
GENERAL EDUCATION

General Education Goals

State Fair Community College faculty and staff maintain the belief that a core of learning experiences exist that are invaluable to all students regardless of their present or future roles in the workplace and the community. These core experiences which are addressed and assessed in the general education program, are consistent with the required skill-based and knowledge-based learning outcomes identified by the Missouri Coordinating Board for Higher Education (CBHE). They are also consistent with the college's Institutional Learning Outcomes (ILOs) that students will achieve upon completion of their general or specialized study.

The CBHE outcomes include mastering the skills of communicating, higher-order thinking, managing information and valuing. They also include acquiring knowledge in the areas of social and behavioral sciences, humanities and fine arts, mathematics, and life and physical sciences. The ILOs include thinking critically, communicating effectively, behaving responsibly, valuing others, developing life skills, utilizing technology, and investigating world processes. Students acquire these outcomes through a 42-hour block of core general education courses as well as additional electives.

General Education Matrix

Skill Area: Communicating

To develop students' effective use of the English language and quantitative and other symbolic systems essential to their success in school and in the world. Students should be able to read and listen critically and to write and speak with thoughtfulness, clarity, coherence, and persuasiveness.

Skill Area: Higher-Order Thinking

To develop students' ability to distinguish among opinions, facts, and inferences; to identify underlying or implicit assumptions; to make informed judgments; and to solve problems by applying evaluative standards.

Skill Area: Managing Information

To develop students' abilities to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions.

Skill Area: Valuing

To develop students' abilities to understand the moral and ethical values of a diverse society and to understand that many courses of action are guided by value judgments about the way things ought to be. Students should be able to make informed decisions through identifying personal values and the values of others and through understanding how such values develop. They should be able to analyze the ethical implications of choices made on the basis of these values.

Knowledge Area: Social and Behavioral Sciences

To develop students' understanding of themselves and the world around them through study of content and the processes used by historians and social and behavioral scientists to discover, describe, explain, and predict human behavior and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others. (Students must fulfill the state statute requirement of the Missouri Constitution.)

Knowledge Area: Humanities and Fine Arts

To develop students' understanding of the ways in which humans have addressed their condition through imaginative work in the humanities and fine arts; to deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic, and historical circumstances; and to appreciate the world of the creative imagination as a form of knowledge.

Knowledge Area: Mathematics

To develop students' understanding of fundamental mathematical concepts and their applications. Students should develop a level of quantitative literacy that would enable them to make decisions and solve problems and which could serve as a basis for continued learning. (The mathematics requirement for general education should have the same prerequisite(s) and level of rigor as college algebra.)

Knowledge Area: Life and Physical Science

To develop students' understanding of the principles and laboratory procedures of life and physical sciences and to cultivate their abilities to apply the empirical methods of scientific inquiry. Students should understand how scientific discovery changes theoretical views of the world, informs our imaginations, and shapes human history. Students should also understand that science is shaped by historical and social contexts.

ASSOCIATE OF ARTS DEGREE REQUIREMENTS

GENERAL EDUCATION CORE	42 Hours	
COMMUNICATIONS		SOC100 General Sociology 3
3 Courses Required	9 Hours	SOC102 Marriage and Family 3
ENGL101 English Composition I	3	LITERATURE
ENGL102 English Composition II	3	1 Course Required
SPTH101 Public Speaking	3	LIT101 Introduction to Literature 3
		LIT104 Masterpieces Before 1650 3
AMERICAN INSTITUTIONS		LIT105 Masterpieces After 1650 3
1 Course Required	3 Hours	LIT107 American Literature 3
HIST101 U.S. History Before 1877	3	LIT109 English Literature 3
HIST102 U.S. History Since 1877	3	LIT114 Topics in Literature 3
POLS101 American/National Government	3	
These courses satisfy the state requirement for the Missouri Constitution. Students transferring credit for American history or national government from out-of-state must complete POLS102 Missouri Constitution.		
SOCIAL SCIENCES		FINE ARTS
1 Course Required	3 Hours	1 Course Required
BADM101 Introduction to Business	3	ART101 Art Appreciation 3
ECON101 Principles of Economics I-Macro	3	ART120 Modern Art History 3
ECON102 Principles of Economics II-Micro	3	MUS101 Music Appreciation 3
GEOG101 World Geography	3	MUS103 Music History and Literature I 3
HIST108 World Civilization Before 1500	3	MUS104 Music History and Literature II 3
HIST109 World Civilization Since 1500	3	SPTH107 Introduction to Theater 3
POLS103 Introduction to Political Science	3	
BEHAVIORAL SCIENCES		HUMANITIES
1 Course Required	3 Hours	1 Course Required
BADM107 Personal Finance	3	AGRI106 Global Agriculture 3
PSY101 General Psychology	3	FREN101 Elementary French I 3
PSY102 Child Psychology	3	PHIL101 Introduction to Philosophy 3
PSY104 Psychology of Personal Adjustment	3	PHIL102 Ethics 3
		PHIL104 Living Religions 3
		SOC120 American Diversity 3
		SPAN101 Elementary Spanish I 3

MATHEMATICS**1 Course Required 3 Hours**

MATH114	
College Algebra	3
MATH116	
Finite Math	3
MATH117	
Contemporary Mathematics	3
MATH120	
Trigonometry	3
MATH122	
Precalculus Math	5
MATH125	
Calculus for Business	3
MATH127	
Business Statistics	3
MATH130	
Calculus and Analytic Geometry I	5

NATURAL SCIENCES**2 Courses Required 8 Hours**

One course must be from Group A (laboratory requirement). The additional course must have a different subject prefix.

A. Select one course:

BIO112	
Introduction to Biology w/Lab	5
BIO125	
Biology I w/Lab	5
BIO140	
Introduction to Biotechnology I	5
CHEM101	
Introduction to Chemistry w/Lab	5
CHEM113	
Fundamentals of Chemistry w/Lab	5
CHEM123	
General Chemistry I w/Lab	5
EASC101	
Introduction to Earth Sciences w/Lab	5
EASC106	
Physical Geology w/Lab	5
PHYS105	
College Physics I w/Lab	5
PHYS118	
General Physics I w/Lab	5

B. Select another course from Group A or a course from Group B with a different subject prefix:

BIO100	
Introduction to Biological Sciences	3
BIO103	
Human Biology	3
BIO105	
Wildlife Conservation	3
BIO207	
Human Anatomy w/Lab	4
BIO208	
Human Physiology w/Lab	4

BIO210	
Principles of Genetics w/Lab	4
EASC116	
Environmental Science	3
EASC120	
Introduction to Astronomy	3
PHYS103	
Introduction to Physical Science	3

WELLNESS**1 Course Required 1 Hour**

HLTH101	
Personal Health/Fitness	2
PEAC116	
Building Fitness for Life I	1
PEAC117	
Building Fitness for Life II	1
PEAC118	
Aerobics	1
PEAC119	
Low Impact Aerobics	1
PEAC121	
Women and Health	1
PEAC122	
Applied Wellness	1
PPRO106	
Introduction to Physical Education in the Elementary School	2

GENERAL EDUCATION ELECTIVE

Select an additional general education course from the preceding courses listed if needed for a minimum total of 42 hours of general education.

GENERAL EDUCATION MINIMUM TOTAL 42 Hours**ELECTIVES 22 Hours**

Additional courses numbered 100 or above may include 12 hours of restricted electives from technical training in the military or from technical courses taken at an accredited college. Additional physical education activity courses (PEAC prefix) may be accepted as elective credit for a maximum of two credit hours. Veterans, members of the National Guard, and active duty military personnel may receive two hours of physical education activity elective credit by presenting a copy of their DD214 or similar record.

ASSOCIATE OF ARTS DEGREE**MINIMUM TOTAL: 64 Hours**

ASSOCIATE OF ARTS IN TEACHING

The Associate of Arts in Teaching degree prepares students with a foundation in educational principles, theory and practice, and exposes them to complex problems and relationships in the field of education. Teachers play an essential role in fostering the intellectual and social development of children in their formative years. Using a variety of active learning approaches, teachers help children understand abstract principles, solve problems, and develop critical thought processes. Whether desiring to teach preschool, middle school or high school, teachers provide the tools and the environment for their students to develop into responsible citizens. Any Missouri community college student who has earned an A.A.T. degree is guaranteed consistent treatment by the majority of four-year transfer institutions. Completing the A.A.T. is the first step to achieving a Bachelor of Arts or a Bachelor of Science in Education degree.

Bachelor's degree institutions with teacher education programs have different requirements. It is essential to work with your SFCC advisor to select the correct courses (categories indicated with * in the Program Requirements) you need for the transfer institution of your choice.

Other A.A.T. Requirements:

1. Minimum cumulative GPA of 2.5 and institutional GPA of 2.0 to apply for graduation.
2. Successful completion of the C-BASE (minimum score of 235 on each sub-section).
3. Take the required college exit exam.

**Suggested Electives

EDUC218	Children's Literature	3
MUS230	Music in the Elementary School	2
FREN101	Elementary French I (or)	
SPAN101	Elementary Spanish I	3
ECON101	Principles of Economics I - Macro	3

A student who meets all course requirements for the A.A.T. but does not have a 2.5 GPA, (but has at least a cumulative 2.0 GPA) and has not successfully completed the C-BASE may still graduate with an A.A. degree.

