

## Catalog Resources

- [General Campus Information](#)
- [Academic Policies and Campus Requirements](#)
- [Degrees and Certificates Offered](#)
- [Course Offerings](#)
- [Faculty and Administrative Staff](#)

## Additional Resources

- [Class Schedule](#)
- [Catalog Archive](#)
- [Springfield Undergraduate Catalog](#)
- [Springfield Graduate Catalog](#)

The Course Catalog is your informational guide to courses, programs, academic policies, degree requirements, faculty teaching credentials and general information about Missouri State University-West Plains. As a key resource, this catalog will guide you along your particular path toward graduation and success. In addition to the information about Missouri State-West Plains and its programs and services, this catalog provides information concerning a select number of undergraduate and graduate degrees from Missouri State University-Springfield that are offered on the West Plains campus through the Missouri State Outreach program.

## Which catalog should I follow?

Missouri State-West Plains issues a new catalog each academic year. The semester and year of the student's first enrollment as a degree-seeking student at Missouri State-West Plains (excluding dual credit or dual enrollment) determines which catalog must be followed in order to satisfy specific degree requirements. PDF versions of prior catalogs, including the 2016-17 catalog, are available in the Catalog Archive. The July 1 version of each catalog is the 'catalog of record' for each respective academic year.

# General Campus Information

## Sections

[Mission and Goals](#)

[History of the Campus](#)

[Governance](#)

[University Profile](#)

[Institutional Accreditation/Memberships](#)

[Selected University Policies](#)

[Tuition, Costs and Fees](#)

[Academic Calendar](#)

[Description of Course Listings](#)

[Faculty and Administrative Staff](#)

[Glossary of Terms](#)

## Other University Websites

[Admissions](#)

[Calendar of Events](#)

[Campus Map](#)

[Class Schedule](#)

[Financial Aid](#)

[Housing](#)

[Missouri State Outreach Bachelor's and  
Master's Programs](#)

[Springfield's Undergraduate Catalog](#)

[Springfield's Graduate Catalog](#)

[Student Services](#)

# Selected University Policies

## **Policies**

[Accommodation](#)

[Code of Student Rights and Responsibilities](#)

[Email as Official Form of Communication](#)

[Equal Opportunity and Affirmative Action](#)

[Family Education Rights and Privacy Act \(FERPA\)](#)

View the entire [campus Policy Library](#)

# Description of Course Listings

Courses offered by Missouri State University-West Plains are identified according to the following example

Course Prefix	Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours	Course Sequence
ACC	201	Accounting	3	(3-	0)	F, S

"Lecture hours" represents the number of hours per week the course will meet in a lecture environment. For courses that are lecture only, the lecture hours will equal credit hours.

"Lab hours" represents the number of hours per week the course will meet in a laboratory environment. At least two laboratory hours are required for one credit hour. For example, a four-credit hour course with three hours of lecture will have two hours or more of laboratory.

"Course sequence" indicates the schedule on which the course will be offered: F=Fall; S=Spring; Su=Summer. (Many courses with an "F, S" designation also are offered during the summer.) A "D" indicates the course will be offered on demand.

Following each course listing is a course description. The first item included in the course description is the prerequisite indicator for those courses that have prerequisites. Prerequisites are listed to inform the students what they must have in advance to ensure success in the course. Prerequisites are checked. Students must have earned a grade of D or better in a prerequisite course unless otherwise specified in the course description in order to enroll in a course for which it serves as a prerequisite. Students may be dropped from those classes for which they do not meet the prerequisites; therefore, students should register in only those courses for which they meet prerequisites.

Some courses are listed with the prerequisite of "permission" or "and permission". Courses having the designation "CBE" are available for credit by examination.

Course descriptions also may contain specific instructions or limitations. Students should review those carefully.

Offering of courses is subject to sufficient enrollment.

# Glossary of Terms

This reference guide is designed to assist in defining terms frequently used at Missouri State University and in the Undergraduate Catalog.

**Academic Advisor** — A University employee who is committed to helping students meet their educational goals and to make informed and responsible decisions.

**Academic Year** — Begins in August with the fall Intersession, continues through the spring semester and concludes with the summer session.

**Alumni** — Individuals who have attended or graduated from a particular college or University.

**Admission to Degree Program** — A process required of students who have a major with specific admission requirements.

**Auditing a Class** — A grading option that allows completion of a course without receiving credit or a traditional grade. An audited course cannot be used to fulfill a degree requirement.

**BearPass Card** — Student's official University identification card.

**Block** — Classes meets for only the first or second half of the term (semester).

**Board of Governors** — Governing body for Missouri State University appointed by the Governor of Missouri.

**Catalog** — University's official publication of academic policies and procedures, programs of study and course offerings for a particular academic year.

**Certificate** — Document representing that the student has completed a University Certificate.

**Change of Schedule Period** — First five days of the fall and spring semester and first two days of summer session in which students can add and drop classes.

**Class Schedule** — An online listing of courses offered for a specific term.

**College Level Examinations Program (CLEP)** — Program that allows students to receive credit by

examination instead of completing a course.

**Commencement** — Ceremony held at the end of the spring semester, summer session and fall semester to recognize candidates for graduation.

**Corequisite** — Two or more courses that must be taken during the same semester.

**Credit by Examination (CBE)** — Method of earning academic credit outside of traditional course offerings.

**Credit Hour** — Standard unit of measuring coursework. The unit of credit used at Missouri State is the semester hour.

**Cross-Listed Courses** — Two or more different courses taught in the same room, at the same time, with the same instructor. Students may receive credit toward graduation for only one.

**Darr Honors Program** — Designed to serve the needs of academically talented, high-achieving students accepted into the Honors College Program.

**Dean (academic)** — Highest administrative officer of a college.

**Dean's List** — Published list of students who have achieved a specific level of achievement established by the University. The list is published at the conclusion of each semester and Summer Session.

**Degree Audit** — Advising tool designed to assist in tracking a student's progress towards graduation.

**Department Head** — Administrative officer holding faculty rank; responsible for a primary unit within an academic organization.

**Diploma** — Document provided by the University certifying that the student has earned a degree.

**Division Chair** — Administrative officer holding faculty rank; responsible for a grouping of academic departments and degree programs

**Dual Enrollment** — Typically refers to high school students who are receiving high school credit while also being enrolled in college-level credit. This term can also refer to students who are concurrently enrolled in two or more higher education institutions.

**Enrollment Status** — Terms used for reporting a student's academic load to external agencies. (i.e., full-time, half-time, less than half-time)

**Good Standing** — Academic status of students who are not on probation or under suspension.

**General Education Requirements** — Group of foundation courses required of undergraduate students regardless of the student's major.

**Grade Point** — Numerical value given to grades. For example, four grade points per credit hour is awarded for a grade of "A".

**Grade Point Average (GPA)** — Calculation derived from dividing the grade points earned by the number of credits attempted.

**Hold** — Block which prohibits students from functions such as registering for courses or receiving a transcript or diploma. Most holds are due to an unpaid financial obligation or failure to complete a required process.

**Honors, Scholastic** — Designation indicated on the graduates' diploma and transcript that reflects outstanding scholarship.

**Identical Courses** — Those courses identified by multiple course codes and/or numbers that are taught in the same classroom, at the same time and by the same instructor. Student may only receive credit toward graduation for one.

**Incomplete Grade** — Assigned when a student has not completed all work for a course and the instructor agrees to allow additional time for completion of the course.

**Internship** — Work at a business or agency related to a student's major and/or career plans for which credit hours are awarded.

**Intersession** — Brief period (typically 1-3 weeks) between semesters when a limited number of courses are offered.

**My Grizzly Den** — Web-based system that provides access to personal student information, email, blackboard, online registration and much more. A BearPass account is required to access the system.

**Non-Resident** — Student who does not meet requirements for classification as a Missouri resident for fee purposes in accordance with the residence policy.

**Non-Traditional Student** — Includes evening students, married students, students with children and students of 22 years of age or older.

**Option** — Subset of courses within a degree program that represent an specialized area of study. Officially approved options appear on the transcript but are not printed on the diploma.

**Overload** — Semester credit hours that exceed the maximum number of hours permitted based on the student level (undergraduate or graduate). Permission is required for an overload.

**Pass/Not Pass** — Grading option that allows students to pursue coursework without affecting their GPA.

**Prerequisite** — Specific requirements that must be met prior to enrolling in a given class. Prerequisites may consist of courses, test scores or enrollment in a specific program of study.

**Probation** — Status that indicates unsatisfactory academic progress. Students may be subject to academic load limitations and other restrictions.

**Program of Study** — All requirements that a student must complete in order to be awarded a degree or University certificate.

**Readmission** — Admission process followed by a student who wishes to enroll after not taking classes for one full calendar year.

**Registration Restriction** — A type of prerequisite that requires student be in a specific program of study in order to take the class

**Reinstatement** — Process by which a suspended student appeals to return to the University.

**Semester** — Instructional period of 15 weeks plus a final examination period offered twice a year (referred to as Fall and Spring semester). Additional instructional periods include intersessions and a summer session.

**Service Learning** — Program which allows students to earn academic credit in selected courses in exchange for meaningful and productive community service.

**Student Services Fees** — Required fees assessed at the time of registration that cover the student's access to a variety of services, programs and activities.

**Suspension** — Status that prevents a student from enrolling in courses unless an exception is granted by the dean of the student's major.

**Syllabus** — Document describing the objectives, outcomes, assessment activities and structure of a course that is made available to students during the first week of classes.



**Term** — Terminology for a semester

**Transcript** — Serves as the student's official academic record and the University's official record of credit and degrees awarded, including the courses taken by a student and the grades received in each course. Probations, suspensions and disciplinary expulsions also appear on the transcript.

**Transfer Credit** — Courses taken at another accredited institution and accepted toward degree requirements at Missouri State.

**Tuition** — The amount of money that must be paid for classes. Other fees may be assessed in addition to tuition.

**"W" Grade** — Indicates student withdrew from (dropped) a class without academic penalty.

# Academic Policies and Campus Requirements

## Academic policies

In addition to satisfying all degree requirements below, students should be familiar with the campus' [Academic Policies and Procedures](#). Students are encouraged to consult with their academic advisor or the office of the registration and records if they have questions regarding any of the academic policies. **Note:** these policies may change from year to year and such changes apply to **all** future, current, continuing and returning students.

## Degrees offered

**Certificate:** Certificate programs meet specific, short-term training and educational needs of students by combining core and specialty courses into focused, flexible training packages that more immediately meet employment needs. If a student later decides to seek advanced education, many of the certificate courses may be combined with the advanced courses for associate of applied science degrees.

**Associate of Arts in General Studies Degree:** This degree is equivalent to the first two years of study at a four-year college/university and is transferable. The degree provides a general education core of courses to introduce students to a wide variety of knowledge, ensuring they have a breadth of educational experiences that will enable them to develop those traits and skills conducive to student success and lifelong learning. Refer to the specific degree program page for information.

**Associate of Arts in Teaching Degree:** Provides a common transfer curriculum for students seeking a Bachelor of Science degree in Elementary Education as they transfer to one of several Missouri four-year institutions. Refer to the specific degree program page for information.

**Associate of Science Degree (AS):** A specialized degree intended to transfer into a pre-professional degree, the AS allows students to enter the workforce and/or transfer into a bachelor's degree completion program. Refer to the specific degree program page for information.

**Associate of Applied Science Degree (AAS):** A specialized degree that is primarily an occupationally oriented degree, the AAS allows recipients of this degree to enter a particular job market. While not designed as transfer degrees, some AAS degrees can be used as the first two years of a Bachelor of Applied Science degree; however, students will need to take additional general education courses, as well as courses in the major field. Refer to the specific degree program page for information.

**Dual Credit Program:** Dual credit courses enable high school students to receive, simultaneously, both high school and college-level course credit. Missouri State University-West Plains has agreements with area high schools to provide high-performing high school students an affordable opportunity to experience high college-level courses. High school students interested in this option should contact their high-school counselor. Refer to "Dual Credit" for information.

**Distance Learning:** Opportunities for students to earn credit without traveling from their home area are available through distance learning technology. Students may receive courses from the West Plains campus sent to their home communities, be in a class on the West Plains campus that originates in another location, or take a course online. Refer to the specific degree program page for information.

**Bachelor's and master's degrees:** Missouri State University-Springfield offers bachelor's, master's and specialist degree programs on the West Plains campus through the Missouri State Outreach program. By using interactive video and on-site instruction, entire degree programs can be completed on the Missouri State University-West Plains campus. Refer to the specific degree program page for information.

## **Components of a degree**

### **Student Responsibility**

It is the student's responsibility to become familiar with and meet all requirements for a specific degree. Advisors may be consulted for recommendations, but the student must monitor his/her own progress toward a degree.

### **Graduation Procedures**

In order to graduate, a student must:

At the time of registration for the semester in which s/he intends to graduate, complete an application for graduation form online or in the registration and records office

Take a Collegiate Assessment of Academic Proficiency (CAAP) test in the Capstone course

If desired, arrange for caps, gowns, tassels, announcements, rings, etc., through the Drago College Store.

Before a student may graduate, an audit of the student's record will be made to verify graduation eligibility. A commencement ceremony is held each spring for students completing their degree during the prior fall semester, the current spring semester or the summer session that follows the spring semester during which an application to graduate has been submitted and approved. Students with a 2.0 GPA and completing the last six or fewer remaining degree requirements during the summer semester may apply to walk during the

spring commencement ceremony. Students who wish to participate in the ceremony must apply through the registration and records office at the time of spring registration.

## **General Degree Requirements & Procedures**

**Catalog of Graduation:** Students shall satisfy the general education requirements in effect upon first enrollment at Missouri State University-West Plains. Other special degree requirements in effect at the time the student files a degree program shall be satisfied. If a student re-enrolls after an absence of one calendar year or more from Missouri State University-West Plains, requirements in effect in the catalog at the time of readmission must be satisfied. Missouri State University-West Plains dual enrollment/dual credit students will follow the catalog that is in effect upon first enrollment after high school graduation. Non-degree seeking students shall satisfy the catalog requirements of the catalog in effect when they become degree-seeking students. When students change degree programs (e.g., from the AA in General Studies to the AS in Nursing), they shall satisfy the catalog in effect when the change becomes effective.

**Credits and Grade Point Average:** A candidate for an associate degree is required to make at least a 2.00 grade point average on the degree requirements (excluding electives) and a 2.00 grade point average on all work attempted at Missouri State University-West Plains, as well as a 2.00 grade point average on all college work (Missouri State University-West Plains and transfer combined).

**Residence:** To receive an associate degree from Missouri State University-West Plains, the student must complete at least 15 credits in residence on the West Plains campus, its extended campuses, or via online course offerings through Missouri State-West Plains. Appeals for exemption to this policy should be addressed to the dean of academic affairs.

**Time Limit:** Students must complete their academic program at Missouri State University-West Plains within six years. Any student requiring more than six years to complete the degree must adopt the guidelines of the new catalog.

**Constitution Study:** No student may graduate without complying with the state law known as Senate Bill No. 4, 1947 (Mo. Rev. St. Sec. 170.011) which states students must be "given regular courses of instruction in the Constitution of the United States and of the State of Missouri, in American history including the study of American institutions." Students may meet this requirement by completing the American Studies requirements under General Education.

**Capstone Course and the Student Learning Portfolio:** Effective fall 2005, all students must complete the appropriate capstone course for their degree program, take the Collegiate Assessment of Academic Proficiency (CAAP), and submit a portfolio of work for campus assessment as a condition for graduation. Although students will not earn points for completing the CAAP or the portfolio, participation in them is required. Failure to complete any of them will result in an automatic grade of 'F'

in this course. If extenuating circumstances exist, students may apply for an incomplete. See the section on Incomplete Grades elsewhere in this catalog for more information.

### **Portfolio Requirements:**

A portfolio is an accumulation of significant work from your college career.

Effective fall 2005, all first-time degree seeking students are required to compile a portfolio to complete their degree programs;

The portfolio will be introduced to students in IDS 110 or another course;

Students should work with their faculty advisors within their degree programs to ensure they prepare the appropriate materials;

The portfolio is a continuous project to be worked on throughout a student's educational experiences at Missouri State University-West Plains;

The portfolio will be submitted in the capstone course. Portfolio guidelines for the various degree programs can be found in the IDS 110 text or obtained from the student's academic advisor.

### **Capstone Requirements:**

The capstone course allows students to complete their general education with a course that brings their Missouri State University-West Plains educational experiences together.

In this course, students will submit their program portfolio and draw upon a broad cross-section of their coursework to examine global issues.

The capstone course also provides a place for students to participate in University assessment activities.

The capstone course requirements can be met by taking one of several courses, but the Associate of Arts degree and some other degree programs require IDS 297 Topics in Globalization.

Some AAS degrees, the AS in Nursing degree and the Darr Honors Program, have a different capstone requirement.

Students should work with their faculty advisors and should consult degree descriptions in their academic catalog to determine which course and, in the event of multiple topics offered within a course, which topic is most appropriate for their academic and career goals.

Students must complete the CAAP test and the portfolio in order to complete the capstone course.

Students who fail to complete a capstone course will not be eligible for graduation until they have done so.

**Advisement:** Each student is responsible for developing a program of study and for selecting courses that will meet the requirements for the student's chosen degree. First-time freshmen will be assigned an advisor as soon as they are admitted. Students should carefully review the requirements for degree completion prior to registering for each semester.

## **Philosophy of General Education**

A University exists to serve both society and the student. It must foster and enrich the culture of society, as well as provide specific skills to the student. It must maintain and strengthen our democratic society and broaden the knowledge and experience of each student while enhancing the student's ability to think critically, make value judgments, and function competently in the wider world.

A University exists for the value of all knowledge – not only to teach knowledge but also to create new knowledge. The human spirit has a thirst for knowledge. A broad spectrum of knowledge frees us and empowers us – gives us the power to act effectively and achieve our purpose.

Perhaps at no time in history has the integration of the individual student into global society been more important than today. Students need both specific skills and a broad understanding of the important economic, scientific, philosophical, historical and literary trends of the day. Only with such a broad base of knowledge will students be successful.

The purpose of a general education core of courses is to introduce students to a wide variety of knowledge, a higher concept of knowledge, and to show them how to make it their own. Missouri State University-West Plains endorses the philosophy and purpose of a general education core required for each student completing an associate degree, ensuring that they have a breadth of educational experiences which will enable them to develop communication and critical thinking skills and to acquire knowledge (civic, historical, mathematical, scientific, literary, etc.) and value perspectives. The actual number of required hours of general education courses varies depending on the type of associate degree — Associate of Arts, Associate of Science or Associate of Applied Science.

## **Second Degree**

Students who have met all requirements may be awarded an additional associate degree in another field of study provided the following requirements are met:

Must fulfill the general and specific requirements for the second degree.

Must complete a minimum of 15 credit hours, which are directly applicable to the second degree and in addition to those presented for the first degree. Multiple use of Courses - Courses may be counted toward meeting the requirements in more than one area of the two degrees (for example, BMS 267 may be used to meet a specific requirement for the AS Nursing degree and four hours of electives on the AA General Studies degree) unless specifically prohibited by the academic departments and so stated in the catalog.

Must graduate under the provisions of the Missouri State University-West Plains catalog in effect when the student files a degree program for a second degree.

Must pay \$20 second-degree graduation fee.

## **Transferability**

To ensure transferability of credits, students should obtain and study catalogs from the four-year colleges or universities to which they are considering transferring, including Missouri State University-Springfield. Students should follow the degree requirements of the senior institution.

Students who have not chosen a major should concentrate on general education requirements. Students should be aware certain majors require specific general education courses. For assistance in choosing a major, students should contact their advisors.

Effective fall 1995, credit hours earned at Missouri State University-West Plains will be considered as community college hours by most four-year senior institutions. Some four-year institutions will only accept 64 credit hours as transfer hours from two-year institutions. Some will accept more than 64 credit hours as transfer hours from two-year institutions. Check with the senior institution for specific questions regarding transferability.

# Academic Policies and Procedures

## **Academic Policies**

[Academic Accommodation of Students with Disabilities](#)

[Academic Freedom](#)

[Academic Honors](#)

[Academic Integrity](#)

[Academic Record and Transcript of Credits](#)

[Academic Renewal](#)

[Academic Standings](#)

[Adding and Dropping a Class](#)

[Address \(Local and Permanent\)](#)

[Advanced Placement](#)

[Attendance](#)

[Auditing a Course](#)

[Cell Phones and Electronic Devices in the Classroom](#)

[Chancellor's List and Dean's List](#)

[China Program](#)

[Class Disruption](#)

[Classification](#)

[Commencement](#)

[Correspondence Courses](#)



[Credit by Examination/CLEP](#)

[Credit Hours](#)

[Degree Program: Declaring or Changing](#)

[Directed Self-Placement](#)

[Directed Studies](#)

[Disability Support Services](#)

[Distance Learning](#)

[Dual Enrollment](#)

[Education Guarantee](#)

[Educational Accessibility](#)

[Enrollment Deadlines](#)

[Excess Hours: Permission](#)

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[Final Exam Period](#)

[Full-Time Student](#)

[Grade Appeals](#)

[Grade Re-evaluation](#)

[Grade Point Average](#)

[Grading and the Credit System](#)

[Grade Reports](#)

[High School Dual Credit and Dual Enrollment](#)

[Incomplete Grades](#)

[Instructor Drop](#)

[Intersession Overload](#)

[Library Policies](#)

[Non-Discrimination](#)

[Outcomes Assessment](#)

[Pass/Not Pass Regulations](#)

[Registration](#)

[Repeat Policy](#)

[Scholastic Probation and Suspension](#)

[Second Degree](#)

[Senior Citizen Waiver Program](#)

[Transfer Programs](#)

[Variable Content Courses](#)

[Veteran Tuition Policy](#)

[Withdrawal from University](#)

[Withdrawal from University for Military](#)

# Academic Accommodation of Students with Disabilities

## Accommodation Policy

Missouri State University-West Plains is committed to providing an accessible and supportive environment for students with disabilities. Equal access for qualified students with disabilities is an obligation under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students seeking service are responsible for notifying the University of their disabilities, requesting academic accommodation(s), and providing documentation of the disability from a qualified professional. Documentation must include necessary evidence of a disability-related need for the requested accommodation(s). Accommodation(s) cannot be based simply on the student's preferences; students must show a legitimate purpose for requesting an academic accommodation. Such accommodation(s), auxiliary aids, and services cannot alter the fundamental nature of the course or program of instruction. In addition, auxiliary aids and services cannot result in an undue burden to the University. Auxiliary aids and services as defined by law will be provided without cost to a student entitled to such aid. Students generally will not be provided devices or services of a personal nature, such as attendants, individually prescribed devices or readers for personal use or study.

Students requesting academic accommodation(s) should contact the disability services coordinator in the advisement and academic coaching center for empowering student success (AACCESS) at [\(417\) 255-7222](tel:417-255-7222) (voice) or [\(417\) 255-7715](tel:417-255-7715) (TTY).

# Academic Freedom

The University is committed to freedom of thought and inquiry for both faculty and students. This commitment ensures the protection of the faculty's freedom to teach, research, and publish in their professional capacities without restraint or fear of reprisals. Academic freedom is essential to the University's instruction and research programs. Freedom in research is fundamental to the advancement of truth. Academic freedom in instruction is essential for the protection of the rights of faculty to teach and of the students' freedom to learn.

# Academic Honors

Special distinction is awarded at graduation to students who demonstrate high scholarship in completing an associate degree. Honors will be granted if a student has attained a cumulative grade point average calculated on the basis of all college work (Missouri State University-West Plains and transfer combined). The following designations indicate a consistently high level of academic achievement throughout a student's entire academic career and will be acknowledged in the academic transcript and at commencement:

***Summa Cum Laude:*** a cumulative GPA of 4.000

***Magna Cum Laude:*** a cumulative GPA of 3.700-3.999

***Cum Laude:*** a cumulative GPA of 3.400-3.699

***With Honors from the Missouri State University-West Plains Honors Program:*** Any student enrolled in the Honors Program who completes the requirements of the Associate of Arts degree in General Studies is awarded that degree "With Honors from the Missouri State University-West Plains Honors Program."

# Academic Integrity

## **Student Academic Integrity Policies and Procedures**

### **Declaration of University Community Principles Missouri State University-West Plains**

#### ***Preamble***

Community, civility, expression of freedom of thoughts, personal and academic integrity, tolerance and the search for knowledge and truth are the essence of University life. A University is a community whose common purpose is the creation, preservation and sharing of knowledge and understanding. The search for knowledge and truth requires a rational discourse. Discourse, in turn, requires honesty, civility, a commitment to personal and academic integrity, freedom of expression, freedom of thought and tolerance towards others' views. The community helps to protect the rights of the individual and promote self-actualization. Thus, the community promotes the ideals necessary to engage in the pursuit of knowledge and truth.

The primary participants of this community are administrators, students, faculty and staff who themselves come from a variety of external communities and varied backgrounds. Before becoming a member of the community of scholars that is Missouri State University-West Plains, one should fully understand the nature of that choice. The community derives its strength from each individual participant in it. Each individual derives strength from his/her association with and participation in the community. The individual must sustain the community in order for the community to function, protect, and sustain the individual. In order for this interaction to take place, the principles stated in this document must be the foundation for and common goal of the community. Behaving civilly implies acting in a manner consistent with these principles, and encouraging these behaviors in others. Adherence to the principles is voluntary and cannot be compelled. Discovering the natural benefit of these principles is a virtue. These principles are of little use in themselves; they must be practiced effectively.

#### ***Principles***

The community of scholars that is Missouri State University-West Plains is committed to developing educated, independent thinking persons. It is believed that educated, independent thinking persons will accept responsibility to act in accordance with the following principles:

Practicing personal and academic integrity.

Being a full participant in the educational process and respecting the right of all to contribute to the "Marketplace of Ideas."

Treating all persons with civility, while understanding that tolerating an idea is not the same as supporting it.

Being a steward of the resources of the community.

Promoting the unity of the community while still striving to enhance self-actualization.

Seeking to create, preserve, and share knowledge and truth in understanding.

Choosing to accept these principles suggests that each participant of the community refrains from and discourages behavior that threatens the freedom and respect each member deserves.

## **Introduction**

The community of scholars that is Missouri State University-West Plains is committed to developing educated persons. Educated persons accept the responsibility to practice personal and academic integrity. Each participant of the University community refrains from and discourages behavior that threatens the freedom and respect each member deserves. The following policies and procedures specifically address student academic integrity, but recognize that student academic integrity is only part of the entirety of academic integrity in a community of scholars, and that all members of the community share the responsibility for fostering academic integrity.

The ***Missouri State University-West Plains Faculty Handbook*** states that course policy statements must include a statement of the instructor's policies concerning cheating and plagiarism, including consequences. An instructor's policies on academic integrity issues, while they may reflect the instructor's personal views, should also be consistent with this University policy on student academic integrity.

## **Definitions**

**Definition: Academic Dishonesty:** Any one of the following acts constitutes academic dishonesty:

**Cheating:** The term cheating refers to using or attempting to use unauthorized technology, materials, information or study aids in any academic exercise.

**Fabrication or other misconduct in research:** The term fabrication refers to unauthorized falsification or invention of any information (including research data) or any citation in any academic exercise; misconduct in research refers to any violation of ethical guidelines for attributing credit and

authorship in research endeavors, non-compliance with established research policies, or other violations of ethical research practice.

**Plagiarism:** The term plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work or sections of a work of another person without full and clear acknowledgement, (whether intentional or not.) This includes any material copied directly or paraphrased from the Internet. The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, including material taken from or ordered through the Internet, also constitutes plagiarism.

**Facilitating academic dishonesty:** Assisting or attempting to assist another to violate any provision of this Academic Integrity Policy, whether or not that action is associated with any particular course, is considered academic dishonesty.

**Definition: Academic Integrity Council (AIC):**

***The Academic Integrity Council is charged by the academic dean to:***

(1) enforce the Missouri State University West Plains academic integrity policy, following the procedures stated herein;

(2) periodically review and amend these policies and procedures, subject to approval of substantive changes by the academic dean, Faculty Senate, Student Government Association and/or Board of Governors;

(3) organize/conduct campus activities designed to educate members of the campus community on matters of academic integrity and the academic integrity policy, and promote a campus-wide climate of academic integrity.

***The 16-member Academic Integrity Council (AIC) consists of:***

seven voting student members;

seven voting ranked faculty members;

the academic dean (or designee), who is the non-voting chair of the Council;

the coordinator of student life and development, ***ex officio*** (without voting privileges);

Faculty members must not hold administrative appointments during the time of service on the Council. The Council is charged with overseeing Academic Integrity Proceedings, and the Council may convene an Academic Integrity Proceeding at its discretion. The Council may also undertake other activities intended to



foster academic integrity.

Voting members of the Academic Integrity Council are selected by appointment from the Faculty Senate chair and the SGA president.

**Terms:** Student members of the council are appointed for one-year terms, and may be reappointed a subsequent one-year term. Faculty members are appointed for staggered two-year terms and may be reappointed for subsequent terms.

**Definition: Academic Integrity Proceeding:** An Academic Integrity Proceeding is conducted by a five-member panel drawn from the voting AIC membership. The purpose of a proceeding is to explore and investigate allegations of student academic dishonesty and to reach informed conclusions as to whether or not academic dishonesty is likely to have occurred. An Academic Integrity Proceeding is not in the character of a criminal or civil legal proceeding. It is not modeled on these adversarial systems, nor does it serve the same functions. A proceeding is not a court or tribunal. Rather, it is an academic process unique to a community of scholars.

**Definition: Academic Integrity Council Panel (AIP):** An Academic Integrity Panel consists of five-members: five voting panelists drawn from the membership of the AIC, plus the chair of the AIC, who is a non-voting member of the panel and responsible for assembling the panel and conducting the proceeding. Five voting panelists constitute a quorum for a proceeding, and at least two but no more than three panelists must be students.

## **Reporting Academic Dishonesty**

All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student, faculty member, or staff person who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, is strongly encouraged to report said act. Confronting and reporting academic dishonesty can be done in a variety of ways, and people should choose the manner most appropriate for the circumstances. Acts of apparent academic dishonesty that occur in the classroom may be reported directly to the course instructor, and/or the course instructor's department head, and/or the instructor's college dean. Incidences of apparent academic dishonesty whether associated with a particular course or not, may also be reported directly to the Academic Integrity Council by contacting the chair of the Council (the assistant dean for academic affairs or designee) in the office of academic affairs. The Academic Integrity Council will not accept or act upon anonymous reports but will hold in strict confidence the identity of any person reporting a suspected instance of academic dishonesty, unless that person consents to having his/her identity revealed. If the act of academic dishonesty that is reported to the AIC is alleged to have occurred in a particular course, the AIC chair will notify the course instructor of the allegation. If the instructor elects not to pursue sanctions or if the reported allegation is not associated with any particular course, the

AIC chair will convene an Academic Integrity Panel to conduct an Academic Integrity Proceeding to explore the allegation, provided that at least one person making an allegation is willing to be identified and to participate in the proceeding.

### **Academic Dishonesty Not Associated With Enrollment in a Course**

Any incident of alleged academic dishonesty by a student not enrolled in a particular course but sitting in the course for a student duly enrolled (For example, taking a test for a duly-enrolled student) should be reported directly to the AIC, which will convene a panel to address the alleged incident. Similarly, any incident of alleged academic dishonesty committed by any student at Missouri State University-West Plains outside the context of enrollment in any particular course should be reported directly to the AIC, which will convene a panel to address the alleged incident.

### **Addressing Alleged Academic Dishonesty And Notifying the AIC of an Alleged Incident**

Ideally, an allegation of cheating, plagiarism or other form of academic dishonesty committed within the context of a particular course is first addressed in a personal meeting between the instructor of the course in which the alleged violation occurred and the student involved in the alleged act. The student is allowed to present relevant evidence at this meeting, and the matter may be resolved by either the instructor dropping the allegation or the student accepting the instructor's sanction(s). If the allegation is dropped, no further actions are taken. If the allegation is not dropped and the student accepts the instructor's sanction(s), with or without admitting guilt, the instructor may impose the sanction(s) directly (refer to section on Instructor Sanctions) and will provide a written description of the incident and the sanction(s) imposed to the student, the department head and the chair of the AIC to be maintained as part of AIC records, so that repeat offenders may be more easily detected. When a report of academic dishonesty is received by the AIC, the AIC chair sends the student a letter informing the student that the AIC has received notice from the instructor of the alleged incident. The student is informed that the notice will be kept on file in the office of academic affairs, and, by itself, will have no impact on the student's academic standing and progress at Missouri State University-West Plains. The student is also informed that should he or she ever be charged with another act of academic dishonesty, the previous notice may be taken into consideration.

If the matter cannot be resolved in the meeting between the instructor and the student (i.e. e., the student does not accept the sanction(s) and the instructor wishes to pursue the allegation), the instructor must provide to the student a written summary of the alleged incident and intended sanction, with a copy of this written summary to the instructor's department head. The instructor's written summary must include:

the student's full name and student identification number, the semester and year, the course and section number of the course in which the alleged violation occurred;

the nature of the alleged violation, the intended sanction and what, if any, effect the sanction will have on the student's grade in the class;

a statement informing the student of the right of appeal to the department head, and also informing the student that the deadline for appealing to the department head is one calendar week from date of receipt of the written summary of the incident;

the reason for choosing the assignment of 'XF'.

Within one week of receipt of the instructor's written summary of the allegation, the student who wishes to appeal must submit to the department head his/her own written summary of the grounds for appeal or review. Before rendering a decision, the department head will review the documentation and meet separately with the instructor and the student who initiated the appeal. The department head must advise the instructor and the student in writing of his/her decision, and must also inform the instructor and the student that either has the right to appeal the department head's decision to the AIC. The department head must also send a detailed report of his/her decision along with pertinent documents to the Academic Integrity Council, in care of the office of academic affairs, so that multiple acts of academic dishonesty by the same student in different courses may be more easily detected. The Academic Integrity Council will maintain confidential files related to student academic dishonesty, and the chair of the AIC can convene a panel to address repeated allegations of academic dishonesty that may accumulate against a particular student.

A faculty member must allow a student who is appealing an allegation of academic dishonesty to continue attending the class in which dishonesty has been alleged until the right of appeal has been exhausted. If the student drops the class in which academic dishonesty is alleged to have occurred, sanctions for academic dishonesty may still be imposed, including those that involve a revision of the student's transcript (For example, an N grade recorded when the student dropped the course may be revised to 'XF' if that sanction has been upheld).

## **Instructor Sanctions**

The instructor can impose the following sanctions only if those sanctions are specified in the instructor's course policy statement, either by explicitly listing the sanctions or by a direct reference to the academic integrity policy, including directions for obtaining the policy on the web or at the library. The maximum penalty an instructor can impose is a failing grade in the class. The failing grade can, at the instructor's option, indicate failure due to academic dishonesty, as described below. Instructor sanctions that may be specified in course policy statements include:

denying credit on an assignment and/or examination;

requiring additional assignments and/or examinations;

lowering the student's course grade;

issuing a failing course grade ('F');

issuing a failing course grade of 'XF', which indicates that this failing grade was due to academic dishonesty. The grade 'XF' shall be treated as an 'F' grade for the purposes of grade point average, course repeatability, and determination of academic standing.

To issue a course grade of 'XF' the instructor must notify the office of academic affairs in writing that he/she intends to impose this sanction. The office of academic affairs will then notify the office of registration and records. The instructor will indicate a grade of 'F' on the grade roster.

No grade-related sanction may be imposed until a student admits misconduct and/or forgoes appeal rights, or is found in violation after an AIC proceeding. If misconduct is found the faculty member and the student will jointly fill out an Academic Integrity Sanctioning agreement. **If an academic integrity matter is pending at the end of a semester, the faculty member must assign an Incomplete (I) for the course until the matter is resolved.**

If a student accepts the sanction of 'XF' and chooses not to appeal it, the instructor will be asked by the AIC chair to submit a recommendation on when the "X" part of the grade might be removed (see "Appeal for Removal of 'XF' Grade").

### **Student Request for an Academic Integrity Proceeding**

If the dispute is not resolved at the departmental level to the satisfaction of the student, the student may submit a written request for an Academic Integrity Proceeding to the Academic Integrity Council, in care of the office of academic affairs. Requests must be presented to the AIC within fifteen (15) academic days (days when classes are in session) from the date of the department head's decision. The AIC chair or designee will select the date, time and place for the Academic Integrity Proceeding, and will make a reasonable attempt to accommodate the student's schedule. The student, the instructor, the instructor's department head and assistant dean will be notified in writing a minimum of fifteen (15) academic days (days when classes are in session) prior to the proceeding, and will be provided with information about the proceeding. In addition, anyone lodging a confidential allegation with the AIC will be notified of the date, time and place of a proceeding to address that allegation.

### **Instructor Request for an Academic Integrity Proceeding**

If a dispute is not resolved at the departmental level to the satisfaction of the instructor, or if the instructor believes a more severe sanction than those that can be imposed by instructors is warranted, (For example, suspension or expulsion) then the instructor may submit a written request to the Academic Integrity Council,

in care of the office of academic affairs, for an Academic Integrity Proceeding. Requests must be presented to the AIC within fifteen (15) academic days (days when classes are in session) from the date of the instructor's imposition of sanction (if the instructor seeks additional sanctions), or from the date of the department head's decision (if the instructor is appealing that decision). The Chair of the AIC will notify the student in writing of the instructor's request for a proceeding. An Academic Integrity Proceeding initiated by instructor request will take place in the same manner as one initiated by a student appeal.

## **Academic Integrity Proceeding**

An Academic Integrity Proceeding is conducted by a five-member Academic Integrity Panel assembled by the Chair of the AIC for that purpose. In keeping with the ultimate premise and justification of academic life, the duty of all persons at an Academic Integrity Proceeding is to assist in a thorough and honest exposition of related facts. The role of the Chair is to exercise impartial control over the Academic Integrity Proceeding in order to achieve an equitable, orderly, timely and efficient process. The chair is authorized to make decisions and rulings as are necessary and proper to achieve that end, including such decisions and rulings as pertain to scheduling and to the admissibility of documentation.

Fostering academic integrity is best achieved when people confront academic dishonesty openly; however, it is also recognized that doing so can create personal risk in some situations. Therefore, people alleging academic dishonesty against a particular student will be allowed to participate in the proceeding by submitting written statements rather than appearing before the panel, under the condition that at least one person who has alleged academic dishonesty against a particular student is willing to reveal his/her identity to the student. When requested, the written statements may be confidential, and the identity of the person submitting a written statement known only to the AIC chair. In order for any proceeding to occur, at least one person (usually the course instructor) who has lodged an allegation of academic dishonesty against a student must be willing to participate in the proceeding. Witnesses who have been requested to appear but cannot be present at a proceeding because of scheduling problems may submit written statements. Statements must be signed, dated, and received by the office of academic affairs at least twenty-four (24) hours prior to the time the proceeding is to commence. The contents of submitted written statements will be disclosed during the proceeding and will enter into the deliberations of the panel. The AIP may at its discretion interview a person submitting a confidential written statement in a closed session, but will not be required to do so. A confidential written statement can be used to support other evidence of academic dishonesty, but cannot be used as the sole basis for a finding of dishonesty. A person wishing to maintain confidentiality should recognize that confronting dishonesty openly and directly may have greater impact than a confidential written statement.

The sequence of an Academic Integrity Proceeding is necessarily controlled by the nature of the incident to be investigated and the character of the information to be examined. It thus lies within the judgment of the chair to fashion the most reasonable approach. The following steps, however, have been found to be efficient, and are generally recommended:

Prior to the proceeding, members of the AIP will review all materials submitted by both the instructor and the student, as well as documents presented by other interested parties. The panel may request additional material or the appearance of other persons at the proceeding.

At the discretion of the chair, the materials to be reviewed by the AIP may also include information about prior incident(s) of academic dishonesty in which the student has been involved and which have been reported to the Academic Integrity Council if, in the judgment of the chair, that information is relevant to the current allegation.

Alternatively, the Chair may withhold from the AIP information about prior incidents until after the panel has reached a decision on the current allegation if, in the judgment of the chair, the prior incident(s) are not directly relevant to the allegation at hand; however, if the current allegation is upheld and there are prior incidents of academic dishonesty that have been reported to the AIC, the details of the prior incident(s) will be revealed to the AIP at the conclusion of their deliberation. The panel will then determine if it wishes to impose additional sanctions because of the repeated offenses.

The student against whom an allegation has been lodged may present relevant information or arguments before the panel. If a documented disability prevents the student from speaking, a non-attorney advisor may speak on behalf of the student. This does not preclude the student from being directed to testify and to reply to questions directed to him/her.

The student against whom an allegation has been lodged may be accompanied by an interpreter. It is the student's responsibility to arrange to have an interpreter present at the proceeding.

The student against whom an allegation has been lodged may also be accompanied by an advisor, who may be an attorney. The role of the advisor during an Academic Integrity Proceeding will be limited to providing confidential advice to the responding student, provided such advice does not interfere with or disrupt the Academic Integrity Proceeding.

Even if accompanied by an advisor, the student must take an active and constructive role in the Academic Integrity Proceeding. Specifically, the student must fully cooperate with the AIP and respond to its inquiries without intrusion by an advisor.

In consideration of the limited role of advisors, and of the compelling interest of the University to expeditiously conclude the matter, the work of an AIP will not, as a general practice, be delayed due to the unavailability of an advisor, except in the case of a documented disability requiring a non-attorney advisor be present.

If the student against whom an allegation has been lodged has been properly notified of the proceeding, but fails to appear, the proceeding may take place in his/her absence and the panel's decision will be binding. Only under exceptional circumstances (to be determined by the Chair of the

Academic Integrity Council) will a new proceeding be granted on the basis of absence. A student who is unable to attend because he or she is no longer residing in the area may arrange to participate in the proceeding via videoconferencing or other long-distance communication techniques.

The instructor, the student, and all members of the AIP may question any person giving testimony.

The instructor, and then the student, may make summary statements of up to five minutes to close the proceeding.

The presence of others at an Academic Integrity Proceeding lies within the judgment of the chair. An Academic Integrity Proceeding is a confidential investigation. It requires a deliberative and candid atmosphere, free from distraction. Accordingly, it is not open to the public or other interested persons; however, at the student's request, the chair will permit a student's parent(s) or legal guardian(s) and/or spouse to observe and may permit a limited number of additional observers. The chair may cause to be removed from the Academic Integrity Proceeding any person who disrupts or impedes the investigation, or who fails to adhere to the rulings of the chair. The chair may direct that persons, other than the responding student or the instructor, who are to be called upon to provide information be excluded from the Academic Integrity Proceeding except for that purpose.

Witnesses who have direct knowledge related to the allegation (and who have been approved by the Academic Integrity Council chair 48 hours prior to the proceeding) may be requested by either the student or instructor. Generally, no more than two witnesses will be approved for either side, and they must be able to provide relevant information/viewpoints. Each witness will be given a few minutes to provide testimony, and then must be willing to answer questions from the panel and others participating in the academic integrity proceeding.

It is the responsibility of the person desiring the presence of a witness before an AIP to ensure that the witness appears. Because experience has demonstrated that the actual appearance of an individual is of greater value than a written statement, the latter is discouraged and should not be used unless the individual cannot or reasonably should not be expected to appear. The work of an AIP will not, as a general practice, be delayed due to the unavailability of a witness.

At the discretion of the AIC chair, the proceeding may be extended to an additional meeting.

After the proceeding, the AIP may meet privately to discuss the case. The panel will reach a finding by a simple majority vote conducted by secret ballot. The chair is a non-voting member of the panel.

The AIP will determine a student has engaged in academic dishonesty only when such a conclusion is warranted by compelling, convincing evidence presented at the proceeding. If this is not the case, the AIP will dismiss the charge of academic dishonesty.

If the charge is dismissed, the student will suffer no penalties for the alleged infraction, including any

prior penalties imposed by the instructor or anyone else in regard to that infraction.

The AIP chair shall provide the student, the instructor, the department head, and the assistant dean, if the student's record is affected, the office of registration and records, a written report of the AIP's determination. A copy of the panel's report will be maintained in the office of academic affairs.

If an allegation is upheld by an AIP, the chair shall advise the student of his/her right to request a review of the panel's findings of responsibility and/or the sanction(s). (See Review and Appeal Process)

If an allegation is upheld and the sanction is a grade of 'XF' the AIP (Academic Integrity Panel) will make a recommendation on when the "X" part of the grade might be removed, if appealed by the student. The student will be notified of this recommendation.

If the allegation is upheld and the sanction is a grade of 'XF' the instructor will also be asked by the AIC chair to submit a recommendation on when the "X" part of the grade might be removed, if appealed by the student (see "Appeal for Removal of 'XF' Grades).

An Academic Integrity Proceeding is not a trial. Formal rules of evidence commonly associated with a civil or criminal trial may be counterproductive in an academic investigation and proceeding and shall not be applied. The chair will accept for consideration all matters that reasonable persons would accept as having probable value in the conduct of their affairs. Unduly repetitious, irrelevant, or personally abusive material will be excluded.

## **Academic Integrity Council Sanctions/Recommendations**

If the AIP finds convincing evidence of an attempted or actual act of academic dishonesty by a student, the panel may impose one or more of the following sanctions. They may also impose any lesser sanction, but should follow the recommended sanctions in situations of multiple offenses.

### 1st Offense

Failing grade on initial assignment

Failing grade in course

Requiring redoing of assignment

Additional assignments regarding Academic Integrity

Required service to the University and/or required service to the community

Conference with assistant dean and Instructor



## 2nd Offense

Required service to the University and/or required service to the community

Discretionary assignments such as educational programming

Conference with assistant dean and coordinator of student life and development

Denial of privilege to hold office in any student organization

Denial of privilege to represent the University in any intercollegiate activity

## 3rd Offense

'XF' grade

Suspension or expulsion recommendation to the office of student life and development

Recommendation to the dean for academic affairs that a degree already granted be revoked, even if all degree requirements are met.

These sanctions may be in addition to sanctions imposed by the instructor. An 'XF' grade imposed by the panel will supersede any grade sanction imposed by the instructor.

In addition, the panel may require a student to complete the eight-hour Multimedia Integrity Teaching Tool (MITT), administered by the office of academic affairs.

Generally, subsequent findings of academic dishonesty or dishonest acts of premeditation, falsification of papers or conspiring with others will merit more severe sanctions, including the possibility of suspension or expulsion.

## **Review and Appeal Processes**

**Request for Immediate Review:** In cases where an AIC proceeding has determined the appropriate sanction to be less than suspension or expulsion, both the finding of responsibility and the sanction(s) will be final, unless, within 15 academic days (days when classes are in session) after the AIC's written decision is sent to the student, the student notifies the AIC in writing of a request for review of the panel's deliberations. The student may request review of the panel's decision that academic dishonesty was likely to have occurred and/or the sanction(s) the panel imposed. The AIC will notify the instructor (or other person lodging an allegation), department head and assistant dean of the request for review and will provide the instructor a reasonable opportunity to make a written response to be considered in the review process. Three voting

members of the AIC who did not take part in the original proceeding will review the records of the panel's deliberations. Review decisions will be by simple majority vote, based upon the record of the original proceeding and upon the written information submitted by the student and other parties having relevant information. Sanctions imposed by the instructor may not be reduced. No proceedings will be conducted. Sanctions may be reduced only if found to be grossly disproportionate to the offense. Cases may be referred to a new proceeding if procedural errors were so substantial as to effectively deny the accused student a fair proceeding or if new and significant documentation has become available that could not have been discovered by a diligent respondent before or during the original proceeding. If a new proceeding is initiated, no indication or record of the previous proceeding will be introduced or provided to the members of the new Academic Integrity Panel, except at the discretion of the chair of the AIC. The new AIP will consist of five voting members of the AIC who did not participate in either the original proceeding or the review.

If the imposed sanction is to suspend or expel a student, a notation will be made on the student's transcript that the suspension or expulsion was for reasons of academic dishonesty. The student may submit a written appeal of a suspension or expulsion sanction to the academic dean within ten (10) academic days (days when classes are in session) of notification of the sanction. Regardless of whether an appeal is filed, suspension requires approval by the dean of student services and may be altered, deferred or withheld. Expulsion requires approval by the dean of student services and may be altered, deferred or withheld. Expulsions may be appealed by the student to the chancellor of the University. Expulsions may be appealed by the student to the Board of Governors, which may, at its discretion hear the appeal.

**Appeals After One Year for Removal of 'XF' Grade:** After a time period of at least twelve months has elapsed since the grade of 'XF' was imposed, a person who has received a grade of 'XF' (whether or not currently enrolled as a student at Missouri State University-West Plains) may file a written petition to the AIC to have the grade of 'XF' removed from the transcript and permanently replaced with the grade of 'F'. Three letters of reference deemed relevant by the AIC chair must be submitted along with the petition. These letters of reference should be from unrelated individuals who are in a position to evaluate the character of the student, any changes in the student's attitude about academic integrity, and/or the level of remorse. The decision to remove the grade of 'XF' and replace it with an 'F' shall rest in the discretion and judgment of a majority of the entire Academic Integrity Council, which will undertake a review of the record of the case. The AIC will attempt to certify that to the best of its knowledge the student has not been found responsible for any other act of academic dishonesty or similar disciplinary offense at Missouri State University or another institution. Generally, the grade of 'XF' ought not to be removed for acts of academic dishonesty requiring significant premeditation, or involving repeated offenses, or accompanied by illegal, threatening or disruptive behavior. The decision of the AIC at initial review shall not be subject to subsequent AIC review for four years, unless the AIC specifies an earlier date on which the petition may be reconsidered. AIC determinations pertaining to the removal of the 'XF' grade penalty may be appealed to the academic dean.

## **Academic Integrity Records**

Academic integrity records are subject to the Family Educational Rights and Privacy Act (FERPA) and the Missouri State University West Plains Policy Regarding Personally Identifiable Student Records. Academic integrity records are maintained in the office of academic affairs. Academic integrity records are records related to a particular student, including but not limited to: allegations and findings of academic integrity violations; appeals by the student or an instructor, and the outcomes of those appeals; confidential statements; reports of Academic Integrity Panel determinations; and notifications of outcomes as described in the ***Student Academic Integrity Policies and Procedures***. Academic integrity records that include the sanctions of an 'XF' grade, suspension, or expulsion shall be permanently maintained in the office of academic affairs. Academic integrity records that include lesser sanctions shall be maintained for seven years from the date of sanction imposition or from graduation/separation from the University, whichever is greater.

## **Revoking a Grade/Degree**

If an instructor discovers academic dishonesty after final grades have been assigned and wishes to retroactively impose an F or 'XF' grade for the course as a sanction for the academic dishonesty, the instructor must send written notification to the chair of the Academic Integrity Council, with copy to the instructor's department head and the assistant dean. In order for an instructor to be able to impose a sanction, the written notice must be received by the Academic Integrity Council within five (5) calendar years of the last class meeting day of the class in which the alleged academic dishonesty took place. In the case of an act of alleged academic dishonesty not associated with enrollment in a class, written notification must be received by the Academic Integrity Council within five (5) years of the date of the alleged act. After five (5) years, an instructor can no longer impose any direct sanction for an alleged infraction; however, alleged academic dishonesty may be reported to the AIC regardless of how much time has passed since the alleged act.

The written notification from the instructor shall include a detailed description of the alleged academic dishonesty and the intended sanction. The chair of the Academic Integrity Council will notify the student of the allegation by certified letter with return receipt. The student will be allowed full appeal rights as outlined in the following sections of this policy: Addressing Alleged Academic Dishonesty and Notifying the AIC of an Alleged Incident and Student Request for an Academic Integrity Proceeding. When the appeal process has been concluded, if the allegation is upheld and if it was brought forward within the five-year time limit, the instructor's recommended sanction ('F' or 'XF') will replace the original grade. If the revocation of a course grade affects the student's graduation status because the course was necessary for graduation, a degree that has been granted will be revoked.

The Academic Integrity Council can at any time and at its discretion recommend to the academic dean that a degree be revoked even if all degree requirements are met, in cases where the academic dishonesty, including misconduct in research, is egregious and/or occurred multiple times. A recommendation to revoke a degree even if all degree requirements are met requires an affirmative vote of at least 12 of the 16 voting members of the Council. The dean of academic affairs' decision to revoke a degree requires the concurrence

of the chancellor of the University. The decision to revoke a degree may be appealed by the student to the Board of Governors, which may, at its discretion, hear the appeal.

## **Summary and Credits**

Consistent with the public affairs mission of Missouri State University-West Plains, these student academic integrity policies and procedures are intended to foster academic integrity at this University. The Academic Integrity Council includes both student and faculty representation, and is responsible for addressing allegations of student academic dishonesty that are not resolved informally between the instructor and the student, and those allegations not resolved upon appeal to the department head, or that involve dishonesty occurring outside the context of enrollment in a particular course. The Council may also undertake other activities to promote a climate of academic integrity at Missouri State University-West Plains.

The introduction to this document is based on **Missouri State University-West Plains Declaration of University Community Principles**, and on the **Missouri State University Faculty Handbook**. The document also includes selected material from the **University of Maryland Code of Academic Integrity**, used with permission from the office of academic affairs, University of Maryland. Also included are concepts from **Synthesis: Law and Policy in Higher Education**, Vol. 9, Number 1, Summer 1997. The document is based on **Missouri State University-Springfield Student Academic Integrity Policies and Procedures** revised policy of May 2004.

Approved by Faculty Senate 2010-12-03.

# Academic Record and Transcript of Credits

A record (transcript) is permanently maintained for each student who enrolls at Missouri State University-West Plains. This record includes a list of courses in which the student has enrolled (except for those dropped during the Change of Schedule Period) as well as the credits and grades earned in those courses. For students with transfer credit, an entry will appear on the transcript indicating the number of credit hours awarded for each institution attended.

All students are issued an official copy of their transcript upon graduation. Requests for additional copies must be submitted in writing on a Transcript Request form available at the office of registration and records, at <https://experts.missouristate.edu/display/WP16/Registration+and+Records> or by providing the following information:

Student's full name and any former names;

Student's ID number or social security number;

Student's birthdate;

Last semester of attendance;

Student's current address and daytime phone number;

Address to which transcript is to be mailed; and

Student's signature to authorize the release of transcript.

Transcripts will not be released for students who owe \$25 or more to the University. Such debts must be paid in full before the transcript can be released.

No fee is charged for transcripts issued to the student or sent via regular mail. A \$25 fee will be charged for transcripts sent via express or overnight mail.

# Academic Renewal

Academic Renewal is designed to permit students with a grade point average deficiency to remove the effects of low grades from their academic records under the following conditions:

A student enrolled at Missouri State University-West Plains after an absence of five years or more from college may elect Academic Renewal. This renewal will affect only those courses taken prior to the five-year absence and may be elected only once in a lifetime.

Once elected, Academic Renewal applies to all courses, whether passed or failed, taken prior to the date chosen by the student.

Academic Renewal **does not** erase the record; rather the impact of the grades received is removed from the GPA of the student, with an appropriate notation made on the transcript indicating the renewal election. Credit hours affected by Academic Renewal cannot be used to meet any requirements.

Any student wanting to invoke the Academic Renewal procedure should consult with the office of financial aid to be sure any future financial aid will not be adversely affected.

Academic Renewal is applied to **all grades** that appear on a student's transcript **regardless of origin**.

Academic Renewal must be invoked **before** any degree is earned.

The dean of academic affairs or his/her designee will process final approval for all Academic Renewals.

Academic Renewal is an administrative procedure that does not require committee action and/or decision.

Once elected, Academic Renewal is irrevocable.

The student should be aware some institutions do not recognize Academic Renewal when evaluating transcripts.

Consult the office of academic affairs for more information.

# Academic Standings

The following terms describe academic standings for students at Missouri State University-West Plains.

## **Good Standing:**

A student who has a cumulative grade-point average (GPA) of 2.0 or above at Missouri State University-West Plains is considered to be in good standing. A student must maintain at least a 2.0 cumulative GPA to graduate.

## **Probation:**

The purpose of scholastic probation is to remind students that the quality of their overall academic work is unsatisfactory and to provide support to the student for improvement.

A student who has maintained a cumulative GPA of 0.00 to 1.99 is placed on academic probation. The student must make at least a 2.0 semester GPA in subsequent semesters (excluding withdrawals) until Good Standing is achieved or the student will be suspended for one academic semester (fall or spring).

## **Admitted on Probation:**

A student who is transferring credits to Missouri State University-West Plains with a cumulative GPA between 0.00 and 1.99 is admitted on probation. The student must make at least a 2.0 semester GPA in subsequent semesters (excluding withdrawals) until Good Standing is achieved or they will be suspended for one academic semester (fall or spring).

## **Readmitted on Probation:**

A student who has attended Missouri State University-West Plains and is returning after an absence of more than two semesters with a cumulative GPA of 0.00 to 1.99 will be re-admitted on academic probation. The student must make at least a 2.0 semester GPA in subsequent semesters (excluding withdrawals) until Good Standing is achieved or the student will be suspended for one academic semester (fall or spring).

## **Suspension:**

A student who is placed on academic probation but does not maintain a semester GPA of at least 2.0 in subsequent semesters (excluding withdrawals) until Good Standing is achieved will be suspended for one academic semester (fall or spring).

A student who has been re-instated from suspension must maintain a semester grade-point average of 2.0 or above in subsequent semesters, or the student will be suspended for one academic semester (fall or spring).

### **Reinstatement from Suspension:**

A student who has been reinstated from suspension must maintain a semester grade-point average of 2.0 or above in subsequent semesters (excluding withdrawals) until Good Standing is achieved or the student will be suspended for one academic semester (fall or spring).



# Adding and Dropping a class

Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes will result in the assignment of 'F' grades for those classes, as well as a possible financial obligation. Students who wish to withdraw from all courses for a given semester should review the withdrawal procedure described later in this section. Students who wish to add or drop selected regular semester courses must follow the procedures outlined below. Students who wish to add or drop intersession courses, short courses, and other courses that do not meet for a full semester or block should contact the office of registration and records for information on policies, procedures and deadlines. Also refer to the Fee Refund Schedule, the Academic Calendar, Instructor Drop, Auditing a Course, Enrollment Status, Overload Permission and related topics for additional information regarding drops and withdrawals.

**Prior to the beginning of the semester and during the Change of Schedule Period (first five days of fall or spring semesters, first five days of summer session):** Adds, drops and section changes may be accomplished using the *My Grizzly Den* web registration procedures or by contacting the office of registration and records via an Missouri State-West Plains email account or in person. Students who owe additional fees as a result of adding a class are responsible for making arrangements to pay those fees immediately. Failure to do so may result in cancellation of current schedule of classes.

Also refer to the Fee Refund Schedule, the Academic Calendar, Instructor Drop, Auditing a course, Enrollment Status, Overload Permission and related topics for additional information regarding drops and withdrawals.

## **After the Change of Schedule Period: To drop a course:**

### **On Campus:**

Students obtain a Change of Schedule form from the office of registration and records and enter the information on the form.

Students take the completed form to the office of registration and records. No change of schedule is official until received and processed by the office of registration and records.

Students dropping all courses should see the Withdrawal Policy later on in this section.

### **Electronically:**

Using a University computer account, the student emails the office of registration and records requesting that they be dropped from a course(s).

The office of registration and records posts the change of schedule to the students' record.

If you are dropping all courses, see the Withdrawal Policy later on in this section.

### **Web Drop:**

Students may drop courses via the Web by using **My Grizzly Den**.

If you are dropping all courses, see the Withdrawal Policy.

### **Dalian Branch Campus:**

Courses dropped before the end of the change of schedule period will not appear on the transcript.

After the change of schedule period, courses dropped before the automatic 'W' grade for drop/withdrawal, pass/not pass, change to audit deadline (see academic calendar for specific dates) for that course will have a final grade of 'W'.

After the automatic 'W' grade for drop/withdrawal, pass/not pass, change to audit deadline, courses dropped through the last day to drop or withdraw deadline (see academic calendar for specific dates) will have either a 'W' or an 'F' final grade assigned at the discretion of the instructor. A 'W' indicates the course was dropped without penalty. An 'F' grade is calculated in the grade point average.

No drops or withdrawals are allowed after the last day to drop or withdraw deadline for the course.

Students should use the drop procedure judiciously as numerous 'W' grades on their transcripts may be construed by some to indicate an inability of the individual to persist when challenged. Dropping courses will generally result in extending the time required to complete a degree. Students who drop because of a concern regarding their grade in a course are encouraged to consult with the instructor prior to dropping a course. Students who are concerned about the impact of dropping a course on their progress toward graduation are encouraged to consult with their academic advisor prior to dropping.

### **To add a course:**

In general, only courses that have not yet begun (e.g., second block courses, short courses, independent study, etc.) may be added after the Change of Schedule Period for the regular term has ended. In cases of extenuating circumstances, to add a full semester-length class after the Change of Schedule Period for the regular term:

## **On campus:**

Obtain a Change of Schedule form (available in the office of registration and records and online).

Take the form to the instructor whose signature and date of signature indicate approval to add the course after the Change of Schedule period.

Take the form to the dean of academic affairs or the assistant dean whose signature and date of signature indicates approval to add the course after the Change of Schedule period.

Take the form to the office of registration and records which will register the student if space is available. Students who owe additional fees as a result of adding a class are responsible to make arrangements to pay those fees immediately. Failure to do so may result in cancelation of current schedule of classes.

Academic advisors should be consulted to make sure this class is a degree requirement and financial aid should be communicated with to ensure coverage.

## **Electronically:**

Using a University computer account, the student emails the instructor and assistant dean (one email to both) asking permission to add a class after the Change of Schedule period. Copy the office of registration and records on the email. ([WPRR@missouristate.edu](mailto:WPRR@missouristate.edu))

The instructor makes a decision and forwards the decision to the dean and assistant dean (copy of email to student).

The dean or the assistant dean makes a decision and replies to both the instructor and the student and copies the office of registration and records.

The office of registration and records registers the student for the class if space is available. Students who owe additional fees as a result of adding a class are responsible to make arrangements to pay those fees immediately. Failure to do so may result in cancelation of current schedule of classes.

