



THREE RIVERS
COLLEGE

COLLEGE CATALOG

2024 - 2025



THE SHORTEST PATH TO
YOUR GREATEST SUCCESS

Welcome to Three Rivers College, where our focus is your success.



We know you have big goals and dreams of a bright future. At Three Rivers College, we're dedicated to helping you achieve all that and more.

Whether you're just beginning your college career, coming back to finish a degree, training for a new job, looking to advance your career, or working to enhance your skills, you can do it at Three Rivers.

Decades of Three Rivers alumni have gone on to do great things. There are successful TRC alumni in every field you can imagine. At Three Rivers, they made connections that helped shape their future careers and made friends for life. Most importantly, our alumni received a great education that helped prepare them for that next step.

At Three Rivers College, you're more than a number or a face in the crowd. Everyone from your instructors to your advisors to the staff to me—the president—is here to support you every step of the way.

We offer advising, tutoring, financial aid assistance, library resources, career and transfer guidance, on-campus apartments, bachelor's degree completion programs, and more. If you have questions, just ask! You are important to us, so we'll help you find the answers you need.

While you're here, we hope that you will get involved with student organizations, participate in college activities, attend athletic games and fine arts performances, and take this time to enrich your life and grow as a person.

Have a great year at TRC. As you move ahead, focus on your goals and dreams, and remember—you've got this!

Sincerely,

A handwritten signature in black ink that reads "Wesley A. Payne". The signature is written in a cursive, flowing style.

WESLEY A. PAYNE, Ph.D.
President, Three Rivers College

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LOCATIONS

Main Campus

2080 Three Rivers Blvd.
Poplar Bluff, MO 63901
877-TRY-TRCC (877-879-8722)
573-840-9600

External Locations

Three Rivers - Dexter

515A West Market
Dexter, MO 63841
573-614-1081

Three Rivers - Kennett

1002 Great West Drive
Kennett, MO 63857
573-888-6381

Three Rivers - Sikeston

1400 S. Main
Sikeston, MO 63801
573-472-5223

Workforce Training Lab - Poplar Bluff

3019 Fair St.
Poplar Bluff, MO 63901
573-840-9600

CONTACT INFORMATION

Departments/Services

Academic & Career Outreach	573-840-9619	Scholarships.....	573-840-9606
Academic Instruction.....	573-840-9621	Shipping & Receiving	573-840-9658
ACHIEVE.....	573-840-9650	Student Accounts	573-840-9662
Accounting Services.....	573-840-9105	Dean of Student Services	573-840-9669
Advising Center.....	573-840-9666	Technology & Computer Services	573-840-9708
Alumni Relations.....	573-840-9077	Testing Services	573-840-9667
Athletics.....	573-840-9611	Three Rivers – Dexter	573-614-1081
Bess Center Scheduling	573-840-9611	Three Rivers – Kennett.....	573-888-6381
Blackboard.....	573-840-9544	Three Rivers – Sikeston	573-472-5223
Campus Safety	573-840-9713	Tinnin Fine Arts Center.....	573-840-9648
Campus Safety cell.....	573-718-0108	Transcripts.....	573-840-9665
Career Education & Workforce Development		Tutoring & Learning Center.....	573-840-9638
.....	573-840-9682	Web Services	573-840-9660
Career Services	573-840-9655	Welcome Center.....	573-840-9605
Chief Financial Officer.....	573-840-9105	Workforce Development.....	573-840-9682
Classroom Scheduling.....	573-840-9689	Instructional Programs	
The College Store.....	573-840-9610	Accounting.....	573-840-9460
Communications Office	573-840-9660	Agriculture	573-840-9684
Continuing Education	573-840-9619	Allied Health	573-840-9672
Courtside Cafe	573-840-9437	Art.....	573-840-9174
Curriculum & Assessment	573-840-9689	Behavioral Health Support	573-840-9631
Custodians	573-840-9644	Business.....	573-840-9636
CAO/Dean of Instruction	573-840-9689	Biology (Life Science).....	573-840-9641
Development Office.....	573-840-9077	Chemistry (Physical Science)	573-840-9642
Disability Services	573-840-9667	Computer Studies.....	573-840-9460
Distance Learning Services	573-840-9544	Construction Trades	573-840-9682
Dual Credit	573-840-9619	Criminal Justice.....	573-840-9101
Educational Talent Search	573-840-9532	Early Childhood Development.....	573-840-9061
Endowment Trust	573-840-9077	EMS Program.....	573-840-9672
Enrollment Services	573-840-9666	English.....	573-840-9618
Financial Aid.....	573-840-9606	Fire Science.....	573-840-9656
Fitness Center	573-840-9437	Forestry.....	573-840-9684
Honors Program.....	573-840-9618	Foreign Language	573-840-9165
Housing.....	573-840-9106	Industrial Technology	573-840-9683
Human Resources.....	573-840-9695	Information Systems Technology.....	573-840-9460
Institutional Effectiveness	573-840-9007	Math	573-840-9630
International Student Services	573-840-9666	Music	573-840-9639
Library.....	573-840-9654	Nursing	573-840-9672
Log-in Help.....	573-840-9605	Nursing-Sikeston.....	573-472-5223
Main Switchboard.....	573-840-9600	Paramedic.....	573-840-9672
Maintenance.....	573-840-9649	Physics	573-840-9642
Patrons of the Arts.....	573-840-9527	Psychology.....	573-840-9715
President’s Office.....	573-840-9698	Social Sciences	573-840-9631
Purchasing	573-840-9658	Speech Communication.....	573-840-9122
Registration & Enrollment	573-840-9605	Teacher Education.....	573-840-9001
Registrar.....	573-840-9665	Welding	573-840-9682
Rivers Ridge Apartments	573-840-9106		

ACADEMIC CALENDAR

Please check the College website trcc.edu for the most current academic calendar.

Summer 2024

Early registration opens for Summer/Fall 2024 for returning students	March 18
Early registration opens for Summer/Fall 2024 for all students	April 2
MEMORIAL DAY	College closed May 27
Last day to register for “A” Session	May 31
Summer “A” & Full Sessions begin (Limited change of schedule available through June 4)	June 3
Last day for 100% credit for “A” and Full Sessions (No financial credit is available after this date)	June 5
Last day to drop an “A” and Full Sessions course and not appear on transcript	June 5
Last day to charge in The College Store	June 5
No show process for “A” and Full Sessions	June 11
Last day to drop an “A” Session class	June 20
Last day to withdraw from “A” Session	June 26
“A” Session ends/finals	June 27
Last day to register for a “B” Session class	June 27
“A” Session grades	Due by noon July 1
“B” Session begins (Limited change of schedule available through July 2)	July 1
Last day for 100% credit for “B” Session (No financial credit is available after this date)	July 3
Last day to drop a “B” Session course and not appear on transcript	July 3
INDEPENDENCE DAY HOLIDAY	College closed July 4
No show process for “B” Session	July 9
Last day to drop a Full Session class	July 18
Last day to drop a “B” Session class	July 18
Last day to withdraw from “B” and Full Sessions	July 24
“B” and Full Sessions end/finals	July 25
Summer grades	Due by noon July 29
Rental textbook return for Summer	July 29

Fall 2024

Early Registration opens for Fall 2024 for returning students	March 18
Early Registration opens for Fall 2024 for all students	Walk-in, online April 2
MEMORIAL DAY HOLIDAY	College closed May 27
INDEPENDENCE HOLIDAY	College closed July 4
Faculty/Staff Convocation	College closed August 12
Registration for Fall 2024	8:00 a.m.-6:00 p.m. August 13-15
.....	8:00 a.m.-5:00 p.m. August 16
Last day to register	August 16
First day of classes	August 19
Limited schedule changes available	8:00 a.m. – 6:00 p.m. August 19-22
.....	8:00 a.m. – 5:00 p.m. August 23
Last day for 100% credit for Full and “A” Sessions	August 30
Last day to withdraw from college or drop a Full and “A” Session course and not appear on transcript	August 30
LABOR DAY HOLIDAY	College closed September 2
Last day to charge in The College Store	September 3
No show process for Full and “A” Sessions	September 10
Last day to drop an “A” session course	September 27
Last day to withdraw from “A” session	October 8
“A” Session classes end/final exams	October 9
FALL BREAK	No classes/College closed October 10-11
“A” Session grades	Due by noon October 14
“B” Session courses begin	October 14
Winter/Spring 2025 registration opens for returning students	October 14

