conditioning/Refrigeration

HVAC 105 - Safety for HVAC/R Profession (3 cr.)

Course provides instruction and application in the safe use and care of hand tools, specialized tools, materials, and equipment used in HVAC/R installation, troubleshooting, maintenance, and repair. The course addresses all applicable state, local, and national safety regulations and proper compliance. Orientation to job entry specification and occupational opportunities is included in this course. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F, SP

HVAC 106 - Electricity for HVAC/R Technicians (3 cr.)

This course is a practical study of electricity, electrical hardware, and electrical test instruments used in the heating, air conditioning, and refrigeration industry. Coursework includes instruction and practical application in basic electricity, troubleshooting circuits, interpreting schematics, power distribution systems, electrical control components, and motors. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F, SP

HVAC 107 - Heating, Ventilation, Air Conditioning, and Refrigeration I (3 cr.)

This course is an introduction to the operation of HVAC/R systems. The course includes an introduction to the equipment used in systems for heating, ventilation, air conditioning, and refrigeration. Students acquire a working knowledge of the most common system designs. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F, SP

HVAC 115 - Heating, Ventilation, Air Conditioning, and Refrigeration II (3 cr.)

Prerequisite(s): HVAC 105, HVAC 106, and HVAC 107 or instructor consent.

This course is an introduction to the operation of HVAC/R systems. Course includes an introduction to the equipment used in systems for heating, ventilation, air conditioning, and refrigeration. Students acquire a working knowledge of the most common system designs. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F, SP, S

HVAC 116 - HVAC/R Motors and Controls (3 cr.)

Prerequisite(s): HVAC 105, HVAC 106, and HVAC 107 or instructor consent.

This course is a concentration in the study of control circuitry found in all forms of HVAC/R equipment. Students learn to interpret electrical diagrams, become familiar with common control devices, and electronic control systems will be introduced. Practical troubleshooting techniques for HVAC/R motors and controls are the primary emphasis of this course. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F, SP, S

HVAC 215 - Residential Heating, Air Conditioning, and Refrigeration (3 cr.)

Prerequisite(s): HVAC 105, HVAC 106, and HVAC 107 or instructor consent.

This course involves an in-depth study of residential systems. Students gain the knowledge and skills required for proper installation and servicing of residential systems. Refrigerant and cooling gas handling and reclaiming methods are included in this course to permit students to become certified in this area. Course emphasizes HVAC Excellence Certification. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F, SP

HVAC 216 – Commercial Heating, Ventilation, and Cooling (3 cr.)

Prerequisite(s): HVAC 115, HVAC 116, and HVAC 215 or instructor consent.
This course involves an in-depth study of commercial systems to include ventilation but exclude refrigeration. Students gain the knowledge and skill required for proper installation and servicing of commercial systems. Course emphasizes HVAC Excellence Certification. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F, S

HVAC 217 – Commercial Refrigeration (3 cr.)

Prerequisite(s): HVAC 115, HVAC 116, and HVAC 215 or instructor consent.
This course is designed to provide students with coursework exclusive to commercial systems. Commercial refrigerant-flow diagrams, commercial symbol diagrams, commercial electrical schematics, hermetic and semi-hermetic systems, and commercial system applications are studied. This includes the study of commercial freezers and walk-in units, commercial refrigeration equipment, water coolers, and ice makers. Course emphasizes HVAC Excellence Certification. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F, S

Health, Physical Education, and Recreation

PROFESSIONAL COURSES

HPER 110 - Lifetime Wellness (2 cr.)

This course is designed to assist the student in recognizing psychosocial and physiological health issues in order to assess health status. In addition, the student is encouraged to explore attitudes about health-related matters and make informed decisions about health-enhancing behaviors. Lecture 2 hours per week. F, W, SP, S

HPER 113 - History and Principles of Physical Education (2 cr.)

This course is an introductory study of the history, principles, and philosophy of modern physical education and sports. Recommended for students majoring or minoring in physical education. Lecture 2 hours per week. F, SP

HPER 123 - First Aid (2 cr.)

This course offers the student preparation in first aid care and life-saving emergency concepts. Emphasis is placed on caring for sprains, strains, and breaks; as well as various emergency responses. American Red Cross First Aid and CPR certification is obtained upon successful completion of the course. Lecture 2 hours per week. SP

HPER 151 - Foundations of Fitness (1 cr.)

This course provides current information about the beneficial effects of and how to implement and live a healthy lifestyle through lecture, cardio exercises, and weight workouts. General topics covered include diet and exercise, cardiovascular fitness, and weight training. Students participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Individualized program are developed by the student. Students meet in the class for the first 8 weeks of the course and then continue with their individualized program for the next 8 weeks with the coach tracking their progress. Lecture .5 hour/Laboratory 1 hour/Total 1.5 hours per week. F, SP

HPER 152 - Fitness Center I (1 cr.)

Prerequisite(s): HPER 151.
This course provides instruction in the development of fitness planning, fitness goal setting, and personal health and wellness. This is an introductory course where students gain the knowledge of a wide variety of fitness equipment. Students participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students will meet with an instructor during first week and last week of classes. Lecture .5 hour/Laboratory 1 hour/Total 1.5 hours per week. F, SP

HPER 213 - Basketball Coaching Techniques (2 cr.)

This course is designed to teach the fundamentals of coaching organized basketball to all age groups. Recommended for all students whose major or minor is in physical education. Lecture 2 hours per week. SP

HPER 214 - Baseball Coaching Techniques (2 cr.)

This course involves development of a baseball team, selection of players by position, team drills, offensive and defensive strategies, scouting, and player management. Lecture 2 hours per week. F

HPER 243 - Sports Officiating (2 cr.)

This course allows students to become acquainted with and knowledgeable of the rules and techniques of officiating in the fields of basketball, baseball, and volleyball. Lecture 2 hours per week. F

HPER 251 - Fitness Center II (1 cr.)

Prerequisite(s): HPER 152.
This course provides instruction in the development of fitness planning, fitness goal setting, and personal health and wellness. Students participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students meet with an instructor during the first week and last week of classes. Lecture .5 hour/Laboratory 1 hour/Total 1.5 hours per week. F, SP

HPER 252 - Athletic Fitness (1 cr.)

Prerequisite(s): HPER 151.
Corequisite(s): HPER 2691-2693; HPER 2791-2793; HPER 2891-2896; or HPER 2991-2996.

This course focuses on continued implementation of personal fitness plan with emphasis on improving strength through use of weights. Lecture .5 hour/Laboratory 1 hour/Total 1.5 hours per week. SP

ACTIVITY COURSES

Students are limited to 2 activity and/or varsity courses per semester for credit. Students may not repeat activity courses. Students of either sex may register for any course. Laboratory 2 hours per week for all courses.

HPER 122 Badminton and Table Tennis (1 cr.)

HPER 131 Beginning Golf (1 cr.)

VARSIY SPORTS

HPER 2491-2496 - Varsity Rodeo (1 cr.)

Prerequisite(s): Coach consent.
This course is designed for the experienced athlete and participation is restricted to students who are on the rodeo team. New team members are selected on a yearly basis. Members are required to attend practices, scheduled rodeos, and other team events. Members improve skills within their event. One hour of physical education credit is granted for each full semester the student competes on the team. F, SP

HPER 2591-2596 - Spirit Squad (1 cr.)

Prerequisite(s): Coach consent.
This course is designed for the experienced athlete and participation is restricted to students who are on the spirit squad. Tryouts are held each year. Members are required to attend practices, scheduled games, and other team events. Members of the squad develop tumbling skills, vocal projection, and crowd participation cheers and/or chants in practice and game situations. One hour of physical education credit is granted for each full semester the student completes on the team. F, SP

HPER 2691-2693 - Women's Varsity Softball (1 cr.)

Prerequisite(s): Coach consent.
This course is designed for the experienced athlete and participation is restricted to students who are on the softball team. Tryouts are held each year. Players are required to attend daily practices, scheduled games, and other team events. Players develop hitting, fielding, throwing, pitching, and team strategy skills in practice and game situations. One hour of physical education credit is granted for each full semester the student competes on the team. F, SP

HPER 2791-2793 - Men's Varsity Baseball (1 cr.)

Prerequisite(s): Coach consent.
This course is designed for the experienced athlete and participation is restricted to students who are on the baseball team. Tryouts are held each year. Players are required to attend daily practices, scheduled games, and other team events. Players develop hitting, fielding, throwing, pitching, and team strategy skills in practice and game situations. One hour of physical

education credit is granted for each full semester the student competes on the team. F, SP

HPER 2891-2896 - Women's Varsity Basketball (1 cr.)

Prerequisite(s): Coach consent.

This course is designed for the experienced athlete and participation is restricted to students who are on the women's basketball team. Tryouts are held each year. Players are required to attend daily practices, scheduled games, and other team events. Players develop shooting, passing, dribbling, defensive, and rebounding skills in practice and game situations. One hour of physical education credit is granted for each full semester the student competes on the team. F, SP

HPER 2991-2996 - Men's Varsity Basketball (1 cr.)

Prerequisite(s): Coach consent.

This course is designed for the experienced athlete and participation is restricted to students who are on the men's basketball team. Tryouts are held each year. Players are required to attend daily practices, scheduled games, and other team events. Players develop shooting, passing, dribbling, defensive, and rebounding skills in practice and game situations. One hour of physical education credit is granted for each full semester the student competes on the team. F, SP

History

HIST 111 - American History to 1877 (3 cr.)



MOTR HIST 101

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

A general survey of the history of the United States from discovery and exploration through the Civil War and Reconstruction, emphasizing political, economic, social, and cultural factors. Lecture 3 hours per week. F, SP, S

HIST 112 - American History since 1877 (3 cr.)



MOTR HIST 102

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

A general survey of the history of the United States from the period of the growth of big business following the Civil War to the present day, emphasizing political, economic, social, and cultural factors in the growth of America. Lecture 3 hours per week. F, W, SP, S

HIST 121 - World Civilization to the Renaissance (3 cr.)



MOTR HIST 201

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

This course is designed to provide the student with the essential information relating to the history of human civilization, how civilizations form, how they develop, and how they decline, and, possibly, cease to exist. In the process of this, the student demonstrates a level of competency relating to specific features of the civilizations, both those that rose to dominance and those that functioned in a less prominent role that have influenced humanity, past and present. Lecture 3 hours per week. F

HIST 122 - World Civilization since the Renaissance (3 cr.)



MOTR HIST 202

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

This course is designed to provide the student with the essential information relating to the history of human civilization, how civilizations form, how they develop, and how they decline, and, possibly, cease to exist. In the process of this, the student demonstrates a level of competency relating to specific features of the civilizations, both those that rose to dominance and those that functioned in a less prominent role that have influenced humanity, past and present. Lecture 3 hours per week. F, SP

Honors

HNRS 110 - Honors Inquiry Seminar (1 cr.)

Prerequisite(s): Honors Program Coordinator consent.

This course provides an opportunity for academic inquiry across the disciplines through seminars based on topics of intellectual significance. Students will evaluate and synthesize as they study. Three Rivers Honors Program students must complete three inquiry seminars. Lecture 1 hour per week. F, SP

HNRS 120 - Honors Leadership Seminar (3 cr.)