Academic advisors should be consulted to make sure this class is a degree requirement and financial aid should be communicated with to ensure coverage.

## **Special note concerning intersession courses:**

Requests to add an intersession course after it has begun will be handled on a case-by-case basis by the dean of academic affairs or his/her designee.

No transaction is considered complete unless received, verified and processed by the office of registration and records.

## **Grading:**

Courses dropped before the end of the change of schedule period will not appear on the transcript.

After the change of schedule period, courses dropped before the Last Day to Drop/Withdrawal, Pass/Not Pass, Change to Audit deadline (see Academic Calendar for specific dates/the last day to drop a Dalian branch campus course is the last day of the 9<sup>th</sup> week of classes) will have a final grade of 'W'. The deadline is approximately one week prior to the end of the fall or spring semester and approximately two days prior to the end of the summer semester.

No drops or withdrawals are allowed after the Last Day to Drop or Withdraw deadline for the course.

Students should use the drop procedure judiciously as numerous 'W' grades on their transcripts may be construed by some to indicate an inability of the individual to persist when challenged. Dropping courses will generally result in extending the time required to complete a degree. In addition, dropping below a full-time or half-time enrollment status may jeopardize insurance, financial aid, scholarship, and athletic participation eligibility. Students who drop because of a concern regarding their grade in a course are encouraged to consult with the instructor prior to dropping a course. Students who are concerned about the impact of dropping a course on their progress toward graduation are encouraged to consult with their academic advisor prior to dropping.

## **Administrative Withdrawal:**

Students will be administratively withdrawn for the following circumstances:

Reported as Never Attended by the

10<sup>th</sup> class day of the 16-week or longer term

7<sup>th</sup> class day of the 8-week term

4<sup>th</sup> class day of the 5-week and 4-week term

2<sup>nd</sup> class day of a 2-week or less term

Determined to have enrolled in a course without the appropriate pre-requisite course

Are academically suspended and have not been reinstated through the academic appeal process

Students who are administratively withdrawn will have their schedule removed and tuition and fees will be refunded at 100%. However, non-tuition related charges will continue to be the responsibility of the student. Students may be responsible financially for all classes.

## Address (Local and Permanent)

Students must report their correct addresses at the time of registration and notify the office of registration and records in writing when changes are made. A form may be printed from the web site [wp.missouristate.edu](http://wp.missouristate.edu).

The local address is generally used to contact students when classes are in session. The permanent address is used on grade reports, billings, refunds, and other items sent while classes are not in session. The local address and permanent address may be the same in the case of a commuting student.

Change of a permanent address does not affect a student's residency status for fee purposes. Students may apply for reclassification to resident status for fee purposes. The Residency Policy and Application for classification as a Missouri Resident are available at: <http://wp.missouristate.edu/Admissions/Residency.htm> and from the office of admissions.

# Advanced Placement

Missouri State University-West Plains recognizes the Advanced Placement (AP) Program and awards credit for many of the subjects offered. A copy of the current transfer policy is available at <http://wp.missouristate.edu/admissions/transferpolicy.htm>. Not more than 25 percent of the credit required for a degree may be non-traditional. Non-traditional credits include those awarded for correspondence courses, credit by examination (including CLEP, advanced placement, institutional exams, DANTES, etc.), service schools, physical education for more than one year of active military duty and non-collegiate courses.

# Attendance

Because class attendance and course grades are demonstrably and positively related, the University expects students to attend all class sessions of courses in which they are enrolled. Each instructor has the responsibility to determine specific attendance policies for each course taught, including the role that attendance plays in calculation of final grades and the extent to which work missed due to non-attendance can be made up. On the first day of class, each instructor will make available to each student a written statement (in the syllabus) of the specific attendance policy outlining expectations for the student and the process for make-up work for that course. The opportunity to make up exams or other work is at the discretion of the instructor. Excessive absences, defined by the instructor in the course syllabus, may result in a failing grade. At the end of the second week of classes (first week of summer), students who have registered and paid for a class but are reported as never attended will be administratively withdrawn.

Students should be aware that if the University administratively withdraws them due to lack of attendance or non-participation, the amount of financial aid received may be reduced, graduation may be delayed or repayment of aid already received may be required. An administrative withdrawal does not mean students no longer have an obligation to pay any tuition and fees assessed by the University.

International students should be aware that their VISA status may be negatively affected by their failure to attend classes for which they are enrolled.

Faculty must electronically record attendance for the entire semester for all courses. Individual faculty may drop a student from a course if the student has failed to attend 25% or more of the course's class meetings after the first two weeks of classes (first week of summer). This does not absolve students from the responsibility to drop courses they choose to no longer attend.

The University encourages instructors not to make attendance a disproportionately weighted component of the final grade. The University expects instructors to be reasonable in accommodating students whose absence from class resulted from:

participation in University-sanctioned activities and programs;

personal illness or

family and/or other compelling circumstances.

Instructors have the right to request documentation verifying the basis of any absences resulting from the



above factors. The University encourages students to communicate with the instructor regarding class attendance or in the event there are extenuating circumstances affecting a student's attendance of which the instructor should be aware.

Because courses are offered in a variety of formats, attendance for the current formats are defined as follows:

Attendance in a seated or hybrid course is defined as being physically present during the time the course is scheduled to meet.

Attendance in an online course is defined as active participation in an academic activity.

Examples of qualifying activities include, but are not limited to, exams, group projects, quizzes, discussion boards, emails of course content to instructors and submitted assignments.

Simply accessing the course through Blackboard does not constitute attendance in an online course.

Approved by Faculty Senate April 1, 2016

# Auditing a Course

The auditing student is expected to attend class regularly and should consult with the instructor to determine what else is expected in the course. If an auditing student does not attend class regularly or does not fulfill agreed-upon expectations, the instructor may send a memo directing the office of registration and records to drop the student from the class. Such drops will be graded with a 'W' grade and will be subject to the normal fee refund policy. Regular students may audit courses to the maximum authorized academic load. Individuals not currently enrolled in the University must apply for admission in order to register as an auditor. Courses audited are counted the same way as courses taken for credit in determining required student fees. Credit is not awarded for auditing a class. A student cannot change from credit to audit basis after the no penalty drop deadline (Change of schedule period).

# Cell Phones and Electronic Devices in the Classroom

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the office of academic affairs asks that cell phones, pagers or similar communication devices be turned off or put into silent mode during class. At the discretion of the instructor, exception to this policy is possible in special circumstances.

The University also acknowledges the usefulness of electronic devices to students in the learning process; however, the use of computers, PDAs, or other electronic devices in classrooms and instructional settings is at the discretion of the instructor. Students should review instructors' policy statements for information about whether or not they will be allowed to use such devices in the classroom and other instructional setting.

# Chancellor's List and Dean's List

Full-time students (12 credit hours or more) are named to the Chancellor's List after earning a 4.000 grade point average on the previous semester coursework with no incomplete grades. Full-time students are named to the Dean's List after earning a 3.500 to 3.999 grade point average on the previous semester coursework with no incomplete, D or F grades. The Chancellor's List and the Dean's List are announced at the end of each semester.

# Class Disruption

The course instructor has original jurisdiction over his/her class and may deny a student who is unduly disruptive the right to attend the class. This also applies to online courses in which a student may be posting or emailing inappropriate or disruptive material. Class disruption by a student may lead to judicial action. Students should review the Code of Student Rights and Responsibilities.

# Classification

Undergraduate degree-seeking students are classified according to the number of credit hours earned, as follows:

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Freshmen	0-29.99 credit hours
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Sophomores	30+ credit hours
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# Commencement

A commencement ceremony is held each spring. Students who wish to participate in the ceremony must apply through the office of registration and records at the time of spring registration. If a student will graduate at the end of summer, an appeal may be made to the dean of academic affairs or his designee for the student to participate in the spring graduation ceremony. Students should be aware of deadlines for names in programs, newspaper articles and any other print materials. Contact registration and records office to inquire about deadlines at [\(417\) 255-7979](tel:(417)255-7979).

# Correspondence Courses

Prior approval no longer needed.

A student completing a correspondence course from an accredited institutions should request that college's transcript be sent directly from the issuing institution to the office of admissions in order to transfer the credit to Missouri State University-West Plains.



## Credit by Examination/CLEP

Missouri State University-West Plains is committed to the idea that all learning should be valued, and, where appropriate and feasible, Missouri State University-West Plains will award credits to students with knowledge acquired outside the traditional classroom.

Missouri State University-West Plains recognizes the following external credit-by-examination programs: the College Level Examination Program (CLEP), Advanced Placement (AP), and DANTES Subject Standardized Tests (DSST). Depending on the field of study, Missouri State University-West Plains may also rely on departmental challenge exams, portfolios or other assessment measures. Regardless of the measure used, if credit is awarded, the grade assigned will be 'P' (pass.)

A list of the exams which will be accepted for credit, as well as minimum score requirements and Missouri State University-West Plains class equivalencies. Individual department assessment/examination options will also be available. This information may be updated without notice. Students who have taken CLEP, AP and DSST exams must have official score reports sent to the office of admissions to be considered for credit. All other students should contact the testing center for more information.

# Credit Hours

The unit of credit used at Missouri State University-West Plains is the semester hour. Lecture courses meet one hour per week for 16 weeks (750 minutes) for one semester hour of credit. Laboratory and studio courses meet a minimum of two hours per week for 16 weeks (1500 minutes) for one semester hour of credit. Courses which include lecture and laboratory or studio meetings carry credit combining the above guidelines.

# Degree Program: Declaring or Changing

When students change their degree programs, they report to the office of registration and records and complete that portion of the Change of Degree form. When students change degree programs (e.g., from General Studies to Nursing) they shall use the catalog in effect when the change is made.

# Directed Self-Placement

## Directed Self-Placement for Writing Classes

Except for student veterans and students enrolling in dual-credit courses, Missouri State University-West Plains no longer uses a placement exam to determine students' eligibility for college English courses. Instead, students complete a Directed Self-Placement Survey assessing their past writing experience and their confidence in their current writing skills. The Directed Self Placement Survey consists of three key parts: course descriptions, survey prompts and individualized recommendations.

The first step in selecting the appropriate entry-level English course is to study the course descriptions listed in this catalog and in the Directed Self Placement Survey.

After completing the survey, students are given a recommendation about which entry-level course to enroll in. Although students are allowed to select the entry-level English course of their choice (however, they must meet a reading requirement to enroll in English 110), it is highly recommended that they follow advice given. Missouri State University-West Plains is committed to providing students with the direction and information they need to make appropriate self-placement decisions, and it is important for students to make informed and wise self-placement decisions. Inappropriate self-placement may increase the time it takes to complete a certificate or degree and may interfere with financial aid.

**Privacy Note:** The survey is anonymous. The record of survey responses does not contain any identifying information. If a student used an identifying token to access this survey, this token will not be stored with her or his responses, and identifying tokens and survey responses cannot be matched.

# Directed Studies

The ranked faculty of Missouri State University-West Plains may offer a directed study course (1-3 credit hours) for a qualified student with extenuating circumstances. A directed study course will be approved only for exceptional or unavoidable situations. Faculty members are not required to offer directed studies but may do so at their own discretion.

Permission for a student to enroll may be granted only after close consultation with the instructor, the appropriate department head and the appropriate division chair. Ranked faculty must teach directed studies unless approved by the appropriate division chair. An approved syllabus for the directed study must be on file in the office of academic affairs.

Students wishing to apply for a directed study course should follow these steps carefully:

Consult their advisor to determine eligibility. (see below)

Obtain a Directed Study Application Form from the office of academic affairs and complete sections A and B only.

Take the completed form to the appropriate division chair.

To be eligible, a student must meet the following prerequisites:

Student must be at least sophomore status (30 hours) and a degree-seeking candidate. First-semester transfer students are not eligible.

Student must have at least a 3.00 cumulative GPA.

The need for any independent study must be documented and justified on the form provided on the back of the guidelines. The institution feels strongly about the limitations of a directed study course and prefers for students to attend regular classes with classroom discussions, personal contacts and treatments. Only the complete lack of other or better alternatives can justify any directed study.

The arrangements for directed studies must comply with the rules and regulations of the University in regard to tests, reading assignments, consultations, etc. The logistics for such procedures are to be determined by the instructor in consultation with the student.

Courses with laboratory requirements, such as natural sciences, may not be offered as independent

study.

Students who do not meet the above criteria may appeal to the division chair if there are extenuating circumstances

# Disability Support Services

The disability service center helps ensure an equitable college experience for students with disabilities at Missouri State University-West Plains. The student should notify the Disability Services Coordinator as soon as the need for academic accommodations becomes evident. Academic accommodations are at no cost to students who can provide documentation of disability and can demonstrate that the requested accommodations are necessary for the participation in University programs with established guidelines. Any prospective or current enrollment student interested in obtaining information about academic accommodations at Missouri State University-West Plains should contact the disability services coordinator in the advisement and academic coaching center for empowering student success (AACCESS) at [\(417\) 255-7940](tel:4172557940) (voice), [\(417\) 255-7940](tel:4172557940) (TDD).

# Distance Learning

Missouri State University-West Plains provides quality educational opportunities for students throughout south central Missouri. The instructional delivery methods may be "traditional" or distance learning. Distance learning delivery systems such as online courses and extended campus programs all play a key role in providing quality educational opportunities to students in a convenient and cost effective manner. Course offerings and degree programs offered by Missouri State University-West Plains have expanded significantly through the utilization of distance learning programs. For more information, call the office of academic affairs at [\(417\) 255-7272](tel:4172557272).



# College Credit in High School (Dual Credit/Dual Enrollment)

**Gain an edge by earning college credit while still enrolled in high school!**

## **Get a head start on college at Missouri State-West Plains**

Missouri State-West Plains offers several different options for high-school students to get a head start on earning college credit while still finishing up high-school classes and graduation.

Studies show that earning college credit during high school increases the likelihood that a student will complete high school and enroll in and persist in college

Decreases the cost of tuition and fees for students by accelerating time of degree

New graduates enter the workforce sooner and begin to earn wages, benefiting themselves and the economy

Earn credit hours that are applicable toward a degree at Missouri State and generally transferable to other accredited colleges and Universities

## **Programs for High School Students**

Missouri State University-West Plains offers several options for high school students to earn college credit while still attending high school.

Dual credit classes are offered in your high school and taught by high school teachers.

Dual enrollment classes are offered on the West Plains campus and at Shannon Hall in Mountain Grove and taught by Missouri State University-West Plains faculty.

High school only online classes are courses offered to local high schools that are taught by a faculty member at Missouri State University-West Plains and facilitated by a high school employee.

## **Dual Credit**

Dual credit classes earn high school and college credit. Students who take dual credit courses do so at their high school with high school instructors who meet required qualifications for teaching college level courses and who have been approved by the University to teach those courses.

The fee for students for dual credit classes is half of the regular tuition for courses offered by Missouri State University-West Plains. If applicable, supplemental course fees will be charged in full.

Placement tests are required for some college courses. The tests will be arranged for each school through the counselor.

## **Dual Enrollment**

Students who take dual enrollment courses earn college credit and take courses either on one of the Missouri State University-West Plains' campuses or online from University instructors. High school students must meet any class prerequisites. Students wishing to earn high school credit for these classes should consult with their high school counselor.

The fee for students for dual enrollment classes is half of the regular tuition for courses offered by Missouri State University-West Plains. Students are not charged any other service fees other than the student technology fee. Supplemental course fees will be charged in full.

Placement tests are required for some college courses. The tests should be arranged through the testing center.

## **High School-Only Online Classes**

Students who take online classes for high school students earn college credit and take the courses at their high school during the school day. High-school students must meet any class prerequisites. Students wishing to earn high school credit for these classes should consult with their high school counselor.

The fee for students for high school-only online classes is half of the regular tuition for courses offered by Missouri State University-West Plains. Students are not charged any other service fees other than the student technology fee. Supplemental course fees will be charged in full.

Placement tests are required for some college courses. The tests will be arranged for each school through the counselor.

## **Dual Credit/Dual Enrollment Student Qualifications**

Students may be considered for admission into a dual credit/dual enrollment program who have met the following qualifications:

## **Students in an accredited high school:**

Students in the 11th and 12 grades have at least a 2.5 GPA on a 4.0 scale; students in the 10th grade have at least a 3.0 on a 4.0 scale; students in the 9th grade have a 3.0 on a 4.0 scale and an ACT or SAT score at the 90th percentile or above

Have been recommended for admission by the high school counselor, principal or superintendent of their school and

Have permission from their parents or guardians.

## **Students completing high school by alternative means (home school or non-accredited high school):**

Have an official transcript from the high school or correspondence program vendor or documents from the parent required by Missouri State Statute 167.031 including courses/credits completed and date of completion with an overall GPA of 3.00 on a 4.00 scale or higher or

Supply ACT scores with a composite score of 18 or higher

Have parental or guardian permission and

Student is 16 years of age.

If a student believes extenuating circumstances exist, the above eligibility requirements may be appealed to the assistant dean of academic affairs.

## **Dual-Credit/Dual-Enrollment Contacts**

### **Missouri State University-West Plains Academic Affairs**

Assistant Dean Dr. Michael Orf

[MichaelOrf@MissouriState.edu](mailto:MichaelOrf@MissouriState.edu)

[\(417\) 255-7904](tel:(417)255-7904)

128 Garfield Ave.

West Plains, MO 65775

Donna Bird

[DonnaBird@MissouriState.edu](mailto:DonnaBird@MissouriState.edu)

[\(417\) 255-7732](tel:(417)255-7732)

128 Garfield Ave.

West Plains, MO 65775

## **Missouri State University-West Plains Admissions**

Coordinator Missi Jett

[MelissaJett@MissouriState.edu](mailto:MelissaJett@MissouriState.edu)

[\(417\) 255-7955](tel:(417)255-7955)

128 Garfield Ave.

West Plains, MO 65775

## **Missouri State University-West Plains Bookstore**

Sharon Holland

[SharonHolland@MissouriState.edu](mailto:SharonHolland@MissouriState.edu)

[\(417\) 255-7227](tel:(417)255-7227)

128 Garfield Ave.

West Plains, MO 65775

## **Missouri State University-West Plains Information Technology Services Help Desk**

[WPHelpDesk@MissouriState.edu](mailto:WPHelpDesk@MissouriState.edu)

[\(417\) 255-7995](tel:(417)255-7995)

128 Garfield Ave.

West Plains, MO 65775

## **Missouri State University-West Plains Library**

Director Sylvia Kuhlmeier

[SylviaKuhlmeier@MissouriState.edu](mailto:SylviaKuhlmeier@MissouriState.edu)

[\(417\) 255-7945](tel:(417)255-7945)

128 Garfield Ave.

West Plains, MO 65775

## **Missouri State University-West Plains Placement Testing**

[WPTestingServices@MissouriState.edu](mailto:WPTestingServices@MissouriState.edu)

[\(417\) 255-7222](tel:(417)255-7222)

128 Garfield Ave.

West Plains, MO 65775

## **Missouri State University-West Plains Registration & Records**

### **(Transcripts)**

Registrar Laurie Wall

[LaurieWall@MissouriState.edu](mailto:LaurieWall@MissouriState.edu)

[\(417\) 255-7979](tel:(417)255-7979)

128 Garfield Ave.

West Plains, MO 65775

# Education Guarantee

Fill out the [Education Guarantee Form \(DOC 40 KB\)](#) to apply for the benefit.

**You need viewer similar to [Microsoft® Word®](#) to view and print this document.**

## Missouri State-West Plains Promise

Any student at Missouri State University-West Plains can succeed by claiming their education and making a true effort to follow simple proven techniques. If you do these things, mastering the objectives of each course, Missouri State University-West Plains promises you will succeed!

## Education Guarantee

For full-time students in good standing, taking no more than 50 percent of courses online: If you have no more than two absences in each class, turn in all homework and assignments, visit with each of your instructors and your advisor outside of class, and use **our** free tutoring at least three times for each of your classes, Missouri State University-West Plains guarantees you may be allowed (one time only) to retake the class(es) in which you received a 'D' or 'F' tuition **free** the next regular semester in which the course is offered – **if** you earn a term GPA less than 2.0. (Does not apply to Nursing and Respiratory Care degrees due to selective admissions criteria.)

## Student Responsibility

You are a college student now. You own your education. It is your responsibility to get to class, do your homework, seek tutoring when needed and monitor outside activities and their effect on your academic work (whether social events, sports or a job, all take time and energy). We will not send a report card to your parents or call anyone if you don't show up to class. As a college student, **you** are now responsible for **your** academic success.

## It is as easy as A, B, C...

**A**ttend class and tutoring.

**B**ring your **B**rain; be an active, not passive, participant by planning the use of your goals, time and money.

**C**omplete assigned homework and readings, and **C**ommunicate with your instructors and resource contacts, especially if you need help.

## 10 Steps to Success

Make it **your goal** to **graduate!** Commit to your goal. Write it down. Be specific and personal. Post it where you can see it and read it every day. See yourself in a cap and gown receiving your diploma. **You** are the one responsible for achieving your goal.

Go to class! Go to every class. Be on time. If you must miss a class, contact the instructor before you miss the class.

Do all the homework and assignments and turn them in on time.

Do all the reading, write an outline of the main points, keep it and discuss it with someone.

Visit each of your instructors and your advisor during their office hours and communicate with them by email or phone.

Use the **free** tutoring services – often!

Plan your time. Use a planner to schedule and prioritize all assignments and tests, determining when you must complete outlines, research, drafts, study or turn in final projects and papers.

Manage your money. Make a budget and create a spending plan. Pay bills promptly. Distinguish between wants and needs. Record your spending and compare your income to your record of expenses.

If you need help, **ask** for it! Don't wait! Contact your instructor, advisor, RA (if in student housing), tutor, librarian, coordinator of student life, financial aid office, Student Government Association, TRiO office, veterans office, dean of student services, dean of academic affairs or chancellor. Keep asking for help until you get it.

**Go to class!** This is worth repeating. It is the basic building block of a college education. Take responsibility for getting to class and make this a priority!

## Student Resources

[Academic Affairs](#): Lybyer Enhanced Technology Center, Room 206 , [\(417\) 255-7272](tel:(417)255-7272),

[WPAcademicAffairs@MissouriState.edu](mailto:WPAcademicAffairs@MissouriState.edu)

[Academic Support Center](#): Garnett Library (lower level) , [\(417\) 255-7272](tel:(417)255-7272),

[WPAcademicSupport@MissouriState.edu](mailto:WPAcademicSupport@MissouriState.edu)

[Advisement and Academic Coaching Center for Empowering Student Success \(AACCESS\)](#): Melton Hall, Room 100 (Central Office) , [\(417\) 255-7222](tel:(417)255-7222), [WPAACCESS@MissouriState.edu](mailto:WPAACCESS@MissouriState.edu)

[Business and Support Services](#): Cass Hall , [\(417\) 255-7260](tel:(417)255-7260), [WPBusinessOffice@MissouriState.edu](mailto:WPBusinessOffice@MissouriState.edu)

[Campus Safety](#): Cass Hall , [\(417\) 255-7258](tel:(417)255-7258), [WPSafety@MissouriState.edu](mailto:WPSafety@MissouriState.edu)

[Career Development Center](#): Looney Hall , [\(417\) 255-7230](tel:(417)255-7230), [WPCareerServices@MissouriState.edu](mailto:WPCareerServices@MissouriState.edu)

[Equity and Diversity](#): Equal Opportunity/Affirmative Action, Equity Non-Discrimination policy, Equity Title IX, Sexual Assault/Harassment Policy , [\(417\) 255-7966](tel:(417)255-7966), <http://wp.missouristate.edu/equity>  
[Financial Aid](#): Cass Hall , [\(417\) 255-7243](tel:(417)255-7243), [WPFinancialAid@MissouriState.edu](mailto:WPFinancialAid@MissouriState.edu)  
[Garnett Library](#): , [\(417\) 255-7945](tel:(417)255-7945), [WPGarnettLibrary@MissouriState.edu](mailto:WPGarnettLibrary@MissouriState.edu)  
[Student Grievance Resources](#): <http://wp.missouristate.edu/studentgrievance>

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**[Grizzly Tutoring Lab](#):**

**Math Lab, Melton Hall, Room 114 , [\(417\) 255-7248](tel:(417)255-7248) or [\(417\) 255-7722](tel:(417)255-7722), [WPMathTutors@MissouriState.edu](mailto:WPMathTutors@MissouriState.edu)**

**Writing Lab, Melton Hall, Room 102 , [\(417\) 255-7942](tel:(417)255-7942) or [\(417\) 255-7290](tel:(417)255-7290),**

**[WPWritingTutors@MissouriState.edu](mailto:WPWritingTutors@MissouriState.edu)**

**Mountain Grove , [\(417\) 547-7575](tel:(417)547-7575)**

**Hours: Monday-Thursday 8:00 AM-9:00 PM; Friday 8:00 AM-5:00 PM**

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**[Lybyer Open Lab](#):: Lybyer Enhanced Technology Center , [\(417\) 255-7995](tel:(417)255-7995), [WPHelpDesk@MissouriState.edu](mailto:WPHelpDesk@MissouriState.edu)**

**Hours: Monday-Thursday 7:00 AM-10:00 PM; Friday 7:00 AM-5:00 PM; Saturday 9:00 AM-5:00 PM**

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**[My Grizzly Den](#)**: <http://mygrizzlyden.missouristate.edu>

[Registration and Records \(R/R\)](#): Cass Hall , [\(417\) 255-7979](tel:(417)255-7979), [WPRegistration@MissouriState.edu](mailto:WPRegistration@MissouriState.edu)

[Student Life and Development](#): Putnam Student Center , [\(417\) 255-7233](tel:(417)255-7233), [WPStudentLife@MissouriState.edu](mailto:WPStudentLife@MissouriState.edu)

[Student Services](#): Lybyer Enhanced Technology Center, Room 207 , [\(417\) 255-7417](tel:(417)255-7417),

[WPStudentServices@MissouriState.edu](mailto:WPStudentServices@MissouriState.edu)

[TRiO Student Support Services](#): Garfield Hall , [\(417\) 255-7941](tel:(417)255-7941), [WPTrio@MissouriState.edu](mailto:WPTrio@MissouriState.edu),

[WPTrioTutors@MissouriState.edu](mailto:WPTrioTutors@MissouriState.edu)

[Veterans Incentive Program \(VIP\) Center](#): Garnett Library , [\(417\) 255-7720](tel:(417)255-7720),

[WPVeteranServices@MissouriState.edu](mailto:WPVeteranServices@MissouriState.edu)

**See the appropriate office for the following issues:**

**Advising:** [My Grizzly Den](#) or Advisement and Academic Coaching Center for Empowering Student Success ([AACCESS](#))

**Choosing a Major:** AACCESS or [Career Development Center](#)

**Class Schedule:** [My Grizzly Den](#), Lybyer Open Lab, AACCESS or Registration and Records

**Disability Accommodations:** [AACCESS](#)

**Faculty Contact Information:** Academic Affairs or <http://faculty.wp.missouristate.edu/>

**Financial Aid:** [Financial Aid](#)

**First-Generation, Special-Needs or Low-Income Students:** [TRiO](#)

**Health Insurance:** [Student Services](#)

**Research:** Garnett Library or <http://library.missouristate.edu>

**Student Organizations:** Student Life and Development or <http://wp.missouristate.edu/studentorg/>

**Technology:** Lybyer Open Lab

**Tutoring:** [Grizzly Tutoring Lab](#)

**Veterans:** [VIP Center](#)

Note: Students with a term GPA of less than a 2.0 could have additional issues, including academic standing, financial aid, A+ program and scholarship renewals.



# Educational Accessibility

Missouri State University-West Plains is committed to educational accessibility for all students who have demonstrated by traditional academic achievement (high school diploma) an aptitude for successful accomplishment at the collegiate level.

Missouri State University-West Plains also provides educational access based on criteria other than traditional achievement measures (HiSET-High School Equivalency Test/General Educational Development (GED) examinations) for those students seeking learning opportunities for purposes of career enhancement, professional development or self-enrichment. The University does not discriminate, on the basis of any category listed in the Non-Discrimination Policy, in its educational programs, services or activities. Inquiries may be directed to Brenda Polyard, Affirmative Action Liaison, Missouri State University-West Plains, 128 Garfield Ave., West Plains, MO 65775, (417) 255-7966.

# Enrollment Deadlines

## Priority Enrollment for New Students:

Students are encouraged to apply for admission early in order to complete all steps in the enrollment process and to allow time for any financial aid to be processed. Because the process is important and takes a significant amount of time, we **recommend** that students apply for admission by **June 1** for the fall semester, **November 1** for the spring semester and **April 1** for the summer semester.

## Enrollment Process

New students must complete all the following steps **prior to the first day of the semester**:

Apply for admission

Provide everything necessary (i.e., high school transcripts, college transcripts, etc.) to complete the admission process and be formally admitted

Complete placement testing

Attend a STAR orientation session (or University-sanctioned equivalent) and meet with an academic advisor

Register for classes (Registration priority is given to early applicants.)

## If seeking financial aid:

Complete the FAFSA and scholarship application and submit any required supporting documents as early as possible. (Late applicants should anticipate that financial aid may not be processed prior to the beginning of the semester and be prepared to purchase textbooks with other resources. Tuition and fees can be paid utilizing the University's deferred payment plan).

Students beginning the process later than recommended above may not be able to accomplish the full enrollment process (admission, orientation, registration) before the first day of the semester and may need to wait to enroll for a subsequent semester.

## Exceptions:

Students seeking to register after the start of a semester may appeal to the dean of academic affairs. Appeals will only be approved in situations where extenuating circumstances warrant. Students approved to enroll after the beginning of the semester should be aware that financial aid may not be available to them for that term.

Approved by the Administrative Council of Missouri State University-West Plains: October 9, 2012

## Excess Hours: Permission

Permission is required if a student wishes to enroll in 19 or more semester hours in the fall or spring semesters or 11 semester hours in the summer session.\* Upon the recommendation of the advisor and the approval of the Dean of the College or his/her designee, students who have a 3.00 or higher grade point average for a semester in which a minimum of 15 hours is carried may take up to a maximum of 21 hours the following semester (11 hours in the summer session). Permission forms must be obtained from the Dean of the College or his/her designee.

Intersession courses are not counted in determining the number of excess hours for that semester. A student may not be enrolled in courses for college credit at another college while enrolled in this University except by special permission in advance from the Dean of the College or his/her designee. Courses for which a student is enrolled on an audit basis are counted in hours for an overload.

Permission also is required of students wishing to take two intersession courses during the same week. No more than two intersession courses may be taken in one week. A student must have a minimum of a 2.5 cumulative GPA and have completed 15 credit hours prior to applying for permission.

### **\*Maximum loads for the summer session:**

**Four-week session: Five hours** (permission required for six or more hours).

**Eight-week session: 10 hours** (permission required for 11 hours).

# Family Educational Rights and Privacy Act (FERPA)

## **Policy regarding personally identifiable student records**

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

The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Governors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student

seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Missouri State University-West Plains to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA, from the office of registration and records, Cass Hall.

## Annual notification

Missouri State University-West Plains publishes a notice of student rights under FERPA annually. Electronic bulletins are sent out to all students with the Consumer and Safety Information Notice, information is distributed to all students attending student advisement and registration (STAR) orientation and a copy of the FERPA notice and references where FERPA notification can be found in included with the Federally Mandated Information notice that is distributed to all students, faculty, and staff. The entire Policy Regarding Personally Identifiable Student Records is available on the Missouri State University-West Plains website or upon request to the office of registration and records. Additionally, information regarding FERPA is published in the undergraduate catalog.

## Records maintained

The personally identifiable educational records of each student and former student maintained by the University are open for inspection by the student except in limited cases where the privacy, confidentiality, or professional privilege of another person is involved, as authorized by law. Personally identifiable records maintained by the University are listed below. Students who wish to inspect and review their records should contact the responsible official at the location indicated.

Type of record	Location	Responsible official
Academic	Office of registration and records - Cass Hall	Registrar
Admission	Office of admissions - Cass Hall	Coordinator of admissions
Career placement	Career services office - Cass Hall	Coordinator of career services
Financial aid	Office of financial aid - Cass Hall	Coordinator of financial aid

Advisement center*	Advisement and academic coaching center for empowering student success - Garnett library lower level	Coordinator advisement and academic coaching center for empowering student success
Disciplinary	Student life and development - Putnam 115	Coordinator of student life and development
Residence	Residence life - Putnam 115	Coordinator of student life and development

\*Advisement records are also maintained in the various departmental and faculty advisor offices.

Notwithstanding the above inclusive list, the University reserves the right to refuse to permit inspection of the following records: Financial records of parents (unless the parents have given written permission for the information to be released to their student/child); confidential letters and statements of recommendation placed in the education records of a student prior to January 1, 1975, if such letters and statements were solicited or provided with an assurance or understanding of confidentiality, and the letters and statements have been used only for the purpose for which they were intended; confidential letters and statements of recommendation placed in the education records of a student after January 1, 1975, respecting admission to an educational institution, application for employment, or receipt of an honor or honorary recognition, provided the student has waived his/her right to inspect and review those letters and statements of recommendation; records of instruction, supervisory, and administrative personnel, and agents which are in the possession of the maker and are not accessible or revealed to any other individual except the maker's temporary substitute; employment records used only in relation to an individual's employment by Missouri State–West Plains which are maintained in the normal course of business, relating exclusively to the individual's capacity as an employee, and are not available for use for other purposes; records which relate to an individual as a person after he or she no longer attends or participates in an educational activity for which Missouri State–West Plains awards a greater credit.

## Records inspection

Records are not maintained in a central location on the campus. Requests to review records must be made separately to the responsible official of each office which maintains records. The responsible official shall comply with a request as soon as possible, but in no case more than 45 days after the request has been made. The request should identify as accurately as possible the specific records the student wishes to inspect and review. The University will respond to reasonable requests for explanations and interpretations of records. When a record contains personally identifiable information about more than one student, a student may inspect only that information which relates to him/her.

A student has the right to a copy of any educational record to which he/she is permitted access under this policy. The student is responsible for the cost of reproduction. The cost of reproduction shall be the usual rate charged by the administrative unit handling the request, but the charge shall not exceed 10 cents per page.

A student may waive the right to inspect personally identifiable records maintained by Missouri State University-West Plains, but the University may not require such a waiver as a condition of attendance.

## **Request to amend education records**

A student who believes that information contained in his/her education is inaccurate, misleading or violates privacy or other rights may request that the records be amended. The responsible official shall then decide whether or not to amend the record. If the record is not amended, the student will be advised of his/her right to a hearing.

## **Challenge hearing**

In most cases, the decision of the responsible official will be final. However, a student may elect to file an appeal in writing to the chief academic officer in order to challenge the content of the educational record. (This right extends to reviewing grades only where the grade assigned by the professor is allegedly inaccurately entered into a record.) A disinterested hearing officer will be appointed who shall afford the student full opportunity to present evidence in support of the challenge. The hearing shall be held within a reasonable period of time, not to exceed thirty (30) days under normal circumstances, after the institution has received the request, and the student shall be given notice of the date, place and time reasonably in advance of the hearing. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues, and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney. The hearing officer shall render a decision within a reasonable time after the hearing, not to exceed thirty (30) days, and inform the student in writing of the outcome. The decision shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision. If the hearing officer decides that the record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the student shall then have the right to place in the education record a statement commenting upon the information in the education record and/or setting forth any reasons for disagreeing with the decision of the hearing official. Any such written explanation then becomes a part of the education record. If the education records of the student or the contested portion thereof is disclosed to any party, the explanation shall also be disclosed to that party.

## **Access**

Information contained in a student's records remains confidential between the student and Missouri State University-West Plains and will not be released to third parties without the written consent of the student, with the following exceptions:

Releases to the following University faculty, staff, and other designated officials, who, to carry out their responsibilities, have a legitimate educational interest.



Members of the Board of Governors;

A person approved by and under contract or appointment to the University Board of Governors in an academic or faculty position;

University administrators;

A person employed by the University as a temporary substitute for an administrative staff member or faculty member for the period of his or her performance as a substitute; and,

A person employed by the University or under contract to the Board of Governors or otherwise performing a special administrative task. These will be persons such as secretaries, clerks, attorneys, auditors, disciplinary and judicial panel members including appointed students, and consultants, for the period of their performance as an employee or contractor.

University officials who meet the criteria listed above will have access to personally identifiable information contained in student education records if they have a "legitimate educational interest" defined as the need to know in order to:

Releases in accordance with lawful subpoena or court order. The University will make a reasonable effort to notify the student before it makes disclosure under this provision, unless such disclosure is in compliance with a federal grand jury subpoena or other subpoena issued for law enforcement purpose and the court or other issuing agency has ordered the existence or contents of the subpoena or the information furnished in response to the subpoena not be disclosed;

Releases to representatives of agencies or organizations from which the student has received financial aid or to whom the student has applied to receive financial aid in order to: (a) establish the student's eligibility for the aid; (b) determine the amount of the financial aid; (c) establish the conditions for the receipt of the financial aid; or (d) enforce the terms of the agreement between the provider and receiver of the financial aid;

Releases to officials of other educational institutions to which the student seeks or intends to enroll may be forwarded on request by the institution. The student may request a copy of records transferred, as well as an opportunity for hearing as described in this policy, upon request by the student;

Releases to others specifically exempted from the prior consent requirement by the act (including personally identifiable information contained in a student's educational record which state law adopted prior to November 1974, required the University to disclose to state or local officials, or pursuant to state statute adopted after November 19, 1974, concerning the juvenile justice system and its ability to effectively serve, prior to adjudication, the student whose records are released and the officials to whom the records are disclosed shall certify in writing that the information will not be disclosed to any other

party, except as provided under state law, without prior written consent), and in circumstances where the University has entered into a written agreement or contract for an organization to conduct a study on the University's behalf to develop tests, administer student aid or improve instruction, if the study does not permit personal identification of parents and students by individuals other than the representatives of the organization and the information is destroyed or no longer needed for the purposes for which the study was conducted;

Releases to accrediting organizations to carry out their accrediting functions;

Releases to a court in cases of legal action between the University and a parent or student of education records of the student that are relevant to the legal action;

Releases of "directory information"; (see section "directory information," following);

Releases to parents of the student if the parents claim the student as a dependent under the Internal Revenue code. The University will exercise this option only on the condition that evidence of such dependencies furnished to the Registrar and all requests for disclosures under this provision are referred to that office;

Releases to appropriate parties in connection with a health or safety emergency if the official deems:

The disclosure to be warranted by the seriousness of the threat to the health and safety of the student or other persons;

The information is necessary to meet the emergency;

The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; and

Time is an important and limiting factor in dealing with the emergency.

Disclosure to authorized representatives of the Comptroller General of the United States, the Secretary of Education, or state or local educational authorities (including Veterans Administration programs) in connection with an audit or evaluation of federal or state-supported programs or for the enforcement of compliance with federal legal requirements related to those programs, or to the Attorney General of the United States, provided the information is protected in a manner that it does not permit personal identification of individuals by anyone except the officials, and the information is destroyed when no longer needed for purposes listed in this paragraph;

Releases of "criminal investigation and incident reports" of the office of student services pursuant to the order issued by the United States District court, Western District, Southern Division dated March 13, 1991.

Releases to an alleged victim of any crime of violence, as the term is defined in Section 16 of Title 18, United States Code, or a non-forcible sexual offense, the final results of any disciplinary proceedings conducted by the University against the alleged perpetrator of that crime with respect to that crime, regardless of whether the institution concluded a violation was committed.

Upon appropriate request and pursuant to the Sunshine Law, including payment of appropriate fees and costs, the University will release the final results (defined as the name of the student charged, the violation that the student was found to have committed, and any sanction imposed by the University on that student) of any disciplinary proceeding under the Code of Student Rights and Responsibilities against a student who is an alleged perpetrator of a crime of violence (as that term is defined in Section 16 of Title 18 of the United States Code), or a non forcible sex offense, if the Plaintiff determines as a result of that disciplinary proceeding that a student committed a violation of the University's rules or policies with respect to such crime or offense, as authorized by 20 U.S.C. § 1232g(b)(6)(B) and (C).

When the University has determined a student has committed a disciplinary violation with respect to campus rules regarding the use or possession of alcohol or a controlled substance, the University may disclose to parents or legal guardians such information if the student is less than 21 years of age and has been found responsible for violating campus rules regarding the use or possession of alcohol or a controlled substance. Parents or guardians of students under the age of 21 can be notified of such determinations regarding violations of University narcotic or other controlled substance policies and those alcohol violations that result in an assessment for chemical dependency, residence hall probation, or a more severe sanction. Officials of the University may not disclose personally identifiable information contained in the student's education record, except directory information, absent circumstances listed above, except with the student's written consent. The written consent must include, at least: (1) a specification of the information the student consents to be disclosed; (2) the purpose for which disclosure may be made; (3) the person or organization or the class of persons or organizations to whom disclosure may be made; and (4) the date of the consent and, if appropriate, the date when the consent is terminated. Such written consent may be given directly to the University by the parent or eligible student, or by the party seeking the student's educational record having obtained such written consent from the parent or eligible student. The student may obtain a copy of any records the University discloses by the student's written consent.

## **Records of disclosures**

For each request for disclosure of information contained in the student's education record or for access to the record made by persons other than university officials or the student or parent, to disclosures made pursuant to court orders and subpoenas pursuant to paragraph 2 above, to disclosures of directory information, or to those requests accompanied by the student's prior written consent, the University will maintain a record of such requests and disclosures, except for requests for directory information, which indicates: (1) the parties who have requested or obtained personally identifiable information from the education records of the student;

and (2) the legitimate interests these parties had in requesting or obtaining the information. Students are permitted to inspect the record of disclosures. A record of request and disclosure will not be maintained if the student provides written consent prior to the disclosure.

The University will not release information containing any student's education records, except directory information, to any third parties except school officials, to lawfully issued court orders and subpoenas, to parents of students under paragraph 9 or 13, or pursuant to the Sunshine Law under paragraph 12, except on the condition that the party to whom the information is disclosed will not disclose personally identifiable information without the prior written consent of the student (or parent for elementary or secondary students). All such disclosures will inform the party to whom the disclosure is made of this requirement.

## **Directory information**

"Under the Family Educational Rights and Privacy Act (FERPA); the University is required to identify and make available upon request, to those needing such information, directory information which has been so identified. Other non-directory information is available to Missouri State–West Plains faculty and staff who have a "need to know" this information to conduct business and provide service to students, unless that information is prohibited from release by either a Privacy Hold, or a FERPA Hold."

For distribution to the general public, Missouri State University–West Plains has defined the following as directory information:

Name

Address

Telephone number

[BearPass Email](#)

Major field of study

Classification (e.g. sophomore)

Enrollment status (full-time, part-time, or less than part-time)

Participation in recognized activities and sports, including photographs of athletes,

Dates of attendance, (including matriculation and withdrawal dates),

Degrees and certificates received including date awarded as well as lists of graduates to newspapers.

Awards received, including dean's list and chancellor's list scholastic honors, departmental honors, memberships in national honor societies, athletic letters, and university-funded scholarships (excluding those that are need based)

Previous education institutions attended.

With appropriate student approval, indications of religious preference along with name, address and local telephone number can be distributed to the Campus Ministries Association.

Requests for verifications of degrees or enrollment will be directed to the National Student Clearinghouse. Requestors may request this information online at [www.degreeverify.org](http://www.degreeverify.org).

Directory information may be disclosed by the University for any purpose at its discretion, without the consent of a student. However, **A FERPA hold** may be requested by currently-enrolled students. This non-disclosure option means that the university may not release any directory information about the student (except as permitted under the provisions of FERPA). The University may not even acknowledge to third parties that the person is a student at the institution.

The University will give annual public notice to students of the categories of information designated as directory information. Currently-enrolled students have the right to suppress disclosure of their directory information by requesting a FERPA Hold. These holds do apply retroactively to previous releases of directory information and will remain applicable until the student submits a written request specifying otherwise.

Any student refusing to have directory information disclosed must file written notification to this effect requesting a Privacy Hold or FERPA Hold with the University during regular business hours. Forms for this purpose are available in the office of registration and records, Cass Hall. The written notification does not apply retroactively to previous releases of directory information (e.g., once the Campus Directory has been published, the directory information contained therein will remain). To prevent publication of directory information in the campus directory, written notification must be filed no later than the second week of classes during the fall semester.

In the event a refusal is not filed, the University assumes that a student does not object to the release of the directory information designated.

## **Information**

Further information about education records and the process of obtaining access to records may be obtained in any of the offices listed in this document or from the office of registration and records, Cass Hall.

# Final Exam Period

A two-hour final examination period is scheduled for each course during the last week of the fall and spring semester. This final examination period is used either for administration of final examinations or for other appropriate course terminating activities. If students must reschedule final exams because of extenuating circumstances, they must obtain written approval of the dean of academic affairs or his/her designee and then of the instructor of the course in advance of the scheduled exam time. A copy of the Final Exam Period can be found on the website <https://wp.missouristate.edu/recreg/final-exam-schedule.htm>

# Full-Time Student

The definition of a full-time student varies according to the institution or agency concerned. At Missouri State University-West Plains, a full-time undergraduate student is one carrying 12 hours or more of credit in the fall or spring semester (six or more in the summer session) and is so reported to such agencies as the Social Security and Veterans Administration.

# Grade Appeals

A student who believes he/she has reason to request a grade change, has one academic year to file the change, following the term in which the grade was assigned. To request a grade change, the student must:

Write a formal letter to the instructor (or to the appropriate division chair if the instructor is no longer on campus) requesting a re-evaluation of his/her performance in the course;

Provide the following information in the letter: Name and BearPass number; course number, title and section; semester and year taken; name of instructor; a clear statement of the grade change request and reasons which justify the request.

Faculty members, upon receipt of a student's request for a grade change, will review their records, then respond in writing to students in a timely fashion. If it is determined a student's request is justified, the faculty member will prepare a Grade Change Authorization and submit it to the division chair who will forward it to the office of registration and records. A faculty member may not change an 'F' grade to a 'W' in those cases in which the student did not follow the proper procedures for dropping the course.

A student may appeal a negative decision of the faculty member to the appropriate department head, division chair and, if necessary, to the dean of academic affairs or his/her designee. The department head, division chair and the dean of academic affairs or his/her designee shall attempt to resolve the issue through mediation, but the responsibility for the student's grade remains with the faculty member.

In cases that cannot be resolved, the student may appeal to the Academic Concerns Committee.

The faculty member who assigned the original grade will be informed of any action taken and reasons for such action.

## **Requests Based Upon Exceptions to University Policy:**

In those cases in which the grade received by the student is the result of University policy rather than a faculty member's evaluation of performance in a course (e.g., an F resulting from failure to remove an I grade in the time allowed or failure to officially drop a course), the student's written appeal should be directed to the dean of academic affairs or his/her designee.

## **Requests for Grade Changes Made After an Extended Period:**



Appeals for changes in a student's academic record, after one academic year from the end of the term in which the grade was assigned, must be submitted to the dean of academic affairs or his/her designee. Such appeals will be considered by the Academic Concerns Committee only if there were extenuating circumstances.

# Grade Re-Evaluation

A student may request an assigned grade be changed provided the change is requested prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned.

## ***Requests Based Upon a Re-Evaluation of Performance:***

Student evaluations and assignments of final course grades are the responsibility of the faculty. The faculty member is accountable for any and all grades assigned to students, and, therefore, each faculty member will maintain records to support student evaluations and grades. (See grade appeals.)

# Grade Point Average

A student's institutional grade point average at Missouri State University-West Plains is based only on courses completed at Missouri State University-West Plains. The institutional, transfer, and overall grade point averages appear on the student's official Missouri State University-West Plains transcript. The overall grade point average is used in determining a student's academic standing and eligibility for graduation. Grade point average is calculated by dividing the overall quality points by the overall GPA hours attempted. The semester grade point average is calculated by dividing the quality points earned for the semester by the GPA hours for the semester. See "Grading and the Credit Point System" and "Repeat Policy" sections for more details on grade point average calculation.

The distinction of graduating with honors will be granted at graduation if the student has attained a overall grade point average of 3.40 or higher on all college work (Missouri State University-West Plains and transfer combined).

# Grading and the Credit System

Grades are awarded to indicate the quality of a student's work and are assigned as follows (point values per credit hour appear in parentheses):

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A (4) = Excellent work.

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B (3) = Superior work.

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C (2) = Satisfactory work.

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D (1) = Minimum passing work.

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F (0) = No credit is given.

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W (0) = Course dropped without penalty.

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\*P and NP grades are not calculated in the grade point average.

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P (0) = Course passed under the Pass/Not Pass system.\*

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NP (0) = Course not passed under the Pass/Not Pass system.\*

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I (0) = A small portion of a course, such as a term paper or final examination not completed.

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AU (0) = Audited with no credit.

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Z (0) = Deferred grade to be given only to students enrolled in specific courses (such as NUR 203) which may not be completed within a semester. If a Z grade is not removed within two calendar years (whether or not the student is enrolled), the grade becomes a W.

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E (0) = No credit – Academic Renewal.

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XF (0) = No credit is given. Failure due to academic dishonesty.

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# Grade Reports

Mid-semester and final grade reports are provided to students on the web through **[My Grizzly Den](#)** at <https://mygrizzlyden.missouristate.edu> by entering their BearPass Login and Password. Mid-semester and final grade reports are emailed to students who have any type of scholastic action as well as to those who received either a 'D' or 'F' grade on a course. Mid-semester grades are emailed to students. Scholastic action letters are mailed to the permanent address.

# Incomplete Grades

In each instance where an 'I' grade is assigned, the course instructor shall, at the end of the semester in which the grade is given, indicate on the Assignment of Incomplete Grade what the student must do to complete work the course and how the completed work will affect the final grade. The original copy must be filed with the office of registration and records, which will then distribute copies to the student and then to the instructor. If a student needs to repeat a course or a significant portion of the course, a 'W' or 'F' should be assigned according to regulations governing the assignments of such grades. A 'W' grade cannot be assigned if the student has not officially dropped that course within the semester deadlines.

An 'I' grade must be removed by the end of the following semester (excluding summer) or earlier as specified by the instructor, otherwise the 'I' automatically becomes the grade the instructor has specified at the time the 'I' grade is given ('A', 'B', 'C', 'D' or 'F'). An extension of time limit or other necessary arrangements to remove an 'I' grade will be made only if a student makes a written request and it is approved by the instructor and the dean or his/her designee. An approved request for extension of time for removal of an 'I' grade must be placed on file in the office of registration and records. The student should make arrangements with the instructor for the completion of work. When the work is completed, the instructor will complete a grade Change Authorization Form in the office of registration and records. The student will be sent a copy of the form with a letter indicating the adjusted point average.

**For Graduates Only:** Students who have incomplete grades as of the end of the semester for which they have applied to graduate must remove those incomplete grades by the beginning of the first day of the following semester (summer for spring graduates, fall for summer graduates and spring for fall graduates) or they will not graduate that semester and must reapply for their future semester of graduation.

# Instructor Drop

If a student does not attend by the second class meeting of a semester or summer session, and has not informed the office of registration and records of the intent to remain in the course, the instructor may initiate proceedings to drop the student from the class. (This is done during the first week of classes and only when space is needed for another student. A student cannot drop a course merely by not attending classes.) The student who is dropped by the instructor will be notified of such action by the office of registration and records. Individual faculty may drop a student from a course if the student has failed to attend 25% or more of the class meetings after the first two weeks of class (first week for summer). This does not absolve students from the responsibility to drop courses they chose to no longer attend. Students could be responsible for paying for part or all of the class.

# Intersession Overload

Two credit hours in one week is an overload, and approval by the dean of academic affairs or his/her designee is required.

A student must have a 2.5 GPA and have completed 15 credit hours in order to take two intersessions in one week. An overload form is needed and must be approved by the dean of academic affairs or his/her designee.

Three intersession classes in one week will not be approved.

When two intersession weeks are offered, one credit may be taken in each week without considering it an overload.

Students who do not meet the above criteria may appeal to the dean of academic affairs or his/her designee if there are extenuating circumstances.



# Outcomes Assessment

The assessment program at Missouri State University-West Plains is designed to assist in the development and maintenance of high quality programs and services. The information gathered in this process is used by University administrators, division chairs, faculty, and staff to evaluate and improve both academic and non-academic offerings. Because the success of this program requires widespread cooperation from the entire university community, it is the policy of Missouri State University-West Plains that all students are expected to participate in the assessment process, including taking an exit examination which is required of all graduating students. This participation may include, but not be limited to, assessment activities focused on basic skills, general education, major programs, and surveys of student satisfaction.

# Pass/Not Pass Regulations

The pass/not pass option is intended to provide students an opportunity to pursue specialized or outside interests without penalty or reduction of grade point average. It allows students to participate more fully in those courses than the audit system permits.

**Caution:** Prerequisite requirements of other institutions may not be met with a course completed on a pass/not pass basis. A student shall have the option of having the earned grade in a pass/not pass course released to proper authorities. The decision to take a course on a pass/not pass basis cannot be reversed. Students may take courses on a pass/not pass basis under the following conditions:

Courses taken under the pass/not pass option cannot be used to satisfy general education, professional education or specific degree requirements (elective courses only).

Students will enroll for all courses on a regular graded basis. No later than Day 45 of the semester, the student may choose to take a course on a pass/not pass basis.

**Note:** A grade of 'C' or better is required in certain courses in order to take a subsequent course. Check course description for specific courses.

The pass/not pass option is not available to repeat courses in which the student has earned a 'D' or 'F' grade.

No more than six semester hours of pass/not pass credit may be applied toward any associate degree except in situations where agreements are in place for an articulated program/course.

No more than one course of pass/not pass may be taken in any one semester.

Courses which may be taken only on a pass/not pass basis are exempt from the limitations otherwise imposed upon students by pass/not pass regulations.

Students earning grades of 'A', 'B', 'C', or 'D' in courses for which they were enrolled on a pass/not pass basis are given a 'P' except as noted in certain course descriptions. Those failing will receive an 'NP'. Pass and Not Pass grades are not used in calculating the grade point average for a student's transcript.

# Registration

The University allows currently enrolled and readmitted/reinstated students to register well in advance of the beginning of each semester. Details are printed in each semester class schedule. New students are informed of registration opportunities with admission materials.

Any student registering for the first time or registering after an absence of two or more semesters (excluding summer) should file an application for admission or readmission well in advance of the beginning of the semester with the office of admissions. (See "Academic Calendar" for deadlines.) On the basis of this information, registration eligibility is established.

A schedule of classes will be given to each new student during the STAR Orientation program. Schedules also may be obtained from the office of registration and records which explains the registration procedure. Schedules may also be accessed online at: <http://grizzlyden.missouristate.edu/schedule.htm>.

Any student indebted to the University is not permitted to register for any succeeding semester or summer term until the indebtedness has been paid.

Details regarding registration and the option of web registration are printed in the semester class schedule and also available at the following web address: <http://wp.missouristate.edu/recreg/registration.htm>.

Students are not permitted to attend classes unless they are officially enrolled in those classes. Students whose names do not appear on a class list should contact the office of registration and records immediately. Students must be registered in a class prior to the day classes begin.

# Repeat Policy

A student may repeat any of the courses taken at Missouri State University-West Plains. There is no limit on the number of times that a course may be repeated. All attempts at a course and the grades earned (including those resulting in a 'W', 'I' and 'Z') appear on the transcript. The grade from the most recent attempt of a course, unless it is a 'W', 'I' or 'Z', will be the grade that counts in GPA calculations. For example, if a student takes a course four times and gets a 'P', 'B', 'C' and 'W', in that order, then the 'C' would be their official grade that would be used when calculating the student's grade point average. In addition, a course that has been repeated will only be counted once in the student's total credit hours earned.

The repeat policy is applicable to transfer credit as well as credit earned at Missouri State-West Plains. For example, if a student earns a 'C' in a course at Missouri State-West Plains and repeats an equivalent course at another institution, the 'C' will be removed from the calculation of the Missouri State-West Plains GPA. The transfer grade, however, will be included only in the transfer and combined grade point averages. See Grade Equivalencies in the "Transfer Credit Policy" section of the catalog for further information. Students should also be aware that even though a course prefix, number and/or title changes, it is still considered the same course for repeat policy purposes. The office of registration and records maintains the complete listing of course prefix and number changes and should be contacted for such questions.

Students should also be aware that many graduate and professional schools recalculate GPAs taking into account every grade that appears on a transcript.

Students who are receiving financial aid must consider the impact of repeating classes on their eligibility for financial aid for future semesters. While repeated courses are counted when determining a student's enrollment status and annual satisfactory progress, students who fail to progress toward graduation (i.e., by increasing total hours earned) may exhaust their aid eligibility prior to graduation. Repeated courses for a course with a grade of 'C' or better are not eligible to receive financial aid.

## **Repeat Policy for Dalian branch campus**

A course in which a student has received a grade of 'D' or 'F' may be repeated unless such repetition is specifically prohibited or limited in the course description. Any subsequent repetition is made with the permission of the department head and division chair of the division in which the course is to be taken. Each repetition of the course replaces the prior grade(s) in all computations. Each attempt to complete the course will remain on the transcript. A student who repeats a course in which a passing grade has been earned and then receives an 'F' loses credit for the course. With advance permission of the department head and division

chair of the division in which the course is taken, a student may repeat a course in which a grade of 'C' or better has been received. A student should be aware that the material covered in "One-Time-Only" and variable content courses may not be offered again or a particular class may be discontinued. In these cases the student may not have the opportunity to repeat the course.

# Second Degree

Students who have met all requirements may be awarded an additional associate degree in another field of study provided the following requirements are met:

Must fulfill the general and specific requirements for the second degree.

Must complete a minimum of 15 (fifteen) credit hours which are directly applicable to the second degree and in addition to those presented for the first degree.

Must graduate under the provisions of the Missouri State University-West Plains catalog in effect when the student files a degree program for a second degree.

Must pay \$20 second degree graduation fee.

# Senior Citizen Fee Waiver Program

Missouri State University-West Plains offers a fee waiver program to any Missouri resident at least 62 years of age who wishes to take up to 24 credit hours of academic courses offered by the University. Eligible students may register for one class per semester and have the required common fees and tuition waived; however, the student will buy textbooks (if required) and pay supplemental course fees. Classes must be taken on an audit basis. Participants in this program must take tuition-free courses on a noncredit basis and must satisfy all course prerequisites of Missouri State University-West Plains. Participants must be fully admitted to the University as nondegree students and must follow the regulations for nondegree students elsewhere in this catalog.

Seniors participating in this program must declare their intent to enroll in the program at the point of admission in order to have all required common fees/tuition waived. Seniors may register through the fee waiver program beginning on the Friday before classes begin. Registration can only be done on a "seats available" basis. If a degree-seeking student needs a seat in a course occupied by a senior citizen, the degree-seeking student will be given that seat. A minimum of ten students must be registered in a class before a senior citizen can register.

Qualifying students in this classification are:

At least 62 years of age

Nondegree-seeking

Residents of the state of Missouri

Citizen of the United States

Not able to apply this waiver to online course offerings, Law Enforcement Academy classes or any course offered in conjunction with the South Central Career Center.

# Transfer Programs

An associate of arts degree and an associate of science degree are transferable, can be used for baccalaureate programs and generally provide the student with junior standing. An articulation agreement exists with Missouri State University-Springfield for students enrolled in selected associate of applied science degree programs, which may allow students to be admitted to the Bachelor of Applied Science in Technology Management degree and the Bachelor of Applied Science in Agriculture degree. For further information, the student is encouraged to contact either the admissions office, the office of academic affairs, the office of [Missouri State Outreach](#) at the West Plains campus or the departments of technology or agriculture at the Springfield Campus.

For more information visit the transfer center's [West Plains page](#).



# Variable Content Courses

Several courses in this catalog are identified in their descriptions as "variable content courses." Variable content courses include any courses, whether or not they can be repeated for additional credit, whose content may be substantially different from one semester to another. Not included in this category are special problems, special projects, readings, and research conducted on a tutorial basis with individual students. Unless otherwise stipulated in the course description, a variable content course may be taken only once for credit.

A student may apply no more than eight hours of variable content courses excluding capstone courses toward an associate degree. For this purpose, variable content is defined as any course having in either its course title or its description any of the following terms: variable content, special topics, issues, mini problems, seminars, projects, independent study or readings.

# Veteran Tuition Policy

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

A veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill - Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Missouri while attending a school located in Missouri (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.

Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Missouri while attending a school located in Missouri (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.

Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the same school. The person so described must have enrolled in school prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33 of title 38 of the United States Code.

Anyone using benefits under Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Missouri while attending a school located in Missouri (regardless of his/her formal state of residence).

Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Missouri while attending a school located in Missouri (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.

The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. § 3679(c) as amended.

Signed 2017-03-22 by Dean of Academic Affairs Dennis Lancaster, as the individual authorized to make official revisions to the catalog.

Signature on file.

# Withdrawal from University

Students who wish to withdraw from all courses for a given semester should follow the withdrawal procedure below. Withdrawal means dropping all classes for the term. Students are not withdrawn from classes until they have completed this process.

Students must initiate the withdrawal process either in person or electronically (through University email or by fax) with the registration and records office. Students cannot withdraw from the University through **My Grizzly Den** as the system will not drop a student's last class. Individuals taking only one class who wish to drop that class must withdraw from the University.

If a student withdraws prior to the Last Day to Drop/Withdraw, Pass/Not Pass, Change to Audit deadline (see Academic Calendar for specific dates), he or she will have a final grade of 'W'. This deadline is approximately one week prior to the end of the fall or spring semester and approximately two days prior to the end of the summer semester. A 'W' indicates the course was dropped without penalty.

The last day for withdrawing from school is one week prior to the last day of the semester (see the Academic Calendar for the specific date). Withdrawal dates for summer and intersession sessions are different. Contact the registration and records office for those dates. Withdrawal is not complete until the registration and records office has processed the paperwork. The date of withdrawal will be the date the withdrawal request is submitted to the registration and records office or the postmark date on a mailed request.

If academic dishonesty is substantiated after a student has withdrawn from the University or after a student has dropped a class, the 'XF' grade can still be assigned.

