

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:

1. One hour of lecture plus an average of two hours of out-of-class study.
2. Two hours of laboratory study plus an average of one hour of out-of-class study.
3. Three hours of laboratory study with no regular out-of-class study.
4. 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 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. 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.

The contact hours for a course shall be the total of the lecture and laboratory hours. The number of contact hours must be identified in the course description portion of the catalog to provide assistance to students, faculty, registrars and administrators on the number of contact hours weekly for each course.

Course Prerequisites

If a prerequisite is required before enrolling in a course, the prerequisite(s) will be identified by the college in the course description. Courses in special sequences (usually identified by the Roman Numeral I-II) usually require that a prior course or equivalent be completed before enrolling in the advanced course in the sequence. Faculty should be familiar with any 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 Community College uses a uniform course numbering system with two or three digit course numbers:

Courses numbered 01-10 are Developmental Studies courses. Credits earned in these courses are not applicable toward associate degree programs; however, upon approval of the Vice President for Learning, some developmental courses may provide credit applicable to associate in 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 and Disciplines

Course descriptions begin on the page number in parentheses.

Division of Business and Social Science

ACCT	Accounting (104)
ANTH	Anthropology (105)
BUAD	Business Administration (106)
BUED	Business Education (106)
BLAW	Business Law (107)
BMGT	Business Management (107)
ECON	Economics (109)
GEOG	Geography (112)
GOVT	Government and Political Science (112)
HIST	History (113)
IST	Information Systems Technology (114)
MKTG	Marketing (115)
MST	Network Administration (118)
PSYC	Psychology (119)
SWRK	Social Work (120)
SOCI	Sociology (120)

Division of Health and Human Services

ADJU	Administration of Justice (105)
ALHE	Allied Health (105)
CRJC	Corrections (108)
CRJU	Criminal Justice (108)
ECD	Early Childhood Development (109)
EMDS	Emergency Medical Services (110)
GNST	General Studies (112)
HPER	Health, Physical Education and Recreation (113)
MDLB	Medical Laboratory Technology (116)
NURS	Nursing (118)

Division of Humanities and Performing Arts

ARTS	Art (106)
ENGL	English (111)
FILM	Film Studies (112)
HNRS	Honors (113)
LBSC	Library Science (114)
MCOM	Mass Communication (115)
MUSC	Music (117)
MUSP	Music—Private Instruction (117)
PHIL	Philosophy and Religion (119)
SPAN	Spanish (120)
SCOM	Speech Communication (120)
THEA	Theater Arts (121)

Division of Math, Science and Technology

AGRI	Agriculture (105)
BIOL	Biology (106)
CHEM	Chemistry (107)
CIVL	Civil and Construction Technology (107)
DTEC	Diversified Technology (109)
EDUC	Education (109)
ELEC	Electronics (110)
ENGR	Engineering (110)
EOSH	Environmental/Occupational Health & Safety (111)
FRST	Forestry (112)
MAFT	Manufacturing Technology (114)
MATH	Mathematics (115)
MEDR	Mechanical Drafting (116)
PHYS	Physics (119)
PPIT	Power Plant (119)

Multidisciplinary

CPST	Capstone (107)
VALU	Valuing (121)

Accounting

Division of Business and Social Science

ACCT 110 Survey of Accounting (3 cr.) Prerequisite: Math placement score of *Beginning Algebra* or higher, or successful completion of *MATH 05 Fundamentals of Math*. An overview of basic topics in financial and managerial accounting for students who have no prior knowledge of accounting. Course emphasizes how accounting reports are used by managers, investors and other business stakeholders. Lecture 3 hours per week. **F, SP**

ACCT 129 Accounting Management Software (3 cr.) Prerequisite: *IST 100 Computer Literacy AND ACCT 110 Survey of Accounting or ACCT 211 Principles of Accounting I*, either course with a grade of "C" or better. Provides a self-paced, step-by-step environment in which students use various software packages to create financial statements and other financial reports to reinforce accounting concepts and principles and to assist in making business decisions. **As Needed**

ACCT 211 Principles of Accounting I (3 cr.) Prerequisite: *ACCT 110 Survey of Accounting*, or instructor approval, or completion of one year of high school accounting. A study of financial accounting principles, including: fundamental accounting procedures and records; the accounting cycle and preparation of financial statements; the study of income measurement, depreciation and inventory valuation; and the organization of corporations and financing of their activities. Lecture 3 hours per week. **F, SP**

ACCT 212 Principles of Accounting II (3 cr.) Prerequisite: *Completion of ACCT 211 with a grade of "C" or higher*. A continuation of financial accounting procedures, including bonds payable, the Statement of Cash Flows and financial statement analysis; and an introduction to managerial accounting principles, including job-order and process costing, management reporting, budgeting, performance analysis; and pricing and capital investment decisions. Lecture 3 hours per week. **F, SP**

ACCT 217 Accounting Information Systems (3 cr.) Prerequisites: *ACCT 122 and IST 100*, both with a grade of "C" or higher. This course emphasizes the role, design, characteristics and uses of accounting information systems. After completing this course, the student should be able to design an accounting information system, use various software packages and have an awareness of the accounting related software on the market. Lecture 3 hours per week. **SP**

ACCT 225 Intermediate Accounting I (3 cr.) Prerequisite: *ACCT 122 with a grade of "C" or higher*. Financial accounting theory applications to the accounting process of corporations. Accounting for balance sheets, income statements, assets, cash flows, revenues and inventory valuation. Lecture 3 hours per week. **F**

ACCT 226 Intermediate Accounting II (3 cr.) Prerequisite: *ACCT 225 with a grade of "C" or higher*. 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 237 Income Tax Accounting (3 cr.) Prerequisite: *ACCT 121 with a grade of "C" or higher*. 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: *ACCT 122 with a grade of "C" or higher*. The study of cost systems, including job order, process and standard, as management information systems for planning and control. The role of cost accounting in general financial reporting as well as other uses of cost accounting. Lecture 3 hours per week. **F**

ACCT 297 Internship (5 cr.) Prerequisite: *Minimum of 48 hours in Accounting Technology and staff approval*. The course provides the student with the opportunity to apply and develop skills by actual on-the-job work experience. Internship consists of a minimum of 240 hours of on-site training. **SP**

ACCT 298 Accounting Seminar (1 cr.) Prerequisite: *Minimum of 48 hours in Accounting Technology and staff approval*. This course is the culmination of the Accounting Technology degree program. Students will participate in assessments regarding the Accounting Technology program.

Administration of Justice

Division of Health and Human Services

ADJU 100 Introduction to Law Enforcement (3 cr.) An introduction to the various aspects of law enforcement in a democratic society. The course provides an overview of federal, state and local agencies involved in the administration of justice. Included will be information concerning police, courts and corrections. Lecture 3 hours per week. **As Needed**

ADJU 113 Criminal Law (3 cr.) A study of the history and theory of criminal law from English common law. Also covers substantive criminal law, classification of offenses and matters that affect criminal responsibility. A survey of federal and state landmark cases with direct application to law enforcement is included. Lecture 3 hours per week. **As Needed**

ADJU 147 Juvenile Procedures (3 cr.) Discussion of major responsibilities of police work with children and youth, developing the student's understanding and appreciation of the intricacies of police functions and philosophy in working with juveniles, Introduction to Juvenile Laws in the State of Missouri. Lecture 3 hours per week. **As Needed**

ADJU 198 Seminar on Law Enforcement Topics (1 cr.) An investigation of pertinent topics in the field of law enforcement. Lecture 1 hour per week. **As Needed**

ADJU 213 Court Procedures (3 cr.) A survey of relationships, official and unofficial, between police agencies, the court and prosecuting officials. It includes the methods and techniques used by these agencies. The student will cover the functions and procedures of the courts with some emphasis on Missouri jurisprudence. Lecture 3 hours per week. **As Needed**

ADJU 223 Community Policing and Homeland Security (3 cr.) This course provides an overview of the various policing strategies used throughout the history of the United States, with special emphasis on Community Policing and Homeland Security. The course begins by examining how policing has evolved and what factors have impacted the various areas of policing. The philosophy of Community Policing and the role of Homeland Security will be examined in detail. **As Needed**

ADJU 233 Criminal Investigation (3 cr.) Introduction to the theory, history and techniques of criminal investigation. Includes crime scene investigation, techniques of interviewing, basic leads and suspect development and case preparation. The course covers procedures for investigation from the crime scene to the courtroom with emphasis on techniques appropriate to specific crimes. Lecture 3 hours per week. **As Needed**

ADJU 243 Police Administration (3 cr.) A study of executive performance of administrative functions with focus on practical implications of theory and research. Areas emphasized are design of organizational strategies, management and leadership, decision-making, financial and personnel management, labor relations, organizational control/citizen complaint processing, productivity measurement and change strategies. Lecture 3 hours per week. **As Needed**

Agriculture

Division of Math, Science and Technology

AGRI 110 Soils & Soil Fertility (3 cr.) This course focuses on the basics of soil development, classifications, management, fertility, testing and origin as related to plant growth. Lecture 3 hours per week. **SP**

AGRI 122 Natural Resources Management (3 cr.) 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 included will be soils, water, forestry and wildlife. Emphasis on management systems that will complement each other. Lecture 3 hours per week. **F**

AGRI 120 Plant Science (4 cr.) The study of the scientific principles of plant anatomy, morphology, physiology, genetics, reproduction and evolution. Emphasis will be placed on agronomic and horticulture crops. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week. **F**

AGRI 130 Animal Science (3 cr.) An overview of the livestock industry. Specific topics include terminology, breed identification, conformation, digestive systems and diseases of beef, swine, sheep and horses. Lecture 3 hours per week. **F**

AGRI 172 Integrated Pest Management (3 cr.) 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 232 Livestock Production (3 cr.) *Prerequisite:* AGRI 130 or consent of instructor. A course to develop skills necessary to successfully manage a livestock enterprise. Emphasis will be placed on ration selection, housing and environment management, selection of foundation stock, enterprise selection and economics of production of beef, swine, sheep and horses. Lecture 3 hours per week. **SP**

AGRI 240 Agricultural Economics and Marketing (3 cr.) Introduction to certain fundamental principles of economics, with emphasis on application to agriculture. Adjustment to forces by farmers and business persons in planning, producing and marketing products. Lecture 3 hours per week. **F**

AGRI 260 General Horticulture (3 cr.) A survey of the general field of horticulture; the growth and fruiting habits of horticultural plants; principles and practices of propagation and landscaping; planting, care and culture of fruit, vegetables and ornamental crops. Lecture 3 hours per week. **F**

AGRI 270 Agriculture Systems Management (3 cr.) 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 (6 cr.) Supervised on-the-job training in selected agricultural business coordinated by college personnel. Student spends 240 clock hours on the job during the entire semester. **SP**

AGRI 299 Problems in Agriculture (3 cr.) *Prerequisite:* Permission of the instructor. Advanced lab and occupation experience problems related to agriculture. Designed to provide opportunities for students who are interested in special problems in agriculture. Lecture 3 hours per week. **As Needed**

Allied Health

Division of Health and Human Services

ALHE 115 Basic Pharmacology for Allied Health Careers (3 cr.) *Prerequisite:* EMDS 105 or Instructor's consent. An introduction to the study of drug and drug calculations. Classification of drugs, biological factors, metric and apothecaries systems, generic and brand names and abbreviations are emphasized. Lecture 3 hours. **SP**

ALHE 117 Introduction to Clinical Pharmacology (1 cr.) *Prerequisite:* Current enrollment in Nursing Program or alternate status. Co-requisite: NURS 116. An introduction to the basic principles of pharmacology, dosage calculations, application of the nursing process with medication administration and various rules of medication administration. Emphasis placed on calculation of dosages, including ratio and proportions, metric apothecary and household systems of weight, volume and linear measurements. Common medication errors also will be discussed. Lecture 2 hours per week. **F, SP**

ALHE 217 Clinical Pharmacology (2 cr.) *Prerequisites:* ALHE 117 or NURS 105. *Co-requisites:* NURS 226. The study of drugs and their biological impact on the body, including the classifications of drugs and normal uses. Lecture 2 hours per week. **F, SP**

Anthropology

Division of Business and Social Science

ANTH 211 Introduction to Anthropology (3 cr.) General survey course that explores various institutions of diverse societies. Lecture 3 hours per week.

