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# STATE FAIR COMMUNITY COLLEGE CATALOG 2006 - 2008

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## GENERAL EDUCATION

### General Education Goals

At State Fair Community College there is the belief that there exists a core of learning experiences, usually known as general education, common to all students. These experiences are of value to all citizens, whatever their occupation or profession. The goals of the general education program of the college are to provide students with the opportunity to formulate an idea and competently express it orally and in writing; gain a broader awareness for intellectual and cultural diversity; use computational skills and scientific methods to solve problems; utilize critical-thinking skills in making decisions and finding solutions; and demonstrate the ability to use contemporary technology. These goals can best be accomplished through exposure to a common core of knowledge, as well as through the opportunity to select courses by individual interests. The general education program of the college also strives to provide students with the required competencies called for by the Missouri Coordinating Board for Higher Education (CBHE).

The CBHE competencies are divided into two parts: Skill Areas (Communicating, Higher-Order Thinking, Managing Information, Valuing) and Knowledge Areas (Social and Behavioral Sciences, Humanities and Fine Arts, Mathematics, Life and Physical Sciences).

### 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

### COMMUNICATIONS

**9 Hours**

ENGL101	
English Composition I	3
ENGL102	
English Composition II	3
SPTH101	
Public Speaking	3

### SOCIAL AND BEHAVIORAL SCIENCES

**9 Hours**

Select one course from A. and one from B.

Select 3 more hours from A. or B.

A. Select one course:

*HIST101	
U.S. History Before 1877	3
*HIST102	
U.S. History Since 1877	3
*POLS101	
American/National Government	3

\*These courses satisfy the state requirement for credit in Missouri Constitution. Students transferring credit for American history or national government from out-of-state must complete POLS102 Missouri Constitution (1/2 hour).

B. Select one course:

ECON101	
Principles of Economics I-Macro	3
GEOG101	
World Geography	3
HUM108	
World Civilization Before 1500	3
HUM109	
World Civilization After 1500	3
PSY101	
General Psychology	3
PSY102	
Child Psychology	3
SOC100	
General Sociology	3

### HUMANITIES AND FINE ARTS

**9 Hours**

Select one course from each group.

A. Select one course:

LIT101	
Introduction to Literature	3
LIT104	
Masterpieces Before 1650	3
LIT105	
Masterpieces After 1650	3

LIT107

American Literature 3

LIT109

English Literature 3

LIT114

Topics in Literature 3

B. Select one course:

ART101

Art Appreciation 3

ART120

Modern Art History 3

MUS101

Music in Western Civilization 3

MUS103

Music History and Literature I 2

MUS104

Music History and Literature II 2

SPTH107

Introduction to Theater 3

C. Select one course:

AGRI106

Global Agriculture 3

HUM101

Introduction to Philosophy 3

HUM104

Living Religions 3

HUM120

American Diversity 3

SOC102

Marriage and Family 3

POLS103

Introduction to Political Science 3

### MATHEMATICS

**3 Hours**

Select one course:

MATH115

College Algebra 4

MATH116

Finite Math 3

MATH120

Trigonometry 3

MATH122

Precalculus Math 5

MATH125

Calculus for Business 3

MATH130

Calculus and Analytic Geometry I 5

**NATURAL SCIENCES** **8 Hours**Select 2 science courses. One must be from Group A.

A. Select one course:

BIO112	5
Introduction to Biology w/Lab	
BIO125	5
Biology I w/Lab	
BIO126	5
Biology II w/Lab	
CHEM101	5
Introduction to Chemistry w/Lab	
CHEM113	5
Fundamentals of Chemistry w/Lab	
CHEM123	5
General Chemistry I w/Lab	
EASC101	5
Introduction to Earth Sciences w/Lab	
EASC106	5
Physical Geology w/Lab	
PHYS105	5
College Physics I w/Lab	
PHYS118	5
General Physics I w/Lab	

B. Select another from Group A. or one course from Group B.:

BIO100	3
Introduction to Biological Sciences	
BIO103	3
Human Biology	
BIO105	3
Wildlife Conservation	
BIO204	3
Genetics w/Lab	
BIO207	4
Human Anatomy w/Lab	
BIO208	4
Human Physiology w/Lab	
EASC116	3
Environmental Science	
EASC120	3
Introduction to Astronomy	
PHYS103	3
Introduction to Physical Science	

**CORE ELECTIVES** **3-4 Hours**Select an additional course or courses from the preceding categories or select from the following courses:

BADM101	3
Introduction to Business	
BADM103	3
Legal Environment of Business	
BADM107	3
Personal Finance	
EDUC101	3
Foundations of Education	

MATH127	3
Business Statistics	
PSY150	3
Educational Psychology	
SOC101	3
Social Problems	
SPAN 101	3
Elementary Spanish I	

**GENERAL EDUCATION****MINIMUM TOTAL: 42 Hours****ADDITIONAL DEGREE REQUIREMENTS****WELLNESS** **1 Hour**All students must complete the one credit hour wellness requirement. Select one of the following:

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

**ELECTIVES** **21 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 2 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 APPLIED SCIENCE AND PROFESSIONAL CERTIFICATE PROGRAMS

