

Associate of Applied Science Degrees

All programs in career and technical education are highly specialized. They are specifically designed to give the necessary training and skills required in various occupations. The college shall assist all students in finding employment upon successful completion of their chosen programs; however, the college cannot promise employment to anyone. The college anticipates the addition of other curricula in career and technical education as conditions warrant.

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One-Year Certificate Programs

Early Childhood Development

Health & Human Services

Purpose: Career and Technical Education. The Early Childhood Development certificate program prepares students for immediate work within the field. It enables students to obtain a post-secondary certificate quickly and yet allows for future personal development at the degree level. The certificate consists of 18 hours of General Education courses and 19 hours of Early Childhood Development courses. The Council for Early Childhood Professional Recognition and Child Development Associate National Credentialing Program requires 120 hours of classroom instruction and 480 hours of work experience in direct child care to qualify for the CDA-P3 certificate. Students may obtain the classroom instruction by completing ECD 105 CDA Field Experience, ECD 202, ECD 126 and ECD 245.

NOTE: All students enrolling in ECD 237 and ECD 295 and ECD 296 are required to submit proof of current CPR or First Aid certification and a clear criminal background check prior to doing any observations at centers.

Summer Term			Hours
ENGL	111 ⁽¹⁾	College Writing	3
PSYC	111	General Psychology	3
GOVT	121	National and State Government	3
TOTAL HOURS			9

Fall Semester			Hours
ECD	202	Survey of Early Childhood Development & Education	3
ECD	237	Early Childhood Development Lab	4
PSYC	223	Child Psychology	3
IST	100	Computer Literacy	3
ECD		Early Childhood Development Elective course	3
TOTAL HOURS			16

Spring Semester			Hours
ECD	126	Child Health, Safety and Nutrition	3
ECD	245	Management and Relationships	3
BUED	110 ⁽¹⁾	Business Mathematics –OR–	3
MATH	153 ⁽¹⁾	Intermediate Algebra	3
ECD		Early Childhood Development Elective course	3
TOTAL HOURS			12

Child Care and Guidance Electives

Child Care and Guidance Electives			Hours
ARTS	223	Art for the Elementary Teacher	3
MUSC	263	Music for the Elementary Teacher	3
ENGL	253	Children's Literature	3
HPER	233	Physical Education for the Elementary Teacher	3
ECD	105 ⁽²⁾	CDA Field Experience	5
ECD	298	Special Seminar: Heads Up Reading	3
ECD	235	Special Children	3
ECD	247	Child and Society	3
ECD	295	Early Childhood Practicum I	5
ECD	296	Early Childhood Practicum II	5

⁽¹⁾Course has prerequisite or placement requirements.

Emergency Medical Services–Paramedic

Health & Human Services

Purpose: Career and Technical Education. This program allows Missouri licensed Paramedics to earn an Associate of Applied Science degree by completing 23 general education credits.

Admission Criteria

To become an eligible applicant, individuals must:

- Be a Missouri licensed EMT-Paramedic

Students who are licensed as a Missouri EMT-Basic and wish to earn a certificate as an EMT-Paramedic should contact a Career and Technical Center that offers Paramedic training. After completion of the EMT-Paramedic training and successful licensure, student are eligible to earn an Associate of Applied Science degree through TRCC.

Fall Semester			Hours
ENGL	111 ⁽¹⁾	College Writing	3
BIOL	231	Anatomy & Physiology I	4
GOVT	121	National and State Government	3
TOTAL HOURS			10

Spring Semester			Hours
ALHE	115	Basic Pharmacology for Health Careers	3
BIOL	232	Anatomy & Physiology II	4
IST	100	Computer Literacy	3
PSYC	243	Human Development Across the Life Span	3
TOTAL HOURS			13

General Education Credit23

EMS Education Credit (Articulated)48

TOTAL CREDIT HOURS71

Environmental/Occupational Safety and Health Technology

Math, Science & Technology

Purpose: Career and Technical Education. The Environmental/Occupational Safety & Health Technology Certificate program prepares students for positions that oversee, administer, monitor, and ensure compliance with federal, state and/or local environmental and occupational safety and health regulatory programs. Duties often include administering and monitoring worker's compensation programs.