## **Administrative Withdrawal:**

Students will be administratively withdrawn for the following circumstances:

Reported as Never Attended by the

10<sup>th</sup> class day of the 16-week or longer term

7<sup>th</sup> class day of the 8-week term

4<sup>th</sup> class day of the 5-week and 4-week term

2<sup>nd</sup> class day of a 2-week or less term

Determined to have enrolled in a course without the appropriate pre-requisite course

Are academically suspended and have not been reinstated through the academic appeal process

Students who are administratively withdrawn will have their schedule removed and tuition and fees will be refunded at 100%. However, non-tuition related charges will continue to be the responsibility of the student. Students may be responsible financially for all classes.

# Withdrawal from University for Military

If a student withdraws due to military mobilization, the following policy should be implemented.

## **Withdrawal Procedure:**

Normal withdrawal procedures should be followed whenever possible. However, if students are unable to complete the necessary paperwork by coming into the office of registration and records in Cass Hall or writing a letter of withdrawal, the University shall accept notification from the student or a family member. All notifications will be verified by the office of registration and records. Military paperwork would be required as proof of military service within 30 days of withdraw request.

## **Refunds:**

Students will receive 100% of their required student fees when they officially withdraw for required military service any time during the current semester. Should students have financial aid, any refund must be paid back to the aid source(s) first. Students should contact the office of financial aid for more information. Students drawing Veterans Administration (VA) educational benefits should contact the Veteran Services and notify the VA Certifying Official of their withdrawal and orders to report for duty. Students shall receive a full refund for textbooks purchased at and returned to the Drago College Store. The housing refund will be prorated based on the number of days room and board was actually used.

## **Grading of Officially Processed Drops or Withdrawals:**

Students who withdraw before a semester begins or during the first week of classes shall not receive a 'W' or any grade on their transcript. Students withdrawing the second week of classes through the automatic 'W' deadline shall receive a 'W' grade for each class in which they are enrolled except for completed intersession or first-block courses. Students withdrawing or dropping individual classes after the automatic 'W' deadline shall receive a 'W'.

Should students be mobilized at such a point in the semester that the course instructors believe that they have completed a majority of the material in their classes, the instructor may assign a passing grade or initiate an 'I' grade. Students will receive a 100% refund only for those classes that are officially processed as a drop or a withdrawal.

## **Administrative Withdrawal:**

Students will be administratively withdrawn for the following circumstances:

Reported as Never Attended by the

10<sup>th</sup> class day of the 16-week or longer term

7<sup>th</sup> class day of the 8-week term

4<sup>th</sup> class day of the 5-week and 4-week term

2<sup>nd</sup> class day of a 2-week or less term

Determined to have enrolled in a course without the appropriate pre-requisite course

Are academically suspended and have not been reinstated through the academic appeal process

Students who are administratively withdrawn will have their schedule removed and tuition and fees will be refunded at 100%. However, non-tuition related charges will continue to be the responsibility of the student. Students may be responsible financially for all classes.

# Degrees and Certificates Offered

Degree codes are in parenthesis. See [degree abbreviations](#) below.

## Associate Degrees and Certificates

[Agriculture](#) (AAS, AS, Cert) **Options/Certificates: Agricultural Business, Agriculture Education (AS), Animal Science, General Agriculture, Horticulture, Natural Resources, Plant Science, Wildlife Management; Certificate: Equine Studies**

[Business](#) (AAS, AS, Cert) **Options: Accounting, Computer Information, Entrepreneurship, Management, Technology Management; Certificates: Basic Bookkeeping, Basic Business Studies, Basic Office Management, Technology Management**

[Child and Family Development](#) (AAS)

[Computer Graphics and Programming](#) (AAS)

[Culinary and Hospitality Management](#) (AAS)

[Enology](#) (AAS, Cert)

[Entrepreneurship](#) (AAS, Cert) **Options: Agricultural Business, Culinary Arts, General Business; Certificates: Agricultural Business, Applied Entrepreneurship, Public Outreach and Education, Small Business Management**

[General Studies](#) (AA, Cert) **Options: Darr Honors Program Specialization, Criminology Transfer Major, Ozarks Studies Certificate**

[Health Information Technology](#) (AAS, Cert) **Certificates: Electronic Health Records Specialist, Medical Coding, Medical Office Administrative Assistant**

[Health Professions](#) (AA)

[Law Enforcement](#) (AAS)

[Nursing](#) (AS, Cert) **Certificate: Pre-Nursing**

[Pre-Engineering](#) (AS)

[Respiratory Care](#) (AAS)

[Teaching](#) (AA)

[Technology](#) (AAS, Cert) **Options: Advanced Manufacturing Technology, Alternative Energy, General Technology, Technology Management; Certificates: Advanced Manufacturing Technology, Alternative Energy, Technology Management**

[Viticulture](#) (AAS, Cert)

[Wine Business & Entrepreneurship](#) (AAS, Cert)

[Workplace Employability Skills](#) (Cert)

## **Earn a Bachelor's and/or Master's Degree in West Plains!**

Earn an associate of arts or associate of science degree from Missouri State-West Plains, transfer those credit hours to Missouri State-Springfield and complete a bachelor's degree, all while living in West Plains!

[Missouri State Outreach](#), housed in Gohn Hall on the West Plains campus, represents Missouri State-Springfield and can provide assistance with your transfer.

## **Bachelor's Degrees Available**

**(BS=Bachelor of Science; BAS=Bachelor of Applied Science)**

[Child and Family Development](#) (BS)

[Communication Studies](#) (BS, online)

[Criminology](#) (BS)

[Elementary Education](#) (BS)

[Finance-Finance Option](#) (BS, online)

[General Agriculture](#) (BAS)

[General Business](#) (BS, online)

[General Studies](#) (BS)

[Health Services-Clinical Services Option](#) (BS, online)



[Hospitality and Restaurant Administration](#) (BAS, online)

[Information Technology Service Management](#) (BS, online)

[Nursing](#) (BS, online)

[Professional Writing](#) (BS, online)

[Psychology](#) (BS, online)

[Technology Management](#) (BAS, online)

**Note: Some Missouri State Online degree completion programs may have prerequisite courses (particularly in the sciences) not available online through Missouri State-Springfield. Schedule your advising appointment with [Adult Student Services](#) to review program requirements.**

## **Post-Graduate Degrees Available**

[Doctorate in Educational Leadership with the University of Missouri Columbia](#)

[Doctor of Nurse Anesthesia Practice](#) (online)

[Doctor of Nursing Practice](#) (online)

[Master and Specialist in Educational Administration](#)

[Master of Arts in Communication](#) (online)

[Master of Arts in History](#) (online)

[Master of Arts in Teaching \(MAT\)](#)

[Master of Business Administration](#) (online)

[Master of Professional Studies](#) (online)

[Master of Science in Counseling in Elementary & Secondary Education](#)

[Master of Science in Criminology and Criminal Justice](#) (online)

[Master of Science in Early Childhood and Family Development](#) (online)

[Master of Science in Education, Educational Technology](#)

[Master of Science in Education, Elementary Education](#) (online)

[Master of Science in Education, Literacy](#) (online)

[Master of Science in Education, Special Education/Blindness & Low Vision Emphasis](#) (online)

[Master of Science in Nursing, Nurse Educator](#) (online)

[Master of Science in Project Management](#) (online)

[Master of Social Work](#)

**Find out more about [Missouri State Online](#).**

## **Contact Us**

Missouri State Outreach - West Plains Region

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West Plains, MO 65775

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## **Degree abbreviations**

AA – Associate of Arts

AAS – Associate of Applied Science

AS – Associate of Science

BAS – Bachelor of Applied Science

BS – Bachelor of Science

BSEd – Bachelor of Science in Education

BSN – Bachelor of Science in Nursing

Cert – Certificate

MAT – Master of Arts in Teaching

MBA – Master of Business Administration

MS – Master of Science, Counseling

MSEd – Master of Science in Education

EdS – Specialist in Education, Educational Administration

## **Catalog Resources**

[General Campus Information](#)

[Academic Policies and Campus Requirements](#)

[Degrees and Certificates Offered](#)

[Course Offerings](#)

[Faculty and Administrative Staff](#)

## **Additional Resources**

[Class Schedule](#)

[Catalog Archive](#)

[Springfield Undergraduate Catalog](#)

[Springfield Graduate Catalog](#)

# Agriculture

## Degrees

**General Agriculture (AAS)**

**Agriculture (AS)**

## Certificates

**Agricultural Business (Cert)**

**Horticulture (Cert)**

**Animal Science (Cert)**

**Natural Resources (Cert)**

**Equine Studies (Cert)**

**Plant Science (Cert)**

**General Agriculture (Cert)**

**Wildlife Management (Cert)**

# Associate of Applied Science in General Agriculture

## General Agriculture (AAS)

Associate of Applied Science

General Education Core Requirements	Credit Hours
<a href="#">COM 115</a> Fundamentals of Public Speaking	3
<a href="#">ENG 110</a> Writing I	3
<a href="#">IDS 110</a> Student Success	2
<a href="#">MTH 100</a> Intermediate Applied Mathematics or higher (except <a href="#">MTH 197</a> Introductory Topics in Mathematics or <a href="#">MTH 297</a> Mathematic Topics in Globalization)	3
<a href="#">PLS 101</a> American Democracy and Citizenship	3
General Education Core Total	14
Major Requirements	Credit Hours
<a href="#">AGR 100</a> Food Security	3
<a href="#">AGR 101</a> Animal Science	4
<a href="#">AGR 103</a> Plant Science	3
<a href="#">AGR 118</a> Leadership	1
<a href="#">AGR 297/IDS 297</a> Global Agriculture and Food Production (capstone course)	3
<a href="#">AGR 299</a> Agricultural Internship	3
<a href="#">BIO 101</a> Biology in Your World and <a href="#">BIO 111</a> Understanding Biology Systems through Inquiry	4

## Agriculture Requirements

Select **one** of the following groups:

Agricultural Business Group	Credit Hours
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Select 24 credit hours from the following:

24

[ACC 201](#) Introduction to Financial Accounting

[ACC 211](#) Introduction to Managerial Accounting

[AGR 112](#) Introduction to Agricultural Business

[AGR 115](#) Sustainable Agriculture and the Environment

[AGR 120](#) Agricultural Recordkeeping

[AGR 144](#) Agricultural Economics I

[AGR 161](#) Introduction to Horses

[AGR 215](#) Soils

[EPR 110](#) Introduction to Entrepreneurship

[EPR 150](#) Marketing for Small Businesses

[EPR 290](#) Business Plan Development

[FIN 266](#) Principles of Real Estate

[INS 211](#) Insurance

[LAW 231](#) Legal Environment of Business

[MKT 150](#) Business Communications

[MGT 286](#) Business Communications

[PSY 121](#) Introductory Psychology

[QBA 237](#) Basic Business Statistics

Or other courses approved by the agriculture department

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**Animal Science Group****Credit Hours**

Select a 24 credit hours from the following:

24

[AGR 115](#) Sustainable Agriculture and the Environment

[AGR 185](#) Introduction to Companion Animal Science

[AGR 196](#) Dairy/Meat Animal Evaluation

[AGR 202](#) Applied Animal Reproduction

[AGR 206](#) Veterinary Science

[AGR 215](#) Soils

[AGR 252](#) Beef Cattle Production

[AGR 275](#) Forage Crop Production

Or other courses approved by the agriculture department

Animal Science Total

24

**General Agriculture Group****Credit Hours**

Select 24 credit hours of AGR courses and/or other courses approved by the agriculture department

24

General Agriculture Total

24

**Horticulture Group****Credit Hours**

Select a minimum of 24 credit hours from the following:

24

[AGR 104](#) Plant Science Laboratory

[AGR 112](#) Introduction to Agricultural Business

[AGR 115](#) Sustainable Agriculture and the Environment

[AGR 120](#) Agricultural Recordkeeping

[AGR 170](#) Introduction to Horticulture

[AGR 171](#) Controlled Environmental Agriculture

[AGR 172](#) Greenhouse Management

[AGR 173](#) Aquaponics and Hydroponics

[AGR 174](#) Integrated Pest Management

[AGR 175](#) Vegetable and Fruit Production

[AGR 176](#) Good Agricultural Practices

[AGR 177](#) Turf Grass Management

[AGR 178](#) Landscape Design and Management

[AGR 215](#) Soils

[AGR 216](#) Soils (lab)

[EPR 110](#) Introduction to Entrepreneurship

[EPR 130](#) Sales and Customer Service

[EPR 150](#) Marketing for Small Businesses

[EPR 290](#) Business Plan Development

Or other courses approved by the agricultural department

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Horticulture Total

24

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### **Natural Resources Group**

### **Credit Hours**

Select a minimum of 24 credit hours from the following:

24

[AGR 115](#) Sustainable Agriculture and the Environment

[AGR 143](#) Introductory Forestry

[AGR 144](#) Agricultural Economics I

[AGR 215](#) Soils

[AGR 240](#) Wildlife Techniques

[AGR 242](#) Wildlife Damage Management

[AGR 275](#) Forage Crop Production

[ENV 105](#) Environmental Science

[GLG 110](#) Principles of Geology

[GRY 135](#) Atmospheric Science



[GRY 142](#) Introductory Physical Geography

Or other courses approved by the agriculture department

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Natural Resources Total

24

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**Plant Science Group**

**Credit Hours**

Select a minimum of 15 credit hours from the following:

24

[AGR 104](#) Plant Science Laboratory

[AGR 115](#) Sustainable Agriculture and the Environment

[AGR 143](#) Introductory Forestry

[AGR 144](#) Agricultural Economics I

[AGR 170](#) Introduction to Horticulture

[AGR 171](#) Controlled Environmental Agriculture

[AGR 172](#) Greenhouse Management

[AGR 173](#) Aquaponics and Hydroponics

[AGR 174](#) Integrated Pest Management

[AGR 175](#) Vegetable and Fruit Production

[AGR 176](#) Good Agricultural Practices

[AGR 215](#) Soils

[AGR 216](#) Soils Lab

[AGR 275](#) Forage Crop Production

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[BIO 101](#) Biology in Your World and [BIO 111](#) Understanding Biological Systems Through Inquiry

[BIO 121](#) General Biology I

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[CHM 116](#) Fundamentals of Chemistry and [CHM 117](#) Fundamentals of Chemistry Lab

[CHM 160](#) General Chemistry I and [CHM 161](#) General Chemistry I Laboratory

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Or other courses approved by the agricultural department

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Plant Science Total

24

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**Wildlife Management Group****Credit Hours**

Select a minimum of 24 hours from the following:

24

[AGR 143](#) Introductory Forestry[AGR 215](#) Soils[AGR 240](#) Wildlife Techniques[AGR 242](#) Wildlife Damage Management[AGR 275](#) Forage Crop Production[BIO 121](#) General Biology I[BIO 122](#) General Biology II[CHM 116](#) Fundamentals of Chemistry and [CHM 117](#) Fundamentals of Chemistry Lab[CHM 160](#) General Chemistry I[GLG 110](#) Principles of Geology[GRY 100](#) World Regional Geography

Or other classes approved by the Agricultural Department

Wildlife Management Total

24

Total Degree Hours Required

62

**Notes:**

**Students may select any math course(s) numbered [MTH 100](#) or higher, excluding [MTH 197](#) and [MTH 297](#). One-credit-hour courses including [MTH 111](#), [MTH 112](#), [MTH 113](#), [MTH 114](#) and/or [MTH 115](#) may be selected in a combination to equal three credit hours.**

**Students are strongly encouraged to confirm transferability of individual courses to other institutions prior to enrollment. Not all courses will transfer or satisfy specific degree requirements for bachelor's degrees.**

# Associate of Science in Agriculture

## Agriculture (AS)

Associate of Science

The required general education courses for the Associate of Science in Agriculture are listed as follows:

Foundations Requirements <sup>£</sup>	Credit Hours
<a href="#">COM 115</a> Fundamentals of Public Speaking	3
<a href="#">ENG 110</a> or <a href="#">ENG 110A</a> Writing I and <a href="#">ENG 221*</a> Writing II: Writing for the Professions	6
<a href="#">MTH 135</a> College Algebra	3-5
<a href="#">MTH 138</a> Pre-Calculus Mathematics	
<a href="#">MTH 181</a> Trigonometry	
<a href="#">MTH 261</a> Analytic Geometry/Calculus I	
<a href="#">IDS 110</a> Student Success	2

<sup>£</sup> The **basic skills** block constitutes preparatory courses necessary for completing a college education and should therefore be completed as soon as possible.

Human Culture Requirements	Credit Hours
<b>The Arts/Cultural Competence:</b> Select 1	3
<a href="#">ART 200</a> Art in Context	
<a href="#">ENG 203</a> Creative Writing: Poetry	
<a href="#">ENG 205</a> Creative Writing: Nonfiction	
<a href="#">ENG 215</a> Creative Writing: Short Story	
<a href="#">GRY 100</a> World Regional Geography	
<a href="#">MUS 239</a> Introduction to World Music	

[REL 100](#) Religion and Human Culture

[THE 101](#) Introduction to Theatre and Drama Arts

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**Humanities:** Select 1

3

[LLT 121](#) Classical Mythology or higher

[ENG 230](#) Introduction to Reading in Literature

[ENG 231](#) Major Writers of English

[ENG 235](#) Critical Approaches to Literature

[ENG 236](#) Minorities in Literature

[ENG 280](#) Short Story

[ENG 283](#) Folklore & Cultural Engagement

[ENG 285](#) Subjects in Folklore

[ENG 288](#) Literature of Work: Readings in Professions

[MUS 241](#) The Language of Music

[MED 274](#) Understanding Film

[PHI 110](#) Introduction to Philosophy

[REL 101](#) Introduction to the Old Testament

[REL 102](#) Introduction to the New Testament

[HST 103](#) World History to 1600 C.E.

[HST 104](#) World History Since 1600 C.E.

Foreign Language: Any Course

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**Social and Behavioral Science:**

10

[AGR 100](#) Food Security

[AGR 144](#) Agricultural Economics

[PSY 121](#) Introductory Psychology

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**Natural World Requirements**

**Credit Hours**

At least one course from each area, two different subject codes, at least one with a lab †

7-9

See Agricultural Requirements section for additional information.

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**Life Sciences**

[BIO 100](#) Biological Science for Educators

[BIO 101](#) Biology in Your World Biology in Your World

[BIO 111](#) Understanding Biological Systems Through Inquiry<sup>†</sup> Understanding Biological Systems Through Inquiry

[BIO 121](#) General Biology I<sup>†</sup> General Biology I

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### Physical Sciences

[CHM 116](#) Fundamentals of Chemistry Fundamentals of Chemistry

[CHM 117](#) Fundamentals of Chemistry Lab Fundamentals of Chemistry Lab

[CHM 160](#) General Chemistry I General Chemistry I

[GLG 110](#) Principles of Geology Principles of Geology

[GRY 135](#) Atmospheric Science<sup>†</sup> Atmospheric Science

[GRY 142](#) Introductory Physical Geography<sup>†</sup> Introductory Physical Geography

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### Public Affairs Requirements

**Credit Hours**

#### US and MO Constitutions and American History

[PLS 101](#) American Democracy & Citizenship

3

[HST 121](#) Survey of US History to 1877

3

[HST 122](#) Survey of US History Since 1877

Courses taken under the pass/not pass option cannot be used to satisfy general education, professional education or specific degree requirements except as noted in the pass/not pass policy.

Total General Education Block Hours

43-47

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### Other Course Requirements

**Credit Hours**

[CIS 101](#) Computers for Learning

3

[IDS 297/AGR 297](#) Global Agriculture and Food Production (Capstone)

3

Total Other Requirements Hours

6

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### Agriculture Requirements

**Credit Hours**

Select **one** of the following groups:

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**Agricultural Business Group**

[ACC 201](#) Introduction to Financial Accounting<sup>5</sup>

[ACC 211](#) Introduction to Managerial Accounting

[AGR 101](#) Animal Science

[AGR 103](#) Plant Science

[AGR 115](#) Sustainable Agriculture and the Environment

[AGR 215](#) Soils

[AGR 161](#) Introduction to Horses<sup>6</sup> Introduction to Horses

[FIN 266](#) Principles of Real Estate

[INS 211](#) Insurance

[LAW 231](#) Legal Environment of Business

[MGT 286](#) Business Communications

[QBA 237](#) Basic Business Statistics

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**Agriculture Education Group**

[AGR 101](#) Animal Science

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[AGR 103](#) Plant Science

[AGR 115](#) Sustainable Agriculture and the Environment

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[AGR 143](#) Introductory Forestry

[AGR 215](#) Soils

An approved elective

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**Animal Science Group**

[AGR 101](#) Animal Science

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[AGR 103](#) Plant Science

[AGR 115](#) Sustainable Agriculture and the Environment

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[AGR 215](#) Soils

[AGR 161](#) Introduction to Horses

[AGR 162](#) Introduction to Riding

[AGR 191](#) Evaluation and Performance Appraisal of Horse

[AGR 196](#) Dairy/Meat Animal Evaluation

[AGR 250](#) Agricultural Communications

[AGR 262](#) Riding for Horse Training

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### **General Agriculture Group**

[AGR 101](#) Animal Science

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[AGR 103](#) Plant Science

[AGR 115](#) Sustainable Agriculture and the Environment

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[AGR 144](#) Agricultural Economics I

[AGR 157](#) Principles of Agricultural Mechanization

[AGR 215](#) Soils

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### **Natural Resources Group**

[AGR 101](#) Animal Science

[AGR 115](#) Sustainable Agriculture and the Environment

[AGR 143](#) Introductory Forestry

[AGR 215](#) Soils

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### **Plant Science Group**

[ACC 201](#) Introduction to Financial Accounting<sup>y</sup>

[AGR 101](#) Animal Science

[AGR 103](#) Plant Science

[AGR 115](#) Sustainable Agriculture and the Environment

[AGR 143](#) Introductory Forestry

[AGR 215](#) Soils

[AGR 216](#) Soils Lab

[BIO 122](#) General Biology II

[BIO 210](#) Elements of Microbiology

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## Wildlife Conservation and Management Group

[AGR 103](#) Plant Science

[AGR 115](#) Sustainable Agriculture and the Environment

[AGR 143](#) Introductory Forestry

[AGR 215](#) Soils

Select a minimum of six hours from the follow:

[BIO 121](#) General Biology I

[BIO 122](#) General Biology II

[CHM 116](#) Fundamentals of Chemistry & [CHM 117](#) Fundamentals of Chemistry Lab

[CHM 160](#) General Chemistry I

[GLG 110](#) Principles of Geology

[GRY 100](#) World Regional Geography

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Total Agricultural Requirements Hours

15

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Total Associate of Science in Agriculture Hours	Credit Hours
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Degree Hours	64-68
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## General Education Notes:

This degree fulfills the Missouri 42 hour general education block

[ENG 210](#) Writing II: Academic Writing may be substituted for [ENG 221](#) Writing II: Writing for the Professions.

The following general education courses are recommended for students interested in transferring to bachelors degree programs in the areas listed below:

### ***Agricultural Business:***

[CHM 116](#) Fundamentals of Chemistry & [CHM 117](#) Fundamentals of Chemistry Lab

[CHM 160](#) General Chemistry I



[MTH 135](#) College Algebra

[MTH 181](#) Trigonometry

[MTH 261](#) Analytic Geometry/Calculus I

[MTH 285](#) Calculus for Business and Social Sciences

***Agriculture Education:***

[BIO 101](#) Biology in Your World & [BIO 111](#) Understanding Biological Systems Through Inquiry

[CHM 116](#) Fundamentals of Chemistry & [CHM 117](#) Fundamentals of Chemistry Lab

[CHM 160](#) General Chemistry I

***Animal Science:***

[BIO 101](#) Biology in Your World & [BIO 111](#) Understanding Biological Systems Through Inquiry

[BIO 121](#) General Biology I

[CHM 116](#) Fundamentals of Chemistry & [CHM 117](#) Fundamentals of Chemistry Lab

[CHM 160](#) General Chemistry I

***General Agriculture:***

[BIO 101](#) Biology in Your World & [BIO 111](#) Understanding Biological Systems Through Inquiry

[BIO 121](#) General Biology I

[CHM 116](#) Fundamentals of Chemistry & [CHM 117](#) Fundamentals of Chemistry Lab

[CHM 160](#) General Chemistry I

***Natural Resources:***

[BIO 101](#) Biology in Your World & [BIO 111](#) Understanding Biological Systems Through Inquiry

[BIO 121](#) General Biology I

[CHM 116](#) Fundamentals of Chemistry & [CHM 117](#) Fundamentals of Chemistry Lab

[CHM 160](#) General Chemistry I

[GLG 110](#) Principles of Geology

[GRY 135](#) Atmospheric Science

[GRY 142](#) Introductory Physical Geography

**Plant Science:**

[BIO 101](#) Biology in Your World & [BIO 111](#) Understanding Biological Systems Through Inquiry

[BIO 121](#) General Biology I

**Wildlife General:**

[BIO 121](#) General Biology I

[CHM 116](#) Fundamentals of Chemistry & [CHM 117](#) Fundamentals of Chemistry Lab

[CHM 160](#) General Chemistry I

[GLG 110](#) Principles of Geology

[GRY 100](#) World Regional Geography

[MTH 135](#) College Algebra

[MTH 138](#) Pre-Calculus Mathematics

‡ **Recommended for students interested in Agriculture Finance and Management**

€ **Recommended for students interested in Agriculture Enterprise and Management**

# Certificate in Agricultural Business

## Agricultural Business

### Certificate

The Certificate in Agricultural Business includes the fundamentals of business, accounting and economics with agriculture courses, including an internship experience, to provide a practical knowledge in agriculture business. While the Certificate in Agricultural Business may be completed as a stand alone certificate program, courses in this certificate may also be used to complete the Associate of Applied Science in Entrepreneurship, Associate of Applied Science in General Agriculture or Associate of Science in Agriculture. Courses included may also be applied toward bachelor degrees at some four-year institutions.

Agricultural Business Certification Requirements	Credit Hours
<a href="#">ACC 201</a> Introduction to Financial Accounting	3
<a href="#">AGR 101</a> Animal Science	4
<a href="#">AGR 103</a> Plant Science	3
<a href="#">AGR 115</a> Sustainable Agriculture and the Environment	
<a href="#">AGR 112</a> Introduction to Agricultural Business	3
<a href="#">AGR 118</a> Leadership	1
<a href="#">AGR 120</a> Agriculture Recordkeeping	1
<a href="#">AGR 144</a> Agricultural Economics	4
<a href="#">AGR 299</a> Agricultural Internship	3
Select 3 credit hours from the following:	3
<a href="#">ACC 211</a> Introduction to Managerial Accounting	
<a href="#">AGR 100</a> Food Security	
<a href="#">AGR 161</a> Introduction to Horses	
<a href="#">AGR 215</a> Soils	

[EPR 110](#) Introduction to Entrepreneurship

[EPR 150](#) Marketing for Small Businesses

[EPR 290](#) Business Plan Development

[FIN 266](#) Principles of Real Estate

[INS 211](#) Insurance

[LAW 231](#) Legal Environment of Business

[MGT 286](#) Business Communications

[MKT 150](#) Introduction to Marketing

[PSY 121](#) Introductory Psychology

[QBA 237](#) Basic Business Statistics

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Total Hours Required

25

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# Certificate in Animal Science

## Animal Science

### Certificate

The Certificate in Animal Science provides a broad exposure to all types of agriculture pertinent to the animal industries, including animal production and nutrition. An internship experience is also included to provide a practical knowledge in animal science. While the Certificate in Animal Science may be completed as a stand alone certificate program, courses in this certificate may also be used to complete the Associate of Science in Agriculture or the Associate of Applied Science in General Agriculture. Courses included in this certificate may also be applied toward bachelor degrees at some four-year institutions.

Animal Science Certification Requirements	Credit Hours
<a href="#">AGR 100</a> Food Security	3
<a href="#">AGR 101</a> Animal Science	4
<a href="#">AGR 103</a> Plant Science	3
<a href="#">AGR 115</a> Sustainable Agriculture and the Environment	
<a href="#">AGR 118</a> Leadership	1
Select 14 credit hours from the following:	14
<a href="#">AGR 299</a> Agricultural Internship	
<a href="#">AGR 144</a> Agricultural Economics I	
<a href="#">AGR 185</a> Introduction to Companion Animals	
<a href="#">AGR 196</a> Dairy and Meat Animal Evaluation	
<a href="#">AGR 202</a> Reproductive Physiology	
<a href="#">AGR 206</a> Veterinary Science	
<a href="#">AGR 215</a> Soils	
<a href="#">AGR 252</a> Beef Cattle Production	

Total Hours Required

25

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# Certificate in Equine Studies

## Equine Studies

### Certificate

The Certificate in Equine Studies provides with knowledge specific to the equine industry, including equine management, health, nutrition, evaluation and riding. An internship experience is also included to provide practical knowledge in equine science. While the Certificate in Equine Studies may be also included as a stand alone certificate program, courses in this certificate may also be used to complete the Associate of Science in Agriculture or the Associate of Applied Science in General Agriculture. Courses included in this certificate may also be applied toward bachelor degrees at some four-year institutions.

Equine Studies Certification Requirements	Credit Hours
<a href="#">AGR 101</a> Animal Science	4
<a href="#">AGR 118</a> Leadership	1
<a href="#">AGR 161</a> Introduction to Horses	3
<a href="#">AGR 299</a> Agricultural Internship	3
Select 14 credit hours from the following:	14
<a href="#">AGR 162</a> Introduction to Riding	
<a href="#">AGR 163</a> Introduction to Hunt Seat Equestrian Competition	
<a href="#">AGR 164</a> Introduction to Stock Seat Equestrian Competition	
<a href="#">AGR 191</a> Evaluation and Performance Appraisal of Horses	
<a href="#">AGR 202</a> Reproductive Physiology	
<a href="#">AGR 206</a> Veterinary Science	
<a href="#">AGR 210</a> Animal Nutrition	
<a href="#">AGR 262</a> Riding for Horse Training	
<a href="#">AGR 263</a> Intermediate Hunt Seat Competition	

[AGR 264](#) Intermediate Stock Seat Equestrian Competition

[AGR 275](#) Forage Production

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Total Credit Hours

25

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# Certificate in General Agriculture

## General Agriculture

### Certificate

The Certificate in General Agriculture provides a broad experience to all types of agriculture; an internship experience is also included to provide students with practical knowledge and skills. While the Certificate of General Agriculture may be completed as a stand alone certificate program, courses in this certificate may also be used to complete the Associate of Science in Agriculture or the Associate of Applied Science in General Agriculture. Courses included in this certificate may also be applied toward the Missouri State University Bachelor of Applied Science in General Agriculture, among other possible degrees at four-year institutions.

General Agriculture Certification Requirements	Credit Hours
<a href="#">AGR 100</a> Food Security	3
<a href="#">AGR 101</a> Animal Science	4
<a href="#">AGR 103</a> Plant Science	3
<a href="#">AGR 115</a> Sustainable Agriculture and the Environment	
<a href="#">AGR 118</a> Agricultural Economics	1
<a href="#">AGR 157</a> Principles of Agricultural Mechanization	3
<a href="#">AGR 215</a> Soils	3
<a href="#">AGR 299</a> Agricultural Internship	3
Select 8 credit hours of <a href="#">AGR</a> courses	8
Total Hours Required	28

# Certificate in Horticulture

## Horticulture

### Certificate

The Certificate in Horticulture provides a broad exposure to all types of agriculture pertinent to the animal industries, including animal production and nutrition. An internship experience is also included to provide a practical knowledge in animal science. While the Certificate in Animal Science may be completed as a stand alone certificate program, courses in this certificate may also be used to complete the Associate of Science in Agriculture or the Associate of Applied Science in General Agriculture. Courses included in this certificate may also be applied toward bachelor degrees at some four-year institutions.

Horticulture Certification Requirements	Credit Hours
<a href="#">AGR 103</a> Plant Science	3
<a href="#">AGR 104</a> Plant Science Laboratory	1
<a href="#">AGR 118</a> Leadership	1
<a href="#">AGR 170</a> Introduction to Horticulture	3
<a href="#">AGR 299</a> Agricultural Internship	3
Select 14 credit hours from the following:	14
<a href="#">AGR 100</a> Food Security	
<a href="#">AGR 112</a> Introduction to Agricultural Business	
<a href="#">AGR 115</a> Sustainable Agriculture and the Environment	
<a href="#">AGR 120</a> Agricultural Recordkeeping	
<a href="#">AGR 171</a> Controlled Environmental Agriculture	
<a href="#">AGR 172</a> Greenhouse Management	
<a href="#">AGR 173</a> Aquaponics and Hydroponics	
<a href="#">AGR 174</a> Integrated Pest Management	

[AGR 175](#) Vegetable and Fruit Production

[AGR 176](#) Good Agricultural Practices

[AGR 177](#) Turf Grass Management

[AGR 178](#) Landscape Design and Management

[AGR 215](#) Soils

[AGR 216](#) Soils Lab

[EPR 110](#) Introduction to Entrepreneurship

[EPR 130](#) Sales and Customer Service

[EPR 150](#) Marketing for Small Businesses

[EPR 290](#) Business Plan Development

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Total Credit Hours

24

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# Certificate in Natural Resources

## Natural Resources

### Certificate

The Certificate in Natural Resources provides a broad exposure to all types of agriculture pertinent to the animal industries, including animal production and nutrition. An internship experience is also included to provide a practical knowledge in animal science. While the Certificate in Animal Science may be completed as a stand alone certificate program, courses in this certificate may also be used to complete the Associate of Science in Agriculture or the Associate of Applied Science in General Agriculture. Courses included in this certificate may also be applied toward bachelor degrees at some four-year institutions.

Natural Resources Certification Requirements	Credit Hours
<a href="#">AGR 101</a> Animal Science	4
<a href="#">AGR 103</a> Plant Science	3
<a href="#">AGR 115</a> Sustainable Agriculture and the Environment	3
<a href="#">AGR 118</a> Leadership	1
<a href="#">AGR 143</a> Introductory Forestry	3
<a href="#">AGR 215</a> Soils	3
<a href="#">AGR 299</a> Agricultural Internship	3
Agriculture Elective:	3
<a href="#">AGR 144</a> Agricultural Economics	
<a href="#">AGR 240</a> Wildlife Techniques	
<a href="#">AGR 242</a> Wildlife Damage Management	
<a href="#">AGR 275</a> Forage Crop Production	
Geosciences Elective:	4
<a href="#">GLG 110</a> Principles of Geology	

[GRY 135](#) Atmospheric Science

[GRY 142](#) Introductory Physical Geography

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Total Hours Required

27

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# Certificate in Plant Science

## Plant Science

### Certificate

The Certificate in Plant Science provides a broad exposure to all types of agriculture pertinent to the animal industries, including animal production and nutrition. An internship experience is also included to provide a practical knowledge in animal science. While the Certificate in Animal Science may be completed as a stand alone certificate program, courses in this certificate may also be used to complete the Associate of Science in Agriculture or the Associate of Applied Science in General Agriculture. Courses included in this certificate may also be applied toward bachelor degrees at some four-year institutions.

Plant Science Certification Requirements	Credit Hours
<a href="#">AGR 103</a> Plant Science	3
<a href="#">AGR 104</a> Plant Science Laboratory	1
<a href="#">AGR 115</a> Sustainable Agriculture and the Environment	3
<a href="#">AGR 118</a> Leadership	1
<a href="#">AGR 143</a> Introductory Forestry	3
<a href="#">AGR 215</a> Soils	3
<a href="#">AGR 216</a> Soils Lab	1
<a href="#">AGR 275</a> Forage Crop Production	3
<a href="#">AGR 299</a> Agricultural Internship	3
Select at least 3 credit hours from the following:	3-4
<a href="#">AGR 144</a> Agricultural Economics	
<a href="#">AGR 170</a> Introduction to Horticulture	
<a href="#">AGR 171</a> Controlled Environ Agriculture	

[AGR 172](#) Greenhouse Management

[AGR 173](#) Aquaponics and Hydroponics

[AGR 174](#) Integrated Pest Management

[AGR 175](#) Vegetable and Fruit Production

[AGR 176](#) Good Agricultural Practices

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Total Hours Required

24

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# Certificate in Wildlife Management

## Wildlife Management

### Certificate

The Certificate in Wildlife Management provides knowledge and skills pertinent to the field of wildlife conservation and management. A broad range of topics are covered, including animal science, plant science, sustainable agriculture, forestry, soils, geology, geography and an internship are included in this certificate. While the Certificate in Wildlife Management may be completed as a stand alone certificate program, courses in this certificate may also be used to complete the Associate of Science in Agriculture or Associate of Applied Science in General Agriculture. Courses included in this certificate may also be applied toward bachelor degrees at some four-year institutions.

Wildlife Management Certification Requirements	Credit Hours
<a href="#">AGR 103</a> Plant Science	3
<a href="#">AGR 118</a> Leadership	1
<a href="#">AGR 299</a> Agriculture Internship	3
Select 17 credit hours from the following:	17
<a href="#">AGR 143</a> Introductory Forestry	
<a href="#">AGR 215</a> Soils	
<a href="#">AGR 240</a> Wildlife Techniques	
<a href="#">AGR 242</a> Wildlife Damage Management	
<a href="#">AGR 275</a> Forage Crop Production	
<a href="#">GLG 110</a> Principles of Geology	
<a href="#">GRY 100</a> World Regional Geography	
<b>Total Hours Required</b>	<b>24</b>



# Business

## Degrees

**Business (AAS)**

**Business (AS)**

## Certificates

**Basic Bookkeeping (Cert)**

**Basic Office Management (Cert)**

**Basic Business Studies (Cert)**

**Technology Management (Cert)**

# Associate of Applied Science in Business

## Business

Associate of Applied Science

General Education Core Requirements	Credit Hours
<a href="#">COM 115</a> Fundamentals of Public Speaking	3
<a href="#">ECO 155</a> Principles of Macroeconomics	3
<a href="#">ENG 110</a> Writing I	3
<a href="#">MGT 130</a> Business Mathematics	3
<a href="#">MTH 100</a> Intermediate Applied Mathematics or higher (except <a href="#">MTH 197</a> Introductory Topics in Mathematics and <a href="#">MTH 297</a> Mathematic Topics in Globalization)	3
<a href="#">PLS 101</a> American Democracy and Citizenship	3
<a href="#">IDS 110</a> Student Success	2
Total General Education Core Hours	17
Business Core Requirements	Credit Hours
<a href="#">ACC 201</a> Introduction to Financial Accounting	3
<a href="#">CIS 101</a> Computers for Learning	3
<a href="#">BUS 135</a> Introduction to Business	3
<a href="#">FIN 280</a> Introduction to Financial Management	3
<a href="#">BUS 297</a> International Business (capstone course)	3
<a href="#">MGT 120</a> Introduction to Management	3

<a href="#">MGT 286</a> Business Communications	3
<a href="#">QBA 237</a> Basic Business Statistics	3
<a href="#">LAW 231</a> Legal Environment of Business	3
Total Business Core Total	24

**Students may select either [MGT 130](#) Business Mathematics or any math course(s) numbered [MTH 100](#) or higher, excluding [MTH 197](#) and [MTH 297](#). One-credit-hour courses including [MTH 111](#), [MTH 112](#), [MTH 113](#), [MTH 114](#) and/or [MTH 115](#) may be selected in a combination to equal three credit hours.**

**Students are strongly encouraged to confirm transferability of individual courses to othe institutions prior to enrollment. Not all courses will transfer or satisfy specific degree requirements for bachelor's degrees.**

## Accounting Option

Accounting Core Requirements	Credit Hours
<a href="#">ACC 211</a> Introduction to Managerial Accounting	3
<a href="#">ACC 220</a> Payroll Accounting	1
<a href="#">ACC 221</a> Introduction to Individual Income Tax Accounting	2
<a href="#">ACC 290</a> Accounting Software Applications	3
<a href="#">ACC 299</a> Internship in Accounting	3
<a href="#">CIS 201</a> Computer Applications in Business	3
<a href="#">CIS 290</a> Advanced Microcomputer Applications	3
<a href="#">FIN 280</a> Introduction to Financial Management	3
Total General Education Hours	21

Degree Requirements	Credit Hours
Total Hours Required	62

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## Computer Information Option

Computer Information Core Requirements	Credit Hours
<a href="#">CIS 201</a> Computer Applications in Business	3
<a href="#">CIS 205</a> Website Design and Development	3
<a href="#">CIS 229</a> Fundamentals of Computer Information Systems	3
<a href="#">CIS 260</a> Application Development I	3
<a href="#">CIS 270</a> Application Development II	3
<a href="#">CIS 290</a> Advanced Microcomputer Applications	3
<a href="#">CGP 145</a> Introduction to Computer Programming	3
Total Computer Information Core Hours	21

Degree Requirements	Credit Hours
Total Hours Required	65

## Entrepreneurship Option

Entrepreneurship Core Requirements	Credit Hours
<a href="#">ACC 290</a> Accounting Software Applications	3
<a href="#">CIS 290</a> Advanced Microcomputer Applications	3
<a href="#">EPR 110</a> Introduction to Entrepreneurship	3
<a href="#">EPR 130</a> Sales and Customer Service	2
<a href="#">EPR 290</a> Business Plan Development	1
<a href="#">EPR 299</a> Internship in Entrepreneurship	3
<a href="#">FIN 280</a> Introduction to Financial Management	3

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[MKT 150](#) Introduction to Marketing 3

Technology Management Core Hours 21

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Degree Requirements	Credit Hours
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Total Hours Required	62
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## Management Option

Management Core Requirements	Credit Hours
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<a href="#">ACC 211</a> Introduction to Managerial Accounting	3
---	---

<a href="#">CIS 290</a> Advanced Microcomputer Applications	3
---	---

<a href="#">ECO 165</a> Principles of Microeconomics	3
--	---

<a href="#">FIN 280</a> Introduction to Financial Management	3
--	---

<a href="#">FIN 266</a> Principles of Real Estate	3
---	---

<a href="#">MGT 299</a> Internship in Business Management	3
---	---

<a href="#">MKT 150</a> Introduction to Marketing	3
---	---

<b>Total Management Core Hours</b>	<b>21</b>
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Degree Requirements	Credit Hours
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Total Hours Required	62
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## Technology Management Option

Technology Management Core Requirements	Credit Hours
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<a href="#">EPR 210</a> Employee Management and Supervision	3
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<a href="#">TEC 100</a> Survey of Electronics	3
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<a href="#">TEC.112</a> Introduction to Supply Chain Management	3
<a href="#">TEC.232</a> Quality Management	3
<a href="#">TEC.250</a> Safety Management	3
<a href="#">TEC.255</a> Project Management	3
<a href="#">TEC.299</a> Technology Internship	3
Technology Management Core Hours	21
<b>Degree Requirements</b>	
Total Hours Required	62

# Associate of Science in Business

## Business (AS)

Associate of Science

The required general education courses for the Associate of Science in Business are listed as follows:

### Distribution Requirements

Foundations Requirements <sup>£</sup>	Credit Hours
<a href="#">COM 115</a> Fundamentals of Public Speaking	3
<a href="#">ENG 110</a> Writing I	3
<a href="#">ENG 210</a> Writing II: Academic Writing	3
<a href="#">ENG 221</a> Writing II: Writing for the Professions	3
<a href="#">MTH 135</a> College Algebra or higher (Except <a href="#">MTH 197</a> Introductory Topics in Mathematics and <a href="#">MTH 297</a> Mathematic Topics in Globalization)	3
<a href="#">IDS 110</a> Student Success	2
Total Foundations Requirements Hours	14

<sup>£</sup> The **basic skills** block constitutes preparatory courses necessary for completing a college education and should therefore be completed as soon as possible.

Public Affairs	Credit Hours
	3

### US and MO Constitutions:

[PLS 101](#) American Democracy and Citizenship

## American History:

[HST 121](#) Survey of US History to 1877

[HST 122](#) Survey of US History Since 1877

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3

## Public Issues:

[CIS 200](#) Critical and Creative Thinking Using Information Technology

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Public Affairs Requirements Hours

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9

## Human Culture

## Credit Hours

6

## Social and Behavioral Science:

[ECO 155](#) Principles of Macroeconomics

[PSY 121](#) Introductory Psychology

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3

## Humanities:

[LLT 121](#) Classical Mythology or higher

[ENG 230](#) Introduction to Reading in Literature

[ENG 231](#) Major Writers of English

[ENG 235](#) Critical Approaches to Literature

[ENG 236](#) Minorities in Literature

[ENG 280](#) Short Story

[ENG 283](#) Folklore and Cultural Engagement

[ENG 285](#) Subjects in Folklore

[ENG 288](#) Literature of Work: Readings in Professions

[HST 103](#) World History to 1600 C.E.

[HST 104](#) World History Since 1600 C.E.

[MED 274](#) Understanding Film



[MUS 241](#) The Language of Music

[PHI 110](#) Introduction to Philosophy

[REL 101](#) Introduction to the Old Testament

[REL 102](#) Introduction to the New Testament

Any Foreign Language

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3

### **The Arts/Cultural Competence:**

[REL 100](#) Religion and Human Culture

[GRY 100](#) World Regional Geography

[ART 200](#) Art in Context

[ENG 203](#) Creative Writing: Poetry

[ENG 205](#) Creative Writing: Nonfiction

[ENG 215](#) Creative Writing: Short Story

[MUS 239](#) Introduction to World Music

[THE 101](#) Introduction to Theatre and Drama Arts

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### **Natural World Requirements**

**Credit  
Hours**

At least one course from each section, two different course codes, at least one with a lab<sup>†</sup>

7-9

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### **Life Sciences:**

[BIO 100](#)<sup>†</sup> Biological Science for Educators

[BIO 101](#) Biology in Your World

[BIO 111](#)<sup>†</sup> Understanding Biological Systems Through Inquiry

[BIO 121](#)<sup>†</sup> Elements of Microbiology

[BMS 110](#) Introduction to the Biomedical Sciences or [BMS 111](#)<sup>†</sup> Introductory Laboratory in Biomedical Sciences

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**Cannot receive credit for both courses**

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[ENV 105<sup>†</sup>](#) Environmental Science

[GLG 115<sup>†</sup>](#) Life of the Past

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### Physical Sciences:

[AST 115<sup>†</sup>](#) Basic Astronomy

[CHM 116](#) Fundamentals of Chemistry and [CHM 117<sup>†</sup>](#) Fundamentals of Chemistry Lab

[CHM 160](#) General Chemistry I

[GLG 110<sup>†</sup>](#) Principles of Geology

[GRY 135<sup>†</sup>](#) Atmospheric Science

[GRY 142<sup>†</sup>](#) Introductory Physical Geography

[PHY 101<sup>†</sup>](#) Physics by Inquiry for Educators

[PHY 123](#) Introduction to Physics I

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Courses taken under the pass/not pass option cannot be used to satisfy general education, professional education or specific degree requirements except as noted in the pass/not pass policy.

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Total General Education Block Hours 42-44

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### Other Course Requirements

### Credit Hours

[ACC 201](#) Introduction to Financial Accounting 3

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[BUS 297](#) International Business 3

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[CIS 101](#) Computers for Learning 3

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[ECO 165](#) Principles of Macroeconomics 3

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Total Other Requirements Hours 12

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### Business Electives

### Credit Hours

**Choose 3 courses from the 2 lists below: \*\*** 9

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**Business Core Requirements:**

[ACC 211](#) Introduction to Managerial Accounting

[LAW 231](#) Legal Environment of Business

[MGT 286](#) Business Communications

[QBA 237](#) Basic Business Statistics

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**Other Business Elective:**

[BUS 135](#) Introduction to Business

[CIS 201](#) Computer Applications in Business

[FIN 266](#) Principles of Real Estate

[INS 211](#) Insurance

[JRN 270](#) Introduction to Journalism

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Business Elective Total:

9

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Degree Requirements	Credit Hours
Total Hours	63-65

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**Notes:**

This degree fulfills the Missouri 42-hour general education block requirements.

While only three business electives are required to satisfy the degree requirements, please note that all courses listed under **Business Core Requirements** are required for admission into the Missouri State University College of Business. The five courses listed under **Other Business Electives** are either other business electives or courses required for the Missouri State University Bachelor of Science in General Business degree.

Students are strongly encouraged to confirm the transferability of individual courses to other institutions prior to enrollment. Not all courses will transfer or satisfy specific degree requirements for bachelor's degrees.

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# Certificate in Basic Bookkeeping

## Basic Bookkeeping (Cert)

### Certificate

The Certificate in Basic BookKeeping is awarded upon successful completion of the 15 credit hours of business courses. Courses included in this certificate include computers for learning, business math, a survey of financial and managerial accounting, QuikBooks, and individual tax preparation and payroll accounting. Courses required as part of the Certificate in Basic BookKeeping also satisfy requirements of the Certificate of Basic Office Management and the Associate of Applied Science in Business -- Accounting Emphasis. The Certificate in Basic BookKeeping equips students with the knowledge and skills needed for an entry-level career in business.

### ***Not eligible for financial aid***

Basic Bookkeeping Certification Requirements	Credit Hours
<a href="#">ACC 220</a> Payroll Accounting	1
<a href="#">ACC 221</a> Introduction to Individual Income Tax Accounting	2
<a href="#">ACC 290</a> Accounting Software Applications	3
<a href="#">CIS 101</a> Computers for Learning	3
<a href="#">EPR 140</a> Accounting for Small Business	3
<a href="#">MGT 130</a> Business Math	3
Total Hours Required	15

# Certificate in Basic Business Studies

## Basic Business Studies (Cert)

Certificate

***Not eligible for financial aid***

Basic Business Studies Core Requirements	Credit Hours
<a href="#">BUS 135</a> Introduction to Business	3
<a href="#">MGT 120</a> Introduction to Management	3
<a href="#">MGT 130</a> Business Math	3
<a href="#">MKT 150</a> Introduction to Marketing	3
Basic Business Studies Core Total	12

# Certificate in Basic Office Management

## Basic Office Management (Cert)

### Certificate

The Certificate in Basic Office Management is awarded upon successful completion of the 33 credit hours of business courses. Courses included in this certificate include introductions to business and management, financial accounting, managerial accounting, payroll accounting, business math, computers for business, QuickBooks, individual tax preparation and business communications. Courses required as part of the Certificate in Basic Office Management also satisfy requirements of the Associate of Applied Science in Business—Accounting Emphasis. The Certificate in Basic Office Management equips students with the knowledge and skills needed for an entry-level career in business.

Basic Office Management Certification Requirements	Credit Hours
<a href="#">ACC 201</a> Introduction to Financial Accounting	3
<a href="#">ACC 211</a> Introduction to Managerial Accounting	3
<a href="#">ACC 220</a> Payroll Accounting	1
<a href="#">ACC 221</a> Introduction to Individual Income Tax Accounting	2
<a href="#">ACC 290</a> Accounting Software Applications	3
<a href="#">BUS 135</a> Introduction to Business	3
<a href="#">CIS 101</a> Computers for Learning	3
<a href="#">CIS 290</a> Advanced Microcomputer Applications	3
<a href="#">ENG 110</a> Writing I	3
<a href="#">MGT 120</a> Introduction to Management	3
<a href="#">MGT 130</a> Business Math	3
<a href="#">MGT 286</a> Business Communications	3

### **Cost:**

Q: How much will this program cost me?

A: Tuition and fees: \$3,908

Books and supplies: \$1,858

On-campus room and board: N/A

### **Financing:**

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, 0% of graduates used loans to finance their education. The median debt for program graduates:

Federal Loans: \$0

Private education loans: \$0

Institutional financing plan: \$0

### **Success:**

Q: How long will it take me to complete this program?

A: The program is designed to take 12 months to complete. N/A % of graduates from this program finished in this time.

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Q: What are the chances of getting a job when I graduate?

A: The job placement rate for students who complete the program is N/A%

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Q: Will I be able to pay back my student loans?

A: A % of students in this institution who took out federal student loans are successfully repaying them.

# Associate of Applied Science in Child and Family Development

## Child and Family Development (AAS)

Associate of Applied Science

General Education Core Requirements	Credit Hours
<a href="#">CIS 101</a> Computers for Learning	3
<a href="#">COM 115</a> Fundamentals of Public Speaking	3
<a href="#">ENG 110</a> Writing I	3
<a href="#">IDS 110</a> Student Success	2
<a href="#">MTH 100</a> Intermediate Applied Mathematics or higher (except <a href="#">MTH 197</a> Introductory Topics in Mathematics and <a href="#">MTH 297</a> Mathematic Topics in Globalization)	3
<a href="#">PLS 101</a> American Democracy and Citizenship	3
<a href="#">PSY 121</a> Introductory Psychology	3
General Education Core	20
Child and Family Development Core Requirements	Credit Hours
<a href="#">CFD 110</a> Health, Safety and Nutrition	3
<a href="#">CFD 150</a> Introduction to Child and Family Development	1
<a href="#">CFD 155</a> Principles of Human Development	3
<a href="#">CFD 160</a> Principles of Development in Early Childhood	3
<a href="#">CFD 163</a> Relationships in Today's Families	3
<a href="#">CFD 204</a> Management of Early Childhood Programs	3



<a href="#">CFD 563</a> Administration of Programs*	
<a href="#">CFD 234</a> Assessment Strategies and Techniques in Early Childhood	3
<a href="#">CFD 562</a> Prevention of Child Abuse and Neglect*	
<a href="#">CFD 244</a> Working with Young Children with Special Needs	3
<a href="#">CFD 560</a> Family Engagement*	
<a href="#">CFD 250</a> Parenting in Contemporary Society	3
<a href="#">CFD 255</a> Principles of Development in Infancy	3
<a href="#">CFD 257</a> Principles of Development in Middle Childhood	3
<a href="#">CFD 260</a> Supervised Experience in the Child Development Laboratories	4
<a href="#">CFD 261</a> Play as Development	3
<a href="#">CFD 297</a> Internship in Planning and Implementing Curriculum for Child Development Centers (capstone course)	5
Child and Family Development Core	43

Degree Requirements	Credit Hours
Total Hours	63

\* [CFD 560](#), [CFD 562](#) and [CFD 563](#) may be completed through a reverse transfer agreement with MSU.

**Notes:**

**Students may select any math course(s) numbered [MTH 100](#) or higher, excluding [MTH 197](#) and [MTH 297](#). One-credit-hour courses including [MTH 111](#), [MTH 112](#), [MTH 113](#), [MTH 114](#) and/or [MTH 115](#) may be selected in a combination to equal three credit hours.**

**Students are strongly encouraged to confirm transferability of individual courses to other institutions prior to enrollment. Not all courses will transfer or satisfy specific degree requirements for bachelor's degrees.**

# Associate of Applied Science in Computer Graphics and Programming

## Computer Graphics and Programming (AAS)

Associate of Applied Science

General Education Core Requirements	Credit Hours
<a href="#">CIS 101</a> Computers for Learning	3
<a href="#">COM 115</a> Fundamentals of Public Speaking	3
<a href="#">ENG 110</a> Writing I	3
<a href="#">ENG 221</a> Writing II: Writing for the Professions	3
<a href="#">IDS 110</a> Student Success	2
<a href="#">MTH 100</a> Intermediate Applied Mathematics or higher (except <a href="#">MTH 197</a> Introductory Topics in Mathematics or <a href="#">MTH 297</a> Mathematic Topics in Globalization)	3
<a href="#">PLS 101</a> American Democracy and Citizenship	3
General Education Core Total	20

Computer Graphics and Programming Core Credit Hours	Credit Hours
<a href="#">CGP 110</a> Game Development I	3
<a href="#">CGP 115</a> Game Art Drawing I	3
<a href="#">CGP 145</a> Introduction to Computer Programming	3
<a href="#">CGP 150</a> Introduction To Digital Graphics	3
<a href="#">CGP 160</a> Introduction to 3D Modeling and Animation	3
<a href="#">CGP 200</a> Mobile Game Development	3

<a href="#">CGP 220</a> Game Development II	3
<a href="#">CGP 250</a> 3D Character Modeling and Animation	3
<a href="#">CGP 255</a> Graphics Programming I	3
<a href="#">CGP 260</a> Advanced 3D Modeling and Animation	3
<a href="#">CGP 265</a> Graphics Programming II	3
<a href="#">CGP 297</a> Computer Graphics and Programming (Capstone)	3
<a href="#">CIS 205</a> Website Design & Development	3
<a href="#">CIS 260</a> Application Development I	3
Computer Graphics and Programming Total	42

<b>Elective (pick one)</b>	<b>Credit Hours</b>
<a href="#">CGP 125</a> Digital & Physical Sculpting	3
<a href="#">CGP 155</a> Web Game Development	3
<a href="#">CGP 170</a> Game Environments	3
<a href="#">CGP 175</a> Game Design	3
<a href="#">CGP 180</a> Introduction to Multimedia Audio	3
<a href="#">CGP 210</a> SQL Database Management	3
<a href="#">CGP 270</a> Virtual Media Entrepreneurship	3
<a href="#">CSC 125</a> Introduction to C++	4
Approved Elective ( <a href="#">CGP</a> , <a href="#">CIS</a> , <a href="#">CSC</a> , <a href="#">EPR</a> , <a href="#">MTH</a> , <a href="#">TEC</a> )	3
Elective Total	3

<b>Degree Requirements</b>	<b>Credit Hours</b>
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**Notes:**

**Students may select any math course(s) numbered [MTH 100](#) or higher, excluding [MTH 197](#) and [MTH 297](#). One-credit-hour courses including [MTH 111](#), [MTH 112](#), [MTH 113](#), [MTH 114](#) and/or [MTH 115](#) may be selected in a combination to equal three credit hours.**

**Students are strongly encouraged to confirm transferability of individual courses to other institutions prior to enrollment. Not all courses will transfer or satisfy specific degree requirements for bachelor's degrees.**

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# Associate of Applied Science in Culinary and Hospitality Management

## Culinary and Hospitality Management (AAS)

Associate of Applied Science

General Education Core Requirements	Credit Hours
<a href="#">COM 115</a> Fundamentals of Public Speaking	3
<a href="#">ENG 110/ENG 110A</a> Writing I	3
<a href="#">IDS 110</a> Student Success	2
<a href="#">MTH 100</a> Intermediate Applied Mathematics or higher (Except <a href="#">MTH 197</a> Introductory Topics in Mathematics or <a href="#">MTH 297</a> Mathematic Topics in Globalization)	3
<a href="#">PLS 101</a> American Democracy and Citizenship	3
Total General Education Core Hours	14

Culinary & Restaurant Management	Credit Hours
<a href="#">FCA 150</a> Culinary Arts I	12
<a href="#">FCA 155</a> Culinary Arts II	12
<a href="#">HRA 210</a> Introduction to Hospitality Leadership	3
<a href="#">HRA 215</a> Introduction to Lodging Management	3
<a href="#">HRA 218</a> Safety and Sanitation	3
Total Culinary & Restaurant Hours	33

Business Requirements	Credit Hours
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<a href="#">ACC 201</a> Introduction to Financial Accounting	3
<a href="#">BUS 297</a> International Business	3
<a href="#">CIS 101</a> Computers for Learning	3
<a href="#">FCA 299</a> Culinary and Hospitality Internship	3
<a href="#">MKT 150</a> Introduction to Marketing	
<a href="#">GRY 100</a> World Regional Geography	3
Total Business Requirement Hours	15

Degree Requirements	Credit Hours
Total Degree Hours	62

**Notes:**

**[FCA 150](#) and [FCA 155](#) are offered in partnership with the South Central Career Center (SCCC). [FCA 160](#) may be substituted in place of [FCA 150](#) and [FCA 155](#).**

**Other capstone courses, such as [AGR 297](#) or [IDS 297](#), may be substituted for [BUS 297](#).**

**Students may select any math course(s) numbered [MTH 100](#) or higher, excluding [MTH 197](#) and [MTH 297](#). One-credit-hour courses including [MTH 111](#), [MTH 112](#), [MTH 113](#), [MTH 114](#) and/or [MTH 115](#) may be selected in a combination to equal three credit hours.**

**Students are strongly encouraged to confirm transferability of individual courses to othe institutions prior to enrollment. Not all courses will transfer or satisfy specific degree requirements for bachelor's degrees.**

# Enology, Viticulture and Wine Business & Entrepreneurship

## Degrees

**Enology (AAS)**

**Viticulture (AAS)**

**Wine Business &  
Entrepreneurship (AAS)**

## Certificates

**Enology (Cert)**

**Viticulture (Cert)**

**Wine Business &  
Entrepreneurship (Cert)**

# Associate of Applied Science in Enology

## Enology (AAS)

Associate of Applied Science

General Education Core Requirements	Credit Hours
<a href="#">BIO 101</a> Biology in Your World	3
<a href="#">BIO 111</a> Understanding Biological Systems Through Inquiry	1
<a href="#">BIO 210</a> Elements of Microbiology	3
<a href="#">CIS 101</a> Computers for Learning	3
<a href="#">ENG 110</a> Writing I	3
<a href="#">IDS 110</a> Student Success	2
<a href="#">MTH 103</a> Intermediate Algebra or higher (Except <a href="#">MTH 197</a> Introductory Topics in Mathematics or <a href="#">MTH 297</a> Mathematic Topics in Globalization)	3
<a href="#">PLS 101</a> American Democracy and Citizenship	3
<a href="#">VIN 106*</a> Physics for the Wine Industry	3
Two of the following: <a href="#">COM 115</a> Fundamentals of Public Speaking <a href="#">ENG 221</a> Writing II: Writing for the Professions <a href="#">MGT 286</a> Business Communications	6
General Education Core Total	30
Enology Core Requirements	Credit Hours
<a href="#">VIN 105**</a> Molecular Principles in Grape and Wine	4



<a href="#">VIN 110</a> Introduction to Wine Microorganisms	3
<a href="#">VIN 146</a> Introduction to Enology	3
<a href="#">VIN 148</a> Winery Sanitation	3
<a href="#">VIN 160</a> Winery Equipment Operation	2
<a href="#">VIN 246</a> Intermediate Enology - Harvest/Crush	2
<a href="#">VIN 247</a> Intermediate Enology - Post Harvest	2
<a href="#">VIN 257</a> Fall Wine Production Internship	3
<a href="#">VIN 259</a> Cellar Operations Technology	2
<a href="#">VIN 266</a> Sensory Evaluation	3
<a href="#">VIN 268</a> Wine and Must Analysis	3
VIN Elective	2-3
<a href="#">VIN 111</a> Introduction to Viticulture and Vineyard	
<a href="#">VIN 211</a> Integrated Pest Management	
<a href="#">VIN 293</a> Soils for Viticulture	
Enology Core Total	32-33

Degree Requirements	Credit Hours
Total Hours	62-63

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**\* Note: [PHY 100](#) may be substituted for [VIN 106](#).**

**\*\* Note: [CHM 116](#) and [CHM 117](#) may be substituted for [VIN 105](#).**

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# Associate of Applied Science in Viticulture

## Viticulture (AAS)

Associate of Applied Science

General Education Core Requirements	Credit Hours
<a href="#">AGR 157</a> Principles of Agricultural Mechanization	3
<a href="#">BIO 101</a> Biology in Your World	3
<a href="#">BIO 111</a> Understanding Biological Systems Through Inquiry	1
<a href="#">CIS 101</a> Computers for Learning	3
<a href="#">ENG 110</a> Writing I	3
<a href="#">IDS 110</a> Student Success	2
<a href="#">MTH 103</a> Intermediate Algebra or higher (except <a href="#">MTH 197</a> Introductory Topics in Mathematics or <a href="#">MTH 297</a> Mathematic Topics in Globalization)	3
<a href="#">PLS 101</a> American Democracy and Citizenship	3
<a href="#">QBA 237</a> Basic Business Statistics	3
<a href="#">VIN 106*</a> Physics for the Wine Industry	3
Select two of the following: <a href="#">COM 115</a> Fundamentals of Public Speaking	6
<a href="#">ENG 221</a> Writing II: Writing for the Professions	
<a href="#">MGT 286</a> Business Communication	
General Education Core Total	<b>33</b>

Viticulture Core Requirements	Credit Hours
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<a href="#">VIN 105**</a> Molecular Principles of Grape and Wine	4
<a href="#">VIN 111</a> Introduction to Viticulture and Vineyard Establishment	3
<a href="#">VIN 112</a> Botanical Viticulture	4
<a href="#">VIN 211</a> Integrated Pest Management	2
<a href="#">VIN 212</a> Winter Viticulture Technology	2
<a href="#">VIN 213</a> Regional Vineyard Management	2
<a href="#">VIN 214</a> Spring Viticulture Technology	2
<a href="#">VIN 215</a> Summer/Fall Viticulture Technology	2
<a href="#">VIN 293</a> Soils for Viticulture	3
Enology Elective	3
<a href="#">VIN 146</a> Introduction to Enology	
<a href="#">VIN 266</a> Sensory Evaluation	
Viticulture Core Totals	25

Degree Requirements	Credit Hours
Total Hours	58

**\* Note: [PHY 100](#) Survey of Physics with Laboratory may be substituted for [VIN 106](#).**

**\*\* Note: [CHM 116](#) Fundamentals of Chemistry and [CHM 117](#) Fundamentals of Chemistry Lab may be substituted for [VIN 105](#).**

# Associate of Applied Science in Wine Business and Entrepreneurship

## Wine Business and Entrepreneurship (AAS)

Associate of Applied Science

General Education Core Requirements	Credit Hours
<a href="#">ACC 201</a> Introduction to Financial Accounting	3
<a href="#">BIO 101</a> Biology in Your World	3
<a href="#">BIO 111</a> Understanding Biological Systems Through Inquiry	1
<a href="#">ENG 110</a> Writing I	3
<a href="#">IDS 110</a> Student Success	2
<a href="#">MTH 103</a> Intermediate Algebra or higher (except <a href="#">MTH 197</a> Introductory Topics in Mathematics or <a href="#">MTH 297</a> Mathematic Topics in Globalization)	3
<a href="#">PLS 101</a> American Democracy and Citizenship	3
<a href="#">QBA 237</a> Basic Business Statistics	3
<a href="#">VIN 106*</a> Physics for the Wine Industry	3
Select two of the following: <a href="#">COM 115</a> Fundamentals of Public Speaking <a href="#">ENG 221</a> Writing II: Writing for the Professions <a href="#">MGT 286</a> Business Communication	6
General Education Core Total	30
Wine Business & Entrepreneurship Core	Credit Hours

<a href="#">VIN 111</a> Introduction to Viticulture and Vineyard	3
<a href="#">VIN 146</a> Introduction to Enology	
<a href="#">VIN 132</a> Entrepreneurial Finance for Vineyard and Wine Business	3
<a href="#">VIN 202</a> Legal Aspects of Vineyard and Winery Operation	3
<a href="#">VIN 250</a> Vineyard Equipment Technology for the Entrepreneur	3
<a href="#">VIN 271</a> Marketing for the Wine Business Entrepreneur	3
<a href="#">VIN 275</a> Financial Management for the Wine Business	3
<a href="#">VIN 285</a> Addressing Human Resources	3
<a href="#">VIN 290</a> Vineyard and Winery Safety	3
<a href="#">VIN 295</a> Developing a Business Plan	3
Elective:	2-3
<a href="#">VIN 276</a> Advanced Tasting Room Management	
<a href="#">VIN 280</a> Winery Establishment and Design	
Wine Business & Entrepreneurship Totals	32-33

Degree Requirements	Credit Hours
Total Hours	62-63

**\* Note: [PHY 100](#) Survey of Physics with Laboratory may be substituted for [VIN 106](#) Physics for the Wine Industry.**

**Students are strongly encouraged to confirm transferability of individual courses to other institutions prior to enrollment. Not all courses will transfer or satisfy specific degree requirements for bachelor's degrees.**

# Certificate in Enology

## Enology (Cert)

### Certificate

The Certificate in Enology provides practical knowledge and skills in the field enology or wine making. The certificate is offered through the Viticulture Enology Science and Technology Alliance (VESTA), a national grape and wine education program that combines the flexibility of online instruction, instructor guided industry professionals and hands on winery experience. While the Certificate in Enology may be completed as a stand-alone certificate program, courses in this certificate may also be used to complete the AAS in Enology.