PROGRAM	DEGREE	CERTIFICATE	PAGE
ACCOUNTING	X		22
AGRICULTURE	X		23
AGRICULTURE WITH EMPHASIS IN HORTICULTURE	X		24
AUTOMOTIVE TECHNOLOGY	X	X	25
BUILDING MATERIALS MERCHANDISING	X		26
BUSINESS MANAGEMENT WITH MANAGEMENT SPECIALTY	X		27
BUSINESS MANAGEMENT WITH MARKETING AND RETAIL SPECIALTY	X		28
BUSINESS MANAGEMENT WITH OFFICE MANAGEMENT SPECIALTY	X		29
COMPUTER AIDED DRAFTING TECHNOLOGY	X		30
COMPUTER INFORMATION SYSTEMS WITH EMPHASIS IN ACCOUNTING	X		31
COMPUTER INFORMATION SYSTEMS WITH EMPHASIS IN PROGRAMMING	X		32
CONSTRUCTION TECHNOLOGY	X		33
CRIMINAL JUSTICE	X		34
CUSTOM APPLICATOR TECHNOLOGY	X		35
DENTAL HYGIENE	X		36
EARLY CHILDHOOD DEVELOPMENT	X		37
FIRE SCIENCE TECHNOLOGY	X		38
INDUSTRIAL TECHNOLOGY WITH EMPHASIS IN ELECTRICITY/ELECTRONICS	X	X	39
INDUSTRIAL TECHNOLOGY WITH EMPHASIS IN INDUSTRIAL MAINTENANCE	X	X	40
INDUSTRIAL TECHNOLOGY WITH EMPHASIS IN INDUSTRIAL SUPERVISION	X		41
MACHINE TOOL TECHNOLOGY	X	X	42
MARINE TECHNOLOGY	X		43
NETWORK ADMINISTRATION	X		44
NETWORKING WITH EMPHASIS IN PC TECHNICIAN	X		45
NURSING	X	X	46-47
OCCUPATIONAL EDUCATION	X		48
RADIOLOGIC TECHNOLOGY	X		49
SECRETARIAL SCIENCE WITH EMPHASIS IN MEDICAL OFFICE ADMINISTRATION MANAGEMENT	X	X	53
SECRETARIAL SCIENCE WITH EMPHASIS IN MEDICAL TRANSCRIPTION	X		50
SECRETARIAL SCIENCE WITH EMPHASIS IN PROCEDURE AND DIAGNOSIS CODING	X		51
SECRETARIAL SCIENCE WITH EMPHASIS IN OFFICE ASSISTING		X	52
WEB DEVELOPMENT	X		53
WELDING TECHNOLOGY		X	54
			55

# ASSOCIATE OF APPLIED SCIENCE GENERAL EDUCATION REQUIREMENTS

**GENERAL EDUCATION MINIMUM TOTAL 10 Hours**

**COMMUNICATIONS 3 Hours**

ENGL101	
English Composition I	3
ENGL102	
English Composition II	3
ENGL110	
Business Communications	3
ENGL112	
Technical Writing	3

**MATHEMATICS 3-4 Hours**

MATH101	
Business Math	3
MATH107	
Technical Math I	3
MATH108	
Technical Math II	3
MATH112	
Intermediate Algebra	3
MATH115	
College Algebra	4
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

\*These courses satisfy the state requirement for credit in Missouri Constitution. Students transferring credit for American history or national government from out-of-state must complete POLS102 Missouri Constitution (1/2 hours).

**WELLNESS 1 Hour**

All students, except those in Allied Health programs, must complete the one credit hour wellness requirement. Select one of the following:

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

**GENERAL EDUCATION ELECTIVES  
MINIMUM TOTAL 6 Hours**

Each A.A.S. degree program includes 6 hours of general education elective courses from two of the following areas:

**COMMUNICATING**

ENGL101, ENGL102, ENGL110, ENGL112, SPTH101

**MATHEMATICS**

MATH101, MATH107, MATH108, MATH112, MATH115, MATH116

**SOCIAL AND BEHAVIORAL SCIENCES**

BADM101, BADM107, ECON101, ECON102, PSY101, PSY102, SOC100

**HIGHER ORDER THINKING**

BADM103, ENGL102, HUM120, LIT104

**VALUING**

HUM101, HUM104, HUM120, SOC102

**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, HUM101, HUM104, HUM108, HUM109, HUM120, LIT101, LIT104, LIT105, LIT107, LIT109, LIT114, MUS101, SPAN101, SPTH107

**TOTAL A.A.S. GENERAL EDUCATION  
MINIMUM 16 Hours**

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.

## 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 After 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	Legal Environment of Business	3
EDUC119	Employment Strategies	1
	Total	16
*ACCT220	Current Topics in Accounting	3
*ACCT137	Introduction to Federal Taxation	3
*ACCT125	Computerized Accounting	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.**

## 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. If you're interested in agriculture, you are self-motivated, goal-oriented, and take a tenacious, creative approach to problem solving. The technical and business skills you gain at SFCC will give you the advantage whether you work on the family farm or prefer a job in agribusiness. The A.A.S. degree 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, you'll work for a major industry in the career field you've chosen through an Occupational Internship. These internships give you a unique opportunity to apply the knowledge acquired in class to work situations so you'll be ready to enter the job market.

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

<b>Freshman Year</b>		
AGRI101	Ag Leadership and Issues I	2
ENGL101	English Composition I (or)	
ENGL110	Business Communications (or)	
ENGL112	Technical Writing	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
<b>Summer Session</b>		
AGRI175	Occupational Internship	4
<b>Sophomore Year</b>		
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
	Total	18
AGRI104	Ag Leadership and Issues IV	1
CAPP125	Microcomputer Applications	3
HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History After 1877 (or)	
POLS101	American/National Government	3
AGRI121	Soils II	3
AGRI136	Ag Credit and Finance	3
AGRI118	Plant Science	3
EDUC119	Employment Strategies	1
	Total	17

**Degree Total 74**

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

## 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 design 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 you for numerous career opportunities with practical experience in a fully equipped greenhouse and internships to enhance the classroom learning experiences.

General Education Requirements	16 Hours	
Communications	3	
ENGL101 (or) ENGL110 (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 Requirements

#### Freshman Year

AGRI101	Ag Leadership and Issues I	2
ENGL101	English Composition I (or)	
ENGL110	Business Communications (or)	
ENGL112	Technical Writing	3
MATH101	Business Math (or)	
MATH112	Intermediate Algebra	3
AGRI120	Soils I	3
AGRI129	General Horticulture	3
AGRI118	Plant Science	3
	Total	17

AGRI102	Ag Leadership and Issues II	1
AGRI132	Agriculture Economics	3
AGRI127	Farm Chemicals	3
AGRI151	Landscape Design and Maintenance	3
AGRI175	Occupational Internship	8
	Total	18

#### Summer Session

AGRI175	Occupational Internship	4
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#### Sophomore Year

AGRI103	Ag Leadership and Issues III	2
	Wellness Course	1
AGRI147	Plant Identification	4
AGRI152	Turf Management	4
AGRI138	Ag Business Management	3
AGRI174	Crop and Insect Scouting	2
	Total	16

AGRI104	Ag Leadership and Issues IV	1
CAPP125	Microcomputer Applications	3
HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History After 1877 (or)	
POLS101	American/National Government	3
AGRI125	Natural Resources	3
AGRI136	Ag Credit and Finance	3
AGRI154	Greenhouse Management w/Lab	4
EDUC119	Employment Strategies	1
	Total	18

**Degree Total 73**

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

# A.A.S. IN AUTOMOTIVE TECHNOLOGY

In the Automotive Technology program students learn fundamentals of automotive systems design, operations, diagnosis, and repair. Classroom concepts and theory are applied in the shop environment where troubleshooting, service procedures, estimating, and customer relations are practiced. The ability to diagnose the source of a problem with a vehicle quickly and accurately, one of the mechanic's most valuable skills, requires good reasoning ability and a thorough knowledge of engines and other automotive systems. The automotive industry is changing rapidly with advances in computer components being used throughout vehicles and employment opportunities are expected to be good for individuals who complete formal automotive training programs. The program is certified by the National Automotive Technicians Education Foundation (NATEF), an affiliate of the National Institute of Automotive Service Excellence (ASE) that signifies the program meets uniform standards for instructional facilities, equipment, curriculum, and staff credentials.