Last day for 100% credit "B" Session	October 16
Last day to drop a "B" Session course and not appear on transcript	October 16
No show process for "B" Session.....	October 22
Winter/Spring 2025 registration opens to all students.....	October 28
Last day to drop a Full Session course (Only withdrawals are allowed after this date)	November 8
Last day to drop a "B" Session course	November 22
THANKSGIVING BREAK.....	No classes
	College closed
	November 27-29
	November 28-29
Last day to withdraw from Full and "B" Sessions	December 6
Full and "B" Session Classes end.....	December 6
Final exams for Full and "B" Sessions	December 9-12
Last day to return rental textbooks	by 5:00 p.m.
	December 12
Final grades	Due by noon.....
	December 13

Winter 2025

Early registration opens for Winter 2025 for returning students	October 14
Early registration opens for Winter 2025 for all students.....	October 28
Last day to register for Winter Session.....	December 13
Winter Session begins (Limited change of schedule available through December 16)	December 16
Last day for 100% credit for Winter Session (No financial credit is available after this date).....	December 17
Last day to drop Winter Session course and not appear on transcript.....	December 17
Last day to charge in The College Store.....	December 18
No show process for Winter Session	December 18
CHRISTMAS BREAK.....	College closed
	December 23-31
	January 1-3
Last day to drop/withdraw from Winter Session	January 9
Winter Session ends/finals	January 10
Winter Session grades	Due by midnight.....
	January 11
Rental textbook return for Winter Session.....	January 13

Spring 2025

Early registration opens for Spring 2025 for returning students	October 14
Early registration opens for Spring 2025 for all students.....	November 28
Faculty/Staff Convocation.....	College closed
	January 6
Registration for Spring 2025	8:00 a.m.-6:00 p.m.....
	January 7-9
	8:00 a.m.-5:00 p.m.....
	January 10
Last day to register	January 10
First day of classes	January 13
MARTIN LUTHER KING DAY.....	College closed
	January 20
Limited schedule changes available	8:00 a.m.-6:00 p.m.....
	January 21-23
	8:00 a.m.-5:00 p.m.....
	January 24
Textbook pickup begins	January 7
Last day for 100% credit for Full and "A" Sessions	January 27
Last day to withdraw from college or drop a Full and "A" Session course and not appear on transcript	January 27
Last day to charge in The College Store.....	January 28
No show process for Full and "A" Sessions	February 4
Last day to drop an "A" Session course	February 21
Last day to withdraw from "A" Session	March 6
"A" Session classes end/final exams.....	March 7
SPRING BREAK.....	No classes
	March 10-14
	College closed
	March 12-14
"A" Session grades	Due by noon.....
	March 17
"B" Session courses begin.....	March 17
Summer/Fall 2025 registration opens for returning students	March 17
Last day for 100% credit for "B" Session	March 19
Last day to drop a "B" Session course and not appear on transcript	March 19

No show process for "B" Session.....	March 25
Summer/Fall 2024 registration opens to all students	March 31
Last day to drop a Full Session course (Only withdrawals are allowed after this date)	April 11
EASTER BREAK.....	No classesApril 17, 18 and April 21
	College closedApril 18 and April 21
Last day to drop a "B" Session course	April 25
Last day to withdraw from Full and "B" Sessions	May 9
Full and "B" Session classes end	May 9
Student Excellence Award Ceremony.....	Tinnin Center 6:00 p.m.May 9
Final exams for Full and "B" Sessions	May 12-15
Last day to return rental textbooks	by 5:00 p.m.May 15
Grades	Due by noon.....May 16
Commencement	May 16

Summer 2025

Early registration opens for Summer/Fall 2025 for returning students	March 17
Early registration opens for Summer/Fall 2025 for all students	March 31
MEMORIAL DAY	College closedMay 26
Last day to register for "A" Session	May 30
Summer "A" and Full Sessions begin (Limited change of schedule available through June 3).....	June 2
Last day for 100% credit for "A" and Full Sessions (No financial credit is available after this date)	June 4
Last day to drop an "A" and Full Sessions course and not appear on transcript	June 4
Last day to charge in The College Store.....	June 4
No show process for "A" and Full Sessions	June 10
Last day to drop an "A" Session class	June 19
Last day to withdraw from "A" Session	June 25
"A" Session ends/finals	June 26
Last day to register for a "B" Session class	June 26
"A" Session grades	Due by noon.....June 30
"B" Session begins (Limited change of schedule available through July 1).....	June 30
Last day for 100% credit for "B" Session (No financial credit is available after this date)	July 2
Last day to drop a "B" Session course and not appear on transcript	July 2
INDEPENDENCE DAY HOLIDAY.....	College closedJuly 3
No show process for "B" Session.....	July 8
Last day to drop a Full Session class	July 17
Last day to drop a "B" Session class	July 17
Last day to withdraw from "B" and Full Sessions.....	July 23
"B" and Full Sessions end/finals	July 24
Summer grades	Due by noon.....July 28
Rental textbook return for Summer	July 28

ABOUT US

The College

Three Rivers College is one of 12 public, two-year institutions established under the Missouri Junior College Act of 1961. The College serves a 14-county area of nearly 10,000 square miles that encompasses the Southeast Missouri counties of Bollinger, Butler, Carter, Dunklin, Howell, Mississippi, New Madrid, Oregon, Pemiscot, Reynolds, Ripley, Scott, Stoddard, and Wayne.

The College taxing district is comprised of the following school districts: Poplar Bluff R-I, Neelyville R-IV, and Twin Rivers R-X in Butler County; Van Buren R-I and East Carter County R-II in Carter County; Doniphan R-I, Naylor R-II, Ripley County R-III, and Ripley County R-IV in Ripley County; and Clearwater R-I and Greenville R-II in Wayne County.

College History

Three Rivers College was founded April 5, 1966, when citizens of the Southeast Missouri counties of Butler, Carter, Ripley, and Wayne voted into existence the College District. The College opened storefront facilities in downtown Poplar Bluff, Missouri, with 138 students in the summer of 1967. Today, Three Rivers enrolls thousands of students at locations throughout Southeast Missouri, including an 80-acre campus and workforce training lab in Poplar Bluff; full-service locations in Dexter, Kennett, and Sikeston; as well as many other locations, including Doniphan, Fairdealing, Piedmont, Portageville, and Van Buren. Programs include college transfer, career-technical, transitional, and continuing education.

Vision Statement

Three Rivers College will be the preeminent, cutting-edge community of learners with a student-first focus, and will operate as a vibrant, dynamic catalyst for the creation of opportunities that foster learning and student success.

Mission Statement

Three Rivers College inspires, prepares, and empowers students to succeed through open access to high-quality learning opportunities that meet the needs of the communities we serve.

Commitments that inform the mission:

- Open access to educational programs to prepare students for transfer to a four-year baccalaureate institution, as well as programs of career and technical education to prepare students for entry or advancement in the global workforce.
- Comprehensive academic services, learning resources, basic skills development, and educational opportunities for students of diverse cultural, socioeconomic, and academic backgrounds.
- Support services and student activities to enhance individual growth and academic potential.
- Collaborative partnerships to develop specialized programs that meet the changing needs of business and industry, government, secondary schools, and other colleges and universities.
- Lifelong learning opportunities for individuals who wish to improve job performance, develop new skills, or pursue personal interests.
- Community services that support and encourage the economic, civic, and cultural vitality of the region.

