STATE FAIR
COMMUNITY COLLEGE

COURSE CATALOG 1998-2000

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The Stauffer Center houses the arts classrooms, the Goddard Gallery, the Theater, the Student Commons and the Backstage Cafe and the Behind the Scenes Bookstore.
Welcome to State Fair Community College!

This catalog of courses and services is designed to help you with planning your educational program. It contains information about programs, admissions, and registration; financial costs and financial aid; and services to assist you in making the most of your opportunities at SFCC. A glossary of terms may be found on page 73.

Descriptions of all current courses that are part of the regular curriculum at SFCC are included. This includes those courses required for general education credits for the Associate of Arts degree awarded by SFCC. Careful planning and following the correct Associate of Arts Suggested Program of Study for Transfer Majors is the appropriate action to take to be certain that your courses will transfer and apply to your four-year degree.

Career courses are primarily intended to apply to the Professional Certificate and the Associate of Applied Science Degree while some apply toward special certification or licensing. Some career courses can be accepted in transfer to another college depending on that college's policy and on your major field of study. However, they are not specifically designed to transfer. Transfer guidelines for both AA and AAS degrees, as established by the Coordinating Board of Higher Education, are available in the Student Services Office.

You are encouraged to consult with your faculty advisor and the Student Services staff if you have questions or need assistance. We are available to help you.

This catalog of courses and services is not intended to be a legal contract between you and SFCC. The College reserves the right to make changes in the calendar, the curriculum, the faculty, the fees, and to otherwise alter the policies and regulations without notice.

PHILOSOPHY

State Fair Community College is dedicated to a belief in the inherent value of each individual and that higher education can enable the citizens of our district and service region to develop their talents, reach their educational goals, and become life-long learners who make a positive contribution to their community.

MISSION

State Fair Community College is committed to serving the community by providing accessible, quality educational programs and services.

GOALS

1) Educational Programs and Services: To offer higher educational programs which include a core of general education and lead to associate degrees and certificates; and to offer other educational programs including vocational-technical education for area secondary school students, customized training, and continuing education classes and services.

2) Educational Excellence: To encourage excellence in instruction, services, and student academic achievement through a program of staff development which promotes quality and innovative practices and up-to-date technology; to encourage excellence in student academic achievement through effective instruction and assessment; and to ensure a reputable standing with area employers and with other educational institutions in order to facilitate smooth articulation to and from college programs.

3) Student Support: To help students achieve educational and career objectives by providing programs in developmental education, adult literacy, General Educational Development (GED), and Adult Basic Education (ABE); by providing career and educational assessment, counseling, and advisement; and by providing assistance with job placement and student data services.

4) Accessibility: To maintain a policy of open admissions, low cost fees, and financial aid services; to provide programs and services which enable persons who have socio-economic needs or disabling conditions to reach their career or academic goals; to provide accessible child care services; and to provide flexible scheduling and delivery systems for on- and off-campus courses.

5) Community Enrichment: To promote cultural, economic, and recreational enrichment of the service area by extending college facilities and resources to the community and by providing extra-curricular activities for students.

6) Marketing: To maintain a marketing program which promotes ethical enrollment management, projects the college's image in the community as an institution of integrity, and encourages citizens to avail themselves of the opportunities of higher education.

7) Governance: To promote participation of the staff and community in college governance through the organizational structure and a climate of open communications.

8) Resources: To develop and manage available financial and human resources in a planned, efficient, and responsive manner which enhances the educational mission of the institution.
GOVERNANCE

State Fair Community College is a publicly supported comprehensive community college dedicated to offering educational opportunities to the community it serves. The district is comprised of the school districts of Benton and Pettis counties and the R-6 School District of Cooper County, Missouri.

The College is governed by an elected six-member Board of Trustees who meet on the fourth Monday of each month. Meetings are open to the public. Members and their terms of office are listed on page 74 of this catalog.

INSTITUTIONAL MEMBERSHIPS

Alliance for Community College Innovation; American Association of Collegiate Registrars and Admissions Officers; American Association of Community and Junior Colleges; The Chair Academy; College Placement Council; Community College Journalism Association; Council for Advancement and Support of Education; Council of North Central Community Colleges; Council for Occupational Education; Institute for Leadership Training and Development; Mid-America Athletic Conference; Missouri Academy of Science; Missouri Arts Council; Missouri Association for College Admission Counseling; Missouri Association for Colleges of Teacher Education; Missouri Association for Student Financial Aid; Missouri Association of Collegiate Registrars and Admissions Officers; Missouri Association of Departments and Schools of Music; Missouri Citizens for the Arts; Missouri College and University Personnel; Missouri College Media Association; Missouri Community College Association; Missouri Distance Learning Association; Missouri Higher Education Telecommunications Consortium; Missouri Research and Education Network Consortium; Missouri School College Relations Commission; Missouri School Counselors Association; Missouri Vocational Association; National Association of College and University Business Officers; National Association of Educational Buyers; National Association of State Agencies for Surplus Property; National Association of Student Financial Aid Administrators; National Association of Student Personnel Administrators; National Center for Higher Education Management; National Council for Marketing and Public Relations; National Council of English Teachers; National Junior College Athletic Association; National School Public Relations Association; North Central Council of Junior Colleges; Professional Association for Computing and Information Technology in Higher Education; Sedalia Chamber of Commerce; Warsaw Chamber of Commerce; and the North Central Association of Colleges and Schools.

The College is accredited by the Division of Career and Adult Education, Missouri Department of Elementary and Secondary Education; the Missouri State Board of Nursing; and the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois, 60602-2504, 1800 621 7440.

State Fair Community College follows a policy of non-discrimination on the basis of race, color, religion, sex, disability, age, marital status, or national origin in regard to the awarding of financial aid, as well as the recruitment, admission, and retention of students.

Persons with disabilities needing accommodation to complete admissions, registration, scholarship or financial aid material may obtain assistance from the Student Services Office.

"SFCC is an equal opportunity institution."

The Student Services Office is the center for information about admissions, registration, and student records. We'll be happy to arrange for you to tour the campus, meet faculty members, and see classes in session. Just call 660-530-5800.
At State Fair Community College, courses and programs are designed to prepare people of all ages for careers, to earn credits toward transferring, or to explore personal interests. The programs and services which State Fair has to offer you include:

A general education curriculum if you are interested in completing a two-year degree program; the first two years of your higher education if you plan to transfer to a four-year institution; career programs if you’re a high school or college student planning to seek employment after a one- or two-year curriculum; continuing education classes to develop personal, social, cultural, intellectual, or occupational skills or interests; help to define your goals and determine the best opportunities for you.

ASSOCIATE OF ARTS

If you plan to complete a baccalaureate degree, you will find that the Associate of Arts degree from State Fair Community College will give you a solid foundation for upperclass work when you transfer. Also, counselors and faculty will assist you in carefully planning your courses to meet the requirements of the college major you elect. If you have not yet decided what you want to major in or if you want to keep your options open, there is career counseling available and you will have the time and the opportunity to take different courses and still stay on schedule in completing a degree. A general studies (open major) is suggested.

After receiving the Associate of Arts degree from State Fair Community College, you will have met all lower division general education requirements of colleges and universities in Missouri that have accepted the guidelines of the Coordinating Board for Higher Education. Credits earned at State Fair Community College are accepted at all state colleges, universities, and most private institutions.

An articulation brochure, developed by the Coordinating Board for Higher Education, addresses the issue of transferability of credit between Missouri institutions of higher education. A copy of this document is available in the Student Services Office.

Both day and evening courses are offered which are varied enough to allow students in many different majors to plan a program which will transfer. Transfer programs offer pre-professional study in:

Accounting
Agriculture
Architecture
Art
Arts and Sciences
Athletic Training/Exercise Science
Aviation Technology
Biology
Business Administration
Chemistry
Computer Science
Criminal Justice
Dentistry
Dietetics
Drafting
Earth Science
Economics
Education — Elementary
Middle School
Secondary
Electronics
Engineering
English
Environmental Science
Finance
Foreign Language
Forestry/Conservation

General Studies/Open
Geography
Geology
History
Human Resource Management
Industrial Arts/Industrial Education
Industrial Science
Journalism
Law
Liberal Arts
Management
Marketing
Mass Communication
Mathematics
Medical Technology
Medicine
Music
Nursing (BSN)
Occupational Therapy
Optometry
Organizational Communication
Pharmacy
Philosophy
Physical Education
Physical Therapy
Physics
Political Science
Psychology
Radiology
Safety
Social Studies
Sociology/Social Work
Speech and Theater
Speech-Language-Hearing
Theology
Veterinary Medicine
Wildlife Conservation

ASSOCIATE OF APPLIED SCIENCE AND PROFESSIONAL CERTIFICATES

If a career program is your objective, you will find programs which place a heavy emphasis on occupational courses designed to prepare you for employment in the career of your choice. One-year
programs lead to a Professional Certificate and two-year programs lead to an Associate of Applied Science Degree. Most certificate programs can be applied toward the A.A.S. degree if a student decides to continue after completion of a one-year program. A few programs may only be offered at off-campus sites. Counselors and faculty are available to help you determine which career program is right for you if you are uncertain about which area to choose. Programs are offered in:

- Accounting
- Agriculture
- Agriculture with Emphasis in Horticulture
- Automotive Technology
- Building Materials Merchandising
- Business Management
- Business Merchandising
- Computer Information Systems with Emphasis in Accounting
- Microcomputer Specialization Programming
- Criminal Justice
- Custom Applicator Technology
- Electronics Technology
- Industrial Electronics
- Industrial Maintenance Technology
- Industrial Management
- Machine Tool Technology
- Nursing - Associate Degree
- Nursing - Practical
- Secretarial Science with Emphasis in
  - Court Reporting
  - Legal Office Management
  - Medical Office Assisting
  - Office Administration
  - Office Assisting
- Welding Technology

Includes: agriculture education; automotive technology; building maintenance and repair; building trades; child care careers; electronics technology; graphic arts; health occupations which can include either nurse or dental assisting; machine tool technology; microcomputer and business technology; and welding technology. Alternative high school, RTED, TECH-PREP including the welding and construction apprenticeship TECH-PREP consortium, and SCHOOL-TO-WORK programs are other services coordinated by the College.

COMMUNITY SERVICES

The College also administers the Area Vocational Technical School for high schools in the College district. Enrollment in AVTS programs through the local high schools includes: agriculture education; automotive technology; building maintenance and repair; building trades; child care careers; electronics technology; graphic arts; health occupations which can include either nurse or dental assisting; machine tool technology; microcomputer and business technology; and welding technology. Alternative high school, RTED, TECH-PREP including the welding and construction apprenticeship TECH-PREP consortium, and SCHOOL-TO-WORK programs are other services coordinated by the College.

At State Fair Community College we work to involve area citizens with the College and to offer programs for the educational needs of individuals

Studying under a shade tree is a super way to take advantage of a spring day on campus.
and groups. These vary from short-term, in-service courses for employees of industry, business or institutions to courses designed to meet particular educational goals. For example, free ABE/GED classes are offered to any person over 16 years of age, not in school, and who has not graduated from high school.

Many courses are offered on the College campus, others either at a company site or in off-campus centers. SFCC offers a Customized Training Program with funding through the New Jobs Training Program, Western Missouri PUC, the Department of Elementary and Secondary Education, and the Job Development and Training Program which is available to develop special programs to train workers for businesses and industries in the College service area. Occasionally, such training can be applied to a degree or certificate at SFCC when it parallels existing courses. Community Service programs which are currently operating include:

- Adult Education
- Adult Basic Education (ABE) and General Education Development (GED)
- Adult Basic Education for Veterans
- Dual Enrollment for High School Juniors and Seniors
- Evening College:
  - Academic Transfer courses and programs of study
  - Career courses and programs of study
  - Community Services Credit and Non-Credit Short Courses
- Evening College Degree and Certificate Programs:
  - Associate of Arts
  - Associate of Applied Science in Business Management/Industrial Management
  - Certificate in Business Merchandising
  - Certificate in Industrial Electronics
  - Interactive Television and/or Traditional Off-Campus Courses and Programs located in:
    - Boonville, Missouri
    - California, Missouri
    - Camdenton, Missouri
    - Carrollton, Missouri
    - Clinton, Missouri
    - Cole Camp, Missouri
    - Edon, Missouri
    - Jefferson City, Missouri
    - LaMonte, Missouri
    - Marshall, Missouri
    - Ozark, Missouri
    - Sedalia, Missouri
    - Smithton, Missouri
    - Stover, Missouri
    - Tipton, Missouri
    - Versailles, Missouri
    - Warrensburg, Missouri
    - Windsor, Missouri
    - Warsaw, Missouri
    - Whiteman Air Force Base, Missouri
- Step Ahead Program for 5th through 8th grade area students
- Summer and Spring Fine Arts Tours

Counselors are available to refer students to assistance. Services may include tutoring; individualized testing; resource assistance for the disabled; seminars and workshops to help returning students readjust to campus life; special scholarship programs for single parents and displaced homemakers; campus coordination of students enrolled under the Job Training Partnership Act; referral to community agencies and other offices at the College; and personal and career counseling.

Counseling and Advising

Counseling at State Fair is provided to enhance the educational learning experience. Counseling services assist students in making educational and career decisions compatible with their aptitudes and help them solve personal problems. Professional counselors are available to aid you in making the best use of your educational opportunities. Counselors and faculty advisors help you choose courses to meet your individual needs and to set realistic goals. They also provide support and understanding for students who may have problems of a personal nature. Counselors are involved in various career planning programs and services.

Career Planning and Student Development

Career planning services are designed to assist you with decisions about a major or a career and provide up-to-date occupational and educational information. The services available include:

- Career Choice - this course is designed to assist students in selecting a college major or career with emphasis on relating self-assessment information to occupational options.
- Career Mobility Workshop - this workshop is held for prospective
Associate Degree Nursing students to provide them with information about the program. During this mandatory session, participants will complete admissions tests, learn about career opportunities, and develop skills in human relations and test-taking. 

Career Planning - this course is required of all agriculture majors. It is designed to help students develop an understanding of the tasks performed by persons working in agri-business occupations. 

Employment Strategies - in this class you will develop job search skills and learn to interview, write resumes, and complete job application forms. This class is required for all career majors. 

Freshman Orientation - this class is designed to assist entering freshmen to adjust to college life and academics. College professional staff and faculty team-teach this series of selected topics. Fulfills a general education requirement for the AA degree. 

New Student Orientation - this program is conducted for new SFCC students during the summer each year. Students have an opportunity to register early for fall classes and to learn about college services, activities, and facilities. 

PN Prep Workshop - the Practical Nursing program offer applicants a preparatory workshop. During this mandatory session, potential students are advised of the various aspects and specific requirements of the program. As part of the workshop and the program selection process, a pre-entrance examination is administered which evaluates essential academic and social skills. 

Testing: The Assessment Center helps individuals gain information about themselves in the areas of interests, aptitudes, and work values. This information is used to identify potential career areas. Areas of interest can then be related to specific job market information such as training needed, salary projections, and availability. The Assessment Center also provides testing for the College such as the ASSET, ACT and others. 

Another service available for career planning is the Career Information Center located in the Student Services Office. The Center is open for informal browsing during regular office hours and contains information on various careers, salary information, occupational outlooks, corporate annual reports, and scholarships. College catalogs and other directories are available. By arrangement, you can also interact with our computer-assisted career planning programs. “DISCOVER,” “Microworld” and “Steps for Career Choice” are available to help you relate your interests, skills, and other job satisfiers to potential careers. 

Daycare Services: Excellent, affordable, day and evening child care is available on-campus for College staff members and students at the Melita Day Nursery. 

Health Services: First aid can be administered on an emergency-type basis through Student Services. 

Placement Services: Our placement coordinator makes contacts with businesses and industries in Missouri and identifies SFCC student candidates for job openings and carries through by arranging interviews. The coordinator also teaches the Employment Strategies course which is a requirement for all career program students. Instruction includes interviewing, resume writing, and other job-seeking skills. An Employment Security Technician, who also works through the placement office, counsels JTPA students, develops part-time and full-time jobs for SFCC students and provides additional placement services. Job placement services are available to alumni as well as graduates and students. 

Student Housing: 

State Fair has no dormitories at the present time. Information on housing for those who wish to live near the campus is available in Student Services. 

STUDENT ACTIVITIES 

Ag Club: 

The Ag Club works within the community to promote and develop leadership, educational advancement, and group participation of members at the local, state, and national level. Members participate in state and national conventions where awards and scholarships are earned. The Ag Club members participate in a variety of activities including a farm-toy show, an Ag Expo, and annual phonathon. 

Art Club: 

If you have an interest in art or in an art major, you'll be interested in the SFCC Art Club. The club offers exposure to and experiences with the visual arts through field trips to museums, galleries, studios, area college galleries, and art departments. Also the club helps with the visiting artists and lecture series and the SFCC exhibition area's ongoing series of exhibits. 

Artist and Lecture Series: 

Concerts, dramatic and musical productions, lectures, and film festivals are scheduled through the Artists and Lecturers Committee.
Associate Degree Nursing Association

All nursing degree students are members of this association. Their objectives are to promote high personal standards and encourage leadership and fellowship among members.

Athletics

Most students cite the athletic programs as a big plus at SFCC. They participate in varsity sports (basketball, soccer, and volleyball), in intramurals, as cheerleaders, or as spectators. Sports enthusiasm runs high at SFCC because our teams do well in competition.

Our men’s and women’s basketball teams compete in Division I of NJCAA Region XVI. Our basketball Roadrunners have been perennial favorites in the conference race, taking the crown several times as well as winning the Western Regional Tournament. The team has been nationally ranked three different years and has represented Region XVI in the national tournament.

SFCC plays a strong regional schedule in soccer. Our soccer Roadrunners won the Region XVI championship in 1997 and went on to the national competition, finally ranking 6th in the nation. They were ranked thirteenth in the nation in 1996. The Soccer Roadrunners' all-time overall record is impressive. Currently 82 wins, 27 losses, and 8 ties. Volleyball is a new women’s sport starting Fall 1998.

Campus Fellowship

This is an interdenominational, evangelical organization for SFCC students and staff. Its activities include a weekly Bible study, a daily prayer meeting, occasional social get-togethers, concerts, and film shows, as well as any form of outreach that benefits the campus and the community. Members attend periodic conferences and training programs sponsored by Inter-Varsity Christian Fellowship, to which Campus Fellowship is affiliated.

Cheerleaders

Supporting the team and contributing to the spirit at SFCC, the Cheerleaders perform at College basketball home games. Anyone with an interest in cheering is welcome to try out.

Delta Epsilon Chi

(ΔΕΧ) Junior College Division of DECA — Distributive Education Clubs of America. If you are planning a professional career in marketing, distribution, or management, you should investigate ΔΕΧ. It is a national organization for students interested in these areas and provides an opportunity to develop leadership skills, professional attitudes, knowledge of economics and responsible citizenship, and to participate in state and national level contests and conferences. The club plans at least three marketing-related trips each year: The Fall and spring conferences and the National Career Development Conference.

To pay expenses for the trips, the club engages in fund-raising activities throughout the year. The largest of these is the annual Home and Garden Show which has about 100 exhibitors and an attendance of over 4,000.

Instrumental Music

The Music Department offers opportunities to participate in various instrumental ensembles including a jazz pep band. Contributing to the spirit at SFCC, the Band plays for home basketball games.

Phi Beta Lambda

Affiliated with the state and national organizations, the Phi Beta Lambda chapter at SFCC works to develop strong, assertive leadership in future business men and women. PBL is the college-level counterpart of the high school FBLA. Future Business Leaders of America. SFCC’s PBL chapter does very well—in 1996, they finished third in the nation on parliamentary procedures and, in 1997, they finished eighth. Business students participate in group projects conducted under the guidance of persons in education, business, and the professions. Students learn how to compete honorably with their colleagues on state and national levels; how to hold office and direct the affairs of the group; how to work with representatives of other organizations; and how to engage in individual and group business enterprises. All this is for the purpose of teaching and training future business men and women in community life.

Phi Theta Kappa

This National Honor Society for community and junior colleges was organized as a chapter at SFCC (Alpha Lambda Omega) in the Spring of 1986. Students are eligible to join after completing 12 semester hours with a cumulative grade point average of 3.5. Phi Theta Kappa members who meet certain criteria of participation are eligible to wear a gold cap tassel and optional Phi Theta Kappa stole at commencement. State and national conventions and scholarship
opportunities are available to members of Phi Theta Kappa.

Road Runner Express

Students write news and opinion articles, shoot and develop photographs, draw cartoons and illustrations, sell and lay out advertisements, edit copy, and design pages for this award-winning journalism lab newspaper. The Express has won numerous state campus journalism awards, including the Best Junior College Newspaper Award and the Best Overall College Newspaper Award. Students who enroll in News Reporting or Practical Journalism courses can earn credit for the work they do for the newspaper. They can also attend regional and state journalism workshops and conventions. Working on the Express gives valuable experience to those planning to enter public relations, marketing, advertising, journalism, or other careers in communication.

SFCC Players

Drama productions at State Fair provide many opportunities for those with theatrical and/or musical interests both as performers and in the backstage crafts. A dramatic production is scheduled each semester in the Stauffacher Center for the Fine Arts. Recent productions include “Rumors,” “The Diviners,” “Tea House of the August Moon,” “The Musical Comedy Murders of 1940,” “Tobacco Road,” “Life With Father,” “Dangerous Liaisons,” and “A Few Good Men.”

Student Government

The Student Government Association is organized with a student senate composed of one member from each recognized campus organization, plus five freshmen and five sophomores elected from the student body at large. The President is selected by the student body in the spring; other officers are elected from within the senate in the fall. As a collective group of diverse clubs and student interests, SGA provides an organization interested in activities and issues of concern for students and an opportunity to work with others to develop organizational and leadership skills. The effectiveness of the group is directly dependent upon the student leadership and enthusiasm of the senators. SGA remains active on the state level by attending and hosting state meetings of the Missouri Community College Association-Student Government.

Students in Free Enterprise (SIFE)

SIFE is an activity devoted to encouraging students interested in business careers to commit themselves to an original program that advocates the American free enterprise system. Students participate in projects that help preserve for themselves the opportunity to bring new life and new leadership for continued improvement of the system. Travel to such places as New York City, Houston, Dallas, and St. Louis is often a part of the program.

Vocal Music

The Music program at SFCC offers opportunities to audition for the Jazzrock ensemble, The Almost Famous Singers. This group performs concerts at various times each year as well as touring the area public schools in the spring. Audition is available to any student who has an interest in participating in a performance group.
ADMISSIONS,

REGISTRATION, AND FEES

If you have a diploma from an accredited high school or a certificate showing satisfactory completion of the General Education Development (GED) test, you are eligible for admission to State Fair Community College.

In addition, some juniors and seniors in high school may take one or two college-level courses through the dual enrollment or advanced credit program. A recommendation from your high school principal or counselor is required.

Transfer students in good standing with the college or university they last attended are eligible for admission with advanced standing. However, special admissions is required for students with a cumulative grade point average (GPA) of less than 2.00 upon transfer. Course work appropriate to the degree sought will be accepted. Quarter credit hours transfer to SFCC with a two-thirds conversion equivalency.

Due to limited facilities, admission to some career programs is restricted. Also, standards have been developed for admission to some programs to ensure that those who are admitted have the study skills and knowledge required to succeed. Information on specific programs is available in the Student Services Office.

ADMISSIONS REQUIREMENTS

For Regular Students

If you are interested in enrolling for college credit on either a full- or part-time basis and pursuing a degree or certificate at State Fair or taking courses to transfer to another institution, you should do the following:

1) Submit an Application for Admission. Forms are available in the Student Services Office. The competed form should be returned there. There is no application fee. If you are applying for one of the health occupations programs—Practical Nursing or Associate Degree Nursing—some health information is required (Hepatitis B Immunization Record/Waiver, Immunization History, and Mantoux Tuberculin Skin Test). Forms are available in Student Services Office. The College reserves the right to request additional health information from students if this is needed. All students are encouraged to consult their family physician and have current immunizations particularly for measles, rubella, and mumps, unless these are contraindicated;

2) Submit a copy of your high school transcript or GED test scores. If you are transferring to SFCC, submit a transcript from your former college(s), also. An official copy of your transcript(s) should be forwarded from your high school or college registrar’s office;

3) Admissions counseling is recommended for new students. For an appointment or information, write or call Student Services;

4) Take a Placement Exam. A placement exam (either ACT or ASSET) is required of all full-time students and all degree-seeking students whether full- or part-time. Non-degree-seeking part-time students enrolling in English or math must also have placement scores.

The ACT Assessment is used for placement in English and math classes and by counselors to assist the student in making career and educational plans, to identify students' extra-curricular interests, and to counsel students about their academic strengths. The ASSET exam is also used for placement—it is available to SFCC applicants who have not taken the ACT Assessment. In general, first-time, full-time students will be required to enroll in the appropriate basic skills classes in their first semester of attendance at SFCC if math and/or English scores are not above the developmental level.

The national ACT Assessment is administered at test centers throughout Missouri and also in other states. You must be registered in advance in order to take a national test. Registration packets are available in the Student Services Office or from a high school counselor. For the 1998-99 year you may take the national test on the State Fair Community College campus on the following dates:

<table>
<thead>
<tr>
<th>TEST DATES</th>
<th>REGISTRATION DEADLINES</th>
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</thead>
<tbody>
<tr>
<td>JUN 13, 1998</td>
<td>MAY 11, 1998</td>
</tr>
<tr>
<td>DEC 12, 1998</td>
<td>NOV 9, 1998</td>
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<tr>
<td>FEB 6, 1999</td>
<td>JAN 4, 1999</td>
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<tr>
<td>APR 10, 1999</td>
<td>MAR 8, 1999</td>
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<tr>
<td>JUN 12, 1999</td>
<td>MAY 10, 1999</td>
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</tbody>
</table>

Information on national ACT Assessment dates for 1999-2000 will be available in the summer of 1999.

SFC administers the ASSET exam free to SFCC applicants and students. It is offered several times prior to the beginning of each semester-specific dates and times are published in the Tabloid Schedule each semester and are also available in Student Services.

For International Students

If you are seeking international student admission at SFCC you need to document or submit the following before being considered for admission:

1) An Application for Admission;
2) Completion of a secondary education which is equivalent to graduation from a U. S. high school;
3) A transcript (in English) from all academic institutions attended;
4) Proficiency in English as determined by TOEFL (Test of English as a Foreign Language) with a score of 500 or higher;
5) An Affidavit of Support (Form I-134) for the calendar year. If you are accepted as an international student at SFCC, you will need to take a placement exam prior to registration to complete regular student admissions requirements.

For Unclassified Students

If you do not wish to pursue a degree or certificate, or if you do not plan to transfer credits to another institution, you may enroll as an unclassified student. This may be right for you if you want to take courses for your personal interests at home or on the job. Unclassified students are not eligible for any type of financial aid other than the “golden ager” fee waiver and are limited to part-time enrollment. Should you decide later to apply your credits toward a degree or certificate, you may change your status to regular by declaring a major and taking a placement exam. Unclassified students may apply for admission by completing the following:

1) Submit an Application for Admission;
2) Submit a high school transcript or GED test scores;
3) Submit copies of previous college credit (in some cases this requirement may be waived depending upon the courses you choose);
4) Submit a copy of your placement test scores if an English or math course is selected.

For Visiting Students

If you are interested in taking classes part-time to transfer back to your regular college or university, you may be admitted to State Fair as a visiting student—you must have a minimum grade point average of 2.00 at your home institution. For admissions, visiting students are required to do the following:

1) Submit a regular Application for Admission;
2) Submit a Visiting Student Form.

A signature of course selection approval and verification of minimum transfer GPA of 2.00 by your advisor or registrar at your home institution is required on this form. You will need to officially request that a copy of your SFCC transcript be sent to your home institution after you finish the course.

3) Submit proof of any required prerequisites for the courses you choose;
4) Submit placement test scores if you wish to take an English or math class and have not received an appropriate grade in the prerequisite course. Visiting students are required to follow SFCC’s placement policy.

For Students Needing Special Admissions

Students transferring to State Fair from another institution with a cumulative grade point average (GPA) of less than 2.00 must apply for “Special Admissions.” Your application process should be completed no later than two weeks prior to the beginning of classes for any semester, although exception to this may be made if there is an extenuating circumstance. Late enrollment (after classes have commenced) is not available for special admissions students. You will need to complete the “Request for Special Admissions” form and meet all regular student admissions requirements including submission of high school and college transcripts and ASSET or ACT scores. You will then need to schedule an admissions interview with the Dean of Student Services. If admitted, some restrictions may apply including limitations with regard to course schedule and financial aid eligibility.

For Students Who Wish to Enroll for Audit

Persons may enroll for audit when they wish to review or preview a course. They must complete the same admissions requirements as unclassified students and must officially enroll, pay regular fees, and meet any applicable prerequisite requirements. When auditing, assignments and tests are not required; however, an instructor may establish attendance policies. Those who wish to enroll for audit should indicate this at the time of initial enrollment. However, if a student decides to audit after the semester begins, permission must be obtained from the instructor and the appropriate forms completed in the Student Services Office. Audited classes do not count as part of the regular load for financial aid, veteran’s certification, nor as “completed” in determining standards of progress.

For Students Seeking Articulation Credit

Articulated credit is granted to students who have completed high school and have enrolled at SFCC in the same career program taken at an area school with which SFCC has an articulation agreement. The student must have a “B” grade in their AVTS work, apply for the credit, and meet regular student admissions requirements. The courses are transcripted with credit hours and will apply to an A.A.S. degree or professional certificate.

For High School Students Seeking Advanced Credit

Advanced credit may be earned by a high school student who is attending an accredited high school, has completed the sophomore year, ranks in the upper 50% of his/her class, and who has written approval from his/her high school counselor or principal. Up to nine semester hours may be taken during the summer session. During a regular semester, an advanced credit student may enroll in a variable amount of credit depending upon high school principal or counselor recommendation and the approval of the SFCC Dean of Student Services. The student pays regular College fees and is not eligible for financial aid. These credits
will be transcripted with grades and will apply to College GPA.

**For High School Students Seeking Dual Credit**

Dual credit is earned by enrolling with SFCC on an individual basis and with a formal agreement with the high school. The student must have completed his/her sophomore year, rank in the upper 50% of his/her class, be recommended by the high school, and send us his/her high school transcript. AVTS programs with articulated credit may also have dual credit options. The student must have a "B" average for eligibility. Placement scores are required if English or math is taken. The student or the high school district must pay regular College fees for these classes. The student is not eligible for financial aid while in high school. These credits will be transcripted with grades that will apply to College GPA.

**For High School Students Seeking Early College Admission**

This permits an exceptional senior who attends an accredited high school to enter SFCC full-time for the final semester of the senior year and to complete high school at the same time. Permission to enter early must be secured from the high school and a written agreement between the high school and the College is required. The student must meet regular student admissions requirements.

**Admissions Deadlines**

For students applying for admission to regular programs of study at SFCC, it is recommended that the application procedures be complete by March 1 if you plan to enroll in the fall. This will enable you to participate in New Student Orientation and Registration during the summer. However, applications from new students are accepted up to and through the regular registration period for non-restricted programs.

The Health Occupations programs are restricted programs at SFCC and have specific deadlines which are listed below for the 1998-2000 programs:

- **1998 Program**
  - Practical Nursing: January 1, 1999
  - Associate Degree Nursing: January 1, 1999

- **1999 Program**
  - Practical Nursing: January 1, 1999
  - Associate Degree Nursing: January 1, 1999

All health occupations programs require placement test scores for SFCC general admissions and prerequisite work. For the Practical Nursing program, only the ACT Assessment is accepted and should be taken no later than the December test date in order that scores will be received by the February 1 application deadline. Applicants for health occupations programs are also required to enroll in and attend specific preparatory workshops and complete required prerequisite courses which are listed separately under the Health Occupation Programs descriptions on page 31.

**Credit-by-Exam and Advanced Placement**

A credit-by-exam and advanced placement policy at State Fair Community College allows many individuals to earn college credit for knowledge they have acquired outside the regular college classroom. A maximum of 30 semester hours advanced standing may be earned by any combination of the following methods:

- **College Level Examination Program (CLEP)**: If you have acquired knowledge equivalent to that of college-level courses outside the classroom, the College Level Examination Program provides an opportunity to demonstrate that knowledge and earn academic credit for it. CLEP includes general and subject examinations. Up to 30 hours credit may be earned providing the student meets specific criteria. Students planning to transfer should check with the receiving institution regarding their policy for accepting CLEP credit. For additional information about taking the CLEP examination you may contact the SFCC Assessment Center.

- **ACT Assessment Advanced Placement in English and Math**: Up to 6 hours may be earned with ACT Assessment test scores.

- **Advanced Placement Test**: The College grants credit for Advanced Placement Test scores of 3 or higher.

- **Departmental Examination Program**: In some instances departmental exams are available for well-qualified students to earn credit for courses not covered by CLEP.

- **Credit for Armed Service Experience**: Advanced placement credit is granted for experiences through the armed services according to ACE recommendations. The credit must be appropriate to the degree sought.

Specific information on advanced placement and credit-by-examination is available in the Student Services Office.