## 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
AUTO107	Engine Tune-Up and Emissions	6
AUTO109	Fuel Systems	5
AUTO111	Computerized Engine Control	5
AUTO113	Steering, Suspension and Wheels	5
AUTO115	Automotive Brakes	5
AUTO117	Automotive Electrical Systems	6
AUTO119	Automotive Heating and Air Conditioning	5
AUTO121	Automotive Engines	6
AUTO123	Service Operation Management	3
EDUC119	Employment Strategies	1

General Education Requirements	16 Hours
Communications ENGL112	3
Mathematics MATH107	3
Social Science HIST101 (or) HIST102 (or) POLS101	3
Wellness HLTH101, PEAC116, PEAC117, PEAC118, PEAC119, PEAC121 (or) PEAC122	1
General Education Electives CAPP125    Microcomputer Applications PHYS125    Technical Science	6

**Degree Total 78**

## Professional Certificate in Automotive Mechanics

The certificate requires the completion of all of the AUTO courses listed above and EDUC119 Employment Strategies.

**Certificate Total 62**

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

## 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, DRFT (or) MACH

### Program Requirements

#### Freshman Year

ENGL101	English Composition I (or)	3
ENGL112	Technical Writing	3
MATH101	Business Math	3
BSMT110	Salesmanship	3
CNST101	Construction Materials and Methods I	3
DRFT111	Introduction to Computer Drafting	3
Total		15

HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History After 1877 (or)	
POLS101	American/National Government	3
DRFT120	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
EDUC119	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.**

## 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 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, HUM, LIT, MATH, OADM, POLS, PSY, SPAN, SOC (or) SPTH

### Program Requirements

<b>Freshman Year</b>		
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
<b>Summer Session</b>		
BSMT175	Business Management Internship	4-8
<b>Sophomore Year</b>		
	*Program Elective	3
BADM109	Business Ethics	3
ACCT102	Managerial Accounting	3
HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History After 1877 (or)	
POLS101	American/National Government	3
BSMT117	Human Resource Management	3
	Total	15
BSMT125	Human Relations	3
BADM103	Legal Environment of Business	3
BSMT130	Business Strategies	3
ECON101	Principles of Economics I-Macro	3
	*Program Elective	3
EDUC119	Employment Strategies	1
	Total	16

**Degree Total 66**

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

## 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, HUM, LIT, MATH, OADM, POLS, PSY, SPAN, SOC (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	4-8
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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 After 1877 (or)	
POLS101	American/National Government	3
	Total	15

BSMT125	Human Relations	3
BADM103	Legal Environment of Business	3
BSMT132	E-Commerce Marketing	3
	*Program Electives	6
EDUC119	Employment Strategies	1
	Total	16

**Degree Total 66**

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

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

Students wishing to pursue a degree in Business Management with a speciality in Office Management should be good organizers, problem solvers, and planners. They should be detailed-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.

General Education Requirements	16 Hours
Communications ENGL101 (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

\*Courses to complete with a grade of C or higher

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

### Program Requirements

Prerequisite:	*CAPP118 Keyboarding (or test out)	3
<b>Freshman Year</b>		
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
	<b>Total</b>	<b>16</b>
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
	<b>Total</b>	<b>16</b>
<b>Summer Session</b>		
*CAPP119	Document Formatting	2
<b>Sophomore Year</b>		
**CAPP122	Keyboarding Skillbuilding	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 After 1877 (or)	
POLS101	American/National Government	3
	<b>Total</b>	<b>16</b>
BSMT125	Human Relations	3
BADM103	Legal Environment of Business	3
*CAPP164	Access	3
*OADM134	Office Dynamics for Administrators	3
*OADM176	Office Management Internship	4
EDUC119	Employment Strategies	1
	<b>Total</b>	<b>17</b>

**Degree Total 67**

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

## 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 ENGL101 (or) ENGL112	3
Mathematics MATH108 (or) MATH115	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

\*Drafting Electives  
Select 15 hours from DRFT116, DRFT120, DRFT125, DRFT130, DRFT132, DRFT134, DRFT136, DRFT155, DRFT180 (or) MACH101

\*\*Program Electives  
Select 9 hours from CNST, DRFT, IM, MACH, NET (or) WELD

### Program Requirements

#### Freshman Year

MATH107	Technical Math I (or)	
MATH112	Intermediate Algebra	3
ENGL101	English Composition I (or)	
ENGL112	Technical Writing	3
	Wellness Course	1
INDT102	Technical Prints and Diagrams	3
DRFT111	Introduction to Computer Drafting	3
CAPP125	Microcomputer Applications	3
	Total	16
MATH108	Technical Math II (or)	
MATH115	College Algebra	3-4
ENGL102	English Composition II (or)	
ENGL110	Business Communications	3
DRFT114	Intermediate Computer Drafting	3
PHYS125	Technical Science	4
	*Drafting Elective	3
	Total	16-17

#### Sophomore Year

HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History After 1877 (or)	
POLS101	American/National Government	3
DRFT115	Advanced Computer Drafting	3
	**Program Elective	3
	*Drafting Electives	6
EDUC119	Employment Strategies	1
	Total	16
DRFT175	CAD Internship	4
	**Program Electives	6
	*Drafting Electives	6
	Total	16