Art

Division of Humanities and Performing Arts

ARTS 110 Introduction to Art (3 cr.) An introduction to basic practices in painting, drawing, composing and design. Recommended for art majors and minors. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week. **F**

ARTS 123 History and Appreciation of Art (3 cr.) An introduction to the study of the visual arts. The course emphasizes the appreciation of the visual arts through the study of content, composition, technique, art criticism and art theory with attention to how art reflects and influences 20th century culture. Lecture 3 hours per week. **F, SP, S**

ARTS 131 Drawing I (2 cr.) Practice in the fundamentals of drawing and composition. Laboratory 4 hours per week. **F, SP**

ARTS 132 Drawing II (2 cr.) *Prerequisite:* ARTS 131. A continuation of ARTS 131. Advanced problems in drawing. Lecture 1 hour per week, laboratory 2 hours per week. **F, SP**

ARTS 141 Color and Design I (2 cr.) A study of the principles of color, harmony and design. Creativity in design and color will be emphasized. Laboratory 4 hours per week. **SP**

ARTS 213 Water Color (3 cr.) Introduction to the media of watercolor. The primary focus is on developing the skills and insights necessary for making effective works of visual art with this challenging media. The student explores a variety of watercolor techniques. An emphasis is placed on the student developing an aesthetic. Laboratory 6 hours per week. **F**

ARTS 223 Art for the Elementary Teacher (3 cr.) A study of the elementary child's creative growth and development in art education. This course includes studio experience with materials and processes employed in elementary art education and the development of concepts regarding the role of art education in the total education of the child. Lecture 3 hours per week. **F, SP, S**

ARTS 233 Painting I (3 cr.) Exploration of the potential of the acrylic painting media using a variety of painting techniques. Students explore the qualities of acrylic painting to find techniques that are best suited for their own unique visions. Laboratory 6 hours per week. **SP**

ARTS 243 Painting II (3 cr.) *Prerequisite:* ARTS 233 *Painting I*. An advanced course in painting. Emphasis is on each student developing his/her own personal vision, discipline, and creativity. Laboratory 6 hours per week. **SP**

ARTS 290 Studio Art Experience (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 interest. Students will choose one area of concentration for the course—either painting, drawing or watercolor—and will arrange with the instructor to meet with other students enrolled in a course focusing on that area of concentration. May be repeated for additional credit. Laboratory 2 hours per week. **F, SP**

ARTS 294 Special Topics in Art (1-3 cr.) *Prerequisite:* *Permission of the Instructor.* A variable content course consisting of lectures, demonstrations, studio projects, and/or field trips in such areas as art history, ceramics, painting, photography and sculpture. Variable hours. **As Needed**

Biology

Division of Math, Science and Technology

BIOL 100 Survey of Biology (3 cr.) A survey of the basic concepts of life science with emphasis on the human cell, tissue organ system functions and the relationship between humans and the environment. Not open to students with credit in BIOL 101 General Biology. Lecture 3 hours **F, SP, S**

BIOL 101 General Biology (5 cr.) A general education course emphasizing knowledge of the basic concepts of life science, including cell biology, genetics, evolution and systematics with emphasis on the human animal. Not open to students with credit in BIOL 100, Survey of Biological Sciences. Lecture 4 hours, Laboratory 2 hours, Total 6 hours per week. **F, SP, S**

BIOL 102 Environmental Science (5 cr.) An examination of the ecological principles and major environmental issues. Explores topics such as overpopulation, resource depletion and pollution. Recommended for nonscience majors to fulfill the general education requirement for a laboratory science. Lecture 4 hours, Laboratory 2 hours per week. **As Needed**

BIOL 110 Human Biology (3 cr.) This course emphasizes cell, tissue and organ system function. Discussions will focus on a system approach to human health and disease throughout the world. Students will explore how biological processes, interacting with psychological and social factors, contribute to human health and disease. This course is designed for nonscience majors. Lecture 3 hours per week. **F, SP**

BIOL 113 Introduction to Process Science for Elementary and Middle School Teachers (1 cr.) This course will provide 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. **As Needed**

BIOL 190 Biology for Majors (5 cr.) *Prerequisite:* *High school chemistry or CHEM 111.* A course designed for biology majors and pre-professionals covering cell structure and function, the molecular basis of genetics, cellular energy system, taxonomy, evolution, ecosystems and ecology. Lecture 4 hours. Lab 2 hours. Total 6 hours per week. **SP**

BIOL 211 General Botany (5 cr.) *Prerequisite:* *BIOL 190 or consent of instructor.* The science of plants. This course includes a study of 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:* *BIOL 190 or consent of instructor.* The science of animals. This course includes a study of structure, function, genetics, origin, and interrelations within the animal kingdom. Lecture 4 hours. Laboratory 2 hours. Total 6 hours per week. **F**

BIOL 231 Anatomy and Physiology I (4 cr.) A study of the relationship between structure and functions of the human body in the areas of cell structure, tissues, integumentary system, skeletal system, muscle 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.) *Prerequisite:* *BIOL 231.* A study of the relationship between the structure and function of the human body. Systems studied include circulatory, respiratory, reproductive, urinary, digestive, immune and endocrine. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week. **SP**

BIOL 253 Microbiology (4 cr.) A study of microorganisms with emphasis on those that produce disease. Areas of study include microbial structure, nutrition, growth characteristics, identification, methods of control, genetics and infectious organisms. A course designed for the health professional. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week. **F, SP, S**

BIOL 254 Special Topics in Microbiology (1 cr.) This course is designed as a supplemental course to the old three-credit BIOL 253 Microbiology. Students will study topics not covered in BIOL 253 in regards to infectious diseases, environmental and medical uses of microorganisms, and bioterrorism. **As needed**

Business Administration

Division of Business and Social Science

BUAD 120 Contemporary Business Practices (3 cr.) A survey course emphasizing various functions of business such as finance, management, marketing, personnel, etc. Lecture 3 hours per week. **F, SP**

BUAD 221 Fundamentals of Management (3 cr.) Exposure to various schools of management thought in light of contemporary practices. Emphasis is placed on basic management functions and their relationship to organizational structure, finance, motivation, conflict, leadership and change. Lecture 3 hours per week. **F, SP**

BUAD 230 Business Statistics (3 cr.) *Prerequisite:* *MATH 163 or above with a "C" or better, or ACT mathematics subscore of 26 or above, or ASSET mathematics score of 48-55 (CA).* Introduction to the basic idea 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 will utilize computer statistical software to facilitate the analysis of data. Lecture 3 hours per week. **SP**

Business Education

Division of Business and Social Science

BUED 100 Contemporary Business Skills (1 cr.) This course is designed for students who are in need of learning or refreshing their keyboarding skills. This course is a one-credit-hour Web course, and students will use software provided with the textbook to learn the basics of keyboarding. Students will learn home row, alphabet, numbers, symbols and speed writing skills. After completion of this course, students will be able to enroll in Document Processing in order to learn formatting of documents. **F, SP, S, WI**

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, SP**

BUED 110 Business Mathematics (3 cr.) *Prerequisite:* Math test score of Beginning Algebra or higher or instructor consent. The use of elementary mathematics in the field of business. Lecture 3 hours per week. **F, SP**

BUED 122 Document Processing (3 cr.) *Prerequisite:* Students need to take BUED 100 if they have no prior keyboarding skills. This course is an intensive course for students to learn formatting techniques for personal and business documents, such as memos, letters reports and tables. Students will produce mailable documents from unarranged and rough-draft copy sources. Three contact hours per week. **F, SP**

BUED 203 Business Communications (3 cr.) *Prerequisite:* ENGL 111 and BUED 100 or equivalent. This course focuses on the principles and practices necessary for effective business communication. Students practice solving business problems through effective business letters and reports. Lecture 3 hours per week. **F, SP**

Business Law

Division of Business and Social Science

BLAW 221 Legal and Ethical Environment of Business (3 cr.) A presentation of the basic principles of law as they apply to business. Emphasizes the background of law and the moral and ethical issues created when the law is applied in society, crime, torts, contracts, personal property, consumer protection and environmental, constitutional and international law. Lecture 3 hours per week. **F, SP**

Business Management

Division of Business and Social Science

BMGT 105 Career Management (3 cr.) Basic methods of selecting a business career based on aptitudes and individual interests. Students hear and visit successful members of the business community, develop proper techniques of securing career positions, and develop leadership skills essential for business success. Students enrolled in this course qualify for membership in the Marketing Management Association. Lecture 3 hours per week. **F**

BMGT 107 Hospitality and Tourism (3 cr.) This course provides an overview of the hospitality and tourism industry. Areas of study include rail, sea, air, and automobile travel, and the operation of hotel and resort industries. **As needed**

BMGT 108 Human Resource Management (3 cr.) An examination of the business organization as a social system with emphasis on the interaction among workers and between workers and supervisory personnel. Emphasis is placed on attitudes that enable the student to meet effectively with new and unusual social situations. Lecture 3 hours per week. **F**

BMGT 215 Supervisory Development (3 cr.) This course provides students with a realistic introduction to the principles of supervision. The problems and challenges inherent in supervisory positions are covered in detail. Many of the managerial duties normally classified under the heading of "directing" are emphasized. Lecture 6 hours per week. Course completed in 7 1/2 weeks. **F**

BMGT 228 Financial Management (3 cr.) This course covers financial plans to make the best use of business finances. It identifies sources of income and assists in planning expenditures to help business executives achieve set goals. Lecture 6 hours per week. Course completed in 7 1/2 weeks. **As needed**

BMGT 239 Entrepreneurship (3 cr.) Focuses on academic skills, management concepts and practices and personal traits that entrepreneurs need. Students learn to identify, develop and apply their attitudes, abilities, skills and goals identifying entrepreneurial opportunities. **As needed**

BMGT 296 Management Applications (3 cr.) *Prerequisite:* Enrolled in Business Management Department. *Co-requisite:* MKTG 119. Allows students with the opportunity to continue developing leadership and management skills through participation in various marketing projects. This course is an integral part of the Business Management program and uses marketing activities to illustrate theories of management. Students enrolled in this course qualify for membership in the Marketing Management Association. Lecture 3 hours per week. **SP**

Capstone

Multidisciplinary for Associate of Arts Degrees

CPST 290 Capstone Experience (1 cr.) This course is the culminating experience in the 42-hour general education program at TRCC. Students will participate in multiple assessments, including both formative and summative evaluations of the general education experience. This class is designed to be taken following the completion of a minimum of 36 hours in general education. Contact Registrar for eligibility. **F, SP, S**

Chemistry

Division of Math, Science and Technology

CHEM 111 Introductory Chemistry (5 cr.) *Recommended Prerequisite:* MATH 06 or Mathematics Asset test score placement of Intermediate Algebra. Examines definitions, history and theories of chemistry. Topics include chemical equations, mole concept, gas laws, atomic theory, chemical bonding, acid-base theory, solutions and nuclear chemistry. Laboratory work appropriate to these topics is also covered. The course is recommended for non-science majors or those wishing to acquire a better background in chemistry before proceeding on to other chemistry courses, and also for students in nursing and health-related professions. Lecture 4 hours, laboratory 2 hours, total 6 hours per week. **F, SP, S**

CHEM 121 General Chemistry I (5 cr.) *Prerequisite:* Successful completion of CHEM 111 or MATH 153 or an ACT/ASSET test score placement of College Algebra (MATH 163) or consent of the instructor. Completion of both science and math prerequisites is highly recommended. Introduces evidence for the components of the atom and includes an in-depth study of modern atomic theory based on atomic spectra. Other topics include the mole concept, stoichiometry, thermochemistry, chemical bonding, kinetic molecular theory, gas laws, solutions, and electrolytes. Laboratory work appropriate to these topics is also covered. The course is recommended for all science and engineering students and is required for medical laboratory technology and for some other pre-professional programs. Lecture 4 hours, Laboratory 2 hours, Total 6 hours per week. **F, SP**

CHEM 122 General Chemistry II (5 cr.) *Prerequisite:* CHEM 121. A continuation of CHEM 121. This course includes chemical kinetics, chemical equilibrium, ionic equilibria, thermodynamics, electrochemistry, oxidation-reduction, and a survey of the groups in the periodic table. Laboratory work appropriate to these topics including qualitative analysis will also be covered. Lecture 4 hours, Laboratory 2 hours, Total 6 hours per week. **SP**

CHEM 131 Basic Organic Chemistry (5 cr.) *Prerequisite:* CHEM 111 or CHEM 121. An introduction to the theory and practice of the fundamental reactions of organic chemistry. Topics 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 will be covered. This course is recommended for nursing majors, science majors needing organic chemistry, medical laboratory technicians, and others in the allied health medical professions. Lecture 4 hours, Laboratory 2 hours, Total 6 hours per week. **SP**

Civil & Construction Technology

Division of Math, Science and Technology

CIVL 106 Technical Math I (3 cr.) *Prerequisite:* MATH 05 or Mathematics ASSET test score placement of Beginning Algebra or an ACT Mathematics subscore of 9–18. 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**

CIVL 107 Technical Math II (3 cr.) *Prerequisite:* CIVL 106 or permission of instructor. An introduction and study of basic geometric figures and the calculation of perimeters, area, and volume. A study of the application of triangles, pythagorean theorem, trigonometric functions, law of sines and law of cosines. Lecture 3 hours per week. **SP**

CIVL 116 Surveying I (3 cr.) The theory and practice of plane surveying. Extensive field work using steeltape, level and Total Station. Lecture 2 hours per week. Lab 2 hours. Take 4 hours per week. **SP**

CIVL 118 Materials and Methods of Construction (3 cr.) A study of the building construction industry and the materials and methods used. Lecture 3 hours per week. **F**

CIVL 198 Seminar (1 cr.) An orientation to job placement, including writing a "fact sheet," resume writing, job applications and interview procedures. Lecture 1 hour per week. **SP**

CIVL 208 Mechanical and Electrical Systems (3 cr.) A study of mechanical and electrical systems as they affect the execution of buildings in the design and construction phases. Areas of study include water supply; sanitary and storm drainage; heat loss and gain; alternative heating and air condition systems; electrical systems; light; security, fire, and smoke detection systems; and sound control. Lecture 3 hours per week. **F**

CIVL 215 Residential Design (4 cr.) *Prerequisite:* ENGR 110 or permission of instructor. An introduction to architectural drawing focusing on structural and mechanical elements of buildings. Professional design presentations are subject to a comprehensive critique at the end of the course. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week. **SP**

CIVL 216 Surveying II (3 cr.) *Prerequisite:* CIVL 116. The theory and practice of land and construction surveying using modern instrumentation and electronic surveying equipment such as Total Stations, GPS and Data Collectors. 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 218 General Contracting (3 cr.) A study of construction financing, bidding legal contracts and various sub-contractors; problems in scheduling materials and equipment; and labor supervision. Lecture 3 hours per week. **SP**

CIVL 219 Estimating (3 cr.) This course is primarily concerned with the proper practices and procedures necessary to prepare a reliable estimate. Lecture 3 hours per week. **SP**

CIVL 226 Legal Principles of Surveying (3 cr.) *Prerequisite:* CIVL 116 or Instructor Consent. History of boundaries; US 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; role of surveyor. Lecture 3 hours per week. **SP**

CIVL 228 Civil Drafting (3 cr.) *Prerequisite:* ENGR 110 or permission of instructor. A study of the materials, procedures and processes used in the civil drafting and surveying fields. Those 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 236 Computers in Surveying (4 cr.) *Prerequisite:* CIVL 116 or consent of instructor. A study and application of various surveying software programs with emphasis on coordinate geometry, survey adjustments, file transfer, editing of 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.) Sources, collection methods, treatment and distribution of water and collection, treatment and disposal of sewage. Lecture 3 hours per week. **As needed**

CIVL 299 Special Problems (1-3 cr.) *Prerequisite:* Permission of instructor and minimum of 20 semester hours completed within the department. Application of educational skills to practical problems and situations experienced in the student's area of study. **As needed**

Corrections

Division of Health and Human Services

CRJC 105 Corrections Systems and Practices (3 cr.) Introductory course to corrections in the criminal justice system, the organizational structure; role development of corrections officer, operations, treatments and rehabilitation; and current trends in corrections are introduced. Lecture 3 hours per week. **As needed**