Program Requirements

Freshman Year

ENGL101	English Composition I	3
*	Fine Arts Course	3
SPTH101	Public Speaking	3
GEOG101	World Geography	3
POLS101	American/National Government	3
	Total	15

ENGL102	English Composition II	3
*	Mathematics Course	3
EDUC205	Teaching Profession with Field Experience	3
HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History Since 1877	3
PSY102	Child Psychology	3
*	Wellness Course	1
	Total	16

Sophomore Year

EDUC209	Foundations of Education	3
EASC101	Introduction to Earth Sciences w/Lab (or)	
PHYS105	College Physics I w/Lab	5
EDUC212	Technology for Teachers	3
*	Literature Course	3
*	Humanities Course	3
	Total	17

BIO112	Introduction to Biology w/Lab (or)	
BIO125	Biology I w/Lab	5
EDUC220	Educational Psychology	3
**	Elective Courses	9
	Total	17

Degree Total 65

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

ASSOCIATE OF APPLIED SCIENCE GENERAL EDUCATION REQUIREMENTS

GENERAL EDUCATION MINIMUM TOTAL	10 Hours		
COMMUNICATIONS	3 Hours	PEAC119	
ENGL101		Low Impact Aerobics	1
English Composition I	3	PEAC121	
ENGL102		Women and Health	1
English Composition II	3	PEAC122	
ENGL110		Applied Wellness	1
Business Communications	3		
ENGL112			
Technical Writing	3		
MATHEMATICS	3 Hours		
MATH101			
Business Math	3		
MATH107			
Technical Math I	3		
MATH108			
Technical Math II	3		
MATH112			
Intermediate Algebra	3		
MATH114			
College Algebra	3		
MATH116			
Finite Math	3		
SOCIAL SCIENCE	3 Hours		
HIST101			
U.S. History Before 1877	3		
HIST102			
U.S. History Since 1877	3		
POLS101			
American/National Government	3		
<p>These courses satisfy the state requirement for the Missouri Constitution. Students transferring credit for American history or national government from out-of-state must complete POLS102 Missouri Constitution.</p>			
WELLNESS	1 Hour		
<p>All students, except those in Allied Health programs, must complete the one credit hour wellness requirement. Select <u>one</u> of the following:</p>			
HLTH101			
Personal Health/Fitness	2		
PEAC116			
Building Fitness for Life I	1		
PEAC117			
Building Fitness for Life II	1		
PEAC118			
Aerobics	1		
		GENERAL EDUCATION ELECTIVES	
		MINIMUM TOTAL	6 Hours
		<p>Each A.A.S. degree program includes six hours of general education elective courses from <u>two</u> of the following areas:</p>	
		COMMUNICATING	
		ENGL101, ENGL102, ENGL110, ENGL112, SPTH101	
		MATHEMATICS	
		MATH101, MATH107, MATH108, MATH112, MATH114, MATH116	
		SOCIAL AND BEHAVIORAL SCIENCES	
		BADM101, BADM107, ECON101, ECON102, HIST108, HIST109, PSY101, PSY102, SOC100	
		HIGHER ORDER THINKING	
		BADM103, ENGL102, LIT104, SOC120	
		VALUING	
		PHIL101, PHIL104, SOC102, SOC120	
		MANAGING INFORMATION	
		CAPP125, CIS103, ENGL101, ENGL102, HEOC140	
		LIFE AND PHYSICAL SCIENCE	
		AGRI108, AGRI118, BIO207, BIO208, CHEM101, CHEM113, PHYS103, PHYS105, PHYS125	
		HUMANITIES AND FINE ARTS	
		ART101, FREN101, LIT101, LIT104, LIT105, LIT107, LIT109, LIT114, MUS101, PHIL101, PHIL102, PHIL104, SOC120, SPAN101, SPAN120, SPTH107	
		TOTAL A.A.S. GENERAL EDUCATION	
		MINIMUM	16 Hours
		<p>On the following pages the program requirements, including the general education requirements, for each A.A.S. degree the college offers are listed. Requirements for Professional Certificates are also listed.</p>	

A.A.S. IN ACCOUNTING

The Accounting program prepares students with a foundation in accounting principles, theory and practice, and exposes them to complex problems and relationships in fields of business, cost management, tax and economics. Persons planning a career in accounting should have an aptitude for mathematics; be able to analyze, compare and interpret facts and figures quickly; and make sound judgments based on this knowledge. They must be good at working with people as well as with business systems and computers. Accuracy and the ability to handle responsibility with limited supervision are important. Perhaps most important, accountants should have high standards of integrity. The practical skills you receive from this program will prepare you for a variety of employment opportunities including financial accountant, bookkeeper, income tax preparer, payroll specialist, or cost/management accountant.

General Education Requirements	16 Hours
Communications ENGL101	3
Mathematics MATH101 (or) MATH112	3
Social Science HIST101 (or) HIST102 (or) POLS101	3
Wellness HLTH101, PEAC116, PEAC117, PEAC118, PEAC119, PEAC121 (or) PEAC122	1
General Education Electives (As determined by the department and are included in the Program Requirements.)	6

Program Requirements

*Courses to complete with a grade of C or higher

Freshman Year

*ACCT109	Applied Accounting Procedures	3
*CAPP125	Microcomputer Applications	3
ENGL101	English Composition I	3
*MATH101	Business Math (or)	
*MATH112	Intermediate Algebra	3
BADM101	Introduction to Business	3
*OADM121	Calculators	1
	Total	16

*ACCT101	Principles of Financial Accounting	3
ENGL110	Business Communications	3
*CAPP166	Excel	3
BADM107	Personal Finance	3
HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History Since 1877 (or)	
POLS101	American/National Government	3
	Wellness Course	1
	Total	16

Sophomore Year

*ACCT102	Managerial Accounting	3
*ACCT203	Intermediate Financial Accounting I	3
*ACCT132	Business Taxation	3
ECON101	Principles of Economics I-Macro	3
BADM103	The Legal Environment of Business	3
SS120	Employment Strategies	1
	Total	16

*ACCT220	Current Topics in Accounting	3
*ACCT137	Introduction to Federal Taxation	3
*ACCT125	Computerized Accounting Applications	3
BSMT125	Human Relations (or)	
SPTH101	Public Speaking	3
*ACCT175	Accounting Internship	4
	Total	16

Degree Total 64

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

A.A.S. IN AGRICULTURE

Agriculture is one of the largest and most diverse industries in the world. Careers in agriculture are exciting and self-satisfying, the opportunities are numerous and the salaries competitive. Students interested in agriculture are self-motivated, goal-oriented, and take a tenacious, creative approach to problem solving. The technical and business skills to be gained at SFCC will provide an advantage to work on the family farm or pursue a job in agribusiness. The A.A.S. in Agriculture provides a vast assortment of opportunities. Firms supply farmers with fertilizer, seed, feed, fuel, chemicals, machinery, equipment, marketing, credit and supplies. Agribusinesses also produce and buy, process, package, transport, and deliver livestock and products to the consumer. In agribusiness, trained staff familiar with agriculture, marketing, accounting, economics, and public relations is a must. Programs combine instruction with job experience. In addition to regular classroom hours, students work for a major industry in the career field chosen with an occupational internship. These internships provide a unique opportunity to apply the knowledge acquired in class to work situations.

General Education Requirements	16 Hours
Communications ENGL101 (or) ENGL110 (or) ENGL112	3
Mathematics MATH101 (or) MATH112	3
Social Science HIST101 (or) HIST102 (or) POLS101	3
Wellness HLTH101, PEAC116, PEAC117, PEAC118, PEAC119, PEAC121 (or) PEAC122	1
General Education Electives (As determined by the department and are included in the Program Requirements.)	6

Program Requirements

Freshman Year

AGRI101	Ag Leadership and Issues I	2
AGRI118	Plant Science	3
MATH101	Business Math (or)	
MATH112	Intermediate Algebra	3
AGRI120	Soils I	3
AGRI129	General Horticulture	3
AGRI125	Natural Resources	3
	Total	17

AGRI102	Ag Leadership and Issues II	1
AGRI132	Agriculture Economics	3
AGRI127	Farm Chemicals	3
AGRI108	Animal Science	3
AGRI175	Occupational Internship	8
	Total	18

Sophomore Year

AGRI103	Ag Leadership and Issues III	2
	Wellness Course	1
AGRI116	Animal Nutrition	3
AGRI134	Marketing Farm Commodities	3
BSMT110	Salesmanship	3
AGRI138	Ag Business Management	3
AGRI114	Livestock Management	3
ACCT126	Introduction to Quickbooks	1
	Total	19

AGRI104	Ag Leadership and Issues IV	1
CAPP125	Microcomputer Applications	3
HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History Since 1877 (or)	
POLS101	American/National Government	3
AGRI121	Soils II	3
AGRI136	Ag Credit and Finance	3
ENGL101	English Composition I (or)	
ENGL110	Business Communications (or)	
ENGL112	Technical Writing	3
SS120	Employment Strategies	1
	Total	17

Degree Total 71

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

A.A.S. IN AGRICULTURE WITH EMPHASIS IN HORTICULTURE

Workers in landscaping, groundskeeping, nursery, greenhouse, and lawn service occupations are responsible for the variety of tasks necessary to achieve a pleasant and functional outdoor environment. They also care for indoor gardens and planting in commercial and public facilities. Nursery and greenhouse workers help cultivate plants. Managers make decisions about type and quantity of plants to be grown; purchase seed, fertilizers, and chemicals; hire employees; manage record keeping and marketing; and oversee operations. Landscape contractors usually follow designs of a landscape architect to install trees, shrubs, sod, and ornamental features. Groundskeepers maintain a variety of facilities including athletic fields, golf courses, cemeteries, college campuses and parks. The Horticulture program will prepare students for numerous career opportunities with practical experience in a fully equipped greenhouse and internships to enhance the classroom learning experiences.

Program Requirements

Freshman Year			
AGRI101	Ag Leadership and Issues I		2
AGRI147	Plant Identification		4
ENGL101	English Composition I (or)		
ENGL110	Business Communications (or)		
ENGL112	Technical Writing		3
AGRI120	Soils I		3
AGRI129	General Horticulture		3
AGRI118	Plant Science		3
	Total		18
AGRI102	Ag Leadership and Issues II		1
AGRI132	Agriculture Economics		3
AGRI127	Farm Chemicals		3
AGRI152	Turf Management		4
AGRI151	Landscape Design and Maintenance		3
AGRI175	Occupational Internship		4
	Total		18
General Education Requirements	16 Hours	Summer Session	
Communications	3	AGRI175	Occupational Internship 4
ENGL101 (or) ENGL110 (or) ENGL112		Sophomore Year	
Mathematics	3	AGRI103	Ag Leadership and Issues III 2
MATH101 (or) MATH112			Wellness Course 1
Social Science	3	AGRI125	Natural Resources 3
HIST101 (or) HIST102 (or) POLS101		CAPP125	Microcomputer Applications 3
Wellness	1	HIST101	U.S. History Before 1877 (or)
HLTH101, PEAC116, PEAC117, PEAC118,		HIST102	U.S. History Since 1877 (or)
PEAC119, PEAC121 (or) PEAC122		POLS101	American/National Government 3
		AGRI138	Ag Business Management 3
		AGRI174	Crop and Insect Scouting 2
		Total	17
General Education Electives	6	AGRI104	Ag Leadership and Issues IV 1
(As determined by the department and are included in the Program Requirements.)		MATH101	Business Math (or)
		MATH112	Intermediate Algebra 3
		AGRI136	Ag Credit and Finance 3
		AGRI168	Commercial Applicator Licensing 2
		ACCT126	Introduction to Quickbooks 1
		AGRI154	Greenhouse Management w/Lab 4
		AGRI179	Innovative Horticulture 1
		SS120	Employment Strategies 1
		Total	16

Degree Total 73

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

A.A.S. IN AUTOMOTIVE TECHNOLOGY

In the Automotive Technology program students will study automotive systems in depth, beginning with fundamental principles and advancing to more sophisticated theories and application. Along with classroom study, the program is designed to allow students to develop a strong skill foundation through lab and shop learning activities. In today's automotive repair industry, technicians must have the ability to quickly diagnose and repair vehicle systems. This course of study will prepare the student to embrace the ever changing technology associated with the automobile repair industry. An automotive technician must be well versed in computers and mathematics, have reading and communication skills, and other skills specific to the trade. The program will also provide instruction on employability skills and shop operation management. Students frequently work with dirty and greasy parts, and in awkward positions. They often lift heavy parts and tools. Minor cuts, burns, and bruises are common.