**Degree Total 64**

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

# 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 you into 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. You will also need to think logically and analytically. As a graduate of SFCC's CIS/Accounting program, you'll have the skills you need 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		
*ACCTG132	Business Taxation	3
HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History After 1877 (or)	
POLSC101	American/National Government	3
*CIS124	Database Management (or)	
*CIS152	Programming in Access	3
*ACCT102	Managerial Accounting	3
	**Program Elective	3
	Total	15
*ACCT125	Computerized Accounting	3
*CIS161	Systems Analysis	3
ENGL102	English Composition II (or)	
ENGL110	Business Communications (or)	
SPHTR101	Public Speaking	3
*CIS175	CIS Internship	4
EDUC119	Employment Strategies	1
	**Program Elective	3
	Total	17

**Degree Total 64**

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

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

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

General Education Requirements	16 Hours
Communications ENGL101 (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 Electives - must complete with a grade of C or higher  
Select 9 hours from CIS136, CIS162, CIS163, CIS171, CIS172, CIS183, NET102, WEB114 (or) WEB116

### 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

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 After 1877 (or)	
POLS101	American/National Government	3
*CIS124	Database Management (or)	
*CIS152	Programming in Access	3
*CIS157	Advanced C/C++ Programming	3
	Total	18

*CIS149	Advanced Cobol	3
*CIS151	DB2 Relational Database3	
ENGL102	English Composition II (or)	
ENGL110	Business Communications (or)	
SPTH101	Public Speaking	3
*CIS175	CIS Internship	4
*CIS158	Java	3
EDUC119	Employment Strategies	1
	Total	17

**Degree Total 69**

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

## 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.

### Program Requirements

#### Freshman Year

ENGL101	English Composition I (or)	
ENGL112	Technical Writing	3
MATH108	Technical Math II (or)	
MATH115	College Algebra	3-4
DRFT111	Introduction to Computer Drafting	3
CNST113	Construction Management	3
CNST101	Construction Materials and Methods I	3
	Wellness Course	1
	Total	16-17

General Education Requirements 16 Hours

Communications 3  
ENGL101 (or) ENGL112

Mathematics 3  
MATH108 (or) MATH115

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 BADM, BSMT, CNST, DRFT, ECON,  
ELEC, IM, IS, MACH, SPAN (OR) WELD

HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History After 1877 (or)	
POLS101	American/National Government	3
CAPP125	Microcomputer Applications	3
CNST103	Construction Materials and Methods II	3
INDT102	Technical Prints and Diagrams	3
DRFT120	Architectural Drafting	3
CNST162	Construction Safety	3
	Total	18

#### Sophomore Year

	Humanities Course	3
CNST142	Building Mechanical Systems	3
CNST106	Construction Estimation	3
ACCT101	Principles of Financial Accounting (or)	
BADM107	Personal Finance	3
BADM101	Introduction to Business (or)	
BSMT108	Principles of Management (or)	
BSMT125	Human Relations	3
EDUC119	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.**

## A.A.S. IN CRIMINAL JUSTICE

The field of criminal justice offers a wide variety of career opportunities based upon the three components of our legal system - law enforcement, judicial system and corrections. The Criminal Justice program prepares students for careers in law enforcement, probation and parole, juvenile justice, correctional system management, and legal system administration. Theoretical and practical courses, including a supervised occupational experience with an agency, will provide skills and abilities needed for an entry-level career in criminal justice.

General Education Requirements                      16 Hours

Communications                                              3  
ENGL101

Mathematics                                                 3  
MATH101 (or) MATH112

Social Science                                              3  
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 EDUC123, SOC103, SPAN101,  
SPTH101 (or) SPTH105

\*\*Humanities and Fine Arts Course  
HUM101, HUM120 (or) POLS103

### 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

CJ111	Introduction to Corrections	3
CJ101	Introduction to Law Enforcement	3
SOC100	General Sociology	3
MATH101	Business Math (or)	
MATH112	Intermediate Algebra	3
POLS101	American/National Government	3
	Wellness	1
	Total	16

#### Sophomore Year

CJ105	Criminal Law	3
CJ107	Criminology	3
ENGL112	Technical Writing	3
HLTH102	First Aid	2
BSMT125	Human Relations	3
	*Program Elective	3
	Total	17

CJ104	Criminal Investigation	3
CJ120	Probation-Parole/Offender Rehabilitation	3
SOC101	Social Problems	3
	**Humanities and Fine Arts Course	3
CJ175	Supervised Occupational Experience	4
EDUC119	Employment Strategies	1
	Total	17

**Degree Total 65**

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

## A.A.S. IN CUSTOM APPLICATOR TECHNOLOGY

The Custom Applicator Technology program prepares students for employment using computerized equipment to apply chemicals and fertilizers on crops and soil to improve production. Students will study maintenance and operation of the equipment; safe handling of equipment, fertilizer, pesticides, and herbicides; preparation to obtain the state commercial driver's license and to pass state and federal commercial applicator licensing; and business aspects of the career. Mechanical skills and good driving habits are required, and an agricultural background is of benefit. Internships with an agricultural coop or a private business are included in the program and provide the opportunity to use the skills and knowledge learned in the classroom. This unique degree program provides graduates with numerous job offers at graduation.

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
ENGL101	English Composition I (or)	
ENGL110	Business Communications (or)	
ENGL112	Technical Writing	3
AGRI120	Soils I	3
AGRI165	Basic Maintenance and Operations	3
AGRI157	Equipment Operations I	3
HEOC101	Managing Medical Emergencies	1
	Total	15

AGRI102	Ag Leadership and Issues II	1
AGRI163	Custom Applicator I	3
AGRI161	Ag Industry Equipment Operation	2
AGRI167	CDL Licensing	2
AGRI127	Farm Chemicals	3
AGRI175	Occupational Internship	8
	Total	19

#### Summer Session

AGRI175	Occupational Internship	6
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#### Sophomore Year

AGRI103	Ag Leadership and Issues III	2
AGRI174	Crop/Insect Scouting	2
AGRI118	Plant Science	3
MATH101	Business Math (or)	
MATH112	Intermediate Algebra	3
AGRI159	Equipment Operations II	3
CAPP125	Microcomputer Applications	3
	Total	16

AGRI104	Ag Leadership and Issues IV	1
AGRI121	Soils II	3
AGRI168	Commercial Applicator Licensing	2
HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History After 1877 (or)	
POLS101	American/National Government	3
AGRI164	Custom Applicator II	3
AGRI158	Pesticide and Fertilizer Equipment	2
	Wellness Course	1
EDUC119	Employment Strategies	1
	Total	16

**Degree Total 72**

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

## 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 prior to the start of the program with grades of C or higher:

BIO207	Human Anatomy w/Lab	4
BIO208	Human Physiology w/Lab	4
CHEM101	Introduction to Chemistry w/Lab	5
DH101	Dental Hygiene Prep Workshop	1/2
	(Taken the spring before acceptance into the program as part of the selection process)	
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.)		