**Student Classification and Course Load**

Students at State Fair are classified according to hours enrolled and hours completed. Full-time students take from 12 to 18 semester hours each semester of the regular academic year and 6 to 9 semester hours during the summer. An interview with the Dean of Students is required for those students who wish to take more than the full-time maximum of 18 semester hours during regular semester and 9 semester hours during summer session. Part-time students can take 11 semester hours or less during the regular semester and 5 semester hours or less during the summer session. Students who attend SFCC at the Whiteman AFB site attend 8-week sessions rather than 16-week
semesters and are classified full- or part-time under a separate schedule. Freshmen have completed less than 30 semester hours; sophomores have completed 30 semester hours or more.

REGISTRATION

If you complete all admission requirements by the end of May, you should be eligible to attend New Student Orientation and Registration in June for classes that begin in the Fall. A second session is held in July for students who complete admission requirements by the end of June. Early registration will enable you to have an excellent choice of classes and schedule.

New (and continuing) students may choose to wait to register until open registration, which is usually held the week before classes begin. Open registration dates for each semester are published on the inside front cover of this catalog. You can find registration dates, times, and special instructions in the SFCC Tabloid Schedule which is printed three times each year: in early April with Summer and Fall classes offered, again in August with Fall classes only, and then in mid-October with Spring and Summer classes offered. When schedules become available, continuing students should make appointments with their faculty advisors to plan class schedules. If you do not know who your advisor is or if you are changing your major or program of study, check with Student Services.

Complete information about registration procedures is printed in the Tabloid with the schedule of classes, including information about due dates for fees and textbook availability.

RESIDENCY

Your residency for fee purposes is determined by your legal address at the time you apply for admission. For students under 21, this is the same as their parents’ address. There are four classes of residency for fee purposes: In-district; Other Missouri; Residents of Other States; and Foreign or international.

The difference in fees assessed is due to the College district taxes levied in the SFCC district. Some students (or parents/guardians) live outside the district but own property in the district. They are classified Other Missouri or out-of-district but are allowed credit for taxes paid to the district. Application should be made to the Dean of Students for this allowance.

Resident status does not change during the semester nor during the time a student is continuously enrolled even if the student moves into the district and as long as the primary purpose for the move is to attend SFCC. Occasionally, special circumstances do effect a change in residency status. Then, a petition should be filed with the Dean of Students and a decision will be made based upon the evidence presented. A copy of the residency policy is published in the Student Handbook and may be acquired from Student Services.

Residents of the following high school districts are considered residents of the SFCC District:

- Cole Camp R-I
- Green Ridge R-VII
- Northwest R-V
- Lamar R-IV
- Lincoln R-II
- Ottawville
- Sedalia 200
- Smithton R-VI
- Warsaw R-IX
- Sacred Heart

All full-time active duty military personnel stationed on a Missouri military base who attend SFCC on-campus, their spouse and dependent children, are considered residents of the district for purposes of tuition type. The residency status of recently discharged veterans will be based on legal residency at the time of induction into military service or on residency established during service.

TUITION, FEES, AND BOOKS

The tuition and fees which you pay each semester are determined by three things: Your residency (your legal address), the number of credit hours enrolled in, and the courses you choose. Tuition and fees have been approved by the SFCC Board of Trustees effective summer session 1998 through spring semester 2000.

Fees are subject to change depending upon financial exigency, however, the College goal is to keep costs as affordable as possible.

If you pre-enroll, tuition and fees are due and must be paid by the Fee Payment Deadline in order to hold your classes. This deadline is approximately one month prior to the beginning of each semester and is published in the SFCC Tabloid before each registration period.

Students receiving financial aid are advised of the dates for financial aid verification at the time of registration and in their award letter. Late applicants should check the dates in the Tabloid. Failure to pay tuition and fees on time or to verify financial aid on the scheduled date will result in course schedules being deleted. Students will then need to rebuild a class schedule from the open classes remaining on open registration day. In the event of illness or extenuating circumstances preventing students from meeting their obligations, they should contact either the Registrar’s Office or the Financial Aid Office in advance of the due date. Accommodation will be made if possible.

After the Fee Payment Deadline has passed, tuition and fees must be paid at the time of registration. In addition to cash, check, or money order, you may be pay by MasterCard or VISA. No time payment plans nor short term loans are available.
Tuition and Fees

Tuition and fees have been established for Summer 1998 through Spring 2000.

<table>
<thead>
<tr>
<th>On Campus Per Semester Hour</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SFCC District</td>
<td>40.00</td>
<td>3.00</td>
<td>2.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Other Missouri</td>
<td>62.00</td>
<td>3.00</td>
<td>2.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Other States</td>
<td>85.00</td>
<td>3.00</td>
<td>2.00</td>
<td>1.00</td>
</tr>
<tr>
<td>International</td>
<td>100.00</td>
<td>3.00</td>
<td>2.00</td>
<td>1.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Off Campus Per Semester Hour</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Other than Whitehall AFB</td>
<td>62.00</td>
<td>3.00</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>Whitehall AFB Site</td>
<td>59.00</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Practical Nursing and Associate Degree Nursing tuition, activity, facility, technology and program fees are for a complete program of study and must be paid in advance of the first day of classes. Prerequisite and/or general education course fees have not been included. Nursing students should expect to pay an additional $600 to $800 for books, uniforms, insurance, lab fees, graduation fees, and related supplies.

**PRACTICAL NURSING**

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Other Fees**</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFCC</td>
<td>2940.00</td>
</tr>
<tr>
<td>Other</td>
<td>4557.00</td>
</tr>
<tr>
<td>Other</td>
<td>6247.50</td>
</tr>
<tr>
<td>Intern</td>
<td>7350.00</td>
</tr>
</tbody>
</table>

**ASSOCIATE DEGREE**

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Program Fee*</th>
<th>Other Fees**</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFCC</td>
<td>1540.00</td>
<td>654.50</td>
</tr>
<tr>
<td>Other</td>
<td>2387.00</td>
<td>654.50</td>
</tr>
<tr>
<td>Other</td>
<td>3272.50</td>
<td>654.50</td>
</tr>
<tr>
<td>Intern</td>
<td>3850.00</td>
<td>654.50</td>
</tr>
</tbody>
</table>

* ADN Program Fee — $17 per credit hour for 38.5 ADN course hours in the program year.
** Other Fees — includes student activity, facility, and technology fees.

Lab Fees

Laboratory fees are charged for courses listed below and, except as noted, are assessed per semester hour. These fees are subject to changes and additions.

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.C. Fundamentals</td>
<td>$6.00</td>
</tr>
<tr>
<td>Active Devices</td>
<td>$6.00</td>
</tr>
<tr>
<td>Advanced Microcomputer Systems</td>
<td>$6.00</td>
</tr>
<tr>
<td>Analog/Digital</td>
<td>$6.00</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology I &amp; II</td>
<td>$5.00</td>
</tr>
<tr>
<td>Applied Instrumental Music,</td>
<td></td>
</tr>
<tr>
<td>Piano &amp; Voice</td>
<td></td>
</tr>
<tr>
<td>Temperature Transmissions</td>
<td>$10.00</td>
</tr>
<tr>
<td>Automotive Brakes, Engines &amp; Heating/Air</td>
<td>$10.00</td>
</tr>
<tr>
<td>Basic Keyboarding &amp;</td>
<td></td>
</tr>
<tr>
<td>Keyboarding</td>
<td>$5.00</td>
</tr>
<tr>
<td>Body Building (per class)</td>
<td>$27.50</td>
</tr>
<tr>
<td>Bowling (per class)</td>
<td>$35.00</td>
</tr>
<tr>
<td>Calculators</td>
<td>$3.00</td>
</tr>
<tr>
<td>Ceramics I &amp; II &amp; Problems</td>
<td>$10.00</td>
</tr>
<tr>
<td>CIS (all CIS courses except internship)</td>
<td>$5.00</td>
</tr>
<tr>
<td>CNC Machining</td>
<td>$10.00</td>
</tr>
<tr>
<td>Computer Drafting &amp; Intermediate &amp; Advanced &amp; Problems</td>
<td>$5.00</td>
</tr>
<tr>
<td>Computerized Accounting</td>
<td>$5.00</td>
</tr>
<tr>
<td>Computerized Engine Control</td>
<td>$10.00</td>
</tr>
<tr>
<td>D.C. Circuit Analysis</td>
<td>$6.00</td>
</tr>
<tr>
<td>Digital Applications &amp; Principles</td>
<td>$6.00</td>
</tr>
<tr>
<td>Document Formatting</td>
<td>$5.00</td>
</tr>
<tr>
<td>Drawing I &amp; II &amp; Problems</td>
<td>$10.00</td>
</tr>
<tr>
<td>Electrical Motor Controls</td>
<td>$6.00</td>
</tr>
<tr>
<td>Emergency Medical Technician (EMT) &amp; Refresher</td>
<td>$6.00</td>
</tr>
<tr>
<td>Fuel Systems</td>
<td>$10.00</td>
</tr>
<tr>
<td>Fundamentals of Nursing I &amp; II</td>
<td>$3.00</td>
</tr>
<tr>
<td>General Horticulture</td>
<td>$10.00</td>
</tr>
<tr>
<td>Golf (per class)</td>
<td>$27.50</td>
</tr>
<tr>
<td>Greenhouse Management</td>
<td>$10.00</td>
</tr>
<tr>
<td>Heat Treating &amp; Metallurgy</td>
<td>$6.00</td>
</tr>
<tr>
<td>Hydraulics &amp; Pneumatics</td>
<td>$6.00</td>
</tr>
<tr>
<td>Court Reporting Technology</td>
<td>$5.00</td>
</tr>
<tr>
<td>Intro to Machining &amp; Advanced</td>
<td>$10.00</td>
</tr>
<tr>
<td>Lathe/Milling Machine</td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>$10.00</td>
</tr>
<tr>
<td>Legal Transcription</td>
<td>$5.00</td>
</tr>
<tr>
<td>Light Construction Drafting I &amp; II</td>
<td>$5.00</td>
</tr>
<tr>
<td>Machine Tool Problems</td>
<td>$10.00</td>
</tr>
<tr>
<td>Machine Transcription</td>
<td>$5.00</td>
</tr>
<tr>
<td>Manual Transmission, Driveline &amp; Axles</td>
<td>$10.00</td>
</tr>
<tr>
<td>Medical Office Procedures</td>
<td>$5.00</td>
</tr>
<tr>
<td>Medical Transcription</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

Book Costs

Most classes will require purchasing textbooks. These costs will vary. Additionally, workbooks, study guides, and other extras may need to be purchased—most full-time students can anticipate paying $150 to $300 per semester. Other costs which are associated with the total cost of attendance include lab fees for specific courses.
For students who have not received financial aid, tuition and fees will be refunded to the student in full, by mail, if the student withdraws before classes begin. Thereafter, the refund schedule below applies. For students who receive financial aid, tuition and fees will be refunded according to the requirements of the Higher Education Act Technical Amendments of 1992. SFCC has adopted the federal standard refund policy for Title IV recipients who withdraw, are expelled, or stop attending all classes in which they are enrolled during the first 50% of an instructional semester or term. For first-time SFCC students receiving Title IV aid, the pro-rata refund policy will apply. Refunds due to withdrawing students who have received financial aid will be repaid into the financial aid funds used in awarding aid in proportion to amounts received under each program. The complete policy may be obtained from the financial aid office. For non-Title IV recipients, the SFCC institutional refund policy will apply. In instances where the institutional refund policy results in a larger refund (i.e., 1st week of classes) than that percentage will apply to Title IV recipients.

Under all refund policies, the institution may exclude (retain) the lesser of 5% of tuition and fees or $100 for administrative costs.

Nursing fees will be refunded in full by mail if the student withdraws during the first five days of a health occupations program. The health occupations handbook should be consulted for other refund policies related to withdrawal or dismissal from an SFCC health occupations program. The petition to withdraw from classes may be picked up in the Student Services Office on-campus or in the office administering SFCC programs off-campus. All requests for refunds must be made in writing and signed by a counselor and the financial aid director unless no aid was awarded. A check will be mailed to the student; however, deductions may be made from the refund for any financial obligation due the College.

### Refund Schedule

<table>
<thead>
<tr>
<th>Whiteman AFB (5 class days per week)</th>
<th>Regular 8-wk (4 class days per week)</th>
<th>Regular Semester</th>
<th>Non-Fin Aid Student Refund</th>
<th>1st-time SFCC Fin Aid Student Title IV Pro Rata Refund</th>
<th>All other Title IV Student Refunds</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd day</td>
<td>2nd day</td>
<td>1st week</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>5th day</td>
<td>4th day</td>
<td>2nd week</td>
<td>75%</td>
<td>80%</td>
<td>90%</td>
</tr>
<tr>
<td>8th day</td>
<td>6th day</td>
<td>3rd week</td>
<td>50%</td>
<td>80%</td>
<td>50%</td>
</tr>
<tr>
<td>10th day</td>
<td>8th day</td>
<td>4th week</td>
<td>0%</td>
<td>70%</td>
<td>50%</td>
</tr>
<tr>
<td>13th day</td>
<td>10th day</td>
<td>5th week</td>
<td>60%</td>
<td>60%</td>
<td>25%</td>
</tr>
<tr>
<td>15th day</td>
<td>12th day</td>
<td>6th week</td>
<td>50%</td>
<td>60%</td>
<td>25%</td>
</tr>
<tr>
<td>18th day</td>
<td>14th day</td>
<td>7th week</td>
<td>50%</td>
<td>50%</td>
<td>25%</td>
</tr>
<tr>
<td>20th day</td>
<td>16th day</td>
<td>8th week</td>
<td>50%</td>
<td>40%</td>
<td>25%</td>
</tr>
<tr>
<td>23rd day</td>
<td>18th day</td>
<td>9th week</td>
<td>40%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>25th day</td>
<td>20th day</td>
<td>10th week</td>
<td>39%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

* If attended one day into next period, no refund applies.
If you need financial assistance in order to attend State Fair, the College offers a comprehensive financial aid program funded by federal and state agencies and private organizations. The aid programs include scholarships, grants, loans, and part-time employment.

SFCC uses the FAFA (Free Application for Federal Student Aid) for all federal and state financial aid programs.

A separate SFCC Scholarship Application is required for all scholarships administered by the College.

For student employment or work-study jobs, a job application form must also be completed. Students with disabilities needing special accommodation in completing applications may request help from Student Services. Applications are considered as long as funds remain uncommitted. The sooner you apply the better your chances are for getting assistance, but you must be admitted to the College before your application will be considered.

No aid can be finalized until all admissions and financial aid documents are on file. These include a high school transcript with graduation date or GED certificate with scores, previous college transcripts, ACT or other required placement tests.

For all Title IV federal financial aid programs, applicants must also have, on file, official SARs (Student Aid Reports) and financial aid transcripts from all previous post-secondary institutions attended even if no credit was earned or no financial aid was received.

Applications and important deadlines are available at the Financial Aid Office in Student Services. If all financial aid forms and admissions requirements have been submitted by July 1, students may expect an award notification letter by mid-July. However, due to the volume of aid applications, students must be responsible for tracking the receipt of their own required forms.

**SCHOLARSHIPS**

State Fair offers a variety of scholarships. These do not have to be repaid and are usually awarded on a competitive basis to full-time students with scholastic achievement and/or talent the major criteria. Some scholarships are limited to students in a particular field or program or from a particular high school. Most of the scholarships are renewable for a maximum of three additional semesters if the student maintains a specified grade point average, completes 12 credit hours or more each semester, and has continuous enrollment as a full-time student. The application for all institutional scholarships is available in the Student Services Office or can be obtained by mail. Scholarships are awarded in the spring and summer sessions for the following academic year.

**A+ Student Scholarships**

Students who attend A+ designated high schools and have met the criteria for the A+ scholarship may use these funds at SFCC. To establish eligibility: (1) Complete and send to SFCC the current year Free Application for Federal Student Aid (FAFSA); (2) Complete the admission requirements for SFCC on page 10; (3) Confirm that high school transcript includes official verification of A+ status; and (4) Enroll during the New Student Registration periods. A+ scholars have a total of four years from the point of graduation to use the benefits, must be enrolled full-time, and maintain a minimum cumulative grade point average (GPA) of 2.50.

**Academic Board of Trustees Scholarships**

These are available to current high school graduates in the SFC service area who show exception promise. To be eligible, students achieve a composite score of 26 higher on the ACT test and must be in the upper 15% of their graduating class. The scholarships must be renewed in the academic year following graduation from high school. The scholarship is renewable for a maximum of three additional semesters upon maintaining a 3.5 GPA cumulative and completion of semester hours or more than the previous semester. The scholarship pays tuition plus $100 stipend per semester.

**Articulation Scholarship**

Area Vocational Technical School (AVTS) that have established articulation agreements with SFCC career programs may award two scholarships per year. They must be in the year following graduation from the AVTS and students must enroll in the program for which articulated credit is granted.

Articulation scholarships pay the equivalent of twelve credit hours of district tuition and are renewable upon maintaining full-time enrollment in the same program and achieving specific cumulative grade point average.

**Athletic Scholarships**

These are awarded to students who participate in varsity athletics at SFCC. These scholarships pay tuition, special services fees, and
book charges; some athletic scholarships also include an allowance for room and board. SFCC competes at the NJCAA level in women’s basketball and volleyball and men’s basketball and soccer.

**Departmental Scholarships**

These are awarded to scholarship applicants who demonstrate strong academic achievement, potential in their major area of study, and/or demonstrated leadership in academic and extra-curricular activities. All departmental scholarships pay the equivalent of twelve credit hours of in-district tuition and are renewable.

**District Board of Trustees Scholarships**

These are awarded annually to one student in each of the ten high schools in the SFCC district. The high school officials select a student who will be attending SFCC. The scholarship pays the equivalent of twelve credit hours of in-district tuition and is renewable.

**Life Long Learning Tax Credit and Hope Scholarship**

These are federal tax credits allowed for college tuition and fees paid for which students at State Fair may be eligible. Information about qualifying to participate is available in the Student Services Office.

**Patrons, Memorial, and Other Scholarships**

Various scholarships have been established to benefit SFCC students. Some are by contributions to the scholarship fund on a yearly basis by individuals, civic organizations, businesses, or industries, while others have been established through endowment by memorial contributions or bequests to the SFCC Foundation. Clowns and organizations at SFCC also establish scholarships to assist and give recognition to their members. The amounts of these scholarships vary. Most have specific requirements for eligibility and for renewal. A scholarship brochure available from Student Services details current Patrons and Foundation Scholarships.

**Performance Scholarships**

These scholarships are available to students who participate in various SFCC activities such as: Instrumental Music, Vocal Music, Theater, and Student Media. Performance Scholarships are awarded on an audition basis. Appointments for auditions are made directly with the individual department. These awards pay the equivalent of twelve credit hours of in-district tuition and are renewable.

**Waiver for Cheerleaders**

If you try out and are selected to be an SFCC cheerleader, the tuition and special services fees for the one credit hour PE activity course “Aerobics—Cheerleaders” are waived. This course satisfies a general education requirement.

**FEDERAL AND STATE FINANCIAL AID**

State Fair participates in all Title IV federal programs and several state student aid programs. Each program requires specific eligibility and application procedures. All programs require student eligibility under the SFCC “Standards of Progress Required to Maintain Academic Good Standing and Financial Aid Eligibility.” These “Standards” are printed in their entirety under General Regulations on page 24 of this catalog. It is the responsibility of the student who receives or wishes to receive financial assistance at SFCC to become familiar with this policy.

**Grants**

Grants are awarded on the basis of need and do not have to be repaid. The federal programs of Pell Grants and the Supplemental Educational Opportunity Grants assist students in making the difference between the costs of a college education and what they can afford. A student who is eligible for a Pell Grant may receive funds that range from $400 to $2700 per year. Both full- and part-time students are eligible to apply. The state program of Missouri Student Grants provides up to one-half of the tuition at the College.

**Loans**

Loans are available through the Federal Financial Aid Title IV Programs. They must be repaid. Both Subsidized (the interest on this loan is paid by the federal government) and Unsubsidized Stafford Student Loans are made directly by the student with a participating bank. A maximum of $2,625 may be borrowed at the freshman level; this amount increases to $3,500 for the sophomore level as defined by the institution. In some circumstances, students may be eligible to make a third loan at $3,500. After your education is completed, the loan is
reaid at a variable interest rate. New Stafford Student Loans are not made for the summer term. Several combinations of loan programs are available. Eligibility and loan limits are determined by both federal and institutional policies which may be obtained from the Financial Aid Office.

Students are encouraged to use credit and loans wisely and to protect their future credit rating and reputation by responsible action.

Title IV Eligibility

To be eligible for any Title IV aid, a student must have the following on file at SFCC: a final high school transcript showing graduation date or GED certificate with scores; placement test scores; academic and financial aid transcripts from all post-secondary institutions previously attended (even if no credit was earned or no financial aid received). A valid Student Aid Report (SAR) is required, including validation documents if requested. Applications and important deadlines are available at the Financial Aid Office in Student Services. Eligibility must be maintained according to SFCC’s “Standards of Progress,” see page 24.

Student Loan Eligibility

To qualify for a student loan, first time borrowers at SFCC must receive loan counseling and meet one of the following requirements: (1) Have a minimum ACT composite score of 18 or an ASSET cumulative score of 130 with writing/reading and math fundamental sections taken or an ASSET cumulative score of 120 with writing, reading and elementary algebra sections taken or an ASSET cumulative score of 100 with writing, reading, and intermediate/college algebra sections taken—this point variation is due to the different values associated with the math test; or (2) rank in the upper half of their high school class; or (3) have completed six semesters hours or more of degree-applicable credit with a 2.00 GPA; (basic skills classes will not satisfy this requirement).

All borrowers (new, transfer, and renewal) must maintain a minimum cumulative GPA of 2.00 over all work attempted. Renewal borrowers (students who have had previous loans at SFCC or other institutions) must maintain a minimum 2.00 GPA and meet the following hours of completion in order to show progression for applying for a second or third loan:

- FIRST LOAN: 6 - 30 hours
- SECOND LOAN: 31 - 54 hours
- THIRD LOAN: 55 - above

Eligibility for the second disbursement on a two-semester loan or for an additional loan must be maintained according to SFCC’s “Standards of Progress” including a minimum GPA of 2.00, see page 24 for complete policy. Students placed on financial aid probation for any reason are ineligible for loans until good standing has been reestablished. Students enrolled less than half-time are not eligible for loans. Students who change their degree program (not just their major in an AA degree) may be eligible for an additional fourth loan if an additional 23 hours has been completed and other conditions have been met.

Transfer Student Eligibility

Students transferring to SFCC must have a minimum cumulative grade point average of 2.00 upon entering to be eligible to apply for any loan program, or must complete six hours or more credit at SFCC and meet the minimum GPA requirement. Those who have failed at their previous institution due to excessive withdrawal or grade failure may also be ineligible for all Title IV aid including Pell grants until good standing has been reestablished at SFCC. Transfer students who are under academic or financial aid suspension at their previous institution are not eligible for financial aid until they have completed 12 hours or more at SFCC with a “C” or better average and meet the minimum standards of progress for both academic and financial aid, see “Standards of Progress” on page 24.

Aid cannot be awarded transferring students until official Student Aid Reports (SARs), financial aid transcripts, placement scores, and academic transcripts are on file with SFCC from all previously attended institutions. Students should allow adequate time to obtain these documents. The financial aid office can assist with phone numbers for SAR duplicate copies. Due to the volume of aid applications, students must be responsible for tracking the receipt of their own required forms.

Plus Loan Eligibility

Students applying for an Unsubsidized Stafford loan or PLUS (Parent Loans for Undergraduate Students) must have completed 30 semester hours toward their current program and have a minimum 2.00 cumulative grade point average. Once awarded, the second disbursement is contingent upon student eligibility under SFCC’s “Standards of Progress,” see page 24.

Special Needs Tuition Assistance

The Vocational Special Needs Office in the Hopkins Lower Level coordinates special government funding programs such as the Job Training Partnership Act, the Futures Program, Trade Readjustment Act, Vocational Rehabilitation, and Carl Perkins Vocational Education Act monies. The programs provide tuition assistance to designated populations including single parents, dislocated workers, students with disabilities, and non-traditional students.
Veterans Benefits and Certification

A veterans advisor located in the Student Services Office assists veterans with applications and information about VA benefits. SFCC is approved by the State Department of Education for attendance by veterans or dependents of veterans eligible for assistance under one of the VA programs. To be certified for VA benefits, the eligible student must maintain satisfactory progress in accordance with SFCC’s “Standards of Progress Required to Maintain Academic Good Standing and Financial Aid Eligibility,” see page 24.

Any student who fails all classes, is administratively dropped from all classes, or withdraws from all classes (except in extenuating circumstances) will be considered to be making unsatisfactory progress. Veterans who withdraw from a class or classes after the first 30 days of each semester or term must have an interview to determine if extenuating circumstances exist, and the Veterans Administration will be promptly notified of all changes. Some classes may not be counted in determining a veteran’s course load status. These include: referred classes which have previously been counted; repeated courses, except when the repeat is required; classes taken for audit; short courses; and courses which do not apply to a student’s degree or certificate program unless they are required prerequisites.

Work

Employment under the federally-supported College Work-Study Program and other job opportunities are available to students on campus. Current minimum wages are paid. SFCC practices non-discriminatory and equal opportunity employment. Individuals needing special accommodation in applying for student jobs may request assistance from the SFCC Job Placement Office. The Placement Office lists part-time and full-time jobs available in the SFCC area and assists students and alumni in locating off-campus employment. Also available is local company and career information, interview technique coaching, resume writing assistance, and employment counseling.

Roadrunner soccer player Mike Jensen was named First Team All-Midwest and First Team All Region 16 for the 1987 season. The team is ranked 7th in the nation for community college teams.
The College offers two degrees, the Associate of Arts and the Associate of Applied Science. To qualify for a degree you must:

1. Complete 64 semester hours of credit for the A.A. degree. These hours will consist of 43 hours of general education credits plus a minimum of 9 hours of general electives from the specified disciplines and sufficient additional hours to total 64.

2. Complete, at SFCC, at least the last 12 semester hours of college credit taken toward the degree. If you have been enrolled full-time for the previous two consecutive semesters and lack fewer than nine hours to complete the degree, you may request to transfer credit back to SFCC from an approved college. Approval must be granted in writing prior to taking the transfer credit. Active duty military who participate in SOC (Serviceman's Opportunity College) may meet different residency requirements under terms of that agreement.

3. Complete the curriculum required for the specific degree and general education requirements for the degree. See “Degree Program Statute of Limitations,” page 22.

4. Maintain a minimum cumulative grade point average of 2.00 and a 2.00 average for work completed at SFCC.

Associate degree in nursing students are required to maintain a grade point average of 2.50 in nursing courses.

A.A.S. degree students in selected business programs are required to have a minimum of grade point average of 2.00 in their major courses as well as overall.

5. Take an exit examination. Test dates are set up prior to the end of each semester. Summer completers must take either the previous spring exam or take the exam in the fall following the completion of their courses. No exam is given in the summer.

6. Do the following: complete an application for graduation in the Student Services Office the semester prior to graduation; pay the graduation fee in the Business Office before May 1; and attend commencement. Only in unusual circumstances will a degree be conferred in “absentia.” If circumstances do not allow you to attend commencement exercises, you must have administrative approval in advance—request this form in the Student Services Office.

**GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE OF ARTS DEGREE**

**Communications**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Composition</td>
<td>3</td>
</tr>
<tr>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>B. Speech</td>
<td>3</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**Humanities**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Literature and Foreign Language</td>
<td>3</td>
</tr>
<tr>
<td>American Literature</td>
<td>3</td>
</tr>
<tr>
<td>English Literature</td>
<td>3</td>
</tr>
<tr>
<td>French</td>
<td>3.5</td>
</tr>
<tr>
<td>Intro to Literature</td>
<td>3</td>
</tr>
<tr>
<td>Masterpieces I</td>
<td>3</td>
</tr>
<tr>
<td>Masterpieces II</td>
<td>3</td>
</tr>
<tr>
<td>Spanish</td>
<td>3</td>
</tr>
<tr>
<td>Topics in Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

**Mathematics**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculus for Business</td>
<td>3</td>
</tr>
<tr>
<td>Calculus/Analytic Geometry I</td>
<td>5</td>
</tr>
<tr>
<td>Calculus/Analytic Geometry II</td>
<td>5</td>
</tr>
<tr>
<td>Calculus/Analytic Geometry III</td>
<td>5</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Finite Math</td>
<td>3</td>
</tr>
<tr>
<td>Precalculus Math</td>
<td>5</td>
</tr>
</tbody>
</table>

**Natural Science**

7-8 Hours

A. Select one laboratory science:

- Intro to Biological Sciences (and)      | 4     |
- Intro to Biological Sci Lab             | 5     |
- General Biology w/Lab                   | 5     |
- General Botany w/Lab                    | 5     |
- General Zoology w/Lab                   | 5     |
- Intro to Chemistry w/Lab                | 5     |
- General Chemistry I w/Lab               | 5     |
- Intro to Earth Sciences w/Lab           | 5     |
- Physical Geology w/Lab                  | 5     |
- Intro to Physical Science (and)         | 4     |
- Intro to Physical Sci Lab               | 5     |
- Elementary College Physics I w/Lab      | 5     |

B. Select an additional science course from the list above or from any natural science discipline including Biological Science, Chemistry, Earth Science, or Physical Science.
Computer Literacy 3 Hours
Introduction to Computers 3
Microcomputer Applications I 3
Microcomputer Applications II 3
Microcomputer Applications III 3

Social Science 9 Hours
(select from A and B)
Courses in section A satisfy
requirements for credit in Missouri
Constitution. Students transferring
credit in this area from out-of-state
colleges will need to complete 1/2 hour
of Missouri Constitution.
A. Select 3 Hours:
American/National Government 3
U.S. History Before 1877 3
U.S. History Since 1877 3
B. Select 3 Hours:
Economics I—Macro 3
General Sociology 3
General Psychology 3
Intro to Business 3
Intro to Political Science 3
Marriage and Family 3
Personal Finance 3
World Geography 3
C. Freshman Orientation 1
Missouri Constitution 1/2

Physical Education 2 Hours
Select from any of the activity
courses.
Select an additional two-three
hours if needed, from any of the
above courses (except P.E.) for 43
hours of general education credit.

TOTAL 43 HOURS

General Electives
Select courses from any of the
general education requirements or
any of the following disciplines for an
additional 9 to 21 hours:

Agriculture
Art
Biology
Business Administration
Chemistry
Computer Science
Criminal Justice
Earth Science
Economics

Education 3 Hours
English
Foreign Language
Geography
Geology
History
Humanities
Literature
Mass Communication
Mathematics
Music
Philosophy
Physics
Political Science
Psychology
Social Studies
Sociology
Speech & Theater

Restricted Electives
A maximum of 12 hours of
restricted elective credit may be
applied to an Associate of Arts
degree for certain majors. Courses for
which an accredited college has
granted college credit may be applied
as restricted electives.

Humanities 3 Hours
American Literature 3
Art Appreciation 3
Contemporary Art & Theater 3-4
Cultural Studies in Humanities 4
English Literature 3
French 3-5
Intro to Literature 3
Intro to Philosophy 3
Intro to Theater 3
Living Religions 3
Masterpieces I 3
Masterpieces II 3
Music in Western Civilization 3
Spanish 3
Topics in Literature 3
World Civilization I 3
World Civilization II 3

Natural and Behavioral
Science 3 Hours
Animal Science (Ag only) 3
General Psychology 3
General Sociology 3
Intro to Chemistry w/Lab 5
Plant Science (Ag only) 3
Tech Science 3-4
Tech Science for Electronics 3

Mathematics 3 Hours
Business Math 3
College Algebra 3
Finite Math 3
Intermediate Algebra 3
Math for Computers 3
Tech Math I 3

Computer Literacy 3 Hours
Introduction to Computers 3
Microcomputer Applications I 3
Microcomputer Applications II 3
Microcomputer Applications III 3

Physical Education 2 Hours
Select from any of the activity
courses. P.E. waived for the AON
student.

TOTAL 23 HOURS

Physical Education Policy:
You may be excused from the
physical education requirements by:
(1) furnishing a statement from a
physician certifying physical disability or (2) being age 26 and over; however, other general education hours must be completed in lieu of physical education to meet the 43 credit hour requirement for the A.A. If you transfer to another college, physical education may still be required. Veterans and members of the National Guard may receive two hours of physical education activity credit by presenting a photocopy of their DD214 or similar record.

Specific general education courses are required by some Associate of Applied Science career programs. Consult the Career Sequence of Courses for your requirements beginning on page 30 of this catalog.

OTHER GRADUATION REQUIREMENTS

Requirements for Honors Graduation

Academic honors may be granted to Associate of Arts or Associate of Applied Science degree graduates at two levels based on all work undertaken: graduation with honors for a 3.60 to 3.84 grade point average and graduation with highest honors for a 3.85 to 4.00 grade point average. One-year certificate students may graduate with distinction with a grade point average of 3.60. The honors designation is recorded on the student’s official transcript for each degree or certificate earned.