Go to [College Mission](#) for more information.

Core Values

Commitment to Learning

We provide exemplary learning opportunities and maintain the highest standards through continuous improvement.

Hardworking

We are dedicated to working more diligently, smartly, creatively, and innovatively.

Honesty and Integrity

We honor our commitment to the College mission as we hold ourselves to the highest ethical standards in all operations.

Quality

We take decisive action to shape the future in order to fulfill our commitment to excellence.

Respect

We value the worth of individuals from all backgrounds and treat coworkers and members of the community with courtesy and dignity.

Strategic Plan 2020-2025

The Three Rivers College Strategic Planning Steering Committee developed the following strategic themes of ASPIRE 2025 to guide planning and direct resources to fulfill the mission. The focus areas of the strategic plan are Innovation, Institutional Sustainability, Instructional Excellence and Relevance, and Student Success. The planning process is systematically designed to create a dynamic continuous improvement cycle that aligns annual priorities for planning, allocating appropriate resources based on data-informed decision-making, implementing initiatives, and assessing the effectiveness of those initiatives to annually close the loop. Student success is at the heart of all planning at Three Rivers College. The Board of Trustees adopted the strategic plan by unanimous vote on January 15, 2020.

Theme: **Innovation**

Initiative: The College will continue to expand operational innovation through newly developed products, tools, and processes designed to enhance performance.

- Strategies:
- Adopt the usage of the Strategic Planning Online (SPOL) Assessment Module in support of institutional planning and improvement.
 - Develop the appropriate infrastructure in support of fully online degree programs.
 - Enhance cybersecurity and data security.
 - Ensure appropriate oversight of fully online programming.
 - Fully utilize Office365 to improve operations.
 - Improve student retention processes.
 - Improve student support for online learning.
 - Maintain institutional support for Quality Matters.
 - Provide additional avenues for learning and communication through technology.
 - Upgrade outdated systems.

Theme: **Institutional Sustainability**

Initiative: The College will continue to improve the operational performance of all processes, systems, resource management, and facilities in order to provide the necessary support for students and employees to thrive.

- Strategies:
- Actualize data-informed decision-making within all planning and budgeting practices.
 - Continue to improve community image and relationships.
 - Coordinate student recruitment efforts that shall include employees across the College.
 - Develop a plan to address future personnel needs.
 - Ensure appropriate employee staffing.
 - Expand the capacity to seek and manage relevant external funding sources and grant projects.
 - Increase employee knowledge and skills.
 - Institutionalize a positive student-focused culture.
 - Maintain compliance with all local, state, federal, and accreditation agencies while remaining transparent to all stakeholders.
 - Respond to change in anticipation of the developing needs of our community.
 - Systematically work to ensure an online presence that is consistent, accurate, current, and student focused.
 - Upgrade outdated facilities.

Theme: **Instructional Excellence and Relevance**

Initiative: The College will deliver instructional excellence throughout the curriculum with timely and relevant content for improved student learning and success.

- Strategies:
- Build an inclusive environment in support of all adjunct instructors.
 - Design initiatives to ensure that students are competent in the technology needed to succeed in the curriculum.
 - Develop a student-focused culture to celebrate students' academic goals and achievements.
 - Enhance the academic assessment process through technology tools and innovation.
 - Ensure career programming that is relevant, viable, and provides skills for meaningful employment.
 - Ensure relevant academic programming that aligns with the needs and desires of our community.

- Improve student learning through maturing the use of student outcomes data.
- Maintain a high-quality online learning environment.
- Promote quality instruction in all learning modalities.
- Provide timely feedback to students.

Theme: **Student Success**

Initiative: The College will enhance the experience of every student by reducing barriers and creating an individual path to personal and academic success.

- Strategies:
- Align academic advising with university transfer programs for improved transfer rates.
 - Champion a student-focused culture based on the educational goals of each student.
 - Design a course scheduling process that ensures classes are available when students need them for on-time completion.
 - Ensure technological and computing literacy skills for all students.
 - Improve the individualized student experience for every student.
 - Mature the comprehensive advising process.

Accreditation

Three Rivers College is accredited by the Higher Learning Commission (<https://www.hlcommission.org/>), located at 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604, 800-621-7440 and the Missouri Department of Higher Education (dhe.mo.gov).

Three Rivers College has received approval and/or accreditation to offer the following programs (trcc.edu/about/accreditation/):

- Education: Pre-professional teacher education programs are approved by the Missouri State Board of Education.
- Medical Laboratory Technician: The Medical Laboratory Technician program is accredited under the Missouri Health Professions Consortium MLT Program by the National Accrediting Agency for Clinical Laboratory Sciences.
- Nursing: Nursing (AAS) program is accredited by the [Accreditation Commission on Education in Nursing \(ACEN\)](http://Accreditation Commission on Education in Nursing (ACEN)) and fully approved by the Missouri State Board of Nursing.
- Occupational Therapy Assistant: The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational

Therapy Association (AOTA). This program is accredited under the Missouri Health Consortium.

- Paramedic: The Three Rivers College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professionals. Three Rivers College is recognized by the Missouri Department of Health and Senior Services, Bureau of Emergency Medical Services as an accredited EMS training entity.
- Practical Nursing: The Practical Nursing program is fully approved by the Missouri State Board of Nursing.

Distance Learning

As a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA), Three Rivers College is authorized to offer its online courses and degrees to students residing in other State Authorization Reciprocity Agreements ([SARA](http://SARA participating states)) participating states. SARA has no effect upon professional licensing requirements.

Go to trcc.edu/about/policies-and-regulations/ for more information.

ADMISSIONS

Three Rivers College is an open admission institution and accepts any person with a high school diploma or equivalent.

Equal Opportunity

All persons who meet the general admission requirements will be treated in identical fashion regardless of race, color, gender, sexual orientation, religion, age, disability, or national origin. This right also applies to participation on an equal basis in respect to all the curricular or non-curricular activities of the College.

Go to [Equal Opportunity](#) for more information.

Steps to Be Admitted

1. Submit a completed application found on the College website at trcc.edu/apply/.
2. Submit official high school transcript(s) or GED/HiSET test results.
3. Submit official transcripts from all colleges attended.
4. Submit ACT or SAT placement scores or go through the placement process. Register at trcc.edu/academics/testing-services.
5. To register for classes, contact the Welcome Center at 573-840-9605 or the location nearest you.

Denial of Access

You may be denied admission or continued attendance if it reasonably appears that you will not benefit from the curriculum offerings of the College, or would, create a threat or potential danger to the college community, or if such denial is considered to be in the best interest of the College. Denial of access decisions may be appealed. Contact the Dean of Student Services at 573-840-9669 for more information concerning appeals.

International Student

If you are a non-immigrant international student seeking I-20 admission, the following items are required in addition to the regular admission requirements (An international student checklist may be obtained in the Advising Center):

1. Be eligible for an F-1 visa.
2. Submit Affidavit of Support.
3. Proof of English proficiency through one of the following:
 - Submit acceptable results of the TOEFL (Test of English as a Foreign Language) to establish proficiency in the English language. A TOEFL test score of at least 500 on the paper-based test or 61 on the internet-based test is considered acceptable. Further information regarding

international students can be obtained from the Advising Center.

- IELTS (International English Language Testing System) minimum band score of 6
 - ACT English minimum score of 18
 - A diploma from a secondary institution in an English-speaking country (United States, Canada, England, Republic of Ireland, Australia, or New Zealand) with a minimum of two years of successful full-time study with English as the medium of instruction.
4. Submit Admissions Application.
 5. Proof of International Student insurance.

If you are transferring from another college, you must be in good standing with a grade point average of at least 2.0 at the time of transfer. All international students will be charged out-of-district tuition. Students with valid permanent residence cards will be billed according to residency. Educational records from institutions outside the United States must be evaluated as described in the section on records.