CURRICULUM

IST	100	Computer Literacy	3
EMDS	103	First Responder Rescue	3
EOSH	115	Communication/Training Methods for Safety and Health Professionals	3
MAFT	229	Introduction to Safety and Health	3
BUED ENGL	103 105	Business English –OR– Technical Writing	3
EOSH	205	Safety & Health Regulations/Standards (OSHA)	3
EOSH	206	Environmental Regulations (EPA)	3
EOSH	216	Waste Management	3
EOSH	225	Accident Investigation	3
EOSH	226	Emergency Preparedness and Planning	3
		TOTAL HOURS	30

Surgical Technology

Health & Human Services

Purpose: Career and Technical Education. Offered as a non-credit, continuing education program, Surgical Technology is an intense three-semester, 1,000 contact hour curriculum. Subject matter includes anatomy, physiology, microbiology, pharmacology, communication and surgical technology skills that enable the graduate to work in operating rooms. Developed in response to community needs, the program uses local hospitals for clinical experiences.

Admission Criteria

To become an eligible applicant, individuals must:

- Have a completed Surgical Technology program application on file in the Allied Health Office by **June 1** each year the program is offered;
- Be a high school graduate or equivalent;
- Have a satisfactory performance on the Health Occupations Aptitude Examination.

Admission is contingent upon satisfactory completion of a confidential medical history and physical examination, negative preadmission drug screen and criminal background check.

The Surgical Technology Program is offered as needed by the community. Contact the program director at (573) 840-9680 for details.

Information Systems Technology

Business & Social Sciences

Purpose: Career and Technical Education. This flexible program focuses on marketable skills in the area of office assistant. The program is a one-year certificate program, consisting of ten core courses and one elective. Courses will be offered at night over a period of semesters. The certificate will be awarded upon satisfactory completion of the prescribed curriculum.

OFFICE ASSISTANT

Fall Semester			Hours
ENGL	111 ⁽¹⁾	College Writing	3
BUED	103	Business English	3
IST	115	Introduction to Information Systems	3
IST	148	Office Procedures	3
BUED	122 ⁽²⁾	Document Processing	3
		TOTAL HOURS	15

Spring Semester			Hours
IST	126 ⁽¹⁾	Word Processing Applications	3
IST	268 ⁽¹⁾	Spreadsheet Applications	3
BUED	110 ⁽¹⁾	Business Math	3
ACCT	110 ⁽¹⁾	Survey of Accounting ⁽⁴⁾	3
GOVT	121	National and State Government	3
		Elective course ⁽³⁾	3
		TOTAL HOURS	18

Recommended Elective			Hours
IST	149	Medical Terminology and Coding (Medical)	3
MST	118	Networking	3
MST	119	Web Page Development and Design	3
IST	119	PC Operating Systems	3
IST	269 ⁽¹⁾	Database Applications	3
IST	285 ⁽¹⁾	Desktop Publishing	3

⁽¹⁾Course has prerequisite or placement requirements.

⁽²⁾Students completing one unit of high school keyboarding (typewriting) with a "C" or pass a skills based test, or complete BUED 100 Contemporary Business Skills with a "C" or better may substitute an elective for this course.

⁽³⁾Students will select an elective from business course offerings approved by instructor.

⁽⁴⁾Students may substitute ACCT 211 Principles of Accounting I for this course.

Short-Term Certificate Programs

Applied Technology

Math, Science & Technology

Purpose: Career and Technical Education. The Applied Technology Certificate program prepares students for entry-level positions in general technology positions in business and industry.

Courses			Hours
ELEC	115	Applied DC & AC Circuits	3
ENGR	110	Engineering Graphics	3
IST	119	PC Operating Systems	3
MAFT	229	Introduction to Health and Safety Programs	3
MAFT	228	Quality Assurance Fundamentals	3
TOTAL HOURS			15

Accounting

Business & Social Science

Purpose: The Certificate of Accounting provides a basic knowledge of accounting principles combined with computer skills necessary for advancement in the field of accounting. The Certificate of Accounting will apply toward the Associate of Applied Science Degree in Accounting Technology. It could also be beneficial for persons with an Associate of Applied Science Degree in Information Systems.

Core Courses			Hours
ACCT	121 ⁽¹⁾	Principles of Accounting I	3
ACCT	122 ⁽¹⁾	Principles of Accounting II	3
IST	100	Computer Literacy	3
TOTAL HOURS			9

Electives (select nine credit hours from the following list)			Hours
ACCT	122 ⁽¹⁾	Accounting Management Software	3
ACCT	217 ⁽¹⁾	Accounting Information Systems	3
ACCT	225 ⁽¹⁾	Intermediate Accounting I	3
ACCT	226 ⁽¹⁾	Intermediate Accounting II	3
ACCT	237 ⁽¹⁾	Income Tax Accounting	3
ACCT	258 ⁽¹⁾	Cost Accounting	3

⁽¹⁾Course has prerequisite or placement requirements.