Requirements for Participation in Commencement Exercises

Commencement exercises are held in May each academic year. To participate, students must either have completed all degree or certificate requirements prior to the commencement date or must be enrolled in sufficient hours (at the time the graduation list is finalized in April) to expect to complete requirements in the spring. Exceptions to this rule are made for LPN program students who are scheduled to complete their program requirements at the end of the summer session. Only students with a minimum cumulative GPA of 2.00 at the end of the fall semester (or the successful completion of all coursework) may participate. Honors recognition, including designation on the commencement program and the wearing of the gold honors cord, is based upon previously completed degree requirements and/or the cumulative grade point average at the end of the fall semester. Students who plan to transfer credits back to SFCC may participate after such credit has been completed and accepted toward their degree.

Irrespective of when the degree is conferred (presented formally), the actual date that all requirements have been completed will be entered on the transcript as the official graduation date. Diplomas are mailed to graduates in mid-June after spring grades are posted.

Degree Program Statute of Limitations

The general catalog becomes effective starting the fall semester. Generally a student may use, for degree requirements, the catalog in effect at initial enrollment or any subsequent catalog so long as it is dated no more than six years prior to the completion of the degree. Students not earning credit at SFCC for four successive semesters (excluding summer) will assume catalog requirements in effect upon their re-entry date. A student may not continue in the original program of study if the program was discontinued prior to re-entry.

GENERAL REGULATIONS

Attendance

Students are expected to attend all class sessions and report punctually. When absent, the student is expected to account for it to the instructor and be responsible for work missed. Instructors may penalize students for any unexcused absences. Students who enroll late may have missed classes which may be treated as absences.

If you accumulate two hours of unexcused absences per credit hour in any particular class, you may be dropped from class by the instructor without notice. Students who stop attending class are not automatically dropped, however, and may receive a grade of “F.” Questions regarding reinstatement should be directed to the instructor.


Children in the Classroom

Students and staff members should not bring their children to the classroom due to: 1) limited space, 2) classroom distraction, 3) liabilities and safety. In an emergency situation, a student may contact the instructor by phone or in person prior to class to request permission to bring their child. It is the instructor's option to grant or deny permission. An on-campus day care program is available; however, this is not a drop-in service.

Conduct Code

Students admitted to State Fair Community College are expected to conduct themselves at all times as responsible adults in accordance with the interests and regulations of the College. SFCC recognizes that students are both citizens and members of the academic community. As citizens, students enjoy the same freedom of speech and assembly, freedom of association, freedom of the press, right of petition, and right of due process that all citizens enjoy.

Upon enrollment at SFCC, each student assumes an obligation for conduct compatible with the College's function as an educational institution and to comply with the laws enacted by federal, state, and local governments. If this obligation is neglected or ignored by the student, the College must, in the interest of fulfilling its function, institute appropriate disciplinary action. Misconduct may result in a student being subject to disciplinary action including disciplinary probation, suspension or dismissal. Due process, as provided by the SFCC Grievance and Appellate Process, will be followed. This procedure is printed in the Student Handbook or may be obtained from the Student Services Office.

A complete Student Behavior Code including the Substance Abuse Policy, Sex Offenses Policy, and Firearms Policy is found in the Student Handbook. Each student is responsible for becoming familiar with the contents of the Handbook. Copies are available in Student Services.

Course Changes

Courses may be added during the first four days of a regular semester and the first two days of an eight-week session except for individualized courses. You may drop courses during the first twelve weeks of a regular semester and the first six weeks of summer sessions with a grade of “W.” After that period, the grade will be recorded as “WP” or “WF.” Class changes must be made before finals week begins. Petition forms for program changes are available in the Student Services Office. The instructor’s signature will be required for changes after the first four days of the regular semester.

Course Placement

SFCC uses either the ACT Assessment or the ASSET exam for initial placement in English and math courses. Students must meet acceptable scores or take prerequisite courses. Placement follows:

English

13 or less ACT 34 or less ASSET 14 to 18 ACT 35 to 41 ASSET 19 to 29 ACT 42 to 51 ASSET 30 and up ACT 52 to 54 ASSET

Basic English Lab, Intro to Writing, and Reading I concurrently. If there is a schedule conflict, the student should first take Basic English Lab, then take Intro to Writing and Reading I the following semester.

Math

15 or less ACT 38 or less ASSET:NS 16 to 19 ACT 39 to 53 ASSET:NS 31 to 45 ASSET:EA 36 to 21 ACT 41 to 53 ASSET:EA 31 to 45 ASSET:IA 23 to 26 ACT 41 to 53 ASSET:IA 31 to 45 ASSET:CA 29 and up ACT 41 and up ASSET:CA


ACT tests taken prior to October 1989 will reflect the discontinued Standard ACT scores. Students with these scores should see a Student Services counselor for course placement.

* First time full-time students who place in developmental math or English classes according to their placement scores will be enrolled in no more than 15 credit hours during their initial semester at SFCC. This enrollment includes only basic skills classes and selected college-level classes recommended by the college faculty for developmental students. A "C" grade or better in a developmental course is required to advance to the next level course.

Grade Reports

Grade reports are sent at the conclusion of each semester to all students who have returned their library books and paid all fees owed to the College. Grades not questioned within one semester (excluding summer session) will stand as recorded. Information about filing a grade appeal is found in the Student Handbook available in Student Services Office.
Grades and Credits

Credits are granted on a semester hour basis. The normal, full-time class load is 16 hours per semester. The maximum load is 19 semester hours (excluding internship hours) except with special permission. The following symbols and points are used:

- **A** - Excellent (4 grade points per sem. hr.)
- **B** - Good (3 grade points per sem. hr.)
- **C** - Average (2 grade points per sem. hr.)
- **D** - Below Average (1 grade point per semester hour)
- **F** - Failing (no grade points)
- **W** - Withdrawn (no grade points)
- **P** - Passing (no grade points)
- **N** - No Credit—Course Waived
- **CR** - Credit (no grade points)
- **WF** - Withdrawn Failing
- **WP** - Withdrawn Passing
- **AU** - Audit
- **U** - Unfinished (computes as an F in GPA)
- **I** - Incomplete (individualized instruction)
- **@** - Credit neither applies toward a degree or certificate nor figures into GPA

A grade of "U" may be given by an instructor to indicate incomplete work or absence from a scheduled examination if other work is of passing quality. The grade of "U" must be removed during the following regular semester and arrangements made with the student, directly with the instructor, to complete the work. Until changed, "U" grades compute the same as "F" in the grade point average.

In the occasional circumstance of individualized instruction where enrollment can span more than one semester, a grade of "I" may be recorded until a final grade report is made in the semester in which the course is finished.

Students taking basic skills courses will see an @ on their grade report. This indicates that the credit neither applies toward a degree or certificate nor figures into GPA. However, these basic skills hours are used when figuring semester hours enrolled for most financial aid, scholarships, insurance policies, veterans benefits, etc.

Pass/Fail Credit

Pass/fail credit is granted for some basic skills courses and community services short courses. No more than six hours of pass-fail credit may be applied to a degree or certificate, excluding basic skills courses which do not apply to degrees or certificates.

Repeating Courses

You may repeat a course in which you received a grade of "D," "F," or "U." For some majors, when a grade of "B" or higher is required, students will also be allowed to repeat a grade of "C." The grade earned for the repeated course will replace the original grade in computing the GPA. Both original and repeated grades will be recorded on the transcript.

Honors List

A President’s list is published at the end of the Spring and Fall semesters. To qualify, a student must complete 12 or more hours of college-level work (excludes basic skills) with a grade point average of 4.00.

A Dean’s list is published at the end of the Spring and Fall semesters. To qualify, a student must complete 12 or more hours of college-level work (excludes basic skills) with a grade point average of 3.50 or better.

Standards of Progress Required to Maintain Academic Good Standing and Financial Aid Eligibility

To continue enrollment at SFCC and receive federal student financial aid, a student must make satisfactory academic progress. Both grades earned (GPA) and hours attempted and completed are considered.

Satisfactory Grades. Grade point average (GPA) is calculated by dividing total graded hours (those receiving a grade of "A," "B," "C," "D," "F," or "U") into the total grade points awarded for those hours. Basic skills courses and ungraded credit "CR" or "W," "WP," "WF," and "I" are not included. A 2.00 GPA is the minimum requirement for graduation; therefore, any student who has achieved less than a 2.00 is placed on "academic and financial aid probation." To avoid being suspended, students must make academic progress during the semester following being placed on probation.

Failing to complete any classes (all "W"s) or receiving all grades "D" and/or "F" for a full-time semester (or 12 cumulative hours when enrolled part-time) may result in academic suspension and will result in financial aid suspension. Individual programs, specifically in health occupations, may require higher GPAs for satisfactory progress and graduation. These are listed in the program handbooks.

Satisfactory Hours Attempted and Completed. For continued federal financial aid eligibility, students must also make progress in hours attempted and completed. This is evaluated on both a per semester or term basis and over total hours toward degree or certificate achievement. Courses repeated to improve a grade are included in determining total hours attempted and earned (see "Repeating Courses" section above). Courses enrolled in more than twice, whether due to low grades or "W"s, may not be included in determining enrollment status for calculating financial aid awards; i.e., full-time or half-time.

Each semester or term that a student receives financial aid, the following hours must be completed with passing grades:

<table>
<thead>
<tr>
<th>Attempted Hours</th>
<th>Minimum Hours Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 hours or more</td>
<td>9 hours</td>
</tr>
<tr>
<td>10 hours</td>
<td>7 hours</td>
</tr>
<tr>
<td>9 to 6 hours</td>
<td>6 hours</td>
</tr>
<tr>
<td>5 or fewer</td>
<td>all hours enrolled</td>
</tr>
</tbody>
</table>

Hours attempted will be calculated as all hours enrolled per semester or term minus any hours withdrawn or
dropped during the first week of classes during a semester or during the first two days of an eight week term. Off schedule classes will be included when past 100% refund period. Failure to meet these standards will place the student on financial aid probation. Only one semester on probation will be allowed; failure to meet the standards in any subsequent term will result in financial aid suspension.

Should extenuating circumstances exist which contribute to failure to meet these standards, students may appeal by submitting the reasons in writing to the Dean of Student Services. (Generally, excessive work hours will not be considered as extenuating since students are expected to balance their academic course load with other commitments.) Documentation of circumstances may be required and will be reviewed by an appeal panel. Students will be notified in writing of the decision.

Hours Attempted Toward Degree Completion. Students will be allowed a maximum of 150% of the required hours for the degree or certificate sought in maintaining overall eligibility for financial aid. In this assessment, all hours enrolled whether repeated, dropped or withdrawn, or graded shall be counted. If a student changes majors, or re enters college after an absence of five years or more, a degree/certificate evaluation must be completed to establish limits for remaining financial aid eligibility. The student is responsible for requesting the evaluation by deadlines established and published in the annual academic calendar. Forms will be available in the financial aid office. Required basic skills courses may be added to the total hours of eligibility.

Upon reaching the maximum allowable eligibility, students may continue to enroll at SFCC, but must do so without federal financial aid assistance. Should extenuating circumstances contribute to loss of eligibility, the appeal process may be followed.

All students receiving federal financial aid must enroll in courses which lead to the specific degree or major the student is pursuing.

Readmission and Restoring Good Standing. A student suspended academically for low grades or failure to complete classes may petition for readmission. Readmission will be approved only if it seems in the best interest of the student and the institution. Students who are readmitted will be on continued probation and may be restricted to limited hours or specific courses. Satisfactory progress or achievement of specified conditions for readmission must be made during the semester of readmission or dismissal will be permanent. Eligibility for continued financial aid probation will be determined at the time of readmission.

Students admitted to SFCC as reverse transfer with less than an overall 2.00 GPA or less than a 2.00 GPA from the last institution attended will enter on probation. Conditions for achieving satisfactory progress will be determined based upon an evaluation of previous credits and current educational goals and objectives. Financial aid may be denied if the student would have been on financial aid suspension at SFCC for hours completed in previous terms.

Achievement of a cumulative 2.00 GPA will restore good standing academically; financial aid good standing will depend both on academic progress and hours completed.

Eligibility for federal financial aid may be reestablished by competing without any federal financial aid assistance, a minimum of 12 semester hours and sufficient other hours to make up the classes dropped or failed and meeting the academic standards of progress.

Scholarship Eligibility. Both academic standards and time limits are established for scholarships awarded by SFCC and are specific to the award. Terms for continuation of each scholarship are stated in the award letter.

Student Records

Your official student number at SFCC will be your social security number.

A description of all student records which SFCC maintains and their location may be found in the Student Handbook under “Family Educational Rights and Privacy Act.”

Student transcripts are available at no cost from the Registrar’s Office at State Fair Community College; however, FAX transmissions require an advance payment of $3.00. The actual request for the transcript copy must come from the student either in writing or by telephone at least 48 hours in advance of need.

Unless needed for graduation, transcripts with end-of-semester grades are usually not available until the third week following the semester’s end.

Student “Right to Know”

In compliance with the “Student Right To Know Act,” all students receive a brochure entitled Campus Crime which contains information about campus safety and security regulations. This brochure is updated annually and includes a summary of any crimes which have occurred on campus. The brochure is also available to any prospective student, parent, or other interested person upon request from the Student Services Office. As the Graduation Rate Survey is completed, this document will be available from the Student Services Office.

Withdrawal

If you must withdraw from the College during a semester/session, report to the Student Services Office for the proper forms. All federal student loan recipients are required to have an exit interview. Failure of any student to withdraw officially may result in a grade of “F” being recorded in all classes in which you were enrolled.
Transfer students should consult the catalog of the four-year school to which they plan to transfer for specific requirements in their major and related fields. The following suggested programs of study are designed to provide the Associate of Arts degree candidate with the 43 semester hour core of general education plus enough coursework in the major fields to complete the 64 hours required for the degree.

**Transfer Agriculture Majors**
- Freshman Orientation
- Composition I (and II)
- Public Speaking
- Humanities
- Social Science
- History (or) Government
- College Algebra
- Computer Literacy
- Physical Education
- Intro to Chemistry w/Lab

Choose from courses listed below to complete the A.A.'s 64 credit hour graduation requirement:
- Plant Science
- Animal Science
- Intro to Natural Resources
- Career Planning I (and II)
- Soils I (and II)
- Ag Economics
- Livestock Evaluation
- Ag Business Management
- Marketing Farm Commodities
- General Horticulture

*Courses will fulfill non-lab part of the Natural Science requirement for agriculture students only.

**John Deere Mentor Program**
This transfer program is a cooperative effort between John Deere Company, University of Missouri, Agricultural Engineering Department; and the State Fair Community College Mathematics, Science, and Agriculture Department. Students in this program will complete associate level courses at State Fair Community College and transfer to the University of Missouri-Columbia to complete a B.S. degree at the same time completing two summer internships with a sponsoring John Deere dealership. Consult an SFCC agriculture advisor or transfer counselor for specific course requirements.

**Transfer Art Majors**
- Freshman Orientation
- Composition I (and II)
- Public Speaking
- Intro to Philosophy
- History (or) Government
- Humanities
- Social Science
- Natural Science
- College Algebra
- Computer Literacy
- Physical Education
- Drawing I (and II)
- Painting I
- Modern Art History
- Design I
- Sculpture I
- Ceramics I
- Plus electives for an A.A. credit hour minimum of 64.

**Transfer Biology Majors**
- Freshman Orientation
- Composition I (and II)
- Public Speaking
- Humanities
- History (or) Government
- Social Science
- College Algebra
- Trigonometry

**Wood Shop Safety** is a required course for some applied art courses (see course descriptions). Drawing I and Design I must be taken first semester of the freshman year. Drawing II, Painting I, and Modern Art History must be taken second semester of the freshman year.

**Transfer Art Majors - BFA Oriented**

- **1st semester**
  - Drawing I
  - Design I

- **2nd semester**
  - Drawing II
  - Modern Art History

Recommended sophomore course sequence:

- **3rd semester**
  - Painting I
  - Ceramics I
  - Printing I

- **4th semester**
  - Watercolor I
  - Watercolor II
  - Sculpture II
  - Design II

In addition to the above, six hours of the following courses are required:

- **Painting III**
- **Social Science**
- **Problems in Art**

**Transfer Biology Majors**

- **1st semester**
  - Composition I (and II)
  - Public Speaking
  - Humanities
  - History (or) Government
  - Social Science
  - College Algebra

This pagoda at the summer palace near Beijing, China, was just one historical site on SFCC's 1998 spring break fine arts trip to the magical Orient.

- Freshman Orientation
- Composition I (and II)
- Public Speaking
- Humanities
- Natural Science
- History (or) Government
- General Psychology
- Physical Education
- Computer Literacy
- College Algebra
- Business Calculus
- Economics I
- Economics II
- Principles of Financial Accounting
- Managerial Accounting
- Legal Environment of Business
- Elective (non-business)

The prerequisite courses and the minimum GPA needed for admission to a business administration degree program will vary. Consult the catalog of the transfer institution for exact requirements.

Transfer Chemistry Majors

- Freshman Orientation
- Composition I (and II)
- Public Speaking
- Humanities
- History (or) Government
- Social Science
- Computer Literacy
- Physical Education
- Gen Chemistry I (and II) w/ Lab
- Organic Chemistry w/ Lab
- Calculus and Analytic Geometry I, II, (and III)
- College Physics I (and II) w/ Lab

Transfer Earth Science Majors

- Freshman Orientation
- Composition I (and II)
- Public Speaking
- Humanities
- History (or) Government
- Social Science
- College Algebra
- Computer Literacy
- Physical Education
- Geology I w/ Lab
- Geology II w/ Lab
- College Physics I (and II) w/ Lab

Choose from courses listed below to complete the A.A.'s 64 credit hour graduation requirement:
- Intro to Criminal Justice
- Intro to Law Enforcement
- Police Administration
- Juvenile Procedures
- Intro to Corrections
- Intro to Criminology
- Criminal Law
- Criminal Investigation
- Probation-Pardoe/Offender Rehab
- Occupational Experience

The following education programs of study represent sample programs of study. Schools of education may differ in their requirements for education majors. Students should check the catalog of their chosen teacher education school or check with a Student Services counselor when enrolling.

Transfer Criminal Justice Majors

- Freshman Orientation
- Composition I (and II)
- Public Speaking
- History (or) Government
- General Psychology
- General Sociology
- Social Problems
- Humanities
- Natural Science
- College Algebra
- Computer Literacy
- Physical Education

Transfer Education Majors

The Department of Elementary and Secondary Education will accept certification purposes, a maximum of fifteen semester hours of professional education coursework from Missouri Community Colleges that have state approval. State Fair Community College was granted initial approval by the Missouri State Board of Education, effective March 1968. With state approval, SFCC offers the following specific professional education courses:

- Child Psychology
- Children's Literature
- Intro to Field Experience
- World Geography
- Intro to Literature
- Music in Western Civilization (or) An Appreciation
- American Diversity

*It is suggested that the Humanities (3 hours) listed above be in the Foreign Language area for CMSU transfer.

* Math choice should be based upon the requirements of the transfer institution.
Secondary Education

Secondary education majors should consult the requirements for their major area of emphasis at the college they plan to attend or check with a Student Services counselor or an education advisor. Teacher education candidates should plan to take Foundations of Education and Introductory Field Experience.

Transfer Engineering Majors

SFCC has articulation agreements with the University of Missouri-Rolla and University of Missouri-Columbia. Students should consult the appropriate course of study specified in the published transfer guides available in Student Services.

Transfer English Majors

Freshman Orientation 1
Composition I (and II) 6
Public Speaking 3
History (or) Government 3
Social Science 8
Natural Science 7-8
College Algebra 3
Computer Literacy 3
Physical Education 2
World Civilization I (or) II 3
Intro to Literature 3
Masterpieces I (and II) 6
English Literature 3
American Literature 3
Topics in Literature 3
Plus electives for an A.A. credit hour minimum of 64.

Transfer Forestry and Wildlife Conservation Majors

Freshman Orientation 1
Composition I (and II) 6
Public Speaking 3
Humanities 3
History (or) Government 3
Social Science 8
College Algebra 3
Trigonometry 3
Computer Literacy 3
Physical Education 2
General Botany w/ Lab 3
General Zoology w/ Lab 3
Genetics w/ Lab 3
Wildlife Conservation 3
General Chemistry I w/ Lab 3
General Chemistry II w/ Lab 3

Plus electives for an A.A. credit hour minimum of 64.

Transfer Journalism Majors

Freshman Orientation 1
Composition I (and II) 6
Public Speaking 3
College Algebra 3
Computer Literacy 3
Humanities 3
History (or) Government 3
Social Science 6
Natural Science 7-8
Physical Education 2
Intro to Mass Media 3
Plus electives for an A.A. credit hour minimum of 64.

Journalism Majors planning to transfer to University of Missouri-Columbia need to see an advisor for specific requirements.

Transfer Communication Majors

Freshman Orientation 1
Composition I (and II) 6
Public Speaking 3
College Algebra 3
Computer Literacy 3
Humanities 9
Music History and Lit I (and II) 4
Music Theory and Aural All 3
General Physics I (and II) w/ Lab 10
Calculus/Analytic Geometry 3
I, II (and) III 15
Plus electives for an A.A. credit hour minimum of 64.

Transfer Mathematics Majors

Freshman Orientation 1
Composition I (and II) 6
Public Speaking 3
Humanities 9
History (or) Government 3
Social Science 6
Physical Education 2
Computer Literacy 3
General Physics I (and II) w/ Lab 10
Calculus/Analytic Geometry 3
I, II (and) III 15
Plus electives for an A.A. credit hour minimum of 64.

Transfer Music Majors

Freshman Orientation 1
Composition I (and II) 6
Public Speaking 3
College Algebra 3
Computer Literacy 3
History (or) Government 3
Social Science 6
Natural Science 7-8
Physical Education 2
Humanities 6
Music History and Lit I (and II) 4
Music Theory and Aural All 3
General Physics I (and II) w/ Lab 10
Calculus/Analytic Geometry 3
I, II (and) III 15
Plus electives for an A.A. credit hour minimum of 64.

Transfer Mathematics Majors

Freshman Orientation 1
Composition I (and II) 6
Public Speaking 3
College Algebra 3
Computer Literacy 3
History (or) Government 3
Social Science 6
Natural Science 7-8
Physical Education 2
Humanities 6
Music History and Lit I (and II) 4
Music Theory and Aural All 3
General Physics I (and II) w/ Lab 10
Calculus/Analytic Geometry 3
I, II (and) III 15
Plus electives for an A.A. credit hour minimum of 64.

SFCC is a place to discover, explore, learn and grow.
Courses of study in the music field often vary from one area of specialization to another. Among the several areas of specialization are the following: Music Education, Music Therapy, Sacred Music, and Musicology. Additional fields may be secured from the SFCC Student Services Office or a music advisor.

### Transfer Organizational Communication Majors

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Orientation</td>
<td>1</td>
</tr>
<tr>
<td>Composition I (and II)</td>
<td>6</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>9</td>
</tr>
<tr>
<td>History (or) Government</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7.8</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Plus electives for an A.A. credit hour minimum of 64. Recommend Acting I, Theater Practicum, Interpersonal Communication, and Oral Interpretation.</td>
<td></td>
</tr>
</tbody>
</table>

### Transfer Physics Majors

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Freshman Orientation</td>
<td>1</td>
</tr>
<tr>
<td>Composition I (and II)</td>
<td>6</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>9</td>
</tr>
<tr>
<td>History (or) Government</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>General Chemistry I (and II) w/Lab</td>
<td>10</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Calculus-Analytic Geometry I, II, (and II)</td>
<td>15</td>
</tr>
<tr>
<td>General Physics I (and II) w/Lab</td>
<td>10</td>
</tr>
<tr>
<td>Computer programming course</td>
<td>3</td>
</tr>
</tbody>
</table>

### Transfer Pre-Health Majors

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Freshman Orientation</td>
<td>1</td>
</tr>
<tr>
<td>Composition I (and II)</td>
<td>6</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>9</td>
</tr>
<tr>
<td>History (or) Government</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Anatomy and Physiology I w/Lab (and II w/Lab)</td>
<td>4.8</td>
</tr>
<tr>
<td>Human Physiology w/Lab</td>
<td></td>
</tr>
<tr>
<td>General Biology w/Lab</td>
<td>5</td>
</tr>
<tr>
<td>General Chemistry I (and II) w/Lab</td>
<td>10</td>
</tr>
<tr>
<td>College Physics I (and II) w/Lab</td>
<td>9</td>
</tr>
<tr>
<td>Genetics w/Lab</td>
<td>3</td>
</tr>
</tbody>
</table>

*Includes nursing, pre-medicine, pre-dentistry, pre-optometry, pre-chiropractic, and pre-physical occupational therapy.

### Transfer Psychology and Sociology Majors

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Freshman Orientation</td>
<td>1</td>
</tr>
<tr>
<td>Composition I (and II)</td>
<td>6</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>9</td>
</tr>
<tr>
<td>History (or) Government</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7.8</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>General Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Plus electives for an A.A. credit hour minimum of 64. Recommend Child Psychology, Social Problems, Marriage and Family, Interpersonal Communication, Small Group Communication.</td>
<td></td>
</tr>
</tbody>
</table>

### Transfer Social Studies Majors

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Orientation</td>
<td>1</td>
</tr>
<tr>
<td>Composition I (and II)</td>
<td>6</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>US History Before 1877</td>
<td>3</td>
</tr>
<tr>
<td>US History Since 1877</td>
<td>3</td>
</tr>
<tr>
<td>American-National Government</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7.8</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Intro to Political Science</td>
<td>3</td>
</tr>
</tbody>
</table>

### Transfer Speech and Theater Majors

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>Freshman Orientation</td>
<td>1</td>
</tr>
<tr>
<td>Composition I (and II)</td>
<td>6</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>History (or) Government</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7.8</td>
</tr>
<tr>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Theater</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Stagecraft and Lighting</td>
<td>3</td>
</tr>
<tr>
<td>Acting I</td>
<td>3</td>
</tr>
<tr>
<td>Theater Practicum</td>
<td>7.4</td>
</tr>
<tr>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>Oral Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>Stage Make-Up</td>
<td>3</td>
</tr>
<tr>
<td>Plus electives for an A.A. credit hour minimum of 64.</td>
<td></td>
</tr>
</tbody>
</table>
### A.A.S. in Agriculture

**First Semester**
- Composition I 3
- Intermediate Algebra 3
- Career Planning I 2
- Soils I 3
- Plant Science 3
- Natural Resources 3
- Physical Education 1

**Second Semester**
- Career Planning II 1
- Animal Science 3
- Ag Economics 3
- Farm Chemicals 3
- Occupational Internship 9

**Summer Session**
- Occupational Internship 8 hrs

**Third Semester**
- Career Progress I 2
- Ag Business Management 3
- Business Communications 3
- Animal Nutrition 3
- Humanities 3
- Livestock Evaluation 3
- Livestock Management 3

**Fourth Semester**
- Career Progress II 1
- Soils II 3
- Marketing Farm Commodities 3
- Ag Credit and Finance 3
- History (or) Government 3
- Microcomputer Applications I (or) II 3
- General Horticulture 3
- Physical Education 1
- Employment Strategies 1/6

### A.A.S. in Agriculture with Emphasis in Horticulture

**First Semester**
- Composition I 3
- Intermediate Algebra 3
- Career Planning I 2
- Soils I 3
- Plant Science 3
- General Horticulture 3
- Physical Education 1

**Second Semester**
- Career Progress II 1
- Natural Resources 3
- Greenhouse Management w/ Lab 4
- Landscape Design and Maintenance 3
- Ag Credit and Finance 3
- Microcomputer Applications I (or) II 3
- Employment Strategies 1/6

**Third Semester**
- Career Progress I 2
- Ag Business Management 3
- Principles of Landscaping 3
- Business Communications 3
- History (or) Government 3
- Humanities 3
- Physical Education 1

**Fourth Semester**
- Career Progress II 1
- Natural Resources 3
- Greenhouse Management w/ Lab 4
- Landscape Design and Maintenance 3
- Ag Credit and Finance 3
- Microcomputer Applications I (or) II 3
- Employment Strategies 1/6

### A.A.S. in Custom Applicator Technology

**First Semester**
- Composition I 3
- Microcomputer Applications I (or) II 3
- Soils I 3
- Basic Maintenance and Operations 3
- Equipment Operations I 3
- Managing Medical Emergencies 1

**Second Semester**
- Ag Industries Equipment Operations 3
- Farm Chemicals 3
- Custom Applicator I 3
- Crop/Field Scouting 2
- Internship 6

**Summer Session**
- Occupational Internship 8 hrs

**Third Semester**
- Plant Science 3
- Intermediate Algebra 3
- Business Communications 3
- Pesticide and Fertilizer Equipment 3
- Emergency Response 2
- Physical Education 1
ALLIED HEALTH

Professional Certificate in Practical Nursing

The 44-week curriculum in Practical Nursing is designed to develop the attitudes, skills, and knowledge necessary for performing as a competent practical nurse. Various learning experiences are conducted in classrooms and laboratories at SFCC as well as at Bethwell Regional Health Center and other selected community agencies and facilities.

The program is fully accredited by the State Department of Education and the Missouri State Board of Nursing. A statement of the philosophy of the program is mailed to each applicant. Upon successful completion of the Practical Nursing program, the student is eligible to apply for permission to take the State Board of Nursing Examination for Practical Nurses. Successful completion of the Practical Nursing program does not guarantee eligibility to take the licensure examination.

Applicants are accepted on the basis of high school graduation or GED, ACT and other test scores, attendance at the PIN Prep Workshop, three references, and an application on file by the last day to apply, February 1 of the year you wish to attend.

Prerequisites: a high school diploma or GED certificate and ACT test scores. After review of the ACT scores, a college course in English and/or math may be required with a grade of "C" or better. An Enhanced ACT English score of less than 21 requires the completion of college courses in basic writing skills. An Enhanced ACT math score of less than 22 requires college courses in elementary algebra or business math. An applicant with an Enhanced ACT composite score below 15 will not be considered for admission to the current program unless she has completed more than one college academic course (totaling 6 semester hours or more) with a grade of "C" or better.

If an agency utilized for clinical rotations in the State Fair Community College program requires a background check or drug screening, the student will submit to the institutional requirements and assume the cost. If the results of the testing prohibit the student from entering the agency, this will result in their inability to complete the clinical requirements of the program and dismissal from the Practical Nursing Program will follow.

AAS in Nursing

The curriculum for the Associate of Applied Science degree in nursing is planned so that a qualified Licensed Practical Nurse who is a graduate of any accredited school of practical nursing may add a minimum of one year to his/her previous education. Upon successful completion of all required courses, the student is eligible to apply for permission to take the State Board of Nursing Examination for Registered Nurses. Learning experiences are conducted in classrooms and laboratories at SFCC, Bethwell Regional Health Center, Golden Valley Memorial Hospital, and other selected facilities.

The program is accredited by the State Department of Education, the State Department of Higher Education, and the Missouri State Board of Nursing. A statement of the philosophy of the program is mailed to each applicant.

Applicants are accepted on the basis of high school graduation or GED, ACT and other test scores, attendance at the Career Mobility Nursing Workshop, three references, completed work from an accredited school of practical nursing with a current state license to practice, and an application on file by the February 25 deadline the year BEFORE you wish to begin in January.

Following is the suggested outline of courses to be taken during the sophomore year. Courses marked with an asterisk may be transferred from previous colleges or may be taken any time before or during the sophomore year. Students are required to submit ACT test scores and to complete the following prerequisites with a grade of "C" or better: 4-6 hours of college chemistry (must include lab), 3 hours of intermediate algebra or higher level, 3 hours of English composition, 3 hours of IV Therapy for LPNs, and 4 hours of human physiology or 5 hours of human anatomy and physiology (SPCCs Anatomy and Physiology I and II for a total of 8 credit hours will meet this requirement).

If an agency utilized for clinical rotations in the State Fair Community College program requires a background check or drug screening, the student will submit to the institutional requirements and assume the cost. If the results of the testing prohibit the student from entering the agency, this will result in their inability to complete the clinical requirements of the program and dismissal from the Associate Degree Nursing Program will follow.