Prerequisite(s): Completion of at least one hour of HNRS 110 and Honors Program Coordinator consent.

This course emphasizes discussion of leadership styles based on acquiring an understanding of problem-solving, working with diversity, managing change, conflict, and networking. Drawing upon experiences in a guided service learning project, each student develops a personal philosophy of leadership. Three Rivers Honors Program students must take Honors Leadership Seminar. Lecture 3 hours per week. F, SP

HNRS 200 - Honors Independent Study (1-3 cr.)

Prerequisite(s): Completion of at least one hour of HNRS 110 and Honors Program instructor and the Honors Program Coordinator consent.

This is an independent study that allows the student to work at an honors level on a project or paper that addresses a topic not studied in-depth or contained in the regular curriculum. F, SP

HNRS 220 - Honors Multi-Disciplinary Seminar (3 cr.)

Prerequisite(s): Completion of at least one hour of HNRS 110 and seminar instructors and the Honors Program Coordinator consent.

This course focuses on a topic of cultural and societal significance that guides students to a richer understanding of a particular time, place, or phenomenon. Examining various ideas and images, students study ways in which individuals and groups have attempted to understand the world. This course uses a range of documents, recordings, films, television programs, and music as appropriate to the particular topic and draws upon honors program instructors as seminar mentors. Lecture 3 hours per week.

Information Systems Technology

IST 100 - Computer Applications (3 cr.)

Prerequisite(s): READ 02 or Reading Placement of ENGL 111.

This course is designed to teach students how to use application software to improve their personal productivity. This course expands students' skills in word processing, spreadsheet applications, database, and presentation software. Using these software applications, students create documents, letters, forms, tables, and create charts and graphs, build tables, queries, forms, reports, and organize, manage, and secure a database; and use presentation software to create and modify graphic presentations. The course prepares students to use College and public resources to manage coursework and conduct research. It also discusses the importance of computer and web security. Lecture 3 hours per week. F, W, SP, S

IST 126 - Word Processing Applications (3 cr.)

Prerequisite(s): IST 100.

This course instructs students in the theories and practical applications of one of the most popular word processing programs—Microsoft Word. This course is designed to help students create, format, customize, modify, and organize various documents from scratch and pre-formatted arrangements. Lecture 3 hours per week. F, SP, S

IST 148 - Office Procedures (3 cr.)

A study of the practices and procedures of current office concepts with emphasis on human relations and personality development, employment opportunities, telecommunications, word and data processing, filing and records management, and communications skills. Lecture 3 hours per week. SP

IST 149 - Medical Terminology and Coding Procedures (3 cr.)

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

This course is a study of medical terminology and coding procedures as they relate to the office of today. The course includes specialized terminology and coding procedures for medical options. Lecture 3 hours per week. F

IST 225 - Medical Billing and Coding I (5 cr.)

Prerequisite(s): IST 149.

This class is designed to train individuals in all aspects of medical insurance, including plan options, carrier requirements, state and federal regulations, accurately completing claims, and coding diagnoses and procedures. Individuals will develop skills necessary to obtain a position in a physician's office, hospital, or healthcare facility. Lecture 5 hours per week. F

IST 256 - Administrative Transcription (3 cr.)

Prerequisite(s): BUED 103 and IST 126.

Students develop a foundation in medical, legal, and executive transcription utilizing software for the PC. Medical, legal, and executive transcription projects are transcribed from dictation software in the computer lab. Students complete Integrated Office Simulation projects along with calculator speed test. Lecture 3 hours per week. F

IST 268 - Spreadsheet Applications (3 cr.)

Prerequisite(s): IST 100 and ENGR 106 or MATH 02 or placement of MATH 103/153 or higher.

In this course students demonstrate the ability to use Microsoft Excel for basic and advanced functions. Lecture 3 hours per week. F, SP, S

IST 269 - Database Applications (3 cr.)

Prerequisite(s): IST 100 or instructor consent.

This course teaches the use of a database management program with in-depth experience in the development of relational databases. The effective storage of data, creation of table relationships, forms, reports, and a menu driven database are covered. Lecture 3 hours per week. SP

IST 275 - Advanced Medical Billing and Coding (7 cr.)

Prerequisite(s): IST 225.

This course is designed to further train individuals in both inpatient and outpatient coding and links a connection to the billing/reimbursement/collections process. Students go through all steps necessary to code a claim correctly and link the correct CPT and ICD-9-CM codes for reimbursement for various insurance carriers and government entities. This course explains adjustments and how and when to bill patients, and what to do if there is a denial or rejection. Students learn more code-specific information, specialty coding, and the levels of coding. They have the opportunity to use billing software to code from sample forms. Lecture 6 hours per week. SP

IST 285 - Desktop Publishing (3 cr.)

Prerequisite(s): IST 100 or instructor consent.

This one-semester course provides skill development in the electronic procedures of producing and editing publications. Students create, format, illustrate, design, edit/revise, and print publications. Improved productivity of electronically produced newsletters, flyers, brochures, reports, advertising materials, and other publications are emphasized. Proofreading, document composition, and communication competencies are also included. Lecture 3 hours per week. SP

IST 296 - Office Administrative Applications (3 cr.)

Prerequisite(s): IST 126, IST 268, IST 269.

Corequisite(s): IST 197.

This course concentrates on the most important advanced business applications using office applications, including word processing, presentation graphics, spreadsheets, and databases. Emphasis is on hands-on practice to produce mailable and professional integrated office projects. Lecture 3 hours per week. SP

IST 297 - IST Coordinated Internship Project (3 cr.)

The purpose of this supervised on-the-job training course is to provide practical experience, gain knowledge, and develop skill in the many phases of the office environment, or closely related area, for graduating students. The

student works a total of 200 hours during which he or she will work with direct supervision from an employer and indirect from an instructor from the Information Systems Technology department in an appropriate business, organization, or professional office environment. Variable hours per week. F, SP, S

Information Technology Specialist

MST 115 - IT Essentials (3 cr.)

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

The IT Essentials course covers the fundamentals of computer hardware and software and advanced concepts such as security, networking, and the responsibilities of an IT professional. Upon completion of this course, students may take the CompTIA A+ certification exam. Lecture 3 hours per week. F, SP

MST 117 - Linux Essentials (3 cr.)

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

This course provides the fundamental knowledge and concepts for choosing an operating system, basic information on open source software and licenses, basic understanding of scripting, and learning how to use command lines. Lecture 3 hours per week. F, SP

MST 118 - Networking (3 cr.)

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students are able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Upon completion of MST 118 and MST 128, students will be prepared to take the Cisco certification exam. Lecture 3 hours per week. F, SP

MST 128 - Networking: Routing and Switching (3 cr.)

Prerequisite(s): MST 118.

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students are able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Upon completion of MST 118 and MST 128, students will be prepared to take the Cisco® CCENT certification exam. Lecture 3 hours per week. SP

MST 135 - IT Customer Service and Support (3 cr.)

This course covers topics such as customer service, working in an Information Technology department, writing technical reports and presentations, and creating schematic designs for networks. Lecture 3 hours per week. F, SP

MST 197 - Coordinated Internship Project I (3 cr.)

Prerequisite(s): MST 128 with a minimum letter grade of C.

This course is a supervised on-the-job training course that provides practical experience in a microcomputer support system or closely related area for graduating students. Students work in a 120-hour training cycle during which he/she will work with direct supervision from an employer and indirect supervision from an instructor from the Business/IST department in an approved business organization or professional environment. Students also prepare for an industry-recognized certification exam. This is the first internship for the AAS IT Specialist degree program. Variable hours per week. SP

MST 217 - Network Security (3 cr.)

This course is designed to expand networking student's basic network and operating system skills to include planning, implementing, and auditing of a

system's security. The course covers various aspects of designing and implementing a secure network for both home and office. Lecture 3 hours per week. F, SP

MST 218 – Server Administration (3 cr.)

Prerequisite(s): MST 128 with a minimum grade of a C.

This course gives students in-depth coverage of the 70-410 certification exam objectives and focuses on the skills needed to install and configure Windows Server 2012/R2. After finishing the course, the student will have in-depth knowledge of Windows Server 2012/R2, including installation, local and remote management, file and storage services, Active Directory, group policies, TCP/IP, networking services, and Hyper-V virtualization. Both the original release of Windows Server 2012 and the R2 release are covered. Lecture 3 hours per week. F

MST 219 - Advanced Server Administration (3 cr.)

Prerequisite(s): MST 218 with a minimum letter grade of C.

This course gives an in-depth coverage of the 70-411 certification exam objectives and focuses on the skills needed to administer Windows Server 2012/R2. After finishing this course, students will have an in-depth knowledge of Windows Server 2012/R2, including server deployment and maintenance, advanced file services, server monitoring, remote access, Network Policy Server, Active Directory, and DNS. Both the original release of Windows Server 2012 and the R2 release are covered. Lecture 3 hours per week. SP

MST 225 – Scaling Networks (3 cr.)

Prerequisite(s): MST 128 with a minimum letter grade of C.

This course describes the architecture, components, and operations of routers and switches in a large and complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students also develop the knowledge and skills needed to implement DHCP and DNS operations in a network. Upon completion of MST 225 and MST 226, students will be prepared to take the Cisco® CCNA certification exam. Lecture 3 hours per week. F

MST 226 – Connecting Networks (3 cr.)

Prerequisite(s): MST 225 with a minimum letter grade of C.

This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network. Upon completion of MST 225 and MST 226, students will be prepared to take the Cisco® CCNA certification exam. Lecture 3 hours per week. F

MST 227 - IT Programming (3 cr.)

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

In this first programming course, students construct programs to solve problems and explore program development in a Windows environment. Lecture 3 hours per week. F

MST 235 – IT Practicum and Survey (3 cr.)

In this course, students solve various IT issues utilizing skills covered throughout the IT Specialist program. Emphasis for this course will be network design, implementation, and maintenance. Lecture 3 hours per week. SP

MST 297 - Coordinated Internship Project II (3 cr.)

Prerequisite(s): MST 197 with a minimum letter grade of C.

This course is a supervised on-the-job training course that provides practical experience in a microcomputer support system or closely related area for graduating students. Students work in a 120-hour training cycle during which he/she will work with direct supervision from an employer and indirect supervision from an instructor from the Business/IST department in an approved business organization or professional environment. This is the final

internship for the AAS IT Specialist degree program. Variable hours per week. SP

Manufacturing Technology

MAFT 119 – Robotics I (3 cr.)

Corequisite(s): ELEC 115.

This course provides an introduction to industrial robotics and applications. The student is introduced to the basics of robotics programming, robot safety, the multi-axis coordinate system, the teaching pendant, robot commands, robotic vision, and robot simulation software. The course focuses on the use of robots in an industrial setting. This is a hybrid-blended course. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F, SP, S

MAFT 215 – Mechatronics Capstone (3 cr.)

Prerequisite(s): ELEC 216, MAFT 119.

Corequisite(s): MAFT 219.