Further information regarding international students can be obtained from the Advising Center at 573-840-9666.

Three Rivers College will not knowingly admit any aliens unlawfully present in the United States. Proof of legal residency may be required at the time of application.

Noncitizen Students

Noncitizens will be expected to pass an English proficiency exam prior to acceptance. Noncitizens who reside in the United States and are authorized by the Federal Government to work in the USA are not subject to the admission requirements of an F1 International Student.

Foreign High Schools

Students attending high school outside the U.S. must submit official records such as transcripts, diplomas, and/or standardized exam results equivalent to a U.S. high school diploma. High school records not issued in English must be accompanied by an official English translation.

Home Schools, Non-Accredited High Schools, or Non-Accredited Correspondence Schools

If you attended a home school, non-accredited, or correspondence high school, you may attend if you are at least 16 years old, submit transcripts verifying completion of an academic program, and submit ACT scores, or contact the Welcome Center at 573-840-9605 to begin the placement process.

Limited Enrollment Programs

Behavioral Health Support, Nursing, Practical Nursing, Paramedic, Occupational Therapy Assistant, Surgery Technology, and Medical Laboratory Technology Programs are limited in enrollment. Additional information and program applications for Nursing and Allied Health Programs are found on the College website: trcc.edu/apply/.

Courses

You may enroll in courses only when prerequisites for the courses are met and provided space is available. Prerequisites are noted in the Course Description section of this catalog and on myTRCC Self-Service.

Honors Program

The Three Rivers College Honors Program offers enhanced and advanced study to those students who show exceptional

academic achievement and motivation. The purpose of honors classes is to provide an innovative, creative approach to learning in an atmosphere conducive to meeting the challenge to higher levels of academic excellence.

The Honors Program seeks to bring together students with diverse academic and social interests to foster the exchange of ideas within the associate degree experience, while providing appropriate scholastic challenges as they pursue intellectual self-awareness. Honors courses are designed to promote intellectual curiosity, motivate students, and offer greater depth and more intensity.

For more information about the Honors Program or to inquire about membership, contact the Office of the Chief Academic Officer at chiefacadofficer@trcc.edu or at 573-840-9689.

Dual Credit/Dual Enrollment

Admission may be granted to students attending accredited high schools, who qualify. Students who complete Dual Credit courses are awarded both high school and college credit. Students who complete Dual Enrollment courses receive only College credit. Students interested in this option should check with their high school counselor and the Dual Credit Coordinator at 573-840-9619.

Course Placement

There are multiple ways course placement is determined at Three Rivers College. TRC uses the highest course placement for each subject area from the following items.

Placement by Test Scores If a student has taken the ACT, SAT, Accuplacer, GED, or HiSET within the last five years, consult the [Placement by Test Scores](#) table to view the appropriate course placement in Three Rivers College courses. If a student has test scores older than five years, contact the Welcome Center at 573-840-9605 to talk with an advisor about appropriate course placement.

Placement by Prior College Coursework Students may be placed in Three Rivers College courses by successful completion of college-level courses including dual credit courses with a C or better. Students should submit a college transcript for evaluation.

Placement by High School Courses If test scores are not available, students may be placed using the high school grade point average (GPA) on a 4.0 scale and high school course grades. The student's high school transcript will be used to determine appropriate course placement in Three Rivers College courses. Consult the [Placement by High School Courses and EOC](#) table to view the high school GPA and high school course grades used for the appropriate course placement. Students should submit a high school transcript for evaluation.

Placement by End-of-Course (EOC) Assessments If the student has not completed the appropriate course with the required grade, the student may be placed using the high school grade point average (GPA) on a 4.0 scale and high school End-of-Course assessment scores. The student's high school transcript will be used to determine appropriate course placement in Three Rivers College courses. Consult the [Placement by High School Courses and EOC](#) table to view the high school GPA and high school EOC scores used for the appropriate course placement. Students should submit a high school transcript for evaluation.

Definitions of the four EOC performance levels from Missouri Department of Elementary and Secondary Education are below.

- **Advanced** The student demonstrates advanced proficiency in the knowledge and skills necessary at this course, and a thorough command of the skills and processes as specified in content expectations.
- **Proficient** The student demonstrates proficiency in the knowledge and skills necessary at this course, and an adept command of the skills and processes as specified in content expectations.

- **Basic** The student demonstrates partial proficiency in the knowledge and skills necessary at this course, and a partial or uneven command of the skills and processes as specified in content expectations.
- **Below Basic** The student does not yet demonstrate proficiency in the knowledge and skills necessary at this course, and a minimal command of the skills and processes as specified in content expectations.

Placement by Test Scores

READING							
Course #	Course Title	ACT	SAT	ACCUPLACER		GED	HiSET
		Reading	(Evidence Based Reading/Writing)	Reading		Reading	LA Reading
READ-01	Transitional College Reading I	14 or below	280 to 429	200 to 230		144 or below	0 to 11
READ-02	Transitional College Reading II	15 to 17	430 to 489	231 to 240		145 to 164	12 to 14
ENGL-111	College Writing *	18 or above	490 or above	241-300		165 or above	15 or above
WRITING							
Course #	Course Title	ACT	SAT	ACCUPLACER		GED	HiSET
		English	(Evidence Based Reading/Writing)	Writing		English	LA Writing
ENGL-02	Transitional College Writing	15 or below	280 to 429	3 or below		144 or below	0 to 11
ENGL-08	Advanced Transitional Writing	16 to 17	430 to 489	4		145 to 164	12 to 14
ENGL-111	College Writing *	18 or above	490 or above	5-8		165 or above	15 or above
MATH							
Course #	Course Title	ACT	SAT	ACCUPLACER	ACCUPLACER	GED	HiSET
		Math	Math	QAS	AAF	Math	Mathematics
MATH-02	Transitional Math	17 or below	260 to 489	249 or below		144 or below	0 to 11
MATH-153	Intermediate Algebra	18 to 21	490 to 539	250 to 275		145 to 164	12 to 14
MATH-161	Mathematical Reasoning & Modeling	18 or above	490 or above	250 or above		145 or above	12 or above
MATH-162	Math for the Elementary Teacher	18 or above	490 or above	250 or above		145 or above	12 or above
MATH-163	College Algebra for Calculus	22 or above	540 or above	276 or above		165 or above	15+
MATH-164	Trigonometry	26 or above	610 or above		263 to 275	175 or above	NA
MATH-171	Calculus I	28 or above	660 or above		276 or above	175 or above	NA

KEY

*Student must score into ENGL-111 with Reading AND Writing Scores before registering for ENGL-111.

Placement by High School Courses and EOC

READING					
Course #	Course Title	High School GPA** (4.0 scale)		High School Course Grade	End-of-Course (EOC) Assessment Score
READ-01	Transitional College Reading I	1.9 or lower	and	Student will be placed by GPA and EOC	ENGLI2 - Below Basic
READ-02	Transitional College Reading II	2.0 - 2.9	and	Student will be placed by GPA and EOC	ENGLI2 - Basic
ENGL-111	College Writing*	3.0 or higher	and	English II/Language Arts II - C or higher	or ENGLI2 - Proficient or Advanced
WRITING					
Course #	Course Title	High School GPA** (4.0 scale)		High School Course Grade	End-of-Course (EOC) Assessment Score
ENGL-02	Transitional College Writing	2.9 or lower	and	English II/Language Arts II - D or lower	or ENGLI2 - Basic or Below Basic
ENGL-08	Advanced Transitional Writing	3.0 or higher	and	English II/Language Arts II - C	or ENGLI2 - Basic
ENGL-111	College Writing*	3.0 or higher	and	English II/Language Arts II - B or higher	or ENGLI2 - Proficient or Advanced
MATH					
Course #	Course Title	High School GPA** (4.0 scale)		High School Course Grade	End-of-Course (EOC) Assessment Score
MATH-02	Transitional Math	2.9 or lower	and	Algebra II - D or lower/or lower course	or ALGEB2 - Below Basic
MATH-153	Intermediate Algebra	3.0 or higher	and	Algebra II - C or higher	or ALGEB2 - Basic
MATH-161	Mathematical Reasoning & Modeling	3.0 or higher	and	Algebra II - C or higher	or ALGEB2 - Basic
MATH-162	Math for the Elementary Teacher	3.0 or higher	and	Algebra II - C or higher	or ALGEB2 - Basic
MATH-163	College Algebra for Calculus	3.0 or higher	and	Algebra II - B or higher	or ALGEB2 - Proficient or Advanced
MATH-164	Trigonometry	3.0 or higher	and	Trigonometry - B or higher	N/A
MATH-171	Calculus I	3.5 or higher	and	Calculus - B or higher	N/A

* Student must score into ENGL-111 with Reading and Writing scores before registering for ENGL-111.