Fourth Semester

<table>
<thead>
<tr>
<th>Humanities</th>
<th>3</th>
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</thead>
<tbody>
<tr>
<td>Seis II</td>
<td>3</td>
</tr>
<tr>
<td>History/Government</td>
<td>3</td>
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<tr>
<td>Custom Applicator II</td>
<td>3</td>
</tr>
<tr>
<td>Equipment Operations II</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Employment Strategies</td>
<td>1/2</td>
</tr>
</tbody>
</table>

16 1/2 hrs

Fall Semester

| Anatomy and Physiology for PNIs | 6 |
| Personal Vocational Concepts | 2/3 |
| Personal-Community Living | 4 |
| Nutrition | 3 |
| Administration of Medications | 2 |
| Fundamentals of Nursing I | 3 |
| Theory - 48 clock hours | 7/3 |
| Fundamentals of Nursing II | 3 |
| Theory - 96 clock hours | 3 |
| Medical-Surgical Nursing I | 3 |

31 hrs

Spring Semester

| Medical-Surgical Nursing II | 14 |
| Theory - 176 clock hours | 14 |
| Clinical - 96 clock hours | 7 |
| Maternity-Newborn Nursing | 7 |
| Theory - 88 clock hours | 7 |
| Clinical - 48 clock hours | 7 |
| Pediatric Nursing | 7 |
| Theory - 48 clock hours | 7 |
| Clinical - 48 clock hours | 7 |
| CPR for PNIs | 1/2 |
| Employment Strategies | 1/2 |

29 hrs

Summer Session

| Gerontological Nursing | 3 |
| Theory - 32 clock hours | 3 |
| Clinical - 48 clock hours | 3 |
| Medical-Surgical Nursing III | 0 |
| Theory - 128 clock hours | 0 |
| Clinical - 72 clock hours | 0 |

13 1/2 hrs

Spring Semester

| Integrated Nursing | 16 |
| General Psychology | 3 |
| Microbiology w/Lab | 4 |

23 hrs

Summer Session

| Psychiatric Nursing | 6 |
| Public Speaking | 3 |
| Intro to Computers (or Microcomputer Applications I or II) | 3 |

12 1/2 hrs

Fall Semester

| Leadership and Current Trends | 5/3 |
| Humanities | 3 |
| History (or) Government | 3 |
| Material-Newborn Nursing | 5 |
| Nursing of Children | 5 |

22 1/2 hrs
### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microcomputer Systems</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Microcomputer Systems</td>
<td>3</td>
</tr>
<tr>
<td>Electronic Communications</td>
<td>3</td>
</tr>
<tr>
<td>Data Communications</td>
<td>3</td>
</tr>
<tr>
<td>Technical Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>Employment Strategies</td>
<td>1/2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15 1/2 hrs</strong></td>
</tr>
</tbody>
</table>

### Professional Certificate in Industrial Electronics

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tech Science for Electronics</td>
<td>3</td>
</tr>
<tr>
<td>Tech Math II for Electronics</td>
<td>3</td>
</tr>
<tr>
<td>D C Circuit Analysis</td>
<td>3</td>
</tr>
<tr>
<td>A C Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>Transistors/Motors</td>
<td>3</td>
</tr>
<tr>
<td>Semiconductor Principles</td>
<td>3</td>
</tr>
<tr>
<td>Active Devices</td>
<td>3</td>
</tr>
<tr>
<td>Digital Principles</td>
<td>3</td>
</tr>
<tr>
<td>Digital Applications</td>
<td>3</td>
</tr>
<tr>
<td>Employment Strategies</td>
<td>1/2</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>33 1/2 hrs</strong></td>
</tr>
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### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronics (6 credit hour minimum)</td>
<td>3</td>
</tr>
<tr>
<td>Microprocessor Theory I (or II)</td>
<td>3</td>
</tr>
<tr>
<td>Microprocessor Theory II</td>
<td>3</td>
</tr>
<tr>
<td>Programmable Logic Controllers</td>
<td>3</td>
</tr>
<tr>
<td>Programmable Logic Controller Sys</td>
<td>3</td>
</tr>
<tr>
<td>Electrical Motor Controls</td>
<td>3</td>
</tr>
<tr>
<td>Operational Amplifiers</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17 hrs</strong></td>
</tr>
</tbody>
</table>

### A.A.S. in Industrial Maintenance Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tech Math I</td>
<td>3</td>
</tr>
<tr>
<td>Tech Science</td>
<td>4</td>
</tr>
<tr>
<td>Industrial Electricity</td>
<td>3</td>
</tr>
<tr>
<td>Printing</td>
<td>1</td>
</tr>
<tr>
<td>Microcomputer Applications I (or II)</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16 hrs</strong></td>
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</tbody>
</table>

### A.A.S. in Automotive Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preventive Maintenance</td>
<td>5</td>
</tr>
<tr>
<td>Automatic Transmission</td>
<td>5</td>
</tr>
<tr>
<td>Manual Transmissions, Drivelines and Axles</td>
<td>5</td>
</tr>
<tr>
<td>Computerized Engine Control</td>
<td>5</td>
</tr>
<tr>
<td>Human Relations or Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>Human Relations or Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>(or) Service Operation Management</td>
<td>3</td>
</tr>
<tr>
<td>(or) Service Operation Management</td>
<td>3</td>
</tr>
<tr>
<td>Engine Tune-Up and Emissions</td>
<td>6</td>
</tr>
<tr>
<td>Tech Science</td>
<td>3</td>
</tr>
<tr>
<td>Automotive Brakes</td>
<td>5</td>
</tr>
<tr>
<td>Automotive Engines</td>
<td>6</td>
</tr>
<tr>
<td>Fuel Systems</td>
<td>5</td>
</tr>
<tr>
<td>Business Math (or) Tech Math</td>
<td>3</td>
</tr>
<tr>
<td>Automotive Heating and Air Conditioning</td>
<td>5</td>
</tr>
<tr>
<td>Automotive Electrical Systems</td>
<td>6</td>
</tr>
<tr>
<td>Employment Strategies</td>
<td>1/2</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>64 1/2 hrs</strong></td>
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### A.A.S. in Electronics Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D C Circuit Analysis</td>
<td>3</td>
</tr>
<tr>
<td>Semiconductor Principles</td>
<td>3</td>
</tr>
<tr>
<td>Tech Math II for Electronics</td>
<td>3</td>
</tr>
<tr>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15 hrs</strong></td>
</tr>
</tbody>
</table>

### Professional Certificate in Automotive Mechanics

This certificate program can be completed by taking all courses listed above in the A.A.S. Automotive Technology degree with only general education courses omitted. (General education courses are marked with double asterisks.)

A specialty certificate will be awarded for each of the following ASE specialty areas upon successful completion:

<table>
<thead>
<tr>
<th>Specialty Area</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oscillators/Pulse Generators</td>
<td>3</td>
</tr>
<tr>
<td>Arduino/Digital</td>
<td>3</td>
</tr>
<tr>
<td>Microprocessor Theory I</td>
<td>3</td>
</tr>
<tr>
<td>Microprocessor Theory II</td>
<td>3</td>
</tr>
<tr>
<td>Intro to Computers (or)</td>
<td>3</td>
</tr>
<tr>
<td>Microcomputer Applications I (or II)</td>
<td>3</td>
</tr>
<tr>
<td>History/Government</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19 hrs</strong></td>
</tr>
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### A.A.S. in Industrial Maintenance Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>Welding Technology I</td>
<td>4</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>5</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Hydraulics and Pneumatics</td>
<td>3</td>
</tr>
<tr>
<td>Programmable Logic Controllers</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17 hrs</strong></td>
</tr>
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</table>
### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical Systems</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Refrigeration</td>
<td>3</td>
</tr>
<tr>
<td>Electric Motor Controls</td>
<td>3</td>
</tr>
<tr>
<td>Industrial Plumbing Systems</td>
<td>3</td>
</tr>
<tr>
<td>History (or) Government</td>
<td>3</td>
</tr>
<tr>
<td>Employment Strategies</td>
<td>1/2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15 1/2</td>
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</table>

**Professional Certificate in Industrial Maintenance Technology**

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tech Math I</td>
<td>3</td>
</tr>
<tr>
<td>Tech Science</td>
<td>4</td>
</tr>
<tr>
<td>Industrial Electricity</td>
<td>3</td>
</tr>
<tr>
<td>Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>Industrial Safety</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16</td>
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</table>

#### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tech Math I</td>
<td>3</td>
</tr>
<tr>
<td>Hydraulics and Pneumatics</td>
<td>3</td>
</tr>
<tr>
<td>Intro to Machining</td>
<td>4</td>
</tr>
<tr>
<td>Mechanical Systems</td>
<td>3</td>
</tr>
<tr>
<td>Troubleshooting Industrial Electricity</td>
<td>3</td>
</tr>
<tr>
<td>Employment Strategies</td>
<td>1/2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16 1/2</td>
</tr>
</tbody>
</table>

### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Computer Drafting</td>
<td>3</td>
</tr>
<tr>
<td>Tech Science</td>
<td>4</td>
</tr>
<tr>
<td>Tech Math II</td>
<td>3</td>
</tr>
<tr>
<td>CNC Machining</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>4</td>
</tr>
<tr>
<td>Employment Strategies</td>
<td>1/2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

### A.A.S. in Machine Tool Technology

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Machining</td>
<td>4</td>
</tr>
<tr>
<td>Lathe/Milling Machine Operations</td>
<td>4</td>
</tr>
<tr>
<td>Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Tech Math I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
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</table>

#### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milling/Grinding Machine Applic</td>
<td>4</td>
</tr>
<tr>
<td>Advanced Machining</td>
<td>4</td>
</tr>
<tr>
<td>Tech Math I</td>
<td>3</td>
</tr>
<tr>
<td>Tech Science</td>
<td>4</td>
</tr>
<tr>
<td>Composition I</td>
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<td><strong>Total</strong></td>
<td>18</td>
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#### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Computer Drafting</td>
<td>3</td>
</tr>
<tr>
<td>Heat Treating and Metallurgy</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Intro to Computers (or)</td>
<td>3</td>
</tr>
<tr>
<td>Microcomputer Applications I (or II)</td>
<td>13</td>
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<tr>
<td>Electives</td>
<td>14</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

#### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CNC Machining</td>
<td>3</td>
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<tr>
<td>Physical Education</td>
<td>1</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

### Professional Certificate in Welding Technology

(34+ credit hours minimum)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Personnel Management (or)</td>
<td>3</td>
</tr>
<tr>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Tech Math I</td>
<td>3</td>
</tr>
<tr>
<td>Tech Science</td>
<td>3</td>
</tr>
<tr>
<td>Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>Intro to Machining</td>
<td>4</td>
</tr>
<tr>
<td>Welding Tech I</td>
<td>4</td>
</tr>
<tr>
<td>Welding Tech II</td>
<td>4</td>
</tr>
<tr>
<td>Welding Tech III</td>
<td>4</td>
</tr>
<tr>
<td>Welding Tech IV</td>
<td>4</td>
</tr>
<tr>
<td>Electives</td>
<td>5</td>
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<tr>
<td>Employment Strategies</td>
<td>1/2</td>
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<td><strong>Total</strong></td>
<td>34 1/2</td>
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</table>

#### Professional Certificate in Machine Tool Technology

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Machining</td>
<td>4</td>
</tr>
<tr>
<td>Lathe/Milling Machine Operations</td>
<td>4</td>
</tr>
<tr>
<td>Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>Heat Treating and Metallurgy</td>
<td>3</td>
</tr>
<tr>
<td>Tech Math I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>17</td>
</tr>
<tr>
<td>Semester</td>
<td>Course</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td>History (or) Government</td>
</tr>
<tr>
<td></td>
<td>Light Construction Drafting II</td>
</tr>
<tr>
<td></td>
<td>Materials Estimation</td>
</tr>
<tr>
<td></td>
<td>Building Materials II</td>
</tr>
<tr>
<td></td>
<td>Prin of Financial Accounting</td>
</tr>
<tr>
<td></td>
<td>Leadership Seminar</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td>Advertising</td>
</tr>
<tr>
<td></td>
<td>Residential Light Construction</td>
</tr>
<tr>
<td></td>
<td>Management</td>
</tr>
<tr>
<td></td>
<td>Building Materials III</td>
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<tr>
<td></td>
<td>American Free Enterprise System</td>
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<tr>
<td></td>
<td>Microcomputer Applications I (or) II</td>
</tr>
<tr>
<td></td>
<td>Leadership Seminar</td>
</tr>
<tr>
<td></td>
<td>Employment Strategies</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td></td>
<td>Managrial Accounting</td>
</tr>
<tr>
<td></td>
<td>Human Relations</td>
</tr>
<tr>
<td></td>
<td>Business Communications</td>
</tr>
<tr>
<td></td>
<td>Humanities</td>
</tr>
<tr>
<td></td>
<td>Psychology (or) Sociology</td>
</tr>
<tr>
<td></td>
<td>Leadership Seminar</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
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</tbody>
</table>

**Professional Certificate in Business Merchandising**

Completion of the first year plus Employment Strategies and an internship will qualify student for a Certificate in Business Merchandising.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td>Business Math</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Composition I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Small Business Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Human Relations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inventory and Production Control</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Leadership Seminar</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td>Prin of Financial Accounting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Business Communications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Labor-Management Relations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Microcomputer Applications I (or) II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prin of Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Leadership Seminar</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td>Leadership Seminar</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Humanities</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Managerial Accounting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
<td></td>
</tr>
</tbody>
</table>
### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>History (or) Government</td>
<td>3</td>
</tr>
<tr>
<td>Legal Environment/Business</td>
<td>3</td>
</tr>
<tr>
<td>Transportation and Physical Distribution</td>
<td>3</td>
</tr>
<tr>
<td>Safety Management</td>
<td>3</td>
</tr>
<tr>
<td>Psychology (or) Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Leadership Seminar</td>
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<tr>
<td>Employment Strategies</td>
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</tr>
<tr>
<td>Total</td>
<td>16½ hrs</td>
</tr>
</tbody>
</table>

**Internship:** 3 hours to be taken following the freshman year or by special arrangement.

### Professional Certificate in Industrial Management

Completion of the first year plus Employment Strategies and an internship will qualify student for a Professional Certificate in Industrial Management.

### A.A.S. in Computer Information Systems with Emphasis in Accounting

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Microcomputer Applications I (or) II</td>
<td>3</td>
</tr>
<tr>
<td>*Intro to CIS</td>
<td>3</td>
</tr>
<tr>
<td>*Visual Basic (or) RPG-400</td>
<td>3</td>
</tr>
<tr>
<td>*OS-2 (or) Windows (or) UNIX (or) MS-DOS</td>
<td>3</td>
</tr>
<tr>
<td>*AS-400 Utilities</td>
<td>1</td>
</tr>
<tr>
<td>*Print of Financial Accounting</td>
<td>1</td>
</tr>
<tr>
<td>*Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>15 hrs</td>
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#### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>*Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>*Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Math for Computers (or) College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>*Networking</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities</td>
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<tr>
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#### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>*COBOL</td>
<td>3</td>
</tr>
<tr>
<td>*Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Natural (or) Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>History (or) Government</td>
<td>3</td>
</tr>
<tr>
<td>Database Management (or) DB2</td>
<td>3</td>
</tr>
<tr>
<td>*Elective</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
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#### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>*Advanced COBOL</td>
<td>3</td>
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<tr>
<td>*Systems Analysis</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>*Elective</td>
<td>3</td>
</tr>
<tr>
<td>*Internship</td>
<td>4</td>
</tr>
<tr>
<td>Employment Strategies</td>
<td>½</td>
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### A.A.S. in Computer Information Systems with Emphasis in Microcomputer Specialization

#### First Semester

<table>
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<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>Microcomputer Applications I (or) II</td>
<td>3</td>
</tr>
<tr>
<td>*Pascal Programming</td>
<td>3</td>
</tr>
<tr>
<td>*Tech Science for Electronics</td>
<td>3</td>
</tr>
<tr>
<td>*C Circuit Analysis</td>
<td>3</td>
</tr>
<tr>
<td>Tech Math II for Electronics (or) Math for Computers</td>
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<tr>
<td>*Physical Education</td>
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#### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>*Programming in C</td>
<td>3</td>
</tr>
<tr>
<td>*MS-DOS</td>
<td>1</td>
</tr>
<tr>
<td>*Digital Principles</td>
<td>3</td>
</tr>
<tr>
<td>*Digital Applications</td>
<td>3</td>
</tr>
<tr>
<td>*OS-2</td>
<td>1</td>
</tr>
<tr>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>History (or) Government</td>
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<tr>
<td>Total</td>
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#### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>*Networking</td>
<td>3</td>
</tr>
<tr>
<td>*Microprocessor Theory I</td>
<td>3</td>
</tr>
<tr>
<td>*Microprocessor Theory II</td>
<td>3</td>
</tr>
<tr>
<td>*Assembler Programming</td>
<td>3</td>
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<tr>
<td>*Humanities</td>
<td>3</td>
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<tr>
<td>*Physical Education</td>
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<td>Total</td>
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#### Fourth Semester

<table>
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<tr>
<td>Microcomputer Systems</td>
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<tr>
<td>*Advanced Microcomputer Systems</td>
<td>3</td>
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<tr>
<td>*Installation of Software</td>
<td>1</td>
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<tr>
<td>Business Communications</td>
<td>3</td>
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<td>*Elective</td>
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<td>*Internship</td>
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<tr>
<td>Employment Strategies</td>
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### A.A.S. in Computer Information Systems with Emphasis in Programming

#### First Semester

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>Financial Accounting</td>
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<tr>
<td>*Microcomputer Applications I (or) II</td>
<td>3</td>
</tr>
<tr>
<td>*Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>*OS-2 (or) Windows (or) UNIX</td>
<td>3</td>
</tr>
<tr>
<td>*AS-400 Utilities</td>
<td>1</td>
</tr>
<tr>
<td>*MS-DOS</td>
<td>1</td>
</tr>
<tr>
<td>*Intro to CIS</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>16 hrs</td>
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#### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>*RPG-400</td>
<td>3</td>
</tr>
<tr>
<td>Math for Computers (or) Finite Math (or)</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>*Programming in C</td>
<td>3</td>
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<td>*Networking</td>
<td>3</td>
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<tr>
<td>*Humanities</td>
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<tr>
<td>Total</td>
<td>18 hrs</td>
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#### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>*COBOL</td>
<td>3</td>
</tr>
<tr>
<td>*Assembler Programming</td>
<td>3</td>
</tr>
<tr>
<td>Natural (or) Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>History (or) Government</td>
<td>3</td>
</tr>
<tr>
<td>*Database Management (or) DB2</td>
<td>3</td>
</tr>
<tr>
<td>*Advanced C/C++ Programming</td>
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<tr>
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#### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Visual J/Java</td>
<td>3</td>
</tr>
<tr>
<td>*DB2</td>
<td>3</td>
</tr>
<tr>
<td>*Intro to Computer Drafting</td>
<td>3</td>
</tr>
<tr>
<td>*EXCEL</td>
<td>3</td>
</tr>
<tr>
<td>*Database Management</td>
<td>3</td>
</tr>
<tr>
<td>*Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>*Computerized Accounting Applications</td>
<td>3</td>
</tr>
<tr>
<td>*Installation of Software</td>
<td>3</td>
</tr>
<tr>
<td>*Internet</td>
<td>1</td>
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<td>*Calculators</td>
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</tr>
<tr>
<td>Total</td>
<td>17½ hrs</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CIS/Accounting Elective selections:</td>
<td></td>
</tr>
<tr>
<td>*Intro to CIS</td>
<td>3</td>
</tr>
<tr>
<td>*Intro to Computer Drafting</td>
<td>3</td>
</tr>
</tbody>
</table>
A.A.S. in Secretarial Science with Emphasis in Court Reporting

The associate degree program in Court Reporting has been diversified to fulfill the needs of a variety of students. We offer an associate degree program on a two-year track or a three-year track.

The following are graduation requirements for all court reporting program options: type 50 wpm with no more than five errors on three 5-minute timings; pass three of the following speed requirements with 95 percent accuracy or two with 97 percent accuracy.

<table>
<thead>
<tr>
<th>Jury Charge</th>
<th>Testimony</th>
<th>Literary</th>
<th>Testimony</th>
</tr>
</thead>
<tbody>
<tr>
<td>(I) 100</td>
<td>120</td>
<td>140</td>
<td>140</td>
</tr>
<tr>
<td>(II) 120</td>
<td>140</td>
<td>170</td>
<td>170</td>
</tr>
<tr>
<td>(III) 140</td>
<td>150</td>
<td>170</td>
<td>170</td>
</tr>
<tr>
<td>(IV) 150</td>
<td>160</td>
<td>150</td>
<td>200</td>
</tr>
<tr>
<td>(V) 160</td>
<td>180</td>
<td>150</td>
<td>170</td>
</tr>
<tr>
<td>(VI) 200</td>
<td>225</td>
<td>150</td>
<td>150</td>
</tr>
</tbody>
</table>

In addition to the following program courses, it is suggested that the Court Reporting student take "Medical Terminology II. A score of 19 on the English portion of the Enhanced ACT or a score of 42 on the Writing Skills portion of the ASSET is a prerequisite for Shorthand Theory I.

COURT REPORTING TWO-YEAR OPTION

First Semester

Prerequisites:  
* Keyboarding (3)
* Computer Shorthand Theory I (6)
* Transcription Skills (3)
* **Composition I (3)
* **Internet (1)

PBL (Optional—1 hr)
Skilbuilding (if needed—1 hr)

Second Semester

* Computer Shorthand Theory II (3)
* Jury Charge I (100)
* **Testimony I (100)
* **Legal Terminology (3)
* **Court Reporting Technology (2)
* **Business Communications (3)
* **Physical Education (1)

PBL (Optional—1 hr)
Skilbuilding (if needed—1 hr)

Summer Session

* Jury Charge I (120)
* Testimony II (140)
* **Business Math (3)
* **Humanities (3)

9 hrs

Skilbuilding (if needed—1 hr)

Third Semester

* Jury Charge II (140)
* Jury Charge IV (160)
* Testimony III (160)
* Testimony IV (160)
* Literary III (140)
* Literary IV (160)
* Medical Terminology I (140)
* Medical Terminology II (160)
* Court Reporting I
  ** Criminal Law (3)
  ** Medical Terminology I (3)
  ** Physical Education (1)

16 hrs

PBL (Optional—1 hr)
Skilbuilding (if needed—1 hr)

Fourth Semester

* Jury Charge V (180)
* Jury Charge VI (200)
* Testimony V (200)
* Testimony VI (225)
* Literary V (170)
* Literary VI (180)
* Medical Terminology III (160)
* Medical Terminology IV (200)
* American/National Government (3)
* Behavioral Science (3)
* Court Reporting Procedures (3)
* Employment Strategies (1/2)

17 1/2 hrs

PBL (Optional—1 hr)
Skilbuilding (if needed—1 hr)

Summer Session

* Court Reporting Internship (2)

10-13 hrs

PBL (Optional—1 hr)
Skilbuilding (if needed—1 hr)

Fourth Semester

* Jury Charge IV (150)
* Testimony IV (160)
* Literary IV (160)
* Medical Terminology II (160)
* Court Reporting Procedures (3)
* Business Communications (3)
* Employment Strategies (1/2)

15 hrs

PBL (Optional—1 hr)
Skilbuilding (if needed—1 hr)

Summer Session

** Humanities (3)

13 hrs

PBL (Optional—1 hr)
Skilbuilding (if needed—1 hr)

Fourth Semester

* Jury Charge I (100)
* Testimony I (125)
* Literary I (100)
* Legal Terminology (3)
* Court Reporting Technology (2)
* ** Physical Education (1)

13 hrs

PBL (Optional—1 hr)
Skilbuilding (if needed—1 hr)

Summer Session

** Humanities (3)

14 hrs

PBL (Optional—1 hr)
Skilbuilding (if needed—1 hr)

Fourth Semester

* Jury Charge II (120)
* Jury Charge IV (160)
* Testimony II (125)
* Literary I (100)
* Legal Terminology (3)
* Court Reporting Technology (2)
* ** Physical Education (1)

13 hrs

PBL (Optional—1 hr)
Skilbuilding (if needed—1 hr)

Summer Session

** Humanities (3)

14 hrs

PBL (Optional—1 hr)
Skilbuilding (if needed—1 hr)
Fifth Semester

- Jury Charge V (180) 1
- Testimony V (200) 1
- Literary V (110) 1
- Medical Testimony III (180) 1
- **Composition I** 1
- **Criminal Law** 3
- Court Reporting Dictation Lab 1-4

PBL (Optional—1 hr)
Skillbuilding (if needed—1 hr)
11-14 hrs

Sixth Semester

- Jury Charge VI (200) 1
- Testimony VI (225) 1
- Literary VI (180) 1
- Medical Testimony IV (200) 1
- **Behavioral Science** 3
- **American National Government** 3
- Court Reporting (Dictation Lab) 3-4

PBL (Optional—1 hr)
Skillbuilding (if needed—1 hr)
11-14 hrs

Summer Session

- Court Reporting Internship 2

Second Semester

- Business Communications 3
- Microcomputer Applications I (or) II 3
- WordPerfect (or) Word 3
- Interpersonal Communication (or) Human Relations 3
- Legal Terminology 3
- **AS-400 Office Vision** 3
- Physical Education 1

PBL (Optional—1 hr)
Skillbuilding (if needed—1 hr)
11-14 hrs

Third Semester

- Composition I 3
- Legal Transcription 3
- Legal Office Procedures 3
- *Prin of Financial Accounting* 3
- *Advanced Word Processing* 3
- Employment Strategies 3

PBL (Optional—1 hr)
Skillbuilding (if needed—1 hr)
16 hrs

Fourth Semester

- General Psychology (or) 3
- General Sociology 3
- Humanities 3
- History (or) Government 3
- Legal Office Internship 4
- Elective 3
- Physical Education 1

PBL (Optional—1 hr)
Skillbuilding (if needed—1 hr)
17 hrs

**Professional Certificate in Court Reporting**

This certificate program can be completed by taking all courses listed above in the A.A.S. in Secretarial Science with Emphasis in Court Reporting degree (either the two- or three-year track) with selected courses omitted. These are marked with double asterisks (**). Specific requirements for the certificate are the same as those listed for the associate degree program.

A.A.S. in Secretarial Science
With Emphasis in Legal Office Management

First Semester

- Prerequisite: "Keyboarding (3)" 3
- "Document Formatting" 3
- "Speedwriting I" 3
- "Business Math" 3
- "Records and Database Management" 3
- "Transcription Skills" 3
- "Windows" 1
- Calculators 1

PBL (Optional—1 hr)
Skillbuilding (if needed—1 hr)
17 hrs

SFCC is the only school in Missouri teaching the new Ponski's real-time machine shorthand theory. Court reporting may be the "write" career for you!
### Professional Certificate in Secretarial Science with Emphasis in Medical Office Assisting

**First Semester**
- Prerequisite: *Keyboarding* [3]
- *Document Formatting* [3]
- *Medical Terminology I* [3]
- *Transcription Skills* [3]
- Business Math [3]
- Records and Database Management [3]
- *Managing Medical Emergencies* [1]
- *Microcomputer Applications I* (or) [1]
  
  **Total:** 19 hrs.

- PBL (Optional—1 hr)
- Skillbuilding (if needed—1 hr)

**Second Semester**
- *Medical Office Procedures* [4]
- *Medical Transcription* [4]
- *Medical Terminology II* [3]
- Calculators [1]
- *Business Communications* [3]
- *Procedure and Diagnosis Coding* [3]
  
  **Total:** 18.5 hrs.

- PBL (Optional—1 hr)
- Skillbuilding (if needed—1 hr)

### A.A.S. in Secretarial Science with Emphasis in Medical Office Assisting

**First Semester**
- Prerequisite: *Keyboarding* [3]
- *Document Formatting* [3]
- *Medical Terminology I* [3]
- *Composition I* [3]
- Business Math [3]
- Records and Database Management [3]
- *Microcomputer Applications I* (or) [1]
- Physical Education [1]
  
  **Total:** 13 hrs.

- PBL (Optional—1 hr)
- Skillbuilding (if needed—1 hr)

**Second Semester**
- *WordPerfect or Word* [3]
- *Medical Terminology II* [3]
- *Body Structure and Function for MOA* [3]
- *Managing Medical Emergencies* [1]
- *Business Communications* [3]
- *Transcription Skills* [3]
- Physical Education [1]
- Calculators [1]
  
  **Total:** 18 hrs.

- PBL (Optional—1 hr)
- Skillbuilding (if needed—1 hr)

**Third Semester**
- *Medical Transcription* [4]
- *Clinical Assisting Techniques* [3]
- Psychology [3]
- Pin of Financial Accounting [3]
- History (or) Government [3]
- Employment Strategies [1]
  
  **Total:** 15.5 hrs.

- PBL (Optional—1 hr)
- Skillbuilding (if needed—1 hr)

**Fourth Semester**
- *Medical Office Procedures* [4]
- *Medical Office Internship* [3-4]
- *Clinical Practicum* [1]
- Humanities [3]
- *Procedure and Diagnosis Coding* [3]
  
  **Total:** 14 hrs.

- PBL (Optional—1 hr)
- Skillbuilding (if needed—1 hr)

---

*State Fair's No. 42, Kardell Sims, from Sedalia, Mo., drives down the baseline.*

*Roadrunner Eva Gassenbecker of Rogersville, Mo., No. 21, steals the ball from her opponent.*
## A.A.S. in Secretarial Science with Emphasis in Office Administration

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keyboarding (3)</td>
<td>3</td>
</tr>
<tr>
<td>Document Formatting</td>
<td>3</td>
</tr>
<tr>
<td>Speedwriting I (or) Shorthand I</td>
<td>3</td>
</tr>
<tr>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>Records and Database Management</td>
<td>3</td>
</tr>
<tr>
<td>Transcription Skills</td>
<td>3</td>
</tr>
<tr>
<td>*AS/400 Office Vision</td>
<td>1</td>
</tr>
<tr>
<td>Calculators</td>
<td>1</td>
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**Total:** 17 hrs

<table>
<thead>
<tr>
<th>Activity</th>
<th>Credits</th>
</tr>
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<tbody>
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<td>PBL (Optional—1 hr)</td>
<td></td>
</tr>
<tr>
<td>Skillbuilding (if needed—1 hr)</td>
<td></td>
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</tbody>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Office Management</td>
<td>4</td>
</tr>
<tr>
<td>WordPerfect (or) Word</td>
<td>3</td>
</tr>
<tr>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Windows</td>
<td>1</td>
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</table>

**Total:** 17 hrs

<table>
<thead>
<tr>
<th>Activity</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PBL (Optional—1 hr)</td>
<td></td>
</tr>
<tr>
<td>Skillbuilding (if needed—1 hr)</td>
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**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>*Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>*Prin of Financial Accounting (or) Excel</td>
<td>3</td>
</tr>
<tr>
<td>*Advanced Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>*Networking (or)</td>
<td></td>
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<tr>
<td>Internet I, Internet II, and PowerPoint</td>
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</tr>
<tr>
<td>Employment Strategies</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education</td>
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**Total:** 16 1/2 hrs

<table>
<thead>
<tr>
<th>Activity</th>
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<tbody>
<tr>
<td>PBL (Optional—1 hr)</td>
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<tr>
<td>Skillbuilding (if needed—1 hr)</td>
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**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>General Psychology (or)</td>
<td>3</td>
</tr>
<tr>
<td>General Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>History (or) Government</td>
<td>3</td>
</tr>
<tr>
<td>*Office Internship</td>
<td>4</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
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<tr>
<td>Physical Education</td>
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**Total:** 17 hrs

<table>
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<tr>
<td>PBL (Optional—1 hr)</td>
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<tr>
<td>Skillbuilding (if needed—1 hr)</td>
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</table>

### Professional Certificate in Secretarial Science with Emphasis in Office assisting

Successful completion of First and Second Semester of the Secretarial Science with Emphasis in Office Administration A.A.S. degree program including Employment Strategies will qualify the student for the Professional certificate in Secretarial Science with Emphasis in Office Assisting. See curriculum above.

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## A.A.S. in Criminal Justice

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Intro to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>Juvenile Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Interpersonal Communications</td>
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<td>Physical Education</td>
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**Total:** 16 hrs

<table>
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<tr>
<td>PBL (Optional—1 hr)</td>
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<tr>
<td>Skillbuilding (if needed—1 hr)</td>
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</tbody>
</table>

**Second Semester**

<table>
<thead>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Intro to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>Intro to Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>General Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Business Math (or) Intermediate Algebra</td>
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<td>American National Government</td>
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**Total:** 15 hrs

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### Third Semester

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<tr>
<td>Criminal Law</td>
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<tr>
<td>Criminology</td>
<td>3</td>
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<tr>
<td>Computer Literacy</td>
<td>3</td>
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<tr>
<td>Social Problems</td>
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<td>Human Relations</td>
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**Total:** 18 hrs

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### Fourth Semester

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>Probation-Parole/Offender Rehabilitation</td>
<td>3</td>
</tr>
<tr>
<td>First Aid</td>
<td>2</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Supervised Occupational Experience</td>
<td>4</td>
</tr>
<tr>
<td>Employment Strategies</td>
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</tbody>
</table>

**Total:** 15 1/2 hrs

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SFCC's Criminal Justice courses can prepare you for a wide range of career choices, from law enforcement to legal system management. Both A.A. and A.A.S degrees are offered.
ACCOUNTING

ACCTG 101 PRINCIPLES OF FINANCIAL ACCOUNTING (3)
Prerequisite: Minimum Enhanced ACT math score of 16 or equivalent placement score or completion of BSKUO81 with a grade of "C" or better. An introduction to the fundamental principles of financial accounting. Emphasis is placed on analysis and recording of business transactions and preparation of basic financial statements for sole proprietorships and corporations. This is the first accounting course required for an A.A. transfer student with a business administration major.

ACCTG 102 MANAGERIAL ACCOUNTING (3)
Prerequisite: ACCTG101 with a grade of "C" or better. An introduction to the basic methods and processes of cost and managerial accounting. Emphasis is placed on development and use of cost and managerial accounting information related to product costing, management control, and decision making. This is the second accounting course required for an A.A. transfer student with a business administration major.

ACCTG 103 INTERMEDIATE FINANCIAL ACCOUNTING I (3)
Prerequisite: ACCTG101 with a grade of "C" or better. Financial accounting theory and practice are applied to selected topics in accordance with generally accepted accounting principles for financial reporting of corporate entities. Emphasis is placed on preparation of corporate financial statements, revenue recognition and valuation of receivables, costs of goods sold, and inventory.