### 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	2
DH109	Oral Anatomy and Histology Lab	2
*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 After 1877 (or)	
*POLS101	American/National Government	3
*SPH101	Public Speaking	3
Total		19

#### Summer Session

DH112	Clinical Dental Hygiene II	5
DH125	Local Anesthesia	3
Total		8

#### 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 94 1/2**

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

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

## 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.

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 and Fine Arts Course  
ART101, HUM120, MUS101 (or) SPTH107

\*\*Program Elective  
Select 3 hours from PPRO106, PSY102, PSY104, PSY150,  
SOC102, SOC103, SPAN101 (or) SPTH105

### Program Requirements

<b>Freshman Year</b>		
ECD101	Introduction to Early Childhood	3
ECD103	Child Growth and Development	3
ECD127	Parent/Teacher Interaction	3
ENGL101	English Composition I	3
	*Humanities/Fine Arts Course	3
EDUC145	Computer Technology in Education	3
	Total	18
<b>Sophomore Year</b>		
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)	
MATH116	Finite Math	3
	Wellness Course	1
	Total	16
<b>Sophomore Year</b>		
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)	
HIST102	U.S. History After 1877 (or)	
POLS101	American/National Government	3
EDUC104	Children's Literature	3
	Total	15
<b>Juniata Year</b>		
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
EDUC119	Employment Strategies	1
	Total	16

**Degree Total 65**

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

## A.A.S. IN FIRE SCIENCE TECHNOLOGY

The Fire Science Technology program is an instructional program that prepares individuals to perform the duties of fire fighters. It is primarily designed to serve the many fire fighting districts in the college's service area, but courses can be taken by students preparing for a career in fire fighting. Instruction is offered in equipment operation and maintenance, principles of fire science and combustible substances, methods of controlling different types of fires, hazardous materials handling and control, fire rescue procedures, emergency medical response, public relations, and legal regulations.

General Education Requirements	16 Hours
Communications ENGL101	3
Mathematics MATH107 (or) MATH112	3
Social Science HIST101 (or) HIST102 (or) POLS101	3
Wellness HLTH101, PEAC116, PEAC117, PEAC118, PEAC119, PEAC121 (or) PEAC122	1
General Education Electives CAPP125 Microcomputer Applications ENGL102, ENGL110, ENGL112 (or) SPTH101	6

### Program Requirements

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

FIRE105	Fire Fighter I	4
FIRE106	Fire Fighter II	4
FIRE108	Hazardous Materials Awareness and Operations	3
FIRE110	Fire Officer I	3
FIRE112	Fire Inspector I	3
FIRE114	Public Fire and Life Safety Educator	3
FIRE116	Fire Service Instructor I	3
FIRE118	Fire Apparatus Operator	3
FIRE120	Wildland Fire Fighter Professional	3
FIRE122	Rescue Technician	3
FIRE124	Building Construction	3
FIRE128	Fire Hydraulics	3
HEOC110	Emergency Medical Technician	8
EDUC119	Employment Strategies	1
	*Program Elective	3

**Degree Total 66**

\*Program Elective  
Select 3 hours from courses in CNST, MACH, WELD (or)  
PHYS125

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

## A.A.S. IN INDUSTRIAL TECHNOLOGY WITH EMPHASIS IN ELECTRICITY/ELECTRONICS

Graduates of our program will be qualified for positions in industry as industrial electricity/electronics technicians; in field service and sales positions; in contracting as equipment installers and repairers; and/or to continue their education for a four-year degree in industrial electronics or engineering. Abstract reasoning abilities, math skills, manual dexterity, and attention to detail and safe procedures are practiced in applying classroom concepts to hands-on training and troubleshooting skills in the lab. Students can obtain a certificate or an A.A.S. degree in the Industrial Technology with emphasis in Electricity/Electronics program. The program is accredited by the National Association of Industrial Technology (NAIT).

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

### Program Requirements

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

ELEC119	Solid State Devices	3
ELEC126	Digital Principles and Applications	3
ELEC133	Transformers and Motors	3
ELEC150	IEET Integration	3
ELEC152	Power Distribution and Switchgear	3
ELEC154	Industrial Communications	3
ELEC156	Motion Control Systems	3
ELEC158	Process Control	3
INDT104	Electric Fundamentals	3
INDT106	Electrical Power	3
INDT112	Motor Control	3
INDT114	Programming PLCs	3
IM115	Introduction to Systems	3
IM141	Intermediate PLCs	3
EDUC119	Employment Strategies	1
	*Program Electives	6

**Degree Total 65**

\*Program Electives

Select 6 hours from AUTO, CNST, DRFT, ELEC, IM, IS, INDT, NET (or) WELD

## PROFESSIONAL CERTIFICATE IN INDUSTRIAL TECHNOLOGY WITH EMPHASIS IN ELECTRICITY/ELECTRONICS

### Program Requirements

ELEC133	Transformers and Motors	3
ELEC150	IEET Integration	3
ELEC152	Power Distribution and Switchgear	3
IM115	Introduction to Systems	3
INDT104	Electric Fundamentals	3
INDT106	Electrical Power	3
INDT112	Motor Control	3
INDT114	Programming PLCs	3
	Program Electives	9
EDUC119	Employment Strategies	1

### Certificate Program Electives

Select 9 hours from MATH107, PHYS125, (OR) courses from AUTO, CNST, DRFT, ELEC, IM, INDT, IS, NET, MACH, (or) WELD

**Certificate Total 34**

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

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

Today's industries require maintenance technicians capable of understanding the complex issues of manufacturing automation and control, and the repair and maintenance of machines, computer-controlled equipment and mechanical equipment. A solid understanding of many aspects of industrial technology will provide students in the Industrial Maintenance program with skills needed for entry-level employment in industrial settings. Students already employed in industry who need to update their skills with current technology will find flexible course offerings. The program is 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 Technical Science and an Approved General Education Course	6

### Program Requirements

\*Courses to complete with a grade of C or higher

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

*INDT104	Electric Fundamentals	3
*INDT106	Electrical Power	3
*INDT112	Motor Control	3
*INDT114	Programming PLCs	3
IM105	Industrial Safety	3
IM112	Maintenance Management	3
*IM115	Introduction to Systems	3
*IM126	Industrial Mechanics	3
*IM133	Fluid Power Technology	3
*IM141	Intermediate PLCs	3
EDUC119	Employment Strategies	1
	**Program Electives	16