CRJC 129 Probation and Parole (3 cr.) A study of the origin, philosophy, development and process of probation and parole; the conditions and effectiveness of existing systems with consideration of supervision and violation and revocation of probation and parole. Lecture 3 hours per week. **As needed**

CRJC 217 Community Resources in Corrections (3 cr.) Introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs with legal issues; and future trends. Lecture 3 hours per week. **As needed**

CRJC 219 Legal Aspects of Corrections (3 cr.) A study of legal problems from conviction to release, including pre-sentence investigations; sentencing; probation and parole; loss and restoration of civil rights; inmate constitutional rights and grievance procedures; legal assistance; and alternatives to litigation. Lecture 3 hours per week. **As needed**

CRJC 225 Current Issues in Corrections (3 cr.) Study of the effectiveness of correctional programs; minority issues, females in corrections and juveniles in the system; violence; escape; and other special concerns in corrections. Lecture 3 hours per week. **As needed**

CRJC 229 Corrections Administration (3 cr.) An in-depth presentation of managerial and supervisory management within correctional administration, including correctional treatment; staff training; personnel requirements; and career opportunities. Lecture 3 hours per week. **As needed**

Criminal Justice

Division of Business and Social Science

CRJU 115 Ethics in Criminal Justice (3 cr.) A study of professionalism, ethics, character, misconduct and corruption within law enforcement. Students will 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. **As needed**

CRJU 128 Forensic Science and Criminalistics (3 cr.) An introduction to the specific principles used by investigators from the scene of the crime to the laboratory analysis of physical evidence. Emphasis is placed on knowledge of forensic science and the ability to physically collect and preserve evidence from a crime scene. Lecture 3 hours per week. **As needed**

CRJU 129 Fundamentals of Search and Seizure (3 cr.) A study of state and federal laws and court decisions that govern search and seizure. For law enforcement personnel and interested citizens. Lecture 3 hours per week. **As needed**

CRJU 138 Patrol Procedures (3 cr.) This course provides an in-depth study of the history, development and function of police patrol. 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. **As needed**

CRJU 148 Vice and Narcotics (3 cr.) A study of vice and narcotics laws and the investigation and prosecution of those laws. Lecture 3 hours per week. **As needed**

CRJU 158 Traffic Law and Accident Investigation (3 cr.) A study of the history and development of traffic laws in the United States and Missouri. The course also looks at the policies and enforcement techniques of the various laws. A portion of the semester will be devoted to accident investigation and reporting procedures. Lecture 3 hours per week. **As needed**

CRJU 198 Portfolio Seminar (1 cr.) This course assists in-service officer-students in preparing documentation of certified training and experiential learning that could be used to articulate credit in the criminal justice degrees. Lecture 1 hour per week. **As needed**

CRJU 297 Criminal Justice Internship (6 cr.) *Prerequisite:* Instructor consent, clear criminal background check and at least 45 hours credit with at least 2.0 overall GPA. This course provides the student with an opportunity to develop and apply occupational skills and experiences in a work-place environment. Internship consists of 200 hours on-site experience. Students must submit to a criminal background check at least 4 months prior to enrolling. **SP**

Diversified Technology

Division of Math, Science and Technology

DTEC 205 Trends and Issues in Technology (3 cr.) A study of the pervasive nature of technological innovations, issues and perspectives in everyday life and the impact on society. **F, SP**

DTEC 215 Occupational Leadership Development I (1 cr.) A course for students enrolled in the AAS in Diversified Technology program and other students desiring to participate in TRCC's SkillsUSA post-secondary chapter and applicable leadership program. **F**

DTEC 216 Occupational Leadership Development II (1 cr.) *Prerequisite:* DTEC 215. An advanced course for students enrolled in the AAS in Diversified Technology program and other students desiring to participate in TRCC's SkillsUSA post-secondary chapter and applicable leadership program. **SP**

DTEC 297 Internship (1 cr.) *Prerequisite:* Instructor consent required. Supervised on-the-job training to provide practical experience in application of knowledge, skills, availabilities learned through school-based learning activities. Student will work in area business/industry with direct supervision of industry personnel and indirect supervision of college staff. Student spends 240 clock hours on the job during the entire semester. **SP**

Early Childhood Development

Division of Math, Science and Technology

ECD 105 CDA Field Experience (5 cr.) *Prerequisites:* ECD 202 and ECD 126; may be taken with ECD 245. Classroom instruction in early childhood education course work includes the making of the professional resource file and includes 480 hours of observations; all required to obtain the national CDA credential. **SP**

ECD 126 Child Health, Safety, and Nutrition (3 cr.) Emphasizes health and safety with child care. Topics include equipment and environmental safety, adequate nutrition, disease prevention and space regulations. Lecture 3 hours per week. **As Needed**

ECD 202 Survey of Early Childhood Development and Education (3 cr.) This course is designed to introduce the student to the roles and responsibilities of early childhood development. It gives an overall view of what early childhood education is along with the history of the profession. Theories and foundations of both curriculum development and practice are discussed and related to infant and toddler, preschool and primary grade program development. Includes observation for theoretical application to practice. **As Needed**

ECD 235 Special Children (3 cr.) *Prerequisites:* PSYC 223 or ECD 202. Introduces students to concepts of mainstreaming, collaborative family-centered support, referrals and developmental disabilities. Lecture 3 hours per week. **As Needed**

ECD 237 Early Childhood Development Lab (4 cr.) *Prerequisite:* ECD 202, First Aid or CPR certification. Focuses on learning styles and age-appropriate activities for infants and preschool age groups. Covers environmental requirements and activities to encourage positive development. Lab includes 8 weeks observation and participation in both infant/toddler and preschool age groups. Lecture 2 hours per week, Laboratory 2 hours. **F**

ECD 245 Child Care Management and Relationships (3 cr.) *Prerequisite:* ECD 202. Teaches organizational and managerial skills appropriate for planning for and running a child care center. Family interactions, guidance and regulations are also covered. Lecture 3 hours per week. **SP**

ECD 247 Child and Society (3 cr.) *Prerequisite:* ECD 202. Covers concepts of socializing, appropriate behaviors, cultural implications, discipline, acceptance, respect and empathy. This course is specifically for Early Childhood Development students. Lecture 3 hours per week. **F**

ECD 295 Early Childhood Practicum I: Infants and Toddlers (5 cr.) *Prerequisite:* ECD 237, First Aid or CPR certification. Gives students practical experience in the role of child care provider with infants and toddler age children. Includes 200 observation hours. Laboratory 5 hours per week. **SP**

ECD 296 Early Childhood Practicum II: Preschool Age (5 cr.) *Prerequisite:* ECD 237, First Aid or CPR certification. Gives students practical experience in the role of child care provider with preschool children. Includes 200 observation hours. Laboratory 5 hours per week. **SP**

ECD 298 Special Seminar: Heads Up Reading (3 cr.) Credit for completion of the Missouri Heads Up Reading program as presented by Missouri Heads Up Reading via distance learning over its prescribed period of time. Completion of the program can be used to meet CDA continuing education requirements for certification and as a Child Care and Guidance program elective after credit is applied for by the student. (*Disclaimer: TRCC does not intend to offer Heads Up Reading, but to grant credit for those who do complete it.*)

Economics

Division of Business and Social Science

ECON 211 Principles of Macroeconomics (3 cr.) A study of aggregate economics, i.e., economics on a nationwide scale that includes basic economic principles and contemporary socio-economic problems in the U.S. Lecture 3 hours per week. **F, SP, S**

ECON 212 Principles of Microeconomics (3 cr.) 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, SP, S**

Education

Division of Math, Science and Technology

EDUC 201 Teaching Profession with Field Experience (3 cr.) *Prerequisites:* ENGL 111 with a minimum grade of C. This course provides students an opportunity to observe teaching and learning for thirty (30) hours or more in P-12 classrooms. Students are introduced to the requirements for teacher preparation and certification. Students will examine characteristics of effective teaching. The course is designed to assist students in determining if a career in teaching is an appropriate goal. **F, SP**

EDUC 210 Educational Psychology (3 cr.) *Prerequisites:* EDUC 201 AND PSYC 111 or PSYC 223 or PSYC 233 or PSYC 243. This course is designed to help students relate the application of psychological principles to teaching, learning, and assessment and the educational practice in P-12 classrooms. It will focus on the learner and the learning process, teacher characteristics, and classroom processes that increase student motivation. Student diversity and appropriate instructional strategies for students with special needs will also be introduced. **F, SP**

EDUC 230 Foundations of Education (3 cr.) *Prerequisites:* ENGL 111 with minimum grade of C and EDUC 201. This course is designed to examine the historical, philosophical, sociological, political, economic, and legal foundations of the American public education system. Students will explore the nature of school environments, design, and organization of school curricula and characteristics of effective schools and instruction in grades P-12. Educational structures, practices, and projections for the future will be studied. **F, SP**

EDUC 260 Education of Exceptional Learners (3 cr.) *Prerequisites:* EDUC 210. This survey course is an introduction to exceptional learners and their education in grades P-12. Students will attain knowledge, skills, and dispositions that will enable them to work effectively with exceptional learners in general education or special education. **F, SP**

EDUC 270 Technology for Teachers (3 cr.) Prerequisites: ENGL 111 with minimum grade of C. In this course students will learn how to integrate instructional technology into the P-12 classrooms. Students will study a variety of software programs, presentation technology, and telecommunication tools. The focus will also be on social, ethical, legal, and human issues surrounding the use of technology. **F, SP**

EDUC 280 Education Capstone (1 cr.) Prerequisites: Completion of 9 credit hours of EDUC. The Education Capstone is a required course for the completion of the AAT degree. This course is designed to help students complete their mid-preparation portfolios for evaluation. This class will include lecture, class discussion, and small group activities as well as individualized instructional opportunities. Education majors should enroll in this class only after completing 9 hours of EDUC coursework. **SP**

EDUC 297 Paraprofessional Educator Practicum (3 cr.) Prerequisites: Instructor Consent. Directed experiences with children in a school setting. Student responsibilities will include assisting a teacher and implementing curriculum components for children. **SP**

Electronics

Division of Math, Science and Technology

ELEC 115 Applied DC and AC Circuits (3 cr.) An introduction to fundamental properties in electronics, electronic components and circuits. Course includes uses of testing equipment, circuit troubleshooting and circuit repairs. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. **F**

ELEC 117 Industrial Electrical Controls (3 cr.) Prerequisite: ELEC 115 or permission of instructor. 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. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. **F**

ELEC 207 Industrial Electronics Applications (3 cr.) Prerequisite: ELEC 115 or permission of instructor. A study of electronic systems within industrial transducers, process controls, motor drives, motion controls and other advanced controls. Emphasis on complete system applications. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. **SP**

ELEC 216 Programmable Controller Systems (3 cr.) Prerequisite: ELEC 207 or permission of instructor. An applications-based study of programmable logic controllers, hardware, operator interfaces, communications networks and device interfacing as found in manufacturing. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. **SP**

ELEC 218 Electrical Codes and Standards for Manufacturing (2 cr.) Prerequisite: ELEC 115 or permission of instructor. 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. Total 2 hours per week. **F**

Emergency Medical Services

Division of Health and Human Services

EMDS 103 First Responder Rescue (3 cr.) A study of basic care provided by the first trained rescuer on the scene, including assessment of the victim, management of airway and breathing, cardiopulmonary resuscitation, management of common illnesses and injuries, assisting with childbirth, and assisting with Emergency Medical Services equipment. This course is based on the current Department of Transportation National Standard Curriculum for First Responder courses. Lecture 3 hours per week. Laboratory hours integrated. **SP**

EMDS 105 Emergency Medical Services I (8 cr.) 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. This course is based on the current Department of Transportation National Standard Curriculum for EMT-Basic courses. Lecture 8 hours per week. Laboratory hours integrated. **F, SP**

EMDS 109 Emergency Medical Services Refresher/Bridge (4 cr.) Prerequisite: Current Missouri EMT or RN license. 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 opera-

tions. This course is based on the current Department of Transportation National Standard Curriculum for EMT-Basic Refresher courses. Lecture 4 hours per session from selected weeks of the EMDS 105 course schedule. Laboratory hours integrated. **F, SP**

EMDS 201 Emergency Medical Services II (6 cr.) Prerequisites: EMDS 105 or current Missouri EMT-Basic license; demonstrated competence in English, writing and math, and acceptance into the paramedic program. **Co-requisite:** ALHE 115 and EMDS 202. Course is an introduction to paramedic role and responsibilities, injury prevention, medical-legal-ethical issues, EMS operations, disease pathophysiology and life-span development; and a study of the advanced techniques of medication administration and airway management. The course content is based on the current National Standard Curriculum for the EMT-Paramedic Program. Lecture/college lab 12 hours per week. **S**

EMDS 202 Emergency Medical Services Internship I (1 cr.) Prerequisites: EMDS 105 or current Missouri EMT-Basic license; demonstrated competence in English, writing and math, and acceptance into the paramedic program. **Co-requisite:** ALHE 115 and EMDS 201. Scheduled hospital clinical experiences during which the student applies the knowledge and skills learned in the classroom and college lab. The student is evaluated by preceptors during the performance of intravenous fluid and medication administration and basic and advanced airway management on live patients in the hospital setting. The course content is based on the current National Standard Curriculum for the EMT-Paramedic Program. Clinical hours variable. **S**

EMDS 204 Emergency Medical Services III (10 cr.) Prerequisites: EMDS 201 and EMDS 202. **Co-requisite:** EMDS 205 and BIOL 231. A continued study of advanced pre-hospital emergency techniques with concentration on patient assessment, trauma and medical emergencies. The course content is based on the current National Standard Curriculum for the EMT-Paramedic Program. Lecture/college lab 12 hours per week. **F**

EMDS 205 Emergency Medical Services Internship II (6 cr.) Prerequisites: EMDS 201 and EMDS 202. **Co-requisite:** EMDS 204 and BIOL 231. Scheduled hospital clinical and pre-hospital ambulance experiences during which the student applies the knowledge and skills learned in the classroom and college lab. The student is evaluated by preceptors during the performance of comprehensive patient assessments, formulating and implementing treatment plans, intravenous fluid and medication administration and basic and advanced airway management on live patients in hospital and pre-hospital settings. The course content is based on the current National Standard Curriculum for the EMT-Paramedic Program. Clinical hours variable. **F**