ACCTG 104 INTERMEDIATE FINANCIAL ACCOUNTING II (3)
Prerequisite: ACCTG103 with a grade of "C" or better. A continuation of ACCTG103. Financial accounting theory and practice are applied to selected topics in accordance with generally accepted accounting principles for financial reporting of corporate entities. Emphasis is placed on financing and investing activities, income taxes, earnings per share, and accounting changes.

ACCTG 106 COST ACCOUNTING (3)
Day class offered FALL semester only. Prerequisite: ACCTG101 and ACCTG102, both with a grade of "C" or better. An in-depth study of the basic concepts and tools associated with traditional and contemporary cost management information systems. Emphasis is placed on development and application of cost accounting methods for financial reporting, product costing, budgeting and operational control.

ACCTG 110 PAYROLL ACCOUNTING (3)
Day class offered FALL semester only. Prerequisite: ACCTG101 with a grade of "C" or better. An introduction to the laws that affect payroll operations, employment practices, payment of wages and salaries and state sales tax compliance. Emphasis is placed on the use of manual and computerized methods to compute earnings, maintain payroll registers, record payroll accounting entries and prepare state and federal reports.

ACCTG 117 INTRODUCTION TO FEDERAL TAXATION (3)
Day class offered SPRING semester only. Prerequisite: ACCTG101 with a grade of "C" or better or consent of instructor. An introduction to federal income tax principles and procedures. Emphasis is placed on application of tax laws to solve tax problems, develop tax plans, perform tax research, and prepare required returns.

ACCTG 119 ADVANCED FEDERAL TAXATION (3)
Day class offered SPRING semester only. Prerequisite: ACCTG117 with a grade of "C" or better. A continuation of ACCTG116 and includes tax treatment for Partnerships, C corporations, and S corporations. Emphasis is placed on application of tax laws to solve tax problems, develop tax plans, perform tax research, and prepare required returns.

ACCTG 125 COMPUTERIZED ACCOUNTING APPLICATIONS (3)
Prerequisite or corequisite: ACCTG101 and CIS107 with a grade of "C" or better. Course delivers a hands-on, project intensive approach using Peachtree Accounting for Windows and commercial spreadsheet software. Emphasis is placed upon using a microcomputer to process financial accounting data and prepare financial statements and related reports.

ACCTG 175 ACCOUNTING INTERNSHIP (1-8) A paid work experience which includes a training plan of on-the-job experience tailored to meet student and employer needs. Supervisor by a college staff member and a training sponsor of a cooperating business.
AGRICULTURE

AGRI 101 CAREER PLANNING I (2)
Career and individual goals will be developed as a cooperative effort between students and staff.

AGRI 102 CAREER PLANNING II (1)
Continuation of Career Planning I.

AGRI 104 CAREER PROGRESS I (2)
Prerequisite: AGRI103. Involves the creation, fulfillment, and evaluation of an educational action plan by student and staff.

AGRI 105 CAREER PROGRESS II (1)
Continuation of Career Progress I.

AGRI 108 ANIMAL SCIENCE (3)
Prerequisite: SOIL101 or consent of advisor. Course includes study of animal agriculture essential for a basic understanding of the animals that are chief producers of food and fiber for human consumption. Specific breeds, animal behavior, anatomy, physiology, reproduction, and nutrition will be included.

AGRI 112 LIVESTOCK EVALUATION (3)
Prerequisite: SOIL101 or consent of advisor. Course includes study of livestock evaluation in selection of breeding and marketing animals including dairy cattle, beef cattle, swine, and sheep.

AGRI 114 LIVESTOCK MANAGEMENT (3)
Prerequisite: AGRI108. Course is a study of the segments of livestock production which identifies the essential ingredients needed by producers to raise productive and profitable livestock.

AGRI 116 ANIMAL NUTRITION (3)
Study includes the nutritional needs of livestock, the formulation of feeds, including hormones, antibiotics, minerals, vitamins, and other feed additives.

AGRI 118 PLANT SCIENCE (3)
Prerequisite: AGRI108. Study includes the growth and development, cultural practices in the production of common farm crops, and seed and weed identification.

AGRI 120 SOILS I (3)
Study includes soil development composition, types, uses, soil conservation, cropping systems, and soil improvements.

AGRI 121 SOILS II (3)
Prerequisite: AGRI120 and CHEM101 or consent of advisor. Study includes soil composition and fertilization practices needed for proper nutrition of plants.

AGRI 123 SOIL EROSION AND MANAGEMENT (3)
Prerequisite: AGRI120. Course includes training in surveying soil erosion control through construction of structures and management practices.

AGRI 125 NATURAL RESOURCES (3)
Course includes the study of natural resources as they relate to our existence and their mutual relationship to each other.

AGRI 127 FARM CHEMICALS (3)
Course includes the study of the manufacture, handling, distribution and application of farm chemicals including insecticides, rodenticides, fungicides, herbicides, and brush killers.

AGRI 128 GENERAL HORTICULTURE (3)
Prerequisite: CHEM101 or consent of advisor. Course includes study of horticultural crops and the horticultural industry. Study includes plant propagation and vegetable fruit production.

AGRI 132 AGRICULTURE ECONOMICS (3)
Study focuses on the factors affecting the income and expenditures of agricultural business, and the methods and systems of buying and selling products.

AGRI 134 MARKETING FARM COMMODITIES (3)
Course presents theory and practice in marketing livestock and livestock products, analysis of costs and efficiency in grain marketing and processing organizations, and the pricing process.

AGRI 136 AGRICULTURAL CREDIT AND FINANCE (3)
Course emphasizes general principles associated with evaluation of management and use of capital. Will develop an understanding of agricultural finance to help the banker satisfy credit needs of modern agriculture.

AGRI 138 AG BUSINESS MANAGEMENT (3)
Study includes management functions and economics of agriculture organizations and operations including input-output analysis, efficient allocations of resources, enterprise combinations, and budget analysis.

AGRI 140 AGRICULTURAL BIOTECHNOLOGY (3)
Prerequisite: BIO101 or BIO102. This non-lab satellite-based course is an introduction to biotechnology and genetic manipulations with important implications to biotechnology and agricultural research and practice.

AGRI 145 ANGLING (3)
Study of aquatic entomology, biology of aquatic environments, and biology of aquatic animals. Study includes study of aquatic environments and aquatic animals.

AGRI 147 MARINE BIOLOGY (3)
Study of the biology and ecology of marine organisms. Study includes study of marine environments and marine organisms.

AGRI 150 ENVIRONMENTAL SCIENCE (3)
Study of the natural world and the biological processes that occur within it. Study includes study of the natural world and biological processes.

AGRI 155 ENVIRONMENTAL SCIENCE LAB (1)
Study of the natural world and the biological processes that occur within it. Study includes study of the natural world and biological processes.

AGRI 160 ANIMAL BEHAVIOR (3)
Study of the behavior of animals, including domestic animals, wildlife, and non-national animals. Study includes study of animal behavior.

AGRI 161 ANIMAL BEHAVIOR LAB (1)
Study of the behavior of animals, including domestic animals, wildlife, and non-national animals. Study includes study of animal behavior.

AGRI 163 ANIMAL BEHAVIOR & NUTRITION (3)
Prerequisite: AGRI108. Course includes study of animal behavior and nutrition. Study includes study of animal behavior and nutrition.

AGRI 164 ANIMAL BEHAVIOR & NUTRITION LAB (1)
Prerequisite: AGRI108. Course includes study of animal behavior and nutrition. Study includes study of animal behavior and nutrition.

AGRI 166 ANIMAL BEHAVIOR & NUTRITION LAB (1)
Prerequisite: AGRI108. Course includes study of animal behavior and nutrition. Study includes study of animal behavior and nutrition.

AGRI 168 ANIMAL BEHAVIOR & NUTRITION LAB (1)
Prerequisite: AGRI108. Course includes study of animal behavior and nutrition. Study includes study of animal behavior and nutrition.

AGRI 170 ANIMAL BREEDING (3)
Study of the breeding of domestic animals, including domestic animals, wildlife, and non-national animals. Study includes study of animal breeding.

AGRI 171 ANIMAL BREEDING LAB (1)
Study of the breeding of domestic animals, including domestic animals, wildlife, and non-national animals. Study includes study of animal breeding.

AGRI 173 ANIMAL BREEDING LAB (1)
Study of the breeding of domestic animals, including domestic animals, wildlife, and non-national animals. Study includes study of animal breeding.

AGRI 175 ANIMAL BREEDING LAB (1)
Study of the breeding of domestic animals, including domestic animals, wildlife, and non-national animals. Study includes study of animal breeding.

AGRI 180 ANIMAL GENETICS (3)
Study of the genetics of domestic animals, including domestic animals, wildlife, and non-national animals. Study includes study of animal genetics.

AGRI 181 ANIMAL GENETICS LAB (1)
Study of the genetics of domestic animals, including domestic animals, wildlife, and non-national animals. Study includes study of animal genetics.

AGRI 183 ANIMAL GENETICS LAB (1)
Study of the genetics of domestic animals, including domestic animals, wildlife, and non-national animals. Study includes study of animal genetics.

AGRI 185 ANIMAL GENETICS LAB (1)
Study of the genetics of domestic animals, including domestic animals, wildlife, and non-national animals. Study includes study of animal genetics.

AGRI 190 ANIMAL HEALTH (3)
Study of the health of domestic animals, including domestic animals, wildlife, and non-national animals. Study includes study of animal health.

AGRI 191 ANIMAL HEALTH LAB (1)
Study of the health of domestic animals, including domestic animals, wildlife, and non-national animals. Study includes study of animal health.

AGRI 193 ANIMAL HEALTH LAB (1)
Study of the health of domestic animals, including domestic animals, wildlife, and non-national animals. Study includes study of animal health.

AGRI 195 ANIMAL HEALTH LAB (1)
Study of the health of domestic animals, including domestic animals, wildlife, and non-national animals. Study includes study of animal health.

Drive into the future with SFCC's Custom Applicator Technology! All you need is training.
AGRI 145 PRINCIPLES OF LANDSCAPING (3) Prerequisite: AGRI129 or consent of advisor. Course presents the basic principles of landscape design. Includes a series of lectures and the development of landscape procedures and plans.

AGRI 146 PLANT IDENTIFICATION (3) Prerequisite: AGRI129. Course includes the study and identification of various landscaping and greenhouse plants.

AGRI 148 PLANT PROPAGATION W/LAB (4) Prerequisite: AGRI118 or AGRI120. Course includes the study of the principles and practices of plant propagation with attention to materials, types of plants, and structures.

AGRI 151 LANDSCAPE DESIGN AND MAINTENANCE (3) Prerequisites: AGRI119 and AGRI145. As a continuation of AGRI145, this course presents attention to details of landscape design including construction of walks, walls, patios, and berms. Addresses principles of planning and maintaining new and existing placements of the above. Includes placement and maintenance of trees, shrubs, vines, groundcover, perennials, annuals, and turf.

AGRI 154 GREENHOUSE MANAGEMENT W/LAB (4) Prerequisite: AGRI129. Course presents design, environmental control, and equipment found in the greenhouse. Instruction includes principles and practices relative to plant nutrition, pest control, production, handling and marketing greenhouse production.

AGRI 157 EQUIPMENT OPERATIONS I (3) Prerequisite: Minimum Enhanced ACT English score of 14 and math score of 16 and consent of advisor. Calibration, operation, and maintenance of Spray Coupes, Air-Rides, Patriots, Rogators, and similar types of equipment. Includes set-up and operation of on-board computer/monitor control systems.

AGRI 158 PESTICIDE AND FERTILIZER EQUIPMENT (3) Prerequisite: AGRI145. Course presents principles of calibration, adjustment, maintenance and operation of gas, liquid and granular fertilizer and pesticide equipment. Acquisition, design, materials flow, handling protective equipment and personal safety within a chemical/fertilizer plant will be a major class component.

AGRI 159 EQUIPMENT OPERATIONS II (3) Prerequisite: AGRI157. Calibration, operation, and maintenance of Air-Ships, Air-Max, Flex-Air, Terra-Gators, and other similar types of equipment. Includes set-up and operation of on-board computer controllers and monitors of both liquid and dry systems.

AGRI 161 AG INDUSTRY EQUIPMENT OPERATION (3) Prerequisite: Minimum Enhanced ACT English score of 14 and math score of 16 and consent of advisor. Operation of skid and oscillating loaders, nurse-trucks, trailers, spreaders and other ag business equipment.

AGRI 163 CUSTOM APPLICATOR I (3) Prerequisite: Minimum Enhanced ACT English score of 14 and math score of 16 and consent of advisor. The first of two courses offered to help the student become aware of the responsibilities associated with the career of custom applicator. Course covers professionalism, recordkeeping, product knowledge, calibration, application, and troubleshooting.

AGRI 164 CUSTOM APPLICATOR II (3) Prerequisite: AGRI163. The second of two classes offered for career-seeking custom applicators. Extends topics covered in Custom Applicator I. Stresses professionalism, safety, application, and agronomic issues. Sophomore level course.

AGRI 165 BASIC MAINTENANCE AND OPERATIONS (3) Prerequisite: Minimum Enhanced ACT English score of 14 and math score of 16 and consent of advisor. Course covers the basic components of pesticide and fertilizer equipment such as belts, chains, hydraulic systems, shop tools, hoses, tubing, lubrication and cooling systems. Maintenance and operation of these systems are stressed.

AGRI 166 EMERGENCY RESPONDER (2) Prerequisite: HECCC101. Course provides training of personnel to make appropriate initial responses to releases or potential releases of potentially hazardous substances. Students will learn how to contain a release using appropriate protective clothing and equipment. Sophomore level course.

AGRI 174 CROP INSECT SCOUTING (2) Prerequisite: Minimum Enhanced ACT English score of 14 and math score of 16 and consent of advisor and AGRI127. Utilizing real-life crop growing environments, students will learn to
identify weeds, insect and disease infestations, determine life cycles, damage symptoms, economic thresholds, and recommended control alternatives.

**AGRI 175 OCCUPATIONAL INTERNSHIP (2-16)** Prerequisite: Minimum cumulative GPA of 2.0 and consent of instructor. Supervised by agricultural staff and designed to assist the student in developing good work habits. Includes training in specific areas unique to the employer and provides a basis for career decision for the student.

**AGRI 180 PROBLEMS IN AGRICULTURE (1-3)** An independent study of a new area or special problem in agriculture arranged under the supervision of an agriculture instructor.

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**ART**

**ART 101 ART APPRECIATION (3)** A study of art history from the last of the nineteenth century through the present. Consists of formal lectures, films, slides, gallery and studio visits, assigned readings, as well as hands-on experiences with art materials. Includes the evolution of art by focusing on the major art movements of the past 100 years. Encourages appreciation of visual art through the study of content, design, technique, and criticism of art. Students learn how art changed during this period and how it reflects the dynamics of twentieth century civilization.

**ART 103 DESIGN I (3)** Course includes two three-hour lecture/studio periods each week in which students explore the basic concepts of design through the use of the visual elements. Emphasis is placed on the student becoming able to recognize and manipulate these elements and concepts.

**ART 104 DESIGN II (3)** Prerequisite: ART103. Course includes two three-hour lecture-studio periods each week in which compositional principles of art are explored through a variety of two- and three-dimensional materials. Emphasis is placed on the student solving specific problems creatively.

**ART 106 WATERCOLOR I (3)** Course introduces the materials and techniques of watercolor painting, various preparations of paper, and the use of brushes and other tools. Control of transparent color will be learned through experimentation.

**ART 107 WATERCOLOR II (3)** Prerequisite: ART106. A continuation of Watercolor I with advanced studio experience centered around a series of related paintings.

**ART 108 WATERCOLOR III (3)** Prerequisite: ART107. Includes advanced problems and techniques of watercolor painting.

**ART 110 PRINTMAKING (3)** Course includes two three-hour studio periods each week in which traditional and contemporary methods of printing are explored including wood block, etching, and lithoprint.

**ART 112 DRAWING I (3)** This entry level art course is required for all art majors. As a foundation course, emphasis is placed on drawing as an expressive medium. Technical facility is not so much the goal as the student’s search for expression of their personal artistic identity. Content is based on a series of perceptual and conceptual assignments designed to force students to reach inside themselves to define, through their work, a sense of artistic self. Ideas and the expression of those ideas are of the utmost importance.

**ART 113 DRAWING II (3)** Prerequisite: ART112. Corequisite: SPHTR179. The second of a two-course sequence required for all art majors. As a foundation course, emphasis is placed on drawing as an expressive medium. Students search for expression of their own personal artistic identity through a series of process-oriented assignments using various colored media.

**ART 114 FIGURE DRAWING (3)** In three two-hour periods each week, the human figure is analyzed in terms of structure, proportion, and form. Emphasis is placed on representative as well as conceptual approaches.

**ART 116 PAINTING I (3)** Corequisite: SPHTR179. For all art majors—students will concentrate on painting as an expressive medium. Technical facility is important; however, the course is designed to allow students to explore a variety of subject matter and experiment with painting techniques in a search for personal artistic identity.

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Create an artistic, adventurous career with SFCC’s Fine Arts program.
ART 117 PAINTING II (3) Prerequisite: ART 116. Corequisite: SPHTR 179. Study includes form, color, and organization of painting in oils and acrylics with emphasis placed on individual expression.

ART 118 PAINTING III (3) Prerequisite: ART 117. Offered by appointment only. Students may concentrate in watercolor, oil, acrylics, or mixed media.

ART 120 MODERN ART HISTORY (3) Required for all majors and also serves as a humanities course for those interested in modern art. Emphasis is placed on creative nature of man and how creativity enriches society and the social, economic, and political conditions that influenced and constructed modern art. Study begins with the development of impressionism and moves through all of the major art movements of the late nineteenth and twentieth centuries.

ART 122 SCULPTURE I (3) Corequisite: SPHTR 179. Consists of two three-hour lecture/laboratory periods per week and includes principles of sculptural organization and stresses individual development of three-dimensional forms.

ART 123 SCULPTURE II (3) Prerequisite: ART 122. Corequisite: SPHTR 179. A continuation of Sculpture I with the student developing a body of work that is interrelated. Includes exploration of a variety of materials: metal, wood, found objects, etc., with an emphasis placed on individual exploration and development.

ART 126 CERAMICS I (3) Course designed to introduce the student to basic clay construction techniques, basic ways of glazing, and firing systems. Emphasis is placed on students acquiring technical proficiency in a variety of constructive methods and glazing techniques.

ART 127 CERAMICS II (3) Prerequisite: ART 126. A continuation of Ceramics I with students becoming more proficient in construction techniques which are appropriate for their ideas. Emphasis is placed on students developing a body of work that is interrelated.

ART 180 PROBLEMS IN ART (3) Prerequisite: Must complete I and II of desired subject area and have consent of instructor. Includes an independent study of a special problem in art, arranged under the supervision of an art instructor.

Students will concentrate on a particular medium, subject, or source. May be repeated in different problem areas.

AUTOMOTIVE

AUTO 101 PREVENTIVE MAINTENANCE (5) Students will develop skills and knowledge required to pass the state safety inspection test and perform jobs usually done in the service bay of a service station.

AUTO 103 MANUAL TRANSMISSIONS, DRIVEAXLES AND AXLES (5) Prerequisite: Completion of shop safety test. Provides instruction for development of skills and knowledge required to diagnose and repair driveshafts, includes clutch, transmission, drive shaft, differential, axles, wheels, and transaxles.

AUTO 105 AUTOMATIC TRANSMISSIONS (5) Prerequisite: Completion of shop safety test. Provides instruction designed to develop skills and knowledge required to diagnose and repair automatic transmissions and automatic transaxles with the use of a service manual.

AUTO 107 ENGINE TUNE-UP AND EMISSIONS (6) Prerequisite: Completion of shop safety test. Provides instruction designed to develop skills and knowledge required to diagnose and repair fuel systems, ignition system, charging system, cranking system, engine mechanical system, and engine condition.

AUTO 109 FUEL SYSTEMS (5) Prerequisite: Completion of shop safety test. Provides instruction designed to develop skills and knowledge required to diagnose and service fuel systems. Includes conventional and electronic fuel injection systems.

AUTO 111 COMPUTERIZED ENGINE CONTROL (5) Prerequisite: Completion of shop safety test. Provides instruction designed to develop skills and knowledge required to diagnose and repair computerized engines. Includes C-3, TBI, EFI, C3, DIS, and EEC IV computerized systems.

AUTO 113 STEERING, SUSPENSION AND WHEELS (5) Prerequisite: Completion of shop safety test. Provides instruction designed to develop skills and knowledge required to diagnose and repair steering and suspension systems.

Includes wheel balance, four-wheel alignment, springs and torsion bar suspension, power steering pump and gears, and rack and pinion steering.

AUTO 115 AUTOMOTIVE BRAKES (5) Prerequisite: Completion of shop safety test. Provides instruction designed to develop skills and knowledge required to diagnose and repair brakes, including drum and disc systems, power units, and ABS.

AUTO 117 AUTOMOTIVE ELECTRICAL SYSTEMS (6) Prerequisite: Completion of shop safety test. Provides instruction designed to develop skills and knowledge required to diagnose and service electrical systems. Includes engine electrical, chassis and body electrical, and accessories systems.

AUTO 119 AUTOMOTIVE HEATING AND AIR CONDITIONING (5) Prerequisite: Completion of shop safety test. Provides instruction designed to develop skills and knowledge required to diagnose and repair problems related to passenger comfort. Includes both automatic and manual units.

AUTO 121 AUTOMOTIVE ENGINES (6) Prerequisite: Completion of shop safety test. Provides instruction designed to develop skills and knowledge required to diagnose and repair gasoline engines.

AUTO 123 SERVICE OPERATIONS MANAGEMENT (3) Provides instruction designed to enable the student to better understand the problems encountered in operating a service business.

BANKING

BANK 101 PRINCIPLES OF BANKING (3) Course designed for personnel at any level new to banking. Touches on nearly every aspect of banking from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.

BANK 103 MONEY AND BANKING (3) Stresses practical aspects of money and banking and emphasizes basic monetary theory needed to apply knowledge to the job. Emphasis is placed on economic stabilisation, types of spending, role of gold, balance of payments and foreign exchange.

BANK 105 COMMERCIAL LOANING (3) Designed to provide entry-level
commercial lending officers and officer trainees with the knowledge and skills they need to effectively service the needs of the bank’s business clients and contribute to bank profitability.

**BANK 107: ANALYZING FINANCIAL STATEMENTS (3)** Prerequisites: A basic knowledge of accounting principles and practices (ACCTG101 and ACCTG102) and a familiarity with the commercial lending process (BANK105). Provides commercial loan officers with the opportunity to further develop the skills necessary to conduct a comprehensive and effective financial analysis of a business borrower in order to assess repayment capacity.

**BANK 109: BANK MANAGEMENT (3)** Presents new trends in the philosophy and practice of management and provides bankers with a working knowledge of bank management.

**BANK 111: CONSUMER LENDING (3)** Provides a thorough presentation of the consumer credit function. It is for entry-level consumer lender, consumer credit personnel, and other bank employees needing to understand consumer credit.

**BANK 113: REAL ESTATE FINANCE (3)** Designed to provide a comprehensive introduction to the real estate finance industry with an emphasis on the real estate loan products offered by commercial banks. It is for new or prospective commercial bank real estate loan officers.

**BANK 115: MARKETING FOR BANKERS (3)** Defines marketing as a “customer-centered philosophy of management.” Students will look at what motivates customers to purchase financial services and teaches students how to develop a successful marketing plan at their bank. Will demonstrate how to integrate public relations, advertising, sales promotion, selling, and service distribution.

**BASIC SKILLS**

Basic skills courses are considered developmental and are designed to assist the student to reach regular college skill levels. These courses do not apply toward any SFCC degree or certificate.

**BSKIL 010: BASIC ENGLISH LAB (3)** Prerequisite: Enhanced ACT English score of 13 or below or equivalent placement score. (Should be taken concurrently with BSKIL020 and BSKIL021 but may be taken during a prior semester in the event of schedule conflicts.) This pass/fail course is a review of grammar and mechanics. Instruction consists of 3 lecture and 1 lab hour per week. Does not apply toward a degree or certificate.

**BSKIL 020: INTRODUCTION TO WRITING (3)** Prerequisite: Enhanced ACT English score of 18 or below or equivalent placement score. If less than 14 on the E ACT English — must also take Basic English Lab and Reading I (satisfactory score on the Nelson Denny reading test will satisfy reading requirement). A study of the fundamentals of language, usage, and paragraph writing. Required of students whose placement test scores indicate a need for basic skills instruction. A grade of “C” or better is required to advance to Composition I, Business Communications, or Technical Communication Skills. Does not apply toward a degree or certificate.

**BSKIL 021: READING I (2)** Meets for two hours per week for the purpose of providing systematic instruction for development and improvement of reading/learning/thinking skills. Does not apply toward a degree or certificate.

**BSKIL 022: READING II (1)** Prerequisite: BSKIL021. A continuation of Reading I activities for students who wish to further develop reading skills. Does not apply toward a degree or certificate.

**BSKIL 040: COLLEGE SURVIVAL SKILLS (2)** Reviews basic study skills, self-development issues, and career planning topics. Does not apply toward a degree or certificate.

**BSKIL 060: PRINCIPLES OF TECHNOLOGY (3)** Designed to prepare students for technical careers. Includes instruction in mechanical, fluid, electrical, and thermal principles on which modern equipment operates. Does not apply toward a degree or certificate.

**BSKIL 061: BASIC MATH LAB (3)** Prerequisite: Enhanced ACT math score of 15 or below or equivalent placement score. A pass/fail course designed for students needing to review basic math skills to prepare for algebra or business math classes. Topics include basic operations with whole numbers, exponents, LCM and GCF, fractions, decimals, ratio/proportion, unit analysis, percents, and signed numbers. Instruction consists of 3 lecture and 1 lab hour per week. Does not apply toward a degree or certificate.

**BSKIL 063: PRE-TECHNICAL MATH (3)** Prerequisite: Enhanced ACT Test or equivalent. Designed to prepare the student who has a deficient background in algebra to enroll in Tech Math. Includes the elementary concepts of algebra, such as evaluation and simplification of expressions, solutions of linear equations and systems, and solutions of quadratic equations. Does not apply toward a degree or certificate.

**BSKIL 064: ELEMENTARY ALGEBRA (3)** Prerequisite: Minimum Enhanced ACT math score of 16 or equivalent placement score or BSKIL061. A grade of “C” or better is required to advance to Intermediate Algebra. Topics include rules of exponents, arithmetic basic operations with polynomials, linear equations in one variable, linear inequalities, absolute values in one variable, factoring polynomials, and algebraic fractions. Does not apply toward a degree or certificate.

**BIOLOGICAL SCIENCE**

**BIO 100: INTRODUCTION TO BIOLOGICAL SCIENCES (3)** A survey treatment of the major concepts of the biological discipline designed to satisfy general education requirements. Credit earned may not be applied toward a science major or minor. Not open to students with college credit in General Biology.

**BIO 101: INTRODUCTION TO BIOLOGICAL SCIENCES LAB (1)** This lab course must be taken concurrently with BIO100 and will satisfy a lab science requirement. For Summer Science only.

**BIO 103: HUMAN BIOLOGY (3)** This non-lab course deals with selected topics related to human biology. Emphasis is
placed on structure and function as well as the interactions of the various systems of the body. Directed to those students intending to fulfill AA degree requirements. Will be an alternative for Introduction to Biological Sciences.

**BIO 105 WILDLIFE CONSERVATION** (3) Minimum Enhanced ACT English score of 19 or equivalent placement score or BSKIL020 with a grade of “C” or better is highly recommended. This non-lab course is an introduction to the wildlife resources of North America and their cultural value. Topics include conservation history, wildlife ecology, biological principles of management, and conservation of biodiversity.

**BIO 112 GENERAL BIOLOGY W/ LAB (5)** Minimum Enhanced ACT English score of 19 or equivalent placement score or BSKIL020 with a grade of “C” or better is highly recommended. This course is a study of the essential concepts and theories of biology. Topics include scientific method, evolution, biochemical, cell biology, inheritance, levels of organization, organismal physiology and biodiversity. Instruction consists of 4 lecture and 2 lab hours per week.

**BIO 126 GENERAL BOTANY W/ LAB (5)** Minimum Enhanced ACT English score of 19 or equivalent placement score or BSKIL020 with a grade of “C” or better is highly recommended. This is a survey course for biology majors which includes the following Kingdoms of Life: Monera, Protista (autotrophic), Fungi, and Plantae. Topics include biochemistry, cell biology, inheritance, morphology, life cycles, and organismal physiology. Instruction consists of 3 lecture and 4 lab hours per week.

**BIO 124 GENERAL ZOOLOGY W/ LAB (5)** Minimum Enhanced ACT English score of 19 or equivalent placement score or BSKIL020 with a grade of “C” or better is highly recommended. This is a survey course for biology majors which includes the Animal phyla and the heterotrophic protists. Topics include systematic, embryology, morphology, physiology, ecology, and evolution. Instruction consists of 3 lecture and 4 lab hours per week.

**BIO 204 GENETICS W/ LAB (3)** Prerequisite: BIO100 or BIO112 or BIO120. This lab-oriented course is a study of the principles of heredity which emphasizes problem solving as a means to understanding the concepts of the discipline. The treatment is comprehensive and covers the important concepts from the Mendelian Laws through the application of genetic principles to population phenomena. Instruction consists of 2 lecture and 2 lab hours per week.

**BIO 205 ANATOMY AND PHYSIOLOGY I W/ LAB (4)** Prerequisite: BIO112 or CHEM101 or CHEM123 or consent of instructor. The first of two courses, content includes study of the basic structure and function of the human body. Emphasis is placed on system design and the interactions of systems. Basic chemistry and its application to anatomy and physiology will be addressed. The following levels and systems with appropriate labs and system integration will be presented: Cellular and tissue levels will be followed by the cardiovascular, lymphatic, respiratory, and digestive systems, metabolic processes, and integration with the pertinent structures. It is highly recommended that students have basic biology or chemistry background and should be at an oral and written equivalent of a first composition course and should possess college-level reading skills.

**BIO 206 ANATOMY AND PHYSIOLOGY II W/ LAB (4)** Prerequisite: BIO205. Second lab course in anatomy and physiology. As in BIO205, the basic structure and function of the human body will be the main topic. Each system discussion will be accompanied by the appropriate labor exercise and will be integrated with other systems. The systems and integrations presented include: Integumentary, skeletal, muscular, neural, endocrine, reproductive, circulatory, and excretory systems; fluid and electrolyte balances, and development and inheritance.

**BIO 208 HUMAN PHYSIOLOGY W/ LAB (4)** Prerequisite: BIO112, CHEM101, or CHEM123, or consent of instructor. This course presents the basic biological functions of the human body from cell to tissue, tissue to organ, and organ to organ system with attention to the interrelationships at these levels.

**BIO 280 PROBLEMS IN BIOLOGY (1-3)** Independent course presenting the study of a special problem in biology arranged under the supervision of a science instructor.

Math and science courses can change your view of the world.
BUILDING MATERIALS

BLDG 101 INTRODUCTION TO BUILDING MATERIALS (3) An introduction to the manufacture, characteristics, and methods of applying the basic construction materials, using the characteristics of the product to determine the advantages or disadvantages of using the material in various applications.

BLDG 103 BUILDING MATERIALS II (3) Prerequisite: BLDG101. As a continuation of Building Materials I, students further examine the manufacture, characteristics and methods of applying basic construction materials.

BLDG 104 BUILDING MATERIALS III (3) Prerequisite: BLDG103. As a continuation of Building Materials II, students further examine the manufacture, characteristics, and methods of applying basic construction materials. Units on builder's hardware, plumbing, and electrical products included.

BLDG 106 MATERIALS ESTIMATION (3) Prerequisites: BLDG110 and BLDG101. Designed to examine the estimation of total material and labor requirements from residential and light construction blueprints and specifications using both rapid and unit materials "take off" methods.

BLDG 108 BUILDING MATERIALS MARKETING (3) Provides study of the marketing institution processes and problems involved in directing the flow of building materials from producer to consumer. The adjustment of the local lumber yard to its market environment and the role of the yard manager to the assessment of marketing opportunities and the design of competitive strategy.

BLDG 110 LIGHT CONSTRUCTION DRAFTING I (4) Introductory course in computer aided drafting for architectural applications. Students will use autocad version 12 and be exposed to basic autocad commands.

BLDG 111 LIGHT CONSTRUCTION DRAFTING II (4) Prerequisite: BLDG110 or DRFT111. Continuation of BLDG110. Students will use autocad version 12 and deal with more advanced architectural applications.

BLDG 113 RESIDENTIAL AND LIGHT CONSTRUCTION MANAGEMENT (4) Prerequisite: BLDG110 or consent of instructor. Provides instruction in planning, design and control of residential and light construction projects. Topics include site selection, work scheduling, subcontracting, environmental control, management control, and others.

BLDG 175 BUILDING MATERIALS INTERNSHIP (4-8) Provides paid on-the-job experience. This training plan, developed and supervised jointly by a member of the college staff and the training station sponsor, outlines the basic area of experience. A series of training guides and assignments must be completed.