The Automotive Technology program has attained national accreditation status from the National Automotive Technicians Education Foundation (NATEF), an affiliate of the National Institute of Automotive Service Excellence (ASE), signifying that the program and all AUTO courses meet uniform standards for instructional facilities, equipment, curriculum and staff credentials.

General Education Requirements	16 Hours
Communications ENGL101 (or) ENGL112	3
Mathematics MATH107 (and) MATH108	6
Social Science HIST101 (or) HIST102 (or) POLS101	3
Wellness HLTH101, PEAC116, PEAC117, PEAC118, PEAC119, PEAC121 (or) PEAC122	1
General Education Elective PHYS125	3

Program Requirements

In addition to the General Education Requirements, the following courses must be completed for the degree:

AUTO101	Preventive Maintenance	5
AUTO103	Manual Transmissions, Drivelines and Axles	5
AUTO105	Automatic Transmissions	5
AUTO108	Advanced Engine Performance	6
AUTO109	Fuel Systems and Emissions	5
AUTO111	Computerized Engine Control	5
AUTO113	Steering, Suspension and Wheels	5
AUTO115	Automotive Brakes	5
AUTO116	Automotive Electrical System Fundamentals	3
AUTO118	Advanced Automotive Electrical and Electronics	3
AUTO119	Automotive Heating and Air Conditioning	5
AUTO121	Automotive Engines	6
AUTO123	Service Operation Management	3
SS120	Employment Strategies	1

Degree Total 78

Professional Certificate in Automotive Mechanics

The certificate requires the completion of all of the AUTO courses listed above and SS120 Employment Strategies.

Certificate Total 62

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

A.A.S. IN BUILDING MATERIALS MERCHANDISING

The Building Materials Merchandising program prepares students for jobs in the wholesale and retail building materials field. Graduates find excellent, well-paying jobs working with professionals--architects, contractors, developers, and building inspectors--to provide materials for varied building projects. This challenging, established career requires technical skills in design, drafting, engineering, marketing, and business management. Employment opportunities exist in wholesale building materials distribution, in retail companies, with lumberyards and home centers management, and with construction companies.

General Education Requirements 16 Hours

Communications 3
ENGL101 (or) ENGL112

Mathematics 3
MATH101

Social Science 3
HIST101 (or) HIST102 (or) POLS101

Wellness 1
HLTH101, PEAC116, PEAC117, PEAC118,
PEAC119, PEAC121 (or) PEAC122

General Education Electives 6
(As determined by the department and are included in the Program Requirements.)

*Program Elective
Select 3 hours from ECON101 (or) a course in
BADM, BSMT, CAD (or) MACH

Program Requirements

Freshman Year

ENGL101	English Composition I (or)	
ENGL112	Technical Writing	3
MATH101	Business Math	3
BSMT110	Salesmanship	3
CNST101	Construction Materials and Methods I	3
CAD111	Introduction to Computer Drafting	3
	Total	15

HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History Since 1877 (or)	
POLS101	American/National Government	3
CAD120	Architectural Drafting	3
CNST103	Construction Materials and Methods II	3
CNST106	Construction Estimation	3
ACCT101	Principles of Financial Accounting	3
	Wellness Course	1
	Total	16

Summer Session

BLDG175	Building Materials Internship	4-8
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Sophomore Year

BSMT120	Advertising	3
CNST113	Construction Management	3
BADM107	Personal Finance (or)	
BADM103	The Legal Environment of Business	3
CAPP125	Microcomputer Applications	3
	*Program Elective	3
SS120	Employment Strategies	1
	Total	16

BSMT106	Principles of Marketing	3
CNST162	Construction Safety	3
BSMT125	Human Relations	3
ENGL110	Business Communications	3
PSY101	General Psychology (or)	
SOC100	General Sociology	3
	Total	15

Degree Total 66

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

A.A.S. IN BUSINESS MANAGEMENT WITH MANAGEMENT SPECIALTY

Students wishing to pursue a degree in Business Management with a specialty in Management should possess leadership and decision-making skills, enjoy analyzing information and implementing solutions in a variety of situations. It is essential that a student possess good communication and human relation skills to be successful. This program requires all students to complete an internship between the first and second year to offer students the experience of employment in a degree-related field. Employment opportunities in this area typically are found in entry-level positions in human resource management, banking, insurance, and entry-level management in areas such as retail, sales, and food service. Many students pursuing this degree are seeking to open their own businesses.

General Education Requirements 16 Hours

Communications 3
ENGL101

Mathematics 3
MATH101 (or) MATH112

Social Science 3
HIST101 (or) HIST102 (or) POLS101

Wellness 1
HLTH101, PEAC116, PEAC117, PEAC118,
PEAC119, PEAC121 (or) PEAC122

General Education Electives 6
(As determined by the department and are included in the Program Requirements.)

*Program Electives
Select 6 hours from ACCT, ART, BADM, BSMT, CAPP, CIS, ENGL, LIT, MATH, OADM, PHIL, POLS, PSY, SOC, SPAN (or) SPTH

Program Requirements

Freshman Year

BSMT110	Salesmanship	3
CAPP125	Microcomputer Applications	3
BSMT106	Principles of Marketing	3
MATH101	Business Math (or)	
MATH112	Intermediate Algebra	3
ENGL101	English Composition I	3
	Wellness Course	1
	Total	16

BSMT108	Principles of Management	3
ACCT101	Principles of Financial Accounting	3
ENGL110	Business Communications (or)	
SPTH101	Public Speaking	3
BADM107	Personal Finance	3
BADM101	Introduction to Business	3
	Total	15

Summer Session

BSMT175	Business Management Internship	3 or 6
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Sophomore Year

	*Program Elective	3
BADM109	Business Ethics	3
ACCT102	Managerial Accounting	3
HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History Since 1877 (or)	
POLS101	American/National Government	3
BSMT117	Human Resource Management	3
	Total	15

BSMT125	Human Relations	3
BADM103	The Legal Environment of Business	3
BSMT130	Business Strategies	3
ECON101	Principles of Economics I-Macro	3
	*Program Elective	3
SS120	Employment Strategies	1
	Total	16

Degree Total 65

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

A.A.S. IN BUSINESS MANAGEMENT WITH MARKETING AND RETAIL SPECIALTY

Students wishing to pursue a degree in Business Management with a specialty in Marketing and Retail should possess good communication, problem-solving, and human relations skills, and be team oriented. It is also helpful if the student enjoys doing research, can be creative, open minded and organized. This program requires all students to complete an internship between the first and second year to offer students the experience of employment in a degree-related field. Employment opportunities in this area typically are found in entry-level positions in retail management, retail sales and supervision, professional sales, marketing, customer service, product distribution, and advertising.

General Education Requirements	16 Hours
Communications ENGL101	3
Mathematics MATH101 (or) MATH112	3
Social Science HIST101 (or) HIST102 (or) POLS101	3
Wellness HLTH101, PEAC116, PEAC117, PEAC118, PEAC119, PEAC121 (or) PEAC122	1
General Education Electives (As determined by the department and are included in the Program Requirements.)	6

*Program Electives
Select 6 hours from ACCT, ART, BADM, BSMT, CAPP, CIS, ENGL, LIT, MATH, OADM, PHIL, POLS, PSY, SOC, SPAN (or) SPTH

Program Requirements

Freshman Year

BSMT110	Salesmanship	3
CAPP125	Microcomputer Applications	3
BSMT106	Principles of Marketing	3
MATH101	Business Math (or)	
MATH112	Intermediate Algebra	3
ENGL101	English Composition I	3
	Wellness Course	1
	Total	16

BSMT108	Principles of Management	3
ACCT101	Principles of Financial Accounting (or)	
ACCT109	Applied Accounting Procedures	3
ENGL110	Business Communications	3
BADM107	Personal Finance	3
BSMT112	Visual Merchandising	3
	Total	15

Summer Session

BSMT175	Business Management Internship	3 or 6
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Sophomore Year

SPTH101	Public Speaking	3
BSMT120	Advertising	3
BADM109	Business Ethics	3
BSMT117	Human Resource Management	3
HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History Since 1877 (or)	
POLS101	American/National Government	3
	Total	15

BSMT125	Human Relations	3
BADM103	The Legal Environment of Business	3
BSMT132	E-Commerce Marketing	3
	*Program Electives	6
SS120	Employment Strategies	1
	Total	16

Degree Total 65

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

A.A.S. IN BUSINESS MANAGEMENT WITH OFFICE MANAGEMENT SPECIALITY

Students wishing to pursue a degree in Business Management with a specialty in Office Management should be good organizers, problem solvers, and planners. They should be detail-oriented and efficient, computer-literate, and able to express themselves well verbally and in writing. It is also essential they have good human relations skills. An internship in the last semester gives the student the opportunity to apply the knowledge and skills learned to a workplace setting. Employment opportunities for office managers and administrative assistants in this area typically are found in small businesses of all types and in service-providing industries such as banks and insurance agencies.

Program Requirements

Prerequisite: *CAPP118 Keyboarding (or test out)

Freshman Year

CAPP125	Microcomputer Applications	3
BSMT110	Salesmanship (or)	
BSMT106	Principles of Marketing	3
MATH101	Business Math (or)	
MATH112	Intermediate Algebra	3
ENGL101	English Composition I (or)	
ENGL112	Technical Writing	3
*OADM118	Transcription Skills	3
	Wellness Course	1
	Total	16

General Education Requirements 16 Hours

Communications 3
ENGL101 (or) ENGL112

Mathematics 3
MATH101 (or) MATH112

Social Science 3
HIST101 (or) HIST102 (or) POLS101

Wellness 1
HLTH101, PEAC116, PEAC117, PEAC118,
PEAC119, PEAC121 (or) PEAC122

General Education Electives 6
(As determined by the department and are included in the Program Requirements.)

BSMT108	Principles of Management	3
ACCT101	Principles of Financial Accounting (or)	
ACCT109	Applied Accounting Procedures	3
ENGL110	Business Communications	3
BADM107	Personal Finance	3
*CAPP166	Excel	3
*OADM121	Calculators	1
	Total	16

Summer Session

*CAPP119 Document Formatting 2

Sophomore Year

**OADM127	Skillbuilding for Office Management	1
*OADM116	Records and Database Management	3
*CAPP160	Word	3
BADM109	Business Ethics	3
BSMT117	Human Resource Management	3
HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History Since 1877 (or)	
POLS101	American/National Government	3
	Total	16

*Courses to complete with a grade of C or higher

**Course to complete with a grade of B or higher

NOTE: Technology courses must be completed within five years of graduation unless the student has been continuously enrolled for a longer period of time. Students need to type 52 words per minute with a maximum of five errors in order to receive their degree.