EMDS 207 Emergency Medical Services IV (11 cr.) Prerequisites: EMDS 204 and EMDS 205. **Co-requisite:** EMDS 208 and BIOL 232. A continued study of advanced pre-hospital techniques with concentration on medical emergencies, emergencies involving special populations, and assessment-based management of emergencies. The course content is based on the current National Standard Curriculum for the EMT-Paramedic Program. Lecture/college lab 13 hours/week. **SP**

EMDS 208 Emergency Medical Services Internship III (6 cr.) Prerequisites: EMDS 204 and EMDS 205. **Co-requisite:** EMDS 207 and BIOL 232. Scheduled hospital and pre-hospital ambulance experiences during which the student applies the knowledge and skills learned in the classroom and college lab. The student is evaluated by preceptors during the performance of comprehensive patient assessments, formulating and implementing treatment plans, intravenous fluid and medication administration and basic and advanced airway management on live patients in hospital and pre-hospital settings. The course content is based on the current National Standard Curriculum for the EMT-Paramedic Program. Clinical hours variable. **SP**

Engineering

Division of Math, Science and Technology

ENGR 110 Engineering Graphics (3 cr.) Basic course in graphics with intensive practice in sketching orthographic and pictorial representation. Includes problem solving in perspective and parallel projections, auxiliary and sectional views, dimensioning, tolerances, reproduction, and working drawings using computer aided design systems. Lecture 1 hour. Lab 4 hours. Total 5 hours per week. **F, SP**

English

Division of Humanities and Performing Arts

ENGL 01 English as a Second Language (3 cr.) A class for students whose native language is not English. Individualized and group instruction develops English skills to enhance student performance and provides ESL support with English language skills throughout the academic program. Not acceptable for degree credit or for transfer. Course grade is recorded credit, no pass, incomplete, or in progress. May be repeated. **F, SP**

ENGL 03 Fundamentals of English (3 cr.) *Prerequisite:* ASSET-Writing score of 37 or below; or ACT-English score of 14 or below. This course begins to develop foundational skills necessary for written communication using standard English. Studies focus on grammar, usage and mechanics, and the writing of coherent sentences and paragraphs. May be repeated. Lecture 3 hours per week. **F, SP, S**

ENGL 04 Introduction to Composition (3 cr.) *Prerequisite:* ASSET-Writing score of 38-42; or ACT-English score of 15-19; or successful completion of ENGL 03. This course is a transition into ENGL 111 for the student who has successfully completed ENGL 03 or for the student who needs to polish writing skills. Studies focus on understanding essays and other brief writings, composing organized paragraphs and essays, and illustrating coherent progression of thought. May be repeated. Lecture 3 hours per week. **F, SP, S**

ENGL 06 Fundamentals of Academic Reading (3 cr.) *Prerequisite:* ASSET-Reading score of 37 or below; or ACT-Reading score of 14 or below. This course is designed to improve reading comprehension. In the process, students will also develop skills to improve vocabulary and critical thinking. May be repeated. Lecture 3 hours per week. **F, SP, S**

ENGL 105 Technical Writing (3 cr.) *Prerequisite:* ASSET-Writing score of 43 or higher; or ACT-English score of 20 or higher; or successful completion of ENGL 04—and—ASSET-Reading score of 38 or higher; or ACT-Reading score of 15 or higher; or successful completion of ENGL 06. Practice in business-oriented writing with an emphasis on organization and structure in all forms of written business communications. This course is for the student whose career will require competence in these types of writing skills. Lecture 3 hours per week. **As Needed**

ENGL 111 College Writing (3 cr.) *Prerequisite:* ASSET-Writing score of 43 or higher; or ACT-English score of 20 or higher; or successful completion of ENGL 04—and—ASSET-Reading score of 38 or higher; or ACT-Reading score of 15 or higher; or successful completion of ENGL 06. 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 reading critically and improving essays through revision. Students should have basic keyboarding skills. Lecture 3 hours per week. **F, SP, S**

ENGL 112 Advanced College Writing (3 cr.) *Prerequisite:* ENGL 111 with grade of "C" or better. Advances students' writing skills through analysis and shaping of ideas. Focuses on extended critical inquiry, in-depth library and electronic research, and extensive practice with argumentative academic writing. Lecture 3 hours per week. **F, SP, S**

ENGL 130 College Reading (3 cr.) An individualized course to strengthen the skills necessary for effective reading in academic disciplines. Focuses on the development of flexible reading techniques, critical analysis, exploratory reading and vocabulary techniques. May be applied as an elective toward degrees. Lecture 3 hours per week. **As Needed**

ENGL 140 Creative Writing (3 cr.) Though this course is intended for beginning creative writers and will introduce students to some basic techniques and structures of short fiction, poetry, drama and other genres, topics include materials used by experienced writers, as well. Subjects to be addressed include character, plot, dialog, theme, setting, and voice with special emphasis on preparation, criticism and revision. Throughout the semester, students will prepare a portfolio of their writing. Does not fulfill the general education requirement for Humanities but may be used as an elective. **As Needed**

ENGL 150 College Grammar (3 cr.) *Prerequisite:* Satisfactory score on English placement test. A study of the principles of grammar, syntax, and usage. Lecture 3 hours per week. **As Needed**

ENGL 153 Britain's Women Writers, Past and Present (3 cr.) Studies of selected women writers, 1790–present. A survey with emphasis on women's changing roles in society. Elective. Does not satisfy literature requirement for A.A. Degree. Lecture 3 hours per week. **As Needed**

ENGL 210 Introduction to Literature (3 cr.) *Prerequisite:* ENGL 111 with grade of "C" or better. An introduction to the four major genres of literature and the basic elements of fiction, poetry, drama and the essay. Learners will use a variety of critical perspectives and research to analyze, interpret and write about literature. Lecture 3 hours per week. **F, SP**

ENGL 211 Exposition (3 cr.) *Prerequisite:* ENGL 112. Theory and practice of expository writing. Lecture 3 hours per week. **As Needed**

ENGL 221 World Literature to 1600 (3 cr.) *Prerequisite:* ENGL 111 with grade of "C" or better. A survey of world classics: Greek, Hebrew, Roman and medieval writings. Assignments include the writing of essays and a research component. Lecture 3 hours per week. **F, S**

ENGL 222 World Literature since 1600 (3 cr.) *Prerequisite:* ENGL 111 with grade of "C" or better. A survey of world classics since the Renaissance: Italian, French, Spanish, German and Russian literature. Assignments include the writing of essays and a research component. Lecture 3 hours per week. **SP, S**

ENGL 223 Classical Mythology (3 cr.) *Prerequisite:* ENGL 111 with grade of "C" or better. The study of ancient mythology and religion of the Greeks and others as shown in literature past and present. A survey of the myths of Greece and Rome as an aid in interpretation of literature and art. Lecture 3 hours per week. **F, SP, S**

ENGL 231 English Literature to 1798 (3 cr.) *Prerequisite:* ENGL 111 with grade of "C" or better. A survey course from the beginnings of English literature through the 18th century. Assignments include the writing of essays and a research component. Lecture 3 hours per week. **F, S**

ENGL 232 English Literature since 1798 (3 cr.) *Prerequisite:* ENGL 111 with grade of "C" or better. A survey course with studies of Romanticism, the Victorian Age and the 20th century. Assignments include the writing of essays and a research component. Lecture 3 hours per week. **SP, S**

ENGL 233 Shakespeare (3 cr.) *Prerequisite:* ENGL 111 with grade of "C" or better. A survey course introducing the works of William Shakespeare, including both plays and poetry. Assignments include the writing of essays and a research paper. Lecture 3 hours per week. **F**

ENGL 241 American Literature to 1870 (3 cr.) *Prerequisite:* ENGL 111 with grade of "C" or better. A survey of American literature from the beginnings to the mid-19th century. Assignments include the writing of essays and a research component. Lecture 3 hours per week. **F, S**

ENGL 242 American Literature since 1870 (3 cr.) *Prerequisite:* ENGL 111 with grade of "C" or better. A survey of the emergence of modern American literature in the 19th and 20th centuries. Assignments include the writing of essays and a research component. Lecture 3 hours per week. **SP, S**

ENGL 253 Children's Literature (3 cr.) A study of literature suitable for use in elementary and junior high school. Designed primarily for elementary education majors. Does not satisfy the literature requirement for the A.A. degree. **F, SP, S**

ENGL 281 Old Testament Literature (3 cr.) *Prerequisite:* ENGL 111 with grade of "C" or better. Lectures and assigned readings in the Old Testament with emphasis on the Bible as literature. Assignments include the writing of essays and a research component. Lecture 3 hours per week. **F**

ENGL 282 New Testament Literature (3 cr.) *Prerequisite:* ENGL 111 with grade of "C" or better. Lectures and assigned reading in the New Testament and Apocrypha with emphasis on this material as literature. Assignments include the writing of essays and a research component. Lecture 3 hours per week. **SP**

Environmental/Occupational Health and Safety

Division of Math, Science and Technology

EOSH 115 Communication/Training Methods for Safety and Health Professionals (3 cr.) A course to develop the skills needed to create, deliver and evaluate safety and health training that is required by regulation. Students learn to communicate ideas and program requirements for safety and health training. Lecture 3 hours per week. **F**

EOSH 116 Introduction to Industrial Hygiene (3 cr.) An introduction to the recognition, evaluation and control of workplace health hazards. Determination of risk due to chemical exposure, routes of entry, control measures and effects also are covered. Lecture 3 hours per week. **SP**

EOSH 205 Safety and Health Regulations & Standards (3 cr.) A study of the legislation and standards established to protect the safety and health of the worker. Students learn the general industry and construction standards established by U.S. Occupational Safety and Health Administration (OSHA). Lecture 3 hours per week. **F**

EOSH 206 Environmental Regulations (3 cr.) Examines the history and development of environmental regulations. Students study statutory requirements for the different environmental media, associated compliance issues, enforcement activities and governmental regulations such as those promulgated by the U.S. Environmental Protection Agency (EPA). Lecture 3 hours per week. **F**

EOSH 215 Transportation, Storage and Handling of Hazardous Materials (3 cr.) Introduces the student to the distinction and regulatory differences of hazardous wastes and hazardous material handling. Provides information on handling, transporting and storage of hazardous materials. Addresses specific requirements pursuant to U.S. Department of Transportation (DOT) regulations. Lecture 3 hours per week. **F**

EOSH 216 Waste Management (3 cr.) Introduces students to the available options for properly minimizing, recycling or disposing of wastes. Focuses on management of materials to minimize waste production. Addresses recycling and recovery issues. Lecture 3 hours per week. **F**

EOSH 225 Accident Investigation (3 cr.) An introduction to the fundamental requirements and techniques used in investigating accidents involving environmental or occupational safety and health issues. Students explore causes and prevention of accidents. Lecture 3 hours per week. **SP**

EOSH 226 Emergency Preparedness and Planning (3 cr.) Addresses the legal responsibilities of environmental and human protection. Responsibilities and functions of employees during an emergency are emphasized. In addition, students explore different approaches to emergency planning. Prevention and minimization of resource costs are included. A variety of techniques to perform analysis, auditing and hazard assessment are addressed. Lecture 3 hours per week. **SP**

Film Studies

Division of Humanities and Performing Arts

FILM 122 History and Appreciation of Film (3 cr.) A survey course exploring the elements and development of motion pictures. Lectures accompany a viewing of examples of classic films and important film genres. Additional time viewing selected films is required. Lecture 3 hours per week. **F, SP, S**

Forestry

Division of Math, Science and Technology

FRST 115 Forest Utilization (3 cr.) Introduction to the multiple use aspects in the overall field of forestry. Emphasis will be placed on management policies at the local and national levels, forestry ecological systems, and the interrelationships of forestry to other disciplines. **SP**

FRST 117 Introduction to Dendrology (3 cr.) Field and lab identification of native and exotic trees and woody vines using leaves, twigs, bark, and fruit characteristics. **F**

FRST 119 Forest Measurements (3 cr.) Introduction to forest measuring techniques to include measuring equipment, log scaling practices, forest product measurements, cruising and inventory techniques. **SP**

FRST 215 Forest Management Practices (3 cr.) Introduction to forest management practices to include governmental roles with the emphasis on local and regional regulations, principles of the ecosystem, sustainable forest concepts and multiple use management. **F**

FRST 217 Silviculture and Ecology (3 cr.) A detailed study of the concepts and techniques utilized in the silvicultural treatment of forests. **SP**

Geography

Division of Business and Social Science

GEOG 111 Regional World Geography I (3 cr.) Introductory survey of regional world geography designed for general education. Includes essential geographical characteristics and major cultural, social and economic problems of Africa south of the Sahara, North Africa and Southwestern Asia, and Southern Asia. Lecture 3 hours per week. **F**

GEOG 112 Regional World Geography II (3 cr.) Introductory survey of regional world geography designed for general education. Includes essential geographical characteristics and major cultural, social and economic problems of Europe, Anglo America and Latin America. **NOTE: No prerequisite required.** Lecture 3 hours per week. **SP**

General Studies

Division of Health and Human Services

GNST 100 Foundations for Student Success (1 cr.) A course designed to increase student success at completing college courses. It provides assistance to students in building adequate study skills including: self awareness, communication, test taking, critical thinking, note taking, how to organize text, time management, stress management, career direction, memory and goal achievement skills. **F, SP, S**

GNST 101 Travel-Study (1-3 cr.) An introduction to various cultures through extensive travel and planned learning experiences. Approval by the Registrar for trip and activities must be obtained prior to travel for credit to be granted.

GNST 102 Leadership Development (1 cr.) This course recognizes and enhances the development of student leaders through an orientation to campus and community resources through the participation in service projects and social activities. Enrollment is restricted to students participating in campus/community organizations and requires instructor consent. **F, SP**

GNST 104 Career Exploration (1 cr.) Students explore career opportunities and prepare for seeking employment after graduation. Presented as independent study the first 8 weeks and lecture/discussion the second 8 weeks. **F, SP**

GNST 111 Personal Finance (3 cr.) This course is designed to develop and enhance student's personal financial decisions. The course will cover areas such as personal financial planning, money management skills, personal taxes, consumer credit, insurance issues, retirement planning, and saving and investing. **As Needed**

Government & Political Science

Division of Business and Social Science

GOVT 111 Introduction to Political Science (3 cr.) A basic introduction and survey of political science. Emphasizes branches of political science, structural institutions, both domestic and foreign, and the role of the people. (Note: This course is not designed to fulfill the general requirements of the state regarding either the federal or state constitution.) Lecture 3 hours per week. **F**

GOVT 121 National and State Government (3 cr.) 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, SP, S**

GOVT 122 Introduction to Public Policy (3 cr.) *Prerequisite:* GOVT 121. A study of the major foreign and domestic issues that constitute public policy, the determination of public policy and the structural relationship between government and decision making. Lecture 3 hours per week. **F**

GOVT 220 Missouri Government (1 cr.) *Prerequisite:* GOVT 121. This course is designed for students who transferred a course equivalent to GOVT 121 National and State Government but have not had the Missouri Constitution/government component as mandated by the state legislature. This course is not a substitute for GOVT 121. It is designed to meet state requirements for students to receive credit for the Missouri government component.