Enology Certification Requirements	Credit Hours
<a href="#">VIN 105*</a> Molecular Principles of Grape and Wine	4
<a href="#">VIN 110</a> Introduction to Wine Microorganisms	3
<a href="#">VIN 146</a> Introduction to Enology	3
<a href="#">VIN 148</a> Winery Sanitation	3
<a href="#">VIN 160</a> Winery Equipment Operation	2
<a href="#">VIN 246</a> Intermediate Enology - Harvest/Crush	2
<a href="#">VIN 247</a> Intermediate Enology - Post Harvest	2
<a href="#">VIN 257</a> Fall Wine Production Internship	3
<a href="#">VIN 259</a> Cellar Operations Technology	2
<a href="#">VIN 266</a> Sensory Evaluation	3
<a href="#">VIN 268</a> Wine and Must Analysis	3
Viticulture Elective:	3
<a href="#">VIN 111</a> Introduction to Viticulture and Vineyard	

[VIN 211](#) Integrated Pest Management

[VIN 293](#) Soils for Viticulture

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Total Hours Required

33

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**\*\* Note: [CHM 116](#) Fundamentals of Chemistry and [CHM 117](#) Fundamentals of Chemistry Lab may be substituted for [VIN 105](#).**

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# Certificate in Viticulture

## Viticulture

### Certificate

The Certificate in Viticulture provides practical knowledge and skills in the field of viticulture, or grape growing. The certificate is offered through the Viticulture Enology Science and Technology Alliance (VESTA), a national grape and wine education program that combines the flexibility of online instruction, instructor-guided education from industry professionals and hands-on winery experience. While the Certificate in Viticulture may be completed as a stand-alone certificate program, courses in this certificate may also be used to complete the Associate of Applied Science in Viticulture.

Certificate in Viticulture Requirements	Credit Hours
<a href="#">VIN 105*</a> Molecular Principles of Grape and Wine	4
<a href="#">VIN 111</a> Introduction to Viticulture and Vineyard Establishment	3
<a href="#">VIN 112</a> Botanical Viticulture	4
<a href="#">VIN 211</a> Integrated Pest Management	2
<a href="#">VIN 212</a> Winter Viticulture Technology	2
<a href="#">VIN 213</a> Regional Vineyard Management	2
<a href="#">VIN 214</a> Spring Viticulture Technology	2
<a href="#">VIN 215</a> Summer/Fall Viticulture Technology	2
<a href="#">VIN 293</a> Soils for Viticulture	3
Enology Elective:	3
<a href="#">VIN 146</a> Introduction to Enology	
<a href="#">VIN 266</a> Sensory Evaluation	
Viticulture Certificate Totals	27



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**\* Note: [CHM 116](#) Fundamentals of Chemistry and [CHM 117](#) Fundamentals of Chemistry Lab may be substituted for [VIN 105](#).**

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# Certificate in Wine Business and Entrepreneurship

## Wine Business and Entrepreneurship (Cert)

Certificate

Certificate in Wine Business & Entrepreneurship	Credit Hours
<a href="#">VIN 111</a> Introduction to Viticulture and Vineyard Establishment	3
<a href="#">VIN 146</a> Introduction to Enology	
<a href="#">VIN 130</a> New Wine Business Feasibility	3
<a href="#">VIN 132</a> Finance & Accounting for Wine Business	3
<a href="#">VIN 202</a> Legal Aspects of Vineyard and Winery Operation	3
<a href="#">VIN 250</a> Equipment Technology for the Entrepreneur	3
<a href="#">VIN 271</a> Marketing for the Wine Business Entrepreneur	3
<a href="#">VIN 275</a> Financial Management for the Wine Business Entrepreneur	3
<a href="#">VIN 276</a> Advanced Tasting Room Management	2-3
<a href="#">VIN 280</a> Winery Establishment and Design	
<a href="#">VIN 285</a> Addressing Human Resources	3
<a href="#">VIN 290</a> Vineyard and Winery Safety	3
<a href="#">VIN 295</a> Developing a Business Plan	3
Wine Business & Entrepreneurship Totals	32-33

# Entrepreneurship

## Degrees

**Entrepreneurship (AAS)**

## Certificates

**Agricultural Business (Cert)**

**Public Outreach and Education (Cert)**

**Applied Entrepreneurship (Cert)**

**Small Business Management (Cert)**

# Associate of Applied Science in Entrepreneurship

## Entrepreneurship (AAS)

Associate of Applied Science

General Education Core Requirements	Credit Hours
<a href="#">COM 115</a> Fundamentals of Public Speaking	3
<a href="#">ENG 110</a> Writing I	3
<a href="#">ENG 110A</a> Writing I	
<a href="#">IDS 110</a> Student Success	2
<a href="#">MGT 130</a> Business Mathematics	3
<a href="#">MTH 100</a> Intermediate Applied Algebra or higher (Except <a href="#">MTH 197</a> Introductory Topics in Mathematics or <a href="#">MTH 297</a> Mathematic Topics in Globalization)	
<a href="#">PLS 101</a> American Democracy and Citizenship	3
General Education Core Total	14

Major Requirements	Credit Hours
<a href="#">AGR 297</a> Global Agriculture and Food Production	3
<a href="#">BUS 297</a> International Business (Capstone Course)	
<a href="#">AGR 299</a> Agriculture Internship or	3
<a href="#">EPR 299</a> Internship in Entrepreneurship	
<a href="#">CIS 101</a> Computers for Learning	3
Total Major Requirements Hours	9

## Agricultural Business Option

Course	Credit Hours
<a href="#">ACC 201</a> Introduction to Financial Accounting	3
<a href="#">EPR 140</a> Accounting for Small Businesses	
<a href="#">AGR 101</a> Animal Science	4
<a href="#">AGR 103</a> Plant Science	3
<a href="#">AGR 115</a> Sustainable Agriculture & the Environment	
<a href="#">AGR 112</a> Introduction to Agricultural Business	3
<a href="#">AGR 120</a> Agriculture Recordkeeping	1
<a href="#">AGR 144</a> Agricultural Economics*	4
<a href="#">AGR 215</a> Soils	3
<a href="#">EPR 121</a> Accounting Software Applications	3
<a href="#">EPR 130</a> Sales & Customer Service	3
<a href="#">EPR 150</a> Marketing for Small Businesses	3
<a href="#">LAW 231</a> Legal Environment of Business	3
<a href="#">MGT 286</a> Business Communications	3
AGR or EPR Electives	9
Total Agriculture Business Hours	45

\*[ECO 155](#) and [ECO 165](#) may be substituted for [AGR 144](#)

## Culinary Arts Option

Course	Credit Hours
<a href="#">EPR 110</a> Introduction to Entrepreneurship	3

<a href="#">EPR 121</a> Accounting Software Applications	3
<a href="#">EPR 130</a> Sales and Customer Service	2
<a href="#">EPR 290</a> Business Plan Development	3
<a href="#">FCA 150</a> Culinary Arts I**	12
<a href="#">FCA 155</a> Culinary Arts II**	12
<a href="#">LAW 231</a> Legal Environment of Business	3
<a href="#">MKT 150</a> Introduction to Marketing	3
Electives	1
Total Culinary Arts Hours	42

\*\*[FCA 150](#) Culinary Arts I and [FCA 155](#) Culinary Arts II are offered in cooperation with the South Central Career Center (SCCC). [FCA 160](#) Culinary Arts may be substituted for [FCA 150](#) Culinary Arts I and [FCA 155](#) Culinary Arts II.

## General Business Option

Course	Credit Hours
<a href="#">ECO 155</a> Principles of Macroeconomics	3
<a href="#">EPR 110</a> Introduction to Entrepreneurship	3
<a href="#">EPR 121</a> Accounting Software Applications	3
<a href="#">EPR 290</a> Business Plan Development	3
<a href="#">LAW 231</a> Legal Environment of Business	3
<a href="#">MGT 286</a> Business Communications	3
<a href="#">MKT 150</a> Introduction to Marketing	3
Electives	21

Select 21 credit hours of electives, including a minimum of 6 [EPR](#) credit hours. Additional Electives shall be selected in consultation with the faculty advisor and should support the student's individual career and educational goals. Electives may not

include [ENG 100](#) Introduction to College Composition, [MTH 020](#) Pre-Algebra (Math Lab Class) or [MTH 030](#) Beginning Algebra (Math Lab Class).

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General Business Hours

42

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Total Hours Required

65-68

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# Certificate in Applied Entrepreneurship

## Applied Entrepreneurship (Cert)

### Certificate

The Certificate in Applied Entrepreneurship provides practical knowledge and skills in small business management and entrepreneurship. This certificate is recommended for students starting and running their own business. While the Certificate in Applied Entrepreneurship may be completed as a stand alone certificate program, courses in this certificate may also be used to complete the AAS in Entrepreneurship.

Certificate in Applied Entrepreneurship	Credit Hours
<a href="#">ACC 290</a> Accounting Software Applications	3
<a href="#">EPR 110</a> Introduction to Entrepreneurship	3
<a href="#">EPR 130</a> Sales and Customer Service	2
<a href="#">EPR 290</a> Business Plan Development	1
<a href="#">EPR 299</a> Internship in Entrepreneurship	3
<a href="#">LAW 231</a> Legal Environment of Business	3
<a href="#">MKT 150</a> Introduction to Marketing	3
Select 6 credit hours from <a href="#">EPR</a> courses	6
Total Hours Required	24



# Certificate in Public Outreach and Education

## Public Outreach and Education (Cert)

Certificate

The Certificate in Public Outreach and Education is a short-term certificate program recommended for students interested in serving as interpretive guides in cultural tourism, agri-tourism, environmental tourism or related fields. Upon successful completion of the interpretive guide certification course, students are eligible to take the National Association for Interpretation's Certified Interpretive Guide exam. While the Certificate in Public Outreach and Education may be completed as a stand-alone certificate program, courses in this certificate may also be used to complete the AAS in Entrepreneurship.

**Not eligible for financial aid.**

Public Outreach and Education Core Requirements	Credit Hours
<a href="#">EPR 180</a> Local Interpretive Implementation	3
<a href="#">EPR 185</a> Interpretive Guide Certification	3
<b>Interpretive Electives:</b> <b>Select six credits hours from the following:</b>	
<a href="#">AGR 161</a> Introduction to Horses	2
<a href="#">AGR 162</a> Introduction to Riding	1
<a href="#">AGR 197</a> Special Topics in Agriculture <b>(Approved topics: Ozarks Edibles, Ozarks Wildlife)</b>	1-3
<a href="#">AGR 199</a> Agriculture in the Ozarks	3
<a href="#">ART 098</a> Topics in Art and Design <b>(Approved topics: Watercolor, Sketchbook Journaling, Print Making, Photography)</b>	1-2
<a href="#">ART 100</a> Two-Dimensional Design	3
<a href="#">ART 101</a> Three-Dimensional Design	3

<a href="#">ART 115</a> Drawing I	3
<a href="#">KIN 135</a> Selected Activities <b>(Approved topics: Rock Climbing, Hiking on Ozarks Public Lands, Daypacking on Ozarks Public Lands)</b>	1
Total Public Outreach and Education Hours	12

**Note:**

First Aid, CPR/AED certification is highly recommended.

Additional [AGR 197](#), [ART 098](#) and [KIN 135](#) topics may be approved by the program coordinator.

# Certificate in Small Business Management

## Small Business Management (Cert)

### Certificate

The Certificate in Small Business Management provides practical knowledge and skills in small business management and entrepreneurship. This certificate is recommended for students interested in starting and running their own business. While the Certificate in Small Business Management may be completed as a stand-alone certificate program, courses in this certificate may also be used to complete the Certificate in Small Business Management or the AAS in Entrepreneurship.

***Not eligible for financial aid.***

Certificate in Small Business Management	Credit Hours
<a href="#">ACC 290</a> Accounting Software Applications	3
<a href="#">EPR 110</a> Introduction to Entrepreneurship	3
<a href="#">EPR 130</a> Sales and Customer Service	2
<a href="#">EPR 290</a> Business Plan Development	1
<a href="#">MKT 150</a> Introduction to Marketing	3
Total Hours Required	12

# General Studies

## Degrees

[General Studies \(AA\)](#)

[Honors Program](#)

## Transfer Majors

[Criminology](#)

## Certificates

[Ozarks Studies \(Cert\)](#)

# Associate of Arts in General Studies

## General Studies

Associate of Arts

The required general education courses for the Associate of Arts in General Studies are listed as follows:

Foundations Requirements	Credit Hours
<p><b>Oral Communications</b></p> <p><a href="#">COM 115</a> Fundamentals of Public Speaking</p>	3
<p><b>Written Communications and Information Literacy</b></p> <p><a href="#">ENG 110</a> Writing I</p>	3
<p><b>Written Communications and Integrative and Applied Learning (choose one)</b></p> <p><a href="#">ENG 210</a> Writing II: Academic Writing</p> <p><a href="#">ENG 221</a> Writing II: Writing for the Professions</p>	3
<p><b>First-Year Seminar</b></p> <p><a href="#">IDS 110</a> Student Success</p>	2
<p><b>Quantitative Literacy (choose one)</b></p> <p><a href="#">MTH 130</a> Contemporary Mathematics</p> <p><a href="#">MTH 135</a> College Algebra</p> <p><a href="#">MTH 138</a> Pre-Calculus Mathematics</p> <p><a href="#">MTH 181</a> Trigonometry</p> <p><a href="#">MTH 261</a> Analytical Geometry and Calculus</p>	3-5
Natural World Requirements	Credit Hours
<p>At least one course from each area, two different course codes, at least one with a lab<sup>†</sup></p> <p><b>Life Sciences</b></p> <p><a href="#">BIO 100</a><sup>†</sup> Biological Science for Educators</p>	7-9

[BIO 101](#) Biology in Your World

[BIO 111](#)<sup>†</sup> Understanding Biological Systems Through Inquiry (lab)

[BIO 121](#)<sup>†</sup> General Biology I

[BMS 110](#)<sup>†</sup> Introduction to the Biomedical Sciences

[BMS 111](#)<sup>†</sup> Introductory Laboratory in Biomedical Sciences

[ENV 105](#)<sup>†</sup> Environmental Science

[GLG 115](#)<sup>†</sup> Life of the Past

### **Physical Sciences**

[AST 113](#) Modern Astronomy

[AST 114](#) Survey of Astronomy

[AST 115](#)<sup>†</sup> Basic Astronomy

[CHM 116](#) Fundamentals of Chemistry

[CHM 117](#)<sup>†</sup> Fundamentals of Chemistry Lab

[CHM 160](#) General Chemistry I

[CHM 161](#)<sup>†</sup> General Chemistry I Laboratory

[GLG 110](#)<sup>†</sup> Principles of Geology

[GLG 171](#) Environmental Geology

[GRY 135](#)<sup>†</sup> Atmospheric Science

[GRY 142](#)<sup>†</sup> Introductory Physical Geography

[PHY 100](#)<sup>†</sup> Survey of Physics with Laboratory

[PHY 101](#)<sup>†</sup> Physics by Inquiry for Educators

[PHY 102](#) Survey of Physics

[PHY 123](#)<sup>†</sup> Introduction to Physics I

**Four different course codes from these areas**

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**Social and Behavioral Science (choose two)**

6

- [AGR 100](#) Food Security
  - [AGR 144](#) Agricultural Economics I
  - [ANT 125](#) Exploring Our Human Ancestry
  - [CFD 155](#) Principles of Human Development
  - [CFD 163](#) Relationships in Today's Families
  - [ECO 155](#) Principles of Macroeconomics
  - [ECO 165](#) Principles of Microeconomics
  - [GRY 108](#) Principles of Sustainability
  - [MED 120](#) Introduction to Mass Communications
  - [PSY 121](#) Introductory Psychology
  - [REL 131](#) Religion in America
  - [SOC 150](#) Principles of Sociology
- 

**Humanities (choose one)**

3

- [ENG 230](#) Introductory Reading in Literature
- [ENG 231](#) Major Writers of English
- [ENG 235](#) Critical Approaches to Literature
- [ENG 236](#) Minorities in Literature
- [ENG 280](#) Short Story
- [ENG 283](#) Folklore and Cultural Engagement
- [ENG 285](#) Subjects in Folklore
- [ENG 288](#) Literature of Work: Readings in the Professions
- [ENG 289](#) Literature, Culture, Conflict
- [HST 103](#) World History to 1600 C.E.
- [HST 104](#) World History Since 1600 C.E.
- [LLT 121](#) Classical Mythology

[LLT 180](#) The Heroic Quest

[LLT 197](#) Selected Topics in Language and Literature

[LLT 201](#) Masterpieces of Continental Literature

[LLT 202](#) Major Authors in Translation

[LLT 215](#) Asian Global Studies

[MED 274](#) Understanding Film

Foreign Language, any course

[MUS 241](#) The Language of Music

[PHI 110](#) Introduction to Philosophy

[REL 101](#) Introduction to the Old Testament

[REL 102](#) Introduction to the New Testament

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**The Arts (choose one)**

3

[ART 200](#) Art in Context

[ENG 203](#) Creative Writing: Poetry

[ENG 205](#) Creative Writing: Non-Fiction

[ENG 215](#) Creative Writing: Short Story

[MUS 239](#) Introduction to World Music

[THE 101](#) Introduction to Theatre and Drama Arts

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**Public Affairs Requirements**

**Credit Hours**

**US and MO Constitutions and American History**

3

[PLS 101](#) American Democracy and Citizenship

---

**US History (choose one)**

3

[HST 121](#) Survey of US History to 1877

[HST 122](#) Survey of US History Since 1877

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**Cultural Competence (choose one)**

3

[ENG 289](#) Literature, Culture and Conflict

[GRY 100](#) World Regional Geography



[LLT 180](#) The Heroic Quest

[REL 100](#) Religion and Human Culture

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**Public Issues (choose one)**

3

[CIS 200](#) Critical and Creative Thinking using Information Technology

[COM 110](#) Critical Thinking

[CSC 210](#) Public Affairs Issues in Computing

[ECO 101](#) Economics of Social Issues

[PHI 105](#) Logic, Language and Argumentation

[PHI 115](#) Introduction to Ethics

[PLS 205](#) Countries and Culture: Comparative Government\*

[PLS 232](#) International Relations\*

[TEC 105](#) Technology's Impact on Society

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**\* Students who transfer to Missouri State-Springfield before completing their Associate of Arts in General Studies degree may find these classes will not satisfy the Public Affairs requirement.**

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Other General Education Requirements	Credit Hours
<a href="#">CIS 101</a> Computers for Learning	3
<a href="#">IDS 297</a> Topics in Globalization	2-3

Electives	Credit Hours
Elective Total:	12
Note: Consult with an advisor to determine appropriate electives.	

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Degree Requirements	Credit Hours
Total Hours	62-67

# William and Virginia Darr Honors Program

## Specialization in Honors

Associate of Arts

### Mission:

The William and Virginia Darr Honors Program at Missouri State University-West Plains seeks to create a collegial environment that nurtures and empowers students of high academic and/or artistic potential to become educated persons.

### Goals:

Recruit students of high academic and/or creative ability.

Motivate students to:

Academically challenge themselves and their classmates

Formulate a greater, wider and deeper understanding of their existence and of their abilities

Influence the world during and through that existence

Explore new subjects and experience the world and its ideas in search of truth

Assist students in developing their various academic and vocational interests.

Provide for student-to-student, student-to-faculty and student-to-community interaction for the expressed purpose of building a community where learning can be enhanced and transmitted.

Honor students of high academic ability and purpose as evidenced by their completion of the program and their degree at Missouri State University-West Plains.

### Objectives:

Identify students who possess

A seriousness of academic purpose

A desire to be active, rather than passive, learners

An intellectual curiosity that supersedes an obsession with grades

A demonstrated potential for critical thinking and excellence in oral and written expression

Communicate the mission, goals and objectives of the Honors Program to potential and current students, the Missouri State University-West Plains campus community and the service area.

Offer a unique and innovative curriculum of small courses, offering stimulation, challenge, multidisciplinary perspectives and constant interaction with peers of comparable abilities and outstanding instructors who are willing to learn with their students.

Provide special options, opportunities and financial incentives that enhance the undergraduate experience at a two-year higher education institution.

Aid students in the development of, the understanding of and the appreciation for higher education.

Encourage and/or enhance a positive learning attitude across the campus.

Help clarify students' capabilities and limitations as well as personal values, goals and needs.

Develop an atmosphere open to diversity in learning, thought, culture and race.

Provide personal attention to each student, including offering information and counseling as each student develops a personal academic and career plan.

Coordinate efforts among faculty, staff and community members so students can develop a network of colleagues (classmates, instructors and community members) for personal support, intellectual interaction and continuing growth.

Encourage the creation and presentation of special projects for a public arena that enhances the student's academic program and intellectual and/or artistic development.

Establish articulation agreements with area colleges and universities to which Honors Program students are likely to transfer.

Submit all program changes and additions through the faculty governance system established by the Missouri State University-West Plains Faculty Senate.

Assess annually the effectiveness of the total program in meeting its mission and goals.

## **Enrolling in the Darr Honors Program**

Admission into the Darr Honors Program is based upon successful completion (a grade of 'B' or higher) of [HNR 150](#), Honors I Seminar (or with permission, [HNR 250](#) Honors II Seminar). To be eligible to enroll in the [HNR 150](#) course, the student must meet one of the following criteria:

### **For First-Time Freshmen**

Any first-time freshman student who has an ACT composite of 25 or above may enroll in [HNR 150](#) during the first semester at Missouri State University-West Plains. Registration for [HNR 150](#) can be completed at any regularly scheduled STAR orientation. First-time freshmen who have a composite ACT score of 23 or 24 must have an ACT reading score of 28 or above and be eligible to enroll in [ENG 110](#) and

Complete a personal interview with the director of the honors program and

Receive approval to enroll in [HNR 150](#) (or [HNR 250](#) under special circumstances) by the director of the honors program.

### **For Currently Enrolled**

Any currently enrolled student at Missouri State University-West Plains who has a 3.5 or higher cumulative GPA after completing at least 12 credit hours at Missouri State University-West Plains (dual-credit courses cannot be a part of the 12 credit hour total) and has completed or is eligible for [ENG 110](#) may enroll in [HNR 150](#) upon

The recommendation of a full-time faculty member at Missouri State University-West Plains

The completion of a personal interview with the director of the honors program.

### **Continuing in the Program:**

After successfully completing the [HNR 150](#) course (or [HNR 250](#), if taking it as the entry course) with a grade of 'B' or higher, the student may enroll in any [HNR](#) course or an approved section of a course with an Honors Component (see the listing of Honors Component Courses in this program description). (The one exception to this stipulation concerns students who are concurrently enrolled in [HNR 150](#) and [MTH 261](#), through which the student may earn honors credit for each of the courses but only if the student successfully completes the [HNR 150](#) or [HNR 250](#) course during that semester.)

Continuance in the honors program is contingent upon the student's success in the [HNR](#) core courses ( [HNR 150](#), [250](#) and [HNR 297](#)) and upon his or her academic standing in all coursework. An honors program student

is subject to scholastic probation and suspension even though he/she may have successfully completed the [HNR](#) core courses. If a student is placed on probation or is suspended, he/she must first satisfy the requirements of the probation or suspension before he/she can take another [HNR](#) course or a course with an honors component.

## **Completing the Specialization in Honors**

A student may earn the Specialization in Honors while completing any of the degree programs at Missouri State University-West Plains. In the case of the Associate of Arts Degree in General Studies or the Associate of Arts Degree in Teaching, the student may use his or her elective hours to complete the requirements of the Specialization in Honors. For those pursuing the Associate of Science Degree in Nursing (ASN) or any of the Associate of Applied Science (AAS) degrees, it will be necessary to complete the required number of credit hours in honors in addition to the total number of credit hours required by the ASN degree or the desired AAS degree. Students are encouraged to consult with their advisor carefully to coordinate the scheduling of courses in order to seek both their desired degree and the Specialization in Honors.

To complete the Specialization in Honors, the student must complete the following requirements in addition to the requirements of the desired degree:

Earn a grade of 'A' or 'B' in the following:

8 hours of these required Honors Core Courses:

[HNR 150](#) Honors I Seminar: 3 hours

[HNR 250](#) Honors II Seminar: 3 hours

[HNR 297](#) Honors Capstone: 2 hours

At least 9 hours in courses with an approved Honors Component (See Honors Component Courses)

Public affairs requirement: By the end of their degree program, students must complete at least 32 hours of volunteer service approved by the honors program director

Satisfactorily participate in one of the following requirements to satisfy the Darr Honors Program's Bridging Cultures Experience:

Serve as a one-semester intern while studying at the Missouri State University-West Plains campus at Dalian, China;

Enroll in and complete all requirements associated with a university-sponsored travel abroad course, such as:

The annual Honors Abroad study tour

Any University sponsored abroad trips or

With approval of the honors program director, abroad trips not sponsored by the University

Enroll in and complete an Honors Service Learning companion course, completing at least 32 hours of service to approved non-profit organization.

Have at the end of his or her degree program, an overall grade point average of 3.5 or higher in all coursework.

***All other University policies apply.***

## **Graduation:**

The student who completes the requirements for an associate degree and who completes the requirements of the Specialization in Honors will receive his or her diploma and a certificate of completion from the William and Virginia Darr Honors Program, and entrance into the Order of the Pen and Compass Society. In addition, honors program graduates participating in commencement ceremonies will wear the black velvet Tam O'Shanter (hat), signifying that the student is an honors program graduate. The commencement program will also note the names of those graduates who complete the honors program.

Students who have completed or who are on track to complete the coursework required of the Specialization in Honors and their associate degree program but who fall short of the 3.5 GPA minimum requirement of the Specialization in Honors may, with approval by the director of the honors program and/or the Honors Program Leadership Committee, participate in graduation ceremonies and be noted as a member of the Darr Honors Program in the commencement program and be permitted to wear the Tam O'Shanter. However, such students will not be awarded the Specialization in Honors designation on their transcript, receive a certificate of completion of the Specialization in Honors, or receive entrance into the Order of the Pen and Compass Society.

Graduates of the Darr Honors Program must first have confirmation by the registration and records office that they have met all requirements of their degree program and of the Specialization in Honors before officially receiving their diploma and the Specialization in Honors certificate of completion.

## **Honors Component Courses:**

The following courses may be utilized by the honors program student toward satisfying the Specialization in Honors requirement for six credit hours of honors component coursework; however, only course sections taught by full-time faculty members and approved by the Darr Honors Program Leadership Committee carry honors component credit. Students must first complete a Request to Complete an Honors Component Course form – which includes obtaining permission from an eligible faculty member and the director of the honors program – before being eligible to receive honors credit for the course. (Check each semester's course schedule for availability)

[AGR 100](#) Food Security/[TEC 105](#) Technology's Impact on Society

[BIO 101](#) Principles of Biological Science and [BIO 111](#) Understanding Biological Systems through Inquiry

[CHM 116](#) Fundamentals of Chemistry and [CHM 117](#) Fundamentals of Chemistry Lab

[CHM 160](#) General Chemistry

[COM 115](#) Fundamentals of Public Speaking

[ENG 210](#) Writing II: Academic Writing (Honors credit not given for both [ENG 210](#) & [ENG 221](#))

[ENG 221](#) Writing II: Writing for the Professions (Honors credit not given for both [ENG 210](#) & [ENG 221](#))

[ENG 288](#) Literature of Work: Readings in the Professions

[HNR 292](#) Directed Study in Honors

[HNR 297](#) Honors Capstone

[HST 103](#) World History to 1500 C.E.

[HST 104](#) World History Since 1500 C.E.

[HST 121](#) Survey of the United States to 1877

[HST 122](#) Survey of the United States Since 1877

[MTH 261](#) Analytic Geometry and Calculus I

[PHI 110](#) Introduction to Philosophy

[PLS 101](#) American Democracy and Citizenship

[PSY 121](#) Introductory Psychology

[SOC 150](#) Principles of Sociology

[THE 109](#) Performance Studies



# Criminology Transfer

## Criminology Transfer Major

These four courses directly satisfy degree requirements in the Bachelor of Science in Criminology at Missouri State University-Springfield. These course will be offered at least one semester per year and are also included in the Associate of Applied Science in Law Enforcement.

Criminology Transfer Major Requirements	Credit Hours
<b>Electives:</b> Complete the following 12 credit hours:	
<a href="#">CRM 210</a> Introduction to the American Criminal Justice System	3
<a href="#">CRM 250</a> Policing	3
<a href="#">CRM 260</a> Criminal Law and the Courts	3
<a href="#">CRM 270</a> Institutional and Community-Based Corrections	3
Total Credit Hours	12

Students considering transferring into the Bachelor's of Science in Criminology should take these twelve elective hours as part of the Associate of Arts in General Studies.

# Certificate in Ozarks Studies

## Ozarks Studies (Cert)

Certificate

**\*Not eligible for financial aid**

Ozarks Studies Core Requirements	Credit Hours
<a href="#">ENG 232</a> Ozarks Writers	3
<a href="#">SOC 275</a> Sociology of Rural Life	3
<b>Electives:</b>	6
An additional 6 hours are required to complete the Certificate in Ozarks Studies. Students may select from any of the following as long as the selected topic is the Ozarks. Students should note course credit varies from 1 to 3 hours and courses may be taken during regular semesters or during intersession.	
<a href="#">AGR 199</a> Agriculture in the Ozarks	
<a href="#">ANT 197</a> Selected Topics in Anthropology	
<a href="#">ART 098</a> Topics in Art and Design	
<a href="#">BIO 197</a> Selected Topics in Biology	
<a href="#">ENG 285</a> Subjects in Folklore	
<a href="#">GLG 197</a> Popular Topics in Geology	
<a href="#">GRY 197</a> Selected Topics in Geography	
<a href="#">HST 197</a> Selected Topics in History	
<a href="#">LLT 197</a> Selected Topics in Language and Literature	
<a href="#">MED 197</a> Selected Topics in Media	
<a href="#">MUS 197</a> Selected Topics in Music	
<a href="#">OZK 150</a> Introduction to Ozarks Studies	
<a href="#">REL 197</a> Topics in Religious Studies	

Total Hours Required

12

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# Health Information Technology

## Degrees

**Health Information Technology (AAS)**

## Certificates

**Electronic Health Record Specialist (Cert)**

**Medical Office Administrative Assistant  
(Cert)**

**Medical Coding (Cert)**

# Associate of Applied Science in Health Information Technology

## Health Information Technology (AAS)

Associate of Applied Science

The AAS in Health Information Technology is designed as a program for students interested in the field of health care information systems; health information privacy and security; compliance with medical reimbursement laws and regulations; management of health information. Pathways for certification may be completed through the AAPC at this time.

Foundational Courses	Credit Hours
<a href="#">ENG 110</a> Writing I	3
<a href="#">ENG 210</a> Writing II: Academic Writing	3
<a href="#">ENG 221</a> Writing II Writing for the Professions	
<a href="#">IDS 110</a> Student Success	2
<a href="#">MTH 100</a> Intermediate Applied Mathematics or higher (except <a href="#">MTH 197</a> Introductory Topics in Mathematics of <a href="#">MTH 297</a> Mathematic Topics in Globalization)	3
<a href="#">PLS 101</a> American Democracy and Citizenship	3
<a href="#">PSY 121</a> Introductory Psychology	3
Total Foundational Course Hours	17

The Foundations block constitutes preparatory courses necessary for completing a college education and should therefore be completed as soon as possible.

Computer Information Systems	Credit Hours
<a href="#">CIS 101</a> Computers for Learning	3

[CIS 201](#) Computer Applications in Business 3

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Total Computer Information System Hours 6

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**Health Information Technology** **Credit Hours**

[ALH 116](#) Medical Terminology 3

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[HIT 100](#) Introduction to Health Information Technology 2

---

[HIT 110](#) Diagnosis Coding I 3

---

[HIT 115](#) Health Systems 3

---

[HIT 120](#) Records Management 3

---

[HIT 140](#) Pathopharmacology for Health Information Technology 3

---

[HIT 150](#) Procedure Coding I 3

---

[HIT 170](#) Electronic Health Records 3

---

[HIT 180](#) Anatomy and Physiology for Health Information Technology 3

---

[HIT 190](#) Principals of Healthcare Reimbursement 1

---

[HIT 200](#) Comparative Health Records 3

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[HIT 201](#) Healthcare Quality Management 3

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[HIT 210](#) Diagnosis Coding II 3

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[HIT 250](#) Procedure Coding II 3

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[HIT 260](#) Legal and Ethical Aspects of Healthcare 1

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[HIT 297](#) Professional Practice of Health Information Technology 3

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Total Health Information Technology Hours 43

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**Degree Requirements** **Credit Hours**

Total Hours Required 66

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Courses taken under the pass/not pass option cannot be used to satisfy general education, professional education or specific degree requirements except as noted in the pass/not pass policy.

# Certificate in Health Information Technology - Electronic Health Records Specialist

## Electronic Health Records Specialist

### Certificate

This certificate of achievement is designed as a program for student's interests in the field of health care information systems, health information privacy and security, compliancy with payment laws and regulations, hospital medical office, doctor's office and the management of health information. The students completing the certificate will be trained as a medical administrative assistant. Your certificate exhibits commitment to your profession and personal growth.

General Education Core	Credit Hours
<a href="#">ENG 110</a> Writing I	3
<a href="#">MTH 100</a> Intermediate Applied Mathematics or higher (except <a href="#">MTH 197</a> Introductory Topics in Mathematics or <a href="#">MTH 297</a> Mathematic Topics in Globalization)	3
Total General Education Core Hours	6

  

Computer Information Core	Credit Hours
<a href="#">CIS 101</a> Computers for Learning	3
<a href="#">CIS 201</a> Computer Applications in Business	3
Total Credit Hours	6

  

Health Information Technology Core	Credit Hours
<a href="#">ALH 116</a> Medical Terminology	3
<a href="#">HIT 100</a> Introduction to Health Information Technology	2
<a href="#">HIT 115</a> Health Systems	3



<a href="#">HIT 120</a> Records Management	3
<a href="#">HIT 160</a> Computer Applications for the Medical Office	3
<a href="#">HIT 170</a> Electronic Health Records	3
<a href="#">HIT 260</a> Legal and Ethical Aspects of Healthcare	1
<a href="#">HIT 297</a> (Capstone/Field Experience)	3
Total Credit Hours	21

<b>Degree Requirements</b>	<b>Credit Hours</b>
Total Hours Required	33

All courses approved by the Curriculum Committee are done so on a provisional basis. There will be a review of the course/program during the first year it is the course catalog to see if it meets the expectations of the division and curriculum committee.

# Certificate in Health Information Technology- Medical Coding

## Medical Coding

### Certificate

This certificate of achievement is designed as a program for students' interests in the field of health care information systems, health care information systems, health information privacy and security, compliancy with payment laws and regulations and the management of health information. The students completing the certificate will be trained as a medical coder.

General Education Core	Credit Hours
<a href="#">ENG 110</a> Writing I	3
<a href="#">MTH 100</a> Intermediate Applied Mathematics or higher (Except <a href="#">MTH 197</a> Introductory Topics in Mathematics or <a href="#">MTH 297</a> Mathematic Topics in Globalization)	3
Total General Education Core Hours:	6

  

Computer Information Core	Credit Hours
<a href="#">CIS 101</a> Computers for Learning	3
<a href="#">CIS 201</a> Computer Applications in Business	3
Total Computer Information Core Hours:	6

  

Health Information Technology Core	Credit Hours
<a href="#">ALH 116</a> Medical Terminology	3
<a href="#">HIT 100</a> Introduction to Health Information Technology	2
<a href="#">HIT 110</a> Diagnosis Coding I	3

<a href="#">HIT 140</a> Pathopharmacology for Health Information Technology	3
<a href="#">HIT 150</a> Procedure Coding I	3
<a href="#">HIT 170</a> Electronic Health Records	3
<a href="#">HIT 180</a> Anatomy and Physiology for Health Information Technology	3
<a href="#">HIT 190</a> Principles of Healthcare Reimbursement	1
<a href="#">HIT 210</a> Diagnosis Coding II	3
<a href="#">HIT 250</a> Procedure Coding II	3
<a href="#">HIT 260</a> Legal & Ethical Aspects of Healthcare	1
<a href="#">HIT 297</a> Capstone/Field Experience	3
Total Credit Hours:	31
Total Hours Required	43

All courses approved by the Curriculum Committee are done so on a provisional basis. There will be a review of the course/program during the first year it is the course catalog to see if it meets the expectations of the division and curriculum committee.

# Certificate in Health Information Technology- Medical Office Administrative Assistant

## Health Information Technology-Medical Office Administrative Assistant

### Certificate

This certificate of achievement is designed as a program for student's interests in the field of health care information systems, health information privacy and security, compliancy with payment laws and regulations, hospital medical office, doctor's office and the management of health information. The students completing the certificate will be trained as a medical administrative assistant. Your certificate exhibits commitment to your profession and personal growth.

General Education Core	Credit Hours
<a href="#">ENG 110</a> Writing I	3
<a href="#">MTH 100</a> Intermediate Applied Mathematics or higher (except <a href="#">MTH 197</a> Introductory Topics in Mathematics or <a href="#">MTH 297</a> Mathematic Topics in Globalization)	3
Total General Education Core Hours	6

  

Computer Information Core	Credit Hours
<a href="#">CIS 101</a> Computers for Learning	3
<a href="#">CIS 201</a> Computer Applications in Business	3
Total Credit Hours	6

  

Health Information Technology Core	Credit Hours
<a href="#">ALH 116</a> Medical Terminology	3
<a href="#">HIT 100</a> Introduction to Health Information Technology	2

<a href="#">HIT 115</a> Health Systems	3
<a href="#">HIT 120</a> Records Management	1
<a href="#">HIT 160</a> Computer Applications for the Medical Office	3
<a href="#">HIT 170</a> Electronic Health Records	3
<a href="#">HIT 190</a> Principles of Healthcare Reimbursement	3
<a href="#">HIT 201</a> Healthcare Quality Management	3
<a href="#">HIT 260</a> Legal and Ethical Aspects of Healthcare	1
<a href="#">HIT 297</a> (Capstone/Field Experience)	3
Total Credit Hours	25

<b>Certificate Totals</b>	<b>Credit Hours</b>
Total Hours Required	37

All courses approved by the Curriculum Committee are done so on a provisional basis. There will be a review of the course/program during the first year it is the course catalog to see if it meets the expectations of the division and curriculum committee.

# Associate of Arts in Health Professions

## Health Professions

Associate of Arts

Foundations Requirements	Credit Hours
<a href="#">COM 115</a> Fundamentals Public Speaking	3
<a href="#">ENG 110</a> Writing I	3
<a href="#">ENG 221</a> Writing II: Writing for the Professions	3
<a href="#">IDS 110</a> Student Success	2
<a href="#">MTH 135</a> College Algebra or higher (except <a href="#">MTH 197</a> Introductory Topics in Mathematics or <a href="#">MTH 297</a> Mathematic Topics in Globalization)	3
Total Hours:	14

Natural World Requirements	Credit Hours
<b>Life Sciences (choose one)</b>	4
<a href="#">BIO 121</a> General Biology I	
<a href="#">BMS 110</a> Introduction to the Biomedical Sciences	
<b>Physical Sciences</b>	4
<a href="#">CHM 160</a> General Chemistry I	
Total Hours:	8

Human Culture Requirements	Credit Hours
<b>Social and Behavioral Science</b>	
<a href="#">PSY 121</a> Introductory Psychology	3

[CFD 155](#) Principles of Human Development (Occupational Therapist Option) 3

[ECO 155](#) Principles of Macroeconomics (Physical Therapist or Radiographer Option)

[SOC 150](#) Introduction to Sociology (Physician's Assistant Option)

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### Humanities

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[SPN 101](#) Introduction to Spanish 3

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### The Arts

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General Education Arts elective 3

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Total Hours: 12

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### Public Affairs Requirements

### Credit Hours

**Cultural Competence (choose one)** 3

[GRY 100](#) World Regional Geography

[REL 100](#) Religion and Human Culture

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**US History (choose one)** 3

[HST 121](#) Survey of US History to 1877

[HST 122](#) Survey of US History Since 1877

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[PLS 101](#) Political Science 3

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General Education Public Issues elective 3

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Total Hours: 12

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### Institutional Requirements

### Credit Hours

[CIS 101](#) Computers for Learning 3

---

[IDS 297](#) Topics in Globalization (Capstone course) 2

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Total Hours: 5

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### Core Requirements

### Credit Hours

## Health Professions Related Courses Credit Hours 15-19

### Emphasis Options

Occupational Therapist	Credit Hours
<a href="#">ALH 116</a> Medical Terminology	3
<a href="#">BMS 267</a> Human Anatomy	4
<a href="#">BMS 268</a> Human Physiology	4
<a href="#">CHM 161</a> General Chemistry I Laboratory	1
<a href="#">PHY 123</a> Introduction to Physics I	3-4
<a href="#">PSY 200</a> Psychological Statistical Methods	
<a href="#">QBA 237</a> Basic Business Statistics	
<b>Degree Total:</b>	<b>66-67</b>

Physical Therapist	Credit Hours
<a href="#">BIO 122</a> General Biology II	3-4
<a href="#">BMS 230</a> Human Genetics	
<a href="#">PHY 123</a> Introduction to Physics I	
<a href="#">BMS 267</a> Human Anatomy	4
<a href="#">BMS 268</a> Human Physiology	4
<a href="#">CHM 161</a> General Chemistry I Laboratory	1
<a href="#">CHM 170</a> General Chemistry II	3
<a href="#">CHM 171</a> General Chemistry II Laboratory	1
<b>Degree Total:</b>	<b>67-68</b>



<b>Physician's Assistant</b>	<b>Credit Hours</b>
<a href="#">ALH 116</a> Medical Terminology	3
<a href="#">BMS 230</a> Human Genetics	3
<a href="#">BMS 267</a> Human Anatomy	4
<a href="#">BMS 268</a> Human Physiology	4
<a href="#">CHM 161</a> General Chemistry I Laboratory	1
<a href="#">CHM 170</a> General Chemistry II	3
<a href="#">CHM 171</a> General Chemistry II Laboratory	1
<b>Degree Total:</b>	<b>70</b>

<b>Radiographer</b>	<b>Credit Hours</b>
<a href="#">BIO 210</a> Elements of Microbiology	3
<a href="#">BMS 267</a> Human Anatomy	4
<a href="#">BMS 268</a> Human Physiology	4
<a href="#">CHM 161</a> General Chemistry I Laboratory	1
<a href="#">PHY 100</a> Survey of Physics with Laboratory	3-4
<a href="#">PHY 102</a> Survey of Physics	
<b>Degree Total:</b>	<b>66-67</b>

Courses are selected to complete the first two years of the Bachelor of Science in Cell and Molecular Biology degree offered by Missouri State University in Springfield which can be used for possible entry into the master's level health professional programs. Students planning on transferring to other institutions should seek the receiving institution's specific requirements. This degree cannot be used to enter the Associate of Science in Nursing program. Health related courses selected are dependent on which occupation the student is pursuing after the bachelor's level.

### **Sample Schedule (Physician's Assistant Option example)**

## First Year

Fall Semester	Hours
<a href="#">IDS 110</a> Student Success	2
<a href="#">ENG 110</a> Writing I	3
<a href="#">CIS 101</a> Computers for Learning	3
<a href="#">CHM 160</a> General Chemistry and <a href="#">CHM 161</a> General Chemistry I Laboratory	4
<a href="#">BMS 110</a> Introduction to Biomedical Science	4
<a href="#">BIO 121</a> General Biology	
Total	17

Spring Semester	Hours
<a href="#">COM 115</a> Fundamentals of Public Speaking	3
<a href="#">CHM 170</a> General Chemistry II	3
<a href="#">CHM 171</a> General Chemistry II (Lab)	1
<a href="#">BMS 230</a> Human Genetics	3
Public Issues, General Education Choice	3
<a href="#">GRY 100</a> World Regional Geography	3
<a href="#">REL 100</a> Religion and Human Culture	
Total	16

Summer Session	Hours
<a href="#">MTH 135</a> College Algebra	3
<a href="#">PSY 121</a> Introductory Psychology	3
Total	6

## Second Year

Fall Semester	Hours
<a href="#">PLS 101</a> American Democracy and Citizenship	3
<a href="#">SPN 101</a> Elementary Spanish I	3
<a href="#">BMS 267</a> Human Anatomy	4
<a href="#">HST 121</a> Survey of US History to 1877	3
<a href="#">HST 122</a> Survey of US History Since 1877	
<a href="#">ENG 221</a> Writing II: Writing for the Professions	3
Total	16
Spring Semester	Hours
<a href="#">BMS 268</a> Human Physiology	4
<a href="#">IDS 297</a> Topics in Globalization (Capstone Course)	2
Arts, General Education Choice	3
<a href="#">ALH 116</a> Medical Terminology	3
<a href="#">SOC 150</a> Principles of Sociology	3
Total	15
Total Year Two	31
Degree Total	70

# Associate of Applied Science in Law Enforcement

## Law Enforcement

Associate of Applied Science

<b>Completion of POST Law Enforcement Academy Training</b>	<b>Credit Hours</b>
<a href="#">LWE 190</a> Basic Law Enforcement Academy I	9
<a href="#">LWE 191</a> Basic Law Enforcement Academy II	9
Law Enforcement Academy Total	18

<b>General Education Core Requirements</b>	<b>Credit Hours</b>
<a href="#">CIS 101</a> Computers for Learning	3
<a href="#">COM 115</a> Fundamentals of Public Speaking	3
<a href="#">COM 205</a> Interpersonal Communication Theory and Skills	
<a href="#">ENG 110</a> Writing I	3
<a href="#">IDS 110</a> Student Success	2
<a href="#">LWE 297</a> Foundations of Public Law (Capstone course)	3
<a href="#">MTH 100</a> Intermediate Applied Mathematics or higher (except <a href="#">MTH 197</a> Introductory Topics in Mathematics or <a href="#">MTH 297</a> Mathematic Topics in Globalization)	3
<a href="#">PLS 101</a> American Democracy and Citizenship	3
<a href="#">PSY 121</a> Introductory Psychology	3
General Education Core Total	23

<b>Law Enforcement Core Requirements</b>	<b>Credit Hours</b>
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Select 21 credit hours from the following courses:

<a href="#">CRM 210</a> Introduction to the American Criminal Justice System	3
<a href="#">CRM 250</a> Police in American Society	3
<a href="#">CRM 260</a> Criminal Law and the Courts	3
<a href="#">CRM 270</a> Institutional and Community Based Correction	3
<a href="#">LWE 110</a> Criminal Interview and Investigation: The Art of Documentation	3
<a href="#">LWE 197</a> Special Topics in Law Enforcement	3
<a href="#">LWE 210</a> Crime Scene Investigation and Photography	3
<a href="#">LWE 250</a> Police Supervision Management	3
<a href="#">LWE 299</a> Law Enforcement Internship	3
Law Enforcement Core Total	21

<b>Degree Requirements</b>	<b>Credit Hours</b>
Total Hours Required	62

**Notes:**

**Credit for [LWE 190](#) and [LWE 191](#) is awarded to the student enrolled in the AAS in Law Enforcement degree program following the successful completion of this course in compliance with the Missouri Department of Public Safety Peace Officer Standards and Training (POST).**

**Students may take general education courses prior to completing the academy coursework.**

**Students may select any math course(s) numbered [MTH 100](#) or higher, excluding [MTH 197](#) and [MTH 297](#). One-credit-hour courses including [MTH 111](#), [MTH 112](#), [MTH 113](#), [MTH 114](#) and/or [MTH 115](#) may be selected in a combination to equal three credit hours.**

**Students are strongly encouraged to confirm transferability of individual courses to other institutions prior to enrollment. Not all courses will transfer or satisfy specific degree requirements for bachelor's degrees.**

# Nursing

## Degrees

**Nursing (AS)**

## Certificates

**Pre-Nursing**

# Associate of Science in Nursing

## Nursing

Associate of Science

Program consists of two academic years and two summer sessions. Students who successfully complete the program are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Admission to the program is by application and committee selection. The nursing program course regular-track curriculum is as follows:

### Associate of Science in Nursing Curriculum - Regular Track

General Education Requirements	Credit Hours
<a href="#">ENG 110</a> Writing I (Must be completed prior to beginning nursing courses)	3
<a href="#">BIO 210</a> Elements of Microbiology	3
<a href="#">BMS 110</a> Introduction to the Biomedical Sciences	4
<a href="#">BMS 267</a> Human Anatomy	4
<a href="#">BMS 268</a> Human Physiology	4
<a href="#">IDS 110</a> Student Success	2
<a href="#">PLS 101</a> American Democracy and Citizenship	3
<a href="#">PSY 121</a> Introductory Psychology	3
General Education Requirements	Credit Hours
Total Hours Required	26

Nursing Curriculum Requirements	Credit Hours
<a href="#">NUR 100</a> Fundamentals of Nursing	7

<a href="#">NUR 101</a> Nursing Systems for the Adult Client I	8
<a href="#">NUR 201</a> Nursing Systems for Promotion of Mental Health	3
<a href="#">NUR 202</a> Pharmacology	3
<a href="#">NUR 204</a> Nursing Systems for the Adult Client II	9
<a href="#">NUR 212</a> Nursing Systems for the Family	9
<a href="#">NUR 220</a> Current trends and Issues in Nursing (capstone course)	3
Nursing Curriculum Requirements	Credit Hours
Total Hours Required	42

Degree Requirements	Credit Hours
Total Hours Required	68

## Licensed Practical Nurse (LPN)-to-Registered Nurse (RN) Track

The qualified LPN may begin classes in June if [BMS 267](#) Human Anatomy and [BMS 268](#) Human Physiology have been completed. The following class sequence for progression through the LPN-to-RN program will allow completion of the program in one summer and one academic year (fall and spring) following admission. Qualified licensed practical nurses (LPNs) may receive 15 hours of nursing credit for [NUR 100](#) Fundamentals of Nursing and [NUR 101](#) Nursing Systems for the Adult Client I. Six hours non-nursing credit may be awarded for [CFD 155](#) Principles of Human Development and [CFD 130](#). The LPN-to-RN Track program curriculum is as follows:

### Associate of Science in Nursing Curriculum - LPN-to-RN Track

Year 2: Summer	Credit Hours
<a href="#">NUR 190</a> Transitions Course for the LPN-to-RN	3
<a href="#">NUR 201</a> Nursing Systems for the Promotion of Mental Health	3
Year 2: Summer Total:	6



<b>Year 2: Fall</b>	<b>Credit Hours</b>
<a href="#">ENG 110</a> Writing I	3
<a href="#">NUR 202</a> Pharmacology	3
<a href="#">NUR 204</a> Nursing Systems for the Adult Client II	9
<a href="#">PLS 101</a> American Democracy and Citizenship	3
Year 2: Fall Total:	18

<b>Year 2: Spring</b>	<b>Credit Hours</b>
<a href="#">BIO 210</a> Elements of Microbiology	3
<a href="#">NUR 212</a> Nursing Systems for the Family	9
<a href="#">NUR 220</a> Current Trends and Issues in Nursing (capstone course)	3
<a href="#">PSY 121</a> Introductory Psychology	3
Year 2: Spring Total:	17
Year 2: Total Hours:	42

## Transfer Students

Students desiring to transfer into the Associate of Science in Nursing (ASN) degree program at Missouri State University-West Plains may be accepted into the program after successful application to the University and a decision by the Missouri State University-West Plains ASN Admissions Committee.

Students may enroll in required nursing courses only after admission to the ASN program.

Enrollment is based on space available in class.

Transfer students will be responsible for meeting objectives of prerequisites to the nursing courses in which they desire to enroll.

Transfer students must complete at least 15 hours of the requirements for the Associate of Science in Nursing degree in residence on the West Plains campus or its extended campuses.

## Program Costs

Find out about nursing program costs at: <http://wp.missouristate.edu/nursing/costs.htm>.

## Accreditation

The Associate of Science in Nursing Program is fully approved by the Missouri State Board of Nursing, PO Box 656, Jefferson City, MO 65102-0656, Phone [\(573\) 751-0681](tel:(573)751-0681), <http://pr.mo.gov/nursing.asp> and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Phone: [\(404\) 975-5000](tel:(404)975-5000), <http://www.acenursing.org/>.

## State Board Examination for R.N. Licensure

Students who meet educational and other standards for application for a license to practice as a registered nurse (Sect.335.046.1 RSMo) may apply to take the NCLEX-RN examination for RN licensure (4CSR 20004.020 Missouri Code of State Regulations). There is a fee for the examination and license. Successful completion of the nursing program does not guarantee licensure. Applicants may be denied licensure in Missouri for one or any combination of causes stated in the Missouri Nursing Practice Act Sect. 335.066, 2 (1015) RSMo. A copy of the Missouri Nursing Practice Act Sect. 335.066, 2 (1015) RSMo is available upon request or may be found at the Missouri State Board of Nursing website: <http://pr.mo.gov/nursing.asp>.

## Application Requirements for the Nursing Program

All applicants will be considered competitively on an annual basis. To be considered for acceptance into the nursing program, your applicant file must contain all required documentation on **February 1**. Follow the three steps below to make sure your applicant file is complete before the **February 1** deadline.

**Office of Admissions - Plan to complete the admission process by November 1 to allow time to complete all steps.**

Apply to Missouri State University-West Plains

Provide high school transcripts or HiSET/GED certificate if required for the admission to the University.

Provide official transcripts from all previously attended colleges or Universities.

Receive letter of admission to the University and BearPass number.

### Missouri State-West Plains Testing Center - Kaplan Entrance Exam

Have on file the Kaplan Entrance Exam with a minimum overall score of 55%.

A minimum reading subtopic score on the Kaplan Entrance Exam of 64%.

## Nursing Department

Apply online through [My Grizzly Den](#). **My Enrollment** tab, Student Resources channel. **(Login required - Contact the Help Desk if you need a BearPass password.)**

If applicable, have transcripts from other nursing programs sent directly to the nursing department.

**LPN students:** Proof of active, non-disciplined LPN licensure.

You will receive written notification of admission status - accepted, alternate or not accepted - by the first week in April.

## Entrance Requirements

A minimum overall GPA of 2.5

A minimum GPA of 2.75 in all science courses

MTH 130 - Contemporary Mathematics eligibility as determined by:

Placement exam score or

Completed college coursework such as [MTH.103](#).

ENG 110 - Writing I eligibility as determined by:

Self-placement or

Completed college coursework.

Applicants who have met the minimum admission requirements and who have successfully completed support courses within the nursing curriculum will acquire points for ranking.

Cumulative GPA Scoring	Points awarded toward Ranking score
2.51-2.99	10
3.0-3.49	15
3.5+	20

Science GPA Scoring	Points awarded toward Ranking score
2.76-2.99	10
3.0-3.24	15
3.25-3.49	20
3.5+	25

Kaplan Entrance Exam Scoring	Points awarded toward Ranking score
60.0-63.4	10
63.5-71.8	15
71.9-80.2	20
80.3+	25

Kaplan Subtopic Scoring	Points awarded toward Ranking score
Science 55+	2
Critical Thinking 66+	2

Support Courses	Points awarded toward Ranking score
BIO 210 <b>(Regular-track students)</b>	A-5, B-4, C-3
PLS 101	A-3, B-2, C-1
PSY 121	A-3, B-2, C-1

**LPN students:** Two completed professional reference forms, one which must be from an LPN instructor or LPN program administrator.

Professional Reference Forms (LPNs only)	Points awarded toward Ranking score

Average score 3.75-4.25	1
Average score 4.26-5.00	2

Offers of acceptance to the Associate of Science in Nursing program are conditional. Conditions include satisfactory completion of nursing support courses, a satisfactory background check and a negative drug and/or controlled substance test.

An applicant or current nursing student who refuses to authorize and pay testing or who tests positive for drugs, alcohol or controlled substances will not receive a final offer of admission or will not be allowed to continue in the nursing program.

Past academic history and known academic integrity may be used by the committee to determine if an applicant will be admitted into the nursing program.

Admission is contingent upon meeting the grade criteria of 'C' or better for past and current enrollment in nursing curriculum support classes.