BSMT125	Human Relations	3
BADM103	The Legal Environment of Business	3
*CAPP164	Access	3
*OADM134	Office Management for Administrators	3
*OADM175	Office Management Internship	3
SS120	Employment Strategies	1
	Total	16

Degree Total 66

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

PROFESSIONAL CERTIFICATE IN OFFICE SUPPORT SERVICES

Program Requirements

*Courses to complete with a grade of C or higher

CAPP118	Keyboarding	3	Program Electives		
OADM123	Professional Business Leadership	1	Choose Group A (or) Group B courses		
*CAPP125	Microcomputer Applications	3			
*OADM121	Calculators	1	Group A:		
*CAPP119	Document Formatting	2	*CAPP160	Word	3
*OADM116	Records and Database Management	3	*OADM118	Transcription Skills	3
BSMT125	Human Relations	3	*ENGL110	Business Communications	3
*OADM132	Office Management for Assistants	3	Group B:		
SS120	Employment Strategies	1	*ACCT109	Applied Accounting Procedures	3
*OADM125	Skillbuilding for Office Support		*CAPP166	Excel	3
	Services	1	*MATH101	Business Math	3
	Program Electives	9			
	Business Elective	3			
			Business Elective		
			Choose from one of the following (or you may select a class you have not taken in Groups A and B):		
			BADM103	Legal Environment of Business	3
			BADM107	Personal Finance	3
			BADM109	Business Ethics	3

NOTE: Technology courses must be completed within five years of graduation unless the student has been continuously enrolled for a longer period of time. Students need to type 45 words per minute with a maximum of five errors in order to receive their certificate.

Certificate Total 33

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

A.A.S. IN BUSINESS MANAGEMENT WITH REAL ESTATE SPECIALTY

Students wishing to pursue a degree in Business Management with a specialty in Real Estate should possess leadership and decision-making skills, enjoy analyzing information, and implementing solutions in a variety of situations. It is essential that a student possess good communication and human relation skills to be successful. Employment opportunities in this area typically are found in entry-level positions in real estate offices, banks, insurance companies, trust and title insurance companies, and state, county, and local government. Some students pursuing this degree may also seek to couple this background by obtaining a real estate license. This degree also meets general standards of higher education required for additional preparation needed to become a certified residential appraiser and/or a certified general appraiser.

General Education Requirements 16 Hours

Communications 3
ENGL101

Mathematics 3
MATH114

Social Science 3
HIST101 (or) HIST102 (or) POLS101

Wellness 1
HLTH101, PEAC116, PEAC117, PEAC118,
PEAC119, PEAC121 (or) PEAC122

General Education Electives 6
(As determined by the department and are included in the Program Requirements.)

Program Requirements

Freshman Year

REAL105	Principles of Real Estate	3
CAPP125	Microcomputer Applications	3
BSMT110	Salesmanship	3
ENGL101	English Composition I	3
SPTH101	Public Speaking	3
	Wellness Course	1
	Total	16

REAL107	Real Estate Law	3
MATH114	College Algebra	3
ENGL110	Business Communications	3
REAL110	Introduction to Finance	3
BSMT108	Principles of Management	3
	Total	15

Sophomore Year

BADM109	Business Ethics	3
MATH127	Business Statistics	3
ECON101	Principles of Economics I - Macro	3
BSMT117	Human Resource Management	3
ACCT101	Principles of Financial Accounting	3
	Total	15

REAL112	Real Estate Appraisal	3
HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History Since 1877 (or)	
POLS101	American/National Government	3
GEOG103	Introduction to GPS/GIS	3
ECON102	Principles of Economics II - Micro	3
ACCT102	Managerial Accounting	3
SS120	Employment Strategies	1
	Total	16

Degree Total 62

PROFESSIONAL CERTIFICATE IN BUSINESS MANAGEMENT WITH EMPHASIS IN REAL ESTATE APPRAISAL

ENGL101	English Composition I	3	REAL107	Real Estate Law	3
ECON101	Principles of Economics I - Macro	3	MATH114	College Algebra	3
ECON102	Principles of Economics II - Micro	3	REAL105	Principles of Real Estate	3
REAL110	Introduction to Finance	3	GEOG103	Introduction to GPS/GIS	3
MATH127	Business Statistics	3	REAL112	Real Estate Appraisal	3
CAPP125	Microcomputer Applications	3	SS120	Employment Strategies	1

Certificate Total 34

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

A.A.S. IN COMPUTER AIDED DRAFTING TECHNOLOGY

The Computer Aided Drafting Technology program will provide necessary skills and knowledge to obtain employment in the growing, high-demand computer aided drafting field as a designer/drafter in a manufacturing, civil, structural, or architectural environment. The outlook for competent drafters is expected to increase faster than average since all new products and buildings require drawings and specifications to manufacture, build and assemble. The application of drafting and design standards and skills will be examined with the study of basic to advanced concepts in popular computer aided drafting programs. The program is accredited by the National Association of Industrial Technology (NAIT).

General Education Requirements 16 Hours

Communications 3
ENGL101 (or) ENGL112

Mathematics 3
MATH108 (or) MATH114

Social Science 3
HIST101 (or) HIST102 (or) POLS101

Wellness 1
HLTH101, PEAC116, PEAC117, PEAC118,
PEAC119, PEAC121 (or) PEAC122

General Education Electives 6
(As determined by the department and are included in the Program Requirements.)

*CAD Electives
Select 15 hours from CAD116, CAD120, CAD125, CAD130, CAD132, CAD134, CAD136, CAD155, CAD180 (or) MACH101

**Program Electives
Select 9 hours from CAD, CNST, IEM, MACH, NET (or) WELD

Program Requirements

Freshman Year

MATH108	Technical Math II (or)	
MATH114	College Algebra	3
ENGL101	English Composition I (or)	
ENGL112	Technical Writing	3
	Wellness Course	1
CAD105	Print Reading	3
CAD111	Introduction to Computer Drafting	3
CAPP125	Microcomputer Applications	3
	Total	16

SPTH101	Public Speaking	3
ENGL102	English Composition II (or)	
ENGL110	Business Communications	3
CAD113	Intermediate Computer Drafting	3
PHYS125	Technical Science	4
	*CAD Elective	3
	Total	16

Sophomore Year

HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History Since 1877 (or)	
POLS101	American/National Government	3
CAD115	Advanced Computer Drafting	3
	**Program Elective	3
	*CAD Electives	6
SS120	Employment Strategies	1
	Total	16

CAD175	CAD Internship	4
	**Program Electives	6
	*CAD Electives	6
	Total	16

Degree Total 64

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

A.A.S. IN COMPUTER INFORMATION SYSTEMS WITH EMPHASIS IN ACCOUNTING

An A.A.S. in Computer Information Systems (CIS) with emphasis in Accounting is a program that can launch an exciting career. Changes in markets and technology have transformed the way companies compete in the global workplace. Businesses are rapidly computerizing their accounting and information systems. Preparing for tomorrow's jobs today requires a new level of skill and dedication. Working with computer information systems demands patience, persistence and the ability to work with extreme accuracy - even under pressure. Students need to think logically and analytically. A graduate of SFCC's CIS/Accounting program, has the skills needed to set up and maintain the latest computerized accounting systems. The demand for employees who can apply both accounting and computer skills is increasing daily.

General Education Requirements 16 Hours

Communications 3
ENGL101 (or) ENGL112

Mathematics 3
MATH101 (or) MATH112

Social Science 3
HIST101 (or) HIST102 (or) POLS101

Wellness 1
HLTH101, PEAC116, PEAC117, PEAC118,
PEAC119, PEAC121 (or) PEAC122

General Education Electives 6
(As determined by the department and are included in the Program Requirements.)

**Program Electives - must complete with a grade of C or higher
Select 9 hours from CIS132, CIS151, CIS162, CIS163 (or) WEB116

Program Requirements

*Courses to complete with a grade of C or higher

Freshman Year

*WEB113	Web Design	1
*CAPP125	Microcomputer Applications	3
*CIS103	Introduction to CIS	3
*CIS145	Visual Basic	3
*ACCT109	Applied Accounting Procedures	3
	**Program Elective	3
	Wellness Course	1
	Total	17

ENGL101	English Composition I (or)	
ENGL112	Technical Writing	3
*ACCT101	Principles of Financial Accounting	3
MATH101	Business Math (or)	
MATH112	Intermediate Algebra	3
*CAPP166	Excel	3
*CIS185	Project Management	3
	Total	15

Sophomore Year

*ACCT132	Business Taxation	3
HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History Since 1877 (or)	
POLS101	American/National Government	3
*CIS124	Database Management	3
*ACCT102	Managerial Accounting	3
	**Program Elective	3
	Total	15

*ACCT125	Computerized Accounting Applications	3
*CIS161	Systems Analysis	3
ENGL102	English Composition II (or)	
ENGL110	Business Communications (or)	
SPTH101	Public Speaking	3
*CIS175	CIS Internship	4
SS120	Employment Strategies	1
	**Program Elective	3
	Total	17

Degree Total 64

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

A.A.S. IN COMPUTER INFORMATION SYSTEMS WITH EMPHASIS IN PROGRAMMING

The A.A.S. in Computer Information Systems with emphasis in Programming prepares students to enter an exciting career field. National and international companies including banks, insurance companies, state agencies, and major programming firms have hired SFCC graduates. Students get hands-on experience in programming with courses in both PC and mainframe environments. COBOL, DB2, CL, Visual Basic, C, Advanced C/C++ and JAVA are taught at SFCC, in addition to courses in programming concepts, software and hardware applications, and computer operations. An internship provides an opportunity to apply knowledge and skills in a work environment.

Program Requirements

*Courses to complete with a grade of C or higher

Freshman Year

*CAPP125	Microcomputer Applications	3
*CIS103	Introduction to CIS	3
*CIS145	Visual Basic	3
*WEB112	Web Utilities	1
*CIS132	Unix	1
*WEB113	Web Design	1
*ACCT101	Principles of Financial Accounting	3
	Wellness Course	1
	Total	16

General Education Requirements	16 Hours
Communications	3
ENGL101 (or) ENGL112	
Mathematics	3
MATH101 (or) MATH112	
Social Science	3
HIST101 (or) HIST102 (or) POLS101	
Wellness	1
HLTH101, PEAC116, PEAC117, PEAC118, PEAC119, PEAC121 (or) PEAC122	
General Education Electives	6
(As determined by the department and are included in the Program Requirements.)	