This project-based course enables students to apply knowledge and skills acquired in previous semesters. Through integration of technologies, students plan, design, construct, program, test, evaluate, and improve industrial control systems to include robotics and process controls. Students are required to incorporate electricity and electronics systems, fluid power systems, mechanical systems, motor controls and motor drives, programmable controller systems, as well as robotics in capstone projects. Lecture 3 hours per week. F, SP

MAFT 219 – Robotics II (3 cr.)

Prerequisite(s): MAFT 119.

Corequisite(s): ELEC 117.

This course is a continuation of Robotics I and includes a study of the use of robotic technologies integrated with fluid power, industrial electronics, and programmable logic controllers technologies. The student is introduced to the advanced robotics programming, with emphasis on the integration and coordination of robotic programming and motion with other control circuits and technologies found in many emerging manufacturing and industrial facilities. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F, SP

MAFT 228 - Quality Assurance Fundamentals (3 cr.)

This course provides an introduction to management of quality control systems. Course includes study of recordkeeping, standards, sampling, and cost as related to quality control applications. Different techniques used in quality control will be covered. Use of computers for data collection, analysis, and reporting is emphasized. Fundamental aspects of quality control with an emphasis on basic statistics will be included. Lecture 3 hours per week. SP

MAFT 229 - Introduction to Safety and Health Programs (3 cr.)

This course provides a broad overview of all components of an occupational safety and health program. Terminology specific to the field of study is addressed. The class emphasizes hazard identification and control. Requirements for effective management of occupational safety and health are included along with identifying applicable regulations. Lecture 3 hours per week. SP

MAFT 235 - Manufacturing Processes (3 cr.)

This course includes a study of materials and processes used in the manufacture of hard consumer goods. Forming, separating, fabricating, conditioning, and finishing of metallic, plastic, ceramic, and composite materials is emphasized. Specific manufacturing techniques such as lean manufacturing, just-in-time manufacturing, plant layout, and others are also examined. Terminology, new emerging technologies, and the effects of manufacturing on society are also addressed. Lecture 3 hours per week. F

MAFT 255 - Hydraulics and Pneumatics (3 cr.)

This introductory course defines the core concepts of fluid power systems. Fluid power circuit symbols and identification of components along with their function are addressed in the course. Development of skills necessary for interpreting fluid power circuits and analyzing circuit function are a focus for student learning. Lecture 3 hours per week. F

MAFT 267 - Automated Manufacturing Systems (3 cr.)

Corequisite(s): ELEC 216 or instructor consent.

This course is a software-based study of advanced manufacturing processes and systems, including computer integrated manufacturing. Key activities include PLC software applications and product manufacture by computer simulation. This is a hybrid-blended course. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F, SP, S

Marketing

MKTG 115 - Principles of Marketing (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is a study of the marketing process in a dynamic environment. The course focuses on the needs of consumers and their buying behavior based on the marketing mix and the process of distribution. The course further identifies the various advertising media and how these mediums are used to promote products and services and the ethical consequences of marketing in the economy. Lecture 3 hours per week. SP

MKTG 118 - Retail Merchandising (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is a study of general retailing principles, procedures, and mathematical computations for retail buying and merchandising. Concepts covered include an in-depth study of the components of a budget, retail financial planning, and channel operations. Lecture 3 hours per week. F

MKTG 119 - Advertising (3 cr.)

In this course, students will learn the essential components of advertising and promotion. This will include the creative, planning, and budgetary processes that help businesses prepare an advertising strategy that positions their organizations for growth. The course is project focused to enable students to have hands on experience in the creative processes of developing advertisement and in learning the strategy behind it with the creation of a business advertising plan for a local business and creation of an advertising proposal for the DECA sponsored Marketing Showcase. Lecture 3 hours per week. SP

MKTG 128 - Professional Selling (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is a study of the marketing competencies for professional selling. Concepts covered include selling as a profession, the steps in the selling process, relationship selling, and the relationship selling process. Lecture 3 hours per week. SP

MKGT 297 - Internship (3 cr.)

Prerequisite(s): BMGT 105 and a minimum of 24 semester hours of credit in the Business Management degree program.

This course is a study of generally accepted professional work behavior. Concepts covered include recognizing individual strengths and weaknesses, resume and cover letter writing, and interviewing techniques. Each student enrolled in this class is required to complete a 180-hour internship, which provides an opportunity to develop occupational skills through on-the-job work experience. Students are encouraged to attend bimonthly Collegiate DECA Meetings. Variable hours per week. SP

Mass Communication

MCOM 101 - Mass Communication and Society (3 cr.)

Prerequisite(s): READ 02 or reading placement of ENGL 111.

This course provides an interdisciplinary overview of the nature, evolution, and influence of mass communication in our society at personal, local, national, and global levels. Print, chemical, electronic, and digital forms of media, including media purpose and content, will be examined. The effects that media have on culture, politics, law, globalization, and ethics are also addressed. The course aims to help students become more knowledgeable consumers of media content and improve their own media literacy skills. Lecture 3 hours per week.

Mathematics

MATH 02 – Transitional Math (4 cr.)

Prerequisite(s): READ 01 or Reading placement of READ 02 and appropriate math placement.

Corequisite(s): ACAD 101.

A course designed to develop the student's knowledge of fundamental operations with integers, fractions, decimals, percentages, ratios, and proportions. Students learn to interpret graphs, simplify algebraic expressions, solve equations, and perform unit conversions. Lecture 4 hours per week. F, SP, S

MATH 103 – Intermediate Algebra (4 cr.)

Prerequisite(s): MATH 02.

A course designed to teach students how to perform basic operations on polynomials, rational expressions, and roots. Students learn to solve polynomial equations by factoring along with techniques for solving equations containing rational expressions and roots. Students will apply basic techniques for solving and graphing linear equations. Lecture 4 hours per week. F, SP, S

MATH 153 – Intermediate Algebra (4 cr.)

Prerequisite(s): Placement of MATH 153.

A course designed to teach students how to perform basic operations on polynomials, rational expressions, and roots. Students learn to solve polynomial equations by factoring along with techniques for solving equations containing rational expressions and roots. Students will apply basic techniques for solving and graphing linear equations. Lecture 4 hours per week. F, SP, S

MATH 161 – Mathematical Reasoning and Modeling (3 cr.)



Prerequisite(s): MATH 02 with a minimum grade of C or placement of MATH 161.

The purpose of this course is to provide a comprehensive overview of the skills required to navigate the mathematical demands of modern life and prepare students for a deeper understanding of information presented in mathematical terms. Emphasis is placed on improving students' ability to draw conclusions, make decisions, and communicate effectively in mathematical situations that depend upon multiple factors. Lecture 3 hours per week. F, SP

MATH 162 – Mathematics for the Elementary Teachers (4 cr.)

Prerequisite(s): MATH 02 with a minimum grade of C or placement of MATH 162.

An introduction to the structure of mathematics, properties of each subset of the real number system, elementary number theory, probability and statistics, and other numeration systems intended for the Elementary Education Teacher. Lecture 4 hours per week.

MATH 163 – College Algebra for Calculus (3 cr.)



Prerequisite(s): MATH 103 or MATH 153 with a minimum letter grade of C or placement score of MATH 163.

A calculator-oriented course concerned with the properties of the various numbers systems, equations, inequalities, functions, and relations. This course is intended to prepare students for fields of study that require a high level of algebraic reasoning or calculus. Lecture 3 hours per week. F, W, SP, S

MATH 164 – Trigonometry (3 cr.)

Prerequisite(s): MATH 163 with a minimum letter grade of C or currently enrolled in Math 163 or placement of MATH 164.

This course is concerned with the 6 trigonometric functions and identities associated with them. The student learns how to prove or derive an identity, as well as how to solve a conditional trigonometric equation. One component of the course deals with solving right triangles. Another aspect is the conversion of degrees into radians and vice versa. Some applied problems are considered. Lecture 3 hours per week. F, SP

MATH 171 – Analytic Geometry & Calculus I (5 cr.)

Prerequisite(s): MATH 163 and MATH 164 or placement MATH 171.

This course is concerned with how to find the derivative or integral of a function. The process of finding the limit of a function is used to derive the derivative of a function and the definite integral of a function. Limits are also considered in their own right. Applications of differentiation and integration are considered. This course is the first course of a 3-course sequence dealing with calculus and plane analytic geometry. Lecture 5 hours per week. F, SP

MATH 223 – Probability and Statistics (3 cr.)

Prerequisite(s): MATH 163 or MATH 161 with a minimum letter grade of C or placement of MATH 164.

Introduction to the basic concepts of statistics including descriptive measures of location and dispersion, elementary probability distributions, estimation, hypothesis testing, correlation, analysis of variance, and linear regression. In various units of the course, the student utilizes computer statistical software to facilitate the analysis of data. Lecture 3 hours per week. F, SP, S

MATH 271 – Analytic Geometry & Calculus II (5 cr.)

Prerequisite(s): MATH 171 with a minimum letter grade of C.

This course is the second course of a 3-course sequence in calculus and analytic geometry. This course deals with transcendental functions, integration techniques, infinite sequences, infinite series, parametric equations, and polar coordinates. The course considers determining the convergence or the divergence of an infinite series using special mathematical tests, such as the Ratio Test. The student learns how to integrate virtually any function that can be integrated. Special integration techniques, like integration by parts, are used to do this. This class also deals with differentiation and integration of functions that are not rational functions. These include trig functions, logarithmic functions, and exponential functions. Lecture 5 hours per week. F

MATH 272 – Analytic Geometry & Calculus III (5 cr.)

Prerequisite(s): MATH 271 with a minimum letter grade of C.

This course is the third course in a 3-course sequence covering calculus and analytic geometry. This course involves the study of differentiation and integration of functions of more than one independent variable. That is, partial derivatives are studied, along with multiple integration. Operations on vectors both in the xy plane and outside the plane are studied. These operations include the dot product and the cross product. Differentiation and integration of vector-valued functions are also looked at. Lecture 5 hours per week. SP

Mechanical Drafting

MEDR 135 - Blueprint Reading and Gauging (3 cr.)

An introduction to blueprint reading through a study of the fundamental skills and concepts involved in reading, sketching, and interpreting drawings. Also time is spent in proper use of the basic measuring instruments. This is a hybrid-blended course. Lecture 3 hours per week. F, SP, S

MEDR 237 - SolidWorks (3 cr.)

Prerequisite(s): ENGR 110 or instructor consent.

Continued practice in the use of CAD while focusing on parametric modeling concepts and practices. Course includes generation of symbol and preparation of working drawings. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F

MEDR 246 - Computer Aided Machining I (3 cr.)

Prerequisite(s): ENGR 110 or instructor consent.