Certified Professional Secretary

Business & Social Science

The Certified Professional Secretary Rating is available for career-oriented secretaries who want to be identified as exceptional. It provides the assurance that comes from having met an accepted professional standard.

Candidates for the CPS Rating must take and pass a one-day, three-part examination administered annually in May and November. The goal is achieved through commitment, preparation, study and work experience.

The examination is based on the premise that a competent secretary should know how to apply the principles of good human relations and have basic knowledge of business law, economics, management principles, business organization, psychology and accounting.

Students who are interested in taking the examination may contact Mortina Williams or Julie Becker in the Information Systems Technology Department, Room 107 or call (573) 840-9643.

Up to 15 hours of college credit may be awarded upon application to the Registrar by those individuals holding a current Certified Professional Secretary Certification.

Certified Professional Secretary® and CPS® are registered service marks owned by Professional Secretaries International®, PSI®.

Hospitality & Tourism

Business & Social Science

Purpose: Career and Technical Education. The Hospitality and Tourism certificate program prepares students for employment in the travel and hospitality industry. The courses include instruction in the different aspects of travel and theories and principles concerning the operation of hotels and resorts.

Courses			Hours
BUED	110 ⁽¹⁾	Business Mathematics	3
BMGT	108	Human Resource Management	3
MKTG	115	Principles of Marketing	3
BLAW	221	Legal Environment of Business	3
MKTG	118	Retail Merchandising	3
BMGT	107	Hospitality and Tourism	3
TOTAL HOURS			18

⁽¹⁾Course has prerequisite or placement requirements.

Information Publishing

Business & Social Science

Purpose: Career and Technical Education. This 18-hour program is designed to meet the need for individuals skilled in producing both quality designed printed information and Web-based distributed information.

Courses			Hours
BUED	122 ⁽²⁾	Document Processing	3
IST	100	Computer Literacy	3
BUED ENGL	103 111 ⁽¹⁾	Business English -OR- College Writing ⁽²⁾	3
IST	126 ⁽¹⁾	Word Processing Applications	3
IST	285 ⁽¹⁾	Desktop Publishing	3
MST	119	Web Page Development and Design	3
TOTAL HOURS			18

⁽¹⁾Course has prerequisite or placement requirements.

⁽²⁾Students completing one unit of high school keyboarding (typewriting) with a "C" or pass a skills based test, or complete BUED 100 Contemporary Business Skills with a "C" or better may substitute an elective for this course.

Information Systems Technology

Business & Social Sciences

Purpose: Career and Technical Education. This flexible program focuses on marketable skills in the area of office automation. The program is a six-course, 18-hour certificate program, consisting of five core courses and one elective. Courses will be offered at night over a period of semesters. The certificate will be awarded upon satisfactory completion of the prescribed curriculum.

AUTOMATED OFFICE

Core Curriculum			Hours
BUED ENGL	103 111 ⁽¹⁾	Business English -OR- College Writing	3
IST	100	Computer Literacy	3
IST	126 ⁽¹⁾	Word Processing Applications	3
IST	148	Office Procedures	3
BUED	122 ⁽²⁾	Document Processing	3
TOTAL HOURS			15

Electives (select one course from the following list)

Electives			Hours
IST	119	PC Operating Systems	3
IST	268 ⁽¹⁾	Spreadsheet Applications	3
IST	269 ⁽¹⁾	Database Applications	3
IST	285 ⁽¹⁾	Desktop Publishing	3
MST	118	Networking	3
MST	119	Web Page Development and Design	3

⁽¹⁾Course has prerequisite or placement requirements.

⁽²⁾Students completing one unit of high school keyboarding (typewriting) with a "C" or pass a skills based test, or complete BUED 100 Contemporary Business Skills with a "C" or better may substitute an elective for this course.



Management & Supervision

Business & Social Science

Purpose: Career and Technical Education. The Management and Supervision Certificate program provides the knowledge and skills necessary for effective supervisory performance. It is designed so currently employed persons can further their education and development of leadership qualities. Persons seeking the certificate to obtain entry-level position will have a functional academic background that will fit many areas of business. Persons interested in this program should enjoy working with people and accomplishing organizational objectives.

Courses			Hours
BUED	110 ⁽¹⁾	Business Mathematics	3
BMGT	108	Human Resource Management	3
MKTG	115	Principles of Marketing	3
BLAW	221	Legal Environment of Business	3
BMGT	215	Supervisory Development	3
BMGT	228	Financial Management	3
TOTAL HOURS			18

⁽¹⁾Course has prerequisite or placement requirements.