** GPA is cumulative

STUDENT CLASSIFICATIONS

Students are classified as follows:

Full-Time Student

You are a full-time student if you are enrolled in 12 or more credits.

Part-Time Student

You are a part-time student if you are enrolled in less than 12 credits.

Curricular Student

You are a curricular student if you are seeking a degree or certificate.

Non-Curricular Student

You are a non-curricular student if you are not seeking a degree or certificate.

Freshmen have fewer than 30 semester hours of credit.

Sophomores have earned 30 or more semester hours of credit.

Transfer Student

You are a transfer student if you have attended another post-secondary institution before enrolling at TRC.

Continuing Student

You are a continuing student when you have not had a break in enrollment (excluding summer session) at TRC.

Returning Student

You are a returning student if you previously earned at least one hour of credit at TRC. If you have not been enrolled at TRC for a semester or more (excluding summer session), you may reactivate your files by updating your admission information. If you have attended another accredited institution since leaving TRC, you must submit official transcripts.

Concurrently Enrolled Student

You are a concurrently enrolled student if you are enrolled at TRC and another college during the same semester.

Unclassified Student

If you have an advanced degree, you may register for Three Rivers' classes and will be unclassified. Three Rivers graduates enrolling in transfer courses will be unclassified students.

See [SR2210 Admission Requirements](#) for more information.

REGISTRATION

Steps to Register

- Complete the Application for Admission using the online form on our website at trcc.edu/apply/.
- Complete Identity Verification process.
- Complete your Free Application for Federal Student Aid (FAFSA).
- Register to take the Accuplacer Placement exam test or submit placement scores from ACT, SAT, GED, or HiSET that are less than 5 years old.
- Submit high school and previous college transcripts for multiple measure review. Please see Course Placement for multiple measure options.
- Visit with an advisor to:
 - Review requirements in the College catalog and read course descriptions.
 - Determine if a prerequisite or corequisite is necessary. See course description in the College catalog.
 - Discuss academic plans and select courses.
 - Plan a tentative schedule that considers work and family obligations.
 - Have your advisor approve your schedule.
- Register for courses.
 - To register online, visit trcc.edu and click *myTRCC Self-Service* to create a schedule, choose class times and locations, register, and pay for classes. If you are a new student, you will work with a general advisor.
- Consider your payment options. Once you are registered for courses, a bill is generated. If you do not secure payment in the form of financial aid or scholarship prior to classes starting, you will be required to pay for the tuition, books, fees, etc. on your own. Please see [Fees and Charges](#) for payment options. For more information go to trcc.edu/pay-for-college/financial-aid/.

Last Day to Register for Classes

The last day to register for classes can be found on the academic calendar on the website and in this catalog. After the last day to register, you may only make limited schedule changes during the first week of classes with instructor permission. You will need to contact your advisor for schedule changes.

Course Schedule

The course schedule is located on Three Rivers' website at trcc.edu/admissions/academic-advising/registration/; go to

"Search for Classes." No username or password is required to view the schedule.

How to Access *myTRCC* – The Student Self-Service Website

The *myTRCC* student portal provides you with easy access to various Three Rivers' systems. Within *myTRCC*, you can navigate to Self-Service. There, you can conveniently search the course catalog, register and pay for classes, view your transfer summary, track your program progress, access your schedule, grades, unofficial transcript, advisor, financial aid, account information, and various documents and forms.

The *myTRCC* and Self-Service systems operate in an encrypted and secure environment. You must use your TRCC email username and password to access your personal information. It is important to not share your password with anyone. It is recommended you create a long password that you do not use elsewhere on the internet. *myTRCC* is accessed on the homepage of the website at trcc.edu. Go to trcc.edu/login-assistance for login assistance.

New Students

New Three Rivers students must verify their identity in person on the Poplar Bluff campus, at one of the College's external locations, or virtually. New Three Rivers students gain access to [myTRCC and email](#) after you have completed the identity verification process. Students must enroll in GNST 100 New Student Orientation (1 credit hour) and ACAD 101 Academic Life Strategies (3 credit hours) during their first semester.

Current and Returning Students

You MUST meet with your advisor to select the correct courses that apply to your degree plan. An advisor will assist you in planning courses to be taken in current and future semesters. Once your courses are approved, you may register through your *myTRCC* Self-Service account.

Auditing a Course

Auditing a course is when you wish to enroll in a course to learn the material but not earn credit. You must have permission from the instructor to audit a course. If you are auditing a course, you will not be required to take examinations but will be expected to attend and participate in the learning process of the course. You may not change from an audit status to a credit status or a credit status to an audit status after the 100% credit date. Auditing is only permitted if there is a sufficient number of students taking the class for credit and seats available in the classroom.

Dropping a Course

Talk to your instructor, advisor and the Office of Financial Aid before making the decision to drop a course.

A course may be dropped at any time prior to the date published in the academic calendar, which is the 75% date of the course. After this date you cannot drop a single course, but you may withdraw from all courses, unless granted permission for a late drop by the Chief Academic Officer.

Courses dropped during the 100% credit period will not be recorded on your transcript. Courses dropped after the 100% credit date will be recorded on your transcript with a “W” grade.

A course is dropped by completing a Withdrawal/Drop form at the Welcome Center, any external location, or on *myTRCC* Self-Service. Failure to complete the proper procedure for dropping a class may result in a grade of “F” for the course.

- You will receive a 100% credit of tuition and fees if you drop a class prior to the last day of the 100% credit period. No credits or refunds will be made after the published deadline. Specific dates can be found on the College website at trcc.edu/pay-for-college/student-accounts/.
- Specific deadlines for dropping courses are provided in the full academic calendar found on the College website at trcc.edu/academics/academic-calendar/.
- All rental textbooks must be returned at the time you drop a course(s).
- You are responsible for paying all remaining unpaid charges including tuition, fees, College Store charges, and housing balances.

Withdrawal from College

A withdrawal from college is when you drop all courses taken during a semester. You are strongly encouraged to speak with your advisor and the Office of Financial Aid prior to withdrawing from the College. You may withdraw from the College up to and including the last day of class.

Prior to the last date to drop a course, you can withdraw online through *myTRCC* Self-Service. After this date, you must contact the Welcome Center to withdraw.

- You will receive a 100% credit of tuition and fees if you withdraw from college prior to the last day of the 100% credit period. No credits or refunds will be made after the published deadline. Specific dates can be found on the College website at trcc.edu/pay-for-college/student-accounts/.
- Specific deadlines for withdrawing are provided in the full academic calendar found on the College website at trcc.edu/academics/academic-calendar/.
- All rental textbooks must be returned at the time you withdraw from the College.
- You are responsible for paying all remaining unpaid charges including tuition, fees, College Store charges, and housing balances.

Go to [Withdrawal Procedures](#) for more information.

Class Attendance

To be successful, you must attend class as scheduled. If for some reason you are unable to attend class, it is your responsibility to notify your instructor and arrange to make up missed work, if allowed. Being absent from class can reduce your final course grade and result in your removal from the course.