GOVT 223 State and Local Government (3 cr.) A study of American state and local government and their relationship to the federal government. Special attention is given to governmental structure and operation in Missouri. Lecture 3 hours per week. As needed.

GOVT 233 International Relations (3 cr.) 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**

Health, Physical Education and Recreation

Division of Health and Human Services

Professional Courses

HPER 110 Lifetime Wellness (2 cr.) A lecture-discussion course exploring wellness relevant to past, present and future. Topics include the study of emotional health, drugs and drug abuse, physical fitness, proper nutrition, weight control prevention of STD's and birth control. An important objective of the course is to favorably influence attitudes, habits and knowledge related to individual and community health and fitness. **F, SP, S**

HPER 113 History and Principles of Physical Education (2 cr.) An introductory study of the history, principles and philosophy of modern physical education. Recommended for students majoring or minoring in physical education. Lecture 2 hours per week. **F**

HPER 123 First Aid (2 cr.) National Safety Council requirements for first aid are met and an opportunity for standard NSC requirements for CPR are available with optional certification. Lecture 2 hours per week. **SP**

HPER 213 Basketball Coaching Techniques (2 cr.) This course focuses on the fundamentals of coaching varsity basketball. Recommended for students majoring or minoring in physical education. Lecture 2 hours per week. **SP**

HPER 214 Baseball Coaching Techniques (2 cr.) Development of a baseball team, selection of players by position, team drills, offensive and defensive strategies, scouting, and player management are covered in this course. **SP**

HPER 223 Camping and Camp Counseling (2 cr.) Introduction to the history and objectives of organized camping with emphasis on the role of the modern camp counselor. Lecture 2 hours per week. **SP**

HPER 233 Physical Education for the Elementary Teacher (3 cr.) Theory and practice of the teaching of skills and games in elementary school. Recommended for Elementary Education majors only. Does not meet physical education requirements for graduation. Lecture 3 hours per week. **F, S**

HPER 243 Sports Officiating (2 cr.) This course acquaints students with the rules and techniques of officiating basketball, baseball, softball, and volleyball. Lecture 2 hours per week. **F**

Activity Courses

Students are limited to two 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 102 Basketball (1 cr.)

HPER 111 Volleyball/Softball (1 cr.)

HPER 112 Advanced Volleyball (1 cr.)

HPER 121 Tennis (1 cr.)

HPER 122 Badminton and Table Tennis (1 cr.)

HPER 131 Golf (1 cr.)

HPER 132 Bowling (1 cr.)

HPER 133 Beginning Swimming (1 cr.)

HPER 134 Intermediate Swimming (1 cr.)

HPER 140 Swimming For Fitness (1 cr.)

HPER 141 Water Aerobics (1 cr.)

HPER 142 Water Activities (1 cr.)

HPER 143 Lifesaving (1 cr.)

HPER 144 Water Safety Instructor Prep (1 cr.)—*Prerequisite:* HPER 143

HPER 150 Walking For Fitness (1 cr.)

HPER 151 Foundations Of Fitness (1 cr.)

HPER 152 Fitness Center I (1 cr.)

HPER 251 Fitness Center II (1 cr.)

HPER 252 Athletic Fitness (1 cr.)—*Co-requisite:* HPER 269, 289, or 299

HPER 192 Movement Fundamentals (1 cr.) Mechanics of the movement process related to efficient and effective physical performance. Covers movement patterns correlated to human anatomical and physiological design and properties, the processes of motor learning and motor behavior and the principles of motion with application to human movement and physical activity.

Varsity Sports

HPER 289 Baseball (1 cr.)—*Prerequisite:* Consent of instructor

HPER 289 Softball (1 cr.)—*Prerequisite:* Consent of instructor

HPER 299 Basketball, Men's (1 cr.)—*Prerequisite:* Consent of instructor

HPER 299 Basketball, Women's (1 cr.)—*Prerequisite:* Consent of instructor

History

Division of Business and Social Science

HIST 111 American History to 1877 (3 cr.) 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.) 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 to a position of world leadership. Lecture 3 hours per week. **F, SP, S**

HIST 121 World Civilization to the Renaissance (3 cr.) A survey of the development of the "major world civilizations" from prehistoric times to the period of the Renaissance, emphasizing events and trends in political, economic, social and cultural areas. Lecture 3 hours per week. **F**

HIST 122 World Civilization since the Renaissance (3 cr.) A survey of the development of the "major world civilizations" from the period of the Renaissance to the present, emphasizing political, economic and social aspects for a broad cultural background and a better grasp of the relationship between the nations of the world today. Note: No prerequisite required. Lecture 3 hours per week. **SP**

HIST 201 Evil: Historical Perspective (3 cr.) This course is designed to examine the concept of evil from a historical perspective. By using this approach, the concept will be reviewed through time by examining sociological, psychological and philosophical theories. By emphasizing this approach, students will be required to scrutinize the concept and their valuing system. Lecture 3 hours per week. **As needed**

HIST 211 The United States since 1945 (3 cr.) Examines the social, political and economic developments of the United States and is designed for History, Social Science or Political Science majors. While the course does not fulfill the general education requirements for History, it can be used as an elective. **F**

Honors

Division of Humanities and Performing Arts

HNRS 110 Honors Inquiry Seminar (1 cr.) *Prerequisite:* Permission of Honors Program Coordinator. Provides an opportunity for academic inquiry across the disciplines through inquiry seminars based on a topic of intellectual significance. Offered each semester, the seminar encourages synthesis and critical evaluation. Three Rivers Honors Program students must complete three inquiry seminars. **F, SP, S**

HNRS 120 Honors Leadership Seminar (3 cr.) *Prerequisites:* Completion of at least one hour of HNRS 110 and permission of Honors Program Coordinator. Emphasizes discussion of leadership styles based on acquiring an understanding of problem solving, working with diversity, managing change and conflict and networking. Drawing upon experiences in a guided service learning project, each student develops a personal philosophy of leadership. The leadership seminar is required for students in the Three Rivers Honors Program and may be taken only once. **F**

HNRS 200 Honors Independent Study (1-3 cr.) *Prerequisites:* Completion of at least one hour of HNRS 110 and permission of an Honors Program instructor and the Honors Program Coordinator. An independent study that fulfills honors status requirements. **As Needed**

HNRS 220 Honors Multi-Disciplinary Seminar (3 cr.) *Prerequisites:* Completion of at least one hour of HNRS 110 and permission of seminar instructors and the Honors Program Coordinator. A multidisciplinary approach that 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 and give order to their 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. **As Needed**

Information Systems Technology

Division of Business and Social Science

IST 100 Computer Literacy (3 cr.) An introduction to computers and information technology. Fundamental computer concepts including word processing, spread sheets, information access, the Internet and the ethical use of information technology are examined. Three contact hours per week. **F, SP**

IST 101 Presentation Graphics Using Microsoft® PowerPoint (1 cr.) In this course, students create dynamic and effective presentations using Microsoft® PowerPoint. No experience necessary. Lecture 1 hour per week. **As Needed**

IST 115 Introduction to Information Systems (3 cr.) An introduction to the fundamental concepts and applications of computing in the information systems environment. Students examine the major foundations of computing in the business world, with an overview and emphasis placed on the uses of productivity tools. Students gain hands-on experience using microcomputers during special tutorial projects. Lecture 3 hours per week. **F, SP**

IST 119 PC Operating Systems (3 cr.) The study of microcomputer disk operating systems and operating environments. In-depth tutorial assignments provide extensive hands-on training. Three contact hours per week. **F, SP**

IST 125 Visual BASIC Programming (3 cr.) In this first course in programming, students construct programs to solve problems and explore program development in a Windows environment. Three contact hours per week. **F**

IST 126 Word Processing Applications (3 cr.) *Prerequisite:* IST 100 or IST 115. *Corequisite:* BUED 121 and/or BUED 100. Word processing concepts and the development of operations skills using a popular word processing application package. Emphasis is on the operational application and functions of word processing. Three contact hours per week. **F, SP**

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. **F, SP**

IST 149 Medical Terminology and Coding Procedures (3 cr.) Study of medical terminology and coding procedures as they relate to the office of today. Includes specialized terminology and coding procedures for medical options. Course will be supplemented by professionals in the medical field. **F**

IST 216 Introduction to Data Communications (3 cr.) *Prerequisite:* IST 115 or instructor consent. Introduction to the principles and concepts of modern data communication. Students will be provided with hands-on exercises using a variety of communications tools and techniques including the Internet. Three contact hours per week. **SP**

IST 256 Administrative Transcription (3 cr.) *Prerequisite:* BUED 103, BUED 122, or concurrently enrolled in BUED 122. Basic transcription skills course to instruct the student in the operation of transcribing machines. Students are introduced to the specialized transcription in legal, medical and executive documents. Emphasizes language skills, proofreading and vocabulary necessary to produce mailable documents. Three contact hours per week. **F**

IST 257 Advanced Administrative Transcriptions (3 cr.) *Prerequisite:* IST 256 with a minimum grade of "C". Refines machines transcription rates, skills and mailable first-draft transcripts. Includes specialized transcription for legal, medical, executive and word processing. The course meets the first 8 weeks of the semester for 6 contact hours per week. **SP**

IST 258 Office Administration and Supervision (3 cr.) *Prerequisite:* Concurrent enrollment in IST 257 or instructor approval. Course to develop supervisory skills essential for job success. Emphasizes problem solving, office technology, human resource management, leadership strategies, human relations and decision making. Lecture 3 hours per week. **SP**

IST 268 Spreadsheet Applications (3 cr.) *Prerequisite:* IST 100 or IST 115 or instructor consent. In-depth experience with electronic spreadsheet applications. Emphasizes spreadsheet construction and modification, relating multiple spreadsheets and report generation. Three contact hours per week. **F, SP**

IST 269 Database Applications (3 cr.) *Prerequisite:* IST 100 or IST 115 or instructor consent. A course that 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. Three contact hours per week. **SP**

IST 285 Desktop Publishing (3 cr.) *Prerequisite:* IST 100 or IST 115 or instructor consent. At study of desktop publishing concepts and the development of operational skills using desktop publishing software for the microcomputer. Three contact hours per week. **As needed**

IST 295 Introduction to E-Commerce (3 cr.) *Prerequisite:* IST 100 or IST 115 or instructor consent. Course covers hardware requirements for e-commerce including computers, backup, power supply and Internet connection. Software requirements for Web-servers, including anti-virus, firewalls and on-line ordering, are presented. Maintenance, marketing of Web-site and security issues for on-line business are addressed. **As Needed**

IST 297 IST Coordinated Internship Project (6 cr.) *Prerequisite:* Currently enrolled in the Information Systems Technology degree track. A supervised on-the-job training course that provides practical experience in an information systems or closely related area for graduating students. In a seven-week training cycle, students work with direct supervision from an employer and indirect supervision from an instructor from the Information Systems Technology department in an approved business, organization or professional office environment. **SP**

IST 298 IST Seminar/Project (1-3 cr.) This course meets the special need of students wishing to pursue or develop specific skills related to career choices in the field of information systems technology. **F, SP**

Library Science

Division of Humanities and Performing Arts

LBSC 100 Managing Information Resources (1 cr.) Develops students' ability to locate, evaluate and organize information, including print, electronic and other sources for academic and personal use. Two contact hours per week. **F, SP**

Manufacturing Technology

Division of Math, Science and Technology

MAFT 116 Machine Shop I (4 cr.) An introduction to basic machine tool technology, including safety practices, layout and bench work, and an introduction to the use of machine tools. Lecture 2 hours. Lab 4 hours. Total 6 hours per week. **As Needed**

MAFT 117 Machine Shop II (4 cr.) *Prerequisite:* MAFT 116. A continuation of Machine Shop I involving greater depth in the construction and use of machine tools, including lathes, grinder, milling machines, shapers and drilling presses. Lecture 2 hours. Lab 4 hours. Total 6 hours per week. **As Needed**

MAFT 118 Industrial Drives (3 cr.) *Prerequisite:* ELEC 115 or instructor consent. An overview of the mechanisms of industrial power transmission, including study of couplings, belts, chains and gear reductions. Lecture 2 hours. Lab 2 hours. **As Needed**

MAFT 228 Quality Assurance Fundamentals (3 cr.) An introduction to management of quality control systems. Course includes study of recordkeeping, standards, sampling and cost as related to quality control applications. Lecture 3 hours per week. **SP**

MAFT 229 Introduction to Safety and Health Programs (3 cr.) An introduction to management of industrial safety systems. Course includes study of industrial safety, health and environment issues. Standards record keeping for various industrial applications is presented. Lecture 3 hours per week. **SP**

MAFT 235 Manufacturing Processes (3 cr.) A study of materials and processes used in the manufacture of hard good consumer products. Forming separating, fabricating, conditioning and finishing of metallic, plastic, ceramic, and composite materials is emphasized. Lecture 3 hours per week. **F**

MAFT 246 Introductory Welding and Fabrication (3 cr.) An introduction to current welding practices and techniques. A variety of welding processes is covered, including shielded metal-arc, gas-shielded arc, oxyacetylene and plasma cutting equipment. Basic principles of equipment fabrication is introduced. Lecture 2 hours, laboratory 2 hours. Total 4 hours per week. **SP**

MAFT 255 Hydraulics and Pneumatics (3 cr.) Introduction to the design and analysis of basic hydraulic and pneumatic systems. Includes theory of hydraulic and pneumatic circuits and components. Lecture 3 hours per week. **F**