BLDG 180 PROBLEMS IN BUILDING MATERIALS (1-3) An independent study of a special problem in building materials arranged under the supervision of a business instructor.

BUSINESS ADMINISTRATION

BSADM 101 INTRODUCTION TO BUSINESS (3) An introduction to the principles, practices and problems encountered in the general business environment. Emphasis is placed on highlighting the basic functions of accounting, marketing, management, and finance. Course is not recommended for AA-business transfer students.

BSADM 103 THE LEGAL ENVIRONMENT OF BUSINESS (3) An investigation of various legal issues encountered in the business environment. Emphasis is placed on developing an understanding of the court system and specific topics of liability and consumer protection.

BSADM 105 BUSINESS LAW I (3) Prerequisite: BSADM103. Instruction includes the law of partnerships, corporations, real property and loans, insurance, security devices, bankruptcy, trust, estate and government regulations.

BSADM 107 PERSONAL FINANCE (3) Designed to teach the student to manage personal income. Content includes credit, savings, investments, major expenditures (housing, car, medical, insurance), and planning for long-term financial security.
BUSINESS MANAGEMENT

BSMG 101 PRINCIPLES OF MARKETING (3) The activities associated with the transfer of goods and services to the ultimate consumer are studied in this course, including pricing, packaging, advertising, personal selling, warehousing, and distributing.

BSMG 108 PRINCIPLES OF MANAGEMENT (3) The main functions of managers—planning, organizing, leading, and controlling—are studied in this course, with the aim of learning to create an effective and efficient work environment.

BSMG 110 SALESMANSHIP (3) Integrates the fundamental principles of selling with the recent contributions of research into buyer behavior and sales technique. Topics include preparing for selling, approaching the customer, demonstrating the product, closing the sale, developing goodwill after the sale, and others. The student will demonstrate his or her knowledge gained through the videotaping of student sales presentations.

BSMG 112 VISUAL MERCHANDISING (3) Presents the techniques and principles of visual merchandising as applied to retail store design and point of purchase display. Topics include store design, promotion scheduling, window and interior display, trade show exhibition, display budgeting, etc.

BSMG 117 HUMAN RESOURCE MANAGEMENT (3) Presents the responsibilities of both a personnel manager and a human resources manager. The student will apply the theoretical principles of recruiting, interviewing, hiring, training, and termination of employees.

BSMG 118 TRANSPORTATION AND PHYSICAL DISTRIBUTION (3) Study involves an analysis of the different transportation modes and their relationships with the physical distribution systems as they apply to marketing. Includes case studies, local field trips, and an interview with a local distribution or receiving manager.

BSMG 120 ADVERTISING (3) A basic, but comprehensive, study of advertising as an element in the marketing mix. Will take the student through the purposes of advertising to the production of an advertising campaign. This campaign will include learning layout, copy, packaging, budgeting, and media selection.

BSMG 123 SEMINAR IN LEADERSHIP (1-4) This is an applied course in leadership. Various class activities are designed to familiarize students with necessary traits of a leader. Frequent appearance of guest lecturers from area businesses will comprise much of the content of the course.

BSMG 125 HUMAN RELATIONS (3) Will examine the business organization as a social system emphasizing the interpersonal relations between the participants in the system. Motivation, personal values, morale, life goals, individual differences, communication, leadership, and group dynamics will be among the topics discussed. Course centers around the individual and utilizes a variety of learning activities such as cases, audio visual, games, and individualized and group projects to improve the interpersonal skills of participants.

BSMG 130 SMALL BUSINESS MANAGEMENT (3) Prerequisite: Completion of 15 credit hours of core business management courses. Course integrates the fundamental principles of theory and application of small business management. The course will consist of short case studies, combined with the production of a sound business plan. Study includes various topics on accounting statements, financial statements, the locating of sources of financing, entrepreneurial opportunities, plus global marketing coverage. Other management study will be focused on quality management, reengineering, customer focus of quality management, internet/e-mail, cash flow management, family business succession, benchmarking, networking, outsourcing, and work teams.

BSMG 175 BUSINESS MANAGEMENT INTERNSHIP (1-8) Credit is granted for paid work experience. Internship includes training plan or on-the-job experience tailored to meet the needs of the student. A series of training guides will be completed. Work is supervised by a member of the college staff and a training sponsor employed by the cooperating business.

CHEMISTRY

CHEM 101 INTRODUCTION TO CHEMISTRY W/LAB (5) Prerequisite: ESOL064 or equivalent. It is highly recommended the student have had or be enrolled in MATH112. This is a beginning course for general education students. They will study the structure of the atom, the periodic classification to the properties of the elements, and molecular structure. Topics include: Measurement, formula and equation writing, stoichiometry, gas laws, acid-base titrations, solution concentrations, and some redox. Will not satisfy the requirements for any major which requires a strong beginning chemistry program. Instruction consists of 4 lecture and 2 lab hours per week.

CHEM 123 GENERAL CHEMISTRY I W/LAB (5) Fall only. Prerequisite: One-year high school chemistry and two units of algebra, CHEM101; at least MATH112, and preferably MATH114. This is a beginning course for the pre-professional science and science-oriented fields. Will examine the structure of the atom; periodic classification; molecular structures; acids, bases, and salts; the gas laws; solutions; and colligative properties. Instruction includes 4 lecture and 2 lab hours per week.

CHEM 124 GENERAL CHEMISTRY II W/LAB (5) Spring only. Prerequisite: CHEM123. A continuation of CHEM123, this course places emphasis on kinetics, equilibrium, chemical thermodynamics, hydrolysis, solubility products, and an introduction to organic chemistry. Includes theory and practice in semimicro qualitative analysis. Instruction consists of 3 lecture and 4 lab hours per week.

CHEM 126 ORGANIC CHEMISTRY W/LAB (5) Prerequisite: CHEM101 OR CHEM123. Course will provide an introduction to organic chemistry, bonding in hydrocarbons, alkanes and cycloalkanes, akenes, alkynes, aromatic compounds, optical isomerism, nucleophilic substitution and elimination, organic hegner compounds, and alcohols, phenols, ethers, and epoxide, aldehydes and ketones, carboxylic acids and derivatives, amines, lipids, carbohydrates, amino acids and proteins, and spectroscopy. Instruction consists of 3 lecture and 4 lab hours per week.
CHEM 180 PROBLEMS IN CHEMISTRY (1-3) Prerequisite: CHEM101. An independent study of a special problem in chemistry, arranged under the supervision of an instructor in natural science.

COMPUTERS

CIS 101 INTRODUCTION TO THE PERSONAL COMPUTER (1) This pass/fail course is designed for people with very limited or no computer experience. Introduces the IBM-compatible personal computer. Topics include computer components and disks; keyboard usage; basic DOS commands; introduction to the mouse and Windows; overview of computer applications; and basics in word processing. Includes hands-on instruction in the computer lab.

CIS 102 INTRODUCTION TO COMPUTERS (3) Prerequisite: OFADM100 or OFADM102 recommended or demonstrated keyboard proficiency. Operation of personal computers through the use of Corel Office Professionals is presented. Applications include fundamental of Quattro Pro for spreadsheets, WordPerfect for word processing, and Paradox for database. Students will also become familiar with Internet usage. Includes hands-on instruction in the computer lab.

CIS 103 INTRODUCTION TO CIS (3) This survey computer course explores the world of computers from their inception to the present. The latest innovations in technology are discussed. Designed to give an overview and will not go into great depth because of the extensive nature of the topic. Some knowledge of computers will be stressed.

CIS 104 IBM AS/400 OFFICE VISION (1) Prerequisite: OFADM100 or OFADM102. This word processing course guides the student through logging on and off the AS/400 computer system; using the word processing capabilities of the AS/400 system to create, save, and revise a document; using the e-mail capabilities of the AS/400 system to send and receive word processing documents to/from other users on the system; and using the calendaring capabilities of the AS/400 system to schedule events and meetings on the calendars of other users on the system. Includes hands-on instruction in the computer lab.

CIS 107 MICROCOMPUTER APPLICATIONS I (3) Prerequisite Knowledge: OFADM100 or OFADM102 recommended or demonstrated keyboard proficiency. Operations of personal computers through the use of Microsoft Office Professional software are presented. Applications include fundamentals of spreadsheets, word processing, and database management. Students will also become familiar with Internet usage. Includes hands-on instruction in the computer lab.

CIS 108 MICROCOMPUTER APPLICATIONS II (3) Prerequisite Knowledge: OFADM100 or OFADM102 recommended or demonstrated keyboard proficiency. Operations of personal computers through the use of Corel Office Professionals software are presented. Applications include fundamentals of database management, word processing, and spreadsheets. Students will also become familiar with Internet usage. Includes hands-on instruction in the computer lab.

CIS 109 MICROCOMPUTER APPLICATIONS III (3) Prerequisite Knowledge: OFADM100 or OFADM102 recommended or demonstrated keyboard proficiency. Operations of personal computers through the use of packaged software are presented. Applications include fundamentals of database management, word processing, and spreadsheets. Students will also become familiar with Internet usage. Includes hands-on instruction in the computer lab.

CIS 110 WORD (3) Prerequisite: CIS107 with Microsoft Office software. This course is designed for Windows users who seek further knowledge of the word processing program, Microsoft Word. Includes hands-on instruction in the computer lab.

CIS 111 WORDPERFECT (3) Prerequisite: OFADM100 or OFADM102 or demonstrated keyboard proficiency on timed typing with no more than three errors at 30 wpm. For those students majoring in ACCTG/CIS programs. CIS108 is also a required prerequisite for this course. Students are provided with an extensive knowledge of the WordPerfect word processing software package on the personal computer. Includes hands-on instruction in the computer lab.

CIS 116 ADVANCED WORD PROCESSING (3) Prerequisite: CIS112 or CIS113. Course will present advanced word processing topics such as merge, tables, desktop publishing, macros using Corel WordPerfect and Microsoft Word. Includes hands-on instruction in the computer lab.

CIS 118 EXCEL (3) Prerequisite: CIS107 with Microsoft Office software. This course is designed for Windows users who seek further knowledge of the spreadsheet program, Excel. Includes hands-on instruction in the computer lab.

CIS 119 LOTUS 1-2-3 (3) Prerequisite: CIS108. Course provides the student with a working knowledge of a microcomputer and the Lotus 1-2-3 software package. Lotus 1-2-3 is an applications-oriented course. Students will receive extensive “hands-on” exposure to Lotus 1-2-3, a computer program which can be used to help manage a wide variety of data-handling tasks including budgeting, forecasting, trends, tracking growth, graphing data relationships, and income-expense analysis. Includes hands-on instruction in the computer lab.

CIS 123 ACCESS (3) Prerequisite: CIS107 with Microsoft Office software. This course is designed for Windows users who seek further knowledge of the database program, Access. Programming will be an integral part of the instruction. Includes hands-on instruction in the computer lab.

CIS 124 DATABASE MANAGEMENT (3) Prerequisite: CIS108. This course implements the relational database management system. Topics include creation of databases, storing list and display, indexing, report generating, creating labels, constructing screens, programming skills, control structures, menus, multitasking programming, and special techniques. Includes hands-on instruction in the computer lab.

CIS 130 WINDOWS (1) Instruction demonstrates the proficient use of Microsoft Windows for IBM-compatible personal computers. Includes hands-on instruction in the computer lab.

CIS 131 INTERNET (3) This course is an introduction to the Internet Super Highway. Includes hands-on practice in the computer lab.

CIS 132 UNIX (3) Prerequisite: CIS107 with Microsoft Office software. Instruction demonstrates the proficient use of a multi-task, multi-user disk operating system. Includes hands-on instruction in the computer lab.
CIS 133 MS DOS (1) Demonstrates the proficient use of microcomputers, Disk Operating Systems for the IBM PS/2, and personal computer family of microcomputers. Includes hands-on instruction in the computer lab. Can also be taken as part of Computer Operations.

CIS 134 OS/2 (1) Demonstrates the use of a multi-task, single-user disk operating system for the IBM PS/2 and personal computer family of microcomputers. Includes hands-on instruction in the computer lab.

CIS 135 IBM AS/400 UTILITIES (1) Demonstrates the proficient use of the computer capabilities and applications such as OCL (Operation Control Language), Utilities Security, Procedures, Control Commands, and Physical Operation of the IBM/400. Includes hands-on instruction in the computer lab. May also be taken as part of Computer Operations.

CIS 137 INTERNET II (1) This course is designed for the Internet user who would like to build his/her own WEB page. Includes hands-on instruction in the computer lab.

CIS 140 INSTALLATION OF SOFTWARE (1) Prerequisite: CIS133. Provides students with working knowledge of installation of software on IBM compatible personal computers.

CIS 142 POWERPOINT (1) Prerequisite: CIS130 or equivalent skills. This course demonstrates the use of multimedia software, PowerPoint and multimedia equipment. Includes hands-on instruction in the computer lab.

CIS 145 VISUAL BASIC (3) Prerequisite: CIS130 or consent of instructor. Course provides an introduction to programming within a graphical environment. Includes hands-on instruction in the computer lab.

CIS 146 BASIC PROGRAMMING (3) Beginning course in programming in BASIC using microcomputers.

CIS 147 RPG-400 (3) A beginning computer programming language which emphasizes table and file handling. Students will use the AS-400.

CIS 148 COBOL (3) Prerequisite: CIS147 suggested. This business computer programming course will use a minicomputer environment. Instruction will include data editing, arithmetic calculations, file handling, and troubleshooting.

CIS 149 ADVANCED COBOL (3) Prerequisite: CIS148. Advanced COBOL programming techniques are presented in this course. Instruction covers tables, file handling, etc., through appropriate programming assignments.

CIS 151 DB2 RELATIONAL DATABASE (3) Prerequisite: CIS148 or CIS147. Course designed to prepare students for programming in DB2. DB2 is a relational database used on the AS/400 and mainframe computers.

CIS 153 PASCAL PROGRAMMING (3) Presents an introduction to the Pascal programming language. Structured programming techniques will be stressed as the topics of the Pascal language are introduced in a "hands-on" situation. Topics covered include syntax, data types, processing controls, arrays, records, files.

CIS 154 FORTRAN PROGRAMMING (3) Prerequisite: MATH114. Structured programming and problem solving programming techniques are emphasized. Fifteen on-computer programming assignments are included to reinforce these programming techniques.

CIS 155 PROGRAMMING IN C (3) Prerequisite: CIS153 suggested. Programming language C is introduced as an application programming language. Top-down program development methodologies are discussed. Students learn different C language features to develop application programs.

CIS 156 ASSEMBLER PROGRAMMING (3) Prerequisite: CIS148, CIS153, or CIS155. A beginning course in programming in Assembly language. Students learn different Assembly language features to develop application programs. Instruction covers PC Architecture, Assembly language requirements, Assembling, Linking and Executing a program, defining and moving data: C0M programs, program logic and control; basic and advanced keyboard and screen processing; string operations, and processing binary data.

CIS 157 ADVANCED C/C++ PROGRAMMING (3) Prerequisite: CIS155. Course presents advanced C/C++ programming techniques.

CIS 158 VISUAL JAVA (3) Prerequisite: CIS155 and CIS130 or equivalent work. Course is designed as an introduction to Object Orientated Programming with a major emphasis in developing GUI based applications for business problems and WEB pages.

CIS 160 NETWORKING (3) A study of the use and implementation of local area networks and network design.

CIS 161 SYSTEMS ANALYSIS (3) Prerequisite: Proficient knowledge in a programming or application language; choose from CIS125, CIS148, CIS153 or CIS155. Content includes the analysis and identification of multi-user computer system development. Documentation of systems requirements is stressed.

CIS 175 CIS INTERNSHIP (1-8) Includes 160 clock hours of supervised work experience which allows the student to apply Computer Information Systems operation and programming theory. Must be taken during the last semester.

CIS 179 PROGRAMMING PROJECT (1) Prerequisite: Adequate knowledge of programming language. Must be taken during last semester of study before completion of CIS degree. Includes individually designed assignment which requires the student to develop and test a program, and document program results.

CIS 180 PROBLEMS IN COMPUTER INFORMATION SYSTEMS (1-3) Independent study of a special problem in computer systems arranged under the supervision of a CIS instructor.

COURT REPORTING

CRPT 103 COMPUTER SHORTHAND THEORY I (6) Prerequisite: Minimum Enhanced ACT English score of 19 or ASSET Writing Skills score of 42. A real-time theory course designed to provide students with a knowledge of real-time computer-compatible theory using a stenotype machine. Includes speedbuilding, three-and-five-minute takes, reading, transcription, and theory tests.

CRPT 104 COMPUTER SHORTHAND THEORY II (3) Prerequisite: CRPT103. Intermediate course designed to help students develop special abbreviations, improve real-time shorthand theory and transcription skills, and increase dictation speed.

CRPT 111 JURY CHARGE I (1) Prerequisite: CRPT101. A beginning course designed to provide students with basic jury charge terminology, theory, and dictation. Instruction includes reading.
speed building, transcription tests, court observation, current events, portfolio projects, and dictation and transcription of five-minute takes on jury charge (100 wpm minimum).

CRPT 112 JURY CHARGE II (1)
Prerequisite: CRPT111. Intermediate course designed to help students improve their dictation and transcription skills on jury charge material. Instruction includes reading, speed building, transcription tests, court observation, current events, portfolio projects, and dictation and transcription of five-minute takes on jury charge (120 wpm minimum).

CRPT 113 JURY CHARGE III (1)
Prerequisite: CRPT112. Intermediate course designed to help students improve their skills on dictation and transcription of jury charge material. Instruction includes reading, speed building, transcription tests, court observation, current events, portfolio projects, and dictation and transcription of five-minute takes on jury charge (140 wpm minimum).

CRPT 114 JURY CHARGE IV (1)
Prerequisite: CRPT113. Designed to help advanced students increase their dictation speed and improve their accuracy on transcription of jury charge material. Instruction includes reading, speed building, transcription tests, court observation, current events, portfolio projects, and dictation and transcription of five-minute takes on jury charge (160 wpm minimum).

CRPT 115 JURY CHARGE V (1)
Prerequisite: CRPT114. Designed to help advanced students increase their dictation speed and improve their accuracy on transcription of jury charge material. Instruction includes reading, speed building, transcription tests, court observation, current events, portfolio projects, and dictation and transcription of five-minute takes on jury charge (180 wpm minimum).

CRPT 116 JURY CHARGE VI (1)
Prerequisite: CRPT115. The last in a series, designed to prepare students for certification exams by increasing dictation speed and improving transcription accuracy of jury charge. Instruction includes reading, speed building, transcription tests, mock certification tests, court observation, current events, portfolio projects, and dictation and transcription of five-minute takes (200 wpm minimum).

CRPT 121 TESTIMONY I (1)
Prerequisite: CRPT101. A beginning course designed to provide students with basic testimony terminology, theory, and instruction. Instruction includes reading, speed building, transcription tests, court observation, current events, portfolio projects, and dictation and transcription of five-minute takes on testimony (125 wpm minimum).

CRPT 122 TESTIMONY II (1)
Prerequisite: CRPT121. An intermediate course designed to help students improve their dictation and transcription skills on testimony material. Instruction includes reading, speed building, transcription tests, court observation, current events, portfolio projects, and dictation and transcription of five-minute takes on testimony (140 wpm minimum).

CRPT 123 TESTIMONY III (1)
Prerequisite: CRPT122. An intermediate course designed to help students improve their skills on dictation and transcription of testimony. Instruction includes reading, speed building, transcription tests, court observation, current events, portfolio projects, and dictation and transcription of five-minute takes on testimony (160 wpm minimum).

CRPT 124 TESTIMONY IV (1)
Prerequisite: CRPT123. Designed to help advanced students increase their dictation speed and improve their accuracy on transcription of testimony. Multi-voice testimony is introduced. Instruction includes reading, speed building, mock depositions, transcription tests, court observation, current events, portfolio projects, and dictation and transcription of five-minute takes on testimony (180 wpm minimum).

CRPT 125 TESTIMONY V (1)
Prerequisite: CRPT124. Designed to help advanced students increase their dictation speed and improve their accuracy on transcription of testimony as well as to improve their writing of multi-voice testimony. Instruction includes reading, speed building, mock depositions, transcription tests, court observation, current events, portfolio projects, and dictation and transcription of five-minute takes on testimony (200 wpm minimum).

CRPT 126 TESTIMONY VI (1)
Prerequisite: CRPT125. The last course in a series, designed to prepare students for certification exams by increasing dictation and improving transcription of testimony as well as to develop their ability to take multi-voice testimony. Instruction includes reading, speed building, transcription tests, court observation, current events, portfolio projects, and dictation and transcription of five-minute takes on testimony (225 wpm minimum).

CRPT 131 LITERARY I (1)
Prerequisite: CRPT101. A beginning course designed to help students improve their dictation and transcription skills on straight matter dictation. Instruction includes reading, speed building, transcription tests, court observation, current events, portfolio projects, and dictation and transcription of five-minute takes on straight matter material (100 wpm minimum).

CRPT 132 LITERARY II (1)
Prerequisite: CRPT131. An intermediate course designed to help students improve their dictation and transcription skills on straight matter material. Congressional Record is introduced. Instruction includes reading, speed building, transcription tests, court observation, current events, portfolio projects, and dictation and transcription of five-minute takes on straight matter material (120 wpm minimum).

CRPT 133 LITERARY III (1)
Prerequisite: CRPT132. An intermediate course designed to help students improve their dictation and transcription of literary material such as Congressional Record. Opening and closing statements are introduced. Instruction includes reading, speed building, transcription tests, court observation, current events, portfolio projects, and dictation and transcription of five-minute takes on literary (140 wpm minimum).

CRPT 134 LITERARY IV (1)
Prerequisite: CRPT133. Designed to help advanced students increase their dictation speed and improve their accuracy on transcription of literary material. Instruction includes reading, speed building, transcription tests, court observation, current events, portfolio projects, and dictation and transcription of five-minute takes on literary (160 wpm minimum).

CRPT 135 LITERARY V (1)
Prerequisite: CRPT134. Designed to help advanced students increase their dictation speed and improve their accuracy on transcription of literary material. Instruction includes reading, speed building, transcription tests, court observation, current events, portfolio projects, and dictation and transcription of five-minute takes on literary (170 wpm minimum).
CRP1T136 LITERATURE VI (1)
Prerequisite: CRP1T135. The last course in a series designed to prepare students for certification exams by increasing dictation speed and improving transcription accuracy of literary (180 wpm minimum). Instruction includes reading, speed building, transcription tests, mock certification tests, court observation, current events, portfolio projects, and dictation and transcription of five-minute takes.

CRP1T141 MEDICAL TESTIMONY I (1)
Prerequisite: CRP1T122. A beginning course designed to provide advanced students with theory and abbreviations for medical terms and dictation. Instruction includes medical terms, reading, speed building, transcription tests, court observation, current events, portfolio projects, and dictation and transcription of five-minute takes on medical testimony (140 wpm minimum).

CRP1T142 MEDICAL TESTIMONY II (1)
Prerequisite: CRP1T141. An intermediate course designed to help students improve strokes of medical terms and to increase dictation speed and improve transcription accuracy of medical testimony. Instruction includes medical terms, reading, speed building, transcription tests, court observation, current events, portfolio projects, and dictation and transcription of five-minute takes (150 wpm minimum).

CRP1T143 MEDICAL TESTIMONY III (1)
Prerequisite: CRP1T142. An advanced course to help students increase dictation speed and accuracy on transcription of medical testimony including medical specialties. Instruction includes reading, speed building, mock depositions, transcription tests, court observation, current events, portfolio projects, and dictation and transcription of five-minute takes on medical testimony (180 wpm minimum).

CRP1T144 MEDICAL TESTIMONY IV (1)
Prerequisite: CRP1T143. The last course in a series designed to prepare students for certification exams by increasing dictation and improving transcription of medical testimony. Instruction includes reading, speed building, mock depositions, transcription tests, mock certification tests, court observation, current events, portfolio projects, and dictation and transcription of five-minute takes (200 wpm minimum).

CRP1T151 COURT REPORTING I (1)
Prerequisites: CRP1T112, CRP1T122, and CRP1T132. Designed to help advanced students improve their spelling, punctuation, vocabulary, and professional skills. Instruction includes drills, tests, and magazine articles.

CRP1T152 COURT REPORTING PROCEDURES (3)
Prerequisites: CRP1T112, CRP1T122, and CRP1T132. Designed to teach advanced students professional attitudes, job requirements, court and deposition procedures, and business aspects of an official and freelance court reporter.

CRP1T156 COURT REPORTING TECHNOLOGY (2)
Prerequisite: CRP1T101. Provides court reporting or rapid-text entry students with hands-on experience utilizing a personal computer with a real-time writer which translates machine shorthand notes into English to produce a transcript.

CRP1T157 COURT REPORTING DICTATION LAB (1-4)
Prerequisite: Recommendation of instructor. To be taken concurrently with dictation courses to help advanced students achieve the course objectives. Lab consists of live dictation related to the dictation course requirements.

CRP1T175 COURT REPORTING INTERNSHIP (2)
Prerequisites: Pass 202 wpm on testimony. An on-the-job experience with either an official or freelance reporter consisting of 80 clock hours. The student will accompany the reporter in court and/or in depositions and must complete between 40 and 55 hours writing on their shorthand machine. For the remaining 25 to 46 hours, the student will produce a transcript and assist with various office duties relevant to the reporting profession. Performance is evaluated by instructor and the internship site.

CRP1T180 PROBLEMS IN COURT REPORTING (1-4)
Prerequisite: Recommendation of instructor. Designed for students who require additional dictation speed in their court reporting major.

CRIMINAL JUSTICE

JUST 101 INTRODUCTION TO LAW ENFORCEMENT (3)
Study includes the history of policing in the United States and an overview of the relationship between law enforcement and American society. Will examine the duties of officers and the operations of police agencies in light of the problems they face and their roles in carrying out criminal procedure.

JUST 102 INTRODUCTION TO CRIMINAL JUSTICE (3)
Study includes the history and development of the criminal justice system in America. Will survey the three major components, Police—Courts—Corrections, and their interrelationships.

JUST 104 CRIMINAL INVESTIGATION (3)
Student is introduced to the theory, methods, and procedures of modern criminal investigation. Study includes crime scene investigation, techniques of interviewing and questioning, collection of evidence, suspect development, and case preparation.

JUST 105 CRIMINAL LAW (3)
Examines criminal, common and statutory law with its application to law enforcement. Emphasis is placed on the classification of crime and criminal acts.

JUST 107 INTRODUCTION TO CRIMINOLOGY (3)
Examines the theories of criminal behavior, the problems of treatment, corrections, and control of crime.

JUST 109 JUVENILE PROCEDURES (3)
Examines juvenile delinquency and its causes, juvenile case disposition, and detention. Also studied: The organization, function and jurisdiction of juvenile agencies and the application of the Missouri Juvenile Code.

JUST 111 INTRODUCTION TO CORRECTIONS (3)
Presents the history, development, and present components of both institutional and community-based corrections in America.

JUST 120 PROBATION—PAROLE/OFFENDER REHABILITATION (3)
Course is an examination of community-based corrections and rehabilitation through probation and parole supervision, and its impact on offenders in the criminal justice system.

JUST 175 SUPERVISED OCCUPATIONAL EXPERIENCE IN CRIMINAL JUSTICE (4)
Encompasses practical experience in operations of the criminal justice system. Provides students the opportunity to observe and experience operations of a selected agency.
JUST 180 PROBLEMS IN CRIMINAL JUSTICE (1-3) An independent study course of a special problem in criminal justice arranged under the supervision of a social science instructor.

DRAFTING

DRAFT 105 PRINT READING (3) Covers the interpretation of tool and die, structural steel, machine, and architectural drawing through the study of abbreviations, symbols, and basic sketching problems.

DRAFT 109 ARCHITECTURAL DRAWING (3) Includes the exploration of building materials and methods used in residential building construction. Learning to read architectural blueprints and drawing of various details, sections, and plans.

DRAFT 111 INTRODUCTION TO COMPUTER DRAFTING (3) An introductory course which presents the basic means of generating graphic designs on computer aided drafting (CAD) equipment. Topics include lines, circular arcs, holes, slots, construction lines, labels, pointers, markers, dimensions, library symbols, copying, etc. Intended for students who possess at least basic mechanical drafting skills and features the study of CAD.

DRAFT 113 MECHANICAL GRAPHICS (3) Prerequisite: DRAFT 111. This course is a CAD-based introduction to basic principles of machine drawing, geometrical descriptions, orthographic projections and dimensions.

DRAFT 115 ADVANCED COMPUTER DRAFTING (3) Prerequisite: DRAFT 111 or instructor's consent. Designed for the user of CAD systems. Students will design specialized menus, develop symbol libraries, complete working on drawings, plus draw and shade three dimensional objects.

DRAFT 116 COMPUTER DRAFTING PROGRAMMING (3) Prerequisite: DRAFT 115. Designed as a continuation of computer drafting study.

DRAFT 118 INTERMEDIATE APPLICATIONS OF COMPUTER DRAFTING (3) Prerequisite: DRAFT 111 or consent of instructor. Designed to provide a practical applications progression between the introductory and advanced computer drafting courses.

Auto CAD functions will be applied to work-related problems.

DRAFT 190 PROBLEMS IN COMPUTER DRAFTING (1-3) An independent study of special problems in computer drafting arranged and conducted under instructor supervision.

EARTH SCIENCE

EASC 101 INTRODUCTION TO EARTH SCIENCES W/LAB (5) An introduction to the earth sciences, not as merely academic subjects isolated from daily affairs, but as being relative to contemporary problems. Study of geology, astronomy, meteorology, oceanography is directed to student taking course for cultural rather than professional reasons. Lab includes introduction to minerals and rocks, plant and animal fossils, fundamental principles of weather, and basic astronomy. Local field trips are included. Instruction consists of 4 lecture and 2 lab hours per week.

EASC 106 PHYSICAL GEOLOGY W/LAB (5) Students receive an understanding of the forces which were active in the formation of the earth, the processes whereby the surface of the earth is sculptured, the identity of earth materials, with the location and value of the earth’s resources. Laboratory includes a study of minerals and rocks and the interpretation of topographic and geologic maps. Local field trips are included. Instruction consists of 4 lecture and 2 lab hours per week.

EASC 116 ENVIRONMENTAL SCIENCE (3) This non-lab course introduces environmental concepts and problems. Topics will include basic ecology, human population, natural resources, and pollution. Students are to learn how man interacts with his environment.

EASC 120 INTRODUCTION TO ASTRONOMY (3) Prerequisite: One year of high school algebra or its equivalent. This non-lab course is an introduction to our present knowledge of the universe. Topics include: The solar system, stellar astronomy, and the structure of the universe.

EASC 180 PROBLEMS IN EARTH SCIENCE (1-3) An independent study of a special problem in earth science arranged under the supervision of a science instructor.

ECONOMICS

ECON 101 PRINCIPLES OF ECONOMICS I — MACRO (3) May be taken concurrently with ECON 102. Instruction includes an introduction to principles underlying the operation of modern industrial countries with an analysis of many economic problems common to all countries. Special attention given to law of supply and demand, diminishing returns, and comparative cost—as well as to problems of inflation, international trade, agriculture, labor and management, taxation, and investment opportunities. Discussions on determinants of income, employment, price, business cycles, and the banking system are included, along with role of government in a mixed economy.

ECON 102 PRINCIPLES OF ECONOMICS II — MICRO (3) Prerequisite: ECON 101 or concurrent enrollment in ECON 101. Examines the application of economic principles to specific areas: Cost curves of individual firms, special problems of agriculture, international trade, taxation, income distribution, and economic growth. Students will analyze: Types of competitive business situations with special attention to the role of monetary and fiscal policy actions of the government in our economy: and the emerging role and influence of new world economics in relation to the United States.

ECON 166 HOW TO MAKE INVESTMENTS AND MANAGE THEM (1-3) Deals with the importance of knowing how to make wise investments and manage them properly. Some types of investments to be considered are stocks, mutual funds, IRA's, money market accounts, real estate, insurance, commodities, gold and silver, etc.

ECON 180 PROBLEMS IN ECONOMICS (1-3) An independent study of a special problem in economics arranged under the supervision of a social science instructor. Offered by arrangement for economic or business majors or minors or for students with adequate preparation.
EDUCATION

EDUC 101 FOUNDATIONS OF EDUCATION (3) Prerequisite: ENGL 101 with a grade of "C" or better. Designed for majors in education who have completed at least one semester of study including English Composition I. This is an introductory course of public education in the United States with an emphasis placed upon its development, organization, and administration.

EDUC 102 INTRODUCTORY FIELD EXPERIENCE (1-2) Includes introductory experiences in the classroom that provide opportunities for becoming involved with students and teachers in the school setting. Taken in conjunction with Foundations of Education.

EDUC 110 LITERACY TUTOR TRAINING I (2) Prerequisite: Consent of instructor. Prepares volunteers to serve as literacy tutors, including reading methods and working with adult learners. Students must commit six hours per week to serving as tutors.

EDUC 111 LITERACY TUTOR TRAINING II (2) Prerequisite: EDUC 110 or consent of instructor. Continuation of EDUC 110, providing further training for literacy tutors. Students must commit six hours a week to volunteer service in literacy programs.