ENGL101	English Composition I (or)	
ENGL112	Technical Writing	3
*CIS185	Project Management	3
*CIS155	Programming in C	3
MATH101	Business Math (or)	
MATH112	Intermediate Algebra	3
	**Program Electives	6
	Total	18

Sophomore Year

*CIS148	Cobol	3
*CIS161	Systems Analysis	3
	**Program Elective	3
HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History Since 1877 (or)	
POLS101	American/National Government	3
*CIS124	Database Management	3
*CIS157	Advanced C/C++ Programming	3
	Total	18

*CIS149	Advanced Cobol	3
*CIS151	DB2 Relational Database	3
ENGL102	English Composition II (or)	
ENGL110	Business Communications (or)	
SPTH101	Public Speaking	3
*CIS175	CIS Internship	4
*CIS158	Java	3
SS120	Employment Strategies	1
	Total	17

Degree Total 69

**Program Electives - must complete with a grade of C or higher
Select 9 hours from CIS162, CIS163, CIS164, CIS165, CIS168, NET102, WEB114 (or) WEB116

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

A.A.S. IN CONSTRUCTION TECHNOLOGY

The Construction Technology program can provide the knowledge and skills needed to begin a rewarding career in the construction industry. In this program, theory and practical courses are combined to lead to competencies needed to meet employers' needs. Graduates may work with businesses engaged in all areas of construction. The jobs are varied and challenging including: general contractors, construction management, materials suppliers and employment with government agencies. Work environments range from permanent offices to offices at job sites. Studies of future work force needs project a high demand for persons trained in construction technology. The degree is accredited by the American Council for Construction Education (ACCE).

Program Requirements

General Education Requirements	16 Hours	HIST101	U.S. History Before 1877 (or)	
Communications	3	HIST102	U.S. History Since 1877 (or)	
ENGL101 (or) ENGL112		POLS101	American/National Government	3
Mathematics	3	CAPP125	Microcomputer Applications	3
MATH108 (or) MATH114		CNST103	Construction Materials and Methods II	3
Social Science	3	CAD105	Print Reading	3
HIST101 (or) HIST102 (or) POLS101		CAD120	Architectural Drafting	3
Wellness	1	CNST162	Construction Safety	3
HLTH101, PEAC116, PEAC117, PEAC118, PEAC119, PEAC121 (or) PEAC122			Total	18
General Education Electives	6	Sophomore Year		
(As determined by the department and are included in the Program Requirements.)			Humanities or Fine Arts Course	3
*Program Electives		CNST142	Building Mechanical Systems	3
Select 6 hours from BADM, BSMT, CAD, CNST, ECON, IEM, MACH, SPAN (or) WELD		CNST106	Construction Estimation	3
		ACCT101	Principles of Financial Accounting (or)	
		BADM107	Personal Finance	3
		BADM101	Introduction to Business (or)	
		BSMT106	Principles of Marketing (or)	
		BSMT108	Principles of Management (or)	
		BSMT115	Principles of Supervision	3
		SS120	Employment Strategies	1
			Total	16
		CNST160	Statics and Strength of Materials	3
			*Program Electives	6
		ENGL110	Business Communications (or)	
		SPTH101	Public Speaking	3
			Science Course - BIO, CHEM, EASC (or) PHYS	3
		CNST138	Construction Planning and Scheduling	3
			Total	18

Degree Total 68

Note: Not all courses are offered every semester. Check with the department.

Refer to the course descriptions for prerequisites.

A.A.S. IN CRIMINAL JUSTICE

The Associate of Applied Science in Criminal Justice prepares students to enter the job market for various occupations in criminal justice including, but not limited to, law enforcement and corrections. In addition, successful completion of the degree requirements should prepare the student to enter a law enforcement training academy for Missouri police officers. The education of a criminal justice student requires assimilation of knowledge and acquisition of skills through practical experiences and classroom participation in preparation for employment. Essential skills and capabilities needed will vary with the demands of the job to be performed.

General Education Requirements	16 Hours
Communications ENGL101	3
Mathematics MATH101 (or) MATH112	3
Social Science POLS101	3
Wellness HLTH101, PEAC116, PEAC117, PEAC118, PEAC119, PEAC121 (or) PEAC122	1
General Education Electives (As determined by the department and are included in the Program Requirements.)	6

*Program Electives
Select 3 courses from CJ122, HLTH102, PHIL102, PSY104, SOC101, SOC102, SOC103, SOC120 (or) SPAN101

Students are also required to complete the NOCTI exam in the area of Law Enforcement during their final semester. Students may be responsible for the cost of the exam.

Program Requirements

Freshman Year			
CJ102	Introduction to Criminal Justice		3
CJ109	Juvenile Delinquency		3
ENGL101	English Composition I		3
PSY101	General Psychology		3
CAPP125	Microcomputer Applications		3
	Total		15
Sophomore Year			
CJ101	Introduction to Law Enforcement		3
CJ105	Criminal Law		3
SOC100	General Sociology		3
POLS101	American/National Government		3
	*Program Elective		2-3
	Wellness		1
	Total		15-16
Summer Semester			
CJ175	Supervised Occupational Experience in Criminal Justice		4
Sophomore Year			
CJ111	Introduction to Corrections		3
CJ115	Procedural Law		3
CJ107	Criminology		3
MATH101	Business Math (or)		3
MATH112	Intermediate Algebra		3
BSMT125	Human Relations		3
	Total		15
Junior Year			
CJ118	Criminal Justice Communications		3
CJ104	Criminal Investigation		3
SPTH101	Public Speaking (or)		3
SPTH105	Interpersonal Communication		3
	*Program Electives		5-6
SS120	Employment Strategies		1
	Total		15-16

Degree Total 65

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

A.A.S. IN DENTAL HYGIENE

The A.A.S. degree in Dental Hygiene signifies that the holder of that degree has been educated to competently enter dental hygiene in all health care settings and to apply for dental hygiene licensure in the state of Missouri. The education of a dental hygienist requires assimilation of knowledge, acquisition of skills and development of judgment through patient care experiences. The practice of dental hygiene emphasizes collaboration among dentists, other hygienists, allied health care professionals, and the patient. The program requires students to engage in diverse, complex and specific experiences essential to the acquisition and practice of essential dental hygiene skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. Admission to the program is selective and an informational packet with an application to the program is available from the college.

Program Prerequisite Requirements

Must be completed with grades of C or higher prior to applying to the program:

BIO207	Human Anatomy w/Lab	4
BIO208	Human Physiology w/Lab	4
CHEM101	Introduction to Chemistry w/Lab (or)	
CHEM113	Fundamentals of Chemistry w/Lab	5
MATH112	Intermediate Algebra	3
BIO121	Microbiology w/Lab	4
General Education Requirements		15 Hours
Communications	ENGL101	3
Mathematics	MATH112	3
Social Science	HIST101 (or) HIST102 (or) POLS101	3
General Education Electives		6
(As determined by the department and are included in the Program Requirements.)		

DH*** These courses are transferred into the program from another institution by arrangement.

Program Requirements

*Courses can be completed prior to the start of the program

Freshman Year

DH105	Introduction to Dental Hygiene	6
DH107	Dental Radiography	2
DH***	Oral Anatomy and Histology	3
DH109	Oral Anatomy and Histology Lab	1
*ENGL101	English Composition I	3
DH106	Dental Clinic Emergencies	1
Total		16

DH110	Clinical Dental Hygiene I	6
DH118	Principles of Periodontics	2
DH124	Applied Nutrition and Oral Health Education	2
DH***	Pathology	3
*HIST101	U.S. History Before 1877 (or)	
*HIST102	U.S. History Since 1877 (or)	
*POLS101	American/National Government	3
*SPH101	Public Speaking	3
Total		19

Summer Session

DH112	Clinical Dental Hygiene II	4
DH125	Local Anesthesia	3
Total		7

Sophomore Year

DH114	Clinical Dental Hygiene III	8
DH126	Community Dental Health	1
DH130	Pharmacology	2
DH120	Dental Biomaterials w/Lab	2
*PSY101	General Psychology	3
Total		16
DH116	Clinical Dental Hygiene IV	8
DH119	Advanced Periodontics Practicum	1/2
DH127	Community Dental Health Lab	1
DH132	Dental Hygiene Ethics and Legal Issues	2
*SOC100	General Sociology	3
HEOC135	Allied Health Career Development	1/2
Total		15

Degree Total 93

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

A.A.S. IN EARLY CHILDHOOD DEVELOPMENT

The Early Childhood Development program prepares graduates to enter the child care field at several levels. Graduates from the program will be prepared to manage an in-home child care facility, be a teacher in an early childhood classroom or become a director for an early childhood center. Many of the courses in the program are available in the evenings to enable students who are employed in the field to complete a degree and increase their opportunities for advancement. Graduates must be physically able and willing to participate in all children's activities.

General Education Requirements	16 Hours
Communications ENGL101	3
Mathematics MATH112 (or) MATH116	3
Social Science HIST101 (or) HIST102 (or) POLS101	3
Wellness HLTH101, PEAC116, PEAC117, PEAC118, PEAC119, PEAC121 (or) PEAC122	1
General Education Electives (As determined by the department and are included in the Program Requirements.)	6

*Humanities or Fine Arts Course
ART101, MUS101, SOC120, SPAN101 (or) SPTH107

**Program Elective
Select 3 hours from EDUC220, PPRO106, PSY102,
PSY104, SOC102, SOC103 (or) SPTH105

Program Requirements

Freshman Year			
ECD101	Introduction to Early Childhood		3
ECD103	Child Growth and Development		3
ECD127	Parent/Teacher Interaction		3
ENGL101	English Composition I		3
	*Humanities or Fine Arts Course		3
EDUC212	Technology for Teachers		3
	Total		18
Sophomore Year			
ECD107	Child Nutrition, Health and Safety		3
ECD109	Observation, Planning and Assessment		3
ECD111	Language Development/Early Literacy		3
SPTH101	Public Speaking		3
MATH112	Intermediate Algebra (or)		3
MATH116	Finite Math		3
	Wellness Course		1
	Total		16
Sophomore Year			
ECD115	Child Social/Emotional Development		3
ECD117	Creative Expression and Play		3
ECD121	Curriculum Strategies for Early Childhood		3
HIST101	U.S. History Before 1877 (or)		3
HIST102	U.S. History Since 1877 (or)		3
POLS101	American/National Government		3
EDUC218	Children's Literature		3
	Total		15
ECD125	Introduction to Special Individuals		3
PSY101	General Psychology		3
ECD129	Administration in Early Childhood Care		3
ECD175	Child Care Practicum		3
	**Program Elective		3
SS120	Employment Strategies		1
	Total		16

Degree Total 65

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

A.A.S. IN INDUSTRIAL TECHNOLOGY WITH EMPHASIS IN ELECTRICAL MAINTENANCE

The curriculum is designed to prepare students as electrical and maintenance technologists or millwrights, employed in commercial, production, manufacturing and other industrial settings. Inclusion of all major maintenance disciplines results in a comprehensive knowledge and skill base. Competency is gained in interpreting and utilizing electrical and fluid power schematics for troubleshooting; performing general wiring task in accordance with the National Electrical Code; programming, troubleshooting and conversion of machinery to Programmable Logic Control. In addition to the electro-mechanical and control technology, additional knowledge and skills are available from a wide range of electives in electronics, electrical installations, safety and management, machining and welding. The physical requirements of this occupation typically include: lifting up to 45 pounds, pushing, pulling, reaching, walking, standing, crawling, kneeling, ascending and descending ladders, manual dexterity, and working in cramped positions for sustained periods of time. Accredited by the National Association of Industrial Technology (NAIT).