This is an introduction to CAM (computer-aided-machining) and machining systems to prepare students to operate the system and understand applications of CAM to industrial standards. Students apply use of interactive computer machine tool language to develop CNC part programs, storage, and retrieval of programs and related information. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. SP

Medical Laboratory Technician

MLT 150 – Introduction to Laboratory Science Methods (2 cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

This course orients the student to the concepts encompassed in the laboratory environment, to include safe specimen handling, testing procedures, reporting results, basic quality control, laboratory organization, and professionalism. Lecture 2 hours per week. F

MLT 210 – Immunology (3 cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

This course consists of the principles and theories of antigen and antibody reactions and the immune system as related to diagnostic serologic procedures. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F

MLT 220 – Clinical Chemistry and Urinalysis (5 cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

This course introduces the student to methods of analysis of chemical components found in the human body, the testing methodologies for those constituents and the results as applied to normal and abnormal disease states. Lecture 4 hours/Laboratory 2 hours/Total 6 hours per week. SP

MLT 250 – Hematology and Coagulation (5 cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

This course studies the cellular structures in blood, normal and abnormal cell development, alterations present in disease, and the mechanisms of coagulation. Lecture 4 hours/Laboratory 2 hours/Total 6 hours per week. F

MLT 260 – Phlebotomy (2 cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

This course covers various procedures in performing venipuncture and other specialized collection techniques in addition to laws and regulations for safe phlebotomy practices. Lecture 1 hour/Laboratory 2 hours/Total 3 hours per week. F

MLT 270 – Immunohematology (5 cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

This course consists of concepts, applications, and discrepancies of blood group testing, screening and crossmatch procedures, and identifying unexpected antibodies. Lecture 4 hours/Laboratory 2 hours/Total 6 hours per week. S

MLT 280 – Clinical Microbiology (4 cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

This course consists of the role of pathogenic bacteria and other microorganisms which will include bacterial culturing, differentiation and identification of human normal flora and disease-causing microorganisms. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. SP

MLT 290 – Parasitology, Mycology, Virology (1 cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

This course introduces the student to parasites, fungus, and viruses and their role in human health and disease. Lecture 1 hour per week. SP

MLT 291 – Hematology and Coagulation Practicum (2 cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

Supervised clinical practice coordinated by the Consortium, in the hematology lab of selected clinical affiliates. Laboratory 4 hours per week. F

MLT 292 – Clinical Chemistry Practicum (2cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

Supervised clinical practice coordinated by the Consortium in the clinical chemistry lab of selected clinical affiliates. Laboratory 4 hours per week. S

MLT 293 – Clinical Microbiology Practicum (2 cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

Supervised clinical practice coordinated by the Consortium, in the clinical microbiology lab of selected clinical affiliates. Laboratory 4 hours per week. SP

MLT 294 – Immunohematology Practicum (2 cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

Supervised clinical practice coordinated by the Consortium, in the clinical immunohematology lab of selected clinical affiliates. Laboratory 4 hours per week. SP

Music

MUSC 01-08 - Recitals and Concerts (0 cr.)

Students gain listening skills and musical knowledge through attendance at approved recitals and concerts. All applied music students (MUSP) are required to enroll concurrently each semester in this course. F, SP

MUSC 110 - Brass Techniques (1 cr.)

Prerequisite(s): Instructor consent.

Students develop the knowledge and skills necessary for teaching the trombone, French horn, euphonium, and tuba in a beginning instrumental program. Laboratory 2 hours per week. SP

MUSC 120 - Percussion Techniques (1 cr.)

Prerequisite(s): Instructor consent.

Students develop the knowledge and skills necessary for teaching the percussion instruments in a beginning instrumental program. Laboratory 2 hours per week. F

MUSC 123 - History and Appreciation of Music (3 cr.)



MOTR MUSC 100

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

An introductory course designed to enhance the ability to appreciate Western art music. This course includes basic elements of music and artistic characteristics of composers, as well as listening to musical selections in order to identify composers and relevant historical trends. Students assess the cultural and musical content of an approved live musical performance. Lecture 3 hours per week. F, SP, S

MUSC 130 - String Techniques (1 cr.)

Prerequisite(s): Instructor consent.

Students develop the knowledge and skills necessary for teaching the string instruments in a beginning instrumental program. Laboratory 2 hours per week. SP

MUSC 131 - Aural Skills I (1 cr.)

Corequisite(s): MUSC 141.

This course is an aural study of simple and compound meters, intervals, triads, and melodies with harmonic progressions. Singing melodies and counting rhythms. Lecture 1 hour/Laboratory 1 hour/Total 2 hours per week. F

MUSC 132 - Aural Skills II (1 cr.)

Prerequisite(s): MUSC 131 and MUSC 141 or instructor consent.

Corequisite(s): MUSC 142.

This course is a continuation of MUSC 131. Lecture 1 hour/Laboratory 1 hour/Total 2 hours per week. SP

MUSC 140 - Woodwind Techniques (1 cr.)

Prerequisite(s): Instructor consent.

Students develop the knowledge and skills necessary for teaching the saxophone, oboe, bassoon, and flute in a beginning instrumental program. Laboratory 2 hours per week. SP

MUSC 141 - Theory I, Harmony (3 cr.)



MOTR MUSC 101

Corequisite(s): MUSC 131.

Theory I, Harmony is an introductory course in reading music, learning major and minor scales and key signatures, writing and identifying intervals, knowing what time signatures represent and how that is notated, writing and analyzing major, minor diminished, and Augmented triads, and learning what to expect in common harmonic motion in both major and minor keys.

Lecture 3 hours per week. F

MUSC 142 - Theory II, Harmony (3 cr.)

Prerequisite(s): MUSC 141 or instructor consent.

This course is a written study of four-part diatonic harmony, inversion, harmonic motion, and normal progression. Lecture 3 hours per week. SP

MUSC 150 - Functional Piano I (1 cr.)

Prerequisite(s): Instructor consent.

This course focuses on basic piano skills to enable the musician to function in the classroom and studio. Laboratory 2 hours per week. F

MUSC 153 - Functional Piano II (1 cr.)

Prerequisite(s): MUSC 150 or instructor consent.

This course is a continuation of the development of basic functional piano skills. Laboratory 2 hours per week. SP

MUSC 170 - Guitar Techniques (1 cr.)

Prerequisite(s): Instructor consent.

Students develop the knowledge and skills necessary for incorporating the guitar into the elementary music classroom or to implement a beginning guitar program at the secondary level. Laboratory 2 hours per week. F

MUSC 180 - Trumpet Techniques (1 cr.)

Prerequisite(s): Instructor consent.

Students develop the knowledge and skills necessary for teaching the trumpet in a beginning instrumental program. Laboratory 2 hours per week. F

MUSC 190 - Clarinet Techniques (1 cr.)

Prerequisite(s): Instructor consent.

Students develop the knowledge and skills necessary for teaching the clarinet in a beginning instrumental program. Laboratory 2 hours per week. F

MUSC 210 - Diction for Singers (2 cr.)

Prerequisite(s): MUSP 111 or MUSP 112 or instructor consent.

This is a fundamental course designed to acquaint the student with the International Phonetic Alphabet and its application in the vocal music setting. Focus will be on English, Italian, French, and German diction as demonstrated through both speaking and singing. Lecture 2 hours per week. SP

MUSC 220 - Basic Conducting (2 cr.)

Prerequisite(s): Instructor consent.

This is an introduction to basic conducting techniques both with and without a baton. Emphasis is on acquiring skills necessary to elicit the desired musical response from a conducted ensemble. For vocal and instrumental majors. Lecture 2 hours per week. F

MUSC 221 - Music Literature I (3 cr.)



MOTR MUSC 103

Prerequisite(s): MUSC 141 or instructor consent.

A survey of music literature in Western civilization from the Middle Ages to the Baroque era with emphasis on form and style. Designed for music major and minors. Lecture 3 hours per week. F

MUSC 222 - Music Literature II (3 cr.)



MOTR MUSC 104

Prerequisite(s): MUSC 141 or instructor consent.

A survey of music literature in Western civilization from the Classical to the 20th century with emphasis on form and style. Designed for music majors and minors. Lecture 3 hours per week. SP

MUSC 231 - Aural Skills III (1 cr.)

Prerequisite(s): MUSC 132 and MUSC 142 or instructor consent.

Corequisite(s): MUSC 241.

Aural study of simple and compound meters, melodic and harmonic intervals, and triads and melodies with harmonic progressions. Singing major and minor melodies with skips in the tonic, dominant, and dominant seventh chords, and counting simple and compound rhythms, including borrowed beat divisions, syncopation, subdivided beats, and beats of the half and eighth note. Laboratory 2 hours per week. F

MUSC 232 - Aural Skills IV (1 cr.)

Prerequisite(s): MUSC 231 and MUSC 241 or instructor consent.

Corequisite(s): MUSC 242.

Aural study of simple and compound meters, melodic and harmonic intervals, and triads and melodies with harmonic progressions. Singing major and minor melodies with skips in the dominant, subdominant, supertonic and dominant seventh chords, modal melodies and melodies with chromatic alterations, and counting rhythms including hemiola, asymmetrical meters and mixed meters. Lecture 1 hour/Laboratory 1 hour/Total 2 hours per week. SP

MUSC 241 - Theory III, Harmony (3 cr.)

Prerequisite(s): MUSC 142 or instructor consent.

Corequisite(s): MUSC 231.

The course is a continuation of Music Theory I and II. The content includes a study of musical form through analysis of cadences, phrases, and periods, as well as written study of four-part harmonic motions in root position and inversion, including all diatonic seventh chords, secondary triads, part writing from a figured bass, shift of mode, tonicization and modulation. Lecture 3 hours per week. F

MUSC 242 - Theory IV, Harmony (3 cr.)

Prerequisite(s): MUSC 241 or instructor consent.

Corequisite(s): MUSC 232.

This course covers harmonic analysis of selected music literature from the Baroque, Classical, and Romantic periods, augmented sixth chords, the Neapolitan triad, and an introduction to analytical techniques as applied to 20th century music. Lecture 3 hours per week. SP

MUSC 250 - Functional Piano III (1 cr.)

Prerequisite(s): MUSC 153 or instructor consent.

This course is a continuation of the development of basic functional piano skills. Laboratory 2 hours per week. F

MUSC 253 - Functional Piano IV (1 cr.)

Prerequisite(s): MUSC 250 or instructor consent.

This course is a continuation of the development of basic functional piano skills. Laboratory 2 hours per week. SP

MUSC 1011-1018 - Three Rivers Symphonic Band (1 cr.)**MOTR PERF 1020**

Prerequisite(s): Audition with instructor.

Instrumental ensemble emphasizing performance of all types of wind ensemble music. Membership is open to all TRC students and community members regardless of major. Performance scholarships are available by audition. Laboratory 3.5 hours per week. F, SP

MUSC 1021-1028 - Three Rivers Jazz and Pep Band (1 cr.)**MOTR PERF 102B**

Prerequisite(s): Audition with instructor.

Students enrolled in jazz/pep band gain practical musical experience working in various instrumental combinations and styles and acquire training in jazz musicality, phrasing, improvisation, and ensemble playing primarily as it has to do with important composers from the jazz realm (but also rock, funk, Afro-Cuban, Afro-beat, etc.). Members are assessed through the rehearsal and public performance of both newly written and classic works for large and small jazz ensemble. Laboratory 3 hours per week. F, SP

MUSC 1031-1038 - Three Rivers Chorus (1 cr.)**MOTR PERF 102C**

The non-auditioned choir is open to all students with musical ability and/or prior choral experience. The group presents at least one public performance each semester comprised of music in variety of styles from different historical periods. Laboratory 3 hours per week. F, SP

MUSC 1041-1048 - Three Rivers Swingsations (1 cr.)