As a requirement of the nursing program application process, in response to RSMo 660.315 and 660.317b, applicants to the program will be required to consent to release of their criminal history record (RSMo 43.450) solely for the purpose of determining the applicant's ability to enter patient care areas in order to fulfill the requirements of the ASN program. For more information see [Nursing Eligibility](#).

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**Notes:**

**Students are strongly encouraged to confirm transferability of individual courses to othe institutions prior to enrollment. Not all courses will transfer or satisfy specific degree requirements for bachelor's degrees.**

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# Certificate in Pre-Nursing

## Pre-Nursing (Cert)

Certificate

This certificate of achievement is designed for the student interested in applying to the Associate of Science in Nursing degree program. This certificate can be obtained prior to application to the nursing program or as a pathway for a student whose application was not previously accepted. While completion of the certificate does not guarantee acceptance into the nursing program, all coursework will apply to the degree. Students wishing to apply to the nursing program upon completion of the certificate must meet with a nursing department advisor to assure all application criteria to the nursing program have been met. This includes passing all nursing degree specific courses (signified by an asterisk\*) with at least a 'C' grade or better. The courses required for the certificate are as follows:

## Certificate in Pre-Nursing Curriculum

Fall	Credit Hours
<a href="#">ALH 100</a> Certified Nurse Assistant	3
<a href="#">ALH 105</a> Certified Nurse Assistant Clinical	3
<a href="#">CHM 116</a> * Fundamentals of Chemistry	4
<a href="#">CHM 117</a> * Fundamentals of Chemistry Lab	1
<a href="#">ENG 110</a> * Writing I	3
<a href="#">MTH 103</a> Intermediate Algebra (or <a href="#">MTH 135</a> College Algebra eligibility determined by placement test)	3
Fall Total:	17
Spring	Credit Hours
<a href="#">ALH 116</a> Medical Terminology	3

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<a href="#">BMS 267</a> * Human Anatomy	4
<a href="#">BMS 268</a> * Human Physiology	4
<a href="#">PSY 121</a> * Introductory Psychology	3
Spring Total:	14
<hr/>	
<b>Total Hours: (Depending on Mathematics placement)</b>	<b>28-31</b>

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\* Indicates nursing degree specific courses

# Associate of Science in Pre-Engineering

## Pre-Engineering (AS)

Associate of Science

General Education Requirements	Credit Hours
Complete courses below for total of <b>17</b> credits:	
<a href="#">ENG 210</a> Writing II: Academic Writing	3
<a href="#">ENG 221</a> Writing II: Writing for the Professions	
<a href="#">ECO 155</a> Principles of Macroeconomics	3
<a href="#">ECO 165</a> Principles of Microeconomics	
<a href="#">ENG 110</a> Writing I	3
<a href="#">ENG 110A</a> Writing I	
<a href="#">PLS 101</a> American Democracy and Citizenship	3
<a href="#">IDS 110</a> Student Success	2
<a href="#">IDS 297</a> Topics in Globalization	3
General Education Total:	17
Humanities & Social Sciences	Credit Hours
Select two courses below:	
<a href="#">ART 115</a> Drawing I	3
<a href="#">ART 200</a> Art in Context	3
<a href="#">COM 115</a> Fundamentals of Public Speaking	3



<a href="#">HST 121</a> History of US to 1877	3
<a href="#">HST 122</a> History of US since 1877	3
<a href="#">MUS 241</a> The Language of Music	3
<a href="#">PHI 110</a> Introduction to Philosophy	3
<a href="#">PSY 121</a> Introductory Psychology	3
<a href="#">SPN 101</a> Elementary Spanish I	3
<a href="#">SPN 102</a> Elementary Spanish II	3
<a href="#">THE 101</a> Introduction to Theatre and Drama Arts	3
Humanities & Social Sciences Total:	6

<b>Engineering Requirements</b>	<b>Credit Hours</b>
Complete all courses below:	
<a href="#">CHM 160</a> General Chemistry I	4
<a href="#">CHM 161</a> General Chemistry I Laboratory	1
<a href="#">CSC 125</a> Introduction to C++ Programming	4
<a href="#">EGR 100</a> Careers in Engineering	1
<a href="#">EGR 110</a> Introduction to Engineering Design	3
<a href="#">MTH 261</a> Analytic Geometry & Calculus I	5
<a href="#">MTH 280</a> Analytic Geometry & Calculus II	5
<a href="#">MTH 292</a> Multivariate Calculus	3
<a href="#">PHY 203</a> Foundations of Physics I	5
<a href="#">PHY 204</a> Foundations of Physics II	5
Elective	3

Engineering Total:

39

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Total Hours Required:

62

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**Note:** Additional **humanities electives** may be selected from philosophy, fine art, literature and foreign language with department approval. Additional **social science electives** may be selected from history, economics, political science, sociology and psychology with department approval. **Engineering elective** must be selected with department approval and will depend on the transfer major.

# Respiratory Care

## Degrees

[Respiratory Care \(AAS\)](#)

## Information

[Respiratory Care Admission Eligibility](#)

[Respiratory Care Essential Abilities](#)

[Respiratory Care Accreditation](#)

[Respiratory Care Program Goals](#)

# Associate of Applied Science in Respiratory Care

## Respiratory Care (AAS)

Associate of Applied Science

General Education Core Requirements	Credit Hours
<a href="#">IDS 110</a> Student Success	2
<a href="#">BMS 110</a> Introduction to the Biomedical Sciences	4
<a href="#">COM 115</a> Fundamentals of Public Speaking	3
<a href="#">COM 205</a> Interpersonal Communication Theory and Skills	
<a href="#">ENG 110</a> Writing I	3
<a href="#">MTH 103</a> Intermediate Algebra or higher (except <a href="#">MTH 197</a> Introductory Topics in Mathematics or <a href="#">MTH 297</a> Mathematics Topics in Globalization)	3
<a href="#">PLS 101</a> American Democracy and Citizenship	3
<a href="#">PSY 121</a> Introductory Psychology	3
General Education Core Total	21

Respiratory Care Core Requirements	Credit Hours
<a href="#">RSC 120</a> Introduction to Respiratory Care/The Respiratory Care Professional	3
<a href="#">RSC 121</a> Microbiology for Respiratory Care	2
<a href="#">RSC 122</a> Respiratory Pharmacology	2
<a href="#">RSC 123</a> Pulmonary Disease I	2
<a href="#">RSC 124</a> Cardiopulmonary Anatomy and Physiology	3
<a href="#">RSC 132</a> Mechanical Ventilation I	3

<a href="#">RSC 210</a> Respiratory Equipment and Therapeutics	4
<a href="#">RSC 223</a> Pulmonary Disease II	2
<a href="#">RSC 232</a> Mechanical Ventilation II	3
<a href="#">RSC 245</a> Cardiopulmonary Diagnostics	3
<a href="#">RSC 250</a> Neonatal/Pediatric Respiratory Care	3
<a href="#">RSC 260</a> Respiratory Care Special Procedures	2
<a href="#">RSC 270</a> Disease Management	2
<a href="#">RSC 280</a> Clinical Practicum I	5
<a href="#">RSC 281</a> Clinical Practicum II	6
<a href="#">RSC 282</a> Clinical Practicum III	2
<a href="#">RSC 283</a> Clinical Practicum IV	4
<a href="#">RSC 297</a> Advanced Respiratory Care Theory (capstone course)	4
Respiratory Care Core Total	55
Total Degree Hours Required	76

Although not a requirement, [ALH 116](#) Medical Terminology is highly recommended as well

# Respiratory Care Admission Eligibility

Missouri State University's admission criterion uses the Equal Employment Opportunity and Affirmative Action statements found in the University's policy section of the catalog. To be considered for admission each applicant must achieve a minimum Ranking Score of 52. All applicants will be considered competitively on an annual basis.

Ranking score is computed by multiplying the ACT score by the GPA. Incoming freshmen and those with less than 12 college credit hours will have the ranking score computed using their high school GPA. The college GPA will be used for applicants with 12 hours or more. In some cases the admissions committee may elect to use the last 12 hours to compute the ranking score.

Applicant must have a minimum of a 2.0 (C) average regardless of ranking score.

Complete application instructions and requirements are found in the application packet available in the Respiratory Care Department, the academic affairs office and the admissions office.

The application deadline is October 31<sup>st</sup> of each year. Interviews will be held in November with notification of acceptance made the week following interviews. Those accepted start the program in the spring semester following the application cycle if they have finished their general education requirements. \*Note: Until a candidate pool achieves this, we are allowing students to begin the program before meeting these requirements.

# Respiratory Care Accreditation

The Respiratory Therapy program at Missouri State University-West Plains holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care (<http://www.coarc.com>). This status signifies that a program that has been granted an Approval of Intent has demonstrated sufficient compliance to initiate a program in accordance with the Standards through the completion and submission of an acceptable Self-Study Report (SSR) and other documentation required by the CoARC Board. The conferral of Provisional Accreditation denotes a new program that has made significant progress towards meeting the Standards of Accreditation. The program will remain on Provisional Accreditation until achieving Initial Accreditation. It is recognized by the National Board for Respiratory Care (NBRC) toward eligibility to the Respiratory Care Credentialing Examination(s). Enrolled students completing the program under Provisional Accreditation are considered graduates of a CoARC accredited program, 1248 Harwood Road, Bedford, Texas 76021-4244, [\(817\) 283-2835](tel:(817)283-2835).

# Respiratory Care Essential Abilities

The following functional abilities or attributes are essential in order to meet the objectives for the AAS in Respiratory Care at Missouri State University-West Plains. With reasonable accommodation, the student must possess:

Fine motor skills sufficient to perform skills such as picking up, grasping and manipulating small objects with hands and writing with a pen or pencil.

Physical mobility and strength sufficient to move about on a nursing unit and participate in client care.

Physical stamina sufficient to perform client care for the entire length of the clinical experience (8-12 hour shifts)

Auditory ability sufficient for assessment of client health.

Visual acuity sufficient to see objects up to 20 inches away and distinguish color.

Reading ability sufficient to understand the written word at a minimum of a tenth grade level.

Arithmetic competence that would allow the student to read and understand columns of writing, to tell time, to use measuring tools, and to add, subtract, multiply and divide.

Emotional stability sufficient to assume responsibility/accountability for actions, to provide client with emotional support, to adapt to environmental stress and to monitor own emotions.

Analytical thinking sufficient to transfer knowledge from one situation to another, to problem solve, to prioritize tasks and to use long-term and short-term memory.

Critical thinking ability sufficient to exercise sound judgment through the sequencing of information and the identification of cause and effect relationships.

Interpersonal skills sufficient to establish rapport with clients and co-workers and to respect the rights of others and the differences in clients.

Communication skills sufficient to teach others, to explain procedure, to interact with others and to convey information in writing.

The student must adhere to all confidentiality and HIPAA regulations of the University and of the



clinical affiliates.

# Respiratory Care Program Goals

To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains of respiratory care

practice as performed by registered respiratory therapists (RRTs).

Upon completion of the program, all students will:

Demonstrate the ability to comprehend, apply and evaluate information relevant to the role of the advanced level respiratory therapist.

Demonstrate technical proficiency in all skills necessary to fulfill the role of the advanced level respiratory therapist (RRT) and

Demonstrate personal behaviors consistent with professional and employer expectations for the advanced level respiratory therapist.

# Associate of Arts in Teaching

## Teaching

Associate of Arts

The required general education courses for the Associate of Arts in General Studies are listed as follows:

Foundations Requirements	Credit Hours
<p><b>Oral Communications</b></p> <p><a href="#">COM 115</a> Fundamentals of Public Speaking</p>	3
<p><b>Written Communications and Information Literacy</b></p> <p><a href="#">ENG 110</a> Writing I</p>	3
<p><b>Written Communications and Integrative and Applied Learning (choose one)</b></p> <p><a href="#">ENG 210</a> Writing II: Academic Writing</p> <p><a href="#">ENG 221</a> Writing II: Writing for the Professions</p> <p>.....</p> <p><b>Recommended course</b></p> <p><b><a href="#">ENG 210</a> is the recommended course</b></p> <p>.....</p>	3
<p><b>First-Year Seminar</b></p> <p><a href="#">IDS 110</a> Student Success</p>	2
<p><b>Quantitative Literacy (choose one)</b></p> <p><a href="#">MTH 130</a> Contemporary Mathematics</p> <p><a href="#">MTH 135</a> College Algebra</p> <p><a href="#">MTH 138</a> Pre-Calculus Mathematics</p> <p><a href="#">MTH 181</a> Trigonometry</p> <p><a href="#">MTH 261</a> Analytical Geometry and Calculus</p> <p>.....</p> <p><b>Recommended courses</b></p> <p><b><a href="#">MTH 130</a> is recommended if planning to become certified in elementary education</b></p>	3-5

***MTH 135 or higher is recommended if planning to get a secondary education degree***

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**Natural World Requirements**

**Credit Hours**

At least one course from each area, two different course codes, at least one with a lab<sup>†</sup>

7-9

**Life Sciences**

[BIO 100](#)<sup>†</sup> Biological Science for Educators

[BIO 101](#) Biology in Your World

[BIO 111](#)<sup>†</sup> Understanding Biological Systems Through Inquiry (lab)

[BIO 121](#)<sup>†</sup> General Biology I

[BMS 110](#)<sup>†</sup> Introduction to the Biomedical Sciences

[BMS 111](#)<sup>†</sup> Introductory Laboratory in Biomedical Sciences

[ENV 105](#) Environmental Science

[GLG 115](#) Life of the Past

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**Recommended course**

***[BIO 100](#)<sup>†</sup> is the recommended course***

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**Physical Sciences**

[AST 113](#) Modern Astronomy

[AST 114](#) Survey of Astronomy

[CHM 116](#) Fundamentals of Chemistry

[CHM 117](#)<sup>†</sup> Fundamentals of Chemistry Lab

[CHM 160](#) General Chemistry I

[CHM 161](#)<sup>†</sup> General Chemistry I Laboratory

[GLG 110](#)<sup>†</sup> Principles of Geology

[GLG 171](#) Environmental Geology

[GRY 135](#)<sup>†</sup> Atmospheric Science

[GRY 142](#)<sup>†</sup> Introductory Physical Geography

[PHY 100](#)<sup>†</sup> Survey of Physics with Laboratory

[PHY 101](#)<sup>†</sup> Physics by Inquiry for Educators

[PHY 102](#) Survey of Physics

[PHY 123](#)<sup>†</sup> Introduction to Physics I

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**Recommended course**

**[CHM 116](#) and [CHM 117](#)<sup>†</sup> are recommended if planning to become certified for middle school science**

**[PHY 101](#)<sup>†</sup> is recommended unless planning to become certified in middle school science**

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**Human Culture Requirements**

**Credit  
Hours**

**Social and Behavioral Science (choose two)**

6

[AGR 100](#) Food Security

[AGR 144](#) Agricultural Economics I

[ANT 125](#) Exploring Our Human Ancestry

[CFD 155](#) Principles of Human Development

[CFD 163](#) Relationships in Today's Families

[ECO 155](#) Principles of Macroeconomics

[ECO 165](#) Principles of Microeconomics

[GRY 108](#) Principles of Sustainability

[MED 120](#) Introduction to Mass Communications

[PSY 121](#) Introductory Psychology

[REL 131](#) Religion in America

[SOC 150](#) Principles of Sociology

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## **Recommended courses**

**PSY 121 is recommended as one of the courses**

**ECO 155 is recommended if planning to become certified for middle school science or special education**

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### **Humanities (choose one)**

3

[ENG 230](#) Introductory Reading in Literature

[ENG 231](#) Major Writers of English

[ENG 235](#) Critical Approaches to Literature

[ENG 236](#) Minorities in Literature

[ENG 280](#) Short Story

[ENG 283](#) Folklore and Cultural Engagement

[ENG 285](#) Subjects in Folklore

[ENG 288](#) Literature of Work: Readings in the Professions

[HST 103](#) World History to 1600 C.E.

[HST 104](#) World History Since 1600 C.E.

[LLT 121](#) Classical Mythology

[LLT 197](#) Selected Topics in Language and Literature

[LLT 201](#) Masterpieces of Continental Literature

[LLT 202](#) Major Authors in Translation

[LLT 215](#) Asian Global Studies

[MED 274](#) Understanding Film

Foreign Language, any course

[MUS 241](#) The Language of Music

[PHI 110](#) Introduction to Philosophy

[REL 101](#) Introduction to the Old Testament

[REL 102](#) Introduction to the New Testament

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### **Recommended course**

**If planning to become certified in elementary education, it is recommended that one of the following be taken: [ART 200](#) (from the Arts below), [MUS 239](#) (from the Arts below) or [MUS 241](#) (from the Humanities above)**

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**The Arts (choose one)**

3

[ART 200](#) Art in Context

[ENG 203](#) Creative Writing: Poetry

[ENG 205](#) Creative Writing: Non-Fiction

[ENG 215](#) Creative Writing: Short Story

[MUS 239](#) Introduction to World Music

[THE 101](#) Introduction to Theatre and Drama Arts

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**Public Affairs Requirements**

**Credit  
Hours**

**US and MO Constitutions and American History**

3

[PLS 101](#) American Democracy and Citizenship

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**US History (choose one)**

3

[HST 121](#) Survey of US History to 1877

[HST 122](#) Survey of US History Since 1877

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**Cultural Competence (choose one)**

3

[ENG 289](#) Literature, Culture and Conflict

[GRY 100](#) World Regional Geography

[LLT 180](#) The Heroic Quest

[REL 100](#) Religion and Human Culture

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**Recommended course**

**[GRY 100](#) is recommended if planning to become certified for elementary education, middle school science or special education**

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**Public Issues (choose one)**

3

[CIS 200](#) Critical and Creative Thinking using Information Technology

[COM 110](#) Critical Thinking

[CSC 210](#) Public Affairs Issues in Computing

[ECO 101](#) Economics of Social Issues

[PHI 105](#) Logic, Language and Argumentation

[PHI 115](#) Introduction to Ethics

[PLS 205](#) Countries and Culture: Comparative Government

[PLS 232](#) International Relations

[TEC 105](#) Technology's Impact on Society

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Total General Education Requirements	Credit Hours
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Total Hours	45-49
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Institutional Requirements	Credit Hours
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<a href="#">CIS 101</a> Computers for Learning	3
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<a href="#">EDU 150</a> Introduction to Teaching (optional)	0-1
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**Note: [EDU 150](#) is required for some secondary education and STEM degrees. Please consult with an advisor at the transfer institution to determine requirements.**

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<a href="#">IDS 297</a> Topics in Globalization	2-3
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Total Institutional Requirements	Credit Hours
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Elective Total:	5-7
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Teacher Education Core Requirements	Credit Hours
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<a href="#">EDU 202</a> Teaching Profession with Field Experience	3
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<a href="#">EDU 250</a> Foundations of Education	3
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<a href="#">EDU 260</a> Educational Psychology	3
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<a href="#">EDU 265</a> Instructional Applications of Technology and Media	3
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**Other Requirements:**

Achieve a passing score on all sections of the Missouri State Board of Education entry examination (MoGEA)

Achieve a minimum cumulative grade point average of 2.75

Achieve a minimum grade point average of 2.75 for Teacher Education Core courses

**Degree Requirements****Credit Hours**

Total Hours

62-68

**Notes:**

Four-year transfer institutions may have additional requirements, including higher GPA or MoGEA scores. Students are encouraged to work closely with an advisor from the receiving institution so they may understand and prepare to meet all entrance requirements.

Students that do not achieve passing scores on the MoGEA or that do not have the minimum GPAs may meet the requirements for the Associate of Arts in General Studies degree.

# Technology

## Degrees

**Technology (AAS)**

## Certificates

**Advanced Manufacturing Technology  
(Cert)**

**Technology Management (Cert)**

**Alternative Energy (Cert)**

# Associate of Applied Science in Technology

## Technology (AAS)

Associate of Applied Science

General Education Core Requirements	Credit Hours
<a href="#">COM 115</a> Fundamentals of Public Speaking	3
<a href="#">ENG 110</a> Writing I	3
<a href="#">ENG 221</a> Writing II: Writing for the Professions	3
<a href="#">IDS 110</a> Student Success	2
<a href="#">MTH 100</a> Intermediate Applied Mathematics or higher (except <a href="#">MTH 197</a> Introductory Topics in Mathematics or <a href="#">MTH 297</a> Mathematic Topics in Globalization)	3
<a href="#">PLS 101</a> American Democracy and Citizenship	3
General Education Core Total:	17
Technology Core Requirements	Credit Hours
<a href="#">AGR 297/IDS 297</a> Global Agriculture and Food Production	3
<a href="#">BUS 297/IDS 297</a> International Business	
<a href="#">IDS 297</a> The Balance of our Planet	
<a href="#">CIS 101</a> Computers for Learning	3
<a href="#">TEC 105</a> Technology's Impact on Society	3
Technology Core Total:	9
Total Core Requirements:	26

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**Notes:**

**[ENG 210](#) may be substituted for [ENG 221](#).**

**Students may select any math course(s) numbered [MTH 100](#) or higher, excluding [MTH 197](#) and [MTH 297](#). One-credit-hour courses including [MTH 111](#), [MTH 112](#), [MTH 113](#), [MTH 114](#) and/or [MTH 115](#) may be selected in a combination to equal three credit hours.**

**Students are strongly encouraged to confirm transferability of individual courses to othe institutions prior to enrollment. Not all courses will transfer or satisfy specific degree requirements for bachelor's degrees.**

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### **Advanced Manufacturing Technology Option:**

<b>Advanced Manufacturing Technology Requirements</b>	<b>Credit Hours</b>
<a href="#">EPR 210</a> Employee Management & Supervision	3
<a href="#">TEC 100</a> Survey of Electronics	3
<a href="#">TEC 111</a> Manufacturing Materials & Processes	3
<a href="#">TEC 112</a> Introduction to Supply Chain Management	3
<a href="#">TEC 123</a> Employment in Manufacturing Occupations	3
<a href="#">TEC 165</a> Manufacturing Technology	3
<a href="#">TEC 175</a> Welding Technology	3
<a href="#">TEC 200</a> Alternative Energy: Electricity and Electrons	3
<a href="#">TEC 220</a> * Technology Management	3
<a href="#">TEC 245</a> Mechanical Systems and Fluid power	3
<a href="#">TEC 275</a> Automated Manufacturing	3
<a href="#">TEC 299</a> Technology Internship	3
<b>Advanced Manufacturing Technology Option Total:</b>	<b>36</b>

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## Alternative Energy Option

Alternative Energy Requirements	Credit Hours
<a href="#">AGR 103</a> Plant Science	3
<a href="#">AGR 112</a> Introduction to Agricultural Business	3
<a href="#">AGR 115</a> Sustainable Agriculture and the Environment	3
<a href="#">AGR 143</a> Introductory Forestry	3
<a href="#">CHM 116</a> Fundamentals of Chemistry	4
<a href="#">TEC 100</a> Survey of Electronics	3
<a href="#">TEC 200</a> Alternative Energy: Electricity and Electrons	3
<a href="#">TEC 260</a> Alternative Energy: Biofuels	3
<a href="#">TEC 265</a> Alternative Energy: Solar	3
<a href="#">TEC 270</a> Alternative Energy: Wind	3
<a href="#">TEC 299</a> Technology Internship	3
Electives	2
Alternative Energy Total:	36

## General Technology Option

General Technology Requirements	Credit Hours
Select any combination of courses from the following departments to equal 36 credit hours:	36
Agriculture ( <a href="#">AGR</a> )	
Business ( <a href="#">ACC</a> , <a href="#">BUS</a> , <a href="#">EPR</a> , <a href="#">FIN</a> , <a href="#">INS</a> , <a href="#">LAW</a> , <a href="#">MGT</a> , <a href="#">QBA</a> )	
Computer ( <a href="#">CGP</a> , <a href="#">CIS</a> , <a href="#">CSC</a> )	
Engineering ( <a href="#">EGR</a> )	
Fire Science ( <a href="#">FST</a> )	

Law Enforcement ([LWE](#))

Mathematics ([MTH](#))

Science ([AST](#), [BIO](#), [BMS](#), [CHM](#), [ENV](#), [GLG](#), [GRY](#), [PHY](#))

Technology ([TEC](#))

Enology and Viticulture ([VIN](#))

This includes blocks classes transferred from the South Central Career Center in West Plains, Missouri and the Ozark Mountain Technical Center in Mountain Grove, Missouri. Other courses may be approved by the department.

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Total General Technology Hours:	36
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## Technology Management Option

Technology Management Requirements	Credit Hours
<a href="#">ACC 201</a> Introduction to Financial Accounting	3
<a href="#">ECO 155</a> Principles of Macroeconomics	3
<a href="#">EPR 210</a> Employee Management and Supervision	3
<a href="#">MGT 286</a> Business Communications	3
<a href="#">TEC 100</a> Survey of Electronics	3
<a href="#">TEC 112</a> Introduction to Supply Chain Management	3
<a href="#">TEC 232</a> Quality Management	3
<a href="#">TEC 250</a> Safety Management	3
<a href="#">TEC 255</a> Project Management	3
<a href="#">TEC 299</a> Technology Internship	3
Electives	6
Technology Management Total	36
Degree Requirements	Credit Hours
Total Degree Hours	62

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# Certificate in Advanced Manufacturing Technology

## Advanced Manufacturing Technology (Cert)

Certificate

Advanced Manufacturing Technology Curriculum	Credit Hours
<a href="#">TEC 100</a> Survey of Electronics	3
<a href="#">TEC 111</a> Manufacturing Materials & Processes	3
<a href="#">TEC 123</a> Employment in Manufacturing Occupations	3
<a href="#">TEC 165</a> Manufacturing Technology	3
<a href="#">TEC 175</a> Welding Technology	3
<a href="#">TEC 200</a> Applied Electricity & Electronics	3
<a href="#">TEC 245</a> Mechanical Systems and Fluid Power	3
<a href="#">TEC 275</a> Automated Manufacturing	3
<a href="#">TEC 299</a> Technology Internship	3
Total Hours	27

# Certificate in Alternative Energy

## Alternative Energy (Cert)

### Certificate

The certificate in Alternative Energy includes a unique combination of electricity, electronics, biofuels, solar, and wind energy courses to provide practical knowledge and experience in the alternative energy field. While the Certificate in Alternative Energy may be completed as a stand-alone program, courses in this certificate may also be used to complete the Associate of Applied Science in Technology-Alternative Energy.

**Not eligible for financial aid.**

Certificate in Alternative Energy	Credit Hours
<a href="#">TEC 100</a> Survey of Electronics	3
<a href="#">TEC 200</a> Applied Electricity and Electronics	3
<a href="#">TEC 260</a> Alternative Energy-Biofuels	3
<a href="#">TEC 265</a> Alternative Energy-Solar	3
<a href="#">TEC 270</a> Alternative Energy-Wind	3
Total Credit Hours	15



# Certificate in Technology Management

## Technology Management (Cert)

### Certificate

The Certificate in Technology Management provides broad exposure in the field of technology management, including supply chain management, supervision, quality management, safety management and project management. This certificate is appropriate for students interested in improving job skills and opportunities in manufacturing and technical fields. While the Certificate in Technology Management may be completed as a stand-alone certificate program, courses in this certificate may also be used to complete the Associate of Applied Science (AAS) in Technology-Technology Management or the AAS in Business-Technology Management.

Certificate in Technology Management	Credit Hours
<a href="#">ACC 201</a> Introduction to Financial Accounting	3
<a href="#">MGT 286</a> Business Communication	3
<a href="#">TEC 100</a> Survey of Electronics	3
<a href="#">TEC 105</a> Technology's Impact on Society	3
<a href="#">TEC 112</a> Introduction to Supply Chain Management	3
<a href="#">TEC 210</a> Principals of Supervision	3
<a href="#">TEC 232</a> Quality Management	3
<a href="#">TEC 250</a> Safety Management	3
<a href="#">TEC 255</a> Project Management	3
Total Hours Required	27

# Certificate in Workplace Employability Skills

## Workplace Employability Skills

Certificate

Workplace Employability Skills Certification Requirements	Credit Hours
Select 12 courses from the following:	
<a href="#">WES 110</a> Career Preparation	1
<a href="#">WES 115</a> Introductory Business Communication	1
<a href="#">WES 120</a> Negotiation and Conflict Resolution	1
<a href="#">WES 125</a> Interpersonal Skills	1
<a href="#">WES 130</a> Personal Competency	1
<a href="#">WES 135</a> Professionalism	1
<a href="#">WES 140</a> Critical Thinking	1
<a href="#">WES 145</a> Business Ethics	1
<a href="#">WES 150</a> Global Business Skills	1
<a href="#">WES 155</a> Customer Service	1
<a href="#">WES 160</a> Planning and Organizational Skills for the Workplace	1
<a href="#">WES 165</a> Practical Math	1
<a href="#">CIS 100/WES 170</a> Introduction to Computers	1
Up to three of the following:	1-3
<a href="#">CIS 110</a> Microsoft Office Word I	
<a href="#">CIS 111</a> Microsoft Office Word II	

[CIS 112](#) Microsoft Office Excel I

[CIS 113](#) Microsoft Office Excel II

[CIS 114](#) Microsoft Office PowerPoint

[CIS 115](#) Microsoft Office Outlook

[CIS 116](#) Microsoft Office Access

[CIS 117](#) Microsoft Office SharePoint

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Total Credit Hours

12

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Note: Students who are degree-seeking or have completed similar courses may receive credit for the following substitutions:

[COM 115](#) Fundamentals of Public Speaking or [MGT 286](#) Business Communications for [WES 115](#) Introductory Business Communication

[COM 205](#) Interpersonal Communication Theory and Skills for [WES 125](#) Interpersonal Skills

[COM 110](#) Critical Thinking or [PHI 105](#) Logic, Language and Argumentation for [WES 140](#) Critical Thinking

[PHI 115](#) Introduction to Ethics for [WES 145](#) Business Ethics

[MGT 130](#) Business Mathematics or [MTH 100](#) Intermediate Applied Mathematics for [WES 165](#) Practical Math

# Course Offerings

## Course codes and disciplines

### A

[ACC](#) – Accounting

[AGR](#) – Agriculture

[ALH](#) – Allied Health

[ANT](#) – Anthropology

[ART](#) – Art

[AST](#) – Astronomy

### B

[BIO](#) – Biology

[BMS](#) – Biomedical Science

[BUS](#) – Business

### C

[CFD](#) – Child & Family Development

[CFS](#) – Consumer & Family Studies

[CGP](#) – Computer Graphics & Programming

[CHI](#) – Chinese

[CHM](#) – Chemistry

[CIS](#) – Computer Information Systems

[COM](#) – Communications

[CRM](#) – Criminal Justice

[CSC](#) – Computer Science

## **D**

[DES](#) – Design

## **E**

[ECO](#) – Economics

[EDU](#) – Education

[EGR](#) – Engineering

[ENG](#) – English

[ENV](#) – Environmental Science

[EPR](#) – Entrepreneurship

## **F**

[FCA](#) – Food and Culinary Arts

[FIN](#) – Finance

[FRN](#) – French

[FST](#) – Fire Science

## **G**

[GLG](#) – Geology

[GRM](#) – German

[GRY](#) – Geography

## **H**

[HIT](#) – Health Information Technology

[HLH](#) – Health, Arts & Science

[HNR](#) – Honors Program

[HRA](#) – Hospitality & Restaurant Administration

[HST](#) – History

## **I**

[IDS](#) – Interdisciplinary Studies

[INS](#) – Insurance

## **J**

[JRN](#) – Journalism

## **K**

[KIN](#) – Kinesiology

## **L**

[LAW](#) – Law

[LIS](#) – Library Science

[LLT](#) – Language & Literature

[LWE](#) – Law Enforcement

## **M**

[MED](#) – Media

[MGT](#) – Management

[MIL](#) – Military Science

[MKT](#) – Marketing

[MTH](#) – Mathematics

[MUS](#) – Music

## **N**

[NUR](#) – Nursing

## **P**

[PHI](#) – Philosophy

[PHY](#) – Physics

[PLS](#) – Political Science

[PSY](#) – Psychology

## **Q**

[QBA](#) – Quantitative Business Analysis

## **R**

[RDG](#) – Reading

[REL](#) – Religious Studies

[RIL](#) – Real Estate, Insurance & Law

[RSC](#) – Respiratory Care

## **S**

[SOC](#) – Sociology

[SPE](#) – Special Education

[SPN](#) – Spanish

[SWK](#) – Social Work

## **T**

[TEC](#) – Technology

[THE](#) – Theatre

## **V**

[VIN](#) – Viticulture & Enology

## **W**

[WES](#) – Workforce Employability Skills



# Accounting Courses

## Accounting (ACC) courses

### ACC 121 Individual Tax Return Preparation

Principles of income tax with emphasis on the preparation of returns for individual taxpayers. Attention will be given to the proper reporting of income and deduction items.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### ACC 201 Introduction to Financial Accounting

Prerequisite(s): Eligibility for ENG 110 and eligibility for MTH 103 or higher or 'C' grade or better in MTH 050 or higher or 'C' grade or better in MGT 130 or 'C' grade or better in ACC 140 or 'C' grade or better in EPR 140. Methods and procedures employed in financial accounting with emphasis on development and interpretation of financial statements. Transfer students should be aware that a grade of "B" or above may be required for upper division courses. The student should review the transfer institution's course requirements. This course requires the purchase of an on-line homework management application access code which can be purchased with the printed textbook or in association with an e-textbook.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### ACC 211 Introduction to Managerial Accounting

Prerequisite(s): ACC 201 and CIS 101. Methods and procedures employed in managerial accounting with emphasis on the use of accounting data for decision-making. Transfer students should be aware that a grade of "B" or above may be required for upper division courses. The student should review the transfer institution's course requirements. This course may not be taken pass/not pass. This course requires the purchase of an on-line homework management application access code which can be purchased with the printed textbook or in association with an e-textbook.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring

### **ACC 220 Payroll Accounting**

Practices and procedures of payroll accounting including an overview of federal regulations governing employment, compensation and taxation. Students will learn procedures used in computing gross and net payroll, completing payroll tax reports and recording payroll journal entries in the general ledger.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Fall

### **ACC 221 Introduction to Individual Tax Accounting**

Introduction to principles of Individual Income tax accounting. The course will address current federal regulations and Income tax problems of individuals. Students will learn how to prepare basic federal income tax forms. Course fee.

**Credit hours:** 2 **Lecture contact hours:** 2 **Lab contact hours:** 0 **Typically offered:**  
Fall

### **ACC 241 Intermediate Accounting**

Prerequisite(s): ACC 211. This course continues and enhances the discussion of Financial Accounting theory begun in ACC 201, Introduction to Financial Accounting, related to the accounting process. Review and analysis of financial statements; accounting for net income, current and long term assets, liabilities and equity are covered in this course along with a comparison of F.A.S. B. and I.F.R.S. This course requires the purchase of an on-line homework management application access code which can be purchased with the printed textbook or in association with an e-textbook.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **ACC 290 Accounting Software Applications**

Prerequisite(s): ACC 201 and CIS 101 This course uses QuickBooks Accounting Software. Upon successful completion of this course, a student will be able to use the computer software to create the accounting books for a small business, including a chart of accounts, accounts receivable and payable subsidiary ledgers, transaction journals, general ledgers, financial statements and other reports.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall

### **ACC 299 Internship in Accounting**

Prerequisite(s): ACC 211 and 24 credit hours or equivalent experience. The Internship in accounting is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. This Internship course gives students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring, Summer

# Agriculture Courses

## Agriculture (AGR) courses

### AGR 100 Food Security

Honors eligible course. An examination of policies and technology that affect food security for the United States in a global setting. This course meets a general education requirement with a focus in Social and Behavioral Sciences.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring, Summer

### AGR 101 Animal Science

Introduction to farm animal industries, breeds, numbers, distribution, nutrition, heredity, reproduction, health and products.

**Credit hours:** 4 **Lecture contact hours:** 4 **Lab contact hours:** 0 **Typically offered:**  
Fall

### AGR 103 Plant Science

An introduction to the world of plant science and plant physiology including the areas of food and ornamental crops and sustainable agriculture.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Spring

### AGR 104 Plant Science Laboratory

Prerequisite(s): AGR 103 or concurrent enrollment. Provides opportunities for 'hands-on' application of concepts of plant science through the use of basic plant science research and production practices. Course fee.

**Credit hours:** 1 **Lecture contact hours:** 0 **Lab contact hours:** 2 **Typically offered:**  
Upon demand

### **AGR 112 Introduction to Agricultural Business**

This course introduces students to the requirements for starting and operating a successful agricultural-based business. Students will learn how to assess the business environment and identify potentially viable business opportunities. Business start-up, planning organization, management, marketing, accounting and financing are also covered in this practical course. Special emphasis will be placed on agricultural ventures in the Ozarks. Students may not receive credit for both EPR 110 and AGR 112.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall

### **AGR 115 Sustainable Agriculture and the Environment**

This course examines the practice of agro-ecology: the interface of management, biology and the environment in our effort to produce food, feed and fiber for a rapidly growing human population. Consequences of historical and current practices, as well as strengths and weaknesses of alternative practices that attempt to employ more knowledge of biology and ecology, will also be evaluated.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall

### **AGR 118 Leadership**

A course for entering freshmen students to examine leadership through the observation and analysis of leaders in various career paths. Demonstrates leadership through class projects. Course may be repeated for up to 3 credit hours.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring

### **AGR 120 Agricultural Recordkeeping**

Basic record keeping including financial, production, compliance with government agencies and labor records. Financial records are needed to file taxes, comply with governmental requirements, apply for loans and provide information needed to make strategic management decisions.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Fall

### **AGR 143 Introductory Forestry**

Introduction to field of forestry. In addition to traditional topics of species identification, biology and timber management, this course examines the sociological, environmental, political and industrial influences on domestic and international management of forest resources.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Spring

### **AGR 144 Agricultural Economics**

Prerequisite(s): ACT Reading score of 18 or greater or an Accuplacer reading score of 85 or higher or SAT verbal score of 440 or greater or 'C' or higher in ENG 100 or IDS 150. Characteristics of our economic system and basic economic concepts with applications to agriculture. Effects on agriculture by money and banking systems, monetary and fiscal policies, government policies and international trade.

**Credit hours:** 4 **Lecture contact hours:** 4 **Lab contact hours:** 0 **Typically offered:**  
Fall

### **AGR 150 Agriculture Career Center Variable Content Course**

Prerequisite(s): 'C' grade or better in an approved 700 clock hour career center program and completion of 12 credit hours of course work at Missouri State University-West Plains. A variable content course resulting from an articulation agreement with the Ozark Mountain Technical Center or other approved career center. The topic will be identified by the career center program title. Approved 700 clock hour programs from the Ozark Mountain Career Center include Agriculture Business and Management, Agriculture Mechanics and Technology, Animal Science Systems and Plant Science/Horticulture Systems. Other accredited programs will be evaluated on an individual basis. Students must attain a 'C' grade or better in the applicable core competencies. Similar courses at other institutions will be evaluated on an individual basis. Credit for this course will be transcribed upon completion of 12 credit hours of course work at Missouri State University-West Plains. The transferability of this course to other institutions must be confirmed with the institution.

**Credit hours:** 18 **Lecture contact hours:** 18 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

## **AGR 157 Principles of Agricultural Mechanization**

Engineering and mechanical principles; their application to agriculture equipment, systems and concepts. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall

## **AGR 161 Introduction to Horses**

Scope and role of the horse industry. Responsibilities of ownership; selection, breeds- development and uses; basic care-nutrition, health care, conditioning; and facilities.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Fall

## **AGR 162 Introduction to Riding**

This is an introductory course with a focus on safe and effective techniques for both English and Western riding. The course may be repeated for a total of 3 hours. Course fee

**Credit hours:** 1   **Lecture contact hours:** 0   **Lab contact hours:** 2   **Typically offered:**  
Upon demand

## **AGR 163 Introduction to Hunt Seat Equestrian Competition**

Prerequisite(s): AGR 162 or permission of instructor. This course is for students who have limited or no experience in equestrian competition in the hunt seat discipline. This course may not be taken concurrently with AGR 263. May be repeated for a total of 2 hours. Course Fee.

**Credit hours:** 1   **Lecture contact hours:** 0   **Lab contact hours:** 2   **Typically offered:**  
Upon demand

## **AGR 164 Introduction to Stock Seat Equestrian Competition**

Prerequisite(s): AGR 162 or permission of instructor. This course is for students who have limited or no experience in equestrian competition in the stock seat discipline. This course may not be taken concurrently with AGR 264. May be repeated for a total of 2 hours. Course fee.

**Credit hours:** 1   **Lecture contact hours:** 0   **Lab contact hours:** 2   **Typically offered:**  
Upon demand

## **AGR 170 Introduction to Horticulture**

This course provides an introduction to horticultural science. Topics will include an overview of the horticultural industry and its history, plant structure and metabolism, environmental influences on horticultural plants such as temperature, light, water and soil and plant management practices. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall

## **AGR 171 Controlled Environment Agriculture**

Controlled Environmental Agriculture (CEA) optimizes the use of resources such as water, energy, space, capital and labor. This course investigates the use of high tunnels, low tunnels and row covers and greenhouses to produce food. Hands on experiments in a greenhouse and high tunnel. Course fee.

**Credit hours:** 2   **Lecture contact hours:** 1   **Lab contact hours:** 2   **Typically offered:**  
Spring

## **AGR 172 Greenhouse Management**

Introduction to Greenhouse Management. The course will cover greenhouse construction, heating and cooling, environmental control systems, growing media management, watering, fertilization light and temperature regulation and insect, pest and disease management. Hands on experience in a greenhouse and high tunnel system. Course fee.

**Credit hours:** 1   **Lecture contact hours:** 0   **Lab contact hours:** 2   **Typically offered:**  
Fall

## **AGR 173 Aquaponics and Hydroponics**

Introductory course in hydroponics and aquaculture. Covers system location and environment, system design, growbeds and fish tanks, plumbing, grow media and water quality, growing and harvesting fish, growing plants in aquaponics and sustainability. Hands on experience with an aquaponics system. Course fee.

**Credit hours:** 1   **Lecture contact hours:** 0   **Lab contact hours:** 2   **Typically offered:**  
Upon demand



## **AGR 174 Integrated Pest Management**

Covers an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices and use of resistant varieties. Students will obtain a Certified Private Applicator License through the Missouri Department of Agriculture. Course fee.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Spring

## **AGR 175 Vegetable and Fruit Production**

Course topics include breeding and improving vegetables, transplanting and direct seeding, soil management and fertilization, weed management, irrigation, controlling insects and diseases, perennial crops, cold crops, root crops, tomatoes, leafy vegetables, corn and controlled environment vegetable production. Course fee.

**Credit hours:** 1 **Lecture contact hours:** 0 **Lab contact hours:** 2 **Typically offered:**  
Fall

## **AGR 176 Good Agricultural Practices**

Course designed to guide assessment of risks and implementation of practices to reduce risks on fresh farms. Course fee.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Spring

## **AGR 177 Turf Grass Management**

Course covers turf grass species, cultural practices, pest management, propagation and cultural systems. Course fee.

**Credit hours:** 1 **Lecture contact hours:** 0 **Lab contact hours:** 2 **Typically offered:**  
Upon demand

## **AGR 178 Landscape Design & Management**

Course includes: Inventorying the site, functional principles, the concept plan, design principles, plants and hardscapes, maintaining the landscape. Course fee.

**Credit hours:** 1 **Lecture contact hours:** 0 **Lab contact hours:** 2 **Typically offered:**  
Upon demand

### **AGR 185 Introduction to Companion Animal Science**

An introduction to companion animal biology through consideration of the anatomy, nutrition, behavior, husbandry and reproduction of companion animals. Course content is largely focused on cats and dogs, although other mammals, birds and reptiles commonly kept as pets will be discussed. Legal, economic and ethical issues associated with companion animals will be addressed.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **AGR 191 Evaluation and Performance Appraisal of Horse**

Detailed evaluation of athletic performance of horses; influence of training and other environmental effects, heredity and conformation; use of racing and performance records, visual appraisal and industry trends; oral and written defense of judgments. Course fee.

**Credit hours:** 2 **Lecture contact hours:** 0 **Lab contact hours:** 4 **Typically offered:**  
Spring

### **AGR 196 Dairy and Meat Animal Evaluation**

Comparative judging including selection, grading and classification of dairy cattle or beef cattle, swine and sheep. A Variable Content Course; may be repeated with permission for up to 4 credit hours. Course fee.

**Credit hours:** 2 **Lecture contact hours:** 0 **Lab contact hours:** 4 **Typically offered:**  
Summer

### **AGR 197 Special Topics in Agriculture**

A variable content course with topics that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated if the topics differ; however, no more than six credits may count toward any degree.

**Credit hours:** 2 **Lecture contact hours:** 0 **Lab contact hours:** 4 **Typically offered:**  
Upon demand

## **AGR 199 Agriculture in the Ozarks**

This course will explore agriculture in the Ozarks, from a historical and modern day perspective.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

## **AGR 200 Mini Agriculture**

A course designed to treat specific areas of agriculture to meet specialized student needs. Treatment of the subject will include consideration of historical, theoretical, scientific and application aspects. May be repeated up to a total of 3 hours provided the same topics is not repeated. Variable Content Course.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

## **AGR 201 Physiology of Farm Animals**

Prerequisite(s): AGR 101 and BIO 101 and CHM 116 and CHM 117. Basic physiology of farm animals with special emphasis on systems related to the economic importance of domestic animals such as the mammary, reproductive, endocrine and other systems. 3 (3-0)

**Credit hours:**    **Lecture contact hours:**    **Lab contact hours:** **Typically offered:**

## **AGR 202 Applied Animal Reproduction**

Prerequisite(s): AGR 101 and BIO 101 and BIO 111. Physiological principles of reproductive processes in domestic animals (production and companion) including sperm and ova production, estrus, fertilization, gestation and partition. Artificial insemination history and techniques of semen collection and evaluation and insemination techniques. Management for Improved Reproduction. Course Fee.

**Credit hours:** 3 **Lecture contact hours:** 2 **Lab contact hours:** 2 **Typically offered:**  
Spring

## **AGR 206 Veterinary Science**

Prerequisite(s): AGR 101 Functional anatomy and physiology, diseases and parasites of farm animals; sanitation; disease prevention and control. Course Fee.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

## **AGR 210 Animal Nutrition**

Prerequisite(s): AGR 101 and CHM 107 or CHM 116 or CHM 160. Key topics include the basic fundamentals of nutrition and comparative nutrition of farm animals. Anatomy and physiology of the digestive system and basic metabolism will also be covered along with the characteristics, digestion and functions of the basic nutrients. Course fee.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall

## **AGR 215 Soils**

Physical, chemical and biological activities within the soil as related to moisture, temperature, drainage and tillage. Course fee.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Spring

## **AGR 216 Soils Lab**

Laboratory and computer methods for evaluation of the physical, chemical and biological properties of soil. Course fee.

**Credit hours:** 1 **Lecture contact hours:** 0 **Lab contact hours:** 2 **Typically offered:**  
Upon demand

## **AGR 240 Wildlife Techniques**

Wildlife management programs must be based on quality scientific investigations that produce objective, relevant information. This quality science is dependent on carefully designed experiments, estimates, comparisons and accurate census techniques. Wildlife Techniques will provide an overview of the fundamental concepts of wildlife research, study design and population determining methods.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

## **AGR 242 Wildlife Damage Management**

This course presents the challenges of managing human-wildlife conflicts while protecting wildlife

populations and their habitat and introduces a variety of wildlife damage management practices and techniques.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **AGR 243 Indoor Plants**

Identification, cultural requirements and growth habits of ornamental foliage and flowering plants for indoor use.

**Credit hours:** 2 **Lecture contact hours:** 2 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **AGR 250 Agricultural Communications**

Prerequisite(s): ENG 110 and COM 115. Introduces the scope and applications of communications and journalism as they relate to agriculture.

**Credit hours:** 2 **Lecture contact hours:** 2 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **AGR 252 Beef Cattle Production**

Prerequisite(s): AGR 101 Production and management of purebred and commercial beef cattle. Course covers the biological, ecological, financial and marketing issues impacting the beef industry today. Explores the demographics, structure, challenges and segments of the beef industry. Course Fee.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall

### **AGR 262 Riding for Horse Training**

Prerequisite(s): AGR 162. This is an intermediate-level riding course with a focus on developing skills necessary for training horses. Students may ride hunt seat, stock seat or both seats during the semester. Course fee.

**Credit hours:** 2 **Lecture contact hours:** 0 **Lab contact hours:** 4 **Typically offered:**  
Upon demand

## **AGR 263 Intermediate Hunt Seat Equestrian Competition**

Prerequisite(s): Permission of Instructor. This course is for students who have a moderate amount of experience in equestrian competition in the hunt seat discipline. This course may not be taken concurrently with AGR 163. Completion of AGR 163 is recommended prior to enrolling in this course. May be repeated for a total of 2 hours. Course fee

**Credit hours:** 1   **Lecture contact hours:** 0   **Lab contact hours:** 2   **Typically offered:**  
Upon demand

## **AGR 264 Intermediate Stock Seat Equestrian Competition**

Prerequisite(s): Permission of Instructor. This course is for students who have a moderate amount of experience in equestrian competition in the stock seat discipline. Events to be covered will include horsemanship and ranch horse events. This course may not be taken concurrently with AGR 164. Completion of AGR 163 or AGR 164 is recommended prior to enrolling in this course. May be repeated for a total of 2 hours. Course fee.

**Credit hours:** 1   **Lecture contact hours:** 0   **Lab contact hours:** 2   **Typically offered:**  
Upon demand

## **AGR 275 Forage Crop Production**

Prerequisite(s): AGR 103 or AGR 115. Adaptation, production and utilization of the major forage crops for grazing, hay and silage production, as well as their effects on environmental quality and wildlife. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **AGR 295 Service Learning in Agriculture**

Prerequisite(s) 12 credit hours. This one-hour service learning component course incorporates community service with classroom instruction in agriculture. It provides a service learning experience, addressing the practice of citizenship and promoting awareness of and participation in public affairs. It includes 40 hours of service benefitting an external community organization, agency or public service provider. Approved service placements and assignments will vary depending on the specific course topic and learning objectives; a list of approved placements and assignments is available from the instructor and the Citizenship and Service Learning Office. The course may be repeated for up to three credit hours.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring

### **AGR 297 Global Agriculture and Food Production**

Prerequisite(s): ENG 110, COM 115 and completion of 40 credit hours. This course presents an overview of various agriculture and food production systems around the world, including North America, South America, Asia, the European Union, the #Former Soviet Union, Oceania and Africa. Students will study these systems based on the cultural, political, economic and scientific factors that influence the countries' production abilities and consumer demands. Students must submit a portfolio in this course. International/Intercultural component. Meets the capstone requirement for the AAS degrees in Enology, General Agriculture, General Technology and Viticulture.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Spring

### **AGR 299 Internship in Agriculture**

Prerequisite(s): 24 credit hours or equivalent experience. The Internship in agriculture is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. This Internship course gives students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. This course may be repeated for a total of six credit hours.

**Credit hours:** 1-3 **Lecture contact hours:** **Lab contact hours:** **Typically offered:** Fall,  
Spring, Summer

# Allied Health Courses

## Allied Health (ALH) courses

### **ALH 100 Certified Nurse Assistant**

Prerequisite(s): Negative drug screen; clear criminal background check; Co-requisite: ALH 105 Certified Nurse Assistant training prepares students for employment in a long-term care facility. Course will meet state requirements for CNA training. Upon completion student will be certified to work as a certified nursing assistant and provide patient care under the direct supervision of a registered nurse. Additional state mandated and facility mandated requirements may be required for employment depending on agency regulations. If a student passes ALH 100 but does not pass ALH 105, the student will be required to retake ALH 100 concurrently with the retake of ALH 105.

**Credit hours:** 3   **Lecture contact hours:** 1   **Lab contact hours:** 4   **Typically offered:**  
Spring

### **ALH 105 Certified Nurse Assistant Clinical**

Prerequisite(s): Negative drug screen; clear criminal background check; Co-requisite: ALH 100. Certified Nurse Assistant training prepares students for employment in a long-term care facility. Course will meet state requirements for CNA training. Upon completion student will be certified to work as a certified nursing assistant and provide patient care under the direct supervision of a registered nurse. Additional state mandated and facility mandated requirements may be required for employment depending on agency regulations. This course meets the state mandated 100 hours of OJT in a training facility with a clinical supervisor. If a student passes ALH 100 but does not pass ALH 105, the student will be required to retake ALH 100 concurrently with the retake of ALH 105.

**Credit hours:** 3   **Lecture contact hours:** 0   **Lab contact hours:** 9   **Typically offered:**  
Spring

### **ALH 116 Medical Terminology**

A study of medical terminology including basic word structure, prefixes, suffixes, root words, compound words and abbreviations with an emphasis on spelling, pronunciation, definition and usage. Commonly



accepted abbreviations and symbols will also be covered.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring, Summer

### **ALH 120 Certified Medication Technician**

Prerequisite(s): 6 months of employment as a CNA who is listed as active on the Missouri CNA registry. Score of 8.9 or higher on both vocabulary and comprehension tests and a minimum score of 7.0 on Mathematics Concepts and Applications tests on the 'D' level of the TABE test. Letter of recommendation by the administrator or director of nursing of the facility employer or previous facility employer. This course will certify the student as a Certified Medication Technician in the state of Missouri. The course is prescribed by the Missouri Department of Health and Senior Services and teaches skills in medication administration of nonparenteral medications, which will qualify students to perform this procedure to assist licensed practical nurses (LPN'S) and Registered Nurses (RN'S) in medication therapy. All aspects of the course are prescribed by the DHSS. Course includes 60 classroom hours and 8 hours of clinical practice.

**Credit hours:** 4 **Lecture contact hours:** 3 **Lab contact hours:** 1 **Typically offered:**  
Summer

### **ALH 155 Emergency Medical Technology-Paramedic**

Prerequisite(s): State Licensure as a Paramedic and successful completion of the National Registry for Emergency medical Technicians-Paramedic Exam and completion of 15 credit hours of course work at Missouri State University-West Plains. This course gives State Licensed Paramedics who have passed the National Registry for Emergency Medical Technicians--Paramedic Exam credit toward the AAS in Allied Health degree.

**Credit hours:** 32 **Lecture contact hours:** 20 **Lab contact hours:** 36 **Typically offered:** Upon

demand

# Anthropology Courses

## Anthropology (ANT) courses

### **ANT 125 Exploring Our Human Ancestry**

This course explores what it means to be human by tracing our biological and cultural roots. Topics include: the evolutionary process; our place among the living primates; fossil and archaeological evidence of human ancestors; and the origins of language, society and culture. Partially fulfills the general education requirements in the social sciences for the A.A. degree.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall

### **ANT 226 Cultural Anthropology**

The comparative study of human society and culture, focusing on theories of culture and cultural institutions and ethnographic and cross- cultural methods of research. Partially fulfills the general education requirements in the social sciences for the A.A. degree.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Spring

# Art Courses

## Art (ART) courses

### **ART 98 Topics in Art and Design**

A variable content course consisting of lectures and/or studio projects. May not be used to fulfill a major requirement in the Art and Design Department. Students should consult the registration schedule of classes to determine the specific topic offered. May be repeated to a total of 6 hours. Course fee.

**Credit hours:** 1-2   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:** Upon demand

### **ART 100 Two Dimensional Design**

Elements and principles of two-dimensional design. Experience with a variety of media and subject matter. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 0   **Lab contact hours:** 6   **Typically offered:** Upon demand

### **ART 101 Three Dimensional Design**

Prerequisite(s): ART 100. Elements and principles of three-dimensional design. Experience with a variety of media and subject matter. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 0   **Lab contact hours:** 6   **Typically offered:** Upon demand

### **ART 115 Drawing I**

Basic elements and principles of drawing. A problematic approach to the process of seeing and drawing through an applied investigation of natural and man-made forms. Course fee.

**Credit hours:** 3 **Lecture contact hours:** 0 **Lab contact hours:** 6 **Typically offered:**  
Upon demand

### **ART 200 Art in Context**

This course introduces the visual arts in the context of history and culture. It involves analysis of art works and introduces terminology and concepts necessary for understanding art within various cultural matrices. Does not count toward BA or BSED in Art and Design or BFA in Art or Design.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring

### **ART 202 Intermediate Design**

Prerequisite(s): ART 100, ART 101, ART 115, ART 215. A presentation in greater depth of major theories of art and design with emphasis on color theory and systems. Structured studio design problems applying and investigating such theories. Course fee.

**Credit hours:** 3 **Lecture contact hours:** 0 **Lab contact hours:** 6 **Typically offered:**  
Upon demand

### **ART 210 Introduction to Digital Imaging**

Prerequisite(s): ART 100 or ART 110 and CIS 101 or CSC 101 or CSC 111. Understanding the principles, methods, techniques and vocabulary of the most widely used digital imaging processes with emphasis on visual problem solving.

**Credit hours:** 3 **Lecture contact hours:** 0 **Lab contact hours:** 6 **Typically offered:**  
Upon demand

### **ART 212 Ceramics I**

An introduction to handbuilding, wheel and firing processes, including raku. Fundamentals of ceramic materials, equipment and preparation of clay and glazes.

**Credit hours:** 3 **Lecture contact hours:** 0 **Lab contact hours:** 6 **Typically offered:**  
Upon demand

### **ART 215 Drawing II**

Prerequisite(s): ART 115. Continuation of drawing fundamentals in greater and exploration of additional media.Course fee.

**Credit hours:** 3 **Lecture contact hours:** 0 **Lab contact hours:** 6 **Typically offered:**  
Upon demand

### **ART 223 Metals-Jewelry I**

Prerequisite(s): ART 101. Introduction to non-ferrous metal fabrication processes including piercing, soldering and finishing. Fundamentals of tools, materials and jewelry concepts.

**Credit hours:** 3 **Lecture contact hours:** 0 **Lab contact hours:** 6 **Typically offered:**  
Upon demand

### **ART 225 Painting I**

Prerequisite(s): ART 100, ART 115 and ART 215. Basic investigation of materials, techniques and visual concepts important to the process of painting. Emphasis on understanding visual elements through work which includes study from the still-life and model.

**Credit hours:** 3 **Lecture contact hours:** 0 **Lab contact hours:** 6 **Typically offered:**  
Upon demand

### **ART 226 Watercolor for Non-Art Majors**

To acquaint the student with the essential characteristics of the materials used in watercolor painting and to familiarize the student with the techniques used in applying transparent pigment to various prepared surfaces. This course will not fulfill the requirements for a major or a minor in art.

**Credit hours:** 3 **Lecture contact hours:** 0 **Lab contact hours:** 6 **Typically offered:**  
Upon demand

### **ART 235 Sculpture I**

Prerequisite(s): ART 101. Development of fundamental and personal concepts concerning subject matter as related to sculpture. Experience with a wide range of media and techniques.

**Credit hours:** 3 **Lecture contact hours:** 0 **Lab contact hours:** 6 **Typically offered:**  
Upon demand

## **ART 242 Printmaking I**

Prerequisite(s): ART 100, ART 115 and ART 215. Beginning problems in printmaking.

**Credit hours:** 3   **Lecture contact hours:** 0   **Lab contact hours:** 6   **Typically offered:**  
Upon demand

## **ART 253 Fibers**

Prerequisite(s): ART 100. Introduction to two and three dimensional fiber techniques and structures.

Emphasis will be placed on using a variety of techniques in the execution of assigned problems.

Experimental use of materials will be encouraged. May be repeated to a total of 9 hours.

**Credit hours:** 3   **Lecture contact hours:** 0   **Lab contact hours:** 6   **Typically offered:**  
Upon demand

## **ART 255 Photography I**

Prerequisite(s): ART 100. Basic course in black and white photography. Includes camera controls and darkroom work. Photography as visual expression.

**Credit hours:** 3   **Lecture contact hours:** 0   **Lab contact hours:** 6   **Typically offered:**  
Upon demand

## **ART 270 Writing in Art History**

Prerequisite(s): ENG 110 and concurrent enrollment in ART 274. A composition class designed to provide training and experience in writing within the discipline of ART History.

International/Intercultural component.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **ART 274 History of East Asian Art**

Prerequisite(s): ENG 110. A survey of the art objects and cultures which produced them, including those of India, China and Japan. International/Intercultural component.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

# Astronomy Courses

## Astronomy (AST) courses

### **AST 113 Modern Astronomy**

An introduction to our present knowledge of the nature of the universe, the galaxies, the stars and the planets. A description of the natural laws and physical observations which are leading us to an understanding of our place in the cosmos. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **AST 114 Survey of Astronomy**

Prerequisite(s): One year high school algebra or equivalent. Same course as AST 115, except without the laboratory portion. Historical and descriptive aspects of astronomy; topics of current interest related to space science. Students may not receive credit for both AST 114 and AST 115. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **AST 115 Basic Astronomy**

Prerequisite(s): One year high school algebra or equivalent. Historical and descriptive aspects of astronomy; topics of current interest related to space science. Laboratory consists of observations with telescopes and of experiments pertinent to the field. Students may not receive credit for both AST 114 and 115. Course fee.

**Credit hours:** 4   **Lecture contact hours:** 3   **Lab contact hours:** 2   **Typically offered:**  
Spring

# Biology Courses

## Biology (BIO) courses

### **BIO 100 Biological Science for Educators**

Prerequisite(s): ACT Reading score of 18 or greater or COMPASS reading score of 81 or greater or SAT verbal score of 440 or greater or 'C' or higher in ENG 101 or IDS 150. An introduction to the unifying principles of biology and the processes of scientific investigation using an inquiry approach. Laboratory experiences model inquiry teaching methods appropriate for use in early childhood, elementary and middle school science lessons. This course is open only to early childhood, elementary, middle school and special education majors. Will fulfill a natural science component of the general education requirement for the Associate of Arts degree. Does not count for credit towards a major or minor in biology. Students not meeting prerequisite must have permission by department to enroll. Students receive credit toward graduation for only one of BIO 100, BIO 101. Course fee.