MAFT 258 Engineering Economy (3 cr.) *Prerequisite:* CIVL 106, or MATH 153 or higher math, or permission of the instructor. A study of the economic relationship between design alternatives and economic factors such as time value of money, risk, uncertainty and allowable depreciation methods. Lecture 3 hours per week. **F**

MAFT 267 Automated Manufacturing Systems (3 cr.) *Co-requisite:* ELEC 216 or permission of instructor. 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. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. **SP**

MAFT 276 Basic HVAC Systems (3 cr.) An overview of heating, ventilation and air conditioning systems, including the study of air filtration systems, refrigerants and equipment, compressors and heating chambers. Lecture 2 hours, laboratory 2 hours. Total 4 hours per week. **F**

MAFT 297 Internship (6 cr.) Supervised on-the-job training to provide practical experience in application of knowledge, skills, availabilities learned through school based learning activities. Student work in area business/industry with direct supervision of industry personnel and indirect supervision of college staff. Student spends 240 clock hours on the job during the entire semester. **SP**

Marketing

Division of Business and Social Science

MKTG 115 Principles of Marketing (3 cr.) A study of the marketing process in a dynamic social, economic and political environment. The course focuses on the needs of consumers and their buying behavior and the social and ethical consequences of marketing in the economy. Lecture 3 hours per week. **SP**

MKTG 118 Retail Merchandising (3 cr.) Examines the development of retail merchandising and career opportunities in retail merchandising. Additionally, this course provides a study of promotion and general retail merchandising principles, procedures and mathematical computations for retail buying and merchandising. Lecture 3 hours per week. **F**

MKTG 119 Advertising (3 cr.) Advertising defined, its historical background covered and the four major groups of media emphasized. The course includes the psychology of advertising in the marketing mix. Lecture 3 hours per week. **SP**

MKTG 128 Professional Selling (3 cr.) Course designed to develop an in-depth knowledge of the marketing competencies for salesmanship. The course teaches basic selling techniques. Careers in selling are reviewed and analyzed to provide students an appreciation of the exciting, and often rewarding world of sales. Lecture 3 hours per week. **SP**

MKTG 297 Internship (6 cr.) *Prerequisite:* Minimum of 24 semester hours of credit in the Marketing Management Department and approval of the Marketing Management staff. Provides the student with the opportunity to apply and develop occupational skills through on-the-job work experience. Variable hours. **F**

MKTG 299 Special Problems in Business (2-3 cr.) *Prerequisite:* Permission of instructor. Individual study to enable the student to specialize in an area of interest in his chosen field. Variable hours. **As Needed**

Mass Communication

Division of Humanities and Performing Arts

MCOM 101 Mass Communication and Society (3 cr.) Required of most mass communications majors in media that include journalism, radio, television, corporate video and public relations. Provides an overview of the nature of communication and its roles in society. Course study includes cultural and societal implications of various media while gaining basic knowledge of the communication system, uses of media and the means of evaluating media performance. Lecture 3 hours per week. **As Needed**

MCOM 201 Writing for Mass Media (3 cr.) *Prerequisites:* ENGL 111 with a grade of "C" or better. A basic writing course for mass communication majors in media that include journalism, radio, television, corporate video and public relations. Emphasizes the principles of writing for mass media and developing story ideas, information gathering, organization and effective presentation of material for various media. Lecture 3 hours per week. **As Needed**

Mathematics

Division of Math, Science and Technology

MATH 05 Fundamentals of Mathematics (3 cr.) A course to develop the student's knowledge of fundamental operations with whole numbers, fractions, decimals, percents, ratio and proportion and the metric system. This course is for students who make a score on the Mathematics ASSET of below 43 on the Numerical Skills, below 31 on the Elementary Algebra or an ACT math subscore of 0-9. It is not acceptable for degree credit, nor recommended for transfer purposes. Course grade is recorded as credit (cr) or no pass (np). 3 hours per week. **F, SP, S**

MATH 06 Beginning Algebra (3 cr.) A course to develop the skills needed in an elementary algebra course. Structured for students who have not successfully completed at least one year of high school algebra and who have made a score on the Mathematics ASSET of 44 or above on the Numerical Skills, 32 to 47 on the Elementary Algebra, below 31 on the Intermediate Algebra or an ACT math subscore of 9-18. Not acceptable for degree credit, nor recommended for transfer purposes. Course grade is recorded as credit (cr) or no pass (np). Lecture 3 hours per week. **F, SP, S**

MATH 131 Mathematics for Elementary Teachers (3 cr.) *Prerequisite:* MATH 153 or Elementary Education Major with a Mathematics ASSET test score placement of College Algebra or an ACT mathematics subscore of 23 or above. An introduction to the structure of mathematics, logic sets, properties of each subset of the real number system, elementary number theory and other numeration systems. Lecture 3 hours per week. **F, SP**

MATH 153 Intermediate Algebra (3 cr.) *Prerequisite:* MATH 06 or Mathematics ASSET test score placement of Intermediate Algebra or ACT mathematics subscore of 18-22. A course concerned with the real number system, relations, functions, quadratics, inequalities, exponents, radicals, and systems of equations. Lecture 3 hours per week. **F, SP, S**

MATH 161 College Mathematics (3 cr.) Prerequisite: Math 153, or a satisfactory score on the Mathematics ASSET (48-51 on the Intermediate Algebra, 32-47 on the College Algebra) or mathematics subscore on ACT of 23 or above. Designed for the non-math/science major. This course contains everyday real-life applications using inequalities, linear equations, quadratic equations, ratio and proportions, radicals, metric system, sets, logic, probability with some statistics and a brief history of mathematics. Lecture 3 hours per week. **As Needed**

MATH 163 College Algebra (3 cr.) Prerequisites: MATH 153 with a grade of "C" or better, or a satisfactory score on the Mathematics ASSET (48-51 on the Intermediate Algebra, 32-47 on the College Algebra) or ACT mathematics subscore of 23 or above. A calculator-oriented course concerned with the properties of the various numbers systems, matrices, equations, inequalities, functions, relations and probability. Lecture 3 hours per week. **F, SP, S**

MATH 164 Trigonometry (3 cr.) Prerequisite: MATH 163, currently enrolled in MATH 163 or Mathematics ASSET test score placement of 48-55 (CA) or ACT mathematics subscore of 26 or above. A course concerned with circular functions, trigonometric functions, identities, conditional equations and solution of triangles. Lecture 3 hours per week. **F, SP**

MATH 170 Applied Calculus (3 cr.) Prerequisite: MATH 163 or ACT mathematics subscore of 26 or above. Designed for students in business, social or life sciences. Course includes functions, limits, differentiations and integration of elementary functions. Applications are emphasized. Lecture 3 hours per week. **F**

MATH 171 Analytic Geometry and Calculus I (5 cr.) Prerequisite: MATH 163 and MATH 164 or ACT mathematics subscore of 28 or above. The first of a three-course sequence dealing with plane analytic geometry and differential calculus. Lecture 5 hours per week. **SP**

MATH 211 Discrete Mathematics (3 cr.) Prerequisite: MATH 163 or ACT mathematics subscore of 26 or above, or ASSET mathematics score of 48-55 (CA). An introduction to understanding and writing proofs using fundamental concepts such as relations, equivalence, partitions, mathematical induction, functions, development of number systems and infinite sets. Lecture 3 hours per week. **As Needed**

MATH 223 Probability and Statistics (3 cr.) Prerequisite: MATH 163 or above with a "C" or better, or ACT mathematics subscore of 26 or above, or ASSET mathematics score of 48-55 (CA). Introduction to the basic idea 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 will utilize computer statistical software to facilitate the analysis of data. Lecture 3 hours per week. **SP**

MATH 231 Mathematics for Elementary Teachers II (3 cr.) Prerequisite: MATH 131. Mathematical systems, elementary algebra, integers, ratios, probability and statistics, and geometry with applications. This course may not be used to satisfy the general education mathematics requirement. This course is designed as a transfer course for students majoring in elementary education. **As Needed**

MATH 271 Analytic Geometry and Calculus II (5 cr.) Prerequisite: MATH 171. The second of a three-course sequence. Concerned with the study of transcendental functions, integration techniques, infinite sequences, infinite series, conic sections, parametric equations and polar coordinates. Lecture 5 hours per week. **F**

MATH 272 Analytic Geometry and Calculus III (5 cr.) Prerequisite: MATH 271. The third of a three-course sequence. Concerned with the study of vectors in the plane and in space, functions of several variables and multiple integration. Lecture 5 hours per week. **SP**

Mechanical Drafting

Division of Math, Science and Technology

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 will be spent in proper use of the basic measuring instruments. Lecture 3 hours per week. **SP**

MEDR 237 Mechanical CAD (3 cr.) Prerequisite: ENGR 110 or instructor consent. Continued practice in the use of CAD systems. Course includes generation of symbol libraries for piping, electrical and instrumentation drawings, manipulation of objects and preparation of working drawings. Lecture 2 hours. Lab 2 hours. Total 4 hours per week. **F**

MEDR 240 Technical Illustration (3 cr.) Prerequisite: MEDR 237. Introductory course in technical illustration used to create technical manuals. Use of computer-aided design and drafting (CAD) software and hardware to produce pictorial drawings, three-dimensional drawings and renderings used in technical manuals and illustrations. Applies design elements and concepts when creating digital layouts. Addresses file conversion issues between graphic and CAD software. Lecture 2 hours. Lab 2 hours. Total 4 hours per week. **SP**

MEDR 246 Computer Aided Machining I (3 cr.) Prerequisite: ENGR 110 or permission of instructor. Introduction to 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. Lab 2 hours. Total 4 hours per week. **SP**

Medical Laboratory Technology

Division of Health and Human Services

MDLB 115 Introduction to Laboratory Science (1 cr.) This course orients the student to the medical laboratory, including safe specimen handling, professional etiquette, basic quality control and lab organization. Lecture 1 hour per week. **F**

MDLB 118 Hematology and Coagulation (5 cr.) A study of the cellular structures in blood and the mechanisms of coagulation. The function, identification, and testing of cellular components, and the function and analysis of platelets and proteins in blood coagulation will be related to changes in normal and disease states. Lecture 4 hours. Laboratory 3 hours. Total 7 hours per week. **F**

MDLB 128 Clinical Microbiology (5 cr.) A study of pathogenic bacteria, medically important fungi and human parasites. The course includes bacterial culturing and identification and microscopic fungal and parasite identification relating to human disease. Lecture 3 hours. Laboratory 4 hours. Total 7 hours per week. **SP**

MDLB 138 Immunohematology (3 cr.) The principles and theories of antigen-antibody reactions as related to blood grouping and crossmatch procedures. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. **SP**

MDLB 228 Immunology (3 cr.) The principles and theories of antigen-antibody reactions as related to diagnostic serologic procedures. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. (Taught in 8-week block.) **SP**

MDLB 245 Chemistry Instrumentation (1 cr.) Prerequisite: MDLB 248 or consent of instructor. Application and operation theories of instruments for separation and analysis of materials; included are potentiometry, photometry, spectrophotometry and electrophoresis. Laboratory 2 hours per week. (Taught in 8-week block.) **SP**

MDLB 248 Clinical Chemistry (5 cr.) Prerequisite: MDLB 118, CHEM 121, CHEM 131. This course consists of methods of analysis of chemical levels within the body, the testing methodologies for those constituents, and the results as applied to normal and abnormal states. Lecture 4 hours. Laboratory 3 hours. Total 7 hours per week. (Taught in 8-week block.) **F**

MDLB 296 Hematology/Coagulation Clinical Practicum (4 cr.) Prerequisite: MDLB 118. Supervised clinical practice, coordinated by the college, in the hematology/coagulation laboratory of selected health agencies. Laboratory 10 hours per week. **F, SP**

MDLB 297 Clinical Chemistry Practicum (4 cr.) Prerequisite: MDLB 248. Supervised clinical practice, coordinated by the college, in the chemistry laboratory of selected health agencies. Laboratory 10 hours per week. **F, SP**

MDLB 298 Immunohematology Clinical Practicum (4 cr.) Prerequisite: MDLB 138. Supervised clinical practice, coordinated by the college, in the blood bank and urinalysis laboratory of selected health agencies. Laboratory 10 hours per week. **F, SP**

MDLB 299 Microbiology Clinical Practicum (4 cr.) Prerequisite: MDLB 128. Supervised clinical practice, coordinated by the college, in the microbiology laboratory of selected health agencies. Laboratory 10 hours per week. **F, SP**

Music

Division of Humanities and Performing Arts

MUSC 01 Recitals and Concerts (0 cr.) Students will 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 and attend the required number of recitals and concerts during the semester. **F, SP**

MUSC 101 TRCC Symphonic Band (1 cr.) Instrumental ensemble emphasizing performance of all types of wind ensemble music. Membership is open to all TRCC students regardless of major, and performance scholarships are available. May be repeated for credit. Laboratory 3-1/2 hours per week. **F, SP**

MUSC 102 TRCC Jazz and Pep Band (1 cr.) *Prerequisite:* Audition with instructor. Instrumental ensemble emphasizing performance of all types of jazz ensemble music. Membership is open to TRCC students regardless of major; performance scholarships are available. May be repeated for credit. Laboratory 3-1/2 hours per week. **F, SP**

MUSC 103 TRCC Chorus (1 cr.) Mixed vocal ensemble emphasizing performance of all types of choral music. Membership is open to all TRCC students regardless of major, and performance scholarships are available. May be repeated for credit. Laboratory 3 hours per week. **F, SP**

MUSC 104 TRCC Swingsations (1 cr.) *Prerequisite:* Audition with instructor. Select group of vocalists emphasizing performance of lighter selections as well as limited choreography. Membership is open to TRCC students regardless of major, and performance scholarships are available. May be repeated for credit. Laboratory 3 hours per week. **F, SP**

NOTE: Students may apply a maximum of four credit hours of music ensemble courses (MUSC 101, MUSC 102, MUSC 103, MUSC 104) toward the Associate of Arts degree.