Go to [Classroom Attendance](#) for more information.

Alternative College Credit

Alternative college credit may be obtained through the use of standardized tests, Credit for Prior Learning, and specific articulation agreements between the College and area high schools. A maximum total of 30 credit hours of alternative credit may be used toward completion requirements: up to 50% of a program.

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) provides an opportunity to demonstrate acquired knowledge equivalent to college-level courses. A score at the 50th percentile or higher is required to receive credit for a CLEP subject examination. Students seeking information about the CLEP examinations may contact Three Rivers Welcome Center at 573-840-9605. Scores will be submitted to the Office of the Registrar.

CLEP Subject Examinations	Three Rivers Course Equivalent	Hours
American Government**	GOVT 120: National Government	3
American Literature	ENGL 241/242: American Literature to & since 1870	6
Biology	BIOL 101: General Biology	4
Calculus	MATH 171: Analytical Geometry & Calculus I	5
Chemistry*	CHEM 121: General Chemistry I	4
College Algebra	MATH 163: College Algebra for Calculus	3
College Composition	ENGL 111: College Writing	3
College Mathematics	MATH 161: Mathematical Reasoning and Modeling	3
English Literature	ENGL 231/232: English Lit to & since 1798	6
Financial Accounting	ACCT 211: Principles of Accounting I	3
History of the United States I: Early Colonization to 1877	HIST 111: American History to 1877	3
History of the United States II: 1865 to Present	HIST 112: American History since 1877	3
Introductory Business Law	BLAW 221: Legal & Ethical Environment of Business	3
Introductory Psychology	PSYC 111: General Psychology	3
Introductory Sociology	SOCI 111: General Sociology	3
Pre-Calculus	MATH 164: Trigonometry	3
Principles of Macroeconomics	ECON 211: Principles of Macroeconomics	3
Principles of Management	BUAD 120: Introduction to Business	3
Principles of Marketing	MKTG 115: Principles of Marketing	3
Principles of Microeconomics	ECON 212: Principles of Microeconomics	3
Spanish Language: Level 1	SPAN 101/102: Elementary Spanish I & II	6
Western Civilization I: Ancient Near East to 1648	HIST 121: World Civ. to the Renaissance	3
Western Civilization II: 1648 to Present	HIST 122: World Civ. since the Renaissance	3

* not available to nursing students
 **Students must take GOVT 220 Missouri Government

Advanced Placement (AP) Credit

High school graduates participating in the College Board Advanced Placement Program and passing the final examination with a score of 3 or higher may receive credit for those subjects. For additional information, contact the Office of the Registrar at 573-840-9665.

Advanced Placement Course	Minimum Score Required	Three Rivers Course Equivalent	Hours
Art History	3	ARTS 123: History and Appreciation of Art	3
Biology	3	BIOL 101: General Biology	4
Calculus AB	3	MATH 171: Analytic Geometry & Calculus I	5
Calculus BC	3	MATH 271: Analytic Geometry & Calculus II	5
Chemistry	3	CHEM 121: General Chemistry I	4
English Language and Composition	3	ENGL 111: College Writing	3
English Literature and Composition	3	ENGL 112: Advanced College Writing	3
Psychology	3	PSYC 111: General Psychology	3
United States Government and Politics	3	GOVT 121: National and State Government	3
United States History	3	HIST 111: American History to 1877	3
World History	3	HIST 121: World Civilization to the Renaissance	3

AP tests received, but not shown in the table, will be evaluated on a case-by-case basis by faculty knowledgeable in the specific course to determine if an AP score of 4 or 5 warrants granting additional credits/or courses to the student.

Credit for Prior Learning

Credit is awarded on a case-by-case basis, depending on the student's potential for Credit for Prior Learning (CPL) and the alignment with the intended major. To be approved for CPL, you must be enrolled and have completed a minimum of 1 credit hour that is transcribed to your student record. Please review the Guide for Alternative Credit, available on the College website for additional information or details at <https://trcc.edu/wp-content/uploads/IR6111.pdf>.

For any Credit for Prior Learning questions contact the Office of Career Services at 573-840-9655.

Military Experience Evaluation

Current and former members of the U.S. Armed Forces, U.S. Reserves, and National Guard who have successfully completed basic training may be granted two hours of college credit for physical education. Veterans need to request an official military transcript be sent to TRC through the joint services transcript service at <https://jst.doded.mil/jst/> or The Community College at the Air Force (for Air Force only) at www.airuniversity.af.mil. Military training/education will be evaluated for possible credit from the joint services transcript.

To have training/experience evaluated for Credit for Prior Learning you must complete the application for Alternative College Credit and submit to Career Services.

Credit Transfer from Other Colleges

Three Rivers awards college credit for college-level courses completed at colleges and universities accredited by the following accrediting agencies: Middle States Commission on Higher Education, New England Association of Schools and Colleges, Higher Learning Commission, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges, and Council on Occupational Education. Credit earned at other institutions will be evaluated on a case-by-case basis.

If you have completed college/university coursework at an institution outside of the U.S., you must have your transcripts/diplomas evaluated by members of NACES (www.naces.org), or other professional credential evaluation companies. You should obtain "course by course" evaluations. You are responsible for paying any fees associated with the credential evaluation process. If you are coming from a foreign institution accredited by a U.S. regional accreditor, you do not need to have your credentials evaluated.

Similar transfer courses are equated to TRC courses. Non-equivalent transfer courses may be counted as electives. You must request that an official transcript from each institution attended be sent directly to the TRC Office of the Registrar. Only official transcripts will be evaluated. You should provide all credentials for evaluation at least two weeks before registering to guarantee transfer credits will be evaluated before selecting classes.

Official transcripts can be received in the following ways:

- Electronically through the National Student Clearinghouse, Parchment, or other verifiable E-script service

- Unopened envelope mailed or hand delivered to the Office of the Registrar

*Three Rivers College
Office of the Registrar
2080 Three Rivers Blvd.
Poplar Bluff, MO 63901*

Only courses that will count toward a degree at TRC will be transcribed. All courses transferred to TRC will calculate in the cumulative GPA. Repeated courses from an incoming transcript will be treated the same way as repeated courses taken at Three Rivers College with regard to GPA calculations. Students may view their transcripts from other institutions but may not obtain a hard copy once they are submitted to TRC to become part of the permanent record.

Three Rivers College adheres to the guidelines set forth in the Credit Transfer Guideline for Student Transfer and Articulation among Missouri Colleges and Universities, approved by Missouri Coordinating Board for Higher Education. Under these guidelines, students who transfer from Missouri public colleges and universities and Missouri private institutions adhering to these guidelines will be considered as having met the Three Rivers College general education requirements if they complete the Missouri CORE 42 block of general education.

Questions regarding transfer of credit policy, regulations, and procedures should be directed to the Office of the Registrar at 573-840-9665.

Go to trcc.edu/about/policies-and-regulations/ for more information.

COST AND FINANCIAL ASSISTANCE

Many types of federal and state institutional financial aid programs are available to help you pay for college. The Office of Financial Aid can be contacted at 573-840-9606 or financialaid@trcc.edu and is located on the 1st floor of the Westover Administrative Building, room 103.

Financial Aid

To be considered for financial assistance, most students must first submit a Free Application for Federal Student Aid (FAFSA) each award year. To complete the FAFSA, follow the steps below:

1. Apply for FSA ID at www.studentaid.gov/. (Student & parents/contributors)
2. Complete the Free Application for Federal Student Aid (FAFSA) www.studentaid.gov/h/apply-for-aid/afsa. Remember no fee is charged to apply.
3. Make sure to select the correct FAFSA year. Summer semester at Three Rivers College is treated as a trailer semester to the academic year. Students starting in summer will need to submit a FAFSA for the current year, as well as the next year.
4. Be sure to add Three Rivers College school code **004713**.
5. Please contact the Office of Financial Aid or external locations for assistance with completion of the FAFSA, or visit trcc.edu/pay-for-college/financial-aid/.