**Credit hours:** 4   **Lecture contact hours:** 3   **Lab contact hours:** 3   **Typically offered:**  
Fall, Spring

### **BIO 101 Biological Concepts**

Prerequisite(s): ACT Reading score of 18 or greater or COMPASS reading score of 81 or greater or SAT verbal score of 440 or greater or 'C' or higher in ENG 101 or IDS 150. Unifying principles of biology from the molecular through ecosystems level. Partially fulfills the general education requirements in the natural sciences. (Does not count for major or minor in biology). A student taking BIO 100 or BIO 101 receives credit toward graduation for only one of the courses. Additional course work will be required for the student taking this as an Honors course and a 'B' grade or higher must be earned in order for the student to receive an Honors designation.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### **BIO 111 Understanding Biological Systems Through Inquiry**

Prerequisite(s): ACT Reading score of 18 or greater or COMPASS score of 81 or greater or SAT verbal



score of 440 or greater or 'C' or higher in ENG 101 or IDS 150. Grade of 'C' or better in BIO 100 or BIO 101 or BIO 121 or BMS 110 or concurrent enrollment in any of those four courses.. Organisms are studied from their behavioral, ecological, hereditary and evolutionary perspectives. Students will develop skills of gathering information about science, reasoning scientifically from that information and synthesizing responses to questions based upon that information in order to explain biological phenomena. Fulfills the required lab credit in the Natural Sciences General Education Portion (Does not count for major or minor in biology.) May be taken concurrently with BIO 101. Students taking BIO 100 or BIO 101 receive credit toward graduation for only one of the courses. Additional course work will be required for the student taking this as an Honors course and a 'B' grade or higher must be earned in order for the student to receive an Honors designation. Course fee.

**Credit hours:** 1 **Lecture contact hours:** 0 **Lab contact hours:** 2 **Typically offered:**  
Fall, Spring

### **BIO 121 General Biology I**

Prerequisite(s): ACT Reading score of 18 or greater or COMPASS reading score of 81 or greater or SAT verbal score of 440 or greater or 'C' or higher in ENG 101 or IDS 150; and placement in MTH 130 or higher or 'C' or better in MTH 103; and placement into ENG 110 or 'C' or better in ENG 100. First half of 2-semester introductory biology sequence for biology majors and minors. Introduction to the concepts of structure and function at the molecular and cellular level, genetics and evolution. Students not meeting prerequisite must have permission by department to enroll. Partially fulfills the general education requirements in the natural sciences. This course may not be taken pass/not pass. A Grade of 'C' or better in this course is a prerequisite for enrollment in BIO 122. Course fee.

**Credit hours:** 4 **Lecture contact hours:** 3 **Lab contact hours:** 3 **Typically offered:**  
Fall, Spring

### **BIO 122 General Biology II**

Prerequisite(s): Recommended completion of BIO 121 with a 'C' or better. Concurrent enrollment in BIO 121 with a 'C' or better in BIO 101, BMS 110; ENG 110, MTH 135. Second half of 2-semester introductory biology sequence for Biology majors and minors. Introduction to the biology of organisms including evolutionary history, diversity, structure and function of major taxa; and ecology. This course may not be taken pass/not pass. A Grade of 'C' or better is required to BIO 235, BIO 320 or BIO 369. Course fee.

**Credit hours:** 4 **Lecture contact hours:** 3 **Lab contact hours:** 3 **Typically offered:**  
Spring

### **BIO 197 Selected Topics in Biology**

Prerequisite(s): Permission of Instructor. Course devoted to a biologic topic current interest. Provided the topics are different, the course may be repeated to a total of 4 credit hours. Credit for this course cannot be applied to the minimum requirements of a major or minor in biology, nor the general education (natural sciences) requirement. Supplemental course fee (variable by section)

**Credit hours:** 1-4    **Lecture contact hours:**    **Lab contact hours:**    **Typically offered:**  
Upon demand

### **BIO 205 Life Science for Middle School**

Prerequisite(s): BIO 100 or BIO 101. Processes of science using the inquiry approach with reference to society, technology and decision-making. Content covers cellular biology, plant and animal structure and function, ecology and environmental biology. Does not count for credit toward a major or minor in biology.

**Credit hours:** 2    **Lecture contact hours:** 1    **Lab contact hours:** 3    **Typically offered:**  
Spring

### **BIO 210 Elements of Microbiology**

Prerequisite(s): BIO 102, BIO 121, BMS 110, BMS 267 or BMS 268; and CHM 116 (lecture) and CHM 117 (lab) or CHM 160. Public health aspects of microbiology, particularly causes and control of infectious diseases, immunology, sterilization and disinfection and food and water bacteriology. Students who take BIO 210 and BIO 310 receive credit toward graduation only for BIO 310. Course fee.

**Credit hours:** 3    **Lecture contact hours:** 2    **Lab contact hours:** 2    **Typically offered:**  
Fall, Spring

### **BIO 215 Introduction to the Diversity of Life**

Prerequisite(s): BIO 100, BIO 101, BIO 121 or BMS 110. Introduction to the diversity in structure and function of protists, fungi, plants and animals. This course is designed for B.S.Ed. students and does not count toward a B.A. or B.S. in biology.

**Credit hours:** 2    **Lecture contact hours:** 1    **Lab contact hours:** 3    **Typically offered:**  
Upon demand

### **BIO 235 Genetics**

Prerequisite(s): BIO 121 or BMS 110 and CHM 116/117 or CHM 160/161 (recommended) or higher; and

MTH 135, MTH 138, MTH 261 or MTH 287. Concepts of classical, molecular and population genetics, genomics, biotechnology and epigenetics. Laboratory emphasis is on the chemical characteristics and "in vitro" manipulation of nucleic acids. Supplemental Course fee..

**Credit hours:** 4   **Lecture contact hours:** 3   **Lab contact hours:** 2   **Typically offered:**  
Upon demand

# Biomedical Science Courses

## Biomedical Science (BMS) courses

### **BMS 110 Introduction to the Biomedical Sciences**

Prerequisite(s): Eligibility for both ENG 110 and MTH 135. General Education Course (Natural Sciences). An Introduction to concepts and techniques related to human anatomy, physiology, genetics, cellular and molecular biology. Recommended for students in majors within the College of health and Human Services on the MSU Springfield campus and those students interested in preprofessional programs and Allied Health careers. Students will receive credit toward graduation for only one of the following: BMS 100 or 105 or 110. Additional course work will be required for the student taking this as an Honors course and a 'B' grade or higher must be earned in order for the student to receive Honors designation. May not be taken Pass/Not Pass. Course fee.

**Credit hours:** 4   **Lecture contact hours:** 3   **Lab contact hours:** 2   **Typically offered:**  
Fall, Spring

### **BMS 111 Introductory Laboratory in Biomedical Sciences**

Prerequisite(s): BIO 101 or BIO 102; and eligibility for both ENG 110 and MTH 135. This course is identical to the laboratory portion of BMS 110 and is designed for students who require intensive introductory laboratory experience to prepare for future work in the biomedical sciences. Cannot receive credit for both BMS 110 and BMS 111. May not be taken pass/not pass.

**Credit hours:** 1   **Lecture contact hours:** 0   **Lab contact hours:** 2   **Typically offered:**  
Fall, Spring

### **BMS 197 Selected Topics in Biomedical Sciences**

Course devoted to a biomedical topic of current interest. Provided the topics are different, the course may be repeated to a total of 4 credit hours. Credit for this course cannot be applied to the minimum requirements of a major or minor in biology, nor the general education (Natural World) requirement.

**Credit hours:** 1-4   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:**

### **BMS 230 Human Genetics**

Prerequisite(s): 'C' grade or better in BMS 110 or BIO 121. A survey of genetic principles in humans with emphasis on molecular genetics and human genetic abnormalities causing diseases and behavioral changes. A portion of this course requires students to read, report on and discuss current topics in human genetics. on and discuss current topics in human genetics.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Spring

### **BMS 231 Human Genetics w/Laboratory**

Prerequisite(s): 'C' grade or better in BMS 110 or BIO 121. A survey of genetic principles in humans with emphasis on molecular genetics and human genetic abnormalities causing diseases and behavioral changes. A portion of the course requires students to research, report on and discuss current topics in human genetics. The laboratory emphasis is on techniques and skills that expand the understanding of genetic concepts. Cannot receive credit for both BMS 230 and BMS 231. Course fee.

**Credit hours:** 4   **Lecture contact hours:** 3   **Lab contact hours:** 2   **Typically offered:**  
Spring

### **BMS 232 Human Genetics Laboratory**

Prerequisite(s): BMS 230 This course is identical to the laboratory portion of BMS 231 and is designed for students who require laboratory experience in genetics to prepare for future laboratory work in the biomedical sciences. Cannot receive credit for both BMS 231 and 232. Course fee.

**Credit hours:** 1   **Lecture contact hours:** 0   **Lab contact hours:** 2   **Typically offered:**  
Spring

### **BMS 267 Human Anatomy**

Prerequisite(s): 'C' grade or better in BMS 110 or BIO 121 or prior acceptance into the West Plains ASN program. Lecture and laboratory study of selected human cells, tissues organs and organ systems. Mammalian examples of various systems studied in laboratory. Credit will only be awarded once for BMS 267 or 307. Course fee.

**Credit hours:** 4   **Lecture contact hours:** 3   **Lab contact hours:** 2   **Typically offered:**

Fall, Spring

## **BMS 268 Human Physiology**

Prerequisite(s): 'C' grade or better in BMS 110 or BIO 121 or prior acceptance into the West Plains ASN program; and 'C' grade or better in CHM 116 and CHM 117; or CHM 160. A lecture and laboratory study of mechanisms for maintaining homeostasis in the human organism. Topics covered include cellular structure and function, neurophysiology, metabolism, endocrinology, cardiovascular, pulmonary, renal and gastrointestinal physiology. Emphasis is on cellular and molecular mechanisms of physiology. Credit will only be awarded once for BMS 268 or 308. Course fee.

**Credit hours:** 4   **Lecture contact hours:** 3   **Lab contact hours:** 2   **Typically offered:**  
Fall, Spring

# Business Courses

## Business (BUS) courses

### **BUS 135 Introduction to Business**

A survey of business which includes an evaluation of the social and economic environment in which it operates, followed by a look at business organization, management, finance, accounting, production, marketing, insurance, law and data processing. Designed to serve three groups of students--those majoring in other departments who would like to develop a broad understanding of business through a single course; those who are undecided about a major and would like to explore business as a possibility; and those freshman planning a major in some area of business who would like a broad understanding of business in order to make a specific selection of their major. A declared major in the College of Business Administration who has accumulated more than 30 semester hours of credit at the time of enrollment in the course will not receive credit for the course.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### **BUS 200 Topics in General Business**

A variable content course with topics that can change from semester to semester. Topics are identified by title in the schedule of classes. Examples are "Personal Budgeting, Residential Home Construction, Insurance for the Family, Personal Credit Management and Business Ethics." May be repeated to a total of 5 hours.

**Credit hours:** 1-3   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:** Upon demand

### **BUS 297 International Business**

Prerequisite(s): ENG 110, COM 115 and completion of 40 credit hours. International and cross-cultural study of business decisions, markets and enterprises, globalization of industries, international business transactions and strategies, international monetary system and currency issues and international economic policies and issues. This course also includes an instructional component on basic concepts

of financial literacy, responsible planning and necessary financial skills. Students must submit a portfolio in this course. International/Intercultural component. Meets the capstone requirement for the AAS degrees in Business, Computer Technology, Computer Graphics and Programming, Enology, Entrepreneurship, General Agriculture, General Technology and Viticulture.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring



# Child & Family Development Courses

## Child & Family Development (CFD) courses

### CFD 110 Health, Safety and Nutrition

Introduces curriculum, regulations, standards, policies, procedures and current trends related to health, safety and nutrition of children and families. Recognize and create safe environments for children, universal precautions and menu planning to meet the nutritional needs of children. Emphasis placed on integrating and maintaining optimal health, safety and nutritional concepts in every day planning and program development for all children.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### CFD 130 Essentials of Nutrition

Fundamental principles of nutrition and diet for physical fitness. Dietary needs of age group. Cultural aspects of nutrition. May not be taken pass/not pass.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### CFD 150 Introduction to Child and Family Development

The scope of this course is a study of the field of child and family development. Professional opportunities and analysis of personal proficiencies will be the focus.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### CFD 155 Principles of Human Development

CBE. Basic principles that govern human development from the prenatal period to death; developmental tasks and interrelations of family members through the life span. Licensed Practical

Nurses who have been admitted to the LPN-to-RN program may receive advanced credit for NUR 101 (See "Licensed Practical Nurse" in the catalog index.)

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **CFD 160 Principles of Develop in Early Childhood**

Development of the child from conception through 8 years of age including weekly laboratory experience with preschool children. Two hours laboratory experience weekly in child development laboratory required. A negative tuberculin skin test, registration in the family care safety registry, Missouri Accreditation Education #Form, confidentiality statement, biometric time clock scanning and medical examination report for child care providers required. This course requires registration in the family care registry. Findings that prevent a student from participating in a licensed and accredited child care center will disqualify the student from completion of this course.

**Credit hours:** 3 **Lecture contact hours:** 2 **Lab contact hours:** 2 **Typically offered:**  
Upon demand

### **CFD 163 Relationship in Today's Family**

Personal and family living in the early stages of family life cycle. Concepts and methods used in initiating, building, maintaining and enriching relationships.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **CFD 197 Introductory Topics in Child and Family Development**

Variable content course for introductory concepts in Child and Family Development. May be repeated to a total of 6 hours when topics change.

**Credit hours:** 1-3 **Lecture contact hours:** **Lab contact hours:** **Typically offered:** Upon  
demand

### **CFD 204 Management of Early Childhood Programs**

Types, purposes and administration of programs for children, youth and families. Emphasizes operation and management of early childhood programs, including issues related to staffing, curriculum and program planning, funding, facilities, public relations and licensing and accreditation.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **CFD 234 Assessment Strategies and Techniques in Early Childhood**

Assessment of young children's strengths, progress and needs. Use of developmentally appropriate, culturally and linguistically responsive assessment methods to assist in making sound decisions about teaching and learning.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **CFD 244 Working with Young Children with Special Needs**

The historical, philosophical and legal aspects related to identifying and meeting the needs of diverse learners. Developmentally appropriate curricular and instructional adaptations for young children and their families will be identified.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **CFD 250 Parenting in Contemporary Society**

Explores parenting and child rearing in today's society.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **CFD 255 Principles of Development in Infancy**

Child development from conception through two years, including preconception environment. Two hours laboratory experience weekly in an infant-toddler child development laboratory required. A negative tuberculin skin test, registration in the family care safety registry, Missouri Accreditation Education #Form, confidentiality statement, biometric time clock scanning and medical examination report for child care providers is required. This course requires registration in the family care registry. Findings that prevent a student from participating in a licensed and accredited child care center will disqualify the student from completion of this course.

**Credit hours:** 3 **Lecture contact hours:** 2 **Lab contact hours:** 2 **Typically offered:**  
Upon demand

## **CFD 257 Principles of Development in Middle Childhood**

Development of the child from 6 through 12 years in cognitive, physical, social, emotional aspects. Contact with groups of children in this age range is arranged.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Summer

## **CFD 260 Supervised Experience in Child Development Laboratories**

Prerequisite(s): A Grade of 'C' or better in CFD 160. Experience in applying the most effective techniques for maximum growth in the physical, social, emotional and mental development of the whole child. Influences a safe and healthful environment upon the child's development. Four hours laboratory experience weekly in child development laboratory required. A negative tuberculin skin test, registration in the family care safety registry, Missouri Accreditation Education #Form, confidentiality statement, biometric time clock scanning and medical examination report for child care providers is required. This course required registration in the family care registry. Findings that prevent a student from participating in a licensed and accredited child care center will disqualify the student from completion of this course. Course fee.

**Credit hours:** 4   **Lecture contact hours:** 2   **Lab contact hours:** 4   **Typically offered:**  
Upon demand

## **CFD 261 Play as Development**

A study of play and its relationship to children's physical cognitive, language, moral, social, emotional and gender role development and how environments can be designed to facilitate learning through play. Adults' role in facilitating and enhancing play of typical and atypical children.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **CFD 297 Internship in Planning and Implementing Curriculum for Child Development Centers**

Prerequisite(s): ENG 110, COM 115, MTH 103, completion of 40 credit hours and a Grade of 'C' or better in CFD 260. Planning and implementing curriculum to meet the cognitive, emotional, physical, creative and social developmental needs of the young child. International and cross-cultural study of curriculum models, diversity and global issues related to the education of young children. Students will be required

to participate in the CAAP and possibly the CLA and must submit a student learning portfolio. Six hours laboratory experience weekly in child development laboratory required. A negative tuberculin skin registration in the family care safety registry, Missouri Accreditation Education #Form, confidentiality statement, biometric time clock scanning and medical examination report for child care providers required. This course requires registration in the family care registry. Findings that prevent a student from participating in a licensed and accredited child care center will disqualify the student from completion of this course. This course meets the capstone requirement for the AAS degree in Child and Family Development.

**Credit hours:** 5   **Lecture contact hours:** 2   **Lab contact hours:** 6   **Typically offered:**  
Upon demand

# Consumer & Family Studies Courses

## Consumer & Family Studies (CFS) courses

### **CFS 120 Family Health**

Current trends in family health care and home nursing care; practice in the laboratory. Course Fee

**Credit hours:** 2   **Lecture contact hours:** 1   **Lab contact hours:** 2   **Typically offered:**  
Upon demand

# Computer Graphics & Programming Courses

## Computer Graphics & Programming (CGP) courses

### CGP 110 Game Development I

Prerequisite(s): Eligible for MTH 103 and either ACT Reading score of 18 or greater or COMPASS reading score of 81 or greater or SAT verbal score of 440 or greater or Accuplacer Reading score of 85 or higher or 'C' or higher in ENG 101 or IDS 150 or a Math COMPASS score of 81 for higher or departmental permission. Introduction to concepts of video game design and development. Working independently as well as in a team, students will learn to develop and design gameplay for video game production. Students must earn a 'C' or better in CGP 110 to progress into CGP 220. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Fall

### CGP 115 Game Art Drawing I

Basic elements and principles of game art drawing. a problematic approach to the process of seeing and drawing through an applied investigation of natural and man-made forms. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Fall

### CGP 125 Digital and Physical Sculpting

This course provides an introduction to techniques and processes used in modeling three dimensional characters or other objects. The course is divided into two parts. During the first half of the semester students will complete four projects utilizing polymer clay. During the second half of the semester students will complete four projects utilizing the computer program Mudbox. Each half semester will culminate in a complex project that will require the development and execution of a plan in order to be successful. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Spring

## **CGP 145 Introduction to Computer Programming**

Prerequisite(s): Eligible for MTH 100 or higher and either ACT Reading Score of 18 or greater or COMPASS Reading score of 81 or greater or SAT verbal score of 440 or greater or Accuplacer Reading score of 85 or higher or 'C' or higher in ENG 101 or IDS 150 or departmental permission. An introduction to and an overview of elementary computer programming. Topics will include variables, calculations and data manipulation, decision- making, loops, printing and graphics. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Fall, Spring

## **CGP 150 Introduction to Digital Graphics**

Using a variety of software programs, students will explore the creation of materials and textures used in 2D/3D game environments. Images and textures will be created from scratch, scanned and manipulated as needed. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Spring

## **CGP 155 Web Game Development**

Prerequisite(s): Grade of 'C' or better in CGP 145 or departmental permission. A comprehensive introduction to the key concepts of web game development. Students will learn how to develop interactive applications for deployment to the internet and mobile devices. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Fall

## **CGP 160 Introduction to 3D Modeling and Animation**

Prerequisite(s): Eligible for MTH 100 or higher and either ACT Reading score of 18 or greater or COMPASS Reading score of 81 or greater or SAT verbal score of 440 or greater or Accuplacer Reading score of 85 or higher or 'C' or higher in ENG 101 or IDS 150 or departmental permission. Students will explore basic 3D modeling, animation, unwrapping, texturing and game engine exporting techniques. While completing individual modeling assignments students will develop a theme or collection of objects both static and animated that will be imported into an industry standard game engine thus developing a final project. Students must earn a 'C' or better in CGP 160 to progress into CGP 250. Course fee.



**Credit hours:** 3 **Lecture contact hours:** 2 **Lab contact hours:** 2 **Typically offered:**  
Fall

### **CGP 170 3D Game Environments**

Prerequisite(s): Eligible for MTH 100 or higher and either ACT Reading score of 18 or greater or COMPASS Reading score of 81 or greater or SAT verbal score of 440 or greater or Accuplacer Reading score of 85 or higher or 'C' or higher in ENG 101 or IDS 150 or departmental permission. Students learn 3D modeling and texturing concepts as related to 3D game environments. Primarily using Photoshop and 3ds max, students learn to create realistic textures from photo source and a variety of techniques to portray game worlds. Course fee.

**Credit hours:** 3 **Lecture contact hours:** 2 **Lab contact hours:** 2 **Typically offered:**  
Spring

### **CGP 175 Game Design**

This is an introductory course to the concepts of game development and design through the use of card and board games. This course will provide practical, hands on experience with game prototyping, mechanics, theme and overall design. Students will design and develop their own card or board game as a final project. No prior experience is required to take this course. Course fee.

**Credit hours:** 3 **Lecture contact hours:** 2 **Lab contact hours:** 2 **Typically offered:**  
Upon demand

### **CGP 180 Introduction to Multimedia Audio**

Students learn introductory skills needed to create multimedia audio using a variety of software tools. Course fee.

**Credit hours:** 3 **Lecture contact hours:** 2 **Lab contact hours:** 2 **Typically offered:**  
Spring

### **CGP 197 Special Topics in Computer Graphics and Programming**

A variable content course with topics that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated if the topics differ. credits may count toward any degree. Course fee.

**Credit hours:** 1-3 **Lecture contact hours:** **Lab contact hours:** **Typically offered:** Upon

## **CGP 200 Mobile Game Development with Unity**

Prerequisite(s): Grade of 'C' or better in CGP 145 and CGP 110 or CGP 160 or departmental permission. An introduction to the process of mobile game development based upon the Unity game engine. Students learn to develop game applications targeted at mobile operating systems such as Apple's IOS and Google's Android platform. Includes theory, concepts and hands-on programming. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Fall

## **CGP 210 SQL Database Management**

Prerequisite(s): Grade of 'C' or better in CIS 260 or CGP 255 or departmental permission. Study of database management concepts and techniques using SQL. Emphasis on important aspects of SQL for retrieving and storing information in a relational database. Additional topics include focusing on the SQL syntax used by Microsoft SQL Server, Oracle Database and MySQL. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Fall

## **CGP 220 Game Development II**

Prerequisite(s): Grade of 'C' or better in CGP 110, CGP 250 and CGP 255 or departmental permission. Continued study of concepts of video game design and development. Working independently as well as in a team, students will learn to develop and design game-play for video game production. Additionally, students will work independently or as a team to research and plan the development of their CGP 297 Capstone Project. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Fall

## **CGP 250 3D Character Modeling and Animation**

Prerequisite(s): Grade of 'C' or better in CGP 160. Students will explore 3D character modeling, animation, unwrapping, texturing and game engine exporting techniques. While completing individual assignments students will develop a character of their own design that will be imported into an industry standard game engine thus developing a final project. Students must earn a 'C' or better in CGP 250 to progress into CGP 260. Course fee.

**Credit hours:** 3 **Lecture contact hours:** 2 **Lab contact hours:** 2 **Typically offered:**  
Spring

### **CGP 255 Graphics Programming I**

Prerequisite(s): Grade of 'C' or better in CGP 145. Introduction to key concepts of graphics programming. Student will create programming projects using 2D & 3D graphics. Students must earn a 'C' or better in CGP 255 to progress into CGP 265. Course fee.

**Credit hours:** 3 **Lecture contact hours:** 2 **Lab contact hours:** 2 **Typically offered:**  
Spring

### **CGP 260 Advanced 3D Modeling and Animation**

Prerequisite(s): Grade of 'C' or better in CGP 250. Students will continue exploration of 3D modeling, animation, unwrapping, texturing and game engine exporting techniques. Students will further refine character modeling and animation techniques to create characters, models and animations that will be imported into an industry standard game engine thus developing a final project. Students must earn a 'C' or better in CGP 260 to progress into CGP 297. Course fee.

**Credit hours:** 3 **Lecture contact hours:** 2 **Lab contact hours:** 2 **Typically offered:**  
Fall

### **CGP 265 Graphics Programming II**

Prerequisite(s): Grade of 'C' or better in CGP 255. Intermediate concepts of graphics programming. Students will create programming projects using 2D & 3D graphics. Includes an introduction to game engines. Students must earn a 'C' or better in CGP 265 to progress into CGP 267. Course fee.

**Credit hours:** 3 **Lecture contact hours:** 2 **Lab contact hours:** 2 **Typically offered:**  
Fall

### **CGP 270 Virtual Media Entrepreneurship**

Prerequisite(s): A grade of 'C' or better in CGP 220 or departmental permission. Introduces the concepts of being a virtual media entrepreneur. Students will learn basic marketing and Promotional techniques for selling their virtual media theory, concepts and hands on projects are a part of the class. This course assumes previous course work in developing virtual media background.

**Credit hours:** 3 **Lecture contact hours:** 2 **Lab contact hours:** 2 **Typically offered:**

## **CGP 297 Computer Graphics and Programming Capstone**

Prerequisite(s): Completion of 40 credit hours including CGP 220, CGP 260, CGP 265, ENG 210 or ENG 221, MTH 100 or higher (except MTH 197), IDS 110. Independent design and development of a Computer Graphics and Programming project in a field of the student's choice, with the instructor's approval. These projects can be individual or team projects. A unit of instruction relating globalization of and to the Video Game Industry will occur. This course provides a culminating experience for the general education program and includes some non-course educational experiences. Students will be required to participate in the CAAP and other university assessment activities and must submit a student learning portfolio. Although no points will be awarded for these activities, failure to complete any of them will result in an automatic grade of "F" for the course. If extenuating circumstances exist, you may apply for an incomplete. This course may not be taken Pass/Not Pass. Course fee.

**Credit hours:** 3    **Lecture contact hours:** 2    **Lab contact hours:** 2    **Typically offered:**  
Spring

## **CGP 299 Internship in Computer Graphics and Programming**

Prerequisite(s): 24 credit hours or equivalent experience. The Internship in computer graphics and programming is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. This Internship course gives students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. This course may be repeated for a total of six credit hours. (1-3) F,S,Su

**Credit hours:**    **Lecture contact hours:**    **Lab contact hours:**    **Typically offered:**

# Chinese Courses

## Chinese (CHI) courses

### CHI 101 Elementary Chinese I

CBE. Essentials of grammar through aural-oral practice, dictation, reading and writing. Course conducted in Mandarin Chinese as far as practicable. International/Intercultural component.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 1   **Typically offered:**  
Upon demand

### CHI 102 Elementary Chinese II

Prerequisite(s): A grade of 'C' or better in CHI 101. Continuation of CHI 101. International/ Intercultural component. Students who have not taken CHI 101 but have proficient skills in the Chinese language may petition the course instructor for permission to take this course.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 1   **Typically offered:**  
Upon demand

### CHI 201 Intermediate Chinese I

Prerequisite(s): A grade of 'C' or better in CHI 102. Continuation of CHI 102 with emphasis on reading, conversation and an introduction to Chinese history and culture. International/Intercultural component. Students who have not taken CHI 102 but have proficient skills in the Chinese language may petition the course instructor for permission to take this course. CBE.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 1   **Typically offered:**  
Upon demand

### CHI 202 Intermediate Chinese II

Prerequisite(s): A grade of 'C' or better in CHI 201. Continuation of CHI 201 with emphasis on reading, conversation, history and culture. International/Intercultural component. Students who have not taken

CHI 101 but have proficient skills in the Chinese language may petition the course instructor for permission to take this course. CBE

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 1 **Typically offered:**  
Upon demand

### **CHI 297 Special Topics in Chinese Studies**

Topics of selected interest in Chinese studies. Studies including travel-courses to Chinese-speaking countries. The specific subject matter and/or international component may change from semester to semester according to resources and demand. May be repeated, as topics change, to a maximum of 6 credit hours. Variable content course. International/intercultural component.

**Credit hours:** 1-3 **Lecture contact hours:** **Lab contact hours:** **Typically offered:** Upon  
demand

# Chemistry Courses

## Chemistry (CHM) courses

### CHM 80 Chemical Calculation

Introduction to types of chemical calculations including the metric system, gas laws, pH, percentage, graphing. This is an optional course for students who anticipate having trouble with the chemical calculations in CHM 105, 160 or 170. Does not count toward chemistry major or minor.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### CHM 101 Chemical Topics

For non-science majors: a single topic of contemporary, historical or theoretical significance. Topics may vary each semester; course may be repeated any number of times provided the same topic is not retaken. Variable Content-Variable Credit Course. Will count toward satisfying the Natural Science requirement when taken for 3 hours.

**Credit hours:** 1-3   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:** Upon demand

### CHM 106 Fundamentals of Chemistry

Prerequisite(s): ACT Reading score of 18 or greater or COMPASS reading score of 81 or greater or SAT verbal score of 440 or greater or 'C' or higher in ENG 101 or IDS 150; and eligibility for MTH 103 or higher. Same course as CHM 116 (lecture) except it does not include a laboratory component (CHM 117). Emphasis on chemical fundamentals and applications. Recommended for students needing only one semester of introductory chemistry. (CHM 106 will not count toward a chemistry major or minor.) Students may not receive credit for both CHM 116 and 106. Students should be aware that CHM 106 may not satisfy the chemistry requirement for other majors.

**Credit hours:** 4   **Lecture contact hours:** 4   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **CHM 116 Fundamentals of Chemistry**

Prerequisite(s): ACT Reading score of 18 or greater or COMPASS reading score of 81 or greater or SAT verbal score of 440 or greater or IDS 150; and eligibility for MTH 103 or higher. Concurrent enrollment in CHM 117 is highly recommended. Emphasis on chemical fundamentals and applications.

Recommended for students needing only one semester of general chemistry (CHM 116 will not count toward a chemistry major or minor.) Students not meeting prerequisite must have permission by department to enroll. A grade of 'C' or better is required in this course in order to take CHM 200. This course may not be taken pass/not pass. Additional course work will be required for the student taking this as an Honors course and a 'B' grade or higher must be earned in order for the student to receive an Honors designation.

**Credit hours:** 4   **Lecture contact hours:** 4   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring, Summer

## **CHM 117 Fundamentals of Chemistry Laboratory**

Prerequisite(s): CHM 116 or concurrent enrollment. Laboratory component emphasizing fundamentals and applications covered in CHM 116. Course fee.

**Credit hours:** 1   **Lecture contact hours:** 0   **Lab contact hours:** 2   **Typically offered:**  
Fall, Spring, Summer

## **CHM 160 General Chemistry I**

Prerequisite(s): ACT Reading score of 18 or greater or COMPASS reading score of 81 or greater or SAT verbal score of 440 or greater or IDS 150; and eligibility for MTH 135 or higher. Emphasis on fundamental and theoretical concepts of chemistry. Recommended for all science majors, chemistry majors and minors and most pre-professional students. Concurrent registration in CHM 161 is highly recommended. A grade of 'C' or better is required in this course in order to take CHM 170, CHM 171 or CHM 200. This course may not be taken pass/not pass. Additional course work will be required for the student taking this as an Honors course and a 'B' grade or higher must be earned in order for the student to receive an Honors designation.

**Credit hours:** 4   **Lecture contact hours:** 4   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring, Summer

## **CHM 161 General Chemistry I Laboratory**

Prerequisite(s): CHM 160 or concurrent enrollment in CHM 160. An introduction to laboratory chemistry



employing principles and techniques that reflect material presented in CHM 160, e.g., synthesis, stoichiometry, physical studies and data manipulation and interpretation. A grade of 'C' or better is required in this course in order to take CHM 171. May not be taken Pass/Not Pass. Course fee.

**Credit hours:** 1   **Lecture contact hours:** 0   **Lab contact hours:** 2   **Typically offered:**  
Fall

## **CHM 170 General Chemistry II**

Prerequisite(s): 'C' grade or better in CHM 160. Emphasis on reaction kinetics, chemical equilibrium, precipitation reactions, acid-base theory and oxidation-reduction reactions. Concurrent registration in CHM 171 is highly recommended. A grade of 'C' or better is required in this course in order to take CHM 342, 352 or 506. This course may not be taken Pass/Not Pass.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Spring

## **CHM 171 General Chemistry II Laboratory**

Prerequisite(s): CHM 170 or concurrent enrollment in CHM 170 and a 'C' or better in CHM 160 and CHM 161. An introduction to laboratory chemistry employing principles and techniques that reflect material presented in CHM 170, e.g., physical studies on kinetics and equilibria of aqueous systems, qualitative and quantitative analysis and data manipulation and interpretation. A grade of "C" or better is required in this course in order to take CHM 302 or 342. May not be taken Pass/Not Pass.

**Credit hours:** 1   **Lecture contact hours:** 0   **Lab contact hours:** 3   **Typically offered:**  
Spring

## **CHM 197 Selected Topics in Chemistry**

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than six credits may count as elective credit toward any degree. Check with appropriate department head to see if credit for this course will count toward the major or minor.

**Credit hours:** 1-3   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:** Upon  
demand

## **CHM 200 Essentials of Organic Chemistry**

Prerequisite(s): CHM 116 (lecture) and CHM117 (lab). Principles of organic chemistry and biochemistry. Students not meeting prerequisite must have permission by department to enroll. Does not apply toward a chemistry major or minor if the student passes CHM 310. A Grade of 'C' or better is required in order to take CHM 350. This course may not be taken pass/not pass.

**Credit hours:** 5 **Lecture contact hours:** 4 **Lab contact hours:** 3 **Typically offered:**  
Fall

# Computer Information Systems Courses

## Computer Information Systems (CIS) courses

### CIS 100 Introduction to Computers

This course provides students with an introduction to computers, including basic computer functions; file management; basic troubleshooting; using operating systems; Internet navigation; overview of Microsoft Office Word, Excel, PowerPoint and Outlook. Students may not receive credit for both CIS 100 and WES 170.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### CIS 101 Computers for Learning

Use of the computer including the use of operating systems, email, surfing the Web, word processor software, desktop publishing, presentation software and spreadsheet software. Course may be waived by proficiency exam.

**Credit hours:** 3 **Lecture contact hours:** 2 **Lab contact hours:** 2 **Typically offered:**  
Fall, Spring

### CIS 110 Microsoft Office Word 1

This course provides an introduction to Microsoft Office Word. Students will learn how to complete basic tasks using Word, including how to create and manage documents; format text, paragraphs and sections; create tables and lists; apply references; insert and format objects. The course content aligns with the requirements for the Microsoft Office Specialist Word 2013 certification exam.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### CIS 111 Microsoft Office Word 2

Prerequisite(s): CIS 110. This course provides an introduction to Microsoft Office Word. Students will learn how to complete basic tasks using Word, including how to create and manage documents; format text, paragraphs and sections; create tables and lists; apply references; insert and format objects. The course content aligns with the requirements for the Microsoft Office Specialist Word 2013 certification exam.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **CIS 112 Microsoft Office Excel 1**

This course provides an introduction to Microsoft Office Excel. Students will learn how to complete basic tasks using Excel, including how to create and manage worksheets and workbooks; create cells and ranges; create tables; apply formulas and function; create charts and objects. The course content aligns with the requirements for the Microsoft Office Specialist Excel 2013 certification exam.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **CIS 113 Microsoft Office Excel 2**

Prerequisite(s): CIS 112 This course provides an introduction to Microsoft Office Excel. Students will learn how to complete intermediate level tasks using Excel, including how to manage and share worksheets and workbooks; apply custom formats and layouts; create advanced formulas; create advanced charts and tables. The course content aligns with the requirements for the Microsoft Office Specialist Excel 2013 Expert Parts 1 and 2 certification exam.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **CIS 114 Microsoft Office PowerPoint**

This course provides an introduction to Microsoft Office PowerPoint. Students will learn how to complete basic tasks using PowerPoint, including how to create and manage presentations; insert and format shapes and slides; create slide content; apply transitions and animations; manage multiple presentations. The course content aligns with the requirements for the Microsoft Office Specialist PowerPoint 2013 certification exam.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

## **CIS 115 Microsoft Office Outlook**

This course provides an introduction to Microsoft Office Outlook. Students will learn how to complete basic tasks using Outlook, including how to manage the Outlook environment; manage messages; manage schedules; manage contacts and groups. The course content aligns with the requirements for the Microsoft Office Specialist Outlook 2013 certification exam.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **CIS 116 Microsoft Office Access**

This course provides an introduction to Microsoft Office Access. Students will learn how to complete basic tasks using Access, including how to create and manage a database; build tables; create queries; create forms; create reports. The course content aligns with the requirements for the Microsoft Office Specialist Access 2013 certification exam.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **CIS 117 Microsoft Office SharePoint**

This course provides an introduction to Microsoft Office SharePoint. Students will learn how to complete basic tasks using SharePoint including how to create and manage content; manage SharePoint sites; participate in user communities; configure and use site search results. The course content aligns with the requirements for the Microsoft Office Specialist SharePoint 2013 certification exam.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **CIS 195 Introduction to Desktop Publishing**

Introduction to Desktop Publishing concepts and applications.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **CIS 197 Introductory Topics in Computer Information Systems**

Variable content course with topics that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated if a different topic is offered.

**Credit hours:** 1-3 **Lecture contact hours:** **Lab contact hours:** **Typically offered:** Upon demand

### **CIS 200 Critical and Creative Thinking Using Information Technology**

Prerequisite(s): A Grade of 'C' or better in CIS 101. Students learn and apply techniques that support critical and creative thinking when solving individual and public policy problems using information technology. Case studies with applied, real-world examples are used throughout in support of the public affairs mission of the university. Instructional methods include lecture, discussion, demonstration, guided practice and technology-supported collaboration.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:** Upon demand

### **CIS 201 Computer Applications/Business**

Prerequisite(s): Grade of 'C' or better in CIS 101 or departmental permission. A study of the use and applications of computer information systems concepts in business and public organizations. The course emphasizes the use of spreadsheet software to plan, analyze, design, develop and test business solutions. Course Fee.

**Credit hours:** 3 **Lecture contact hours:** 2 **Lab contact hours:** 2 **Typically offered:** Spring

### **CIS 205 Website Design and Development**

Prerequisite(s): CGP 145 or CGP 145 concurrently, eligible for MTH 100 or higher and either ACT Reading Score of 18 or greater or COMPASS Reading Score of 81 or greater or Accuplacer Reading score of 85 or higher or SAT verbal score of 440 or greater or 'C' or higher in ENG 101 or IDS 150 or departmental permission. A study of the design and development of web sites using HTML editors (such as Microsoft Visual Studio or Adobe Dreamweaver), graphics packages and multimedia packages. The student will learn to create and deploy professional-grade web sites. Course Fee.

**Credit hours:** 3 **Lecture contact hours:** 2 **Lab contact hours:** 2 **Typically offered:** Fall

### **CIS 229 Fundamentals of Computer Information Systems**

Prerequisite(s): Grade of 'C' or better in CGP 145 - Introduction to Computer Programming; or placement into MTH 135 - College Algebra or higher; or departmental permission. Fundamentals of computer hardware, operating systems, networking, security and troubleshooting. This course follows the CompTIA A+ curriculum.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Spring

## **CIS 242 Database Management**

Prerequisite(s): CIS 101. This course will cover advanced database management software topics such as advanced queries, custom forms, custom reports, integrating the DBMS software with other programs, HTML documents, Data Access Pages, action queries, Briefcase Replication, macros, enhancing the DBMS software with a programming language and optional topics such as database design as time permits.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Fall

## **CIS 260 Application Development I**

Prerequisite(s): Grade of 'C' or better in CGP 145 - Introduction to Computer Programming or placement into MTH 135 - College Algebra or higher or departmental permission. Introduction to the key concepts of object technology and the fundamentals of the Java programming language. Projects using Java involve the development of elementary applications.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Spring

## **CIS 270 Application Development II**

**Prerequisite: Grade of 'C' or better in CIS 260 or departmental permission.**

This course is a continuation of the study of object technology and the Java programming language. Projects using Java involve the development of standalone and web based applets. Topics include Swing, layout managers, event handling, exception handling, inheritance, arrays, graphics and file I/O. An introduction to HTML is covered to support web server based applets

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Fall

## **CIS 290 Advanced Microcomputer Applications**

Prerequisite(s): Grade of 'C' or better in CIS 101 or departmental permission. Emphasis on problem-solving activities using advanced applications such as word processing, desktop publishing, database, graphics and multimedia. Course Fee.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Spring

## **CIS 299 Internship in Computer Information Systems**

Prerequisite(s): 24 credit hours or equivalent experience. The Internship in computer information systems is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. This internship course gives students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. This course may be repeated for a total of six credit hours.

**Credit hours:** 1-3   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:** Fall,  
Spring, Summer



# Communications Courses

## Communications (COM) courses

### COM 110 Critical Thinking

This course seeks to enhance the students' skills and abilities in analyzing, synthesizing and evaluating information and to assess those versatile and fundamental skills that are essential to responsible decision-making. There will be an integration of problem-solving and critical thinking with communication skills.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Spring

### COM 115 Fundamentals of Public Speaking

Honors eligible course. Principles of public speaking. Preparation and delivery of speeches. Emphasis on informing and persuading audiences. The Honors component would be a project prepared by the student that would result in a 30 to 60 minute program to educate the audience on a topic approved by the instructor. The program would be presented to a live audience or over community cable. A 'B' grade or higher must be earned in order for the Honors Program student to receive the Honors "H" designation on his/her transcript.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### COM 197 Selected Topics in Communication

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than 6 credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor.

**Credit hours:** 1-3   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:** Upon  
demand

## **COM 205 Interpersonal Communication Theory and Skills**

Theory and practice in the principles and skills of interpersonal communication within a variety of contexts. Representative topics include: perception; self-concept development; verbal and nonverbal communication; effective listening techniques; conflict resolution; and sensitivity to cultural and gender differences.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall

## **COM 209 Survey of Communication Theory**

A survey of selected theoretical approaches to understanding mediated and non-mediated human communication.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 1   **Typically offered:**  
Upon demand

# Criminal Justice Courses

## Criminal Justice (CRM) courses

### **CRM 210 American Criminal Justice System**

An overview of the American criminal justice system, its functions, problems and potential solutions. This course is a pre-requisite for upper division criminology and criminal justice courses.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Spring

### **CRM 250 Police in American Society**

This course examines the history, structure and function of law enforcement as a means of addressing behavior which violates the law. Problems faced law enforcement and solutions to those problems are also discussed.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **CRM 260 Criminal Law and the Courts**

This course examines the basic principles, processes and structures found in adult criminal courts in the United States and Missouri. The course also examines the nature and development of criminal law from the Common Law to its current state nationwide, with an emphasis on current Missouri criminal law.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **CRM 270 Institutional and Community-Based Corrections**

A course designed to critically examine the various social control responses to delinquent and criminal behavior. Includes the history, philosophies and practices of American corrections and an evaluation of

the advantages and disadvantages of each societal/correctional response. Problems in the field of corrections and related solutions are also examined.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

# Computer Science Courses

## Computer Science (CSC) courses

### CSC 125 Introduction to C++ Programming

Prerequisite(s): 'C' grade or better in CGP 145 - Introduction to Computer Programming or Placement into MTH 135 - College Algebra or higher. Programming and problem-solving using C++. Language constructs for assignment, flow control, input/output and functions are studied and applied. Techniques of object-oriented programming are introduced.

**Credit hours:** 4   **Lecture contact hours:** 3   **Lab contact hours:** 2   **Typically offered:**  
Upon demand

### CSC 197 Special Topics in Computer Science

A variable content learning module consisting of lecture, discussion, studio projects and/or field projects that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated for up to 6 credit hours if the topics differ.

**Credit hours:** 1-3   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:** Upon  
demand

### CSC 210 Public Affairs Issues in Computing

This course will focus on public affairs in computing. Students will consider the debate between public access to data versus privacy and the rights and responsibilities of government and corporations with regard to data and privacy. Sources of data, open government data initiatives, data and computer system protection will also be investigated. Cultural factors influencing computer use, including technology use by indigenous cultures and how governments view internet control will also be covered in this course.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

# Design Courses

## Design (DES) courses

### DES 202 Graphic Design Systems

Prerequisite(s): ART 100 and ART 101 and ART 215. Abstract and theoretical applications of design systems including grid information, various symmetries and printed page formats.

**Credit hours:** 3   **Lecture contact hours:** 0   **Lab contact hours:** 6   **Typically offered:**  
Upon demand

### DES 210 Introduction to Computer Graphics

Prerequisite(s): ART 100, ART 101, ART 115 and ART 215 or CIS 101. An introduction to methods of image creation and visual communication via available computer graphic software packages. Emphasis will be placed on the use of the computer as a production tool for graphic designers.

**Credit hours:** 3   **Lecture contact hours:** 0   **Lab contact hours:** 6   **Typically offered:**  
Upon demand

# Economics Courses

## Economics (ECO) courses

### ECO 101 Economics of Social Issues

This course focuses on understanding and analyzing major contemporary social issues such as globalization, pollution, poverty, income distribution, taxes, social security, the appropriate role of government, etc. Students will be introduced to the basic tools of economics so that they can develop a general framework within which a variety of political, social and economic issues can be analyzed. Issues will be discussed from a national, regional and local perspective.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### ECO 155 Principles of Macroeconomics

Prerequisite(s): ACT Reading score of 18 or greater or an Accuplacer reading score of 85 or higher or SAT verbal score of 440 or greater or 'C' or higher in ENG 100 or IDS 150. This course prepares the student to understand the economic structure of the United States and its place in the world economy, to interpret common economic measures, to understand the processes of governmental fiscal and monetary policies and to evaluate individual decision-making from an economic perspective.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### ECO 165 Principles of Microeconomics

Prerequisite(s): ACT Reading score of 18 or greater or an Accuplacer reading score of 85 or higher or SAT verbal score of 440 or greater or 'C' or higher in ENG 100 or IDS 150. Basic principles of economics with a particular emphasis on the nature and application of those bearing on decision making within a household, firm or industry: including consideration of problems respecting the composition and pricing of the national output, distribution of income, pricing and output of factors of production and foreign trade.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring

### **ECO 170 Mini Economics I**

Course devoted to a single contemporary topic that can vary from semester to semester depending upon student and faculty interest. Topics are limited to those requiring no prior economics training. Students should check the current registration schedule to determine the topic title for any given semester. Since topics will vary, this course may be repeated, with permission, to a total of 2 hours credit. Variable Content Course.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **ECO 197 Selected Topics in Economics**

A variable credit lecture/discussion and/or lab course. Content varies with topics identified in the course schedule. The course may be repeated if the topics differ; however, no more than six credits may count as elective credit toward any degree. Check with appropriate department head to see if credit for this course will count toward the major or minor.

**Credit hours:** 1-3 **Lecture contact hours:** **Lab contact hours:** **Typically offered:** Upon  
demand

### **ECO 200 Consumer Economics**

Economic problems of concern to the individual and the household and practice in the use of consumer aids. This course does not count as an elective towards the Economic Major at SMSU-Springfield.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **ECO 270 Mini Economics II**

Prerequisite(s): ECO 155. Course devoted to a single contemporary topic that can vary from semester to semester depending upon student and faculty interest. Topics generally are limited to those of macroeconomic nature. Students should check the current registration schedule to determine the topic title for any given semester. Since topics will vary, this course may be repeated, with permission, to a total of 2 hours credit. Variable Content Course.



**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

# Education Courses

## Education (EDU) courses

### EDU 150 Introduction to Teaching

May be taken concurrently with EDU 202. An introduction to the teaching profession including an introduction to teaching standards and the professional portfolio process, observations, projects and information designed to aid students entering the teaching profession.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring

### EDU 202 Teaching Profession Field Experience

Prerequisite(s): ENG 110. 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.

**Credit hours:** 3 **Lecture contact hours:** 2 **Lab contact hours:** 2 **Typically offered:**  
Fall

### EDU 250 Foundations of American Education

This course will examine historical, philosophical, political, economic and legal foundations of American public education systems. The nature of school environments, design organization of school curricula, characteristics of effective schools/instruction in grades K-12, educational structures, practices and projections for the future will be studied.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring

### EDU 251 Education Practicum Internship

This course will involve a field experience whereby the student will observe/assist a teacher in the regular classroom. Workshops, field trips and guest lecturers will complete the fulfillment of the course.

**Credit hours:** 3   **Lecture contact hours:** 1   **Lab contact hours:** 4   **Typically offered:**  
Upon demand

### **EDU 258 Comprehensive School Health Education**

Methods, activities, materials and knowledge base necessary to enable classroom teachers to effectively teach and support a comprehensive program of school health.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### **EDU 260 Educational Psychology**

Prerequisite(s): PSY 121 This course is designed as an introduction to theory and research in educational psychology. Topics include cognitive and social development, learning, memory, cognition, intelligence, motivation, measurement and individual differences.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### **EDU 265 Educational Applications of Technology and Media**

Prerequisite(s): EDU 202 and either CIS 101 or Competency Test. Principles and techniques for selection and utilization of computer and video as well as other basic forms of media and technology. The class combines research, instructional design, equipment operation and materials production in lecture and laboratory settings to prepare teachers to be reflective decision makers on proper methods of using technology in teaching.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### **EDU 297 Rural Education in a Global Society**

Prerequisite(s): Completion of 40 credit hours including COM 115, ENG 110, ENG 210 or ENG 221, MTH 130 or higher (except MTH 197) and IDS 110; or completion of 40 credit hours including COM 115, ENG 110, ENG 210 or ENG 221, IDS 110 and concurrent enrollment in MTH 130 or higher (except MTH 197); or 40 credit hours including COM 115, ENG 110, IDS 110, MTH 130 or higher (except MTH 197) and

concurrent enrollment in ENG 210 or ENG 221. This is a capstone course for students seeking the Teacher Completion Program or AAT and provides an understanding of rural education and generational poverty essential in the preparation of effective teachers. This course will provide an introduction to the teaching profession, the economics of rural life and rural education and strategies for effectively dealing with generational poverty as it pertains to education.

**Credit hours:** 1-3 **Lecture contact hours:** **Lab contact hours:** **Typically offered:** Fall,  
Spring, Summer

# Engineering Courses

## (EGR) courses

### **EGR 100 Careers in Engineering**

Exploration of career opportunities in engineering. Professional and ethical expectations for engineers will be covered.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Fall

### **EGR 110 Introduction to Engineering Design**

Prerequisite(s): Placement into MTH 103 or higher and either ACT Reading Score of 18 or greater or an Accuplacer Reading score of 85 or greater or SAT verbal score of 440 or greater or 'C' or higher in ENG 101 or iDS 150 or departmental permission. Introduction to engineering design, including problem clarification, concept generation and selection, prototyping methods, engineering ethics and design communication techniques. Computer aided design tools are introduced to assist in design analysis and process. Students will participate in a group project as part of this course.

**Credit hours:** 3 **Lecture contact hours:** 2 **Lab contact hours:** 2 **Typically offered:**  
Fall

# English Courses

## Directed Self-Placement for Writing Classes

Except for student veterans and students enrolling in dual-credit or dual-enrollment courses, Missouri State University-West Plains no longer uses a placement exam to determine students' eligibility for college English courses. Instead, students complete a Directed Self-Placement Survey assessing their past writing experience and their confidence in their current writing skills. Based on the results of this survey, students receive advice about the entry-level course in which they should enroll. It is highly recommended that students follow given advice. Inappropriate self-placement may increase the time it takes to complete a certificate or degree and may interfere with financial aid. For further information see the [Directed Self-Placement explanation](#).

## English (ENG) courses

### ENG 100 Introduction to College Composition

Prerequisite(s): Completion of Directed Self Placement Survey and ACT Reading score of 15-17 or a Compass Reading Score of 69-80 or an Accuplacer Reading Score of 63-84.. Required of some students as determined by scores on placement tests or a student's self-placement survey. This course is an introduction to the university's composition sequence. Special attention will be given to identifying the subject, purpose and audience of each composition produced, the processes that lead to finished compositions and the numerous elements within sentences and paragraphs that combine to create whole compositions. May be taken Pass/Not Pass (P/NP) . Students who take the course P/NP will receive a 'P' only if their course grades equal a 'C' or higher. Students must earn a 'C' or better in ENG 100 to pass and progress into ENG 110.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### ENG 100A Introduction to College Composition (ALP)

Prerequisite(s): Completion of Directed Self Placement Survey and ACT Reading score of 15-17 or a Compass Reading Score of 69-80 or and Accuplacer Reading Score of 63-84. One of two paired courses that make up ALP, ENG 100A is an introduction to the university's composition sequence. Special attention will be given to identifying the subject, purpose and audience of each composition produced, the processes that lead to finished compositions and the numerous elements within

sentences and paragraphs that combine to create whole compositions. Graded Pass/Not Pass only. Students enrolled in ENG 100A must also be concurrently enrolled in ENG 110A.

**Credit hours:** 2   **Lecture contact hours:** 2   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

## **ENG 101 Integrated Reading and Writing**

Prerequisite(s): Completion of Directed Self-Placement Survey and ACT Reading score of 15-17 or a Compass Reading Score of 69-80 or an Accuplacer Reading Score of 63-84. This course will satisfy the requirements for IDS 150 and English 100. The purpose of this course is to prepare students for English 110 and increase their reading proficiency for all other content courses. Students will engage in the reading and writing processes. They will also learn how to independently read and understand academic texts and critically respond to the ideas presented in those texts via well-organized, coherent written essays. Required of first-year students who score 13-14 on their reading ACT subscore and whose directed self-placement survey recommends ENG 100. Students must receive a 'C' or better in this courses in order to progress to ENG 110.

**Credit hours:** 4   **Lecture contact hours:** 4   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

## **ENG 110 Writing I**

Prerequisite(s): A Grade of 'C' or better in ENG 100, ENG 100A or ENG 101 or completion of Directed Self-Placement Survey and ACT Reading score of 18 or above or a Compass Reading Score of 81 or above or an Accuplacer Reading Score of 85 or above. An introduction to college-level writing in which students develop critical reading and writing skills. The emphasis in reading has students locating, evaluating and synthesizing information in an analytical and ethical manner. The emphasis in writing develops students understanding of the ways writers generate and express ideas of different purposes to various kinds of audiences across a range of context, including social, academic and professional. Students work on argumentation, rhetorical analysis and editing for clarity, style and conventions. A Grade of 'C' or better is required in this course in order to take ENG 210 or ENG 221. Students may not receive credit for both ENG 110 and ENG 110A.

**Credit hours:**   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:**

## **ENG 110A Writing I (ALP)**

Prerequisite(s): Completion of Directed Self Placement Survey and ACT Reading score of 15-17 or a Compass Reading Score of 69-80 or an Accuplacer Reading Score of 63-84. One of two paired courses

that make up ALP (Accelerated Learning Program), ENG 110A is an introduction to college-level writing in which students develop critical reading and writing skills. The emphasis in reading has students locating, evaluating and synthesizing information in an analytical and ethical manner. The emphasis in writing develops students' understanding of the ways writers generate and express ideas of different purposes to various kinds of audiences across a range of context, including social, academic and professional. Students work on argumentation, rhetorical analysis and editing for clarity, style and conventions. Students enrolled in ENG 110A must also be concurrently enrolled in ENG 100A and must earn a 'C' or better to progress to ENG 210 or ENG 221. Students may not receive credit for both ENG 110 and ENG 110A. .

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### **ENG 184 Mini Literature**

Topics in literature, such as detective fiction, Missouri writers, new fiction. Check current registration schedule for topics offered. Course may be repeated, provided topic and title are different, to a maximum of 6 hours. Will satisfy part of the general education requirement in Humanities. Variable Content Course.

**Credit hours:** 1-3   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:** Upon demand

### **ENG 190 Language Skills**

Development of specific writing skills in selected areas of composition, such as sentence grammar and structure, punctuation and capitalization, spelling, diction and dictionary use, outlining and organization. Not a composition course. Check current registration schedule to determine topics being offered. Course may be repeated, provided topic and title are different, to a maximum of 3 hours. Will not satisfy the general education requirement in English. Variable Content Course.

**Credit hours:** 1-3   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:** Fall, Spring

### **ENG 197 Selected Topics in English**

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than six credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor.



**Credit hours:** 1-3 **Lecture contact hours:** **Lab contact hours:** **Typically offered:** Upon demand

### **ENG 200 Introduction to Literature**

Prerequisite(s): ENG 110. General Education Course (Humanities). Investigation of the roles that literature plays in shaping, preserving and contesting culture and society. Study of literacy in the broadest sense and its impacts over a variety of time periods and cultures.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:** Fall, Spring

### **ENG 203 Creative Writing:Poetry**

Prerequisite(s): A Grade of 'C' or better in ENG 110. Introduction to the theory, technique and terminology of writing poetry and practical experience in writing in the form. Students who earned a 'D' in ENG 110 may appeal to the department chair for admission to this course through a portfolio of work.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:** Fall

### **ENG 205 Creative Writing: Nonfiction**

Prerequisite(s): A Grade of 'C' or better in ENG 110. An introduction to writing creative nonfiction, including critical reading in the genre.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:** Upon demand

### **ENG 210 Writing II: Academic Writing**

Prerequisite(s): A Grade of 'C' or better in ENG 110 Study practice of the discourse conventions of academic writing about public affairs from the perspective of an educated person. Preparation for writing within disciplines. Additional course work will be required for students taking as an Honors course and a 'B' grade or higher must be earned in order for the student to receive an Honors designation.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:** Fall, Spring

## **ENG 215 Creative Writing:Short Story**

Prerequisite(s): A Grade of 'C' or better in ENG 110. Introduction to the theory, technique and terminology of short story writing and practical experience in writing in the form. Students who earned a 'D' in ENG 110 may appeal to the department chair for admission to this course through a portfolio of work.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Spring

## **ENG 220 Exposition**

Prerequisite(s): A Grade of 'C' or better in ENG 110. Problems in exposition and persuasion; elementary logic, critical reading.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **ENG 221 Writing II: Writing for the Professions**

Prerequisite(s): A Grade of 'C' or better in ENG 110. (Focus on Written Communication and Integrative and Applied Learning). Students apply discipline-specific knowledge to a variety of writing situations encountered by professionals: correspondence, proposals, documented research reports, abstracts, definitions, product and process descriptions. Projects emphasize developing skills in audience analysis, including multicultural considerations; analytical reading; critical thinking; research methods; and clear writing, with attention to the ethical dimensions of workplace writing. Additional course work will be required for students taking this as an Honors course and a 'B' grade or higher must be earned in order for the student to receive an Honors designation.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

## **ENG 225 Creative Writing:Playwriting**

Prerequisite(s): A Grade of 'C' or better in ENG 110. Problems in playwriting. Students who earned a 'D' in ENG 110 may appeal to the department chair for admission to this course through a portfolio of work.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **ENG 230 Introduction to Reading in Literature**

Prerequisite(s): ENG 110. Reading and enjoying poetry, fiction and drama written in English. Writing will be required on the works read. Taught for non-literature majors. Not open for credit on any English degree.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **ENG 231 Major Writers of English**

Prerequisite(s): ENG 110. Study of characteristic writing by important American and/or British authors. Writing will be required on the works read. Taught for non-literature majors. Not open for credit on any English degree. Additional course work will be required for students taking this class as an Honors course and a 'B' grade or higher must be earned in order to receive an Honors designation.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Spring

## **ENG 232 Ozarks Writers**

Prerequisite(s): ENG 110 or instructor permission. Study of characteristic works by significant Ozarks writers. Writing will be required on the works read. Taught for non-literature majors. Not open for credit on any English degree. 3 (3-0)

**Credit hours:**   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:**

## **ENG 234 Literature for Children and Young Adults**

Prerequisite(s): ENG 110. Study of various genres-poetry, picture books, traditional stories, fiction and non-fiction appropriate for early childhood and elementary and middle school grades; criteria for selection. Satisfies requirement for Early Childhood and Elementary Certification at Missouri State University, Springfield.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **ENG 235 Critical Approaches to Literature**

Prerequisite(s): ENG 110. Writing analytical papers employing a variety of critical methods of reading and interpreting poetry, fiction and drama.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **ENG 236 Minorities in Literature**

Prerequisite(s): ENG 110. Study of characteristic literary works by African American, Hispanic American, Native American and other minority authors. Variable content course. May be repeated to a total of 6 hours if the topic is different.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **ENG 280 Short Story**

Prerequisite(s): ENG 110. Analysis and appreciation of the short story and the study of its development.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **ENG 283 Folklore and Cultural Engagement**

Prerequisite(s): A Grade of 'C' or better in ENG 110. Reading and examination of folklore as national or international cultural holding material will serve to introduce research methods of the discipline and major genres of folklore: folk narrative, folk song and material culture.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall

### **ENG 285 Subjects in Folklore**

Prerequisite(s): ENG 110. Reading and examination of folklore, as folk art and as cultural holding material; study may focus on types (such as myths, legend, fairy tales) ; groups (such as miners, cowboys, railroaders) ; or regions (such as Ozarks, New England or Scandinavia) . Student requests will be considered. Variable Content Course. May be repeated to a total of 6 hours.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **ENG 288 Literature of Work: Readings in Professions**

Prerequisite(s): ENG 110. The use of literary texts to explore the personal, cultural and philosophical issues raised by work in the professions. This course is reading and writing intensive. An honors component, requiring additional research and writing, is available.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **ENG 289 Literature, Culture, Conflict**

This course explores how literature imagines cultural identities, conflicts within and between cultural groups and efforts to resolve these conflicts. For the purposes of this course, culture will be understood in terms of such categories as nation, region, language, race, ethnicity, religion, social class, family structure, gender, sexuality, age and disability. Through the critical analysis of literature and through personal reflection on literary texts, students will learn to recognize, describe and understand their own and others' cultures, the histories of these cultures and their divergences and convergences. Students will also consider how knowledge of multiple cultures can form a foundation for ethical decision-making and action in a variety of public arenas. Appropriate for students in all majors.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **ENG 296 Introduction to English Linguistics**

Prerequisite(s): ENG 110. Introduction to fundamental concepts of linguistic theory as they apply to languages of the world, especially English. Areas covered include phonology, morphology, syntax and semantics and some applied areas, such as language variation, change and acquisition, disorders and language and culture.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

# Environmental Science Courses

## Environmental Science (ENV) courses

### ENV 105 Environmental Science

Prerequisite(s): ACT Reading score of 18 or greater or COMPASS reading score of 81 or greater or SAT verbal score of 440 or greater or 'C' or higher in ENG 101 or IDS 150. The study of global geological cycles, biodiversity trends, human population dynamics, sustainable land and water usage, pollution impacts, energy challenges, climate change and future predictions for a cooperative global effort toward a habitable planet. The course includes a laboratory component. Partially fulfills the general education requirements in the natural sciences.