General Education Requirements	16 Hours
Communications ENGL101 (or) ENGL112	3
Mathematics MATH108	3
Social Science HIST101 (or) HIST102 (or) POLS101	3
Wellness HLTH101, PEAC116, PEAC117, PEAC118, PEAC119, PEAC121 (or) PEAC122	1
General Education Electives PHYS125 and SPTH101	6

Program Requirements

*Courses to complete with grades of C or higher

SS120	Employment Strategies	1
*IEM102	Electric Fundamentals	3
*IEM104	Electrical Power	3
*IEM106	Industrial Mechanics	3
*IEM108	Fluid Power Technology	3
*IEM112	Control Circuit Troubleshooting	3
*IEM114	Motor Control	3
*IEM122	Introduction to PLCs	3
*IEM124	Intermediate PLCs	3
*IEM132	Advanced PLCs	3
*IEM134	PLC Networks	3
*IEM142	Motion Control Systems	3
*IEM144	Process Control	3
*IEM200	Technology Integration	3

Program Electives 9
 Select 9 hours from IEM110, IEM116, IEM118, IEM126, IEM128, IEM136, IEM138, IEM140, IEM146 (or) any AUTO, CAD, CNST, IEM, MACH, NET, WELD or MATH107.

Degree Total 66

PROFESSIONAL CERTIFICATE IN ELECTRICAL MAINTENANCE TECHNOLOGY

The certificate requires the completion of MATH108, PHYS125, SS120, IEM102, 104, 106, 108, 112, 114, 122 and 124.

Certificate Total 32

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

A.A.S. IN MACHINE TOOL TECHNOLOGY

The Machine Tool Technology program provides the opportunity to learn the processes of manufacturing and machining with an understanding of specifications, dimensions, materials, finishing, methods of assembly, and shape descriptions. The program prepares students for machining related occupations such as machine operators, machine sellers, machinists, and tool and die makers. Because of changes in technology, the demand for skilled machinists with communications, design, decision-making and computer skills is increasing. CNC equipment in the machine tool lab is interfaced with the CAD/CAM lab to provide experience in computer-aided manufacturing. The physical requirements of this occupation typically include: lifting up to 45 pounds, pushing, pulling, reaching, walking, standing, crawling, kneeling, ascending and descending ladders, manual dexterity, and working in cramped positions for sustained periods of time. The program is accredited by the National Association of Industrial Technology (NAIT).

Program Requirements

MACH101	Introduction to Machining	4
MACH102	Lathe and Milling Machine Operations	4
MACH103	Milling and Grinding Machine Applications	4
MACH104	Advanced Machining	4
MACH106	CNC Machining	3
MACH109	Advanced CNC Machining	3
MACH115	Heat Treating and Metallurgy	3
MACH175	Machine Tool Internship	4
CAD105	Print Reading	3
CAD130	Solid Modeling I	3
CAD134	CAD/CAM	3
SS120	Employment Strategies	1
Program Electives		9
Select courses from AUTO, CAD, CNST, IEM, MACH, WELD (or) MATH107		

General Education Requirements	16 Hours
Communications ENGL101 (or) ENGL112	3
Mathematics MATH108	3
Social Science HIST101 (or) HIST102 (or) POLS101	3
Wellness HLTH101, PEAC116, PEAC117, PEAC118, PEAC119, PEAC121 (or) PEAC122	1
General Education Electives PHYS125 and SPTH101	6

Degree Total 65

PROFESSIONAL CERTIFICATE IN MACHINE TOOL TECHNOLOGY

MACH101	Introduction to Machining	4	MATH108	Technical Math II	3
MACH102	Lathe and Milling Machine Operations	4	PHYS125	Technical Science	4
MACH103	Milling and Grinding Machine Applications	4	SS120	Employment Strategies	1
MACH104	Advanced Machining	4	Program Elective		3
CAD105	Print Reading	3	Select one course from elective list above		
MACH115	Heat Treating and Metallurgy	3	Certificate Total 33		

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

A.A.S. IN MARINE TECHNOLOGY

The Marine Technology program is a partnership with the Lake Career and Technical Center in Camdenon and SFCC at Lake of the Ozarks. The program courses are only taught at the LCTC campus in Camdenon. The General Education Requirements are taught on the campuses of SFCC. Participants earn an A.A.S. degree via articulation and/or experiential credit. Students who have graduated from an accredited marine technology/power sports program or have experience in industry may earn up to 45 credit hours toward the degree in Marine Technology. To qualify for the articulated credit, students must provide official transcripts from the accredited technical program, occupational testing scores and/or industry certification. Prospective students should contact the chair of the Applied Science and Technology Department at SFCC prior to enrollment. The physical requirements of this profession typically include: lifting up to 45 pounds, pushing, pulling, reaching, walking, standing, crawling, kneeling, ascending and descending ladders, manual dexterity and work in cramped positions for sustained periods of time.

Courses to be taken from SFCC must include:

General Education Requirements	16 Hours
Communications ENGL101 (or) ENGL112	3
Mathematics MATH108 (or) MATH112	3
Social Science HIST101 (or) HIST102 (or) POLS101	3
Wellness HLTH101, PEAC116, PEAC117, PEAC118, PEAC119, PEAC121 (or) PEAC122	1
General Education Electives PHYS125 and select 3 hours from BADM101, ECON101, PSY101 (or) SPTH101	6
Additional degree requirement SS120 Employment Strategies	1

Program Requirements

The following courses are available for articulation from Lake Career and Technical Center:

MRN101	Marine Systems Rigging I	6
MRN105	Marine Ignition Systems	3
MRN107	Marine Starter and Charging Systems	2
MRN109	Marine Cooling Systems	2
MRN111	Marine Lubrication Systems	2
MRN113	Marine Engine Component and Precision Measuring	3
MRN115	Marine Shop Procedures and Business Operations	2
MRN117	Marine Engine Systems Analysis	2
MRN119	Marine Systems Preventive Maintenance	4
MRN121	Marine Power Transfer Systems	4
MRN123	Marine Systems Troubleshooting	3
MRN125	Marine Fuel Systems	4
MRN127	Marine Instrumentation Systems	2
MRN129	Marine Power Trim/Tilt Systems	2
MRN175	Marine Technology Internship	4

In addition to the above program requirements, successful completion of an approved end of program marine technical assessment is required.

Degree Total 63

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

A.A.S. IN MEDICAL OFFICE ADMINISTRATION WITH EMPHASIS IN MANAGEMENT SUPPORT SERVICES

The Medical Office Administration degree with emphasis in Management Support Services prepares the student to work in any medical setting. The management support services degree introduces the student to all areas of the medical office setting including, but not limited to, transcription, coding, communications, accounting, ethics, records and database management, clinical assisting techniques, medical terminology, body structure and function, pharmacology, and medical office procedures. The culmination of the program is an internship in a medical setting of the student's choice. The outlook for medical office jobs leading to positions in management support services is excellent. Students must have good skills and abilities in the following areas: information-ordering, oral and written comprehension and expression, speech clarity and recognition, near vision, problem sensitivity, selective attention, and time-sharing. In addition, students taking MEOF107 or specializing in Medical Transcription must have auditory acuity.

General Education Requirements 16 Hours

Communications ENGL110	3
Mathematics MATH101	3
Social Science HIST101 (or) HIST102 (or) POLS101	3
Wellness HLTH101, PEAC116, PEAC117, PEAC118, PEAC119, PEAC121 (or) PEAC122	1
General Education Electives (As determined by the department and are included in the Program Requirements)	6

*Courses to complete with grades of C or higher

**Course to complete with grade of B or higher

NOTE: CAPP125, CAPP160, MEOF107, MEOF125 and OADM116 are courses to be completed within five years of graduation unless student has been continuously enrolled in the program longer.

Program Requirements

Prerequisite: CAPP118 Keyboarding

Freshman Year

*MEOF101	Medical Terminology I	3
*MEOF103	Job Shadowing in the Medical Office	1
*OADM118	Transcription Skills	3
MATH101	Business Math	3
*CAPP125	Microcomputer Applications	3
BSMT125	Human Relations	3
	Wellness Course	1
	Total	17

*MEOF102	Medical Terminology II	3
*MEOF105	Medical Office Procedures	3
**MEOF125	Medical Skillbuilding	1
*CAPP160	Word	3
*ENGL110	Business Communications	3
*OADM116	Records and Database Management	3
OADM121	Calculators	1
	Total	17

Sophomore Year

*MEOF107	Medical Transcription	3
*MEOF110	Clinical Assisting Techniques	3
*MEOF121	Documentation and Compliance	1
*MEOF108	Body Structure and Function for Medical Office Administration	3
*MEOF118	Procedure and Diagnosis Coding	3
*MEOF130	Essentials of Pharmacology	2
*HEOC101	Managing Medical Emergencies	1
SS120	Employment Strategies	1
	Total	17

ACCT109	Applied Accounting Procedures	3
ACCT126	Introduction to QuickBooks	1
BADM109	Business Ethics	3
HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History Since 1877 (or)	
POLS101	American/National Government	3
SPAN120	Spanish for the Medical Profession	3
*MEOF111	Clinical Practicum	1
*MEOF182	Medical Office Management Support Services Internship	3
	Total	17

Degree Total 68

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

A.A.S. IN MEDICAL OFFICE ADMINISTRATION WITH EMPHASIS IN MEDICAL TRANSCRIPTION

The Medical Office Administration degree with emphasis in Medical Transcription prepares the student to work in various medical office settings, but particularly in the area of medical transcription. The program of study for medical transcription includes training in beginning and advanced medical transcription, including courses in transcription skills, microcomputers, body structure and function, beginning and advanced medical terminology, advanced keyboarding, records and database management, pharmacology, clinical assisting techniques, communications, and ethics. The capstone class for this program of study is an internship in medical transcription. The outlook for medical transcription is excellent, with many medical transcriptionists working from home. Students must have good skills and abilities in the following areas: information-ordering, oral and written comprehension and expression, speech clarity and recognition, near vision, problem sensitivity, selective attention, and time-sharing. In addition, students taking MEOF107 or specializing in Medical Transcription must have auditory acuity.