Financial Assistance Programs

- **Grants** – awarded based on financial need and generally do not have to be repaid as long as you remain in school and complete the semester satisfactorily.
- **Federal Work-Study** – earn money working part-time-awarded based on financial need and does not have to be repaid.
- **Loans** – must be repaid with interest.
- **State Aid** – awarded based on financial need or merit and generally does not have to be repaid as long as you remain in classes and satisfactorily complete the semester.
- **Scholarships** – awarded based on financial need, merit, or as a selective process and generally do not have to be repaid as long as you remain in school and complete the semester satisfactorily.
- **Veterans Benefits** – eligibility is determined by the U.S. Department of Veterans Administration (DVA) and generally do not have to be repaid as long as you remain in school and complete the semester satisfactorily.

- **Vocational Rehabilitation** – eligibility is determined by Vocational Rehabilitation and generally does not have to be repaid if courses are completed satisfactorily.
- **Outsourced Agencies** – eligibility is determined by agency and generally do not have to be repaid.

Go to trcc.edu/about/policies-and-regulations/ for more information.

Federal Pell Grants

Federal Pell Grants are normally awarded if you have demonstrated financial need and have not earned a bachelor's or professional degree. The U.S. Department of Education determines eligibility by reviewing the FAFSA information, which produces a Student Aid Index (SAI) as calculated through the FAFSA Submission Summary (FSS).

The Pell Grant amount you receive is based on your financial need, the cost of attendance, whether you are attending full-time or part-time, and whether you attend school for a full academic year or less. You may not receive Pell Grant funds from more than one school at the same time. Your Lifetime Pell Limit is restricted to 600 percent (for example 12 semesters of full-time attendance) at all colleges. For more information on Pell Grants, visit the Federal Student Aid Website, www.studentaid.gov/understand-aid/types/grants/pell or visit trcc.edu/pay-for-college/financial-aid/.

Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOG grants are normally awarded to students with the greatest need. Due to limited funding, not every eligible student will receive FSEOG. The annual award typically ranges from \$200-\$600 at Three Rivers.

For more information on FSEOG grants, visit the Federal Student Aid Website, www.studentaid.gov/understand-aid/types/grants/fseog.

Federal Work-Study Program (FWS)

The Federal Work-Study (FWS) Program provides part-time employment for qualified students and financial need is calculated through the FAFSA. Due to limited funding, not every eligible student can participate in the work-study program. College work-study award amounts vary based on student eligibility and the work assignment. Federal Work-Study participants are paid on a biweekly basis. To be eligible for work-study employment, a student must have financial

need, be enrolled in the current semester, and making satisfactory academic progress.

Additional information regarding the Federal Work-Study program can be found at <https://studentaid.gov/understand-aid/types/work-study>

Go to <https://trcc.edu/pay-for-college/work-study/> for more information.

Loans

Three Rivers College is approved to participate in the Federal Direct Student Loan program which includes Federal Subsidized Student Loans, Federal Unsubsidized Student Loans, and Federal Parent Plus Loans. **Student loans must be repaid.** For additional information on student loans, contact the Office of Financial Aid or go to <trcc.edu/pay-for-college/loans/> for instructions on how to apply. Go to <www.studentaid.gov/understand-aid/types/loans> for additional information. Information regarding repayment is available at <www.studentaid.gov/manage-loans/repayment>. FAFSA submission is required.

Missouri A+ Scholarship

You are eligible to use the A+ Scholarship Program to cover the cost of tuition and common fees for eligible classes if you successfully complete Missouri's A+ Schools Program. The A+ award is reduced by the amount of available non-loan, federal financial assistance, such as the federal Pell Grant. FAFSA submission is required for the correct award year.

Go to <http://dhe.mo.gov/ppc/grants/aplusscholarship.php> or <trcc.edu/pay-for-college/financial-aid/> for additional information.

Access Missouri

Access Missouri is a need-based program for Missouri residents. Eligibility is determined through the Free Application for Federal Student Aid (FAFSA). Award amounts are determined by the State of Missouri. The Access Missouri Award will be reduced by the amount of A+ funding received. Go to <http://dhe.mo.gov/ppc/grants/accessmo.php> for additional information.

Fast Track

The Fast Track Workforce Incentive Grant addresses workforce needs by helping adults pursue a certificate, degree, or industry-recognized credential in an area designated as high need. For more information, please visit

https://dhewd.mo.gov/initiatives/fasttrackgrant_for_students.php

FAFSA submission is required for Title IV approved programs.

Bright Flight

Missouri Bright Flight is a merit-based program that encourages top-ranked high school seniors to attend approved Missouri post-secondary schools. Go to <http://dhe.mo.gov/ppc/grants/brightflight.php> for current information and criteria.

For information on other state grants and scholarships go to <http://dhe.mo.gov/ppc/grants>.

Scholarships

You will be considered for eligible scholarships as part of the admissions process and automatically matched with some scholarships. Emails will be sent if additional information is requested to select final recipients.

Go to <trcc.edu/pay-for-college/scholarships/> for more information.

Institutional Scholarships

Institutional scholarships are offered based on academic, service, and performance. Specific eligibility criteria and enrollment stipulations may apply based on the scholarship award.

For more information on scholarships, contact the Office of Financial Aid or go to <trcc.edu/pay-for-college/scholarships/>.

Private/Endowment Scholarships

Private/Endowment Scholarships are awarded based on the criteria established by the donor. Scholarship information is available through the Office of Financial Aid or the Three Rivers College website, <trcc.edu/pay-for-college/scholarships/>.

Veterans Information and Services

The Office of Financial Aid is responsible to certify all veterans benefits and provide services to students who are eligible to receive education assistance as administered through the U.S. Department of Veterans Affairs (DVA). Veterans, dependents, and spouses of veterans or members of the National Guard should contact the Office of Financial Aid to initiate their educational benefits, as well as federal and state tuition assistance. Monthly benefit rates are set by Congress, the Department of Defense and the DVA and vary according to the student's benefits categories and enrollment. If using tuition assistance, you will need to apply and get approval from your ESO prior to enrollment.

VA Educational Benefits recipients are required to meet the same standard of progress as all students. In addition, veterans and their dependents are required to:

- Declare an approved educational program of study.

- Submit all high school transcripts, previous college transcripts, and military transcripts to the Office of the Registrar.
- Veterans and members of the National Guard should present a copy of their DD-214 (member 4 copies) or NOBE.
- Submit a Veterans Registration Form each semester.
- Notify the Office of Financial Aid of any changes to enrollment or program of study.

For residency status information for active military, veterans, and their spouse or widows/widowers and any children, please visit trcc.edu/wp-content/uploads/SP2215.pdf.

Go to www.benefits.va.gov/gibill/index.asp or trcc.edu/pay-for-college/veteran-benefits/ for additional information.

Vocational Rehabilitation

In cooperation with the Division of Vocational Rehabilitation of the State Department of Education, Three Rivers provides educational experiences that assist individuals who have disabilities in living and working in a contemporary society. Counseling and academic support services are provided to vocational rehabilitation students while at Three Rivers.

Go to www.dese.mo.gov/adult-learning-rehabilitation-services/vocational-rehabilitation for additional information.

Outsourced Agency Services

The Trade Adjustment Allowance Program (TAA) benefits individuals laid off or who had hours reduced because their employer was adversely affected by increased imports from other countries.

The Workforce Innovation Opportunity Act (WIOA) is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

There are three types of WIOA students:

- **Dislocated Worker:** Individuals 18 years and older who have lost their employment due to a permanent layoff, plant closure, dismissal, or displacement as a homemaker.
- **Youth:** Individuals ages 14 through 21 who are a member of a household that receives public assistance, or who meet income eligibility criteria and who have a barrier to employment and need additional assistance to complete an educational program or to secure or retain employment.
- **Adults:** Individuals age 18 or older who are members of a household receiving public assistance or who meet income eligibility criteria.