Marketing & Merchandising

Business & Social Science

Purpose: Career and Technical Education. The Marketing & Merchandising Certificate program provides the knowledge and skills necessary to prepare individuals to plan and satisfy long-term organizational objectives, such as profitability. This will be accomplished by coordinating and focusing all activities on identifying and satisfying customer needs and wants.

Courses			Hours
BUED	110 ⁽¹⁾	Business Mathematics	3
BMGT	108	Human Resource Management	3
MKTG	115	Principles of Marketing	3
BLAW	221	Legal Environment of Business	3
MKTG	118	Retail Merchandising	3
MKTG	119	Advertising	3
TOTAL HOURS			18

⁽¹⁾Course has prerequisite or placement requirements.

Microcomputer Support Technology

Business & Social Science

Purpose: Career and Technical Education. The Microcomputer Support Certificate program prepares students for entry-level positions installing, maintaining, upgrading, troubleshooting and microcomputer network support.

Courses			Hours
IST	119	PC Operating Systems	3
MST	116	Microcomputer Hardware	3
MST	118	Networking	3
ELEC	115	Applied DC & AC Circuits	3
MST	218 ⁽¹⁾	Network Administration	3
MST	219 ⁽¹⁾	Advanced Network Administration	3
TOTAL HOURS			18

⁽¹⁾Course has prerequisite or placement requirements.

Sales

Business & Social Science

Purpose: Career and Technical Education. The Sales Certificate program prepares students for sales positions in organizations that market industrial, technical and consumer goods and services. Students learn to apply practical techniques of selling in a range of situations, act as intermediaries between the customers and suppliers, and comprehend the complex interrelationship between the salesperson and the other components of a business. Persons interested in entering the sales field and those currently employed in sales will benefit from the knowledge and skills received in the course work provided in this certificate program.

Courses			Hours
BUED	110 ⁽¹⁾	Business Mathematics	3
BMGT	108	Human Resource Management	3
MKTG	115	Principles of Marketing	3
BLAW	221	Legal Environment of Business	3
MKTG	128	Professional Selling	3
MKTG	119	Advertising	3
TOTAL HOURS			18

⁽¹⁾Course has prerequisite or placement requirements.

Emergency Medical Services

Health & Human Services

Purpose: Career and Technical Education. These courses prepare entry-level First Responders and EMT-Basics for employment in the region. For further information about any of the EMS courses, contact the Program Director at (573) 840-9680.

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

NOTE: In addition to college tuition and fees, EMT students will be charged \$61.50 per academic year for student malpractice insurance and \$35 for EMDS course lab fee. First Responder students will be charged \$10 for the course lab fee.

Emergency Medical Technician-Basic

The EMT-Basic course (EMDS 105) is an eight-credit-hour course offered each fall and spring semester. Tuberculin (PPD) skin test and criminal background check are required for clinical experience. Graduates are eligible to take the National Registry EMT-Basic practical and written examinations for licensure in Missouri. There are questions on the licensure application related to the conviction of any crime (traffic violations, drug and/or alcohol, etc.). Affirmative answers may result in the applicant being denied licensure by the Missouri Department of Health and Senior Services, Bureau of EMS.

EMT Refresher/Bridge

The EMT Refresher/Bridge course (EMDS 109) is available each semester as needed for currently licensed EMTs needing relicensure, for currently licensed registered nurses with special work experience who wish to bridge in the EMT field, for EMTs with an expired license, and EMT course graduates who have not taken or have not successfully passed the EMT licensure exams. Proof of licensure status, EMT course completion, or National Registry status will be required prior to enrollment. Students will be required to attend select sections of EMDS 105. Successful completion of the course does not guarantee that the graduate will be eligible to take the National Registry EMT-Basic examinations for Missouri licensure.

First Responder

The First Responder Rescue course (EMDS 103) provides training in emergency care to prevent death or greater harm until an ambulance arrives. This training is particularly useful to law enforcement officers, fire fighters, farmers, child-care workers and many others.

NOTE: Students may not take First Responder and EMT course during the same semester. Students may progress from First Responder to EMT course, but may not regress from EMT course to First Responder course.

Criminal Justice

Health & Human Services

Purpose: Career and Technical Education. The Criminal Justice certificate programs enable students to quickly obtain a post-secondary certificate, while allowing for future personal development at a degree level.