**Degree Total 63**

\*\*Program Electives

Select 16 hours from AUTO, CNST, DRFT, ELEC, IM, IS, MACH, MRN (or) WELD

## PROFESSIONAL CERTIFICATE IN INDUSTRIAL TECHNOLOGY WITH EMPHASIS IN INDUSTRIAL MAINTENANCE

### Program Requirements

\*Courses to complete with a grade of C or higher

*INDT104	Electric Fundamentals	3	*INDT112	Motor Control	3
*INDT106	Electrical Power	3	IM105	Industrial Safety	3
*INDT114	Programming PLCs	3	IM112	Maintenance Management	3
*IM115	Introduction to Systems	3	*IM141	Intermediate PLCs	3
*IM126	Industrial Mechanics	3	MATH108	Technical Math II	3
*IM133	Fluid Power Technology	3	PHYS125	Technical Science	4
			EDUC119	Employment Strategies	1

**Certificate Total 38**

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

## A.A.S. IN INDUSTRIAL TECHNOLOGY WITH EMPHASIS IN INDUSTRIAL SUPERVISION

The Industrial Technology with emphasis in Industrial Supervision degree is designed to meet the needs of those individuals seeking supervisory opportunities in a manufacturing environment. Individuals currently employed in manufacturing related fields that are seeking professional growth and advancement in their organization can enroll in courses that will provide applied technology and business-related content.

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 CAPP125 Microcomputer Applications ENGL110 Business Communications	6

### Program Requirements

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

ACCT101	Principles of Financial Accounting	3
BADM101	Introduction to Business	3
BADM103	Legal Environment of Business	3
BSMT108	Principles of Management	3
BSMT117	Human Resource Management	3
INDT102	Technical Prints and Diagrams	3
INDT104	Electric Fundamentals	3
INDT114	Programming PLCs	3
IS103	Inventory and Production Control	3
IS111	Quality Management and Control	3
IM105	Industrial Safety	3
IM112	Maintenance Management	3
IM115	Introduction to Systems	3
PHYS125	Technical Science	4
EDUC119	Employment Strategies	1
BSMT175	Industrial Supervision Internship (or) *Program Elective	3-4

### Degree Total 63

\*Program Elective

Select 3-4 hours from ACCT, ART, BADM, BSMT, CAPP, CIS, ENGL, HUM, LIT, MATH, OADM, POLS, PSY, SPAN, SOC (or) SPTH

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

## 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 required to manufacture a product. The program is designed to prepare students for a variety of 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 for students seeking a degree or certificate. 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	
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

MACH101	Introduction to Machining	4
CAPP125	Microcomputer Applications	3
INDT102	Technical Prints and Diagrams	3
	Wellness Course	1
MATH107	Technical Math I	3
DRFT111	Introduction to Computer Drafting	3
	Total	17
MACH102	Lathe and Milling Machine Operations	4
MATH108	Technical Math II	3
PHYS125	Technical Science	4
MACH115	Heat Treating and Metallurgy	3
ENGL101	English Composition I (or)	
ENGL112	Technical Writing	3
	Total	17

#### Sophomore Year

MACH103	Milling and Grinding Machine Applications	4
MACH106	CNC Machining	3
DRFT134	Autodesk Inventor	3
HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History After 1877 (or)	
POLS101	American/National Government	3
ENGL110	Business Communications	3
	Total	16
MACH104	Advanced Machining	4
MACH109	Advanced CNC Machining	3
EDUC119	Employment Strategies	1
	*Program Elective	3-4
MACH175	Machine Tool Internship	4
	Total	15-16

**Degree Total 65**

## PROFESSIONAL CERTIFICATE IN MACHINE TOOL TECHNOLOGY

### Program Requirements

MACH101	Introduction to Machining	4	DRFT111	Introduction to Computer Drafting	3
MACH102	Lathe and Milling Machine Operations	4	MACH106	CNC Machining	3
INDT102	Technical Prints and Diagrams	3	EDUC119	Employment Strategies	1
MACH115	Heat Treating and Metallurgy	3		*Program Elective	3-4
MATH107	Technical Math I	3		*Program Elective	
MATH108	Technical Math II	3		Select course from DRFT, MACH112, MACH180, (or)	
PHYS125	Technical Science	4		WELD	

**Certificate Total 34**

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

## A.A.S. IN MARINE TECHNOLOGY

The Marine Technology program at SFCC will provide an opportunity for participants to achieve an A.A.S. degree via articulation or experiential credit. Students who have graduated from an accredited marine technology program or have experience in industry may earn up to 46 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 prior to enrollment.

Courses to be taken from SFCC must include:

General Education Requirements	16 Hours
Communications ENGL101 (or) ENGL112	3
Mathematics MATH107 (or) MATH112	3
Social Science HIST101 (or) HIST102 (or) POLS101	3
Wellness HLTH101, PEAC116, PEAC117, PEAC118, PEAC119, PEAC121 (or) PEAC122	1
General Education Electives	6
Select 6 hours from BADM101, ECON101, PHYS103, PHYS125, PSY101 (or) SPTH101	
Additional degree requirement	
EDUC119 Employment Strategies	1

### Program Requirements

The following courses are available for articulation from secondary schools with Marine Technology programs:

MRN109	Marine Cooling Systems	2
MRN111	Marine Lubrication Systems	2
MRN117	Marine Engine Systems Analysis	2
MRN119	Marine Systems Preventive Maintenance	4
MRN121	Marine Power Transfer Systems	4
MRN175	Internship	5

The following courses are available for articulation from post secondary Marine Technology programs, manufacturing certification, validated occupation experience and/or occupational testing:  
All courses above plus:

MRN101	Marine Systems Rigging I	6
MRN105	Marine Ignition Systems	3
MRN107	Marine Starter and Charging Systems	2
MRN113	Marine Engine Component and Precision Measuring	3
MRN115	Marine Shop Procedures and Business Operations	2
MRN123	Marine Systems Troubleshooting	3
MRN125	Marine Fuel Systems	4
MRN127	Marine Instrumentation Systems	2
MRN129	Marine Power Trim/Tilt Systems	2