MUSC 110 Brass Techniques (1 cr.) *Prerequisite:* Instructor's consent. Emphasis will be placed on developing and teaching basic concepts of the brass instruments. The primary goal of this course is to prepare students to teach beginning and intermediate level brass instruments. **SP**

MUSC 111 Music Theatre Workshop (2 cr.) Exploring musical theatre through performance. **As Needed**

MUSC 112 Music Theatre Workshop II (2 cr.) *Prerequisite:* MUSC 111 and consent of instructor. A continuation of MUSC 111. **As Needed**

MUSC 113 Small Ensemble (1 cr.) *Prerequisite:* Approval of instructor. Designed primarily for music majors desiring to participate in chamber music. May be repeated for credit. Laboratory 3 hours per week. **As Needed**

MUSC 120 Percussion Techniques (1 cr.) *Prerequisite:* Instructor's consent. Emphasis will be placed on developing and teaching basic concepts of percussion instruments. The primary goal of this course is to prepare music education students to teach beginning and intermediate level percussion instruments. **F**

MUSC 123 History and Appreciation of Music (3 cr.) A general cultural course to broaden musical understanding and enjoyment. For the non-music major. Lecture 3 hours per week. **F, SP, S**

MUSC 130 String Techniques (1 cr.) *Prerequisite:* Instructor's consent. Emphasis will be placed on developing and teaching basic concepts of string instruments. The primary goal of this course is to prepare music education students to teach beginning and intermediate level string instruments. **SP**

MUSC 131 Theory I, Sight Singing and Ear Training (1 cr.) *Co-requisite:* MUSC 141. 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 Theory II, Sight Singing and Ear Training (1 cr.) *Prerequisite:* MUSC 131 or consent of instructor. *Co-requisite:* MUSC 142. A continuation of MUSC 131. Lecture 1 hour, Laboratory 1 hour, Total 2 hours per week. **SP**

MUSC 133 Jazz Improvisation (2 cr.) Develops an understanding of the theories and techniques used in jazz improvisation and facilitates the development of creative musical ideas and the ability to apply them to jazz standard. **As Needed**

MUSC 140 Woodwind Techniques (1 cr.) *Prerequisite:* Instructor's consent. Emphasis will be placed on developing and teaching basic concepts of the woodwind instruments. The primary goal of this course is to prepare students to teach beginning and intermediate level woodwind instruments. **SP**

MUSC 141 Theory I, Harmony (3 cr.) *Co-requisite:* MUSC 131. Written study of music notation, simple and compound meters, major and minor scales, simple intervals, diatonic triads and triad function. Lecture 3 hours per week. **F**

MUSC 142 Theory II, Harmony (3 cr.) *Prerequisite:* MUSC 141 or consent of instructor. *Co-requisite:* MUSC 132. 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:* Instructor's consent. A course focusing 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:* MUSC 150 or instructor's consent. A continuation of the development of basic functional piano skills. Laboratory 2 hours per week. **SP**

MUSC 250 Functional Piano III (1 cr.) *Prerequisite:* MUSC 153 or instructor's consent. A continuation of the development of basic functional piano skills. Laboratory 2 hours per week. **F**

MUSC 253 Functional Piano IV (1 cr.) *Prerequisite:* MUSC 250 or instructor's consent. A continuation of the development of basic functional piano skills. Laboratory 2 hours per week. **SP**

MUSC 170 Guitar Techniques (1 cr.) *Prerequisite:* Instructor's consent. Emphasis will be on the development of skills necessary for use of the guitar in the elementary music class and for teaching beginning and intermediate guitar at all levels. Required for vocal and instrumental music education majors. **F**

MUSC 180 Trumpet Techniques (1 cr.) *Prerequisite:* Instructor's consent. Emphasis will be placed on developing and teaching basic concepts of the trumpet. The primary goal of this course is to prepare students to teach beginning and intermediate level trumpet. This course is not required for trumpet majors. **F**

MUSC 190 Clarinet Techniques (1 cr.) *Prerequisite:* Instructor's consent. Emphasis will be placed on developing and teaching basic concepts of the clarinet. The primary goal of this course is to prepare students to teach beginning and intermediate level clarinet. This course is not required for clarinet majors. **F**

MUSC 210 Diction for Singers (2 cr.) *Prerequisite:* MUSP 111 or 112 Private Voice or instructor's consent. 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. **SP**

MUSC 220 Basic Conducting (2 cr.) *Prerequisite:* Instructor's consent. 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. **F**

MUSC 221 Music Literature I (3 cr.) *Prerequisite:* MUSC 141 or consent of instructor. A survey of music literature in western civilization from the Middle Ages to the Romantic era with emphasis on form and style. Designed for music majors and minors. Lecture 3 hours per week. **F**

MUSC 222 Music Literature II (3 cr.) *Prerequisite:* MUSC 141 or consent of instructor. 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 223 Piano Literature (3 cr.) A study of Baroque, Classical, Romantic and 20th century piano music with emphasis on stylistic and performance tendencies. Lecture 3 hours per week. **As Needed**

MUSC 231 Theory III, Sight Singing and Ear Training (1 cr.) *Prerequisite:* MUSC 132 or consent of instructor. *Co-requisite:* MUSC 241. A continuation of MUSC 132. Lecture 1 hour. Laboratory 1 hour. Total 2 hours per week. **F**

MUSC 232 Theory IV, Sight Singing and Ear Training (1 cr.) *Prerequisite:* MUSC 231 or consent of instructor. *Co-requisite:* MUSC 242. A continuation of MUSC 231. Lecture 1 hour. Laboratory 1 hour. Total 2 hours per week. **SP**

MUSC 241 Theory III, Harmony (3 cr.) *Prerequisite:* MUSC 142 or consent of instructor. *Co-requisite:* MUSC 231. 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:* MUSC 241 or consent of instructor. *Co-requisite:* MUSC 232. 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 263 Music for the Elementary Teacher (3 cr.) A course to develop the skills—music reading, singing and playing classroom instruments—needed by teachers to conduct an effective music program in the primary and intermediate grades. Recommended for elementary education majors only. Lecture 3 hours per week. **F, SP, S**

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 non-refundable 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 101	Private Piano (1 cr.)	MUSP 102	Private Piano (2 cr.)
MUSP 111	Private Voice (1 cr.)	MUSP 112	Private Voice (2 cr.)
MUSP 121	Private Guitar (1 cr.)	MUSP 122	Private Guitar (2 cr.)
MUSP 131	Private Organ (1 cr.)	MUSP 132	Private Organ (2 cr.)
MUSP 141	Private Woodwind (1 cr.)	MUSP 142	Private Woodwind (2 cr.)
MUSP 151	Private Brass (1 cr.)	MUSP 152	Private Brass (2 cr.)
MUSP 161	Private Percussion (1 cr.)	MUSP 162	Private Percussion (2 cr.)
MUSP 171	Music Composition (1 cr.)	MUSP 172	Music Composition (2 cr.)
MUSP 181	Electronic Music (1 cr.)	MUSP 182	Electronic Music (2 cr.)

Network Administration

Division of Business and Social Science

MST 116 Microcomputer Hardware (3 cr.) An introduction to personal computer hardware and software to help learners become comfortable and skilled with installing new hardware and software, troubleshooting hardware and software problems, and making decisions about upgrading or purchasing new hardware and operating systems. **F, SP**

MST 118 Networking (3 cr.) This course is an introduction to the networking of personal computers. Student will examine the basic of networking, configuration and troubleshooting of Cisco routers and switches. Topics include installation and setup features, such as network topologies, protocols, basic network command, network devices, TCP/IP and IP addressing: WAN concepts, route and IOS basics, router configuration and access list. Three contact hours per week. **F, SP**

MST 119 Web Page Development and Design (3 cr.) An introduction to the use of Microsoft FrontPage to design effective Web pages. Focuses on using FrontPage to create effective Web pages, combining text, images and audio. Topics include using FrontPage tools, menu options, creating tables and inserting internal and external hyperlinks. Also covers creating an internal search page, feedback forms, the use of themes and FrontPage generated navigation bars. 3 contact hours per week. **F, SP**

MST 216 Structured Cabling Systems (3 cr.) *Prerequisite:* ELEC 115 *Applied DC & AC Circuits* and ELEC 207 *Industrial Electronics Application*. This course explores fiber and copper structured cabling systems. Students install cabling systems composed of both copper and fiber. Upon completion of this course, students will be able to identify and troubleshoot physical layer problems using appropriate tools and techniques. 3 contact hours per week. **F**

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 will cover various aspects of designing and implementing a secure network for both home and office. 3 contact hours per week. **F, SP**

MST 218 Network Administration (3 cr.) *Prerequisite:* MST 118 *Networking or consent of instructor*. This course is an introduction to Microsoft network management. It provides an in-depth study of the configuring, administering and troubleshooting for the services available within a network infrastructure. The course provides hands-on projects that let the student experience firsthand the processes involved in Windows Server 2003 configuration and management, set-up group and user accounts, and manage file systems and resources. Three contact hours per week. **F**

MST 219 Advanced Network Administration (3 cr.) *Prerequisite:* MST 218 *Network Administration or consent of instructor*. This course offers real-world examples, interactive activities and hundreds of hands-on projects that reinforce key concepts and prepare students for a career in network management and administration using Microsoft enterprise-level directory services and Active Directory. Students will design, plan, install and administer Active Directory and are provided case studies to prepare for situations that must be managed in a live Active Directory environment. **SP**

MST 297 Coordinated Internship Project (3 cr.) *Prerequisite:* Currently enrolled in the *Network Administration degree track*. Supervised on-the-job training course that provides practical experience in a microcomputer support system or closely related area for graduating students. Student works in a 7-week training cycle during which he/she will work with direct supervision from an employer and indirect supervision from an instructor from the Microcomputer Support Technology department in an approved business organization or professional office environment. **SP**

Nursing

Division of Health and Human Services

NURS 105 LPN/ADN BRIDGE: Transitions Within Nursing (2 cr.) *Prerequisites:* Admission in Nursing Program and Missouri Licensure as LPN; BIOL 232. *Co-requisite or previously completed:* BIOL 253 and ENGL 111. A course designed to provide the LPN with upward mobility within nursing education by expanding and enhancing previous training. Emphasis is on nursing theory, the nursing process (including physical assessment), basic IV therapy and beginning ADN role development. **SU, F**

NURS 116 Foundations of Nursing Practice (8 cr.) *Prerequisite:* Admission to program, current health care provider/professional CPR. *Co-requisite or previously completed:* BIOL 231, PSYC 243, ALHE 117. Introduction to the central concepts of nursing, man, environment and health. Emphasizes basic nursing therapeutic, supportive, and preventive techniques used to aid the older adult client in attaining the highest possible level of health/well-being. Concepts and principles from the humanities, biological, physical, behavioral and social sciences are used to introduce the student to nursing science. As the student applies the nursing process in the study of common alterations in the client's needs for nutrition, elimination, activity, spirituality, comfort, and safety and oxygen; beginning development of the provider of care and member of the health care team role concepts are explored and introduced into practice. Beginning clinical skills are developed with emphasis on application of the nursing process with the older adult client in nursing home settings. **F, SP**

NURS 126 Nursing Interventions I: Early Developmental Years (4 cr.) *Prerequisite:* NURS 105 or 116, BIOL 253 and ENGL 111. *Co-requisite or previously completed:* NURS 127, BIOL 232 and PSYC 111. A course to assist the student with the integration of scientific concepts and principles and acquiring more knowledge and skill in using the nursing process. The course focuses on therapeutic and preventive nursing interventions and health promotion techniques dealing with childrearing families. Growth and development from conception through young childhood are also emphasized. The nursing process provides the framework used to plan and provide care for clients and to collaborate with other health care team members. Physician's offices, hospitals and selected community agencies are used for clinical practice and observational experiences. The student acquires knowledge and skills related to interventions used with ill children and their families. Emphasis is placed on the individual needs and developmental tasks of the healthy child and common alterations in health occurring during childhood. **SP, F**

NURS 127 Nursing Interventions II: Childbearing Years (4 cr.) Prerequisite: NURS 105 or 116, BIOL 253 and ENGL 111. **Co-requisite or previously completed:** NURS 126, BIOL 232 and PSYC 111. Designed to assist the student with the integration of scientific concepts and principles and acquiring more knowledge and skill in using the nursing process. The course focuses on therapeutic and preventive nursing interventions and health promotion techniques dealing with childbearing families. Growth and development from conception through infancy are also emphasized. The nursing process provides the framework used to plan and provide care for clients and to collaborate with other health care team members. Physician's offices, hospitals and selected community agencies are used for clinical practice and observational experiences. The student acquires knowledge and skills related to interventions and health promotion techniques used with individuals experiencing the normal maternity cycle. Emphasis is placed on the prevention of complications and promotion of growth and development from conception through infancy. **SP, F**

NURS 226 Nursing Interventions III: Adult Psycho-Social & Physiological Interventions (4 cr.) Prerequisite: NURS 126 and 127 or NURS 105 and current health care provider/professional CPR. **Co-requisites or previously completed:** ALHE 217, NURS 227, SOCI 111, and IST 100. Continues the integration of scientific concepts and principles and applying the nursing process in providing nursing care to middle and older adult clients experiencing alterations in mental health. Emphasis is placed on provision of care, health care team member and beginning manager of care roles using therapeutic, supportive, and preventive nursing techniques. Hospitals and selected community agencies are used for clinical practice and observational experiences. Therapeutic nursing and communication skills within the framework of the nurse-client relationship are emphasized as are various psychiatric theories and treatment modalities for common alterations in psycho-social functioning. **F, SP**

NURS 227 Nursing Interventions IV: Adult Physiological Interventions (4 cr.) Prerequisites: NURS 126 and 127 or NURS 105 and current health care provider/professional CPR. **Co-requisites:** NURS 226, SOCI 111, IST 100. Continues the integration of scientific concepts and principles and applying the nursing process in providing nursing care to middle and older adult clients experiencing alterations in physical health. Emphasis is placed on provision of care, health care team member and beginning manager of care roles using therapeutic, supportive, and preventive nursing techniques. Hospitals and selected community agencies are used for clinical practice and observational experiences. Nursing skills and interventions related to neurologic, dermatologic, infectious, immunologic and musculoskeletal are covered to include pathophysiology and appropriate nursing interventions in the provider of care role, manager of care role and member of the health care team role. **F, SP**

NURS 228 Nursing Interventions V: Advanced Adult Physiological Interventions (10 cr.) Prerequisites: NURS 226 and 227. **Co-requisites:** NURS 229, NURS 235 and GOVT 121. Continuing integration of concepts and principles, and the use of the nursing process relating to physiological alterations of the adult client. Emphasizes alterations of cardiovascular, respiratory, metabolic, renal, urinary and intestinal function. Emphasis is placed on therapeutic, supportive and preventive interventions with role transition to provider of care, the nursing manager of care, and collaborative member of the health care team. Hospitals are used for clinical practice and 1 credit hour preceptorship. **SP, F**