Prerequisite(s): Audition with instructor.

The auditioned choir is open to students with demonstrated musical ability and prior choral experience. The group presents at least one public performance each semester comprised of music in variety of styles from different historical periods. Laboratory 3 hours per week. F, SP

MUSC 1131-1138 - Small Ensemble (1 cr.)

Prerequisite(s): Instructor consent.

Small Ensemble emphasizes performance of all types of ensemble music.

MUSIC-PRIVATE INSTRUCTION

MUSP courses are offered as private lessons by arrangement with the instructor. Consent of instructor is a prerequisite for all private instruction music courses. One 25-minute lesson a week is offered for one credit hour per semester; one 50-minute lesson a week is offered for two credit hours per semester. Private lessons cost \$115 per credit hour plus maintenance fees. This is a nonrefundable fee. A minimum of five practice hours per week per semester hour credit and performance on an examination recital are required. Music majors may apply a maximum of 8 credit hours of private instruction toward the Associate of Arts degree. Non-music majors will be limited to 4 credit hours of private instruction toward the Associate of Arts degree. May be repeated for credit. F, SP

MUSP 1011-1018	Private Piano (1 cr.)
MUSP 1021-1028	Private Piano (2 cr.)
MUSP 1111-1118	Private Voice (1 cr.)
MUSP 1121-1128	Private Voice (2 cr.)
MUSP 1211-1218	Private Guitar (1 cr.)
MUSP 1221-1228	Private Guitar (2 cr.)
MUSP 1311-1318	Private Organ (1 cr.)
MUSP 1321-1328	Private Organ (2 cr.)
MUSP 1411-1418	Private Woodwind (1 cr.)
MUSP 1421-1428	Private Woodwind (2 cr.)
MUSP 1511-1518	Private Brass (1 cr.)
MUSP 1521-1528	Private Brass (2 cr.)
MUSP 1611-1618	Private Percussion (1 cr.)
MUSP 1621-1628	Private Percussion (2 cr.)
MUSP 1711-1718	Music Composition (1 cr.)
MUSP 1721-1728	Music Composition (2 cr.)
MUSP 1811-1818	Electronic Music (1 cr.)
MUSP 1821-1828	Electronic Music (2 cr.)

Nursing

NURS 108 - LPN to RN Bridge (4 cr.)

Prerequisite(s): MATH 161, ENGL 111, BIOL 231, and GOVT 121.

This course transitions the Licensed Practical Nurse (LPN) into the Associate Degree Nursing Program. Students gain understanding of the role of the professional nurse. This course focuses on the development of critical thinking and clinical reasoning strategies. Students build upon previously learned knowledge and skills while learning introductory medical surgical concepts. Lecture 4 hours per week. F, SP

NURS 109 – Critical Thinking in Nursing (2 cr.)

Prerequisite(s): MATH 161, ENGL 111, BIOL 231, and GOVT 121.

Corequisite(s): NURS 116.

In this course, students explore concepts foundational to the development of critical thinking and clinical reasoning strategies. Focus is given to assembling these tools to be used in combination of gained knowledge to be a safe, competent nurse. Lecture 2 hours per week. F, SP, S

NURS 116 - Foundations of Nursing (7 cr.)

Prerequisite(s): MATH 161, ENGL 111, BIOL 231, and GOVT 121.

Corequisite(s): NURS 109.

In this course, the student is introduced to the basic concepts of nursing that create the foundation of the art and science of nursing practice. Emphasis is placed on the middle to older adult patient by introducing basic knowledge, skills, and attitudes. The student begins to utilize critical thinking in the clinical setting to safely care for the middle to older adult patient. Lecture 3.25 hours/Laboratory-Clinical 11.25 hours/Total 14.5 hours per week. F, SP, S

NURS 128 - Mental Health Nursing (3 cr.)

Prerequisite(s): NURS 109, NURS 116, and BIOL 232.

This course provides students with an introduction to concepts related to mental health. A focus is placed on providing evidence-based care to promote health of clients with mental disorders. Strategies for safe and therapeutic care are applied in the clinical setting. Lecture 2.25 hours/Clinical 2.25 hours/Total 4.5 hours per week.

NURS 129 - Medical Surgical Nursing I (6 cr.)

Prerequisite(s): NURS 109, NURS 116, and BIOL 232.

In this course students build upon previously learned knowledge and skills while learning introductory medical surgical concepts. Students use the nursing process to provide safe care for the patient with alterations in introductory medical surgical concepts. Students gain an understanding of the various roles in the healthcare team. Lecture 3.5 hours/Laboratory-Clinical 7.5 hours/ Total 11 hours per week.

NURS 135 – Pharmacology for Nurses (3 cr.)

Prerequisite(s): NURS 109, NURS 116, and BIOL 232.

In this course students establish a knowledge base of major drug classifications. The course focuses on pharmacotherapeutics with an emphasis on drug action, therapeutic effect, indications, contraindications, potential adverse reactions, and nursing implications for administration. Lecture 3 hours per week.

NURS 218 - Maternal and Child Health Nursing (3 cr.)

Prerequisite(s): NURS 128, NURS 129, and NURS 135.

This course focuses on the nurse's role in the care of the family, encompassing sexuality, reproduction, and development. The student utilizes the nursing process in assisting patients and their families to achieve or maintain their optimal level of wellness. The student applies pharmacological principles, focusing on safe dose medication ranges for the pediatric patient. Lecture 2.25 hours/Laboratory-Clinical 2.25 hour/Total 3 hours per week.

NURS 219 - Medical Surgical Nursing II (7 cr.)

Prerequisite(s): NURS 128, NURS 129, and NURS 135.

In this course students build upon previously learned knowledge and skills while learning advanced medical surgical concepts. Students use the nursing process to manage safe care for the patient with alternations in advanced medical surgical concepts. Students demonstrate an understanding of various roles in the healthcare team. Lecture 4.75 hours/Laboratory-Clinical 6.75/Total 11.5 hours per week.

NURS 238 - Medical Surgical Nursing III (5 cr.)

Prerequisite(s): NURS 218, NURS 219, and PSYC 243.

Corequisite(s): NURS 245.

In this course students build upon previously learned knowledge and skills while learning additional advanced medical surgical concepts. Students evaluate care and predict responses for patients with alterations in advanced medical surgical concepts. Students learn to be an effective member of the healthcare team. Lecture 4 hours/Clinical 6 hours/Total 10 hours per week.

NURS 239 – Preceptor in Nursing (3 cr.)

Prerequisite(s): NURS 218 and NURS 219.

This course incorporates previous knowledge, skills, clinical decision-making, and professional behaviors students have acquired throughout their nursing education. In this course, the student is provided the opportunity to synthesize new knowledge, apply previous knowledge, and gain experience managing the workflow in complex nursing situations through a variety of settings. Clinical 9 hours per week.

NURS 245 – Transition into Professional Nursing (4 cr.)

Prerequisite(s): NURS 218 and NURS 219.

Corequisite(s): NURS 238.

In this course, concepts are covered that assist students to transition into their role as professional nurses. The focus is placed on leadership and recognizing the nurse's role in improving quality processes that affect patient outcomes in the healthcare system. The course also prepares the student for success on the NCLEX-RN examination. At the completion of this course, the student will participate in a live NCLEX-RN review session. Lecture 4 hours per week.

Occupational Therapy

OTA 200 – Foundations of Occupational Therapy (4 cr.)

Prerequisite(s): One-Year Certificate Pre-Occupational Therapy Assistant; accepted admission into OTA program with a minimum GPA of 2.5.

This course presents an introduction to occupational therapy; including history, philosophical base, values, ethics, practice framework, and clinical reasoning. Students will learn selected theories and frames of reference as they pertain to interventions in mental health, physical disabilities, pediatrics, and community practice areas. An overview of the occupational therapy process, including assessment, treatment planning, treatment implementation, and discontinuation of intervention will be presented. Role delineation and collaboration of the occupational therapy assistant with other occupational therapy and healthcare personnel are discussed. Lecture 3 hours/Laboratory 3 hour/Total 6 hours per week. F

OTA 205 – Medical Conditions in Occupational Therapy (3 cr.)

Prerequisite(s): One-Year Certificate Pre-Occupational Therapy Assistant; accepted admission into OTA program with a minimum GPA of 2.5.

This course will provide a framework for students to learn about common medical conditions seen by occupational therapy practitioners and to facilitate learning of these conditions from an occupational therapy perspective. It is not intended to emphasize treatment of a *diagnosis*, however students will learn about specific factors unique to given conditions that may impact an individual's occupational roles and functions. These factors must be understood and analyzed regarding the relative impact on the individual's occupational performance. The knowledge gained from this course is a necessary prerequisite to *Physical Disabilities Practice*. Lecture 3 hours per week. F

OTA 210 – Analysis of Occupations (2 cr.)

Prerequisite(s): One-Year Certificate Pre-Occupational Therapy Assistant; accepted admission into OTA program with a minimum GPA of 2.5.

This course is designed to foster a beginning exposure to individuals experiencing a variety of physical or mental disabilities, including caregivers of individuals with disabilities, through community experiences. Through these experiences, students will develop skills in observation, analysis, interview, assessment and data collection, and relational skills. Students will complete writing assignments with an emphasis on their observations, analysis, and performance of human occupation across the lifespan, with an emphasis on contextual factors impacting occupational performance. Through the written assignments, students will learn the style of professional writing required for OTAs. Professional and therapeutic relationships will be emphasized throughout the course. Lecture 1 hour/Laboratory 3 hours/Total 4 hours per week. F

OTA 215 – Mental Health and Psychosocial Practice (4 cr.)

Prerequisite(s): One-Year Certificate Pre-Occupational Therapy Assistant; accepted admission into OTA program with a minimum GPA of 2.5.

This course presents the role of the occupational therapy assistant in the psychosocial area of Occupational Therapy practice. Students will learn selected frames of reference, and explore the effects of psychosocial dysfunction on areas of occupation. Students will learn skills necessary to assess, implement, and document intervention in a variety of mental health settings. Client factors, including culture and diversity, therapeutic interactions, and methods are studied. Students will develop skills in administering individual and group interventions, professional communication, conflict negotiation, and advocacy. Lab activities, in-class activities, and Level I fieldwork opportunities will enable students to participate in and apply psychosocial principles to practice. Lecture 3 hours/Clinical 4 hours/Total 7 hours per week. F

OTA 220 – Pediatric and Adolescent Practice (4 cr.)

Prerequisite(s): One-Year Certificate Pre-Occupational Therapy Assistant; accepted admission into OTA program with a minimum GPA of 2.5.

Treatment of pediatric and adolescent conditions. Normal and delayed development of the infant, child, and adolescent are explored. The lab component incorporates theoretical principles and provides opportunities for students to develop assessment, intervention planning and implementation, and documentation skills to address a range of childhood sensory-motor, cognitive, and psychosocial performance deficits. Students will learn to adapt the environment, tools, materials, and occupations to

meet the self-care, work/play, and leisure needs of the pediatric and adolescent population. Lab activities, site visits, and Level I fieldwork opportunities will enable students to participate in and apply pediatric and adolescent treatment principles to practice. Lecture 3 hours/Laboratory 3 hours/Clinical 4 hours/Total 10 hours per week. F

OTA 250 – Functional Kinesiology (2 cr.)