**Degree Total 63**

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

## 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. Maintain and monitor the 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, MCDBA, the most prestigious being CISCO's CCNA and Microsoft's MCSE. All of our 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, CIS152, CIS158, CIS162, CIS163, ELEC117, INDT104 (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 After 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
	**Program Electives	6
ENGL102	English Composition II (or)	3
ENGL110	Business Communications	3
	Total	18
*NET106	Networking II	3
*NET158	Network Firewalls	3
*NET140	PC Hardware	3
*NET142	PC Operating Systems	3
*NET175	Network Administration	3
	Internship	4
EDUC119	Employment Strategies	1
	Total	17

**Degree Total 66**

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

## A.A.S. NETWORKING WITH EMPHASIS IN PC TECHNICIAN

The A.A.S. degree with specialization as a PC support technician is designed to train students in PC hardware maintenance and various PC operating systems. Job opportunities include: personal computer technician, microcomputer hardware specialist, or PC maintenance technician. As a PC technician, you will work with computer software and hardware. You will install new software packages, assist users in learning and properly using software packages, and troubleshoot software application problems. You will keep computer PCs up and running, and set up and maintain network computer systems. You will need knowledge of commonly-used concepts, practices and procedures, and rely on instructions and pre-established guidelines to perform the functions of the job and work under immediate supervision. Primary job functions do not typically require exercising independent judgment. A technician typically reports to a project leader or manager.

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 9 hours from CIS145, NET135, NET136, NET138, NET152, (OR) NET153

### Program Requirements

#### Freshman Year

MATH108	Technical Math II (or)	
MATH112	Intermediate Algebra	3
PHYS103	Introduction to Physical Science (or)	
PHYS125	Technical Science	3-4
CAPP125	Microcomputer Applications	3
ENGL101	English Composition I (or)	
ENGL112	Technical Writing	3
NET102	Networking I (or)	
NET150	CISCO Networking	3
	Total	15-16

HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History After 1877 (or)	
POLS101	American/National Government	3
	Wellness Course	1
ENGL102	English Composition II (or)	
ENGL110	Business Communications	3
NET120	Network Server	3
ELEC119	Solid State Devices	3
	*Program Elective	3
	Total	16

#### Sophomore Year

NET129	Fundamentals of Voice and Data Cabling	3
ELEC126	Digital Principles and Applications	3
NET126	Network Client	3
NET151	CISCO Router Basics	3
	*Program Elective	3
	Total	15
NET140	PC Hardware	3
NET142	PC Operating Systems	3
NET175	Network Administration Internship	4
EDUC119	Employment Strategies	1
NET106	Networking II	3
	*Program Elective	3
	Total	17

**Degree Total 63**

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

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## 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. An information packet is available from 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. 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. Applicants will receive a letter regarding admission 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
NURS121	CPR for Health Care Providers	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
NURS121	CPR for Health Care Providers	1/2
BIO208	Human Physiology w/Lab	4
PSY101	General Psychology	3
NURS210	Nursing Transition Course	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.**

## A.A.S. IN NURSING

Year One (Level One) Professional Certificate in Practical Nursing

Year Two (Level Two) Associate of Applied Science in Nursing.

All Year One (Level One) courses must be completed with grades of C or higher.

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

**Certificate Total 54**

**Degree Total 90 1/2**

\*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.

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

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



## 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 ENGL101		3
Mathematics MATH112		3
Social Science HIST101 (or) HIST102 (or) POLS101		3
General Education Electives (As determined by the department and are included in the Program Requirements.)		6

### Program Requirements

#### Freshman Year

RAD102	Orientation to Radiologic Technology	2
RAD120	Radiographic Procedures I	3
RAD122	Radiographic Procedures II	3
RAD130	Radiation Production and Characteristics	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
RAD128	Patient Care	3
RAD134	Radiographic Exposures and Quality Control	3
Total		15

#### Summer Session

RAD108	Clinical Education II	3
RAD110	Clinical Education III	3
*SPTH101	Public Speaking	3
Total		9

#### Sophomore Year

RAD112	Clinical Education IV	3
RAD140	Radiologic Pharmacology	3
RAD144	Radiation Biology	2
RAD146	Imaging Equipment	3
RAD154	Sectional Anatomy	3
Total		14
RAD114	Clinical Education V	3
RAD150	Radiographic Pathology	3
RAD152	Image Analysis	3
RAD170	Preparing for Professionalism	3
*HIST101	U.S. History Before 1877 (or)	
*HIST102	U.S. History After 1877 (or)	
*POLS101	American/National Government	3
Total		15

### Degree Total 83 1/2

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

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

## A.A.S. IN SECRETARIAL SCIENCE WITH EMPHASIS IN MEDICAL OFFICE ADMINISTRATION - MANAGEMENT

The Medical Office Administration degree with emphasis in Management prepares the student to work in any medical setting and provides the student with the knowledge and skills to eventually move into a management position. The management 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 are excellent.

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
Prerequisite: *CAPP118    Keyboarding	3
*Courses to complete with grades of C or higher.	

### Program Requirements

#### Freshman Year

*MEOF101	Medical Terminology I	3
*HEOC101	Managing Medical Emergencies	1
*MEOF103	Job Shadowing in the Medical Office	1
*OADM121	Calculators	1
*OADM118	Transcription Skills	3
*CAPP125	Microcomputer Applications	3
*MEOF108	Body Structure and Function for Medical Office Administration	3
	Wellness Course	1
	Total	16

*MEOF102	Medical Terminology II	3
*MEOF105	Medical Office Procedures	3
*MEOF118	Procedure and Diagnosis Coding	3
*MEOF125	Medical Skillbuilding	1
MATH101	Business Math	3
*CAPP160	Word	3
*CAPP138	Speech Recognition	1
	Total	17

#### Sophomore Year

*MEOF107	Medical Transcription	3
*MEOF110	Clinical Assisting Techniques	3
*OADM116	Records and Database Management	3
*ENGL110	Business Communications	3
*MEOF130	Essentials of Pharmacology	2
*BSMT125	Human Relations	3
	Total	17

*MEOF175	Medical Office Internship	3
*MEOF111	Clinical Practicum	1
*BADM109	Business Ethics	3
*ACCT109	Applied Accounting Procedures	3
HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History After 1877 (or)	
POLS101	American/National Government	3
SPAN101	Spanish I (or)	
HUM120	American Diversity	3
*EDUC119	Employment Strategies	1
ACCT126	Introduction to QuickBooks	1
	Total	18

**Degree Total 68**

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

## A.A.S. IN SECRETARIAL SCIENCE WITH EMPHASIS IN MEDICAL OFFICE ADMINISTRATION - 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, speech recognition, 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.