NURS 229 Nursing QUEST (1 cr.) Prerequisites: NURS 226 and 227. **Co-requisites or previously completed:** NURS 228 and 235; GOVT 121. This course is designed to provide a comprehensive preparation for NCLEX-RN utilizing a personally guided computerized review of all major nursing content areas; students will be prepared for licensure exam. **SP, F**

NURS 235 Nursing Role Integration (2 cr.) Co-requisite: NURS 228, NURS 229 and GOVT 121. Exploring historical perspectives, current trends and issues within the health care delivery system, leadership and management theories, and legal/ethical standards of nursing practice. Emphasizes the roles and responsibilities of the associate degree nurse as an integral member of the health care team, provider and manager of nursing care. **SP, F**

Philosophy and Religion

Division of Humanities and Performing Arts

PHIL 200 Introduction to Philosophy (3 cr.) Prerequisite: ENGL 111 or equivalent. An introduction to the basic problems of metaphysics, knowledge, ethics and politics based on selections from the writings of notable philosophers. Lecture 3 hours per week. **F, SP, S**

PHIL 223 Literature of the Bible (3 cr.) Prerequisite: ENGL 111 or equivalent. Covers readings in the Bible with emphasis on the Bible as an influence on western society and culture. Lecture 3 hours per week. **As Needed**

PHIL 233 Ethics (3 cr.) Prerequisite: ENGL 111 or equivalent. An introductory survey of basic issues and approaches in the field of ethics with the aim of showing the relevance of philosophical inquiry to contemporary moral concerns. Questions concerning the good life, the nature and content of morality, and the relation of the individual to the standards of society will be considered. Lecture 3 hours per week. **SP**

PHIL 243 Religions of the World (3 cr.) An introductory study of selected religions of the world, including Hinduism, Buddhism, Judaism, Islam and Christianity. The historical background, thought and teachings of each faith are explored. Lecture 3 hours per week. **SP, F**

Physics

Division of Math, Science and Technology

PHYS 100 Survey of Physics (3 cr.) Co-requisite: MATH 153 *Intermediate Algebra* or CIVL 107 *Technical Math II* or consent of instructor. A study of the technical principles and application of electrical, mechanical, hydraulic, pneumatic, thermal and electromechanical systems. Not open to students with credit in PHYS 101 Physical Science. Lecture 3 hours per week. **F, SP**

PHYS 101 Physical Science (5 cr.) Recommended prerequisite: MATH 06 or MATH-EMATICS ASSET test score placement of *Intermediate Algebra* or ACT mathematics subscore of 18-22. **Recommended co-requisite:** *Intermediate Algebra (MATH 153)* or consent of instructor. A study of basic concepts of physics, chemistry, astronomy, geology, meteorology and their interrelation in the physical world. For non-science majors only. Lecture 4 hours. Laboratory 2 hours. Total 6 hours per week. **F, SP, S**

PHYS 150 Environmental Geology (3 cr.) This course examines the relationship between geology, life and society. The course will explore the fundamental concepts of environmental geology which includes Earth's systems, hazardous Earth processes, scientific knowledge and values, human population growth and sustainability. **F**

PHYS 211 General Physics I (5 cr.) Prerequisite: MATH 171. **Co-requisite:** MATH 271. The first of a rigorous two-course sequence in physics for all science and engineering majors. It covers the topics of mechanics, properties of matter, sound and heat. Lecture 4 hours. Laboratory 2 hours. Total 6 hours per week. **F**

PHYS 212 General Physics II (5 cr.) Prerequisite: PHYS 211. **Co-requisite:** MATH 272. A continuation of PHYS 211. Topics covered include light (physical and geometrical optics), electricity and magnetism, and modern physics. Lecture 4 hours. Laboratory 2 hours. Total 6 hours per week. **SP**

Power Plant

Division of Math, Science & Technology

PPIT 115 Introduction to Power Plant Systems (3 cr.) This is an introductory course designed to give a general overview of power plant operations and functions. **F**

PPIT 125 Power Plant Boilers and Operations (3 cr.) This course will prepare the student to describe the operations of most power plant boiler systems and have a working knowledge of the terminology concerning those systems. **SP**

PPIT 127 Power Plant Cycles (3 cr.) This course is designed to give the student an in-depth knowledge of the steam water cycle in a steam generation plant. **As needed**

PPIT 129 Power Plant Chemistry (3 cr.) An introduction to the water treatment and environmental protection systems for power plants. **As needed**

PPIT 235 Steam Turbines and Generators (3 cr.) This course is designed to give a general overview of the operation of power turbines within a power generation plant. **SP**

Psychology

Division of Business and Social Science

PSYC 111 General Psychology (3 cr.) The principles and theories of the science of human behavior. Topics included are critical thinking, history of psychology, experimental methods and procedures of psychology, biological foundations of behavior, sensation, perception, learning, child development, life-span development and states of consciousness. Lecture 3 hours per week. **F, SP, S**

PSYC 112 Psychology of Personal Adjustment (3 cr.) *Prerequisite:* PSYC 111. The study of psychological principles, theories and concepts and their application to human adjustment problems. Includes states of consciousness, drugs, motivation, theories of emotion, psychometrics and personality evaluation, stress, conflict, frustration, intelligence, psychopathology, psychotherapy, and behavior control. Lecture 3 hours per week. **SP**

PSYC 223 Child Psychology (3 cr.) A study of the human being at different age levels from prenatal development through adolescence. At each age level, the physical, intellectual/cognitive and social/personality development of the individual is treated. Emphasis is given to the research literature and principles governing the growth and development of the child. Lecture 3 hours per week. **As needed**

PSYC 233 Adolescent Psychology (3 cr.) A study of the period of human development called adolescence. The course defines adolescence; describes the developmental patterns associated with identity, puberty, thoughts, moral judgment; and examines the influences of environment on the adolescent, beginning with the family and extending outward to the complex world of values formation. Lecture 3 hours per week. **As needed**

PSYC 243 Human Development Across the Life Span (3 cr.) Examines functioning of all aspects of development at different stages of life. A chronological approach is used. The course covers human development from conception through death. Emphasis is placed on the physical, intellectual, social and personality development of the individual at each stage of growth and development. Research associated with behavior at each stage of development is covered. This course is designed to meet the accreditation requirements for students in the nursing program and students in a PTA program. Lecture 3 hours per week. **As needed**

Social Work

Division of Business and Social Science

SWRK 100 Social Work (3 cr.) An introduction to the discipline of social work (its origins, career potential, practice settings, and future trends) and provides broad-based knowledge of social work generalist practice in diverse settings. Lecture 3 hours per week. **As needed**

SWRK 201 Social and Economic Justice (3 cr.) *Prerequisite:* SWRK 100. Explore social and economic justice with connections to minority status and oppression. **As needed**

SWRK 221 Interviewing Skills for Generalist Practice (3 cr.) *Prerequisite:* SWRK 100. This course provides an introduction to basic interviewing skills for generalist social work practice. **As needed**

Sociology

Division of Business and Social Science

SOCI 111 General Sociology (3 cr.) This course provides students information regarding numerous aspects of society and its groups. The course includes national and global studies about the foundations of societies, social inequality, social institutions and social change. Lecture 3 hours per week. **F, SP, S**

SOCI 221 Race and Ethnicity (3 cr.) Race and Ethnicity examines subordinate group experiences in American society. Minority groups based on race, ethnicity, and gender are targeted for study. The socio/cultural history, immigration, patterns of inter-group relations, and current status of various groups are explored. Lecture 3 hours per week. **As needed**

SOCI 223 Marriage and the Family (3 cr.) This course provides an examination of various aspects of traditional and modern family systems. Emphasizes the strengths and diversity of intimate relationships, as well as the challenges and opportunities facing modern families. Lecture 3 hours per week. **F**

SOCI 230 Criminology (3 cr.) 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.

As needed

SOCI 234 Social Problems (3 cr.) *Prerequisite:* SOCI 111. This course is designed to furnish students with a body of knowledge concerning significant social problems facing American society and the world today. Social problems are explored from various sociological perspectives, providing insights into the possible causes and potential solutions to modern social problems. The course includes a research component. Emphasizes global comparisons of social problems and contributing factors. Lecture 3 hours per week. **SP**

Spanish

Division of Humanities and Performing Arts

SPAN 101 Elementary Spanish I (3 cr.) Students develop listening, speaking, reading and writing skills in the present and the future in Spanish. They also gain knowledge about Spanish-speaking countries and culture. Students are given the opportunity to actively communicate in Spanish as much as possible. Recommended for students with no Spanish language background or one high school unit. **F, SP, S**

SPAN 102 Elementary Spanish II (3 cr.) *Prerequisite:* SPAN 101 or equivalent. Students further develop their listening, speaking, reading and writing skills in Spanish, in the present, past and future. Includes further knowledge about Hispanic culture. Increased in-class exposure to Spanish combines with opportunities to converse, enabling students to reach the intermediate level. **F, SP, S**

SPAN 201 Intermediate Spanish I (3 cr.) *Prerequisite:* SPAN 102 or equivalent. Students' knowledge of Spanish language and culture is strengthened and expanded. Grammar is enhanced and reinforced, reading and listening improve vocabulary and understanding, and speaking and writing improve fluency of expression. **F**

SPAN 202 Intermediate Spanish II (3 cr.) *Prerequisite:* SPAN 201 or equivalent. Continued cultural reading and knowledge of grammar to lead students to converse and write in Spanish about topics ranging from their own lives to international issues. **SP**

Speech Communication

Division of Humanities and Performing Arts

SCOM 110 Public Speaking (3 cr.) A study and practice of factors involved in researching, composing, delivering and evaluating ideas in formal and informal speaking situations. Lecture 3 hours per week. **F, SP, S**

SCOM 210 Interpersonal Communications (3 cr.) A study in the theory and practice of interpersonal communication within a variety of contexts. This course is designed to promote an awareness and understanding of how human communication processes impact perception, understanding and the assignment of meaning. Students will 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:* SCOM 110. This course provides increased experience and extended coverage of what is learned in public speaking. Emphasizes exceptional use of language, alternate delivery styles and techniques, alternate audiences and advanced forms of evaluation and criticism. Lecture 3 hours per week. **SP**

SCOM 243 Argumentation and Debate (3 cr.) *Prerequisite:* SCOM 110. Basic course in the principles and foundations of argumentation centering on argumentative analysis, evidence, reasoning and presentation. Lecture 3 hours per week. **As Needed**

Theater Arts

Division of Humanities and Performing Arts

THEA 120 History and Appreciation of Theater (3 cr.) A survey course emphasizing the study of major plays and playwrights from classical to modern drama with a focus on the technical aspects of a stage production. Lecture 3 hours per week. **F, SP, S**

THEA 123 Theater Production (1-3 cr.) *Prerequisite: Instructor approval.* Supervised experience in rehearsal and performance of roles and/or in planning and execution of technical and managerial tasks related to stage productions. Participation may be in one or more of the following areas: scenery, lighting, properties, costumes, makeup, business/publicity, stage management and acting. May be repeated for maximum of 3 credit hours. Laboratory 2 hours per week per credit hour. **As Needed**

THEA 223 Stage Makeup and Costuming (3 cr.) This course teaches techniques and uses of stage makeup. Also includes a fundamental study of costumes and costume design. Lecture 3 hours per week. **As Needed**

THEA 233 Oral Interpretation of Literature (3 cr.) Practice in reading aloud all types of literature. Emphasizes vocal techniques and improvement. Required for elementary education majors at some schools. Recommended for theater majors. Lecture 3 hours per week. **As Needed**

Valuing

Multidisciplinary

VALU 161 Values, Economics, and Decision (3 cr.) *Prerequisite: ENGL 111 with a grade of "C" or better.* A historical look at the development of economic theories and thought. Cultural, behavioral and historical knowledge are used to examine the value systems and ethical roots resulting in the growth of the various economics theories. Additionally, a look at the development of contemporary values and ethics are examined with emphasis on their origins and current applications throughout the global economy. Lecture 3 hours per week. **F, SP**

VALU 180 Ideas in Living (3 cr.) *Prerequisite: ENGL 111 with a grade of "C" or better.* Serious, careful and thoughtful consideration of various historical and contemporary ethical perspectives and values systems. Analyzing ethical issues and recognizing conflicts in a variety of contexts, students study multiple human perspectives to 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**

VALU 181 Images of Women (3 cr.) *Prerequisite: ENGL 111 with grade of "C" or better.* A study of classical and contemporary literature covering the images of women through a wide range of communication networks including literature theatre, television, advertising, and the news media from *Antigone* to *Leave It to Beaver* to World War II posters to Monroe to cartoon caricatures. The course emphasizes the changing roles of women in society as they cross barriers of gender, race and class. Lecture 3 hours per week. **As Needed**

VALU 182 Music of the World's Peoples (3 cr.) *Prerequisite: ENGL 111 with a grade of "C" or better.* This global course explores several musical cultures throughout the world including, but not limited to, the music of Africa, the Middle East, Asia, Latin America and Europe. This course is designed to enhance the student's appreciation for the diversity of music throughout the world as well as the people that perform it. Lecture 3 hours per week. **As Needed**

VALU 190 World Foods & Society (3 cr.) *Prerequisite: ENGL 111 with a grade of "C" or better.* Serious, careful and thoughtful consideration of various 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**

VALU 191 The Environment & Society (3 cr.) *Prerequisite: ENGL 111 with a grade of "C" or better.* This course is a study of global environmental issues and their impact on societies and ecological systems. The course will explore issues from a variety of natural and social science approaches. Students will explore various perspectives regarding environmental issues as well as ethical issues that arise from the existing environmental problems. Also, the course will provide students an opportunity to evaluate and analyze information and use it to assist them in decision making regarding environmental issues. **F, SP**

VALU 192 Science, Technology and Society (3 cr.) *Prerequisite: ENGL 111 with a grade of "C" or better.* The course is a study of the influence of science and technology in today's societies. Cultural, behavioral and historical knowledge are used to examine the value systems and ethical roots resulting in current policies and studies. The course will provide an opportunity to evaluate and analyze information to the goal of making decisions based on personal values regarding the ethical, ideological and social ramifications arising from developing technologies. **As Needed**