Prerequisite(s): OTA 200, OTA 205, OTA 210, OTA 215, and OTA 220.
In this course, students use and apply their knowledge of anatomy and physiology to study muscle groups and their function relative to performing various activities. Analysis of functional movement patterns required for work, self-care, play, and leisure activities is emphasized. Principles and techniques of manual muscle testing and range of motion are practiced, specifically as they relate to the impact on daily activities. Principles of energy conservation, joint protection, and work simplification are presented. Prevention, health maintenance, and safety procedures relevant to functional activities are reviewed. Lecture 1 hour/Laboratory 3/Total 4 hours per week. SP

OTA 255 – Physical Disabilities Practice (4 cr.)

Prerequisite(s): OTA 200, OTA 205, OTA 210, OTA 215, and OTA 220.
This course provides in-depth opportunities for students to develop assessment, intervention planning, intervention, and documentation skills to address a wide range of adult and geriatric physical disabilities and conditions typically treated by occupational therapy and occupational therapy assistants. Topics include, but are not limited to, stroke, spinal cord injury, fractures and joint replacement, head injury, and cardiopulmonary disorders. The use of splinting, orthotics, modalities, and assistive technology in treatment will also be presented. Students will learn to adapt the environment, tools, materials, and occupations to meet the self-care, work, play, and leisure needs of the adult and geriatric population. Lab activities and Level I fieldwork opportunities will enable students to participate in and apply physical disabilities treatment principles to practice. Lecture 3 hours/Laboratory 3 hours/Clinical 4 hours/Total 10 hours per week. SP

OTA 260 – Community Practice (3 cr.)

Prerequisite(s): OTA 200, OTA 205, OTA 210, OTA 215, and OTA 220.
Site visits and Level I fieldwork opportunities will enable students to participate in and apply occupational therapy assessment and intervention principles to a wide range of community settings including vocational, vocational rehabilitation, home health, and emerging community practice areas. Emphasis will be on community settings in the students' state and geographic region. The course also provides a broad exposure to the social, political, legislative, economic, and cultural factors that influence service delivery. Lecture 3 hours/Clinical 3 hours/Total 6 hours per week. SP

OTA 265 – Ethics, Management, and Leadership (3 cr.)

Prerequisite(s): OTA 200, OTA 205, OTA 210, OTA 215, and OTA 220.
This course focuses on the OTA role in managing and directing occupational therapy services. It covers ethical provision of services, departmental operations, program development, supervisory requirements, personnel development and supervision, professional team building, quality assurance, compliance with regulations, reimbursement, and national and state credentialing requirements. Techniques for developing a resume and job interview skills are practiced. The importance and responsibility for ongoing OTA professional development, ethical practice, contributing to research and evidence based practice, attention to emerging practice issues and areas, and international perspectives are explored. Lecture 3 hours per week. SP

OTA 270 – Professional Skills (3 cr.)

Prerequisite(s): OTA 200, OTA 205, OTA 210, OTA 215, and OTA 220.
This course is designed to foster practical professional skills in critical thinking, using literature to make evidence-based practice decisions and recommendations, and using theory to guide practice, all through the completion of a professional portfolio. Lecture 3 hours per week. SP

OTA 290 – Level II Fieldwork A (8 cr.)

Prerequisite(s): OTA 250, OTA 255, OTA 260, OTA 265, and OTA 270.
Full-time clinical fieldwork experience in mental health, physical disabilities, geriatric, pediatric and/or community-based practice working under the

supervision of an OTR and/or COTA. Focus is on achieving entry-level competence in planning and implementing interventions. S

OTA 295 – Level II Fieldwork B (8 cr.)

Prerequisite(s): OTA 250, OTA 255, OTA 260, OTA 265, and OTA 270.
Full-time clinical fieldwork experience in mental health, physical disabilities, geriatric, pediatric, and/or community-based practice working under the supervision of an OTR and/or COTA. Focus is on achieving entry-level competence in planning and implementing interventions. S

Philosophy and Religion

PHIL 200 – Introduction to Philosophy (3 cr.)

 **MOTR PHIL 100**

Prerequisite(s): ENGL 111 or equivalent.
Introduction to Philosophy provides an introduction to the basic concepts of metaphysics, knowledge, ethics, and politics based on selections from written works of notable philosophers. Students apply philosophical principles in a personal worldview and debate a variety of philosophical ideas and viewpoints. Lecture 3 hours per week. F, SP, S

PHIL 223 – Introduction to Biblical Studies (3 cr.)

Prerequisite(s): ENGL 111 or equivalent.
This course is a survey of the literature of the Bible, both Old and New Testaments, as the representation of a viable faith-based belief system. Students apply biographical, cultural, and historical contexts while they conduct literary research and evaluate and analyze various works within the canon. Lecture 3 hours per week. F, SP, S

PHIL 233 – Ethics (3 cr.)

 **MOTR PHIL 102**

Prerequisite(s): ENGL 111 or equivalent.
Ethics is an introductory survey of the major philosophers and theories in the field of ethics. Students, through reading, writing, and group discussion, demonstrate how ethical philosophies apply to contemporary ethical situations, evaluate the possible outcomes of different ethical choices, and compose a personal ethical worldview. Lecture 3 hours per week. SP

PHIL 243 – Religions of the World (3 cr.)

 **MOTR RELG 100**

Prerequisite(s): READ 02 or Reading placement of ENGL 111.
Religions of the World provides students with an introduction to today's five major religions: Hinduism, Buddhism, Islam, Judaism, and Christianity. Through reading, writing, and discussion, students recognize the importance of religion in human culture; identify the history, teachings, writings, and theologies of the selected religions; compare religions in terms of their comprehensive theologies; and demonstrate a critical appreciation of each faith studied. Lecture 3 hours per week. F, W, SP, S

Physics

PHYS 100 – Survey of Physics (3 cr.)

 **MOTR PHYS 100**

Prerequisite(s): MATH 02 or ENGR 106
This course provides a study of the technical principles and applications of the basic laws of physics. Key terms and concepts applicable to physics are addressed. Problem-solving skills are also a focus for the course. This course is not open to students with credit in PHYS 101. Lecture 3 hours per week. F, SP

PHYS 101 - Physical Science (5 cr.)

 **MOTR PHYS 110L**

Prerequisite(s): MATH 02 or placement of MATH 153.
Corequisite(s): Intermediate Algebra (MATH 103/153) or instructor consent.

The course provides a study of basic concepts of physics, chemistry, astronomy, geology, and meteorology and their interrelation in the physical world. The course includes a laboratory experience. The course is intended for non-science majors only. The course requires a basic understanding of elementary algebra. Lecture 4 hours/Laboratory 2 hours/Total 6 hours per week. F, SP, S

PHYS 150 - Environmental Geology (4 cr.)



MOTR GEOL 100

This course provides an introduction to the relationship between geology, life, and society. The course explores the fundamental concepts of environmental geology, which includes Earth's systems, hazardous Earth processes, scientific knowledge and values, human population growth, and sustainability. Lecture 3 hours per week. F

PHYS 211 - General Physics I (5 cr.)



MOTR PHYS 200L

Prerequisite(s): MATH 171.

Corequisite(s): MATH 271.

This course is the first of a rigorous 2-course sequence in calculus-based physics for all science and engineering majors expecting to transfer to a four-year college or university. It may also be taken to transfer to other college or university programs requiring introductory physics. It covers the topics of properties of matter, mechanics, oscillation, and waves. The course requires prior completion of an introductory course in differential and integral calculus. Lecture 4 hours/Laboratory 2 hours/Total 6 hours per week. F

PHYS 212 - General Physics II (5 cr.)

Prerequisite(s): PHYS 211.

Corequisite(s): MATH 272.

This course is the second of a rigorous 2-course sequence in calculus-based physics for all science and engineering majors expecting to transfer to a four-year college or university. It may also be taken to transfer to other college or university programs requiring introductory physics. It covers the topics of waves, light, electricity, and magnetism. The course requires prior completion of an introductory course in differential and integral calculus. Lecture 4 hours/Laboratory 2 hours/Total 6 hours per week. SP

Plumbing

PLUM 105 – Basic Plumbing (3 cr.)

Fundamentals of plumbing are explored in this course. Study of the industry survey, occupational information, and career information. Occupational hazards, along with health and safety practices as they relate to applicable local, state, and national regulations are studied. This course develops knowledge and skills in the fundamentals of plumbing, mathematics, and elementary drawings for beginners. Instruction is given in the principles and design of water supply and distribution. Course is designed to assist students in preparing for related portion of NOCTI exam. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F, SP

PLUM 106 – Plumbing Materials and Methods (3 cr.)

This course emphasizes principles of sizing and layout of hot and cold water systems, sanitary waste and vent systems, selection and specification of fixtures, and plumbing system accessory devices. Instruction is given in layout procedures involving applied mathematics concerning the plumbing trades. Instruction is given in both layout and design criteria. This course covers introductory fabrication and erection of plumbing systems. Course is designed to assist students in preparing for related portion of NOCTI exam. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F, SP

PLUM 107 – Plumbing Construction (3 cr.)

This course provides students with practical experience in the safe installation of drain, waste, and vent piping systems, residential plumbing fixtures, and appliances. This course provides students with the technical understanding and skills in blueprint reading needed by plumbers. Topics include drawing interpretation, isometric sketches of piping installations, and sketching mechanical plans of piping for residential construction. Course is

designed to assist students in preparing for related portion of NOCTI exam. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F, SP

PLUM 115 – Plumbing II (3 cr.)

Prerequisite(s): PLUM 105, PLUM 106, and PLUM 107 or instructor consent.

This course provides students with the technical knowledge and skills for completing copper and crossed-linked polyethylene (PEX) piping procedures. Topics include safety, appropriate usage, properties of copper/PEX, sizes and weights of pipe, tubing, and fittings including flared and compression types, soldering and brazing techniques for copper pipe-work and PEX crimp fittings. Additionally, this course provides students with an understanding and skills for completing plastic piping procedures. Topics include safety, joining drainage, waste, vent, water, and distribution piping, chemical usage, and applicable codes for plastic piping procedures. Course is designed to assist students in preparing for related portion of NOCTI exam. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. SP

PLUM 116 – Basic Electrical Technology for Plumbing (3 cr.)

Prerequisite(s): PLUM 105, PLUM 106, and PLUM 107 or instructor consent.

This course provides students with knowledge and skill in the areas of electrical safety, electrical terminology, and the use of a meter to measure voltage, current, and resistance. This course also covers types of wire, wire sizing, wiring methods, and problem-solving with Ohm's Law. Instruction is provided in sizing wire, proper grounding methods, single-phase and three-phase circuits, circuit breakers, and fuses. Students practice methods of stripping, splicing, and terminating wires for installation of common appliances requiring electricity, such as a garbage disposal or water heater. Course is designed to assist students in preparing for related portion of NOCTI exam. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. SP

PLUM 215 – Plumbing III (3 cr.)