**Credit hours:** 4   **Lecture contact hours:** 3   **Lab contact hours:** 2   **Typically offered:**  
Fall, Spring

# Entrepreneurship Courses

## Entrepreneurship (EPR) courses

### EPR 110 Introduction to Entrepreneurship

This course introduces students to the requirements for starting and operating a successful business. Students will learn how to assess the business environment and identify potential viable business opportunities. Business start-up, planning organization, management, marketing, accounting and financing are also covered in this practical course.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall

### EPR 130 Sales and Customer Service

This course helps students learn the skills necessary to serve as an effective interface between customers and the organization offering products and/or services. Emphasis is placed on the development of communication skills that enhance and establish long-term customer relationships. Effective sales techniques and presentations will also be covered.

**Credit hours:** 2   **Lecture contact hours:** 2   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### EPR 140 Accounting for Small Businesses

This survey of accounting is designed for the entrepreneur who needs an overview of both Financial Accounting, the basic accounting cycle and the creation of the three main financial statements and Managerial Accounting, including capital investing, budgeting, cost analysis and performance evaluation and for those A.A.S. programs which require only 1 semester of accounting. This course is not designed for students in the A.A.S. Business Management of Business Accounting degree program and cannot be substituted for ACC 201 or ACC 211. This course requires the purchase of an on-line homework management application access code which can be purchased with the printed textbook or in association with an e-textbook.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall

### **EPR 150 Marketing with Social Media**

This course will present social media marketing strategies for a small or start up business. Students will be introduced to a variety of social media platform and will learn how to use each platform in business and marketing applications.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **EPR 160 Legal Issues for Entrepreneurs**

This course will focus on legal issues pertaining to small businesses, including forms of business organization, contracts, intellectual property protection, trademarks, copyrights, patents and human resource issues.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **EPR 170 Business Ethics**

This course will challenge the student to heighten ethical conscience as an individual as well as within an organizational structure. Students will be challenged to develop a personal system of integrity, professionalism and honesty while understanding the ethical paradigms of others. Through this course, students will examine the importance of developing an ethical structure prior to facing an ethical dilemma. This course will focus on ethics as a lifelong commitment, regardless of environment.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **EPR 175 Introduction to Social Entrepreneurship**

Students will learn about social entrepreneurship, how to develop solutions to social problems and how social entrepreneurship can make an impact on the lives of others.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand



## **EPR 180 Local Interpretive Implementation**

This course will introduce students to the history and principles of interpretation, audience assessment and needs, how to correlate goals and measurable objectives and effectively identify, plan and present thematic programs. Students may select from available service-based learning opportunities with approved community partners. Students use interactive methods to interpret environmental and cultural heritage. Students will explore interpretive career pathways.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Fall

## **EPR 185 Interpretive Guide Certification**

Prerequisite(s): EPR 180. This course is a certification program that provides students with the knowledge and experience, cultural and environmental heritage interpretation. Students will gain technical competency of interpretation professionals and study the principles, practices and skills that are the expected standards of professional interpreters. Students will complete the National Certified Interpretive Guide exam and independently create and present a 10-minute oral interpretative presentation in accordance with the strict guidelines of NAI. Certification is contingent upon passing the CIG exam and the interpretative presentation. Course completion does not guarantee certification. Students must be at least 16 years of age in order to apply for CIG certification. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Spring

## **EPR 197 Special Topics in Entrepreneurship**

A variable content learning module consisting of lecture, discussion, studio projects and/or field projects that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated if the topics differ.

**Credit hours:** 1-3   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:** Upon  
demand

## **EPR 210 Employee Management and Supervision**

An introduction to the leadership skills required for managers and supervisors, including how to effectively establish goals organize departments, recruit, hire and train employees, establish and supervise teams, appraise employee performance, make decisions, resolve conflicts and communicate.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Spring

### **EPR 225 Business Technology**

This course covers technological innovation and how to effectively acquire, utilize and manage technology to improve the business' competitiveness and opportunities for success.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **EPR 240 Family Business Management**

This course explores the unique issues involved in managing and working in a family business. Topics include family dynamics, communications, legal and financial aspects, governance, conflict resolution, non-family member employment, bringing new family members into the business, succession, transfer of leadership and ownership and sustaining profitability.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **EPR 245 Charitable Organizations**

This course will focus on 501(c)(3) charitable organizations with particular attention to the types of organizations which can and cannot qualify for 501(c)(3) status. Further, the course will also outline some of the benefits of 501(c)(3) status, as well as many of the legal requirements for maintaining 501(c)(3) charitable status. Students will become familiar with key legal issues which are critical to 501(c)(3) charitable organizations.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **EPR 260 Funding Acquisition**

This course introduces students to various funding sources for starting or expanding a small business. Students will learn how to evaluate funding opportunities and determine which type is best for their business and how to prepare effective funding requests.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Spring

## **EPR 290 Business Plan Development**

Prerequisite(s): EPR 110 or concurrent enrollment. This course is appropriate for students interested in starting their own business or students who already own a business and are interested in growing that business. Students interested in starting their own business will learn how to evaluate a business concept, develop a marketing plan, prepare the financial projects for their business concept and develop a sound business plan. Students who already own a business will learn how to make sound business decisions to take their business to the next level of operation. Students will also be able to identify and evaluate various resources available for funding a business.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Fall

## **EPR 295 Service Learning in Entrepreneurship**

Prerequisite(s): 12 credit hours. This one-hour service learning component course incorporates community service with classroom instruction in entrepreneurship. It provides a service learning experience, addressing the practice of citizenship and promoting awareness of and participation in public affairs. It includes 40 hours of service benefitting an external community organization, agency or public service provider. Approved service placements and assignments will vary depending on the specific course topic and learning objectives; a list of approved placements and assignments is available from the instructor and the Citizenship and Service Learning Office. The course may be repeated for up to three credit hours.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

## **EPR 299 Internship in Entrepreneurship**

Prerequisite(s): 24 credit hours or equivalent experience. The internship in entrepreneurship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. This internship course gives the students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. This course may be repeated for a total of six credit hours.

**Credit hours:** 1-3   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:** Fall,  
Spring, Summer

# Food and Culinary Arts Courses

## Food and Culinary Arts (FCA) courses

### FCA 150 Culinary Arts I

This course provides students with the knowledge and skills required for employment in the food service and hospitality fields. Students will learn the basics of sanitation and food safety, equipment use and maintenance, food display and presentation and catering. Course fee.

**Credit hours:** 12   **Lecture contact hours:** 12   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### FCA 155 Culinary Arts II

Prerequisite(s): FCA 150. This course provides students with the knowledge and skills required for employment in the food service and hospitality fields. Students will learn the basics of sanitation and food safety, equipment use and maintenance, food display and presentation and catering. Course fee.

**Credit hours:** 12   **Lecture contact hours:** 12   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### FCA 160 Culinary Arts

Prerequisite(s): 'C' grade or better in an approved 900-1050 clock hour career center program and completion of 12 credit hours of course work at Missouri State University-West Plains. This course is the result of an articulation agreement with the South Central Career Center and Ozark Mountain Technical Center. This course provides students with the knowledge and skills required for employment in the food service and hospitality fields. Students will learn the basics of sanitation and food safety, equipment use and maintenance, food display and presentation and catering. Students must attain a 'C' or better in the applicable course work in the 900 clock hour program at the South Central Career Center or the 1050 clock hour program at Ozark Mountain Technical Center.. Similar courses at other institutions will be evaluated on an individual basis. Credit for this course will be transcribed upon completion of 12 credit hours of course work at Missouri State University-West Plains. This course may be repeated subsequently or taken concurrently for a total of 24 credits for 900 and 1050 clock hour

programs.

**Credit hours:** 12 **Lecture contact hours:** 12 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

# Finance Courses

## Finance (FIN) courses

### **FIN 266 Principles of Real Estate**

Prerequisite(s): 24 credit hours. An introduction to the study of real estate. Topics covered include legal aspects of real property, real estate, financing, appraisal, brokerage, land-use control, property management and investing in real estate.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **FIN 280 Introduction to Financial Management**

Prerequisite(s): ACC 201. Develops a conceptual understanding of investment and financing decisions toward maximizing the business owner's wealth. Exposes the student to the environment in which financial decisions are made and examines the analytical techniques used in finance. It is recommended that a student completes ECO 155 prior to or concurrently with FIN 280. This course requires the purchase of an on-line homework management application access code which can be purchased with the printed textbook or in association with an e-textbook.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Spring

# French Courses

## French (FRN) courses

### FRN 101 Elementary French I

CBE. Essentials of French language emphasizing the development of speaking, listening, reading and writing within a culturally relevant context. International/Intercultural component.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 1   **Typically offered:**  
Upon demand

### FRN 102 Elementary French II

Prerequisite(s): A Grade of 'C' or better in FRN 101. Continuation of FRN 101. International/Intercultural component. CBE

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 1   **Typically offered:**  
Upon demand

### FRN 297 Special Topics in French

Prerequisite(s): Permission. Topics of selected interest in French studies, including travel-courses to French-speaking countries. The specific subject matter and/or international component may change from semester to semester according to resources and demand. May be repeated, as topics change, to a maximum of 6 credit hours. Variable content course. International/Intercultural component.

**Credit hours:** 1-3   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:** Upon  
demand

# Fire Science Courses

## Fire Science (FST) courses

### **FST 102 Hazardous Materials Awareness and Operations**

Awareness topics include the laws and standards of hazardous materials, identifying placards and containers, recognizing the presence of hazardous materials, understanding material safety data sheets and shipping papers, using the Emergency Response Guidebook. Operations topics include an overview of hazardous materials, risk assessment, basic monitoring, decontamination, estimating likely harm and risks and determining the options of intervention and non-intervention. Meets NFPA 472 standards. Credit may be awarded to persons who complete the requirements for the Hazardous Materials Awareness and Operations Certification and pass the requirement state examinations issued by the Missouri Department of Public Safety, Division of Fire Safety. Credit for this course will be transcribed upon completion of 12 credit hours of course work at Missouri State University-West Plains.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **FST 106 Fire Fighter I and II**

Prerequisite(s): FST 102. Topics include orientation, fire fighter safety, fire behavior, building construction, alarm and communication, breathing apparatus, portable fire extinguishers, forcible entry, ladders, ropes, hose, nozzles, appliances, fire streams, water supply, ventilation, salvage and overhaul, sprinkler systems, emergency medical care, rescue, fire control, protecting fire cause evidence, fire prevention and education. Meets NFPA 1001 standards. Credit may be awarded to persons who complete the requirements for the Fire Fighter 'I' and Fire Fighter II Certifications and pass the requirement state examinations issued by the Missouri Department of Public Safety, Division of Fire Safety. Credit for this course will be transcribed upon completion of 12 credit hours of course work at Missouri State University-West Plains.

**Credit hours:** 8   **Lecture contact hours:** 8   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **FST 210 Fire Service Instructor I**



This course covers the presentation skills needed by new instructors. Topics include lesson plan preparation, presentation skill, using audiovisual equipment, identifying learning objectives, questions, tests, evaluation instruments, scheduling training sessions and the supervision/coordination of the activities of other instructors. Meets NFPA 1041 standards. Credit may be awarded to the persons who complete the requirements for the Fire Service Instructor 'I' Certification and pass the requirement state examinations issued by the Missouri Department of Public Safety, Division of Fire Safety. Credit for this course will be transcribed upon completion of 12 credit hours of course work at Missouri State University- West Plains.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **FST 260 Fire Officer I**

Prerequisite(s): FST 210. This course will explore the fire officer's role in effective communication organization, management and the management of resources, leadership, personnel safety, fire prevention, investigation and preplanning and the incident safety officer's role in emergency response situations. Meets NFPA 1021 standards. Credit may be awarded to persons who complete the requirements for the Fire Service Instructor 'I' Certification and pass the requirement state examinations issued by the Missouri Department of Public Safety, Division of Fire Safety. Credit for this course will be transcribed upon completion of 12 credit hours of course work at Missouri State University-West Plains.

**Credit hours:** 2   **Lecture contact hours:** 2   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **FST 270 Fire Service Instructor II**

Prerequisite(s): FST 210. Topics include developing lesson plans, learning objectives, instructional aids and evaluation instruments, how to schedule training sessions and how to supervise and coordinate other instructors. Meets NFPA 1041 standards. Credit may be awarded to persons who complete the requirements for the Fire Service Instructor II Certification and pass the requirement state examinations issued by the Missouri Department of Public Safety, Division of Fire Safety. Credit for this course will be transcribed upon completion of 12 credit hours of course work at Missouri State University-West Plains.

**Credit hours:** 2   **Lecture contact hours:** 2   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

# Geology Courses

## Geology (GLG) courses

### GLG 110 Principles of Geology

How Earth works. The building blocks of Earth: minerals and rocks. Earth's dynamic interior: plate tectonics, earthquakes, volcanism and mountain building. Surface processes associated with streams, ground water, glaciers, wind and shorelines. Laboratory instruction in identification of common minerals and rocks, the use of topographic maps and landform identification from topographic maps. Optional weekend field trips. Partially fulfills the general education requirements in the natural sciences for the A.A. degree.

**Credit hours:** 4   **Lecture contact hours:** 3   **Lab contact hours:** 2   **Typically offered:**  
Spring

### GLG 115 Life of the Past

Origin, evolution and major extinctions of life forms set in the context of 3.5 billion years of earth history. Discussion of plants, invertebrate animals and vertebrates (emphasizing dinosaurs and mammals) . Laboratory exercises acquaint the student with representatives of the major fossil groups. Optional fossil collecting trip. Credit may not be applied toward any major or minor in geology. Partially fulfills the general education requirements in the natural sciences for the A.A. degree.

**Credit hours:** 4   **Lecture contact hours:** 3   **Lab contact hours:** 2   **Typically offered:**  
Upon demand

### GLG 171 Environmental Geology

Treats those aspects of geology that interface directly with humanity. Past, present and future of geologic hazards, geologically related environmental health problems, mineral resources and energy resources. Human dependence on geologic resources is examined and interrelated with the problems of humanity. Field trips required. Partially fulfills the general education requirements in the natural sciences for the A.A. degree.

**Credit hours:** 4 **Lecture contact hours:** 4 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **GLG 197 Popular Topics in Geology**

Course devoted to a single topic that can vary from semester to semester depending on student and faculty interest. Topics are limited to those requiring no prior geology background. Examples: Earthquakes and Volcanoes, Rocks and Minerals, Caves and Karst, etc. Students should check the current registration schedule to determine the topic title for an given semester. Because topics vary, this course may be repeated, with permission of the instructor to a total of 5 credits. Credits may not be counted toward any major or minor in Geology. Variable Content Course.

**Credit hours:** 1-3 **Lecture contact hours:** **Lab contact hours:** **Typically offered:** Upon  
demand

# German Courses

## German (GRM) courses

### GRM 101 Elementary German I

CBE. The primary goal of GRM 101 is to help students develop proficiency in the four communications skills: listening, reading, speaking and writing. These skills are essential to effective communication in the target language.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 1   **Typically offered:**  
Upon demand

### GRM 102 Elementary German II

Prerequisite(s): 'C' or better in GRM 101. The primary goal of GRM 102 is to help students develop additional proficiency in the four communication skills: listening, reading, speaking and writing. These skills are essential to effective communication in the target language. Students who have not taken GRM 101 but have proficient skills in the German language may petition the course instructor for permission to take this course. CBE

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 1   **Typically offered:**  
Upon demand

### GRM 201 Intermediate German I

Prerequisite(s): 'C' or better in GRM 102. The primary goal of GRM 201 is the systematic review, expansion and synthesis of the four skill areas. Communicative skills will be enhanced by providing a thorough review of fundamentals of grammar through real life language use, reading and composition. Credit-by- examination is available. CBE

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### GRM 202 Intermediate German II

Prerequisite(s): 'C' or better in GRM 201. Continuation of the development of the four skills through conversation, composition and readings as a means to access culture.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **GRM 297 Special Topics in German**

Topics of selected interest in German studies, including travel-courses to German-speaking countries. The specific subject matter and/or international component may change from semester to semester according to resources and demand. May be repeated as topics change to a maximum of 6 credit hours. Variable content course.

**Credit hours:** 1-3 **Lecture contact hours:** **Lab contact hours:** **Typically offered:** Upon  
demand

# Geography Courses

## Geography (GRY) courses

### **GRY 100 World Regional Geography**

A survey of the world's geographic regions focusing on the location of Earth's major physical features, human populations and cultures and their interactions. Topics include natural systems, globalization, ethnic and geopolitical conflicts and human impacts upon the environment. This course provides both an introduction to geography as a discipline and a basic geographic foundation for those interested in current international issues, politics, history and public affairs. Partially fulfills the general education requirements in the social sciences for the A.A. degree.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### **GRY 108 The Principles of Sustainability**

Multidisciplinary problem study of population pressures, environmental degradation and socio-political perils and opportunities, through an integrated approach. Partially fulfills the general education requirements in the social and behavioral sciences for the A.A. degree.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### **GRY 110 Economic Geography**

Location, distribution and extent of world economic activity. Topics include resource extraction, agriculture, manufacturing, retailing and services.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **GRY 135 Atmospheric Science**

An introductory survey of the earth's weather climate. A description of the physical processes of the atmosphere is followed by a survey of the world's varied climatic regions. The laboratory involves the preparation and interpretation of meteorological data and the classification of climates. Partially fulfills the general education requirements in the natural sciences for the A.A. degree.

**Credit hours:** 4 **Lecture contact hours:** 3 **Lab contact hours:** 2 **Typically offered:**  
Upon demand

### **GRY 142 Introductory Physical Geography**

A study of the earth's natural systems including weather and climate, rocks and minerals, landforms and processes of landform development, biogeography, water resources and soils. Map fundamentals and the interrelationships of the geographic factors of the natural environment are emphasized. Students who take GRY 240 and GRY 142 may receive credit for only one of these courses. Partially fulfills the general education requirements in the social sciences for the A.A. degree.

**Credit hours:** 4 **Lecture contact hours:** 3 **Lab contact hours:** 2 **Typically offered:**  
Fall, Spring

### **GRY 197 Selected Topics in Geography**

Course devoted to a single topic that can vary from semester to semester depending on student and faculty interest. Topics are limited to those requiring no prior geography background. Examples: Geography of the Home Community, Geography of Energy Resources, Geography of Sport. Students should check the current class schedule to determine the topic title for any given semester. Since topics will vary, this course may be repeated, with permission, to a total of 5 hours credit. Variable Content Course. Course fee.

**Credit hours:** 1-3 **Lecture contact hours:** **Lab contact hours:** **Typically offered:** Upon  
demand

### **GRY 240 Earth Science for Teachers**

Open to Early Childhood, Elementary and Middle School Majors. A course designed to give students an understanding of the processes of science and the basic concepts of earth science using the inquiry approach in hands-on laboratory activities. Content includes maps, earth in space, weather and climate, soils and vegetation, rocks and minerals, landforms, processes of landform development, water resources, environmental relationship to the physical setting. Does not apply toward the major in Secondary Education. Students who take GRY 240 and GRY 142 may receive credit for only one of these courses.

**Credit hours:** 4 **Lecture contact hours:** 2 **Lab contact hours:** 4 **Typically offered:**  
Spring



# Health Information Technology Courses

## Health Information Technology (HIT) courses

### HIT 100 Introduction to Health Information Technology

Prerequisites: CIS 101, ENG 110 This course is a comprehensive study of the health information management profession and the health record. It introduces the student to the development of the HIM profession as well as the history, structure and function of the American Health Information Management Association. The structure, content and standards of the paper-based and electronic health record are also covered in this course. Emphasis is placed on health care data sets, data collection, storage and retrieval. Specialized health records, indexes and registries will be described and their functionality explained.

**Credit hours:** 2   **Lecture contact hours:** 2   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### HIT 110 Diagnosis Coding I

Prerequisite(s): 'C' or better in CIS 101; 'C' or better in HIT 100; 'C' or better in MTH 100 or higher; 'C' or better in HIT 180. This course teaches the principles of medical billing and hospital based medical coding. The course will teach proper claims submission and payment processing as well as beginning coding for hospital and physician based practice.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### HIT 115 Health Systems

This course provides a survey of how healthcare and public health are organized and services delivered in the US. It covers public policy, relevant organizations and their interrelationships, professional roles, legal and regulatory issues and payment systems.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

## **HIT 120 Records Management**

Prerequisite(s): HIT 100. This course provides the Health Information Technology student with an understanding of management, storage, filing, etc. of health records; paper or electronic. Upon completion of course, the student will be able to apply policies and procedures surrounding issues of access and disclosure of protected health information, privacy, security, confidentiality and retention and destruction of health records. Additionally, the student will be able to explain current trends and future challenges in health information exchange.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **HIT 140 Pathopharmacology for Health Information Technology**

Prerequisite(s): HIT 180 HIT 140 provides the health information technology student an introduction to basic pharmacology concepts and drug categories as related to current coding guidelines. Emphasis is placed on commonly used drugs and their effects on body systems, dosages and routes of administration. Utilization of drug references included.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **HIT 150 Procedure Coding I**

Prerequisite(s): HIT 110, HIT 140, HIT 180 This course introduces the student to current regulations and established guidelines in clinical classification systems. Determining accuracy of computer assisted coding assignment and recommend corrective action; all based upon the core competencies as defined by the American Health Information Management Association (AHIMA). The course will cover Current Procedural Terminology (CPT), Healthcare Common Procedural Coding System (HCPCS) and International Classification of Diseases, 10th Edition, Procedure Coding System (ICD-10-PCS)

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **HIT 160 Computer Applications for the Medical Office**

Prerequisite(s): HIT 100 HIT 160 provides the health information technology student with an understanding of computer applications used within the medical office. The student will learn how to register a patient, load insurance, schedule an appointment, bill a claim, refile a claim, post a payment, etc. The student will be utilizing AHIMA/ V-Lab software.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **HIT 170 Electronic Health Records**

Prerequisite(s): A Grade of 'C' or better in HIT 100, Grade of 'C' or better in CIS 101, Grade of 'C' or better in CIS 201. HIT 170 provides the health information technology student with an understanding of electronic health records, confidentiality, privacy, security and internal/external use and exchange to protect electronic health information. The student will be utilizing EHR software, which will provide examples of electronic health record set-up, usage, search function, etc.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **HIT 180 Anatomy and Physiology for Health Information Technology**

Prerequisite(s): A Grade of 'C' or better in HIT 100, Grade of 'C' or better in ALH 116. HIT 180 provides the health information technology student an overview to the anatomical structures and physiology of the human body. Each body system is discussed in terms of the major anatomical structures and function including how each system participates in homeostasis of the body. In addition, the course discusses selected major pathologies, including disease definitions and causes, signs and symptoms, diagnostic procedures and possible treatments. Finally, the course discusses common issues and changes that occur in each body system through the life span. All criteria is based on the core competencies as defined by the American Health Information Management Association (AHIMA).

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **HIT 190 Principles of Healthcare Reimbursement**

Prerequisite(s): HIT 100. HIT 190 provides the health information technology student how to apply policies and procedures for the use of data required in healthcare reimbursement. The student will also evaluate the revenue cycle management processes. Additional topics include payment methodologies and systems, utilization review/management, billing processes and procedures and case management; all based upon the core competencies as defined by the American Health Information Management Association (AHIMA).

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

## **HIT 200 Comparative Health Records Systems**

Prerequisite(s): HIT 100. The course investigates health record and information systems in hospitals, alternative care settings and health related agencies. Roles of the health information administrator in traditional and nontraditional health care settings are investigated and evaluated. Additional topics include: quality and utilization management, data sets, consulting and managing the information flow in diverse settings ranging from hospital based care to veterinary care.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

## **HIT 201 Healthcare Quality Management**

Prerequisite(s): HIT 100, CIS 101. HIT 201 provides the Health Information Technology student the application of leadership models, theories and skills; critical thinking; change management; workflow analysis, design, tools and techniques; human resource management; training and development theory and process; strategic planning; financial management; ethics and project management.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

## **HIT 210 Diagnostic Coding II**

Prerequisite(s): Passing grade in HIT 100; passing grade in HIT 110; passing grade in MTH 100 or higher. This course teaches the advanced principles of medical billing and hospital based medical coding. The course will teach proper claims submission and payment processing as well as advanced coding for hospital and physician based practice.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

## **HIT 250 Procedure Coding II**

Prerequisite(s): HIT 150 This course continues the study of Current Procedural Terminology (CPT), Healthcare Common Procedural Coding System (HCPCS) and International Classification of Diseases, 10th Edition, Procedure Coding System (ICD-10-PCS) coding used in today's healthcare settings. The course progresses from a general overview to an in-depth study of all classification systems; based upon the core competencies as defined by the American Health Information Management Association (AHIMA)

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **HIT 260 Legal and Ethical Aspects of Healthcare**

Prerequisite(s): HIT 100. HIT 260 provides the Health Information Technology student a study of legal and ethical issues in healthcare with a focus on healthcare legal terminology, use of legal documents, legal concepts and principles and the ability to identify potential abuse or fraudulent trends through data analysis.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### **HIT 297 Professional Practice in Health Information Technology**

Prerequisite(s): HIT 210, HIT 250 or departmental permission. This course encompasses a supervised professional practice experience in an affiliated health-related agency providing 90 practicum hours under the direction of a preceptor. The course is communicative and/or writing intensive and includes instructional components on basic concepts of financial literacy, responsible planning and necessary financial skills. Students will be required to participate in the Collegiate Assessment of Academic Proficiency (CAAP) exam. The student must submit a student learning portfolio. Failure to complete any of the activities assigned within this course will result in an automatic grade of 'F' for this course. If extenuating circumstances exist, you may apply for an incomplete. See your student catalog for more information about applying for an incomplete.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Fall, Spring

# Health, Arts & Science Courses

## Health, Arts & Science (HLH) courses

### **HLH 195 Introduction to the Health Professions**

Designed to familiarize students with a variety of health career opportunities and to provide guidance in early curriculum planning and alternative career options.

**Credit hours:** 1   **Lecture contact hours:** 0   **Lab contact hours:** 2   **Typically offered:**  
Upon demand

# Honors Program Courses

## Honors Program (HNR) courses

### HNR 150 Honors I Seminar

Prerequisite(s): Admission to the Darr Honors Program or permission of the Honors Program Committee. A required Honors Program core course. This course provides the opportunity to study some of the world's "great ideas," with primary focus on how these ideas help answer the question of "what it means to be means to be an educated person." Central components of the course will introduce students to the seminar class setting, Socratic method of learning, use of written and oral communication to aid in learning, critical thinking and analysis and group activity learning. This is a reading, writing and discussion intensive course. A "B" grade or higher must be earned in order for the Honors Program student to receive the Honors "H" designation on his/her transcript. This course may not be taken pass/not pass.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall

### HNR 250 Honors II Seminar

Prerequisite(s): Completion of HNR 150 with a grade of 'B' or higher. A required Honors Program core course. This course provides the opportunity for students to continue a study of the world's "great ideas," with primary focus on how humankind has attempted to make or discern meaning out of existence. Central components of the course will engage students through the Socratic method of learning and analysis and group activity. This is a reading, writing and discussion intensive course. A "B" grade or higher must be earned in order for the Honors Program student to receive the Honors "H" designation on his/her transcript. This course may not be taken pass/not pass.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Spring

### HNR 292 Directed Study in Honors

Prerequisite(s): Completion of HNR 150 with a grade of 'B' or higher, permission from a sponsoring

instructor and approval by the Honors Program Committee. An Honors Program elective course. Supervised independent study exploring selected areas determined by the student in consultation with a sponsoring instructor and the Honors Program Committee. Readings controlled by conferences, progress reports and term papers. may be repeated to a total of 6 hours with permission by the Honors Committee. A "B" grade or higher must be earned in order for the Honors "H" designation on his/her transcript. This course may not be taken pass/not pass.

**Credit hours:** 1-3 **Lecture contact hours:** **Lab contact hours:** **Typically offered:** Upon demand

### **HNR 297 Honors Capstone**

Prerequisite(s): Completion of HNR 250 with a grade of 'B' or higher; completion of COM 115 and completion of either ENG 210 or ENG 221. Capstone course for the Darr Honors Program, focusing on research methodology and the application of the honors student's previous studies and explorations in the Honors Program to contemporary writings and issues. Each student will research a topic of his or her choice, preferably in his or her area of career and/or academic interest and then develop the topic into an original research proposal for possible presentation and/or defense. Student will be required to participate in the CAAP and possibly the CLA and must submit a student learning portfolio.\* A 'B' grade or higher must be earned in order for the Honors Program student to receive the Honors "H" designation on his/her transcript. This course may not be taken pass/not pass by the Honors student.

**Credit hours:** 2 **Lecture contact hours:** 2 **Lab contact hours:** 0 **Typically offered:** Spring



# Hospitality & Restaurant Administration Courses

## Hospitality & Restaurant Administration (HRA) courses

### HRA 210 Introduction to Hospitality Leadership

This course is designed to examine the leadership processes, concepts and principles and to improve personal competence in decision-making, problem solving, motivation and communication as they relate to the hospitality industry.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### HRA 215 Introduction to Lodging Management

Prerequisite(s): HRA 210 or concurrent enrollment. A study of the fundamentals of how lodging operations are managed from a rooms perspective. Practical examples are used to familiarize students with the line management aspects of reservations, registration, occupancy and checkout and the settlement procedures in various lodging market segments.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### HRA 218 Safety and Sanitation

Prerequisite(s): HRA 210 or concurrent enrollment or department permission. Introduction to food service sanitation and safety practices pertinent to hospitality management. Emphasis on sanitation requirements, safe food handling, storage practices and accident prevention.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

# History Courses

## History (HST) courses

### **HST 103 World History to 1600 C. E.**

A study starting with the migration of the earliest humans as hunter/gatherers to the 1600's C.E. the age of science and the age of enlightenment.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### **HST 104 World History Since 1600 C.E.**

A study of World History since 1600 C.E. beginning with the age of science and the Enlightenment's global impact to the most current global history. International/Intercultural component.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### **HST 121 Survey of US History to 1877**

CBE. Formation of the United States and its civilization from the Age of Discovery through the Reconstruction Era, with emphasis on the influence of the Frontier and the Native American, European and African heritages; the constitutional development of the federal government; the evolution of the nation's economic system, social fabric and diplomatic experiences. Additional course work will be required for the students taking this as an Honors course and a 'B' grade or higher must be earned in order for the student to receive an Honors "H" designation. International/Intercultural component.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### **HST 122 Survey of US History Since 1877**

CBE. Modernization of the United States and its role in the world affairs from the late 19th Century to

the present, with emphasis on industrialization and urbanization and their impact on socioeconomic and international developments. Additional course work will be required for the students taking this as an Honors course and a 'B' grade or higher must be earned in order for the student to receive an Honors designation.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring

### **HST 197 Special Topics in History**

This is a variable content course. May be repeated to a total of six hours if topic changes.

**Credit hours:** 1-3 **Lecture contact hours:** **Lab contact hours:** **Typically offered:** Upon  
demand

### **HST 224 US Civil War**

Provides an in-depth examination of the growth of sectionalism, leading to Civil War between the North and the South in the United States. Provides an examination of the motives, efforts, successes and failure of the war and the Reconstruction.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **HST 226 Introduction to the History of Missouri**

Designed to provide an awareness of the cultural, political, social and economic developments and contributions of Missouri and Missourians during the evolution of the United States from 1821 to approximately 1990.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **HST 232 African-American History**

The purpose of Black History since 1865 is to facilitate student understanding of African-American history from the Civil War and Reconstruction until the present. The course will focus on the evolution of a distinctly Black American culture, on the struggle for civil rights during the 19th and 20th Centuries and will utilize lectures, readings, discussions, recordings and videos.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**

Upon demand

# Interdisciplinary Studies Courses

## Interdisciplinary Studies (IDS) courses

### IDS 110 Student Success

The purpose of IDS 110 is to assist the new student in making a successful transition to Missouri State University-West Plains, both academically and socially and toward the completion of the student's academic goals. This course introduces students to the educational goals of the University and aims to foster a sense of belonging, promote engagement in both curricular and extra-curricular activities and encourage life-long learning. The course also seeks to help students develop and apply essential study skills, information management, enhance critical thinking and communication skills, explore interests, abilities, values and connect degree and career planning. Students are challenged to enhance their potential, understand their academic and social responsibilities and appreciate diversity in an environment that supports their intellectual, personal and social development.

**Credit hours:** 2-3   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:** Fall, Spring

### IDS 111 Peer Leadership

Prerequisite(s): IDS 110 and permission of Coordinator of Interdisciplinary Studies. This course offers experience in working (a) with an IDS 110 instructor to achieve the course objectives, facilitate class discussions, present information and provide feedback on assignments and (b) with students to get their feedback, serve as a role model, help students adjust to Missouri State University-West Plains and maximize their potential. May be repeated for a total of 3 hours.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:** Fall, Spring

### IDS 150 Reading and Study Skills

Prerequisite(s): Reading ACT sub score of 16 or higher or COMPASS Reading score of 68 or higher or SAT Verbal score of 400 or higher. Designed to equip first-time college students with the reading and study skills necessary to obtain their educational objectives. IDS 150 offers a more in-depth study of

these skills than is offered in IDS 110. IDS 150 is required of any student who scores a 16 or 17 on their Reading ACT sub score or with a COMPASS Reading score between 68 and 81 or a SAT Verbal score between 400 and 441 and is also open to students who want to improve their reading and study skills that have a higher Reading ACT sub score or COMPASS Reading score or SAT Verbal score.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring

### **IDS 187 Tutor Training**

Prerequisite(s): Instructor approval. Study of leading tutoring theory across the curriculum with emphasis on writing and math. Taught for students interested in tutoring in their fields. Students successfully completing the class will attain one levels of College Reading and Learning Association certification through training and hands-on experience in the Tutoring Lab.

**Credit hours:** 3 **Lecture contact hours:** 1 **Lab contact hours:** 4 **Typically offered:**  
Fall

### **IDS 250 Academic Service Learning**

Prerequisite(s): Permission for enrollment must be granted by the Division Chair with a limit of 2 students per division. This course is designed to provide service learning opportunities for students who desire to serve in one of our four academic divisions or who would like to pursue an approved off-campus academic service learning project. Selected students will receive instructions and assignments that will allow them to serve the division in creative and intellectual ways - they will not be secretaries or lab assistants. Interested students should go to the Academic Affairs Office and pick up an application during the campus' advisement week prior to the semester they wish to serve. This course may be repeated for up to six credit hours. 1(O-2) to

**Credit hours:** 3 **Lecture contact hours:** 0 **Lab contact hours:** 6 **Typically offered:**  
Upon demand

### **IDS 275 Resident Assistant Seminar**

This course is designed to enhance the skills of the current Resident Assistants and to train those who want to be RA's in the future. The course will teach them how to deal with situations that occur in a normal residence hall and prepare them to be RA's at their next institution.

**Credit hours:** 2 **Lecture contact hours:** 2 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

## **IDS 280 Student/Life Leadership**

Prerequisite(s): COM 205 or COM 115. This course will focus upon the study and practical application of student and student organization leadership skills and the knowledge of campus and community resources. Students will become actively involved in leadership as they participate in individual and group learning experiences.

**Credit hours:** 1   **Lecture contact hours:** 0   **Lab contact hours:** 1   **Typically offered:**  
Upon demand

## **IDS 297 Topics in Globalization**

Prerequisite(s): Completion of 40 hours, including: COM 115, ENG 110, ENG 210 or ENG 221 (concurrent enrollment allowed), MTH 130 or greater (except MTH 197) (concurrent enrollment allowed) and IDS 110. Required of all students seeking the AA in General Studies and selected AAS degree programs (students should review the catalog description of degree programs to see which degree programs require this course). This course provides a culminating experience for the general education program and includes some non-course educational experiences. The course is a variable content course which uses an interdisciplinary approach to present topics related to global issues from the perspectives and interactions among multiple fields. This course is communications and/or writing intensive. Students must submit a learning portfolio. Failure to complete this assignment will result in an automatic grade of "F" in this course. If extenuating circumstances exist, you may apply for an incomplete. See your student catalog for more information about applying for an incomplete. May be repeated a maximum of 6 hours with a content change on a space-available basis.

**Credit hours:** 2-3   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:** Fall,  
Spring

# Insurance Courses

## Insurance (INS) courses

### INS 211 Insurance

Prerequisite(s): 24 credit hours. Principles and functions of property, casualty and life insurance with applications in both personal and business situations.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand



# Journalism Courses

## Journalism (JRN) courses

### JRN 197 Topics in Journalism

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than six credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor.

**Credit hours:** 1-3 **Lecture contact hours:** **Lab contact hours:** **Typically offered:** Upon demand

### JRN 270 Introduction to Journalism

Prerequisite(s): ENG 110. Study of the purposes and forms of journalism. Includes writing the basic types of stories. Typing skills required.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:** Upon demand

# Kinesiology Courses

## Kinesiology (KIN) courses

### KIN 100 Fitness for Living

The values of health-related physical fitness; ramifications of a negative health life presented for individuals living in an automated, sedentary society, encouraging students to make intelligent decisions concerning a positive health lifestyle to enhance wellness now and in the future. Laboratory helps the individual discover his/her needs for achieving and maintaining high-level wellness. This course will include a physical fitness component.

**Credit hours:** 2   **Lecture contact hours:** 1   **Lab contact hours:** 2   **Typically offered:**  
Fall, Spring

### KIN 135 Selected Activities in Kinesiology

A variable content course designed to develop lifetime skills in sports, fitness and/or leisure activities. Activities selected will vary according to demand. Course may be repeated any number of times provided the same activity is not retaken. Course fee.

**Credit hours:** 1   **Lecture contact hours:** 0   **Lab contact hours:** 2   **Typically offered:**  
Fall, Spring, Summer

### KIN 210 Healthy Lifestyles: Preventative Approaches

Prerequisite(s): Must have 12 credit hours. Healthy Lifestyles: Preventive Approaches introduces conceptual and practical information relating to the impact of lifestyle choices on the health and wellness of the individual and society. Students in this course study a variety of fitness-wellness topics while initially and summatively garnering personal fitness-wellness data in both academic and laboratory settings. Collected data are synthesized and critically appraised, resulting in the construction of individualized fitness-wellness programs implemented and periodically re-evaluated over the course of the semester via reflective journal writing; and periodic quizzes and examinations that tie lecture theories to laboratory practices in critical thinking-peer teaching contexts.

**Credit hours:** 3 **Lecture contact hours:** 2 **Lab contact hours:** 2 **Typically offered:**  
Fall, Spring

# Law Courses

## Law (LAW) courses

### **LAW 231 Legal Environment of Business**

Prerequisite(s): 24 credit hours. Ethical and legal issues in the domestic and international regulatory environment of business. Foundations of legal reasoning, case analysis, legal dispute resolution and reporting, court systems and sources of law. Substantive areas of torts, contracts, sales, products liability and consumer rights and remedies. contemporary legal issues explored in such areas as regulation of environmental practices, deceptive advertising, debt collection, employment, antitrust and computer law.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall

# Library Science Courses

## Library Science (LIS) courses

### LIS 101 Introduction to the Library

Introduces the concept of information in its various forms, describes libraries as information storage and retrieval centers and prepares students to successfully identify, locate and use information.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

# Language & Literature Courses

## Language & Literature (LLT) courses

### LLT 100 Elementary Survey of Grammar

An introduction to the basic terminology and concepts of traditional grammar, including analysis of parts of speech, phrases, clauses and verb transformation. No foreign language is required. Pass/Not Pass only.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### LLT 102 Scientific/ and Medical Terminology

A study of technical terminology as derived from Greek and Latin elements. Does not fulfill any language requirement.

**Credit hours:** 2   **Lecture contact hours:** 2   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### LLT 121 Classical Mythology

A study of Greek and Roman myths and legends as they appear in art, music and literature, especially epic and tragedy.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### LLT 180 The Heroic Quest

Human societies have long used the theme of the quest for self-knowledge as a vehicle to assess their own cultures and to explore ethical situations arising in civic life. This course examines texts from diverse cultural traditions in which protagonists confront their inherited identity of culture and language, providing a broader perspective on self-discovery in our own society.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **LLT 197 Select Topics in Language or Literature**

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ, however, no more than 6 credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor.

**Credit hours:** 1-3 **Lecture contact hours:** **Lab contact hours:** **Typically offered:** Upon  
demand

### **LLT 201 Masterpieces of Modern Continental Literature**

Comparative study in English translation of the prose literature of the continent of the 19th and 20th centuries. Additional course work will be required for students taking this class as an Honors course and a 'B' grade or higher must be earned in order to receive an Honors designation. 3 (3-0) F, odd years.

**Credit hours:** **Lecture contact hours:** **Lab contact hours:** **Typically offered:**

### **LLT 202 Major Authors in Translation**

A course in comparative literature offered in English translation covering one of the following areas: (a) Germanic, (b) Latin America, (c) Latin and Greek, (d) Romance, (e) Slavic. Variable Content Course; may be taken once under each of the five titles.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **LLT 215 Asian Global Studies**

This course is mainly designed to provide a general overview of the history and culture and present day China issues. It covers the history, culture, philosophy, literature, education, politics, economy and social and family issues of China. Students are assigned to compare China with Japan in related topics. Through lectures, discussions and assignments, this course will enable students to have a better understanding of China and Japan in different perspectives.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Spring

# Law Enforcement Courses

## Law Enforcement (LWE) courses

### **LWE 110 Criminal Interview and Investigation: The Art of Documentation**

This course presents techniques of interviewing and writing the report with legal considerations for criminal interrogation. Basic report forms and records systems are utilized.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall

### **LWE 190 Basic Law Enforcement Academy I**

Prerequisite(s): LWE 130 Must be admitted into the Missouri Sheriff's Association Training Academy. The POST Basic Training covers a broad range of topics including: Missouri criminal law, criminal investigation, traffic law, defense tactics, reports, legal subjects, human relations and firearms. Topics are required under Sect. 590.100 et-seq; RSMO. Course fee.

**Credit hours:** 9   **Lecture contact hours:** 9   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **LWE 191 Basic Law Enforcement Academy II**

Prerequisite(s): LWE 190 Must be admitted into the Missouri Sheriffs' Association Training Academy. The POST Basic Training covers a broad range of topics including: Missouri criminal law, criminal investigation, traffic law, defense tactics, reports, legal subjects, human relations and firearms. Topics are required under Sect. 590.100 et.seq. RSMO. Course Fee.

**Credit hours:** 9   **Lecture contact hours:** 9   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **LWE 197 Special Topics in Law Enforcement**

A variable content course with topics that can change from semester to semester. Topics will be



identified by title in the schedule of classes. The course may be repeated if the topics differ, however, no more than six credits may count toward any degree.

**Credit hours:** 1-3 **Lecture contact hours:** **Lab contact hours:** **Typically offered:** Upon demand

### **LWE 210 Crime Scene Investigation and Photography**

Course instructs students in the fundamentals of photography as it relates to investigation of crime scenes and documentation of evidence.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:** Fall

### **LWE 250 Police Supervision Management**

Students will be instructed in personnel management practices for law enforcement agencies. Subjects to be covered include promotion, discipline, training, evaluation, employee well-being and problem-solving leadership.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:** Spring

### **LWE 297 Foundations of Public Law**

Prerequisite(s): ENG 110 and completion of 40 credit hours. An introduction to the study of US public law. Covers major concepts of law, legal reasoning and the legal process; provides a comparative and historical perspective on the US Constitution and public law. Highlights the basic issues of law, administration, enforcement and social policy. Has an international component. Capstone course for the Law Enforcement AAS degree. A student will not receive credit for both LWE 297 and PLS 251.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:** Spring

### **LWE 299 Law Enforcement Internship**

Prerequisite(s): 24 credit hours or equivalent experience. The internship in law enforcement is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. This internship course gives students the opportunity to gain valuable applied experience and make connections in professional fields they are

considering for career paths; and give employers the opportunity to guide and evaluate talent. This course may be repeated for a total of six credit hours.

**Credit hours:** 1-3 **Lecture contact hours:** **Lab contact hours:** **Typically offered:** Fall,  
Spring, Summer

# Media Courses

## Media (MED) courses

### **MED 120 Introduction to Mass Communication**

Theories and issues related to mass media as agents of social change. Both print and electronic media will be covered, including newspapers, radio, television and film.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 1   **Typically offered:**  
Upon demand

### **MED 197 Selected Topics in Media**

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than six credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor.

**Credit hours:** 1-3   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:** Upon demand

### **MED 274 Understanding Film**

The aesthetic and technical perspective of all types of motion pictures (narrative, non-narrative, experimental), using a number of selected domestic and foreign films as examples. Written analyses, reviews and critiques are required. Viewing of selected films outside of class time is required.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Upon demand

# Management Courses

## Management (MGT) courses

### MGT 120 Introduction to Management

CBE. A detailed analysis of management functions including planning organizing, staffing, directing and controlling. The schools of management are explained. The orderly presentation of fundamental knowledge of management provides the student with the framework for further studies in management and related business fields as well as a background for practical application of management principles in business and other organizations.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall

### MGT 130 Business Mathematics

Applies math to business situations. Topics include trade and cash discounts, pricing merchandise, depreciation, financial statement analysis and simple and compound interest. Basic knowledge of math is necessary and familiarity with business terminology is helpful.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### MGT 210 e-Commerce

This course introduces students to the technology and business requirements of successful e-Commerce ventures. Historical examples of successful and unsuccessful e-Commerce ventures provide the student with a background of what to do and what not to do in the area of e-Commerce. Coverage of e-Commerce technology, web-sites, business models, marketing, ethics, regulations, security and privacy provide a well-rounded course for anyone desiring to learn about e-Commerce.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **MGT 286 Business Communications**

Prerequisite(s): ENG 110. Managerial business communication theory and practice that includes speaking to large groups, interacting within small groups, improving listening skills, composing messages, writing reports based on library research, making ethical decisions and communicating with other cultures and nationalities.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall

## **MGT 299 Internship in Business Management**

Prerequisite(s): 24 credit hours or equivalent experience. The internship in business management is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. This internship course gives students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring, Summer

# Military Science Courses

## Military Science (MIL) courses

### MIL 101 Introduction to Military Science

This course focuses on Army organization, customs and courtesies, leadership and basic pistol and rifle marksmanship. Students will get the opportunity to handle, learn the maintenance and proper way to fire both civilian and U.S. Army small arms weapons, as well as spend one-two weeks learning Army rappelling techniques.

**Credit hours:** 2   **Lecture contact hours:** 2   **Lab contact hours:** 0   **Typically offered:**  
Fall

### MIL 102 Introduction to Basic Military Skills

Overview leadership fundamentals such as setting direction, problem-solving, listening, presenting briefs, providing feedback and using effective writing skills. You will explore dimensions of leadership attributes and core leader competencies in the context of practical, hands-on and interactive exercises.

**Credit hours:** 2   **Lecture contact hours:** 2   **Lab contact hours:** 0   **Typically offered:**  
Spring

### MIL 211 Basic Military Skills and Techniques

Prerequisite(s): Departmental Permission. Introduction to techniques of survival in various situations and climates and pistol marksmanship.

**Credit hours:** 2   **Lecture contact hours:** 2   **Lab contact hours:** 1   **Typically offered:**  
Fall

### MIL 212 Military Fundamentals Practicum

Prerequisite(s): Departmental Permission. The class is designed for the military science student who desires accelerated instruction on rifle marksmanship, communications, map reading (to include the

compass) and patrolling. The student will be required to wear a military uniform and meet Army appearance standards.

**Credit hours:** 2 **Lecture contact hours:** 2 **Lab contact hours:** 1 **Typically offered:**  
Spring

# Marketing Courses

## Marketing (MKT) courses

### **MKT 150 Introduction to Marketing**

This course covers the essentials of marketing in distributing goods and services from the seller to the ultimate consumer. Topics covered include marketing's role in the economy, targeting markets, buyer behavior, product planning and development, distributions, promotion and pricing. Emphasis will be placed on current trends in marketing to relate theory to practical application of marketing principles covered in this course.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **MKT 155 Introduction to Retailing**

This course provides students with a basic understanding of retailing strategies, competition, consumer behavior, advertising, merchandise display, pricing and modern retailing trends. Theory will be related to practical application and the course will include examples of modern retailing applications.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **MKT 252 Introduction to Salesmanship**

Overview of selling as a process that provides benefits to both buyers and sellers. Course includes emphasis on retail and industrial presentations.

**Credit hours:** 2   **Lecture contact hours:** 2   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **MKT 253 Introduction to Advertising**

Study of advertising industry in relation to our economy--its impact on buying habits, communication



styles and media usage.

**Credit hours:** 2 **Lecture contact hours:** 2 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **MKT 297 Topics in Marketing I**

A variable content course with topics that can change from semester to semester. Selected topics of contemporary interest are identified in the schedule of classes. Examples are: Packaging, product liability, futures market, industrial marketing and new product development. May be repeated to a total of 4 hours.

**Credit hours:** 1-3 **Lecture contact hours:** **Lab contact hours:** **Typically offered:** Upon  
demand

# Mathematics Courses

## Mathematics (MTH) courses

### MTH 100 Intermediate Applied Mathematics

Prerequisite(s): 'C' grade or better in MTH 111 or placement into MTH 100 or higher. This course is designed to provide students with mathematical understanding and skills to be productive workers, discerning consumers and informed citizens. Topics covered will include Ratios/Proportions/Percentages, Statistics, Probability, Finance, Problem Solving, Critical Thinking, Geometry and Basic Trigonometry. Solving linear equations and using formulas will be a common component of this course as will producing and analyzing various data displays, including the graphs of linear equations. A Grade of 'C' or better is required in this course in order to take MTH 130. This course does not serve as a prerequisite for MTH 135 and credits for this course will not count toward a major or minor in mathematics and will not satisfy general education requirement. However, credits for this course may be used as electives toward the total credit hours needed for graduation. This course may not be taken pass/not pass. 3(3-0) or 3(2-2) F/S.

**Credit hours:**    **Lecture contact hours:**    **Lab contact hours:**    **Typically offered:**

### MTH 103 Intermediate Algebra

Prerequisite(s): 'C' grade or better in MTH 030 or MTH 050 or placement into MTH 103 or higher. The course will cover order of operations with real and complex numbers; operations with rational exponents and expressions; solutions of equations and inequalities; introduction to basic geometric terms and concepts; linear graphing on a Cartesian Coordinate System; solutions of systems of equations; solving real world applications, including the use of proportions, formulas and the Pythagorean Theorem. Students not having taken MTH 50 should have one unit of high school algebra and an approved score on a departmental placement test. Credits for this class will not count toward a major or minor in mathematics and will not satisfy general education requirements. A Grade of 'C' or better is required in this course in order to take MTH 135, MTH 138 or MTH 130. This course may not be taken pass/not pass. 3(3-0) or

**Credit hours:** 3    **Lecture contact hours:** 2    **Lab contact hours:** 2    **Typically offered:**  
Fall, Spring

## **MTH 103B Intermediate Algebra**

Prerequisite(s): 'C' grade or better in MTH 30 or 50 or placement into MTH 100 or higher. The course will cover order of operations with real and complex numbers; operations with rational exponents and expressions; solutions of equations and inequalities; introduction to basic geometric terms and concepts; linear graphing on a Cartesian Coordinate System; solutions of systems of equations; solving real world applications, including the use of proportions, formulas and the Pythagorean Theorem. Students not having taken MTH 50 should have one unit of high school algebra and an approved score on a departmental placement test. Credits for this class will not count toward a major or minor in mathematics and will not satisfy general education requirements. A Grade of 'C' or better is required in this course in order to take MTH 135, MTH 138 or MTH 130. This course may not be taken pass/not pass. 3(3-0) or

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Fall, Spring

## **MTH 111 College Algebra Preparation I**

Prerequisite(s): Placement into MTH 111 or higher. This course is the first of three single-credit-hour courses designed for students who are not eligible for MTH 130 Contemporary Mathematics or MTH 135 College Algebra. Topics in this course will include order of operations; simplifying expressions, solving linear, absolute value and rational equations and inequalities; applications; and basic linear graphing. A Grade of 'C' or better is required in this course in order to take MTH 112 or MTH 114.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

## **MTH 112 College Algebra Preparation II**

Prerequisite(s): Placement into MTH 112 or higher: or 'C' grade or higher in MTH 111. This course is the second of three single credit hour courses designed for students who are not eligible for College Algebra (MTH 135). Topics in this course will include exponent properties: simplifying and evaluation polynomials: operations with polynomials: factoring: solving quadratic, rational and radical equations: applications: and basic quadratic graphing. A Grade of 'C' or better is required in this course in order to take MTH 113.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### **MTH 113 College Algebra Preparation III**

Prerequisite(s): Placement into MTH 113 or higher: (except MTH 114 or MTH 115): or 'C' grade or higher in MTH 112. This course is the last of three single credit hour courses designed for students who are not eligible for MTH 135, College Algebra. Topics in this course will include exponent properties: operations with complex numbers, including rationalizing the denominator: operations with rational expressions, including complex fractions: applications: and solving systems of equations and inequalities. A Grade of 'C' or better is required in this course in order to take MTH 135.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### **MTH 114 Basic Quantitative Reasoning**

Prerequisite(s): Placement into MTH 114 or higher: or 'C' grade or higher in MTH 111. This course is designed for students who do not need MTH 103 Intermediate Algebra and/or MTH 135 College Algebra for a bachelor's degree or some other degree. Topics covered will include fractions, decimals and percents; proportions; basic probability; basic statistics; and applications. A Grade of 'C' or better is required in this course and in MTH 115 in order to take MTH 130. This course does not serve as a prerequisite for MTH 135 and credits for this course will not count toward a major or minor in mathematics. This course may not be taken pass/not pass.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### **MTH 115 Basic Geometric Concepts**

Prerequisite(s): Placement into MTH 114 or MTH 115 or higher; or 'C' grade or higher in MTH 111. This course is designed for students who do not need MTH 103 Intermediate Algebra and/or MTH 135 College Algebra for a bachelor's degree or some other degree. Topics covered will include basic geometry including perimeter, area and volume; basic trigonometry; and applications including the Pythagorean Theorem. A Grade of 'C' or better is required in this course and in MTH 114 in order to take MTH 130.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### **MTH 130 Contemporary Mathematics**

Prerequisite(s): 'C' grade or better in MTH 100 or MTH 103 or MTH 113 or 'C' grade or better in MTH 114

& MTH 115 or placement into MTH 130 or higher. This is a problem solving course centering on the following topics: number theory/algebraic properties and applications, set theory, symbolic logic, geometry, probability and statistics. This course will satisfy general education requirements for the AA GS degree but will not count toward a mathematics major or minor and may not be taken pass/not pass. A Grade of 'C' or better is required in this course in order to take MTH 220.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### **MTH 135 College Algebra**

Prerequisite(s): 'C' grade or better in MTH 103 or MTH 113 or placement into MTH 130 or higher. Topics include: problem solving, polynomial, rational, exponential and logarithmic functions, equations, inequalities and their applications; coordinate geometry, including conic sections and systems of equations/ inequalities; and an introduction to sequences and series. Students not having taken MTH 103 should have two units of high school algebra and an approved score on a departmental placement test. A student who takes MTH 135 and MTH 138 receives credit toward graduation for only one of the courses. This course will satisfy general education requirements for the AA GS degree but will not count toward a mathematics major or minor. A Grade of 'C' or better is required in this course to take MTH 181, 285 or 287. 3(3-0) or

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Fall, Spring

### **MTH 138 Pre-Calculus Mathematics**

Prerequisite(s): 'C' grade or better in MTH 103 or placement into MTH 138 or higher. The course includes selected topics in algebra and trigonometry to prepare the student for calculus. Students not having taken MTH 103 should have three years of high school algebra at the level of Algebra 'I' or above and an approved score on the departmental placement test. A student who takes MTH 135 and 138 receives credit toward graduation only for one of the courses. The course will not count toward mathematics major or minor. A Grade of 'C' or better is required in this course in order to take MTH 261 or MTH 287. This course may not be taken pass/not pass. 5(5-0) 'F'

**Credit hours:** 5   **Lecture contact hours:** 5   **Lab contact hours:** 0   **Typically offered:**  
Fall

### **MTH 181 Trigonometry**

Prerequisite(s): 'C' grade or better in MTH 135 or placement into MTH 181 or higher. Topics include:

circular and triangular trigonometry and applications; trigonometric and inverse trigonometric functions; trigonometric identities and equations; complex numbers; vectors; conic sections; parametric equations; and polar coordinates. Students not having taken MTH 135 should have two units of high school algebra, one unit of high school geometry and an approved score on a departmental placement test. Students not meeting prerequisite must have permission of the instructor to enroll. A student may not receive credit for more than one of MTH 138 and MTH 181. The course will not count toward a mathematics major or minor. A Grade of 'C' or better is required in this course in order to take MTH 261 or MTH 287. This course may not be taken pass/not pass.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Spring

### **MTH 197 Introductory Topics in Math**

Variable content course of topics that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated if a different topic is offered; however, no more than six credits may count toward any degree.

**Credit hours:** 1-3 **Lecture contact hours:**     **Lab contact hours:** **Typically offered:** Upon  
demand

### **MTH 220 Foundations of Mathematics for Teachers**

Prerequisite(s): 'C' grade or better in MTH 130 or MTH 135. This course centers around the structure and properties of the real number system and its subsets. Numeration systems, patterns of numbers, models and algorithms for operations, number theory, probability and statistics will be studied. Problem solving and communication are continuing themes of this course. Manipulatives (including a Base-10 Blocks, Cuisenaire Rods, number cubes and colored counters), calculators and computer software (including a statistical package, spreadsheet and word processor) are used extensively as tools to develop mathematical concepts. Cannot be used as a mathematics elective for mathematics major or minor.

**Credit hours:** 3 **Lecture contact hours:** 2 **Lab contact hours:** 2 **Typically offered:**  
Fall, Spring

### **MTH 240 Statistical Methods**

Prerequisite(s): MTH 130 for higher. This course will cover statistics, elementary probability, estimation and tests of simple hypothesis involving both large and small sample methods and linear correlation and regression. This course will not count toward a mathematics major or minor. A student may receive

credit toward a degree for only one of the following courses: MTH 240, PSY 200, QBA 237.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Spring

### **MTH 260 Foundation of Geometry for Teachers**

Prerequisite(s): 'C' grade or better in MTH 220. This course includes the study of synthetic, analytic, vector and transformational geometries through properties of geometric figures, measurement, construction, conjecture and proof and tessellations. Problem solving and communication are continuing themes of this course. Manipulatives (including MIRA, Geoboard, Tangrams, attribute blocks and compass), calculators and computer software (including Logo, Geometer's Sketchpad and a word processor) are used extensively as tools to develop geometric concepts. Cannot be used as a mathematics elective for the mathematics major or minor.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Fall, Spring

### **MTH 261 Analytic Geometry and Calculus I**

Prerequisite(s): 'C' grade or better in MTH 138 or 'C' grade or better in MTH 135 and MTH 181 or placement into MTH 261. Topics include: analytic geometry of the plane, limits, continuity, differentiation with applications, introductory integration with applications. Students not having taken MTH 181 or MTH 138 should have a 'B' average or better in high school mathematics, including 2 units of algebra, 1 unit of geometry and 1/2 unit of trigonometry and an approved score on a departmental placement test. Students not meeting prerequisite must have permission of the instructor to enroll. A Grade of 'C' or better is required in this course in order to take MTH 280 or MTH 288. This course may not be taken pass/not pass. A 'B' grade or higher must be earned in order for the Honors Program student to receive the Honors designation on his/her transcript.

**Credit hours:** 5   **Lecture contact hours:** 5   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### **MTH 280 Analytic Geometry and Calculus II**

Prerequisite(s): 'C' grade or better in MTH 261. Topics include: applications of integration, integration techniques, indeterminate forms, improper integrals, sequences, series, conic sections, parametrization, polar coordinates. This course may not be taken pass/not pass.

**Credit hours:** 5   **Lecture contact hours:** 5   **Lab contact hours:** 0   **Typically offered:**

### **MTH 285 Calculus for the Business and Social Sciences**

Prerequisite(s): 'C' grade or better in MTH 135 or MTH 138. Short review of algebra, absolute value and inequalities followed by elements of geometry, limits, the derivative, anti-derivative and their applications. A student can receive credit for only one of MTH 285 and 287. A student taking MTH 285 and MTH 261 receives credit only for MTH 261.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **MTH 292 Multivariate Calculus**

Prerequisite(s): MTH 280. This course is the third course in the Calculus series. Topics will include: vector algebra and calculus, solid analytic geometry, partial differentiation, multiple integration and vector fields. This course may not be taken pass/not pass.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Spring

### **MTH 297 Mathematic Topics in Globalization**

Students will have various opportunities to apply mathematical concepts developed in previous math courses to the real-world and/or a global society. Business, scientific, statistical, medical and political situations will be among a wide range of topics explored and modeled. This course will also contain substantial communication, critical thinking and information management components. Students seeking an AA in General Studies may use this course to fulfill their capstone requirement. Additionally, these students must submit their student learning portfolio in this course. This course may be repeated for up to 6 credit hours if different topics are offered. A student may not receive credit for both MTH 297 and IDS 297 if the courses have the same title.

**Credit hours:** 2   **Lecture contact hours:** 2   **Lab contact hours:** 0   **Typically offered:**  
Upon demand



# Music Courses

## Music (MUS) courses

### MUS 162 Collegiate Choral

Prerequisite(s): Permission of the departmental head. Chorus studies masterpieces of choral literature through preparation and performance of selected compositions: Concert is presented yearly. May be repeated to a maximum 4 times for credit.