### 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	
Prerequisite: *CAPP118 Keyboarding	3	

\*Courses to complete with grades of C or higher.

### Program Requirements

#### Freshman Year

*MEOF101	Medical Terminology I	3
*HEOC101	Managing Medical Emergencies	1
*MEOF103	Job Shadowing in the Medical Office	1
*OADM121	Calculators	1
*OADM118	Transcription Skills	3
*CAPP125	Microcomputer Applications	3
*MEOF108	Body Structure and Function for Medical Office Administration	3
	Total	15

*MEOF102	Medical Terminology II	3
*MEOF105	Medical Office Procedures	3
*CAPP119	Document Formatting	2
*MEOF125	Medical Skillbuilding	1
*CAPP160	Word	3
*MEOF107	Medical Transcription	3
*CAPP138	Speech Recognition	1
	Total	16

#### Sophomore Year

*MEOF112	Advanced Medical Transcription	3
*OADM116	Records and Database Management	3
*ENGL110	Business Communications	3
*MEOF130	Essentials of Pharmacology	2
MATH101	Business Math	3
*BSMT125	Human Relations	3
	Total	17

*MEOF175	Medical Office Internship	4
*BADM109	Business Ethics	3
HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History After 1877 (or)	
POLS101	American/National Government	3
SPAN101	Spanish I (or)	
HUM120	American Diversity	3
*EDUC119	Employment Strategies	1
*CAPP134	Internet	1
	Wellness Course	1
	Total	16

**Degree Total 64**

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

## A.A.S. IN SECRETARIAL SCIENCE WITH EMPHASIS IN MEDICAL OFFICE ADMINISTRATION - 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. 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.

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
Prerequisite: *CAPP118 Keyboarding	3
*Courses to complete with grades of C or higher.	

### Program Requirements

#### Freshman Year

*MEOF101	Medical Terminology I	3
*HEOC101	Managing Medical Emergencies	1
*MEOF103	Job Shadowing in the Medical Office	1
*OADM121	Calculators	1
*BIO103	Human Biology	3
*CAPP125	Microcomputer Applications	3
*BSMT125	Human Relations	3
	Wellness Course	1
	Total	16

*MEOF102	Medical Terminology II	3
*MEOF105	Medical Office Procedures	3
*MEOF118	Procedure and Diagnosis Coding	3
MATH101	Business Math	3
*BIO207	Human Anatomy w/Lab	4
*MEOF125	Medical Skillbuilding	1
	Total	17

#### Sophomore Year

*MEOF119	Advanced Procedure and Diagnosis Coding	3
*BIO208	Human Physiology w/Lab	4
*MEOF130	Essentials of Pharmacology	2
*MEOF110	Clinical Assisting Techniques	3
*OADM116	Records and Database Management	3
*CAPP134	Internet	1
*EDUC119	Employment Strategies	1
	Total	17

*MEOF175	Medical Office Internship	3
*MEOF111	Clinical Practicum	1
*ENGL110	Business Communications	3
*BADM109	Business Ethics	3
HIST101	U.S. History Before 1877 (or)	
HIST102	U.S. History After 1877 (or)	
POLS101	American/National Government	3
SPAN101	Spanish I (or)	
HUM120	American Diversity	3
	Total	16

**Degree Total 66**

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

## PROFESSIONAL CERTIFICATE IN SECRETARIAL SCIENCE WITH EMPHASIS IN OFFICE ASSISTING

### Program Requirements

\*Courses to complete with a grade of C or higher.

*CAPP130	Windows	1
*CAPP118	Keyboarding (or test out)	3
OADM123	Professional Business Leadership	1
*CAPP125	Microcomputer Applications	3
*OADM121	Calculators	1
*CAPP119	Document Formatting	2
*OADM116	Records and Database Management	3
BSMT125	Human Relations (or)	
SPTH105	Interpersonal Communications	3
*OADM132	Office Dynamics for Assistants	3
EDUC119	Employment Strategies	1
	Program Electives	9

### Program Electives

Choose Group A (or) Group B courses

Group A:		
*CAPP160	Word	3
*OADM118	Transcription Skills	3
*OADM119	Machine Transcription	3
GROUP B:		
*ACCT109	Applied Accounting Procedures	3
*CAPP166	Excel	3
*MATH 101	Business Math	3

**Certificate Total 30**

## PROFESSIONAL CERTIFICATE IN SECRETARIAL SCIENCE WITH EMPHASIS IN MEDICAL OFFICE ADMINISTRATION

### Program Requirements

\*Courses to complete with grades of C or higher.

#### First Semester

*CAPP118	Keyboarding	3
*MEOF101	Medical Terminology I	3
*HEOC101	Managing Medical Emergencies	1
*MEOF103	Job Shadowing in the Medical Office	1
*OADM121	Calculators	1
*OADM118	Transcription Skills	3
*CAPP125	Microcomputer Applications	3
	Total	15

#### Second Semester

*MEOF102	Medical Terminology II	3
*MEOF105	Medical Office Procedures	3
*MEOF118	Procedure and Diagnosis Coding	3
*OADM116	Records and Database Management	3
*ENGL110	Business Communications	3
*EDUC119	Employment Strategies	1
*MEOF125	Medical Skillbuilding	1
	Total	17

**Certificate Total 32**

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

## 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) POLSC101	
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 CIS157, CIS163, NET134 (OR) BSMT132

### 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 After 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
EDUC119	Employment Strategies		1
Total			17

**Degree Total 66**

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

## 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 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

CNST162	Construction Safety (or)	
IM105	Industrial Safety	3
MATH107	Technical Math I	3
PHYS125	Technical Science	4
INDT102	Technical Prints and Diagrams	3
WELD101	Welding Tech I	4
WELD102	Welding Tech II	4
WELD103	Welding Tech III	4
WELD104	Welding Tech IV	4
	Program Electives	6
EDUC119	Employment Strategies	1
	Program Electives (6 hours minimum)	
DRFT111	Introduction to Computer Drafting	3
DRFT130	Engineering Graphics	3
MACH115	Heat Treating and Metallurgy	3
WELD180	Problems in Welding	3

**Certificate Total 36**

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