Prerequisite(s): PLUM 105, PLUM 106, and PLUM 107 or instructor consent.

This course includes basic pipe-fitting projects, including proper assembly, measurement, and testing of all piping systems. Lab activities include fixture installations such as wall-hung lavatories, water closets, bathtub installations, and kitchen sink installations. This course also provides students with skills for completing steel pipe and corrugated stainless steel gas pipe procedures. Topics include appropriate usage, fittings, safety, tools, equipment, and skill development in cutting, threading, fabricating steel piping systems, and termination of corrugated stainless steel piping. Course is designed to assist students in preparing for related portion of NOCTI exam. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. SP

PLUM 216 – Plumbing System Service and Repair (3 cr.)

Prerequisite(s): PLUM 115, PLUM 116, and PLUM 215 or instructor consent.

This course focuses on proper methods of repairing all forms of plumbing piping, fixtures, and some appliances. Students are trained in preparing for the repair job and estimating cost of the job. Emphasis placed on the integration of new materials, methods, and equipment in existing plumbing systems. Remodeling of existing plumbing is also presented in this course. Course is designed to assist students in preparing for related portion of NOCTI exam. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. S

PLUM 217 – Advanced Plumbing Systems (3 cr.)

Prerequisite(s): PLUM 115, PLUM 116, and PLUM 215 or instructor consent.

Energy conservation, water conditioning, and the latest innovations in appliances and accessories are covered in this overview course. Students study tankless water heaters, water softening systems, sump pumps, and other appliances and accessories in use in both residential and commercial building systems. Course is designed to assist students in preparing for related portion of NOCTI exam. Lecture 3 hours/Laboratory 2 hours/ Total 5 hours per week. S

Power Plant

PPIT 115 - Introduction to Power Plant Systems (3 cr.)

This introductory course defines the core concepts of power plant operations. Theory of power generation is addressed in the course. Development of skills necessary to identify major components and their function is a focus for student learning. Key terms associated with power

plant systems and safety issues are addressed in the course. Lecture 3 hours per week. F

PPIT 125 - Power Plant Boilers and Operations (3 cr.)

The course addresses operations of most power plant boiler systems and terminology associated with those systems. Theory of boiler operations is addressed in the course. Development of skills necessary to identify major components in power plant boiler systems and their function is a focus for student learning. Safety issues specific to boiler systems are addressed in the course. Lecture 3 hours per week. SP

PPIT 127 - Power Plant Cycles (3 cr.)

The course is designed to provide an in-depth knowledge of the steam water cycle in a steam generation plant. Theory of steam generation is addressed in the course. Development of skills necessary to identify major components in a steam generation plant and their function is a focus for student learning. Safety issues specific to steam generation are also addressed in the course. Lecture 3 hours per week.

PPIT 129 - Power Plant Chemistry (3 cr.)

The course is designed to provide an introduction to the water treatment and environmental protection systems for power plants. Theory of water treatment operations is addressed in the course. Development of skills necessary to identify major components in a water treatment operation and their function is a focus for student learning. Terminology and safety issues specific to water treatment also are addressed in the course. Lecture 3 hours per week.

PPIT 235 - Steam Turbines and Generators (3 cr.)

The course is designed to provide a basic understanding of the operation of turbines within a power generation plant. Theory of steam turbine and generator operations is addressed in the course. Development of skills necessary to identify major components in steam turbines and generators along with their function is a focus for student learning. Terminology and safety issues specific to steam turbines and generators also are addressed in the course. Lecture 3 hours per week. SP

Practical Nurse

PNRS 105 - Personal and Vocational Concepts (3 cr.)

Prerequisite(s): Admission to the Practical Nursing Program.

This course is designed to help the adult learner adjust to the role of a student and to understand the role of the practical nurse. The course includes strategies to promote student success and focuses on practical nursing concepts that are required by the Missouri State Board of Nursing. Lecture 3 hours per week.

PNRS 107 - Body Structure and Function (5.5 cr.)

Prerequisite(s): Admission to the Practical Nursing Program.

This course is designated to provide the student with basic knowledge of human anatomy and physiology applicable to practical nursing. Lecture 5.5 hours per week.

PNRS 115 - Fundamentals of Nursing (12.25 cr.)

Prerequisite(s): Admission to the Practical Nursing Program.

This course teaches fundamental nursing knowledge and basic nursing skills needed to provide safe nursing care. Nursing skills are taught in the laboratory setting. Students will apply knowledge and learned skills in the clinical setting. Lecture 10 hours/Laboratory 5 hours/Clinical 4 hours/Total 19 hours per week.

PNRS 116 - Pediatric Nursing (3 cr.)

Prerequisite(s): PNRS 115.

This course includes normal growth and development of children from infancy through adolescence. Nursing care is discussed for selected pediatric disease and conditions. Clinical experience is included in this course. Lecture 2.8 hours/Clinical .8 hours/Total 3.6 hours per week.

PNRS 117 - Intravenous Therapy (.75 cr.)

Prerequisite(s): Admission to the Practical Nursing Program.

This course prepares the student to become IV-certified as a practical nurse in accordance with the Missouri Rule 20 CSR 2200-6.030. Lecture .75 hours per week.

PNRS 118 - Medical Surgical Nursing I (7 cr.)

Prerequisite(s): PNRS 115.

This course builds upon previously learned knowledge and skills. The course focuses on nursing care of the client with alterations in health. Specific focus is placed on immunity; fluid and electrolytes; surgical care; digestive; skin; urologic; musculoskeletal; eyes, ears, nose, and throat disorders. Clinical experience is included in this course. Lecture 6 hours/Clinical 4 hour/Total 10 hours per week.

PNRS 119 Medical Surgical Nursing II (7 cr.)

Prerequisite(s): PNRS 115.

This course builds upon previously learned knowledge and skills. The course focuses on nursing care of the client with alternations in health. Specific focus is placed on cardiovascular; neurological; respiratory; shock, cancer, and endocrine disorders. Clinical experience is included in this course. Lecture 6 hours/Clinical 4 hour/Total 10 hours per week.

PNRS 125 - Maternal/Newborn Nursing (3 cr.)

Prerequisite(s): PNRS 115.

This course focuses on safe nursing care for the maternal and newborn client. The student will learn about maternal care, conception through delivery, and newborn care. Clinical experience is included in this course. Lecture 2.8 hours/Clinical .8 hours/Total 3.6 hours per week.

PNRS 126 - Pharmacology (4 cr.)

Prerequisite(s): PNRS 115.

This course provides the student with knowledge of basic pharmacological principles. Lessons are categorized by pharmacological classifications with representative medications. Focus is placed on safe nursing care related to pharmacological therapy. Lecture 4 hours per week.

PNRS 127 - Mental Health (3 cr.)

Prerequisite(s): Admission to the Practical Nursing Program.

This course is designed to provide the student with the basic mental health concepts. Focus is placed on care of clients with common mental health illnesses. Mental health issues throughout the lifespan are discussed. Clinical experience is included in this course. Lecture 2.8 hours/Clinical .8 hour/Total 3.6 hours per week.

PNRS 128 - Leadership and Management (3.5 cr.)

Prerequisite(s): PNRS 119.

This course focuses on the role of a Licensed Practical Nurse as a part of the dynamic healthcare system. Preceptor clinical experience is included in this course. In addition, the course will prepare the student to take the NCLEX-PN. Lecture 2 hours/Clinical 6 hours/Total 8 hours per week.

Psychology

PSYC 111 - General Psychology (3 cr.)



Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

General psychology addresses the basics of human development. The course analyzes psychological concepts and the various types of learning. Students will assess the relationship between brain development and behavior as it relates to psychological concepts. Lecture 3 hours per week. F, W, SP, S

PSYC 112 - Psychology of Personal Adjustment (3 cr.)

Prerequisite(s): PSYC 111.

Psychology of Personal Adjustment continues from General Psychology by completing the discussion on the basics of behavior and mental processes of organisms. The course reviews thinking, motivation, emotion, stress, personality, and psychological disorders. Students assess the relationship

between behavior and mental processes as it relates to psychological concepts. Lecture 3 hours per week. SP

PSYC 223 - Child Psychology (3 cr.)

Prerequisite(s): ENGL 111.

Child Psychology looks at the physical, cognitive, and social development of the child through adolescence. The course reviews the major theories of child and adolescent development. This course also examines the child through adolescence in the context of the family, school, media, culture, and/or psychopathy. Lecture 3 hours per week. F, SP, S

PSYC 233 - Adolescent Psychology (3 cr.)

Prerequisite(s): ENGL 111.

Adolescent Psychology looks at the physical, cognitive, and social development of the adolescent. The course reviews the major theories of adolescent development. This course also examines the adolescent in the context of the family, school, media, culture, and/or psychopathy. Lecture 3 hours per week. F

PSYC 243 - Human Development Across the Life Span (3 cr.)



MOTR PSYC 200

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

Human Development Across the Lifespan defines the systematic changes and continuities that fall into three broad domains: physical development, cognitive development, and psychosocial development. The course reviews the major theories of human development. This course also examines the individual in the context of the family, school, media, culture, and/or psychopathy. Lecture 3 hours per week. F, W, SP, S

PSYC 255 - Abnormal Psychology (3 cr.)

Prerequisite(s): BHS 206 and PSYC 111.

Abnormal Psychology emphasizes terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion of this course, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. Lecture 3 hours per week. SP

Reading

READ 01 - Transitional College Reading I (4 cr.)

Prerequisite(s): Appropriate placement score on the ACCUPLACER or ACT exam.

Corequisite(s): ACAD 101, if course requirement has not previously been met.

This course is the first of 2 courses to assist students in developing the skills required for college-level reading. With emphasis on building vocabulary, improving reading comprehension, and increasing reading rate, this course aims to empower students with independent learning techniques and effective study skills. Lecture 3 hours per week. F, SP, S

READ 02 - Transitional College Reading II (4 cr.)

Prerequisite(s): READ 01 or placement score of READ 02.

Corequisite(s): ACAD 101, if course requirement has not previously been met.

This course specifically focuses on advancing skills such as vocabulary, main idea, supporting details, inferences, organization, and textbook annotation. In addition, digital literacy, critical reading, and critical thinking skills are developed, specifically through the use of contextualized reading passages from a wide variety of disciplines and sources. Lecture 3 hours per week. F, SP, S

Social Work

SWRK 100 - Social Work (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

Social Work 100 introduces students to the discipline of social work (its origins, career potential, practice settings, and future trends) and provides a

broad-based knowledge of social work generalist practice in diverse settings. Lecture 3 hours per week. F

SWRK 201 - Social and Economic Justice (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course introduces students to the concepts and issues of social and economic justice as they relate to the field of social work. Lecture 3 hours per week. SP

SWRK 221 - Interviewing Skills for Generalist Practice (3 cr.)

Prerequisite(s): SWRK 100 or BHS 206.

This course provides an introduction to basic interviewing skills for generalist social work practice. Lecture 3 hours per week. FP

Sociology

SOCI 111 - General Sociology (3 cr.)