**Credit hours:** 1   **Lecture contact hours:** 0   **Lab contact hours:** 2   **Typically offered:**  
Fall, Spring

### MUS 172 Small ensemble

Prerequisite(s): Permission of departmental head. Ensembles may be arranged each semester in piano, voice, strings, wind and percussion to meet the needs of participating students and the department. May be repeated to a maximum of 4 times for credit.

**Credit hours:** 1   **Lecture contact hours:** 0   **Lab contact hours:** 2   **Typically offered:**  
Upon demand

### MUS 197 Selected Topics in Music

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than six credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor.

**Credit hours:** 1-3   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:** Upon  
demand

### MUS 206 Interrelated and Integrated Arts

Prerequisite(s): EDU 150 and Instructor Permission. Theory, methodology and activities for teaching the

arts to children, from early childhood through Grade 6. A creative experiential approach, emphasizing how the four primary art forms (drama, movement, music and art) relate to and enhance on another and facilitate the child's learning in other content areas. Students who receive credit for this course will not receive credit for THE 306, DAN 306 or ART 306.

**Credit hours:** 3 **Lecture contact hours:** 1 **Lab contact hours:** 4 **Typically offered:**  
Spring

### **MUS 239 Introduction to World Music**

An exploration of music from various cultures and time periods and the ways in which music promotes self- understanding by reflecting recurring patterns of human behavior.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **MUS 241 The Language of Music**

A study of the ways music creatively expresses self-understanding, cultural environment and aesthetic values from ancient to modern times. Open to all students except music majors. 3(2-2) or

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring

### **MUS 262 Collegiate Choral**

Prerequisite(s): Permission of departmental head. Chorus studies masterpieces of choral literature through preparation and performance of selected compositions: Concert is presented yearly. May be repeated to a maximum 4 times for credit.

**Credit hours:** 1 **Lecture contact hours:** 0 **Lab contact hours:** 2 **Typically offered:**  
Fall, Spring

# Nursing Courses

## Nursing (NUR) courses

### **NUR 100 Fundamentals of Nursing**

Prerequisite(s): Admission to the MSU-West Plains ASN program, placement in MTH 130 or higher; or a 'C' grade or better in MTH 103 or higher; and a 'C' grade or better in CHM 116, CHM 117 or CHM 160 and a 'C' grade or better in ENG 110. A fundamental course in nursing, founded in evidenced based practice, which introduces the student to the role of the technical nurse in collaborative care and to the nursing process. Emphasis is placed on the evidence-based techniques and technologies that are required in meeting the basic physical and psychosocial needs of adult clients. The students are provided the opportunity for practice in the campus laboratory and the clinical setting. Course Fee.

**Credit hours:** 7   **Lecture contact hours:** 4   **Lab contact hours:** 9   **Typically offered:**  
Fall

### **NUR 101 Nursing Systems for the Adult Client I**

Prerequisite(s): A Grade of 'C' or better in NUR 100, BMS 267 and BMS 268 or concurrent enrollment in BMS 268. The nursing process is utilized as the basis for study of clients in the age group adolescence through senescence with common medical and surgical health deviations. Evidence based nursing techniques and technologies that relate to the common health deviations are studied in this course. Opportunities are provided for students to make application of theoretical knowledge in a clinical setting as well as nursing laboratory. Course Fee.

**Credit hours:** 8   **Lecture contact hours:** 4   **Lab contact hours:** 12   **Typically offered:**  
Spring

### **NUR 190 Transitioning from Licensed Practical Nurse to Registered Nurse**

Prerequisite(s): Admission to the Missouri State University-West Plains LPN-to-RN program or by permission. A course designed for the exploration and discussion of major concepts related to the role of a registered nurse and contemporary nursing practice in a global society including quality, safety, collaboration, delegation, prioritization and evidence- based practice. The nursing process is utilized as

the basis for study of clients in the age group adolescence through senescence with common medical and surgical health deviations. Nursing techniques and technologies that relate to the common health deviations are studied utilizing various campus laboratory and computer laboratory exercises. Also reinforces basic nursing skills and care- planning skills. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Upon demand

### **NUR 197 Health Topics**

Variable content course of topics of general interest in the health care system and the health professions. Topics may vary each semester; the course may be taken to a maximum of 6 hours provided the same topic is not repeated.

**Credit hours:** 1-3   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:** Fall,  
Spring

### **NUR 201 Nursing Systems in the Promotion of Mental Health**

Prerequisite(s): A Grade of 'C' or better in NUR 100 and NUR 101 or NUR 190 or co-requisite of NUR 101 or NUR 190. A Grade of 'C' or better in PSY 121 is also required. Emphasis is on the design of nursing systems for clients with mental health and psychosocial health deviations. Opportunities are given to students for application of evidence based nursing knowledge in a clinical setting as well as in the nursing laboratory. A Z grade may be assigned if the student cannot complete the arranged clinical practicum within the designated term. Course Fee.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 3   **Typically offered:**  
Spring, Summer

### **NUR 202 Pharmacology**

Prerequisite(s): A Grade of 'C' or better in BMS 267, BMS 268 and NUR 190 or co-requisite of NUR 190. Introduction to basic pharmacology, pharmacokinetics and pharmacodynamics of major drug classifications. Course Fee.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall

### **NUR 204 Nursing Systems for the Adult Client II**

Prerequisite(s): A Grade of 'C' or better in NUR 101 or NUR 190. A study of the nursing systems required by clients in the age group adolescence through senescence with complex medically or surgically related health deviations. Collaboration, delegation and evidence based practice will be addressed. Opportunities are provided for students to make application of theoretical knowledge in a clinical setting. Course fee.

**Credit hours:** 9   **Lecture contact hours:** 5   **Lab contact hours:** 12   **Typically offered:**  
Fall

### **NUR 212 Nursing Systems for the Family**

Prerequisite(s): A Grade of 'C' or better in NUR 204. Emphasis is placed on human growth and development through the life span. Human sexuality and the establishment and support of the family are presented. Opportunities to care for clients from infancy through aging adulthood are provided in a clinical setting. Classroom and clinical components also include community nursing and leadership experiences. Collaboration, delegation and evidence based practice will be addressed. Course Fee.

**Credit hours:** 9   **Lecture contact hours:** 5   **Lab contact hours:** 12   **Typically offered:**  
Spring

### **NUR 220 Current Trends and Issues in Nursing**

Prerequisite(s): A Grade of 'C' or better in NUR 204. A course designed for the exploration and discussion of major trends and issues affecting contemporary nursing practice in a global society including quality, safety, delegation and evidence based practice. Also thoroughly preps the nursing students to take the NCLEX-RN licensure exam by integrating an online NCLEX-RN review course. Meets the capstone requirement for the ASN degree. Additional course work will be required for the student taking this as an Honors course and a 'B' grade or higher must be earned in order for the student to receive Honors designation. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Spring

### **NUR 221 Preparation for the NCLEX-RN**

Prerequisite(s) NUR 204, NUR 212, "I" in NUR 220. Preparation for the National Council Licensure Examination - Registered Nurse. Includes content review, test-taking strategies and personal preparation (Intersession).

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**

## **NUR 297 Selected Nursing Topics**

Variable content course of topics of specific interest in the health care system to health professionals and student nurses. Topics will vary; the course may be taken to a maximum of 6 hours provided the same topic is not repeated. The course will require permission or meeting prerequisites established by the instructor.

**Credit hours:** 1-3   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:** Upon demand

# Philosophy Courses

## Philosophy (PHI) courses

### PHI 105 Logic, Language and Argumentation

An evaluation of argument with emphasis on the nature of language, inductive and deductive reasoning and the development of practical applications of logic.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### PHI 106 Elements of Symbolic Logic

An introduction to the use of symbolic techniques to represent and evaluate arguments from everyday usage. There is an emphasis upon the student's development of an understanding of the methods and concepts of present day logic.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### PHI 110 Introduction to Philosophy

Prerequisite(s): An ACT Reading score of 18 or higher; or completion of IDS 150. This course explores various ways of understanding the human self and its relation to the world. Through a consideration of what can be known, what is worth valuing, what reality is and what the nature of the Self may be, the course deals with central themes that arise from the human quest for deeper self-understanding. Additional course work will be required for the students taking this as an Honors course and a 'B' grade or higher must be earned in order for the student to receive an Honors designation.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### PHI 115 Introduction to Ethics

Prerequisite(s): ENG 110. This course examines ethical principles and theories in relation to contemporary moral issues (e.g. euthanasia, capital punishment, economic justice, environmental issues, world hunger). Through a consideration of the foundations of ethical philosophy, the course will examine the origins of ethical principles, how the varying ideas compare and contrast with each other and how these ideas are applicable in a contemporary society.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring

### **PHI 197 Perspectives in Philosophy**

A variable content course designed to explore the philosophical significance of issues of cultural, social or individual importance. Students should consult the registration schedule to determine the topic to be covered in a given semester and to see if it has an International/Intercultural component. The course may be repeated to a maximum of 6 hours as topics change.

**Credit hours:** 1-3 **Lecture contact hours:** **Lab contact hours:** **Typically offered:** Upon  
demand



# Physics Courses

## Physics (PHY) courses

### PHY 100 Survey of Physics with Laboratory

Prerequisite(s): Eligibility for MTH 130 or higher. Description of nature as seen by physicists; effects this description and new scientific discoveries will have on society. Laboratories consist of discussions of current relations between science and society, demonstrations of precise experimental apparatus, some actual involvement with the experimental method. Students may not receive credit for both PHY 100 and PHY 102. Course fee.

**Credit hours:** 4   **Lecture contact hours:** 3   **Lab contact hours:** 2   **Typically offered:**  
Fall, Spring

### PHY 101 Physics by Inquiry for Educators

This course is only open to students planning to enter the BS in Elem. Ed. Completion Program or planning to receive the Child Development degrees. Will fulfill natural science component of the AA in General Studies. Science content includes mechanics, optics, heat, This course will not count toward any AAS degree. electricity and magnetism. Students will increase their understanding of the nature of science. Course fee.

**Credit hours:** 4   **Lecture contact hours:** 2   **Lab contact hours:** 4   **Typically offered:**  
Fall, Spring

### PHY 102 Survey of Physics

Prerequisite(s): Eligibility for MTH 130 or higher. Description of nature as seen by physicists; effects that new scientific discoveries will have on society. Students may not receive credit for both PHY 100 and PHY 102.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **PHY 123 Introduction to Physics I**

Prerequisite(s): CIS 101 and eligibility for MTH 261. An introduction to physical theories covering the content areas of mechanics, fluids, sounds and thermodynamics. Students not meeting prerequisite must permission of the instructor to enroll. A Grade of 'C' or better is required in this course to take PHY 124. This course may not be taken pass/not pass. pass/not pass.Course fee.

**Credit hours:** 4   **Lecture contact hours:** 3   **Lab contact hours:** 2   **Typically offered:**  
Upon demand

## **PHY 124 Introduction to Physics II**

Prerequisite(s): A Grade of 'C' or better in PHY 123. A continuation of PHY 123 in the content areas of electricity and magnetism, electronics and optics.Course fee.

**Credit hours:** 4   **Lecture contact hours:** 3   **Lab contact hours:** 2   **Typically offered:**  
Upon demand

## **PHY 197 Selected Topics in Physics**

Course devoted to topics of current interest in physics. Provided the topics are different, the course may be repeated to a total of 4 credit hours. Credit for this course cannot be applied to the minimum requirements of a major or minor in physics, nor the general education (natural science) requirement. 1(0-2) or

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **PHY 203 Foundations of Physics I**

Prerequisite(s): Concurrent enrollment or prior credit for MTH 280 or MTH 288 and CIS 101. First two semesters in basic calculus physics. Lecture and laboratory topics covered include mechanics, semesters in basic calculus physics. Lecture and laboratory heat and sound. A Grade of 'C' or better is required in this course to take PHY 204. This course may not be taken pass/not pass. Course fee.

**Credit hours:** 5   **Lecture contact hours:** 3   **Lab contact hours:** 4   **Typically offered:**  
Upon demand

## **PHY 204 Foundations of Physics II**

Prerequisite(s): A Grade of 'C' or better in PHY 203 and either MTH 280 or MTH 288. Continuation of

PHY 203 with lecture and laboratories covering electricity, magnetism and optics. Course fee.

**Credit hours:** 5 **Lecture contact hours:** 3 **Lab contact hours:** 4 **Typically offered:**  
Upon demand

# Political Science Courses

## Political Science (PLS) courses

### PLS 101 American Democracy and Citizenship

Prerequisite(s): Placement into ENG 110 or higher or ENG 100 with a Grade of 'C' or better. CBE. Honors eligible course. All students enrolling for PLS 101 must be eligible for ENG 110 or higher. This course familiarizes students with the institutions and constitutional framework of the United States and Missouri. The course emphasis is on the values, rights and responsibilities that shape the public decision making of active and informed citizens and influence contemporary public affairs in a democratic society. Additional course work will be required for the students taking this as an Honors course and a 'B' grade or higher must be earned in order for the student to receive an Honors designation.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### PLS 102 Introduction to American Public Policy

Prerequisite(s): PLS 102. Second course in American government, dealing with the process of policy formulation and with the historical development of specific public policies in such fields as economics, foreign affairs, health care, crime, education, business and labor and social welfare.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### PLS 103 Missouri Government and Politics

Special course dealing with functions and organizations of Missouri state and local government. Students may be assigned selected projects on Missouri politics.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **PLS 169 Introduction to Political Science**

An introduction to the contemporary concerns and historical development of political science as a social science and as a mode of critical thinking about politics and society. Emphasis is upon acquainting students with the scope of intellectual inquiry and the specialized subfields of study of modern political science rather than with the particular characteristics of American Government and politics.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **PLS 197 Topics in Political Science**

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than 6 credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor.

**Credit hours:** 1-3   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:** Upon  
demand

## **PLS 205 Countries and Cultures: Comparative Government**

An introductory comparative study of the principles, techniques and policy issues of government in constitutional democracies and authoritarian regimes. The course focuses on selected West European (Britain, France, Germany) and non-West European (Japan, Mexico, Russia, Nigeria and Iran) countries and the evolution of the European Community. Students will not receive credit for both PLS 205 and IDS 297 Introduction to Comparative Government: Topics in Globalization.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall

## **PLS 232 International Relations**

Conflict and cooperation in the national state system. Theories on international organization, power politics, international integration/disintegration, nationalism, terrorism, trade and war. Problems of developing areas such as the Middle East, Africa, Asia, Latin America. International/ Intercultural Component.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**

### **PLS 251 Foundations of Public Law**

An introduction to the study of U.S. public law. Covers major concepts of law, legal reasoning and the legal process; provides a comparative and historical perspective on the U.S. Constitution and public law. Highlights the basic issues of law, administration, enforcement and social policy. Has an international/global component. Capstone course for the Law Enforcement AAS degree. A student will not receive credit for both PLS 251 and LWE 297.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**

Spring (odd-numbered

years)

### **PLS 255 Public Administration**

American administrative organization and activities; centralization, decentralization and relation between the administration and other branches of government.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**

Upon demand

# Psychology Courses

## Psychology (PSY) courses

### PSY 121 Introductory Psychology

CBE. Principles of human behavior; human growth and development; motivation; behavior organization; related research methods. Additional course work will be required taking this as an Honors course and a 'B' grade of higher must be earned in order for the student to receive an Honors designation.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### PSY 197 Selected Topics in Psychology

Selected topics especially appropriate for lower division students. (Examples: Meaning of death, preparation for marriage, child rearing practices, etc.) May be repeated for a maximum of 4 hours.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### PSY 200 Psychological Statistical Methods

Prerequisite(s): PSY 121 and MTH 130 or higher. Principles and methods of statistics used in psychology; understanding and interpreting psychological data. This course cannot be credited toward a degree if the student has taken any of the following: QBA 237 and MTH 240.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### PSY 201 Experimental Psychology

Prerequisite(s): PSY 121 and PSY 200. Psychological methodology; major emphasis on experimentation.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**

Upon demand

### **PSY 203 Introduction to Research**

Prerequisite(s): PSY 121 and MTH 135. This course will provide an integrated approach to elementary research design and statistical methods. Students will review research and develop small projects for which statistical methods will be selected and applied. This course cannot be substituted for PSY 200 and/or PSY 201 and will not count toward the Psychology major. This course is not designed to prepare students for graduate work in Psychology.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **PSY 250 Analysis of Interpersonal Behavior**

Prerequisite(s): PSY 121. Ongoing processes of interpersonal behavior. Observation and experience as participant of a self-analytic group in the human relation laboratory.

**Credit hours:** 3   **Lecture contact hours:** 0   **Lab contact hours:** 6   **Typically offered:**  
Upon demand

### **PSY 260 Educational Psychology**

Prerequisite(s): PSY 121. This course is designed as an introduction to theory and research in educational psychology. Topics include cognitive and social development, learning, memory, cognition, intelligence, motivation, measurement and individual differences.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### **PSY 274 Abnormal Psychology**

Prerequisite(s): PSY 121. A survey of abnormal/deviant behavior with emphasis on theories, causes, treatment and prevention.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **PSY 280 Student Development**



Prerequisite(s): PSY 121 and permission. Student development concerns life-span development, with a strong emphasis on grades K-12. Cognitive, social and emotional development is covered, as well as developmental issues such as the impact of divorce, child abuse, substance abuse, sexuality and peer pressure. This course also includes learning and motivation theory. This course will not count toward the major or minor in Psychology.

**Credit hours:** 4 **Lecture contact hours:** 4 **Lab contact hours:** 0 **Typically offered:**  
Spring

### **PSY 285 Development of Early Childhood and Elementary School Children**

Prerequisite(s): PSY 121. This course focuses on life span development with a strong emphasis on preschool through sixth grade. Coverage includes developmental issues such as divorce, child abuse, substance abuse and peer pressure. Also includes learning and motivation theory.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall

# Quantitative Business Analysis Courses

## Quantitative Business Analysis (QBA) courses

### **QBA 237 Basic Business Statistics**

Prerequisite(s): MGT 130; or MTH 103 or higher except MTH 197 and MTH 297. Collection, analysis, interpretation and presentation of data related to business, measures of central tendency and dispersion, elementary probability, probability distributions, sampling, standard error, interval estimation, hypothesis testing. Computer statistical packages will be utilized in analysis of a variety of applications problems. A student may not receive credit toward a degree for more than one of the following courses: QBA 237, MTH 240, PSY 200.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

# Reading Courses

## Reading (RDG) courses

### **RDG 170 Student Literacy Corps**

Prerequisite(s): Concurrent enrollment with RDG 171 and permission. Available to students who wish to develop the skills needed to teach adults to read.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring

### **RDG 171 Lab for RDG 170**

Prerequisite(s): RDG 170 or concurrent enrollment. Students practice the skills needed to teach adults to read. Lab may be repeated up to 3 hours.

**Credit hours:** 1 **Lecture contact hours:** 0 **Lab contact hours:** 2 **Typically offered:**  
Fall, Spring

# Religious Studies Courses

## Religious Studies (REL) courses

### REL 100 Religion and Human Culture

To discover what religion is and does; place of religion in human thought and action.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### REL 101 Introduction to the Old Testament

Literature of the Old Testament including the historical backgrounds and major concepts of these books.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### REL 102 Introduction to the New Testament

Literature of the New Testament including the historical backgrounds and major concepts of these books.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### REL 103 History of the English Bible

The ancient manuscript of the Bible; early versions; evaluation of recent translations.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### REL 131 Religion in America

Recounts the development of American religious life and the influences of religion on American institutions and its people.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring

### **REL 197 Topics in Religious Studies**

Topics of general interest in the area of Religious Studies. Examples: Fundamentalism, Muslim Spain, Heresy and Holiness, Hell and the Devil, the Shroud of Turin. May be repeated, as topics change, to a maximum of 6 hours. Variable content course.

**Credit hours:** 1-3 **Lecture contact hours:** **Lab contact hours:** **Typically offered:** Upon  
demand

# Real Estate, Insurance & Law Courses

## Real Estate, Insurance & Law (RIL) courses

### **RIL 232 Debtor and Creditor Rights and Remedies**

Prerequisite(s): LAW 231. Legal aspects of financial transactions. The rules of law governing financial transactions in today's business and personal affairs. Topical areas include commercial paper, secured transactions and bankruptcy.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Spring

### **RIL 235 Business Enterprises Rights and Liabilities**

Prerequisite(s): LAW 231 Legal alternatives in the structuring of the business enterprise and its relationship with employees. Topical areas include personal property, bailments, real property, leaseholds, intellectual property rights, franchises, sole proprietorships, partnerships, corporations and agency and employment law.

**Credit hours:** 2   **Lecture contact hours:** 2   **Lab contact hours:** 0   **Typically offered:**  
Spring

# Respiratory Care Courses

## Respiratory Care (RSC) courses

### **RSC 120 The Respiratory Care Professional**

Prerequisite(s): Acceptance into the AAS Respiratory Care Program. A course that presents the art, science, history and profession of respiratory care. Introduces the role of the respiratory therapist within the health care setting. This course has a lab component with a course fee.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Spring

### **RSC 121 Microbiology for Respiratory Care**

Prerequisite(s): RSC 120 Aspects of microbiology as it pertains to Respiratory Care, particularly causes and control of infections, diseases, immunology, sterilization and disinfection.

**Credit hours:** 2   **Lecture contact hours:** 2   **Lab contact hours:** 0   **Typically offered:**  
Summer

### **RSC 122 Respiratory Care Pharmacology**

Prerequisite(s): RSC 120 A course that presents the principles of pharmacology, pharmacology of the respiratory system, modes of medication delivery and drugs used in the treatment of respiratory diseases.

**Credit hours:** 2   **Lecture contact hours:** 2   **Lab contact hours:** 0   **Typically offered:**  
Summer

### **RSC 123 Pulmonary Disease I**

Prerequisite(s): RSC 120, RSC 121, RSC 122. A course that presents the etiology, pathophysiology, treatment and management of restrictive and obstructive pulmonary diseases.

**Credit hours:** 2 **Lecture contact hours:** 2 **Lab contact hours:** 0 **Typically offered:**  
Fall

### **RSC 124 Cardio Anatomy and Physiology**

Prerequisite(s): RSC 120, RSC 121, RSC 122. A course intended to support the learning of the structure and function of the heart and lungs and the impact they play on patient welfare in clinical practice.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall

### **RSC 132 Mechanical Ventilation I**

Prerequisite(s): RSC 120, RSC 121, RSC 122 A course that introduces the theory of invasive and non-invasive mechanical ventilation and a foundation course for terminology and concepts related to mechanical ventilation application. This course has a lab component and a course fee.

**Credit hours:** 3 **Lecture contact hours:** 2 **Lab contact hours:** 2 **Typically offered:**  
Fall

### **RSC 210 Respiratory Equipment and Therapeutics**

Prerequisite(s): RSC 120, RSC 121, RSC 122 A course that presents to the student the ways in which medical gases are manufactured, stored and delivered; the administration and management of oxygen; hyperbaric oxygen; humidity and aerosol therapy; secretion clearance techniques and airway management. This course has a lab component and a course fee.

**Credit hours:** 4 **Lecture contact hours:** 3 **Lab contact hours:** 2 **Typically offered:**  
Fall

### **RSC 223 Pulmonary Disease II**

Prerequisite(s): RSC 123, RSC 124 A course that presents the etiology, pathophysiology, treatment and management of restrictive and obstructive pulmonary diseases. Emphasizes the methods used to prevent/diagnose, treat/reduce effects of pulmonary diseases in order to improve the patient's daily functioning.

**Credit hours:** 2 **Lecture contact hours:** 2 **Lab contact hours:** 0 **Typically offered:**  
Spring



## **RSC 232 Mechanical Ventilation II**

Prerequisite(s): RSC 123, RSC 124, RSC 132 A course that presents special topics in mechanical ventilation, its application in neonatal, pediatric and adult patients and management of the patient/ventilator system.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Spring

## **RSC 245 Cardiopulmonary Diagnostics**

Prerequisite(s): RSC 123, RSC 124, RSC 132, RSC 210 A course that presents pulmonary function analysis, arterial blood gases, pulse oximetry, capnography, diagnostic imaging, electrocardiography and review of the patient history and assessment. This course has a lab component and a course fee.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Spring

## **RSC 250 Neonatal and Pediatric Respiratory Care**

Prerequisite(s): RSC 123, RSC 124, RSC 132, RSC 210 A course that presents the theory and application of the physiology, pathophysiology, monitoring and care of the neonatal/pediatric patient, including laboratory values and physical examination.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Spring

## **RSC 260 Respiratory Care Special Procedures**

Prerequisite(s): RSC 210, RSC 245 A course that presents the theory and application of the physiology, pathophysiology, monitoring and care of the neonatal/pediatric patient, including laboratory values and physical examination.

**Credit hours:** 2   **Lecture contact hours:** 2   **Lab contact hours:** 0   **Typically offered:**  
Summer

## **RSC 270 Disease Management**

Prerequisite(s): RSC 123, RSC, 223 and RCS 260. A course that presents the importance of early identification of disease processes, daily monitoring and adherence to treatment protocol, The benefit of patient education and special programs such as cardiopulmonary rehabilitation is covered,

**Credit hours:** 2 **Lecture contact hours:** 2 **Lab contact hours:** 0 **Typically offered:**  
Fall

### **RSC 280 Clinical Practicum I**

Prerequisite(s): RSC 120, RSC 122, RSC 132, RSC 210 The integration of theoretical knowledge and psychomotor skills designed to unite classroom instruction with laboratory and clinical instruction, Clinical practicum allows students to perform clinical procedures while being supervised in order to become a safe and proficient respiratory professional.

**Credit hours:** 5 **Lecture contact hours:** 0 **Lab contact hours:** 15 **Typically offered:**  
Fall

### **RSC 281 Clinical Practicum II**

Prerequisite(s): RSC 280 The integration of theoretical knowledge and psychomotor skills designed to unite classroom instruction with laboratory and clinical instruction, The clinical practicum provides the student with clinical experiences and supervised application of concepts/skills learned in the classroom and laboratory setting,

**Credit hours:** 6 **Lecture contact hours:** 0 **Lab contact hours:** 18 **Typically offered:**  
Spring

### **RSC 282 Clinical Practicum III**

Prerequisite(s): RSC 280, RSC 281 The integration of theoretical knowledge and psychomotor skills designed to unite classroom instruction with laboratory and clinical instruction. The clinical practicum provides the student with clinical experiences and supervised application of concepts/skills learned in the classroom and laboratory setting,

**Credit hours:** 2 **Lecture contact hours:** 0 **Lab contact hours:** 6 **Typically offered:**  
Summer

### **RSC 283 Clinical Practicum IV**

Prerequisite(s): RSC 280, RSC 281, RSC 282 The integration of theoretical knowledge and psychomotor skills designed to unite classroom instruction with laboratory and clinical instruction. The clinical practicum provides the student with clinical experiences and supervised application of concepts/skills learned in the classroom and laboratory setting.

**Credit hours:** 4 **Lecture contact hours:** 0 **Lab contact hours:** 12 **Typically offered:**  
Fall

### **RSC 297 Advanced Respiratory Care Theory (Capstone)**

Prerequisite(s): RSC 210, RSC 232, RSC 245, RSC 260 A course that presents the essential skills to develop a respiratory care treatment plan including patient/family education, sleep apnea diagnostics, respiratory care in the home and respiratory protocols using evidence-based medicine, This course will be conducted concurrently with Clinical Practicum IV during which the student will be required to prepare patient case studies, Students must be able to pass secure self-assessment exams, a mock therapist-multiple choice exam and assigned clinical simulations. This course has a lab component with a course fee.

**Credit hours:** 4 **Lecture contact hours:** 3 **Lab contact hours:** 2 **Typically offered:**  
Fall

# Sociology Courses

## Sociology (SOC) courses

### SOC 150 Principles of Sociology

CBE. An introduction to the study of society, its structure and processes. Emphasis upon the sociological perspective, method and findings. Additional course work will be required for the students taking this as an Honors course and a 'B' grade or higher must be earned in order to receive Honors designation.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### SOC 152 Social Problems

Prerequisite(s): SOC 150. Sociological perspectives on contemporary social issues and problems in American society.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall

### SOC 271 The Community

Prerequisite(s): SOC 150. The range and structure of territorially based social systems such as neighborhoods, towns, hamlets, prisons and utopias.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### SOC 275 Sociology of Rural Life

Prerequisite(s): SOC 150. Rural life in America, as it existed traditionally and as it has been changed by the processes of modernization. Special emphasis upon rural life in the Ozarks.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **SOC 276 Sociology of Aging**

Prerequisite(s): SOC 150. The aging process and its implications for our society and the individual. The focus includes social, psychological, economic and demographic aspects of aging.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **SOC 284 Social Movements**

Prerequisite(s): SOC 150. The evolution of large and diffuse groups which promote or resist social change and their consequences for society. Examples might include the labor movement, the women's movement, new religious or political movements.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **SOC 290 Sociology of Gender Roles**

Prerequisite(s): SOC 150. A study of gender roles, focusing on the effects of socialization, role stereotyping and rapid social change on adult gender role identity, life choices and family patterns.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **SOC 297 Special Topics**

**Prerequisite: Permission.**

Selected topics of contemporary interest in sociology, offered when resources and demand allow. May be repeated to a total of 6 hours when topic changes. Variable content course.

**Credit hours:** 1-3 **Lecture contact hours:** **Lab contact hours:** **Typically offered:** Upon  
demand

# Special Education Courses

## Special Education (SPE) courses

### **SPE 250 Education of Exceptional Learners**

Prerequisite(s): 2.50 minimum GPA. Pre-service teachers are introduced to the special education process as mandated by state and federal guidelines. Legislation, litigation and service options pertaining to diverse populations will be stressed including those with disabilities, culturally diverse and gifted. Emphasis will be placed on current issues in the field of special education. Students will participate in observations in appropriate elementary, middle and secondary school and agency settings.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Spring

# Spanish Courses

## Spanish (SPN) courses

### SPN 101 Elementary Spanish I

CBE. The primary goal of SPN 101 is to help students develop proficiency in the four communication skills: listening, reading, speaking and writing. These skills are essential to effective communication in the target language. International/Intercultural component.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 1   **Typically offered:**  
Fall

### SPN 102 Elementary Spanish II

Prerequisite(s): A Grade of 'C' or better in SPN 101. The primary goal of SPN 102 is to help students develop additional proficiency in the four communication skills: listening, reading, speaking and writing. These skills are essential to effective communication in the target language. International/ Intercultural component. Students who have not taken SPN 101 but have proficient skills in the Spanish language may petition the course instructor for permission to take this course. CBE

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 1   **Typically offered:**  
Spring

### SPN 201 Intermediate Spanish I

Prerequisite(s): A Grade of 'C' or better in SPN 102. The primary goal of SPN 201 is the systematic review, expansion and synthesis of the four skill areas. Communicative skills will be enhanced by providing a thorough review of fundamentals of grammar through real-life language use, reading and composition. International/Intercultural component. Students who have not taken SPN 102 but have proficient skills in the Spanish language may petition the course instructor for permission to take this course. CBE

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 1   **Typically offered:**  
Upon demand

## **SPN 202 Intermediate Spanish II**

Prerequisite(s): A Grade of 'C' or better in SPN 201. Continuation of the development of the four skills through conversation, composition and reading as a means to access culture. International/Intercultural component.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 1   **Typically offered:**  
Upon demand

## **SPN 297 Special Topics in Spanish**

Prerequisite(s): Permission of instructor and department head. Topics of selected interest in Spanish studies, including travel-courses to Spanish-speaking countries. The specific subject matter and/or international component may change from semester to semester according to resources and demand. May be repeated, as topics change, to a maximum of 6 credit hours. Variable content course. International/Intercultural component.

**Credit hours:** 1-3   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:** Upon  
demand



# Social Work Courses

## Social Work (SWK) courses

### SWK 212 Introduction to Social Work

Prerequisite(s): SOC 150. The historical development, philosophy and values of the profession of social work. Examines practice interventions with individuals, families, groups and communities. Introduction to various social agency settings and types of clientele served. A Grade of 'C' or better is required in this course in order to be considered for into the Social Work Program and to enroll in SWK 309, 410, 420 or 430. This course may not be taken pass/not pass.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall

### SWK 219 Human Diversity

Prerequisite(s): SWK 212, PSY 121 and SOC 150. Content and skill development pertinent to working with diverse racial, cultural, ethnic and other populations such as persons with physical disabilities and mental illnesses. This course is designed primarily to inform and sensitize individuals for effective interventions with a heterogeneous society. SWK 300 may be taken concurrently.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### SWK 222 Human Behavior and the Social Environment

Prerequisite(s): SOC 150. Factors associated with the person environment system from the perspective of human biology, developmental and personality theory, small group theory and the large societal context. A Grade of 'C' or better is required in this course in order to be considered for admission into the Social Work Program and to enroll in SWK 309, 410, 420 or 430. This course may not be taken pass/not pass.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Spring

# Technology Courses

## Technology (TEC) courses

### TEC 100 Survey of Electronics

Prerequisite(s): Eligible for MTH 100 or higher and either ACT Reading score of 18 or greater or COMPASS reading score of 81 or greater or SAT verbal score of 440 or greater or Accuplacer Reading score of 85 or higher or 'C' or higher in ENG 100 or IDS 150 or departmental permissions. A survey of electronics including electrical and electronic safety. Ohms Law, passive and active devices, amplifiers, digital fundamentals and communications systems.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall

### TEC 105 Technology's Impact on Society

Technological progress of agriculture and industry and its socio-economic impact in a global environment.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall, Spring

### TEC 111 Manufacturing Materials and Processes

Prerequisite(s): Eligible for MTH 100 or higher and either ACT Reading score of 18 or greater or COMPASS reading score of 81 for greater or SAT verbal score of 440 or greater or 'C' or higher in ENG 100 or IDS 150 or departmental permission. An introduction and survey of the materials, such as ferrous and nonferrous alloys, ceramics, plastics, wood and composite materials, machines and tools such as lathes, drill presses, milling machines, welding and processes employed in manufacturing industries. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Fall

## **TEC 112 Introduction to Supply Chain Management**

Covers objectives and processes of supply chain management activities including procurement, manufacturing, forecasting, planning inventory management, capacity requirements management, material control and logistics.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall

## **TEC 120 Technology Career Center Variable Content Course**

Prerequisite(s): 'C' grade or better in an approved 525, 900 or 1050 clock hour career center program and completion of 12 credit hours of course work at Missouri State University-West Plains. A variable content course resulting from an articulation agreement with the South Central Career Center, Ozark Mountain Technical Center or other approved career center. The topic will be identified by the career center program title. Approved programs from the South Central Career Center include Auto Body and Collision Repair, Automotive Mechanics Technology, Carpentry, Commercial and Advertising Art and Welding Technology. Approved programs from the Ozark Mountain Career Center include Auto Body Repair 1 & 2, Auto Mechanics 1 & 2, Carpentry 1 & 2, Computer Installer & Repair 1 & 2 and Welding Technology 1 & 2. Other programs will be evaluated on an individual basis. Students must attain a 'C' grade or better in the applicable core competencies. Similar courses at other institutions will be evaluated on an individual basis. Credit for this course will be transcribed upon completion of 12 credit hours of course work at Missouri State University-West Plains. The transferability of this course to other institutions must be confirmed with the institution. This course may be repeated subsequently or taken concurrently for a total of 24 credits. A total of 12 credit hours will be assigned for 900 and 1050 clock hour programs.

**Credit hours:** 12   **Lecture contact hours:** 12   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **TEC 123 Employment in the Manufacturing Occupation**

An introduction to shop safety, new hire best-practices, communications skills, manufacturing tools, maintenance practices, work stations and equipment rigging & lifting. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Fall

## **TEC 165 Manufacturing Machine Technology**

Prerequisite(s): Grade of 'C' or better in TEC 111 or concurrently or departmental permission. This course provides students with an introduction to manufacturing technology. Students will learn about shop safety, print reading, operation and programming of computer numerically controlled (CNC) machine tools, including lathes, plasma cutters, milling and grinding machines. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Fall

## **TEC 175 Welding Technology**

This course provides instruction in welding theory, principles and applications. Topics covered in this course include shop safety, shielded metal arc welding, gas welding, gas metal arc welding, gas tungsten arc welding, ox fuel cutting, plasma cutting, math for welders, blueprint reading and metallurgy. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Fall, Spring, Summer

## **TEC 197 Special Topics in Technology**

A variable content learning module consisting of lecture, discussion, studio projects and/or field projects that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated for up to 6 credit hours if the topics differ.

**Credit hours:** 1-3   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:** Upon  
demand

## **TEC 200 Applied Electricity and Electrons**

Prerequisite(s): Grade of 'C' or better in TEC 100 or concurrently or departmental permission. An introduction to the production and use of electrical energy in motors, generators and electronic circuits. Students learn the construction and operation of motors, generators and electronic control circuits. Includes electrical and mechanical safety, theory, concepts and hands-on-operation of electrical equipment associated with various power systems. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Fall

## **TEC 220 Technology Management**

Covers technological innovation and how to effectively acquire, utilize and manage technology to improve the business' competitiveness and opportunities for success.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Spring

### **TEC 232 Quality Management**

A study of quality and lean management in business and industry. Topics include leadership and strategic planning, human resource practices, customer service and satisfaction, process management, performance measurement, Six Sigma principles and principles of lean production.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Spring

### **TEC 245 Mechanical Systems and Fluid Power**

Prerequisite(s): Grade of 'C' or better in TEC 165 or departmental permission. An introduction to shop safety, design, implementation and troubleshooting of mechanical and fluid power systems. Includes mechanical equipment alignment, balancing and leveling as well as calculations for gears, gearboxes and motor sheaves. Additionally, includes pump and valve operations as well as fluid contamination and control. Course fee.

**Credit hours:** 3 **Lecture contact hours:** 2 **Lab contact hours:** 2 **Typically offered:**  
Spring

### **TEC 250 Safety Management**

Accident causes and effects, OSHA, workers' compensation, accident investigation, safety audits, safety promotion and training and safety hazards and their prevention.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall

### **TEC 255 Project Management**

Focuses on how projects contribute to the goals of the organization. Students will examine a project manager's role in an organization, project management tools/techniques and the interpersonal skills needed to complete the project. Students may not receive credit for both TEC 255 and CTC 255.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **TEC 260 Alternative Energy-Biofuels**

Prerequisite(s): TEC 200 or departmental permission. An introduction to the production of energy from various forms of wood gasification technology. Students learn the construction and operation of wood gasification technology systems. Includes theory, concepts and hands-on-operation of wood gasification technology and energy efficiency. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Spring

### **TEC 265 Alternative Energy-Solar**

Prerequisite(s): TEC 200 or departmental permission. An introduction to the production of energy using various forms of solar technology. Students learn the construction and operation of passive and active solar technology systems. Includes theory, concepts and hands-on-operation of solar technology and energy efficiency. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Spring

### **TEC 270 Alternative Energy-Wind**

Prerequisite(s): TEC 200 or departmental permission. An introduction to the production of energy from various forms of wind turbine technology. Students learn the construction and operation of wind turbine technology systems. Includes theory, concepts and hands-on-operation of wind turbine technology and energy efficiency. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Spring

### **TEC 275 Automated Manufacturing**

Prerequisite(s): Grade of 'C' or better in TEC 165 or departmental permission. An introduction to shop safety, motor controllers, discrete input/output devices, programmable logic controllers (PLCs) including basic ladder logic, communications and troubleshooting as well as robotics applications. Course fee.

**Credit hours:** 3   **Lecture contact hours:** 2   **Lab contact hours:** 2   **Typically offered:**  
Spring

### **TEC 299 Technology Internship**

Prerequisite(s): 24 credit hours or equivalent experience. The technology internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. This internship course gives students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. This course may be repeated for a total of six credit hours.

**Credit hours:** 1-3   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:** Fall,  
Spring, Summer

# Theatre Courses

## Theatre (THE) courses

### **THE 101 Introduction to the Performing Arts**

The creative processes of transforming drama to stage, film and television. A study of the collaborations and contributions that the various artists make to the process. Intended to increase the audience's ability to think critically about the artistic experience. Buying tickets to and attendance at local productions required.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **THE 109 Performance Studies**

Exploration of the social, cultural and aesthetic aspects of performance through an examination of self and society. Course combines lecture, readings and individual student performances of oral and literary texts selected for their humanities-related content and their performance and literary values.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **THE 111 Theater in Education**

Educational Theater teaches students how to prepare a program that deals with a social or historical issue and then to take the program into area schools for presentation. Sometimes the students will use a written script by a professional author and sometimes they create their own.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **THE 112 Performance Project**

Theatre group will present a theater performance to various groups or for multiple showings in the



geographical area. This may include travel to locations including schools, day cares or event venues. (Check with the instructor if travel is an issue.) May be repeated for up to 3 hours.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring

### **THE 197 Selected Topics in Theater**

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than six credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor.

**Credit hours:** 1-3 **Lecture contact hours:** **Lab contact hours:** **Typically offered:** Upon demand

### **THE 205 Speech for the Elementary Classroom**

Speech activities in the elementary grades, correlating story telling, choral reading, creative dramatics and speech correction.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Spring (odd-numbered

years)

### **THE 210 Performance of Literature**

Individual performance of poetry, prose and drama. Designed for students who wish to develop skills in theatrical performance oral interpretation, aesthetic communication and literary study through performance.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

# Viticulture Courses

## Viticulture (VIN) courses

### VIN 105 Molecular Principles in Grape and Wine

This course puts emphasis on chemical fundamentals organic, biochemistry and applications with a focus on the grape and wine industry. It is recommended for students needing one semester of general chemistry as a prerequisite for VIN 268 Wine and Must Analysis.

**Credit hours:** 4 **Lecture contact hours:** 4 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring

### VIN 106 Physics for the Wine Industry

Prerequisite(s): MTH 103 An introduction to physical theories covering the content areas of mechanics, fluids, sounds, thermodynamics and their relationship to the grape and wine industry.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### VIN 108 Spanish for the Wine Industry I

This is a beginners Spanish course designed for the wine industry with a strong emphasis on oral and written communication. It covers basic grammar, as well as, vocabulary and situations pertinent to vineyard and winery operations. Topics include soil preparation, irrigation, planting, pruning, canopy management, disease and pest control, harvesting, crushing and pressing the fruit, winery sanitation, filling out paper work, safety and awareness of cultural differences.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### VIN 109 Spanish for the Wine Industry II

Prerequisite(s): VIN 108 This is an intermediate Spanish course designed for the wine industry with a

strong emphasis on oral and written communication. It covers basic grammar, as well as, vocabulary and situations pertinent to vineyard and winery operations. Topics include soil preparation, irrigation, planting, pruning, canopy management, disease and pest control, harvesting, crushing and pressing the fruit, winery sanitation, filling out paper work, safety and awareness of cultural differences.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **VIN 110 Introduction to Wine Microorganisms**

This course is an introduction to the variety of microorganisms frequently encountered in the wine making process, both beneficial and harmful. Topics include identification, physiology, morphology and biochemistry of various wine microorganisms.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring

### **VIN 111 Introduction to Viticulture and Vineyard Establishment**

This course is designed to introduce students to current practices for establishing a commercial vineyard and maintaining its health and productivity once established. Topics covered include varietal selection, site preparation, equipment, site selection, first season establishment, vine growth development and training, trellis systems, vine propagation, weed control and vine disease control. Field practicum sessions consisting of 16 hours of hands-on experience will be scheduled in area vineyards. Course fee.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **VIN 112 Botanical Viticulture**

This course is designed to provide students with an overview of the plant kingdom and to examine grapevine form and function from a botanical perspective. Topics to be covered include the specific characteristics of plants that distinguish them from other forms of life, divisions within the plant kingdom with representative members of each and plant classification. Plant cells, tissues, life cycles, structures and functions, especially as applied to grapevines will also be discussed, along with various aspects of plant and grapevine physiology, such as photosynthesis, respiration, nutrition, cold acclimation and hardiness and dormancy.

**Credit hours:** 4 **Lecture contact hours:** 3 **Lab contact hours:** 1 **Typically offered:**

Fall, Spring

### **VIN 117 Cold Climate Viticulture and Enology**

Prerequisite(s): VIN 111 or VIN 146. This course offers a practical understanding of the obstacles and promise of growing grapes and making wine in cold climates. Topics relating to cold climate production include history, physical limits of grapes, successful varieties, viticulture and enology methods for producing quality cold climate wine, the state of cold climate research, a review of resources and marketing strategies in cold climate regions.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring

### **VIN 130 New Wine Business Feasibility**

This course provides a systematic look at the different components of a successful wine or vineyard brand and assists students in creating a plan for a profitable business. Students will be exposed to key aspects of the business, including the regulatory climate for making and selling wine or grapes, financial frameworks to develop a vineyard and/or winery or to create a virtual brand and different models for profitability. Every student will be given the tools and frameworks to critically evaluate this competitive landscape and make decisions on a course of action.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring

### **VIN 132 Entrepreneurial Finance and Accounting for Wine Businesses**

This course focuses on the financing decisions faced by entrepreneurs. During the first section of this course students will learn the basics of financial accounting and planning, including financial statements and pro forma preparation and analysis. In the second section, students are introduced to the concepts of financial management, including the time value of money, profitability and break-even analysis, capital budgeting and management and cash flow analysis. The third section of the course focuses on analyzing capital funding and financing options and needs, including business valuation models and raising capital through debt, equity and community resources.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring

### **VIN 146 Introduction to Enology**

This course is based on the fundamentals of the science and technology of winemaking. Introduction to Enology targets the home winemaker and those interested in exploring winemaking as a career, either as a cellar worker or as a new winery owner. During this course, students will build a basic understanding of winemaking, including making wine from a kit. Winery observation sessions total 8 hours of observation at a regional commercial winery is required.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring, Summer

### **VIN 147 Fruit Wine Production**

Prerequisite(s): VIN 146 This course will cover the history of fruit wine making, starting a fruit winery, production processes, quality control, faults and flaws, stability tests, marketing, sales and legal regulations. Students will gain an understanding of the special idiosyncrasies of the various fruits available to make commercial grade fruit wine.

**Credit hours:** 2 **Lecture contact hours:** 2 **Lab contact hours:** 0 **Typically offered:**  
Fall, Spring, Summer

### **VIN 148 Winery Sanitation**

Prerequisite(s): VIN 146 This is a course in the basic science and technology of winery sanitation. This course covers all methods used for winery sanitation including but not limited to, chemical reagents, thermal treatments leading to sterile bottling. The course covers sanitation processes for the entire winery premises, including but not limited to, tanks, pumps, filters, oak barrels and sampling equipment. Environmental issues and legal compliance are also addressed.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **VIN 160 Winery Equipment Operation**

Prerequisite(s): VIN 146 or permission This course covers process technologies and process systems that are used in modern commercial wineries This course will provide an overview of winemaking systems including winemaking operations and equipment, barrel aging and barrel management, membrane separation processes, specialized contacting systems, cleaning and sanitation systems, process control systems, refrigeration systems, air conditioning and humidity systems, electrical systems, waste water systems, solid waste handling and work place safety.

**Credit hours:** 2 **Lecture contact hours:** 2 **Lab contact hours:** 0 **Typically offered:**

Upon demand

### **VIN 174 Wines of the World**

This course is appropriate for commercial winemakers who want to understand how wines they produce compare and contrast with the most popular and important wine styles around the globe. It also will be of benefit to the wine enthusiast who is interested in reaching advanced levels of appreciation and an understanding of global benchmarks. Students will practice sensory analysis at home to develop their sensory skills and techniques. Students must be 21 years of age.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **VIN 197 Special Topics in Viticulture and Enology**

This is a variable content course that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated if the topics differ; however, no more than six credits may count toward any degree.

**Credit hours:** 1-3   **Lecture contact hours:**   **Lab contact hours:**   **Typically offered:** Upon  
demand

### **VIN 202 Legal Aspects of Vineyard and Winery Operations**

This course will introduce students to the general concepts and issues relating to the creation and operation of a vineyard and winery. The course will explain general legal concepts related to real estate ownership, review and analyze typical contracts affecting vineyard/winery ownership and operations, compare and contrast various business formation and operation concepts, outline insurance and other business operation needs of the commercial vineyard/winery owner or manager, identify and discuss governmental agencies and regulations affecting commercial vineyard/winery ownership and management, introduce and analyze employment relationships and describe miscellaneous legal issues and areas specifically related to the operation of a vineyard.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### **VIN 211 Integrated Pest Management**

Effective grape production depends on the grower developing a system of grape management that is appropriate for each vineyard. Decisions need to be made for how to manage all of the normal cultural

practices such as planting, fertility, harvesting and pruning as well as managing the insect, disease and weed problems that occur either regularly or sporadically. The information in this course will address management issues related to common, expected pest problems as well as the occasional appearance of minor pest problems.

**Credit hours:** 2 **Lecture contact hours:** 2 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **VIN 212 Winter Viticulture Technology**

Prerequisite(s): VIN 111 This course is designed to provide students initiated in the field of viticulture practical experience in winter vineyard operations. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course that will serve as work experience for those seeking employment in commercial viticulture. Course fee.

**Credit hours:** 2 **Lecture contact hours:** 1 **Lab contact hours:** 2 **Typically offered:**  
Upon demand

### **VIN 213 Regional Vineyard Management**

Prerequisite(s): VIN 111 and VIN 212 or permission. This course is a study of commercial grape growing in representative regions of the United States. Topics include cultivars, vine nutrition, irrigation, canopy management, pests, maturity sampling and harvest, balanced pruning/cropping and cold injury.

**Credit hours:** 2 **Lecture contact hours:** 2 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **VIN 214 Spring Viticulture Technology**

Prerequisite(s): VIN 111 and VIN 212 or permission. This course is designed to provide students initiated in the field of viticulture practical experience in winter vineyard operations. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course that will serve as work experience for those seeking employment in commercial viticulture. Course fee.

**Credit hours:** 2 **Lecture contact hours:** 2 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **VIN 215 Summer and Fall Viticulture Technology**

Prerequisite(s): VIN 111 and VIN 214 or permission. This course is designed to provide students initiated

in the field of viticulture practical experience in summer/fall vineyard operations. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course that will serve as work experience for those seeking employment in commercial viticulture. Course fee.

**Credit hours:** 2 **Lecture contact hours:** 1 **Lab contact hours:** 2 **Typically offered:**  
Upon demand

### **VIN 246 Intermediate Enology-Harvest and Crush**

Prerequisite(s): VIN 146 or permission. This course in the science and technology of winemaking is intended for the experienced intermediate winemaker, the winery employee interested in career development or the advanced home winemaker that is seeking new challenges. This course will focus on advanced science and technology concepts of winemaking as it relates to pre-harvest, fruit harvest and procedures involved in juice and must preparation. Basic organic chemistry, microbiology and some mathematics familiarity are recommended. Course Fee.

**Credit hours:** 2 **Lecture contact hours:** 2 **Lab contact hours:** 0 **Typically offered:**  
Fall

### **VIN 247 Intermediate Enology-Post Harvest**

Prerequisite(s): VIN 146 or permission. This course in the science and technology of winemaking is intended for the experienced intermediate winemaker, the winery employee interested in career development or the advanced home winemaker that is seeking new challenges. This course will focus on advanced science and technology concepts of winemaking as it relates to post-harvest activities including blending correction, aging of wine, clarification, fining, wine analysis and bottling. Basic organic chemistry, microbiology and some mathematics familiarity are recommended. Course fee.

**Credit hours:** 2 **Lecture contact hours:** 2 **Lab contact hours:** 0 **Typically offered:**  
Spring

### **VIN 250 Equipment Technology for the Entrepreneur**

Prerequisite(s): VIN 130, VIN 132 and VIN 111 or VIN 146 or permission. This course covers equipment and technologies used in vineyard establishment and management systems used in modern commercial vineyards. An overview of vineyard establishment technologies will include soil mapping and preparation; irrigation set-up; planting systems; and vineyard trellis construction. Management equipment includes herbicide and air blast sprayers; irrigation and frost control equipment; cultivators; mechanisms used to bury the graft unions or vines for winter protection; equipment for either



mechanical or manual pruning, shoot thinning, shoot positioning, fruit thinning, leaf removal and harvesting; soil mapping technology; climate monitoring equipment; fertilizer and lime application; and work place safety.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **VIN 257 Fall Wine Production Internship**

Prerequisite(s): VIN 146, VIN 148, VIN 160, VIN 246, VIN 247 or permission. This course is designed for the individual anticipating a career in the wine industry. This course (internship) is designed to provide a student who has completed major course sequences with an intense level of practical and realistic winery operation experiences, sufficient to equip him/her with sufficient skills and work experience for an entry-level position in the wine industry. Students involved in this program will participate in a full time Crush Season internship at a supporting winery and are expected to use the time and opportunities to further their understanding of the winemaking process and common winery operations. Course fee.

**Credit hours:** 3 **Lecture contact hours:** 0 **Lab contact hours:** 6 **Typically offered:**  
Fall

### **VIN 259 Cellar Operations Technology**

Prerequisite(s): VIN 257 or permission. This course is designed to provide students initiated in the field of enology with actual and practical exposure to the technology of wine making as is performed during the passive vineyard periods associated with winter. The student is expected to improve his understanding of the methods and science involved by on-site participation in each of the various activities associated with finished wine production. The course is designed to serve as actual practical exposure and may qualify as experience for those seeking employment in commercial enology. Course fee.

**Credit hours:** 2 **Lecture contact hours:** 2 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **VIN 266 Sensory Evaluation**

Prerequisite(s): VIN 146 or permission. This is a course intended for those individuals who need to develop an understanding of the principles of sensory evaluation used in commercial wine making. It will also be of benefit to the wine enthusiast who is interested in reaching advanced levels of appreciation as well as to the producer, the wine merchant and ultimately the enologist, who by the

nature of their profession need to discern flavors and establish tasting benchmarks. Students will utilize sensory kits and workshops to further their sensory evaluation skills and techniques. The course will include lectures, demonstrations and two day workshop. Students must be at least 21 years of age to enroll in this course. Course fee.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **VIN 268 Wine and Must Analysis**

Prerequisite(s): VIN 105 and VIN 146 or permission. Principles of grape juice and wine analysis and the reasons for use of each analysis. Analyses of a practical and useful nature are chosen for the laboratory exercises demonstrating various chemical, physical and biochemical methods. Students are required to attend one two-day laboratory workshop. Numerous workshop options are offered across the United States.. Course fee.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **VIN 270 Marketing for the Small Winery**

This course explores the marketing strategies for small wineries. During the course, students will build a basic understanding of different aspects of marketing such as label design and packaging, tasting room promotion and general marketing principles. It will also introduce various marketing channels including, social media, e-mail, word of mouth and winery web sites.

**Credit hours:** 2 **Lecture contact hours:** 2 **Lab contact hours:** 0 **Typically offered:**  
Fall

### **VIN 271 Marketing for the Wine Business Entrepreneur**

Prerequisite(s): VIN 130, VIN 132 and (VIN 111 or VIN 146) or permission. This course explores the strategies and tactics that a winery would utilize to develop a strong marketing program. The students will develop a marketing plan, incorporating online technology, social media, including the application of blogs and social networking accounts to market both winery retail and wholesale markets. The course will conclude with a student presentation of a marketing package directed at a specific target market.

**Credit hours:** 3 **Lecture contact hours:** 3 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

## **VIN 272 Winery Tasting Room Management**

This course will explore all aspects of managing a winery tasting room. It will cover topics such as tasting room "look and feel," merchandizing, customer service, customer relationships, sales opportunities, sensory evaluation, staff training and the importance of leadership. The focus will be on customer service and customer loyalty.

**Credit hours:** 2   **Lecture contact hours:** 2   **Lab contact hours:** 0   **Typically offered:**  
Spring

## **VIN 275 Financial Management for the Wine Business Entrepreneur**

Prerequisite(s): VIN 130, VIN 132 and VIN 111 or VIN 146 or permission. This course integrates wine production with the management of a commercial operation and its strategic business units. In the process, marketing, financial management, strategic business management, legal structures, leadership organization development and the breadth of the value chain are all examined as they relate to a commercial grape and wine production facility.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **VIN 276 Advanced Tasting Room Management**

Prerequisite(s): VIN 130, VIN 132 and VIN 111 or VIN 146 or permission. This course explores the key components needed to optimize sales and profitability for tasting room management. The class will focus on direct sales and tasting room activities, wine club management, direct shipping, inventory control, promotions and merchandising, customer relationship management, winery events management, employee compensation issues and employee training.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **VIN 280 Winery Establishment and Design**

Prerequisite(s): VIN 130, VIN 132 VIN 111 or VIN 146 or permission. This course will discuss the major aspects of winery establishment and design, including the legal and regulatory process, layout, design and building; economics; cash flow; marketing and investment generation.

**Credit hours:** 2   **Lecture contact hours:** 2   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **VIN 285 Addressing Human Resources**

Prerequisite(s): VIN 130, VIN 132 and VIN 134 or VIN 111 or VIN 146 or permission. The course will explore the different specialties that fall under the broad heading "Human Resources" and the skills necessary to succeed in them. Topics such as labor relations, global HR, executive compensation, employee development, employee law organization styles, leadership, motivation, adaptation, employee/employer rights and responsibilities employee manual and communications will be covered.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **VIN 290 Vineyard and Winery Safety**

An introduction to safety and procedures specific to the vineyard and winery. This course will include general history of food and beverage safety and health issues, ergonomics, OSHA safety rules and safety issues and concerns specific to the grape and wine industry.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **VIN 293 Soils for Viticulture**

The course will explore soil properties and behavior and their influence on wines. The course focuses not only on growth and production, but on the long-term effects of viticulture on soil quality and the wider environment.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **VIN 295 Developing a Business Plan for a Commercial Vineyard/Winery**

***Prerequisite: VIN 130, VIN 132 and VIN 111 or VIN 146 or permission This capstone course provides the students an opportunity to use the knowledge and skills gained from the previous courses in the business and entrepreneurship track to create a wine industry business plan.***

The primary course outcome is a major project in the form of a realistic and fully-integrated 5-year strategic business plan including a financial model and supporting materials.

**Credit hours:** 3   **Lecture contact hours:** 3   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

# Workplace Employability Skill Courses

## Workplace Employability Skills (WES) courses

### WES 110 Career Preparation

This course will prepare students for a job search and interview. Topics will include how to find job openings, how to research companies and jobs, resume writing, creating online portfolios, how to prepare for interviews, how to dress for interviews and what to do before, during and after an interview. Students will also learn how to manage their online presence. As part of this course, students will take the WorkKeys Career Readiness Certification Test.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### WES 115 Introductory Business Communication

This course provides students with the skills needed to clearly express ideas through verbal and written communication. Topics will include interpersonal communications, verbal communication, written communication, written communication using electronic tools such as email, texting and social media. Students will also learn techniques to improve listening skills, public speaking skills and how to deliver effective presentations.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

### WES 120 Negotiating and Conflict Resolution

This course provides students with negotiating and conflict resolution skills needed for success in the workplace. Students will also learn how to improve their interpersonal sensitivity by respecting different perspectives, views and ideas of others in the workplace.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **WES 125 Interpersonal Skills**

This course prepares students for the workplace by developing teamwork and leadership skills. Students will learn how to present a positive, professional image.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **WES 130 Personal Competency**

This course will prepare students for the workplace by improving their personal competency. Specific skills that will be covered include initiative, self-motivation, drive, flexibility, independence, self-awareness and stress tolerance. Students will have an opportunity to increase their self-awareness through a personality assessment tool. Students will also learn how to increase their commercial awareness.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **WES 135 Professionalism**

This course prepares students to behave professionally in the workplace. Topics covered in this class include business etiquette, how to dress for the workplace, online professionalism and how to project a professional image when working in office, on the job or customer site or remotely, such as from home.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **WES 140 Critical Thinking**

This course prepares students to reach better decisions and solutions by improving their critical thinking skills. Students will learn the principles and process of critical thinking and how to apply them in the workplace.

**Credit hours:** 1   **Lecture contact hours:** 1   **Lab contact hours:** 0   **Typically offered:**  
Upon demand

## **WES 145 Business Ethics**

This course will challenge the student to heighten ethical conscience as an individual as well as within an organizational structure. Students will be challenged to develop a personal system of integrity,

professionalism and honesty while understanding the ethical paradigms of others. Through this course, students will examine the importance of developing an ethical structure prior to facing an ethical dilemma. This course will focus on ethics as a lifelong commitment, regardless of environment. Students may not receive credit for both EPR 170 and WES 145.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **WES 150 Global Business Skills**

This course prepares students for work in the global business environment. Students will learn cultural differences in business practices, international business etiquette and how to overcome language barriers. Students will learn how to understand and appreciate differences in other cultures.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **WES 155 Customer Service**

This course helps students learn the skills necessary to serve as an effective interface between customers and the organization offering products and/or services. Emphasis is placed on the development of communication skills that enhance and establish long-term customer relationships. Students may not receive credit for both EPR 145 and WES 155.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **WES 160 Planning and Organizational Skills for the Workplace**

This course provides students with resources to better develop their planning and organizational skills. Students will learn time management and action planning techniques to work more effectively. Project management techniques will also be covered.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

### **WES 165 Practical Mathematics for the Workplace**

This course provides students with basic math skills needed for success in the workplace. Topics include math fundamentals; interpretation of graphs and tables; calculating ratios, percentages,

dilution calculations, load equations, tolerances; time calculations; unit conversions; basic statistics; basic algebra; using calculators; using measurement devices.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
Upon demand

## **WES 170 Introduction to Computers**

This course provides students with an introduction to computers, including basic computer functions; file management; basic troubleshooting; using operating systems; internet navigation; overview of Microsoft Office Word, Excel, PowerPoint and Outlook. Students may not receive credit for both CIS 100 and WES 170.

**Credit hours:** 1 **Lecture contact hours:** 1 **Lab contact hours:** 0 **Typically offered:**  
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# Faculty and Administrative Staff

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