EDUC 115 FRESHMAN ORIENTATION (1) For college freshman; designed to help students succeed in college. Topics pertinent to the college experience will be presented and discussed. Fulfills a general education requirement.

EDUC 117 CAREER CHOICE (1) Primarily intended for the college student who is undecided about a college major or related career plans. This may be a person entering college directly from high school or a mid-career changer who has been in the world of work but desires a new field. Emphasis will be on making connections between self and the world of work and between academic and career planning.

EDUC 118 VOCATIONAL ASSESSMENT AND PLANNING (1-1.5) This is an open-ended, flexible course of approximately 25 class hours which includes assessment of abilities and interests and guidance in choosing an appropriate vocational goal and developing a plan of action for achieving it. Useful for people seeking new directions and is especially helpful in assisting physically, mentally, emotionally disabled, or financially disadvantaged people who must find a different occupation.

EDUC 119 EMPLOYMENT STRATEGIES (1) This course is designed to help a student develop employment search skills and career growth potential. The student will go through the job search process step-by-step. Guest speakers, group activities, mock interviews will be utilized and resumes will be constructed. This course is required for all AAS and professional certificate candidates.

EDUC 121 INTERVIEW-SUCCESS WORKSHOP (2) This pass/fail course is intended to prepare, motivate, and enlighten the non-traditional student for re-entry into the job market. Will address imposable employment issues. Students will go through the job search process step by step.

EDUC 125 INTRODUCTION TO TECHNICAL FIELDS (1) An introduction to tool usage, basic blueprint reading, safety practices, and an overview of technical careers.

EDUC 130 EMERGING LEADERS TRAINING (1) Leadership theories and resources will be explained in an interactive manner with a variety of session leaders. In addition to coursework, a twenty hour community service component is required.

ELECTRONICS

ELEC 103 D C CIRCUIT ANALYSIS (3) Prerequisite: PHY 121 or consent of instructor. Presents analysis and applications of D.C. principles to resistive networks, series, parallel, series/parallel, safety, and network theorems will be covered. Use of test equipment and application of principles are covered in the laboratory.

ELEC 105 A C FUNDAMENTALS (3) Prerequisite: ELEC 103 or consent of instructor. A study of alternating current principles, magnetism, capacitance, induction, network analysis, filters, resonance, and transformers. Laboratory is included.

ELEC 107 ACTIVE DEVICES (3) Prerequisite: ELEC 112 or consent of instructor. Presents the theory of semiconductor devices and application in circuits. Coursework includes testing, replacement, and selection for transistors, thyristors, and other active devices. Laboratory is included.

ELEC 109 OPERATIONAL AMPLIFIERS (3) Prerequisite: ELEC 107 and ELEC 112 or consent of instructor. Presents principles and applications of integrated operational amplifiers. Circuits utilizing the multitude of applications are discussed and constructed in the laboratory.

ELEC 111 OSCILLATORS AND PULSE GENERATORS (3) Prerequisite: ELEC 109 or consent of instructor. Course topics include: Sinusoidal oscillators, multivibrators, timing circuits, peak detectors, and sample and hold circuits. Laboratory is included.

ELEC 112 SEMICONDUCTOR PRINCIPLES (3) Prerequisite: ELEC 103 or consent of instructor. Presents the fundamentals of semiconductor physics and P-N junction devices. Topics include p-n junction diodes, light-emitting diodes, special diodes, and power supplies. Laboratory is included.

ELEC 113 DIGITAL PRINCIPLES (3) Prerequisite: ELEC 107 or consent of instructor. A study of digital fundamentals including numbering systems, logic gates, Boolean Algebra, flip-flops, and latches. Troubleshooting and circuit analysis is included in the lab.

ELEC 115 DIGITAL APPLICATIONS (3) Prerequisite: ELEC 113 or consent of instructor. A continuation of digital principles in the areas of counters, shift registers, multivibrators, encoders and decoders, and other logic devices. Circuit analysis and techniques used in industry are applied in the laboratory.

ELEC 116 DATA COMMUNICATIONS (3) Prerequisite: ELEC 117 and ELEC 128 or consent of instructor. An introduction to digital and data transmission. Microcomputer data communications is stressed. Topics include serial interfaces, data transmission with analog carriers, and protocols.

ELEC 117 ANALOG/DIGITAL (3) Prerequisite: ELEC 113 and ELEC 115 or consent of instructor. Presents the principles and applications of A/D, D/A converters, phase-locked-loops, shift registers, and troubleshooting. Laboratory includes circuits using the devices.
ELEC 118 ELECTRONIC COMMUNICATIONS (3) Prerequisite: ELEC117 or consent of instructor. An introduction to theory of operation of AM, FM, and PM communication systems. Development of logical troubleshooting procedures is emphasized. Laboratory is included.

ELEC 127 MICROPROCESSOR THEORY I (3) Prerequisite: ELEC113 and ELEC115 or consent of instructor. Topics include eight and sixteen bit microprocessors, interrupts, internal architecture, and assembly language. Laboratory consists of programming and troubleshooting a microprocessor circuit.

ELEC 128 MICROPROCESSOR THEORY II (3) Prerequisite: ELEC127 or consent of instructor. A further exploration of the support circuits needed to operate a microprocessor and interfacing to different applications used in industry. Laboratory is included.

ELEC 130 MICROPROCESSOR SYSTEMS (3) Prerequisite: ELEC127 and ELEC128 or consent of instructor. Presents microcomputer architecture, I/O, and systems operation. Other topics include peripherals, diagnostics, disk drives, read/write circuitry, interfacing, alignment, and maintenance procedures. Laboratory consists of troubleshooting selected microcomputer systems.

ELEC 131 ADVANCED MICROCOMPUTER SYSTEMS (3) Prerequisite: ELEC130 or consent of instructor. A study involving more complex systems, their operation, diagnostic procedures, and peripherals. Laboratory consists of troubleshooting systems on the market today.

ELEC 133 TRANSFORMERS AND MOTORS (3) Prerequisite: ELEC105 or consent of instructor. Presents basic principles of transformer and motor construction, theory of operation, and applications. Practical applications and troubleshooting procedures are explored in an industrial setting.

ELEC 135 PROGRAMMABLE LOGIC CONTROLLER (3) Prerequisite: ELEC113 and ELEC115 or consent of instructor. Presents analysis and application of programmable logic controllers and industrial control devices such as LED sensors, limit and proximity suitable and other control devices and components. Interfacing and troubleshooting procedures in an industrial setting will be explored.

ELEC 136 PROGRAMMABLE LOGIC CONTROLLER SYSTEMS (3) Prerequisite: ELEC135 or consent of instructor. A study of PLCs including operation, programming, interfacing, and troubleshooting. Laboratory consists of using PLCs found in industry.

ELEC 137 ELECTRICAL MOTOR CONTROLS (3) Prerequisite: ELEC113 or INMNT103. Presents the operation and characteristics of contactors, starters, and motor control circuits. Also covered: AC and DC motor drives, power distribution systems, and line and wiring diagrams.

ENGLISH

Developmental English courses are listed under BASIC SKILLS heading. See page 45.

ENGL 101 ENGLISH COMPOSITION I (3) Prerequisite: Minimum Enhanced ACT English score of 19 or equivalent placement score or BSKIL020 with a grade of "C" or better. Designed to provide experience in writing as a process, including techniques of invention, drafting, revision, and editing. Peer evaluation and individual conferences with the instructor are employed. and practice in organizing essays in various forms of exposition is provided but not emphasized. Both traditional classroom and computer-assisted sections, designated CAI, are offered each semester.

ENGL 102 ENGLISH COMPOSITION II (3) Prerequisite: Minimum Enhanced ACT English score of 30 or equivalent placement score or ENGL101. Drawing on techniques of writing as a process learned in English Composition I, emphasizes critical reading, research, and literature as basis for essay writing. Both traditional classroom and computer-assisted sections, designated CAI, are offered each semester.

ENGL 106 CREATIVE WRITING (3) Includes practice in writing original poetry, short stories, and articles for publication.

ENGL 110 BUSINESS COMMUNICATIONS (3) Prerequisite: Minimum Enhanced ACT English score of 19 or equivalent placement score or BSKIL020 with a grade of "C" or better. Keyboarding skills suggested. Students will learn effective communication techniques and demeanor as applied in business situations. Topics may include various business letters (such as good news, bad news, persuasion, goodwill, and cover letters), oral presentations, telecommunication, interpersonal communications, interview skills, and grammar review. Will include a library usage component.

ENGL 112 TECHNICAL WRITING (3) Prerequisite: Minimum Enhanced ACT English score of 19 or equivalent placement score or BSKIL020 with a grade of "C" or better. This is an advanced course in the theory and practice of workplace writing. Using a process approach and a variety of written formats, students will research and present topics relevant to the technical communication needs of the 21st century workplace.

ENGL 180 PROBLEMS IN WRITING (1-3) Course is an independent study of a special problem in the area of research-based writing or creative writing arranged under the supervision of an instructor in the Language and Mass Communication Department.

FIRE SCIENCE

FIRE 101 FIRE FIGHTING TACTICS II (3) Prerequisite: Fire Fighting Tactics I or equivalent. Topics include multiple unit deployment, multiple jurisdiction, fireground control and command, effective use of special fire units, post fire analysis, and impact of raw materials on fire fighting.

FRENCH

FREN 101 ELEMENTARY FRENCH I (5) Students will develop the four basic skills of language communication: listening, speaking, reading, and writing. These skills will enable the students to develop the function and structure of the French language: basic vocabulary. Course includes an introduction to the French culture.

FREN 102 ELEMENTARY FRENCH II (5) Prerequisite: FREN101 or two years of high school French. Students will continue development of language communication: listening, speaking, reading, and writing. Includes a continuation of culture appreciation.
HEALTH OCCUPATIONS

HEOC 101 MANAGING MEDICAL EMERGENCIES (1) Presents procedures to properly handle bleeding, choking, possible broken bones and other common medical emergencies. CPR instruction approved by the American Red Cross is included. Upon successful completion of the Basic Cardiac Support training and first aid, cards of verification are awarded.

HEOC 106 LPN IV THERAPY (3) Prerequisites: Must be PN licensed in the state of Missouri and have professional liability insurance ($200,000 to $600,000). Copy of license and policy required. Consists of 40 hours of classroom study and 8 hours of supervised clinical work. This is a Missouri State Board of Nursing approved course designed to meet need of LPN desiring to perform Intravenous Fluid Treatment Administration. A certificate will be awarded upon successful completion of course. Must take a pre-test to be used as diagnostic tool to assess knowledge in area. The SFCC ADN program requires this course or its equivalent for admission to the program.

HEOC 109 RESTORATIVE NURSE ASSISTANT (3) Prerequisites include: 1) Must be practicing CNA with at least six months experience after completion of the CNA program; 2) must be recommended by the director of nursing of the facility at which she is employed; and 3) must have high school diploma or GED. Course includes classroom and clinical study emphasizing on the pre-existing condition. Course is designed to prepare students for entry-level position in a long-term care facility. Course is intended for nursing assistants and speech therapy consultants.

HEOC 110 EMT (EMERGENCY MEDICAL TECHNICIAN) TRAINING (8) Designed to prepare students with entry-level skills as an Emergency Medical Technician under present state and national requirements. SFCC has been designated as a regional training center under auspices of UMC. Consists of classroom instruction, lab practices, written and practical exams, and 24 hours of supervised in-hospital observation.

HEOC 111 EMT REFRESHER (4) Provided for Emergency Medical Technicians who need to update their EMT license under present state and national requirements.

HEOC 114 MEDICATION TECHNICIAN (4) Prerequisite: HEOCC 106, high school graduate or GED, and one (1) year employment as a nurse assistant who has completed the state-approved nurse assistant training course or, if employment has been less than one year, a letter of recommendation must be submitted by the administrator or director of nursing of the long-term care facility. In addition, students must take the BEST test and pass prior to beginning the class. Designed to prepare nurse assistants to administer medications in nursing homes. Some clinical experience is arranged on an individual basis.

HEOC 120 NURSES AIDE (3) Course designed for individuals who have interest and aptitude for helping the sick. Students will learn basic skills required to function as a beginning nurse's aide. Successful completion will provide students with the skills and knowledge required to seek employment in long-term care facilities.

HEOC 121 CLINICAL NURSES AIDE (3) Along with the theory classes, students will need to obtain 100 hours of on-the-job training in a long-term care facility that has cooperative agreement with SFCC. After successful completion of the theory class, 100 hours on-the-job training with approved clinical supervisor, and the final exam administered by SFCC, the student will have met the requirements of the State of Missouri for a certified Nurse's Assistant.

HEOC 150 PROBLEMS IN HEALTH OCCUPATIONS (1-3) An independent study of a special problem in the adult health area arranged under the supervision of an allied health instructor.

HISTORY

HIST 101 U S HISTORY BEFORE 1877 (3) A survey of the political, economic, and social development of the United States from its European origins through the Reconstruction Process. A study of the Missouri Constitution is included to meet the State's requirements in Senate Bill No. 4.
HIST 102 U.S. History Since 1877 (3)
A survey of the political, economic, social and military development of the United States from 1877 to the present. A study of the Missouri Constitution is included to meet the State’s requirements in Senate Bill No. 4.

HIST 180 Problems in History (1-3) An independent study of a special problem in the history area arranged under the supervision of a social science instructor.

HUMANITIES

HUMAN 101 Introduction to Philosophy (3) This introductory course in philosophy is a survey of the history, persons, and perspectives related to the theory of the nature, methods and limits of knowledge. The student will be challenged to deal with concepts such as reality, truth, ethics, reason, and metaphysics.

HUMAN 104 Living Religions (3) Designed as a survey of living religions of the world. Study will include Buddhism, Hinduism, Islam, Judaism, Christianity, and other religions of the world.

HUMAN 106 World Civilization I (3) A survey of the political, social, military, cultural, and religious history of Europe and Asia from primitive man to the seventeenth century.

HUMAN 109 World Civilization II (3) A survey of the political, social, military, economic, and ideological history of Europe and Asia from the seventeenth century to the present.

HUMAN 115 Cultural Studies in Humanities (4) The cultural art, music, and theater of a specific foreign country is examined in this course. Study culminates in an educational field trip to that country.

HUMAN 117 Contemporary Art and Theater (3-4) A study of contemporary art and theater. Current plays and art exhibitions are studied. Includes field trip to specific cities in the United States.

HUMAN 120 American Diversity (3) Course provides an overview of global and American diversity resulting from cultural interactions, especially in the areas of art, government, economics, religion, as well as a historical perspective. Students will gain a greater understanding of diversity from an individual and community perspective. Interrelated for education majors.

INDUSTRIAL MANAGEMENT

INDMT 101 Quality Control (3) A study of the methods of ensuring accuracy and high standards in production quality. Includes methods of inspection, sampling, and management of quality control.

INDMT 103 Inventory and Production Control (3) A study of production planning, scheduling, follow-up and control of raw material, parts and finished goods inventories.

INDMT 105 Labor-Management Relations (3) A study of the relationships between labor unions and management. Covers development of the bargaining relationship, union recognition, negotiations, and working with the agreement.

INDMT 107 Seminar for Supervisors (1-3) Includes specialized study for specific industries in certain areas of supervisory management.

INDMT 109 Safety Management (3) A study of management principles, responsibilities, and procedures in developing safety programs.

INDMT 121 ISO9000 Overview (1) Serves as an overview for ISO9000 and how it relates to TQM and other quality systems. The benefits and limitation of ISO9000, elements, and documentation will be included.

INDMT 122 ISO9000 Quality System (1) Prerequisite: INDMT121 or consent of instructor. Includes development and implementation of the key elements of a quality system, management responsibility, duties of the quality team, and development of the quality manual.

INDMT 123 ISO9000 Implementation (1) Prerequisite: INDMT122 or consent of instructor. Addresses documentation of the quality system, training internal auditor, and selection of the registrar.

INDUSTRIAL MAINTENANCE

INDMT 101 Industrial Electricity (3) Provides maintenance staff with the skills necessary to perform basic troubleshooting and repair procedures on electrical systems. It provides an understanding of DC and AC principles, the use of basic test equipment, and the use and maintenance of electrical documentation as applied to typical industrial circuits. This course also emphasizes the basics of operating and maintaining single-phase systems. Critical thinking skills and basic workplace skills are emphasized.

INDMT 103 Troubleshooting Industrial Electricity (3) Prerequisite: INDMT101. Designed to advance the troubleshooting and repair skills learned in the basic industrial electricity course. The diagnosis and maintenance of more complex systems will be emphasized including three-phase systems. Solid state and computer based systems will be introduced. Reading and using circuit schematic and ladder diagrams to diagnose problems and understand system operation will be stressed. Critical thinking skills and workplace skills will continue to be practiced.

INDMT 105 Industrial Safety (3) A survey of safety topics for the industrial environment. Topics include: economics of health and safety; fire safety; electrical safety; materials handling and storage; hazardous materials; machine safeguarding; and product safety.

INDMT 125 Mechanical Systems (3) Prerequisite: MATH107 and PHYS125 or 121. Designed to provide industrial maintenance staff with the skills necessary for basic operation of pumps and valves and drive components. Includes maintenance of drive systems and selection and use of lubricants.

INDMT 130 Industrial Plumbing Systems (3) Designed to provide maintenance staff with knowledge of the fundamental elements of plumbing systems. Covers the elements, their use, maintenance, and repair of plumbing systems.

INDMT 135 Principles of Refrigeration (3) Prerequisite: MATH107. Presents principles of air cooling and refrigeration systems.
Includes basic servicing and repair of refrigeration systems. Not available on the SFC C Sedalia campus.

LEGAL OFFICE

LEOFF 101 LEGAL TERMINOLOGY (3) Spring only. This course is a study of terms commonly used by professionals in the legal field in the preparation of legal correspondence and documents. Emphasis is placed on spelling, pronunciation, and definition.

LEOFF 105 LEGAL OFFICE PROCEDURES (4) Fall only. Prerequisites: OFADM103, CIS113, LEOFF105, or consent of instructor. This is a concentrated study of current legal office procedures for people who are entering or have recently entered the legal field. It is assumed that the student has already acquired many of the technical skills required in any office. Professionalism of the legal secretary is emphasized. The text is not intended as a legal authority but rather as purely informational.

LEOFF 105 LEGAL TRANSCRIPTION (3) Prerequisites: OFADM103, LEOFF105, and CFADM118 or consent of instructor. Course consists of extensive practice in transcribing taped legal dictation using personal computers. Emphasis is placed on speed and accuracy.

LEOFF 175 LEGAL OFFICE INTERNSHIP (2-4) Prerequisites: LEOFF105, OFADM103, LEOFF101, and LEOFF103. This is an on-the-job work experience which provides an opportunity for the student to work in a legal office. Students are evaluated by the instructor and employer.

LITERATURE

LIT 101 INTRODUCTION TO LITERATURE (3) A study of fiction, poetry, and drama. Special attention is given to literary terminology and critical analysis. Recommended but not required as a preparation for other courses in literature. Fulfills a general education humanities requirement.

LIT 104 MASTERPIECES I (3) Fall only. Students will examine selected works of continental European literature in translation from ancient, medieval, and Renaissance movements. Incorporates a thematic approach and a video-discussion format. Fulfills a general education humanities requirement.

LIT 105 MASTERPIECES II (3) Spring only. No prerequisite. Students will examine selected works of continental European literature in translation from classical, romantic, realistic, and symbolic (modern) periods. Fulfills a general education humanities requirement.

LIT 107 AMERICAN LITERATURE (3) Spring only—ALT. YRS. A thematic study of major American authors and works from the Colonial Period to the present, emphasizing development of concepts that have shaped American life and literature. Fulfills a general education humanities requirement.

LIT 109 ENGLISH LITERATURE (3) Spring only—ALT. YRS. A study of major English authors and works from Beowulf to the present. Fulfills a general education humanities requirement.

LIT 111 CHILDREN'S LITERATURE (3) Spring and Summer only. Provides an intensive introduction to various genres of literature for children and ways of presenting literature in the preschool, elementary school, or middle school. Meets one of the requirements for an elementary education degree, but does not fulfill the general education humanities requirement.

LIT 114 TOPICS IN LITERATURE (3) Includes the study of a major writer, a literary type, or a theme in literature. Content changes and may include such topics as the historical novel, a recent development in drama, women in literature, or works of a single author. Specific subjects are announced each semester in which the course is offered. Fulfills a general education humanities requirement.

LIT 180 PROBLEMS IN LITERATURE (1-3) An independent study of a special problem in the literature area arranged under the supervision of an instructor in language and literature.

MACHINE TOOL

MACH 101 INTRODUCTION TO MACHINING (4) An introduction to measuring tools used for work in machining or inspection. Introduces the proper set-up and use of drilling machines, band saws, and lathes. Applications include outside diameter turning, threading, and tapering. Areas of study include safety, blueprint interpretation, hand tools, layout, and various gauges to complete and inspect a job.

MACH 102 LATHE AND MILLING MACHINE OPERATIONS (4) Prerequisite: MACH101. A continuation in the application of lathe operations including inside diameter turning, threading, and tapering. Introduces the proper use and set-up of milling machines. Applications include squaring the machine and indicating angle pieces. Areas of study includes safety, blueprint interpretation, and the selection of cutters, feeds, and speeds.

MACH 103 MILLING AND GRINDING MACHINE APPLICATIONS (4) Prerequisite: MACH101 and MACH102 or instructor's permission. A continuation of milling machine operations including dividing heads, precise movement of machines, turntable operations, and keyways. Introduces surface grinders in squaring procedures. Areas of study include safety, blueprint interpretation, and proper setup and use of milling attachments.

MACH 104 ADVANCED MACHINING (4) Prerequisite: MACH101 and MACH102 or instructor's permission. Introduces the use of the sine bar and sine plates on milling machines and surface grinders. Will present advanced applications of lathes, mills, grinders, and drill presses. Advancement projects will be timed. Areas of study include estimation of project time and bidding process.

MACH 106 CNC MACHINING (5) Prerequisite: MACH104 or industrial experience and instructor consent. Provides fundamental technical information and some practical experience necessary for programming, editing, and operating numerically controlled machine tools.
MASS COMMUNICATION

MATH 101 BUSINESS MATH (3)
Prerequisite: Minimum Enhanced ACT math score of 16 or equivalent placement score or BSKIL061. Presents the application of basic arithmetic fundamentals as they apply both in personal business relations and in business office jobs. Satisfies math requirement for selected AAS degrees and professional certificates. Course will not satisfy the math requirement for the AA degree.

MATH 104 TECHNICAL MATH I FOR ELECTRONICS (2)
Prerequisite: Minimum Enhanced ACT math score of 16 or equivalent placement score or BSKIL061. Covers the mathematical principles required of electronics technicians. Also includes: general numbers, fundamentals of algebra, equations, powers of ten, and units and measure. Together, Tech Math I and II for Electronics will satisfy the math requirement for the AAS degree in Electronics Technology.

MATH 105 TECHNICAL MATH II FOR ELECTRONICS (3)
Prerequisite: Minimum Enhanced ACT math score of 20 or equivalent placement score or MATH104. A study of advanced mathematical principles required of electronics technicians. Topics include: special factoring, graphs, exponents and radicals, and trigonometric functions. Together, Tech Math I and II for Electronics will satisfy the math requirement for the AAS degree in Electronics Technology.

MATH 106 MATH FOR COMPUTERS (3)
Prerequisite: Thorough knowledge of one programming language and minimum Enhanced ACT math score of 20 or equivalent placement score or BSKIL064 with a grade of "C" or better. A general math/algebra course with emphasis placed on computer use in solving math problems. Course will demonstrate association between mathematics and programming techniques. Designed for CIS majors—course will satisfy math requirement for selected AAS degrees. Will not satisfy AA degree requirements.

MATH 107 TECHNICAL MATH I (3)
Prerequisite: Minimum Enhanced ACT math score of 16 or equivalent placement score or BSKIL064. Topics include: scientific notation, variation, proportion, applied geometry, basic algebraic manipulations, and angles, sides, triangle relationships. Course will stress...
applications to practical problems as they apply to trade. Designed for Machine Tool, Automotive, and Welding majors.

MATH 108 TECHNICAL MATH II (3)
Prerequisite: Minimum Enhanced ACT math score of 20 or equivalent placement score or MATH107. Topics include signed numbers, formulas, algebraic functions, trigonometry relationships. Course will stress applications to practical problems as they apply to trade. Together, Tech Math I and II will meet AAS degree requirement for Machine Tool majors. Will not satisfy math requirement for AA degree.

MATH 112 INTERMEDIATE ALGEBRA (3)
Prerequisite: Minimum Enhanced ACT Math Score of 20 or equivalent placement score or BSKIL064 with a grade of "C" or better. Topics include properties of the real number systems, scientific notation, equations and inequalities involving absolute value, graphs of linear equations and inequalities in the plane, systems of equations in two unknowns, rational exponents and radicals, radical equations, imaginary and complex numbers, quadratic equations and inequalities, and conic sections. Designed to prepare students for College Algebra, Finite Math, or Precalculus Math. Will not satisfy math requirement for AA degree.

MATH 114 COLLEGE ALGEBRA (3)
Prerequisite: Minimum Enhanced ACT Math Score of 23 or equivalent placement score or MATH112 with a grade of "C" or better. Topics include: properties of functions and their graphs, variation, synthetic division, zeros of polynomial functions, the fundamental theorem of algebra, graphs of rational functions, properties of logarithms, logarithmic and exponential equations, exponential growth and decay, linear systems in more than two variables, matrices and determinants, arithmetic and geometric sequences, and the binomial theorem. This course will satisfy the AA math requirement.

MATH 116 FINITE MATH (3)
Prerequisite: Minimum Enhanced ACT Math Score of 23 or equivalent placement score or MATH112 with a grade of "C" or better. A college level mathematics course suitable for students whose major does not require College Algebra for a more advanced mathematics course such as calculus. Topics include: application of linear functions, matrix algebra, linear programming with the simplex algorithm, theory of finite sets with applications of Venn diagrams, combinatorial analysis, and probability theory. This course will satisfy the AA math requirement.

MATH 120 TRIGONOMETRY (3)
Prerequisite: Minimum Enhanced ACT Math Score of 23 or equivalent placement score or corequisite MATH114. This course is designed for students whose major requires trigonometry or for students planning to take calculus. Topics include: radian vector, right triangle, and unit circle definitions of trigonometric functions, trig identities, graphs, inverse trigonometric functions, and trigonometric equations. This course will not satisfy the AA math requirement.

MATH 122 PRECALCULUS MATH (5)
Prerequisite: EITHER (1) Minimum Enhanced ACT math score of 23 or equivalent placement score, (2) MATH112 with a grade of "C" or better, or (3) MATH114 with a grade of "C" or better. Topics include: algebraic, exponential, logarithmic, and trigonometric function, trigonometric identities, trigonometric equations, and other selected topics of algebra.

MATH 125 CALCULUS FOR BUSINESS (3)
Prerequisite: MATH114 with a grade of "C" or better. A brief treatment of elementary calculus with applications to business and economics. Topics include: limits and continuity, derivatives and integrals of algebraic, exponential, and logarithmic functions, compound interest, cost revenue and profit functions, and elasticity of demand.

MATH 127 BUSINESS STATISTICS (3)
Prerequisite: MATH114 with a grade of "C" or better or MATH116 with a grade of "C" or better. Emphasizes data analysis, data production, and statistical inference. Topics include: descriptive statistics, normal distributions, correlation and regression, design of samples and experiments, the central limit theorem, control charts, confidence intervals, and significance tests.

MATH 130 CALCULUS AND ANALYTIC GEOMETRY I (5)
Prerequisite: Minimum Enhanced ACT math score of 29 or equivalent placement score or MATH122 with a grade of "C" or better, or MATH114 and MATH120—each with a grade of "C" or better. Topics include: limits, continuity, derivatives and integrals of algebraic functions, and appropriate applications.

MATH 131 CALCULUS AND ANALYTIC GEOMETRY II (5) Fall only.
Prerequisite: MATH130 with a grade of "C" or better. Topics include: differential and integral calculus of the transcendental functions, methods of integration, series, and conic sections, and application of these topics.

MATH 132 CALCULUS AND ANALYTIC GEOMETRY III (5) Spring only.
Prerequisite: MATH131 with a grade of "C" or better. Topics include: parametric equations of lines and curves in space, vectors, calculus of vector functions, multivariable differential and integral calculus, introduction to vector analysis and differential equations, and application of these topics.

MATH 134 DIFFERENTIAL EQUATIONS (3)
Prerequisite: MATH132 with a grade of "C" or better. Course presents linear differential equations with application, series solutions, and LaPlace transforms.

MATH 180 PROBLEMS IN MATH (1-3)
An independent study of a special problem in math arranged under the supervision of a mathematics instructor.

MEDICAL OFFICE

HEOFF 101 MEDICAL TERMINOLOGY I (3) Fall only. Designed to acquaint the student with the technical language used in various medical areas and is part of the degree requirement for secretarial students with a medical emphasis. Students will concentrate on the pronunciation, spelling, and definitions of selected medical terms plus how medical terms are made up of prefixes, suffixes, and root words.

HEOFF 102 MEDICAL TERMINOLOGY II (3) Spring only. Prerequisite: HEOFF101. A continuation of Medical Terminology I. It enables students of health-related fields to more fully understand and communicate the language of medicine. Topics include: The review of patient case histories, abbreviation of medical terms, laboratory and pharmaceutical term review, and a concentrated in-depth study of definitions, pronunciations, and spellings of terms used in specialty areas of health-related institutions.
MEOFF 104 MEDICAL OFFICE PROCEDURES (4) Spring only.
Prerequisites: OFADM 101, CIS 107, CIS 108, or CIS 113 and preferably MEOFF 102. Introduces students to administrative office procedures needed by medical office assistants. Course work includes several projects typical of those duties performed by a medical office assistant as well as simulated office experiences through the use of cassette tapes.

MEOFF 106 MEDICAL TRANSCRIPTION (4) Prerequisites: MEOFF 101, OFADM 102, OFADM 103, and either CIS 107, CIS 108, or CIS 113. An individualized course designed to provide extensive machine transcription of medical dictation including case histories, operative reports, etc. Transcription is done on the IBM computer. Emphasis is placed on proofreading, spelling, typing, speed, accuracy, and "palatability" of medical documents. Students will further develop their medical vocabulary as they transcribe medical reports. Transcription materials were prepared by the American Medical Records Association.

MEOFF 108 BODY STRUCTURE AND FUNCTION FOR MEDICAL OFFICE ASSISTING (3) Spring only.
Prerequisite: MEOFF 101 preferred. Emphasizes the complimentary nature of human body structure and functions, homeostatic regulating mechanisms, and the interaction between humans and their environments including metabolic processes, responses to stress, pathological disorders and phases of the human life cycle.

MEOFF 110 CLINICAL ASSISTING TECHNIQUES (3) Fall only. Designed to prepare the medical secretary with basic medical office assisting skills needed in most physicians' offices. Legal implications and personal and patient safety are also emphasized. (Requirements beyond this course are also required for A.A.M.A. certification.)

MEOFF 111 CLINICAL PRACTICUM (1) Prerequisites: MEOFF 110 and consent of instructor. This on-the-job experience provides the student with an opportunity to work in a doctor's office. Students are responsible to an instructor who evaluates their performance.

MEOFF 118 PROCEDURE AND DIAGNOSIS CODING (3) Spring only.
Designed for medical office employees and Medical Office Assistant students. Will enable the student to help physicians receive proper reimbursement from third-party payors. Insurance claim completion and processing will be discussed and students will acquire a working knowledge of current procedural (CPT-4) and diagnosis coding (ICD-9-CM) through practical experience in coding from medical records.

MEOFF 117 MEDICAL OFFICE INTERNSHIP (2-4) Prerequisites: MEOFF 101, OFADM 102, and preferably MEOFF 104 and MEOFF 106. Instructor approval required. An on-the-job experience, this internship provides the student with an opportunity to work in a doctor's office or hospital environment. Students are responsible to an instructor who evaluates their performance.

MUSIC 101 MUSIC IN WESTERN CIVILIZATION (3) Introductory course concerned with the elements of music, the important musical masterpieces, and the significant composers. A portion of the class time is devoted to listening to recordings of selected performers. Not open to music majors or minors.

MUSIC 103 MUSIC HISTORY AND LITERATURE I (2) A humanities course for music majors and minors only which surveys music history and literature from various musical style periods, instrumental and vocal/choral genres and major composers will be studied. A significant portion of class time will be devoted to listening to recordings of appropriate music, composers, and performers.

MUSIC 104 MUSIC HISTORY AND LITERATURE II (2) Prerequisite: MUSIC 103. This survey of music history and literature is a continuation of Music History and Literature I.

MUSIC 105 STATE FAIR SHOW CHORUS (2) Prerequisite: Audition by appointment. The students who make up the SFCC mixed vocal ensemble called the "Almost Famous Singers" perform in college and community concerts.

MUSIC 107 COLLEGE CHORUS (1) The students who make up the SFCC College Chorus perform the best of choral literature, representative works in various styles of choral composition. Open to all who enjoy singing.