Courses			Hours
ADJU	100	Introduction to Law Enforcement	3
ADJU	113	Criminal Law	3
ADJU	213	Court Procedures	3
CRJU	129	Fundamentals of Search and Seizure	3
CRJU	138	Patrol Procedures	3
CRJU	158	Traffic Laws and Accident Investigation	3
TOTAL HOURS			18

Environmental/Occupational Safety and Health Technology

Math, Science & Technology

Purpose: Career and Technical Education. The Environmental/Occupational Safety and Health Technology Certificate program prepares students for positions that oversee, administer, monitor and ensure compliance with federal, state, and/or local environmental and occupational safety and health regulatory programs. Duties often include administering and monitoring worker's compensation programs.

ENVIRONMENTAL TECHNOLOGY			Hours
Courses			
EOSH	116	Introduction to Industrial Hygiene	3
EOSH	206	Environmental Regulations (EPA)	3
EOSH	215	Transportation, Storage & Handling of Hazardous Materials (DOT)	3
EOSH	216	Waste Management	3
EOSH	225	Accident Investigation	3
EOSH	226	Emergency Preparedness and Planning	3
TOTAL HOURS			18

OCCUPATIONAL SAFETY & HEALTH TECHNOLOGY			Hours
Courses			
BMGT	215	Supervisory Development	3
EOSH	115	Communication/Training Methods for Safety and Health Professionals	3
EOSH	205	Safety & Health Regulations/Standards (OSHA)	3
EOSH	225	Accident Investigation	3
EMDS	103	First Responder Rescue	3
MAFT	229	Introduction to Safety and Health	3
TOTAL HOURS			18

Industrial Technology Certificates

Math, Science & Technology

ELECTRICAL TECHNICIAN

Purpose: Career and Technical Education. The program focuses on providing students with skills in using, maintaining, operating and installing different electrical systems and components. Completion of the certificate prepares students for entry-level employment and provides a foundation for future advancement in the industrial technology and manufacturing sectors.

Courses			Hours
ELEC	115	Applied DC & AC Circuits	3
ELEC	117	Industrial Electronic Controls	3
ELEC	216	Programmable Controller Systems	3
ELEC	218	Electrical Codes & Standards	2
MAFT	267	Automated Manufacturing Systems	3
MEDR	135	Blueprint Reading and Gauging -OR- Engineering Graphics	3
ENGR	110		
TOTAL HOURS			17

INDUSTRIAL TECHNICIAN

Purpose: Career and Technical Education. The program focuses on providing students with skills in using, maintaining, operating and installing different technical systems and components. Completion of the certificate prepares students for entry-level employment and provides a foundation for future advancement in the industrial technology and manufacturing sectors.

Courses			Hours
ELEC	115	Applied DC & AC Circuits	3
MEDR	135	Blueprint Reading and Gauging -OR- Engineering Graphics	3
ENGR	110		
MAFT	235	Manufacturing Processes	3
MAFT	229	Introduction to Safety & Health	3
ELEC	117	Industrial Electronic Controls -OR- Industrial Electronics Applications	3
ELEC	207		
MAFT	255	Hydraulics & Pneumatics	3
TOTAL HOURS			18

QUALITY CONTROL TECHNICIAN

Purpose: Career and Technical Education. The program focuses on providing students with skills for use and administration of quality control operations and programs. Completion of the certificate prepares students for entry-level employment and provides a foundation for future advancement in the industrial technology and manufacturing sectors..

Courses			Hours
MAFT	238	Quality Assurance	3
MAFT	229	Introduction to Safety & Health -OR- Safety & Health Regulations and Standards	3
EOSH	205		
MAFT	235	Manufacturing Processes	3
IST	100	Computer Literacy	3
CIVL	106 ⁽¹⁾	Technical Math I -OR- Intermediate Algebra (or higher)	3
MATH	153 ⁽¹⁾		
MEDR	135	Blueprint Reading and Gauging -OR- Engineering Graphics	3
ENGR	110		
TOTAL HOURS			18

⁽¹⁾Course has prerequisite or placement requirements.

Surveying

Math, Science & Technology

Purpose: Career and Technical Education. This program focuses on basic marketable skills in the surveying field. It prepares students for entry-level positions in the civil and construction technology field. Completion of the certificate satisfies the educational requirements portion of the Land Surveyors In Training (LSIT) program as set forth by the State of Missouri. All of the courses will apply toward an Associate in Applied Science degree in Industrial Technology—Civil and Construction Technology option.

Courses			Hours
CIVL	106 ⁽¹⁾	Technical Math I	3
CIVL	107	Technical Math II	3
CIVL	116	Surveying I	3
CIVL	216	Surveying II	3
CIVL	226	Legal Principles of Surveying	3
CIVL	236	Computers in Surveying	4
TOTAL HOURS			19

⁽¹⁾Course has prerequisite or placement requirements.