General Education Requirements 16 Hours

Communications 3
ENGL110

Mathematics 3
MATH101

Social Science 3
HIST101 (or) HIST102 (or) POLS101

Wellness 1
HLTH101, PEAC116, PEAC117, PEAC118,
PEAC119, PEAC121 (or) PEAC122

General Education Electives 6
(As determined by the department and are included in the Program Requirements)

*Courses to complete with grades of C or higher

**Course to complete with grade of B or higher

NOTE: CAPP118, CAPP119, CAPP125, CAPP160, MEOF126 and OADM116 are courses to be completed within five years of graduation unless student has been continuously enrolled in the program longer.

Program Requirements

Prerequisite: CAPP118 Keyboarding

Freshman Year

*MEOF101	Medical Terminology I	3
*MEOF103	Job Shadowing in the Medical Office	1
*OADM118	Transcription Skills	3
MATH101	Business Math	3
*CAPP125	Microcomputer Applications	3
BSMT125	Human Relations	3
	Total	16

*MEOF102	Medical Terminology II	3
*MEOF105	Medical Office Procedures	3
*CAPP119	Document Formatting	2
*MEOF107	Medical Transcription	3
*CAPP160	Word	3
*OADM116	Records and Database Management	3
	Total	17

Sophomore Year

*MEOF112	Advanced Medical Transcription	3
**MEOF126	Medical Skillbuilding for Transcription	1
*MEOF118	Procedure and Diagnosis Coding	3
*MEOF121	Documentation and Compliance	1
*MEOF130	Essentials of Pharmacology	2
*ENGL110	Business Communications	3
OADM121	Calculators	1
*MEOF108	Body Structure and Function for Medical Office Administration	3
	Total	17

SPAN120	Spanish for the Medical Profession	3
ACCT126	Introduction to QuickBooks	1
*HEOC101	Managing Medical Emergencies	1
BADM109	Business Ethics	3
HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History Since 1877 (or)	
POLS101	American/National Government	3
	Wellness Course	1
*MEOF183	Medical Office Medical Transcription Internship	3
SS120	Employment Strategies	1
	Total	16

Degree Total 66

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

A.A.S. IN MEDICAL OFFICE ADMINISTRATION WITH EMPHASIS IN PROCEDURE AND DIAGNOSIS CODING

The Medical Office Administration degree with emphasis in Procedure and Diagnosis Coding is a rigorous program which prepares the student to sit for and achieve coding certifications after working in the field 1-2 years. The course of study includes, but is not limited to, beginning and advanced medical terminology, beginning and advanced procedure and diagnosis coding, human biology, human anatomy, human physiology, pharmacology, clinical assisting techniques, microcomputer, communications, ethics, human relations, and medical office procedures. The high point of this program of study is an internship in a procedure and diagnosis setting. The outlook for jobs in procedure and diagnosis coding is outstanding with excellent monetary compensation. Students must have good skills and abilities in the following areas: information-ordering, oral and written comprehension and expression, speech clarity and recognition, near vision, problem sensitivity, selective attention, and time-sharing.

General Education Requirements 16 Hours

Communications ENGL110	3
Mathematics MATH101	3
Social Science HIST101 (or) HIST102 (or) POLS101	3
Wellness HLTH101, PEAC116, PEAC117, PEAC118, PEAC119, PEAC121 (or) PEAC122	1
General Education Electives (As determined by the department and are included in the Program Requirements)	6

*Courses to complete with grades of C or higher

**Course to complete with grade of B or higher

NOTE: CAPP118, CAPP125, MEOF125 and OADM116 are courses to be completed within five years of graduation unless student has been continuously enrolled in the program longer.

Program Requirements

Prerequisite: *CAPP118 Keyboarding

Freshman Year

*MEOF101	Medical Terminology I	3
*MEOF103	Job Shadowing in the Medical Office	1
BIO103	Human Biology	3
MATH101	Business Math	3
*CAPP125	Microcomputer Applications	3
BSMT125	Human Relations	3
	Wellness Course	1
	Total	17

*MEOF102	Medical Terminology II	3
*MEOF105	Medical Office Procedures	3
**MEOF125	Medical Skillbuilding	1
BIO207	Human Anatomy w/Lab	4
ACCT109	Applied Accounting Procedures	3
*OADM116	Records and Database Management	3
	Total	17

Sophomore Year

*ENGL110	Business Communications	3
*MEOF121	Documentation and Compliance	1
*MEOF118	Procedure and Diagnosis Coding	3
*MEOF130	Essentials of Pharmacology	2
BIO208	Human Physiology w/Lab	4
BADM109	Business Ethics	3
OADM121	Calculators	1
	Total	17

*MEOF119	Advanced Procedure and Diagnosis Coding	3
*HEOC101	Managing Medical Emergencies	1
ACCT126	Introduction to QuickBooks	1
SPAN120	Spanish for the Medical Profession	3
HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History Since 1877 (or)	
POLS101	American/National Government	3
*MEOF184	Medical Office Procedure and Diagnosis Coding Internship	3
SS120	Employment Strategies	1
	Total	15

Degree Total 66

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

PROFESSIONAL CERTIFICATE IN MEDICAL OFFICE SUPPORT SERVICES

Program Requirements

*Courses to complete with grades of C or higher

NOTE: CAPP118, CAPP125, MEOF125 and OADM116 are courses to be completed within five years of graduation unless student has been continuously enrolled in the program longer.

First Semester			Second Semester		
*CAPP118	Keyboarding	3	OADM121	Calculators	3
*MEOF101	Medical Terminology I	3	*MEOF102	Medical Terminology II	3
*MEOF103	Job Shadowing in the Medical Office	1	*MEOF105	Medical Office Procedures	3
*OADM118	Transcription Skills	3	*MEOF125	Medical Skillbuilding	1
*MEOF118	Procedure and Diagnosis Coding	3	*ENGL110	Business Communications	3
*MEOF121	Documentation and Compliance	3	*OADM116	Records and Database Management	3
*CAPP125	Microcomputer Applications	3	*HEOC101	Managing Medical Emergencies	1
	Total	17	SS120	Employment Strategies	1
				Total	16

Certificate Total 33

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

A.A.S. IN NETWORK ADMINISTRATION

Typical job titles for the degree are: systems administrator, IT specialist, IT manager, LAN administrator, or network manager.

Tasks associated with the job may include installation, configuration, and support of a local area network (LAN), a wide area network (WAN), and an Internet system or segment of the network. Students learn to maintain and monitor network hardware and software to ensure network availability to all system users.

The A.A.S. in Network Administration prepares students for a number of certifications: A+, Network +, CCNA, MCP, MCSA, MCSE, or MCDDBA (the most prestigious being CISCO's CCNA and Microsoft's MCSE). SFCC networking instructors hold at least one of these certifications. Students work on the latest versions of software and hardware. The high demand for certified network administrators will continue to increase as the software and hardware become more and more complex.

General Education Requirements	16 Hours
Communications ENGL101 (or) ENGL112	3
Mathematics MATH108 (or) MATH112	3
Social Science HIST101 (or) HIST102 (or) POLS101	3
Wellness HLTH101, PEAC116, PEAC117, PEAC118, PEAC119, PEAC121 (or) PEAC122	1
General Education Electives (As determined by the department and are included in the Program Requirements.)	6

**Program Electives
Select 12 hours from NET, CIS145, CIS158, CIS162, CIS163, IEM102, IEM118 (or) WEB116.

Program Requirements

*Courses to complete with a grade of C or higher

Freshman Year

*MATH108	Technical Math II (or)	3
*MATH112	Intermediate Algebra	3
PHYS103	Introduction to Physical Science (or)	3-4
PHYS125	Technical Science	3-4
*CAPP125	Microcomputer Applications	3
*NET102	Networking I (or)	3
*NET150	CISCO Networking	3
ENGL101	English Composition I (or)	3
ENGL112	Technical Writing	3
	Wellness Course	1
	Total	16-17

*NET120	Network Server	3
	**Program Electives	6
*NET151	CISCO Router Basics	3
HIST101	U.S. History Before 1877 (or)	3
HIST102	U.S. History Since 1877 (or)	3
POLS101	American/National Government	3
	Total	15

Sophomore Year

*NET126	Network Client	3
*NET130	TCP/IP	3
*NET138	Network Directory Services	3
*NET140	PC Hardware	3
*NET142	PC Operating Systems	3
ENGL102	English Composition II (or)	3
ENGL110	Business Communications	3
	Total	18

*NET106	Networking II	3
*NET158	Network Firewalls	3
	**Program Electives	6
*NET175	Network Administration Internship	4
SS120	Employment Strategies	1
	Total	17

Degree Total 66

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

A.A.S. IN NURSING

The A.A.S. in Nursing is a bi-level program that prepares the student to complete the requirements for the Professional Certificate in Practical Nursing after the first year (Level 1) and the requirements for the Associate of Applied Science in Nursing after the second year (Level 2). This competency based bi-level curriculum allows students to transition from practical nursing to associate degree nursing in a seamless fashion. An advanced placement option is available for current licensed practical nurses into Year Two (Level 2). The program is approved by the Missouri State Board of Nursing and accredited by the Department of Elementary and Secondary Education.

The program accepts first year students each fall semester. Application may be made upon completion of the nursing program prerequisite courses or the first day of the semester that a student will complete the prerequisite courses. Students applying to the A.A.S. in Nursing program must verify that they meet the Essential Abilities of Candidates for Admission and Continuance. An information packet is available from the Student Services Office at the main campus. This packet contains the Essential Abilities and admission requirements, fees sheet, program mission and philosophy, sequencing of courses and other pertinent information. These documents are also available at the State Fair Community College Web site. Applicants are reviewed by the Nursing Admission Committee based upon the order submitted and admission criteria completed. Applicants will receive a letter regarding admission status following committee review.

Year One students progress to Year Two based upon successful completion of Year One program the previous semester. Successful passing of NCLEX-PN is required for continuation in Year Two prior to the beginning of the second 8-week term of the first semester of Year Two. Advanced placement students for Year Two (current LPNs) are eligible for either fall or spring admission. Application may be made upon completion of the advanced placement prerequisite courses or the first day of the semester that a student will complete the prerequisite courses. Criteria for admission and prerequisite requirements may be obtained by contacting the Student Services Office at the main campus. Applicants are reviewed by the Nursing Admission Committee based upon the order submitted and admission criteria completed. The successful

applicant must have a 2.5 GPA in all prerequisites or program requirements completed by the time of review by the Nursing Admissions Committee. Applicants will receive a letter regarding admissions status following committee review.

MISSION

The mission of the bi-level Associate of Applied Science in Nursing program is to prepare learners to become registered professional nurses in an educational environment that promotes critical thinking, growth of the individual student and a holistic view of health care. The learner is expected to be caring, conscientious, flexible, professional, and accountable for their actions. The education and learning processes of the program promote a seamless transition from level one to level two that results in behavioral change. This approach is most effective as a shared responsibility of faculty and learner.