MOTR SOCI 101

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

Sociology is the scientific study of human groups. General Sociology provides sociological information (viewed from various sociological perspectives) about the foundations of society, social inequality, social institutions, and social change at both national and international levels. Lecture 3 hours per week. F, W, SP, S

SOCI 221 - Race and Ethnicity (3 cr.)

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

Race and Ethnicity examines subordinate group experiences in American society and on a global scale. Race, ethnicity, and gender are the minority groups targeted for study. The sociocultural history, immigration, patterns of intergroup relations, and current status of various groups are explored. Lecture 3 hours per week. SP

SOCI 223 - Marriage and the Family (3 cr.)

Prerequisite(s): SOCI 111.

This course is an examination of various aspects of current family systems with an emphasis on their strengths and diversity. Five significant aspects are examined: the social context of intimate relationships, development and dynamics of intimate relationships, stages of marriage and family life, and challenges and opportunities facing families. Lecture 3 hours per week. F

SOCI 230 - Criminology (3 cr.)

Prerequisite(s): ENGL 111.

Criminology offers an introductory look at crime, crime patterns, crime causation, and societal reactions to crime. A multidisciplinary approach is used to examine crime from biological, psychological, and sociological theoretical perspectives. Lecture 3 hours per week. SP, S

SOCI 234 - Social Problems (3 cr.)

Prerequisite(s): SOCI 111.

The social problems course is designed to stimulate thinking, as well as furnish a body of knowledge concerning significant social problems facing modern American society and the world today. Social problems are explored from various sociological perspectives providing insights as to their possible causes and potential solution. Lecture 3 hours per week. F, SP

Spanish

SPAN 101 - Elementary Spanish I (3 cr.)



MOTR LANG 103

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This is an introductory course in the Spanish language. Students learn beginning vocabulary and develop basic listening, speaking, reading, and writing skills in the present tense in Spanish. Students are given the opportunity to actively communicate in Spanish as much as possible. They

also gain knowledge about Spanish-speaking countries and culture. Lecture 3 hours per week. F, SP, S

SPAN 102 - Elementary Spanish II (3 cr.)



MOTR LANG 104

Prerequisite(s): SPAN 101 with a minimum letter grade of C.

Students learn more common vocabulary and continue to develop listening, speaking, reading, and writing skills in the present, future, and past tenses in Spanish. In-class exposure to Spanish is increased and opportunities to communicate in Spanish are more extensive. They obtain further knowledge of Hispanic cultures, as well. Lecture 3 hours per week. SP, S

SPAN 201 - Intermediate Spanish I (3 cr.)

Prerequisite(s): SPAN 102 or equivalent.

While students continue to learn vocabulary and culture relevant to life in the 21st century Spanish-speaking world, they also learn methods of communication in the past in Spanish, including the reiterate, imperfect, and present perfect tenses. In addition, they are given more frequent opportunities to carry on conversations in role-plays in order to increase their oral confidence and fluency. Lecture 3 hours per week. F

SPAN 202 - Intermediate Spanish II (3 cr.)

Prerequisite(s): SPAN 201 or equivalent.

Students learn vocabulary and culture relevant to health, professions, and tourism. Methods for utilizing Spanish persuasively are given and exercised as students learn the imperative and subjunctive moods, as well as the conditional and future tenses. They are again given opportunities to converse in role-plays. Students will be able to further their Spanish subsequently either at the 300 level at university or by traveling abroad. Lecture 3 hours per week. SP

Speech Communication

SCOM 101 - Human Communication (3 cr.)



MOTR COMM 100

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

This course is designed to introduce students to both the theories and application of oral communication. Students are instructed in interpersonal, group, organizational, and public communication contexts. A variety of exercises give students the opportunity to recognize and advance basic communication skills. Lecture 3 hours per week. SP, S

SCOM 110 - Public Speaking (3 cr.)



MOTR COMM 110

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

This course is designed to introduce students to both the theories and application of oral communication. Students are instructed in the areas of purpose, content, organization, and presentation. In addition, instruction is provided in general concepts, including, but not limited to, interpretation, critical listening, evaluation, ethics, and nonverbal communication. A variety of learning exercises are employed to assist students in developing and enhancing public speaking skills accordingly. Lecture 3 hours per week. F, W, SP, S

SCOM 125 - Communication in the Workplace (3 cr.)

A study in communication concepts, strategies, and rules that govern human interaction in the workplace. Lecture 3 hours per week. F, SP

SCOM 210 - Interpersonal Communication (3 cr.)



MOTR COMM 120

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

A study in the theory and practice of interpersonal communication within a variety of contexts. This course is designed to promote awareness and

understanding, of how human communication processes impact perception, understanding, and the assignment of meaning. Students explore and participate in principles of self-realization, behavioral communication, effective listening, conflict management, climates, and gender and cultural implications on communication. Lecture 3 hours per week. F

SCOM 213 - Advanced Public Speaking (3 cr.)

Prerequisite(s): SCOM 110.

This course provides increased experience and extended coverage of what is learned in Public Speaking. Exceptional use of language, alternate delivery styles and techniques, alternate audiences, and advanced forms of evaluation and criticism is emphasized. Lecture 3 hours per week. SP

SCOM 243 - Argumentation and Debate (3 cr.)



MOTR COMM 220

Prerequisite(s): SCOM 110 with a minimum grade of C.

This is a basic course that introduces students to the principles and foundations of argumentation. The course is centered on argumentative analysis, evidence, reasoning, and presentation. Students will develop skills in the construction, delivery, and evaluation of arguments. Lecture 3 hours per week.

Theater Arts

THEA 120 - History and Appreciation of Theater (3 cr.)



MOTR THEA 100A

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course examines the development of theatre and its cultural significance throughout history. The course study includes the artistic and technical elements of theatre, significant movements in the history of theatre, different styles and genres of plays, and theatre criticism. Lecture 3 hours per week. F, SP

THEA 122 - History and Appreciation of Film (3 cr.)



MOTR FILM 100

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course examines the development of motion pictures as an art form throughout its history. The course study includes the artistic elements of cinema, domestic and international cinema, significant movements in cinema's history, and different styles, forms, and genres of cinema. Lecture 3 hours per week. F, SP, S

Welding

WELD 156 - Introduction to SMAW (Shielded Metal Arc Welding) (4 cr.)

This introductory course is designed to develop knowledge, skills, and behaviors in welding safety, operation of welding power sources, and accessories, and using the Arc welding process. Lecture 2 hours/Laboratory 4 hours/Total 6 hours per week. F, SP

WELD 157 - Introduction to GTAW (Gas Tungsten Arc Welding) (4 cr.)

Prerequisite(s): READ 01 or placement score of READ 02.

This introductory course is designed to develop knowledge, skills, and behaviors in welding safety, gas cylinder usage, and storage. The course covers welding power sources, accessories, and welding positions. Lecture 2 hours/Laboratory 4 hours/Total 6 hours per week. F, SP

WELD 158 - Introduction to GMAW (Gas Metal Arc Welding) (4 cr.)

This introductory course is designed to develop knowledge, skills, and behaviors in welding safety, gas cylinder usage, and storage. The course covers Gas Metal Arc Welding fundamentals, equipment set up, adjustment, and metal transfer with shielded gases. Lecture 2 hours/Laboratory 4 hours/Total 6 hours per week. F, SP

WELD 159 – Introduction to FCAW (Flux Cored Arc Welding) (4 cr.)

This introductory course is designed to develop knowledge, skills, and behaviors in welding safety, gas cylinder usage, and storage. This course covers use of semi-automatic flux core welding machine power sources, equipment, and accessories, machine adjustments, and recognition of weld quality. The student develops skills to make multi-pass welds in all welding positions. Lecture 2 hours/Laboratory 4 hours/Total 6 hours per week. F, SP

WELD 165 – Welding Blueprint Reading (3 cr.)

The advanced level course is designed to reinforce concepts such as welding safety, gas cylinder usage and storage, and equipment maintenance. Best practices in the advanced techniques of GMAW (Gas Metal Arc Welding) including operation of welding machine power sources with accessories, material information, and selection of welding fillet gauge is studied. The student develops the ability to make welds in positions 1F – 4F, on fillet and butt joints using hard MIG wire. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F, SP

WELD 167 – Thermal Cutting (2 cr.)

Prerequisite(s): READ 01 or placement score of READ 02.

This course is designed for the student to learn a variety of cutting techniques using an oxygen and acetylene torch, plasma torch, track torch, pipe torch, and arc gouge. Lecture 1 hour/Laboratory 2 hour/Total 3 hours per week. F

WELD 169 – Pipe Fitting (3 cr.)

Prerequisite(s): READ 01 or placement score of READ 02.

Corequisite(s): WELD 165.

This course is designed to develop the skills learn for pipe fitting. The student will learn to cut, prep, and fit pip and develop skills to fabricate a fit up in most positions in additions to tacking the pipe to prepare it for the welder. Lecture 1 hour/Laboratory 4 hours/ Total 5 hours per week. SP

WELD 175 – Introduction to Metallurgy (2 cr.)

Prerequisite(s): READ 01 or placement score of READ 02.

Recognize fundamental principles related to welding metallurgy. This includes identifying stress and distortion and how to correct distortion with stainless, aluminum, and carbon steel. Lecture 1 hour/Laboratory 2 hours/Total 3 hours per week. SP

WELD 256 – Advanced SMAW (Shielded Metal Arc Welding) (4 cr.)

Prerequisite(s): WELD 156.

This advanced level course is designed to apply welding skills to construct multi-pass fillet welds on inside corner joints, flat lap, butt joints, and stringer and weave beads in all welding positions using various diameter electrodes. Lecture 2 hours/Laboratory 4 hours/Total 6 hours per week. F, SP

WELD 257 – Advanced GTAW (Gas Tungsten Arc Welding) (4 cr.)

Prerequisite(s): WELD 157.

This course is designed to learn proper skills in welding safety, gas cylinder usage and storage, and to develop deeper skills with gas tungsten metal arc welding, operation of welding power sources, and mechanical accessories. Metallurgy principles, proper heat and wire speed selection for a variety of material will be taught. Lecture 2 hours/Laboratory 4 hours/Total 6 hours per week. SP

WELD 258 – Advanced GMAW (Gas Metal Arc Welding) (4 cr.)

Prerequisite(s): WELD 158.

This advanced level course is designed to apply knowledge, skills, and behaviors in the advanced techniques of GMAW welding. This course covers material information, selection of welding fillet gauge, weld in all welding positions on fillet and butt joints. Lecture 2 hours/Laboratory 4 hours/Total 6 hours per week. F, SP

WELD 259 – Advanced FCAW (Flux Cored Arc Welding) (4 cr.)

Prerequisite(s): WELD 159.

This course is designed to deepen the knowledge of the student with regard to welding safety, gas cylinder usage, and storage. The course will cover welding power sources, accessories, and welding positions. Lecture 2 hours/Laboratory 4 hours/Total 6 hours per week. SP

WELD 265 – Welding Fabrication (3 cr.)

This course is a comprehensive study of welding technology and applications. The course covers welding and cutting processes, welding assemblies, fabrication cutting, metallurgy, material conformity, measurement, and layout. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F, SP



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THREE RIVERS COLLEGE CATALOG 2020-2021

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