MUSIC 109 JAZZ BAND (1) The students who make up the SFCC Jazz Band study and perform representative band literature.

MUSIC 111 SMALL ENSEMBLE—VOCAL (1) Prerequisite: Admission by permission of instructor. Students perform and study music written specifically for smaller vocal musical ensembles.

MUSIC 112 SMALL ENSEMBLE—INSTRUMENTAL (1) Prerequisite: Admission by permission of instructor. Students perform and study music written specifically for smaller instrumental music ensembles.

MUSIC 115 MUSIC THEORY AND AURAL TRAINING I (4) Basic music materials including music notation, structural triads, chordal progressions, and melodic analysis are presented. Will study sight-singing, solfège, keyboard skills and/or musical dictation coordinated with appropriate music theory level.

MUSIC 116 MUSIC THEORY AND AURAL TRAINING II (4) Prerequisite: MUSIC 115 or permission of instructor. Training includes: Primary and secondary substitution triads and seventh chords; introduction of altered chords, modulation, and cadential figures. Students continue improvement in sight-singing, solfège, keyboard skills and/or musical dictation coordinated with appropriate music theory level.

MUSIC 117 MUSIC THEORY AND AURAL TRAINING III (4) Prerequisite: MUSIC 116 or permission of instructor. A study of harmony through its application in music literature and various periods. Will study late 19th century harmonic functions and counterpoint. Students continue improvement in sight-singing, solfège, keyboard skills and/or musical dictation coordinated with appropriate music theory level.

MUSIC 118 MUSIC THEORY AND AURAL TRAINING IV (4) Prerequisite: MUSIC 117 or permission of instructor. Continues the study of harmony. Introduces contemporary music practices and techniques and composition in small forms for vocal and instrumental ensembles. Students continue improvement in sight-singing, solfège, keyboard skills and/or musical dictation coordinated with appropriate music theory level.
MUSIC 125 PIANO CLASS I (2) The practical study of functional piano designed for any interested student.

MUSIC 126 PIANO CLASS II (2) Prerequisite: MUSIC125 or entrance by examination. A continuation of the practical study of the piano.

MUSIC 127 APPLIED PIANO CLASS (1-2) A performance-oriented study of piano literature and performance techniques. Open to any interested student.

MUSIC 133 APPLIED VOICE CLASS (1-2) A performance-oriented study of techniques of vocal performance. Open to any interested student.

MUSIC 135 APPLIED INSTRUMENTAL MUSIC (1-2) Prerequisite: Consent of music advisor. A performance-oriented study of the technique and literature associated with a specific musical instrument.

MUSIC 140 GUITAR CLASS I (2) A practical study of the guitar designed for beginning students who have less than one year of experience.

MUSIC 141 GUITAR CLASS II (2) Prerequisite: MUSIC140 or consent of instructor. Designed to allow the student to continue studying guitar beyond Guitar Class I.

MUSIC 180 PROBLEMS IN MUSIC (1-3) An independent study of a special problem in music arranged under the supervision of a music instructor.

NURSING, ASSOCIATE DEGREE

NURS 101 CAREER MOBILITY (1) For prospective Associate Degree Nursing students and provides information about the program. Students will complete admissions tests, learn about career opportunities, and develop skills in stress management and test-taking.

NURS 110 INTEGRATED NURSING (16) Designed to initiate role change from practical nurse to registered nurse, with emphasis on nursing process and advanced skills unique to role of the registered nurse. General hospitals and selected health care settings are utilized.

NURS 112 PSYCHIATRIC NURSING (4) Prerequisites: NURSE110 and PSYCH101. Places specific emphasis on care and treatment of individuals who have deviated from normal pattern of behavior and on nursing intervention as related to the characteristic behavior. Importance is placed on the dynamic approach and therapeutic communication. Foyer Oaks and selected community health agencies are utilized for clinical experience.

NURS 114 LEADERSHIP AND CURRENT TRENDS (5 1/2) Prerequisites: NURS110 and NURS112. Designed to develop an individual's ability to be team leader. Topics include: Nursing practice and education, ethical and legal aspects, professional organizations, and current issues.

NURS 115 MATERNAL-NEONATAL NURSING (5 1/2) A comprehensive approach to the pregnant client from a family-centered perspective. This includes the normal as well as the high-risk client. Growth and development of the fetus during the prenatal period is presented along with newborn care during the neonatal period.

NURS 118 NURSING OF CHILDREN (5 1/2) Covers the basic concept in growth and development from infancy through adolescence. Addresses disease states in all ages of pediatric patients, nursing care, and clinical management of the pediatric patient.

NURS 121 MICROBIOLOGY W/LAB (4) Prerequisite: Recommended CHEM101 or BIOL205 and BIOL206 or BIOL208 or consent of instructor. Course presents basic principles of infection, immunity and control of infectious microbes. Introduces bacteriology, virology, parasitology, and mycology; designed primarily for nursing and health-related professions. Course may be taken as elective credit only for an A.A., however, it is not recommended for Biology majors.

NURS 101 PERSONAL VOCATIONAL CONCEPTS (2 1/2) Presents the goals of the program. It assists the student in acquiring beginning communication skills and identifying the roles and responsibilities of a licensed practical nurse. Behavioral concepts are introduced.

NURS 103 ANATOMY AND PHYSIOLOGY FOR PRACTICAL NURSES (6) Covers the basic structure and function of the human body relative to homeostasis with appropriate labs.

NURS 105 PERSONAL COMMUNITY LIVING (1) Emphasis is placed on the role of the licensed practical nurse in infection control, personal and family mental health, and involvement in community health and services.

NURS 106 NUTRITION (3) Presents fundamental principles of nutrition relative to optimum health during the life cycle. Emphasis is placed on each student's understanding of their own eating habits.

NURS 108 FUNDAMENTALS OF NURSING I (3) Presents basic nursing procedures essential for providing care for all patients with health care needs.

NURS 109 FUNDAMENTALS OF NURSING II (7 1/2) Continuation of Fundamentals of Nursing I. Includes basic skills, attitudes, and concepts of nursing with an introduction to the problem-solving technique. Contains concurrent classroom and clinical practice.

NURS 110 ADMINISTRATION OF MEDICATIONS (2) Introduces the student practical nurse to math for medications, basic concepts of drug administration, and techniques of drug administration. The nurse's responsibility for safely administering each medication is stressed.

NURS 112 MEDICAL-SURGICAL NURSING I (3) Presents principles and nursing care of patients experiencing pain, surgery, or the inflammatory process. Includes nursing care of those with cancer and hematological problems.

NURS 113 MEDICAL-SURGICAL NURSING II (14) The focus is on the application of the nursing process in the care of the hospitalized medical and surgical patients. Health promotion and prevention is included. Concurrent clinical experience is provided.

NURS 114 MEDICAL-SURGICAL NURSING III (10) Continuation of Medical-Surgical Nursing II. Includes observations in the emergency room, operating room, and post-anesthesia recovery.

NURS 116 GERONTOLOGICAL NURSING (3 1/2) Acquaints the student with the normal process of aging; the healthy older adult and those with
physical and psychological adjustment problems. Commonly associated diseases of the older adult are emphasized. Family, community, and social responsibilities are recognized. Concurrent clinical experience is provided.

NURS 118 MATERNITY-NEWBORN NURSING (7) This family-centered course emphasizes the special physical and emotional needs of the mother and her newborn infant. Concurrent clinical experience is provided.

NURS 120 PEDIATRIC NURSING (7) Emphasizes nursing care of children within the family structure. Normal growth and development concepts provide a correlation between the well and ill child. Common childhood illnesses and their nursing care are discussed. Concurrent clinical experience is provided.

NURS 121 CPR FOR PICS (2) Course demonstrates basic life support of CPR and airway clearance for infant, pediatric, and adult victims. This is an American Heart Association course for health care providers. (For LPN students only.)

NURS 130 PRACTICAL NURSE PREP WORKSHOP (4) Designed to inform potential students of all aspects of the practical nursing program and review program requirements. NET is administered to evaluate essential academic skills.

OFFICE ADMINISTRATION

OFADM 109 BASIC KEYBOARDING (2) An individualized course which provides the student with a mastery of touch-typing on computer and typewriter keyboards. The keying of all business letters, memos, and reports is included. Course is designed to be taken by Accounting and CIS majors. Optional testout.

OFADM 101 SPECIAL PROBLEMS IN KEYBOARDING—A CONTINUATION (1) Designed to bridge the gap between the completion of Basic Keyboarding and the beginning of Document Formatting. It is for students who have credit in Basic Keyboarding and need additional skill for employment or need the equivalent of Keyboarding so they can enroll in Document Formatting. Letter styles, tables, and manuscripts, as well as increased speed and accuracy are stressed.

OFADM 102 KEYBOARDING (3) An individualized course provides the beginning student with a mastery of touch-typing and an introduction to basic formats of letters, memos, tables, and reports. Optional testout.

OFADM 103 DOCUMENT FORMATTING (3) Prerequisite: OFADM102. An individualized course which includes processing various business and professional documents and forms. Emphasis is placed on accuracy, speed development, and the ability to follow directions. Optional testout.

OFADM 106 KEYBOARDING SKILLBUILDING (1) An individualized course designed to improve keyboarding accuracy and increase keyboarding speeds required in Basic Keyboarding, Keyboarding, Document Formatting, or Medical Transcription.

OFADM 108 GREGG SHORTHAND I (3) The first in a series of individualized courses. Provides the beginner with a knowledge of the Gregg Shorthand theory or the review student with review of the theory and further development of dictation and transcription skills. Optional testout.

OFADM 109 GREGG SHORTHAND II (3) Prerequisite: OFADM108. An individualized course designed to increase the student's rate of taking and transcribing shorthand with intensive dictation and transcription reviewing correct punctuation practices and spelling. Optional testout.

OFADM 110 GREGG SHORTHAND III (2) Prerequisite: OFADM109. An individualized course designed to further increase shorthand skills. Emphasis is placed on the ability to transcribe. Optional testout.

OFADM 112 SPEEDWRITING I (3) Prerequisite: Minimum Enhanced ACT English score of 19 or equivalent placement score or BSKIL020 with a grade of "C" or better. Presents an individualized alphabetic shorthand system designed to develop the technical skills required for taking dictation and transcribing notes into machine documents. Basic English skills, spelling, punctuation, proofreading, and other necessary transcription skills are emphasized. Optional testout.

OFADM 113 SPEEDWRITING II (3) Prerequisite: OFADM112. An individualized follow-up to theory presentation of the shorthand system designed to increase the ability to transcribe dictation into machine documents. Emphasis is placed on speed. Optional testout.

OFADM 115 OFFICE MANAGEMENT (4) Spring only. Course includes activities and information in human relations, personal and professional qualities, decision-making, English usage, office supervision, field trips, incoming and outgoing mail, minute work, office procedures, work ethics, time management, appearance, record keeping, office organization, personnel management, and demeanor.

OFADM 116 RECORDS AND DATABASE MANAGEMENT (3) Designed to help the student manage paper, film, and computer records and to solve problems and database management problems faced by employees in a variety of office occupations. DBase III software is used in completion of computer projects.

OFADM 118 TRANSCRIPTION SKILLS (3) Prerequisite: Minimum Enhanced ACT English score of 19 or equivalent placement score or BSKIL020 with a grade of "C" or better. Consists of a concentrated drill and discussion of business English usage, punctuation, and style as applied to transcription of business correspondence.

OFADM 119 MACHINE TRANSCRIPTION (3) Prerequisites: OFADM112, OFADM118, and CIS107, CIS108, or CIS113. An individualized course designed to reinforce the student's abilities in spelling, vocabulary, punctuation, grammar, listening, formatting, and decision-making. Practical applications of transcription rules are used to clarify and supplement the information introduced. Students will learn machine transcription techniques through extensive transcription on IBM computers.

OFADM 121 CALCULATORS (1) Prerequisite: MATH011 suggested. An individualized course designed to teach touch operation of 10-key printing/display calculators along with their special time-saving features.

OFADM 123 PROFESSIONAL BUSINESS LEADERSHIP (PBL) (1) An applied course in professional leadership is designed to bring business and education together in a positive working relationship.
PHYSICAL EDUCATION ACTIVITY

PEACT 101 BASKETBALL (1/4)
Designed to develop the student's fundamental skills in basketball and to apply those skills in team play.

PEACT 102 VOLLEYBALL (1/4)
Presents the student with the basic skills and knowledge of the mechanical principles related to movement for efficient performance of volleyball skills, practice, and competition.

PEACT 103 BADMINTON (1/4)
Designed to develop the skills required to play badminton.

PEACT 104 RECREATIONAL GAMES (1)
Deals with the development of skills, knowledge, rules, and appreciation of activities such as horseshoes, shuffleboard, table tennis, badminton, etc.

PEACT 105 BOWLING I (1)
Students will learn the history, fundamental skills, techniques, rules, strategy, and safety skills of bowling. PEACT 106 BOWLING II (1) Prerequisite: PEACT 105. An extensive study of bowling skills, game strategy, history, rules, league play, and value of the game. Students will learn to score pin combinations in the correct manner.

PEACT 108 GOLF (1)
Presents choice and use of all clubs; both iron and woods. Students will learn the history, rules, scoring, strategy, and etiquette of the game. Will practice skills in putting, chipping, pitching, approaching, and driving.

PEACT 109 ARCHERY (1/4)
Presents the techniques of target archery and field archery. Rules, scoring, terminology, equipment, etiquette and safety skills are stressed.

PEACT 110 ADVANCED ARCHERY (1/4) Prerequisite: PEACT 109. Continuation of study in techniques of target and field archery.

PEACT 112 TENNIS (1)
An activity course designed to acquaint the student with basic knowledge and skills appropriate to perform in tennis.

PEACT 114 SQUARE AND FOLK DANCE (1)
An introduction to the different dance skills and include their locomotor, rhythmic and directional patterns and structures. Students will participate in practice and etiquette in South American and couple-mixer type dances.

PEACT 116 BODY BUILDING (1)
A general physical activity program for men and women which includes participation in a variety of sports activities and body building.

PEACT 118 AEROBICS (1)
A complete fitness program designed to combine exercise and fun.

PEACT 119 LOW IMPACT AEROBICS (1)
This fitness program is designed for anyone who wants to minimize the risk of injury but still enjoy an aerobic workout.

PEACT 121 WOMEN AND HEALTH (1)
This "What you don't know will hurt you" course is designed to provide the individual with the tools to improve a woman's health status. Historical trends in health care regarding women are discussed as well as methods for facilitating change. Personal choices and their affect on health and well-being are identified. Topics include, but are not limited to: Reproductive and gynecological concerns; nutrition, exercise, weight loss; bone health; women's concerns; heart disease, sexuality, and abuse.

PEACT 122 APPLIED WELLNESS (1)
A different type of physical education activity class that can be enjoyed by any student on campus regardless of age or physical condition. It is designed to provide students with theoretical and practical experiences focusing on the relationship of lifestyle to productivity and quality of life.

PEACT 124 VARSITY BASKETBALL—MEN (1)
Credit is issued in physical education for participation in the men's varsity basketball program. Course may be repeated.

PEACT 125 VARSITY BASKETBALL—WOMEN (1)
Credit is issued in physical education for participation in the women's varsity basketball program. Course may be repeated.

PEACT 126 VARSITY SOCCER (1)
Credit is issued in physical education for participation in the varsity soccer program. Course may be repeated.

PEACT 127 VARSITY RODEO (1)
Credit is issued in physical education for participation in the varsity rodeo program. Course may be repeated.

PHYSICAL EDUCATION — PROFESSIONAL

PEPRO 101 SPORTS OFFICIATING I (2)
Includes lectures, readings, class discussions, and field experience in the officiating of fall sports—football, soccer, basketball, etc.

PEPRO 102 SPORTS OFFICIATING II (2)
Includes lectures, readings, class discussions, and field experience in the officiating of spring sports—softball, baseball, volleyball, etc.

PEPRO 104 CARE AND PREVENTION OF ATHLETIC INJURIES (3)
An introduction to athletic training and the administrative procedures and problems. Includes prevention and care of injuries and other special considerations.

PEPRO 106 INTRO TO PHYSICAL EDUCATION IN THE ELEMENTARY SCHOOL (2)
Recommended for sophomore P.E. majors and Elementary Education majors. The study of special methods and materials to be used in the teaching of elementary school physical education. Topics include: Class organization and teaching procedures; opportunities for integrating the physical education program with the school curriculum.

PEPRO 108 PROBLEMS IN PROFESSIONAL PE (1-3) An independent study of a special problem in professional PE arranged under the supervision of a physical education instructor.

PHYSICAL SCIENCE

PHYS 102 INTRODUCTION TO PHYSICAL SCIENCE LAB (1)
Must be taken concurrently with PHYS 103 and will satisfy a lab science requirement. For Summer Science only.

PHYS 103 INTRODUCTION TO PHYSICAL SCIENCE (3)
Recommended High school level
PHYS 105 ELEMENTARY COLLEGE PHYSICS I W/LAB (3) Fall only. Prerequisite: EITHER (1) Minimum Enhanced ACT math score of 23 or equivalent placement score, (2) MATH112, or (3) consent of instructor. Designed to meet the requirements of the various pre-professional courses. Topics include mechanics, wave motion, and heat. Instruction consists of 4 lecture and 2 lab hours per week.

PHYS 106 ELEMENTARY COLLEGE PHYSICS II W/LAB (3) Spring only. Prerequisite: PHYS105. As a continuation of Elementary College Physics I. Covers electricity, magnetism, optics, and modern physics. Instruction consists of 2 lecture and 2 lab hours per week.

PHYS 118 GENERAL PHYSICS I W/LAB (5) Fall only. Prerequisite: MATH130, Corequisite: MATH131. This is the first course in calculus-based physics for the science and engineering student. Topics include mechanics, oscillatory motion, and thermodynamics. Instruction consists of 4 lecture and 2 lab hours per week.

PHYS 119 GENERAL PHYSICS II W/LAB (5) Spring only. Prerequisite: PHYS118 with a grade of "C" or better. Continuation of General Physics I. Topics in the field of electromagnetism will be covered. Instruction consists of 4 lecture and 2 lab hours per week.

PHYS 121 TECHNICAL SCIENCE FOR ELECTRONICS (3) A study of basic principles of electricity and the application of physics used in the field of electronics. Topics include static electric fields and forces, the atom, Ohm's Law, and magnetic fields and forces. Will not satisfy AA degree science requirement.

PHYS 125 TECHNICAL SCIENCE (3-4) Prerequisite: MATH107. Designed to help students develop a better understanding of physics as it applies to the operation of machinery. Topics include: Measurement, applied geometry, mechanics, fluids, waves, simple machine, energy and power, heat and temperature, electricity and magnetism. For automotive, machine tool, and welding majors. Will not satisfy AA degree science requirement.

PHYS 180 PROBLEMS IN PHYSICS (1-3) An independent study of a special problem in physics arranged under the supervision of a science instructor.

POLITICAL SCIENCE

POLSC 101 AMERICAN NATIONAL GOVERNMENT (3) A survey course of the American government and political system. Particular attention is given to the government's origins, politics, the branches of government, and policy making. The Missouri Constitution is included to meet the requirements of Senate Bill No. 4.

POLSC 102 MISSOURI CONSTITUTION (3) Designed to meet requirements of Senate Bill No. 4. Intended for students testing out of history or government courses or transferring from another state. Course is available on an individual basis through the Social Science Department.

POLSC 103 INTRODUCTION TO POLITICAL SCIENCE (2) Includes a study of the nature of government, politics, the state, relations among states or nations, and the areas of political science. Students will make a preliminary examination of governmental institutions and selected political theories with an emphasis on basic principles, concepts, and characteristics. Does not meet requirements of Senate Bill No. 4.

POLSC 175 POLITICAL SCIENCE INTERNSHIP (4) Prerequisite: Instructor approval required. On-the-job work experience provides an opportunity for the student to work in a state government office.

POLSC 180 PROBLEMS IN POLITICAL SCIENCE (1-3) An independent study of a special problem in political science arranged under the supervision of a social science instructor.

PSYCHOLOGY

PSYCH 101 GENERAL PSYCHOLOGY (3) An introduction to the scientific study of behavior and the mental processes. Includes a survey of historic and current theories and theorists in the field including Freud, Jung, Adler, Maslow, Rogers, and the behaviorists. Students investigate and discuss these areas: Neurology, sensation and perception, consciousness, learning, motivation, personality development, emotional disorders, human sexuality, and psychometrics.

PSYCH 102 CHILD PSYCHOLOGY (3) Prerequisite: PSYCH101. An investigation into the interaction of biological and environmental factors affecting the physiological, intellectual, and emotional development of the child from conception through adolescence.

Discover the difference a career in science can make in your future.
PSYCH 180 PROBLEMS IN PSYCHOLOGY (1-3) An independent study of a special problem in psychology arranged under the supervision of a social science instructor.

SOCIOLGY

SOC 100 GENERAL SOCIOLOGY (3) An introduction to the scientific study of human behavior and the social settings that influence that behavior. Set within an understanding of the elements of culture, the course will investigate groups, deviance, racism and ethnocentrism, the family, economic and political institutions, social mobility, and concepts related to current social and cultural change.

SOC 101 SOCIAL PROBLEMS (3) Prerequisite: SOC100. A study of the sociology of social problems. Students learn about the background and analysis of selected social problems and social changes in light of social controls and democratic values.

SOC 102 MARRIAGE AND FAMILY (3) A study of the role of the individual in marriage and the family, functions of dating and courtship, variations in family forms, and marriage breakdown and alteration.

SOC 103 INTRODUCTION TO SOCIAL WORK (3) Prerequisite: SOC100. Provides the student with a background knowledge of the field: an overview of social problems and social services, and methods of social work practice.

SOC 180 PROBLEMS IN SOCIOLOGY (1-3) An independent study of a special problem in sociology arranged under the supervision of a social science instructor.

SPANISH

SPAN 101 ELEMENTARY SPANISH I (3) Presents the fundamentals of Spanish pronunciation and the building of a basic vocabulary and speech patterns.

SPAN 102 ELEMENTARY SPANISH II (3) Prerequisite: SPAN101 or equivalent. As a continuation of Elementary Spanish I, students will continue to develop their knowledge and skills with increased emphasis on grammar and aural comprehension.

SPAN 103 INTERMEDIATE SPANISH I (3) Prerequisite: SPAN102 or equivalent. As a continuation of Elementary Spanish, students will continue to develop their skills.

SPAN 104 INTERMEDIATE SPANISH II (3) Prerequisite: SPAN103 or equivalent. Designed to assist students in completing and perfecting their language skills. There is an increased emphasis on conversational ability.

SPEECH AND THEATER

SPHTHR 101 PUBLIC SPEAKING (3) A study and practice of basic techniques involved in generating, designing, delivering and evaluating ideas for speech situations facing adults of our society.

SPHTHR 103 SMALL GROUP COMMUNICATION (3) Presents the communication process as it relates to small group behavior, including the study of principles, methods, and forms of discussion used in small groups.

SPHTHR 105 INTERPERSONAL COMMUNICATION (3) Presents theories, principles and techniques of communication as they apply to one-to-one, small groups, and conference interaction. This course is highly recommended for all majors.

SPHTHR 107 INTRODUCTION TO THEATER (3) An introductory hands-on course where students examine the major contributors to the theatrical event: The director, actor, scenic designer, and lighting designer.

SPHTHR 110 STAGECRAFT AND LIGHTING (3) This course will teach the basics of set construction, painting, scene design, lighting design, and wood shop safety. Students will be required to spend 30 clock hours outside class time with direct involvement in the operation of specialized theater equipment. Required course for Speech and Theater majors and minors. Recommended for all students who enjoy hands-on projects.

SPHTHR 111 ACTING I (3) An intensive study of the techniques of acting with concentration on body movement, balance, diction, voice, and characterization.

SPHTHR 113 BASIC ORAL INTERPRETATION (3) Includes development of the voice as an instrument of expression and analysis and performance of basic interpretive material and terms of literature.

SPHTHR 115 THEATER PRACTICUM (0-1) Includes student participation in plays, either in performance or backstage.

"Trouble in Pittsville," a touring play produced by the SFCC theater class, is a roaring success with elementary school children.
work. No more than four credit hours of Theater Practicum may be applied toward an associate of arts degree.

SPHTR 119 STAGE MAKE-UP
This course provides a hands-on look at stage make-up. Students will learn the basics of corrective, old age, and effects make-up and what is required in creating a character.

SPHTR 179 WOOD SHOP SAFETY
This course is a prerequisite for all art/theater students who will take courses where safety and knowledge of power tool operation are necessary including Sculpture, Ceramics, and Painting. Students will focus on power tool operation and safety when operating a radial arm saw, table saw, sander, planer, jigsaw, or belt disk sander.

SPHTR 180 PROBLEMS IN SPEECH COMMUNICATION OR THEATER
An independent study of a special problem in theater arranged under the supervision of a full-time instructor.

WELDING

WELD 101 WELDING TECHNOLOGY I
(4) A basic course beginning with instruction in the technical knowledge and skills required for oxyacetylene cutting, oxyacetylene welding, and shielded metal arc welding. A minimum of two lecture hours per week will include subjects such as safety, metallurgy, welding equipment, and other technical knowledge applicable to the welding industry. Credit granted according to lab/lecture requirements of SFCC and veterans administration. (May be repeated for a total of 8 hours).

WELD 102 WELDING TECHNOLOGY II
(4) Prerequisite: WELD 101. A basic course introducing plasma arc cutting for use in sheet metal and structural use in shop and field. Shielded metal arc welding is reviewed. Gas metal arc welding is introduced and used in various positions. Lecture will include subjects such as safety, metallurgy, welding equipment, and other technical knowledge applicable to welding industry. Credit granted according to lab/lecture requirements of SFCC and veterans administration.

WELD 103 WELDING TECHNOLOGY III
(4) Prerequisite: WELD 102. An advanced technical welding course structured for specialized welding operations requiring a high degree of skill. The Victor plate bender is used for multiple pass welding. Shielded metal arc welding and gas tungsten-arc welding is studied and demonstrated. All welds are mastered for flat, horizontal, vertical, and overhead welding positions. Credit granted according to lab/lecture requirements of SFCC and veterans administration.

WELD 104 WELDING TECHNOLOGY IV
(4) Prerequisite: WELD 103. An advanced technical welding course structured primarily for specialized welding operations requiring a high degree of skill. Students will study and master pipe welding with both shielded metal arc welding and gas tungsten arc welding in various positions tested by the school test. Credit granted according to lab/lecture requirements of SFCC and veterans administration.

WELD 108 METAL ARC WELDING
(2) A basic course consisting of the same fundamentals as taught in WELD 101. A minimum of four lecture hours per course of safety, equipment basics of welding and its application in the metal fabrication and repair shop, and industry. Combined with the oxyacetylene welding course, the experience and credits received will equal WELD 101.

WELD 110 OXYACETYLENE WELDING
(2) A basic course covering safety basics in welding, brazing and cutting. A minimum of four lecture hours on basic introduction to oxyacetylene welding, setting up equipment and safety. Combined with metal arc welding course, the experience and credits will equal WELD 101.

WELD 112 MIG — METALLIC INERT GAS WELDING
(2) Prerequisite: WELD 101 with a grade of "C" or better or welding experience and instructor approval. An advanced course method of welding on thin through thick metals in various positions. Four hours lecture per course on safety, machine set up and operation, and metal preparation.

WELD 114 TIG — TUNGSTEN INERT GAS WELDING
(2) Prerequisite: WELD 101 with a grade of "C" or better or welding experience and instructor approval. The student will gain a high degree of technical knowledge in an area of advanced welding, setting up equipment and welding ferrous and non-ferrous metals in the four basic positions. This process requires excellent coordination. Four hours lecture on safety, setting up machines, metal and electrode preparation and inert gas handling.

WELD 180 PROBLEMS IN WELDING
(1-8) An independent study of a special problem in welding arranged under the supervision of a welding instructor.

Give your artistic side a chance to shine in an SFCC drama production.
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A Glossary of Terms

These definitions of terms are specific to SFCC. The same terms might have other meanings at other colleges.

**ACADEMIC YEAR:** The College school year, beginning with the summer season. Also may refer to the period of time beginning with the first day of classes in the Fall to the end of final exams in the Spring.

**ADVISOR:** A faculty member, designated by Student Services, who helps you choose your courses.

**ALUMNI:** Graduates of the College.

**CALENDAR:** The published dates when classes begin, vacations are scheduled, and other events are held.

**CATALOG:** A College publication listing courses, regulations and policies, and listing of faculty members.

**CERTIFICATE:** A formal award recognizing completion of a program of study of not less than 30 semester hours.

**CHAIRPERSON:** The person who is administrative head of a department.

**COMPUTER LITERACY:** A general education requirement which includes choice of Intro to Computers, Microcomputer Applications I, II or III.

**COUNSELOR:** A professional staff person with special training and certification in counseling.

**COURSE:** A unit of study, a class.

**CURRICULUM:** A planned sequence of courses leading to a degree.

**DEAN:** The administrator of an area of study or service.

**DEGREE:** Official award in recognition of completion of a program of study.

**DIRECTOR:** An administrative title. Usually relates to a specific service.

**ELECTIVE:** A course not required to be taken in a particular program, usually of general interest to the student.

**ELECTIVE, GENERAL:** At SFCC, a general elective is selected from the list of specific disciplines, usually academic transfer.

**ELECTIVE, RESTRICTED:** At SFCC, a restricted elective may be a course offered for credit by an accredited college and may also include career courses applied to an AA degree.

**FACULTY:** Professional staff with responsibility for teaching classes.

**GENERAL EDUCATION REQUIREMENTS:** A sequence of courses constituting a model general education program which facilitates transfer between institutions in the state. Public institutions shall accept in transfer a successfully completed 19-hour general education program as meeting its general education requirement; it is recommended that independent institutions also accept this requirement. Exceptions to this policy include foreign language courses and other graduation requirements applied to all students.

**GRADE POINT AVERAGE (GPA):** An average of all grades earned in all courses taken by a student.

**HONORS:** Special recognition at graduation for high academic achievement.

**HUMANITIES:** A group of subjects including literature, art, music, foreign language, and the study of civilization.

**INTERNSHIP:** A form of supervised work experience, which is related to a career major and for which college credit is granted.

**LABORATORY OR LAB:** A place where "hands-on" instruction is conducted, or applied practice is required.

**MAJOR:** An area of concentration within a program.

**NATIVE STUDENT:** A student whose initial college enrollment was at an institution of higher education and who has not transferred to another institution since that initial enrollment.

**NATURAL SCIENCE:** A group of subjects which include biology, chemistry, physics, and earth science.

**PROGRAM OF STUDY:** A planned sequence of courses leading to a degree.

**PRE-REGISTRATION:** The opportunity to select courses and plan a schedule before a semester or term begins.

**PREREQUISITE:** A specific course which must be completed before entering a designated program or before enrolling in a subsequent course.

**RECEIVING INSTITUTION:** The institution of higher education at which a transfer student desires to enroll.

**SCHOLARSHIP:** May refer to academic achievement or to an award of money to assist with college costs.

**SEMESTER:** One-half the academic year, usually sixteen weeks in length.

**SEMESTER HOUR:** A measure of a unit of study. One semester hour is usually equal to one fifty-minute period per week per 16 week semester. I.e., a three semester hour class will meet three fifty-minute periods each week of the semester.

**SEMINAR:** A course of small size with a central core of subject.

**SENDING INSTITUTION:** The institution of higher education at which a student is currently enrolled and from which credits received at this institution will be transferred.

**SHORT COURSES:** A class that is usually one semester hour or less and may be scheduled on an irregular basis. May or may not be for credit.

**SOCIAL SCIENCE:** A group of subjects which include history, sociology and psychology, government, economics, business, and education.

**TRANSFER STUDENT:** A student entering an institution for the first time with academic credit earned at another institution which is applicable for credit at the institution the student is entering.

**TUITION:** Fees paid for enrollment in courses.

* Coordinating Board for Higher Education definitions.
# Calendar 1998 - 2000

## FALL 1998
- August 11: Registration
- August 24: Semester Begins
- September 7: Labor Day Holiday
- November 25-27: Thanksgiving Holiday
- December 14-17: Final Exams

## SPRING 1999
- January 11: Registration
- January 13: Semester Begins
- February 15: Presidents' Holiday
- March 15-19: Spring Break
- April 2: Easter Holiday
- May 5, 6, 10, 11: Evening Final Exams
- May 10-13: Day Final Exams
- May 13: Commencement

## SUMMER 1999
- May 27: Registration
- June 1: Session Begins
- July 2: Independence Holiday
- July 21 & 22: Final Exams

## FALL 1999
- August 10: Registration
- August 23: Semester Begins
- September 6: Labor Day Holiday
- November 24-26: Thanksgiving Holiday
- December 13-16: Final Exams

## SPRING 2000
- January 10: Registration
- January 12: Semester Begins
- February 21: Presidents' Holiday
- March 13-17: Spring Break
- April 21: Easter Holiday
- May 3, 4, 8, 9: Evening Final Exams
- May 8-11: Day Final Exams
- May 11: Commencement

## SUMMER 2000
- May 25: Registration
- May 30: Session Begins
- July 3 & 4: Independence Holiday
- July 25 & 26: Final Exams
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