Prerequisite Courses for Year One (Level One)

Must be completed with grades of C or higher:

BIO207	Human Anatomy w/Lab	4
MATH112	Intermediate Algebra	3
ENGL101	English Composition I	3
NURS102	CPR for Health Care Providers (AHA)	1/2

Prerequisite Courses for Advanced Placement for Year Two (Level Two)

Must be completed with grades of C or higher:

MATH112	Intermediate Algebra	3
ENGL101	English Composition I	3
NURS102	CPR for Health Care Providers (AHA)	1/2
BIO208	Human Physiology w/Lab	4
PSY101	General Psychology	3
NURS210	Nursing Transition Course - required for advanced placement students only	2

Requirements for Year One (Level One) and Year Two (Level Two) are on the following page.

Note: Not all courses are offered every semester. Check with the department.

Refer to the course descriptions for prerequisites.

A.A.S. IN NURSING

All Year One (Level One) courses must be completed with grades of C or higher. Each 8-week session of nursing courses must be successfully completed to take the next 8-week courses.

All Year Two (Level Two) courses must be completed with grades of C or higher. Each 8-week session of nursing courses must be successfully completed to take the next 8-week courses.

<p>Prerequisite Courses 10 1/2</p> <p>Semester One</p> <p>*BIO208 Human Physiology w/Lab 4</p> <p>NURS110 Personal Vocational Concepts 1</p> <p>NURS112 Introduction to Psycho-Social Health 2</p> <p>**NURS114 Fundamentals I 2</p> <p>NURS116 Fundamentals II 2 1/2</p> <p>NURS118 Fundamentals II Clinical 1 1/2</p> <p>NURS120 Allied Health Pharmacology 2</p> <p>NURS122 Adult Health I 4</p> <p>Semester Two</p> <p>NURS124 Adult Health II 4</p> <p>NURS126 Adult Health Nursing Clinical 3</p> <p>NURS132 Nutrition 3</p> <p>NURS134 Nursing Care for the Childbearing Family 2</p> <p>NURS136 Childbearing Family Clinical 1 1/2</p> <p>NURS140 Nursing Care for the Child Rearing Family 2</p> <p>NURS142 Child Rearing Family Clinical 1 1/2</p> <p>Semester Three</p> <p>NURS128 Adult Health III 2</p> <p>NURS130 Adult Health Care Coordination Clinical 2</p> <p>HEOC135 Allied Health Career Development 1/2</p> <p>*PSY101 General Psychology 3</p>		<p>Semester One</p> <p>NURS212 Introduction to Professional Nursing 1 1/2</p> <p>NURS218 Complex Health: Elimination 2</p> <p>NURS226 Complex Health: Family 2</p> <p>NURS228 Complex Health: Family Clinical 1</p> <p>NURS230 Complex Health: Adult Clinical I 1</p> <p>*BIO121 Microbiology w/Lab 4</p> <p>NURS214 Complex Health: Mental Health 3</p> <p>NURS216 Complex Health: Mental Health Clinical 2</p> <p>NURS220 Complex Health: Nutrition/Metabolic 1 1/2</p> <p>Semester Two</p> <p>NURS232 Complex Health: Adult Clinical II 3</p> <p>NURS234 Complex Health: Activity and Rest 3</p> <p>NURS236 Complex Health: Cognitive/Perceptual 2</p> <p>NURS238 Complex Health: Community Management 2</p> <p>NURS240 Complex Health: Community Management Clinical 1</p> <p>NURS242 Professional Nursing Capstone Clinical 1 1/2</p> <p>*HIST101 U.S. History Before 1877 (or)</p> <p>*HIST102 U.S. History Since 1877 (or)</p> <p>*POLS101 American/National Government 3</p> <p>*SPTH101 Public Speaking 3</p> <p style="text-align: right;">Degree Total 90 1/2</p>
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Certificate Total 54

*Courses can be completed prior to the start of the program.

*Courses can be completed prior to the start of the program.

**Course can be articulated from secondary health occupations programs. Consult the SFCC TECH PREP Director or high school counselor for procedure.

Note: Not all courses are offered every semester. Check with the department. Refer to the course descriptions for prerequisites.

A.A.S. IN RADIOLOGIC TECHNOLOGY

Radiologic Technologists are the only allied health professionals educated in image production, radiation protection, and image evaluation. Although an interdisciplinary team of radiologists, radiologic technologists and support staff plays a critical role in the delivery of health services, it is the radiologic technologist who performs the radiologic examination that creates the images needed for diagnosis. The Radiologic Technology program at SFCC is dedicated to serving the communities of rural Missouri through the preparation of highly competent, registry-eligible medical imaging professionals. The program provides a solid educational base and a thorough professional preparation that will allow the graduate to competitively enter the work force, continue their education in advanced imaging technologies, and/or transfer into baccalaureate degree programs in imaging science. Admission to the program is selective and an informational packet with an application to the program is available from the college.

Program Prerequisite Requirements

*Must be completed prior to the start of the program with grades of C or higher:

BIO207	Human Anatomy w/Lab	4
ENGL101	English Composition I	3
MATH112	Intermediate Algebra	3
MEOF101	Medical Terminology I	3
RAD100	Radiologic Technology Prep Workshop	1/2

General Education Requirements 15 Hours

Communications 3
ENGL101

Mathematics 3
MATH112

Social Science 3
HIST101 (or) HIST102 (or) POLS101

General Education Electives 6
(As determined by the department and are included in the Program Requirements.)

Program Requirements

*Courses can be completed prior to the start of the program

Freshman Year

RAD102	Orientation to Radiologic Technology	2
RAD120	Radiographic Procedures I	3
RAD122	Radiographic Procedures II	3
RAD128	Patient Care	3
RAD136	Radiation Protection	2
*BIO208	Human Physiology w/Lab	4
Total		17

RAD106	Clinical Education I	3
RAD124	Radiographic Procedures III	3
RAD142	Trauma and Advanced Imaging	3
RAD134	Radiographic Exposures and Quality Control	3
RAD146	Imaging Equipment	3
Total		15

Summer Session

RAD108	Clinical Education II	3
RAD110	Clinical Education III	3
*HIST101	U.S. History Before 1877 (or)	
*HIST102	U.S. History Since 1877 (or)	
*POLS101	American/National Government	3
Total		9

Sophomore Year

RAD112	Clinical Education IV	3
RAD130	Radiation Production and Characteristics	3
RAD140	Radiologic Pharmacology	3
RAD154	Sectional Anatomy	3
*SPTH101	Public Speaking	3
Total		15

RAD114	Clinical Education V	3
RAD144	Radiation Biology	2
RAD150	Radiographic Pathology	3
RAD152	Image Analysis	3
RAD170	Preparing for Professionalism	3
Total		14

Degree Total 83 1/2

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

A.A.S. IN WEB DEVELOPMENT

With the explosion of e-commerce, it is estimated that within the next decade most companies will generate a substantial percentage of revenue from online purchases. Even the smallest companies will have a presence on the Web. Companies will be seeking individuals with the ability to create interactive Web sites, which are capable of accessing multiple databases.

SFCC's comprehensive A.A.S. in Web Development was designed to enable graduates to create powerful Web sites. It was created for the individual seeking a career in the world of cyber industry.

General Education Requirements 16 Hours

Communications 3
ENGL101 (or) ENGL 112

Mathematics 3
MATH101 (or) MATH112

Social Science 3
HIST101 (or) HIST102 (or) POLS101

Wellness 1
HLTH101, PEAC116, PEAC117, PEAC118,
PEAC119, PEAC121 (or) PEAC122

General Education Electives 6
(As determined by the department and are included in
the Program Requirements)

**Program Elective - must complete with a grade
of C or higher
Select 3 hours from BSMT132, CIS157, CIS163,
NET134, WEB117, WEB125, WEB126, (or) WEB127.

Program Requirements

*Courses to complete with a grade of C or higher

Freshman Year

*WEB112	Web Utilities	1
*WEB113	Web Design	1
CAPP125	Microcomputer Applications	3
*CIS103	Introduction to CIS	3
*CIS145	Visual Basic	3
*NET102	Networking I	3
*CIS132	Unix (or)	
*NET127	Fundamentals of Unix	1-3
Total		15-17

ENGL101	English Composition I (or)	
ENGL112	Technical Writing	3
*CIS124	Database Management	3
*CIS155	Programming in C	3
MATH101	Business Math (or)	
MATH112	Intermediate Algebra	3
*CIS162	Advanced Visual Basic	3
	Wellness Course	1
Total		16

Sophomore Year

*WEB114	Web Scripting	3
HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History Since 1877 (or)	
POLS101	American/National Government	3
	**Program Elective	3
*NET120	Network Server	3
*CIS158	Java	3
*CIS161	Systems Analysis	3
Total		18

*WEB118	Web Graphics	3
*WEB120	XML	3
ENGL110	Business Communications	3
*WEB175	Web Development Internship	4
*WEB116	Web Development	3
SS120	Employment Strategies	1
Total		17

Degree Total 66

**Note: Not all courses are offered every semester. Check with the department.
Refer to the course descriptions for prerequisites.**

PROFESSIONAL CERTIFICATE IN WELDING TECHNOLOGY

Depth of training required for entry into the welding occupation depends on the specific needs of employers. Almost every manufacturing industry uses welding at some stage of production or in the repair and maintenance of equipment. Welders may perform manual welding, in which the work is entirely controlled by the welder, or semi-automatic welding in which the welder uses machinery to help perform welding tasks. They generally plan work from drawings or specifications, or by analyzing damaged metal parts, using knowledge of welding and metals. They select and set up welding equipment and examine welds to insure they meet standards or specifications. In some production processes in which work is repetitive and items to be welded are relatively uniform, automated welding is used. In this process, a machine performs the welding tasks and it is monitored by a welding machine operator. The Welding Technology program provides theory and practical lab training to achieve the competencies needed to enter the job market upon the completion of the certificate course requirements. The physical requirements of this occupation typically include: lifting up to 45 pounds, pushing, pulling, reaching, walking, standing, crawling, kneeling, ascending and descending ladders, manual dexterity, and working in cramped positions for sustained periods of time.

The courses in this certificate program are offered primarily in the evening. For advising, consult the chair of the Applied Science and Technology Department.

Program Requirements

*Courses to complete with a grade of C or higher

CNST162	Construction Safety (or)	
IEM126	Industrial Safety	3
MATH108	Technical Math II	3
PHYS125	Technical Science	4
CAD105	Print Reading	3
*WELD101	Welding Tech I	4
*WELD102	Welding Tech II	4
*WELD103	Welding Tech III	4
*WELD104	Welding Tech IV	4
*MACH115	Heat Treating and Metallurgy	3
	**Program Elective	3
SS120	Employment Strategies	1

**Program Elective

Select course from CAD130, any MACH course, MATH107 (or) WELD180

Certificate Total 36

Note: Not all courses are offered every semester. Check with the department.

Refer to the course descriptions for prerequisites.