Verification

Students who complete the FAFSA are randomly selected by the U.S. Department of Education (DOE) to complete an audit process called verification. If additional information is needed, the Office of Financial Aid will notify you via your student email account. You can view what additional documents are needed through your *myTRCC* Self-Service account.

For additional information go to trcc.edu/pay-for-college/fafsa/fafsa-verification/.

Financial Aid Offer

You can view your financial aid offer through your *myTRCC* Self-Service account. The Office of Financial Aid will consider the financial aid offers accepted unless notified in writing by you.

Maintaining Financial Aid and Enrollment Eligibility

While everyone achieves at different levels, satisfactory academic progress (SAP) is a requirement of continued attendance and financial aid eligibility. Go to [SR 2760 Financial Aid Satisfactory Academic Progress](#) for more information.

<p>To maintain federal satisfactory academic progress (SAP) for financial aid you must:</p> <ul style="list-style-type: none"> • Complete an eligible program in no more than 150% of the published length of the program. • Successfully complete 67% of attempted credit hours. • Maintain the required cumulative grade point average (GPA) listed below based on total hours attempted: <table border="1"> <thead> <tr> <th>Total Hours</th> <th>GPA Required*:</th> </tr> </thead> <tbody> <tr> <td>0 - 15</td> <td>1.50</td> </tr> <tr> <td>16 - 30</td> <td>1.70</td> </tr> <tr> <td>31 - 44</td> <td>1.90</td> </tr> <tr> <td>45+</td> <td>2.00</td> </tr> </tbody> </table> <p><i>*Transitional courses will be computed in GPA, and the credit hours attempted and completed. Courses with an I, CR, NP, and W grade are excluded from GPA.</i></p>	Total Hours	GPA Required*:	0 - 15	1.50	16 - 30	1.70	31 - 44	1.90	45+	2.00	<p>To maintain academic eligibility for academics you must:</p> <ul style="list-style-type: none"> • Maintain the required cumulative grade point average (GPA) listed below based on total hours attempted: <table border="1"> <thead> <tr> <th>Total Hours</th> <th>GPA Required*:</th> </tr> </thead> <tbody> <tr> <td>0 - 15</td> <td>1.50</td> </tr> <tr> <td>16 - 30</td> <td>1.70</td> </tr> <tr> <td>31 - 44</td> <td>1.90</td> </tr> <tr> <td>45+</td> <td>2.00</td> </tr> </tbody> </table> <p><i>*Transitional courses will NOT be calculated in GPA. Credit hours for transitional courses will be calculated in the completed credit hours.</i></p>	Total Hours	GPA Required*:	0 - 15	1.50	16 - 30	1.70	31 - 44	1.90	45+	2.00
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Academic and Financial Aid Warning and Suspension

If you do not meet satisfactory performance, you will be placed on academic and/or financial aid warning. While on warning, you will be expected to attend two meetings with your general advisor to review your educational plan and monitor your progress. You may continue to enroll and receive federal financial aid while on warning status.

Failure to meet satisfactory academic progress while on warning status will result in an Academic and/or Financial Aid

suspension. While on suspension, you are not eligible to enroll and/or receive federal funding. You will be notified of being placed on warning status or suspension via your College student email account.

Academic and Financial Aid Suspension Override Request

You have the right to request an override of your suspension by completing the Suspension Override Request form. Suspension overrides will generally be considered only for extenuating circumstances. Decisions are based on the extenuating circumstances, supporting documentation, and your academic history. Academic and financial aid overrides are a separate process, and the approval of one does not automatically guarantee the approval of the other. If you are granted an academic suspension override and not a financial aid override, you will be allowed to enroll but will have to pay for courses without Title IV funding. If the Financial Aid Suspension Override Request is approved, you will be placed on financial aid probation and continue to receive aid. Failure to meet satisfactory academic progress in any following semester will result in loss of financial aid.

Forms are available at the Welcome Center, any external location, or on the College website at trcc.edu/pay-for-college/academic-progress/.

Academic and Financial Aid Probation

If you are granted an Academic Suspension Override, you will be placed on academic probation and be able to enroll in coursework without sitting out a semester. While on academic probation, you will be expected to meet with a general academic advisor to review your educational plan and monitor your progress. You may be required to reduce your course load, eliminate online course work, or repeat failed coursework.

Repeating Coursework

Federal funding will only pay for one repetition of a course where a passing grade was earned. Federal funding will pay to retake courses until a passing grade is earned.

Dropping Classes

Dropping classes can affect financial aid eligibility, prevent meeting satisfactory academic progress requirements, and result in a bill owed to the College. Before dropping courses, contact the Office of Financial Aid.

Return of Federal Student Aid (Title IV) (Owing Money Back)

Return of Title IV calculation is performed when you completely withdraw, drop, or otherwise fail to complete the semester or term.

You are expected to earn federal financial aid by attending classes through at least 60 percent of enrollment. If you quit attending or withdraw from all courses but have already received federal financial aid disbursement for the semester, you could owe money back to the federal financial program. If you are enrolled in module(s), you are no longer considered withdrawn if any of the following apply:

- Completes all requirements for graduation before completing the days scheduled to complete in the period.
- Successfully completes one or more modules that includes 49% or more of the number countable days in the payment period or period of enrollment.
- Successfully completes coursework applicable to degree program equal or greater than half time attendance (6 hours).

(Early implementation effective June 1, 2021.)

Failure to meet these guidelines will result in being required to repay all or a portion of your financial aid. This policy applies to the following federal financial aid programs:

- Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Direct Unsubsidized Loans
- Direct Subsidized Loans
- Direct Parent PLUS Loans
- Iraq & Afghanistan Service Grant

Go to trcc.edu/wp-content/uploads/SR2750.pdf for more information.

Student Disclosure Information

You are responsible for obtaining, completing, and filing the proper financial aid application (e.g., FAFSA) each year, by the deadline. You have the right to seek and receive full information and counsel from the Director of Financial Aid in regard to any financial aid matter. You should report any of the following changes to the Office of the Registrar:

- Withdrawal from college.
- Transfer to another college.
- Name change.
- Address change or parents' address change.

If student loans have been received, Exit Counseling must be arranged with the Office of Financial Aid when you graduate, withdraw, or drop below half-time status.

Financial Aid Code of Conduct

Any Three Rivers College officer, employee, or agent who has responsibilities with respect to student educational loans must comply with the Code of Conduct as outlined at www.nasfaa.org/code_of_conduct.

Consumer Information

Important information regarding (but not limited to) general statistics about the institution, financial assistance (including loans), athletic participation, annual security and fire safety report, student rights and responsibilities, financial aid code of conduct, and the Family Educational Rights and Privacy Act at Three Rivers College can be found at trcc.edu/about/consumer-information/. Paper copies are available upon request.

Pursuant to Missouri HB 1606 (2018), information regarding the number of credit hours, program length, employment rate, wage data, and graduates employed in careers related to their program of study at Three Rivers College can be found at the following URL: <https://scorecard.mo.gov/scorecard/>. Search using School/Program “Three Rivers College” and choose the degree or credential type of interest.

Eligibility for Students with Criminal Convictions

Please visit <https://studentaid.gov/understand-aid/eligibility/requirements/criminal-convictions#what-other-convictions-might-affect-my-aid> for additional information.

Residency of Students

Three Rivers College uses your residence to determine the appropriate tuition rate.

Persons residing within the public-school districts of Clearwater R-1, Doniphan R-1, East Carter R-II, Greenville R-II, Naylor R-II, Neelyville R-IV, Poplar Bluff R-I, Ripley County R-III, Ripley County R-IV, Twin Rivers R-X, and Van Buren R-I pay local property taxes and are charged in-district tuition.

Persons residing elsewhere in Missouri and any other state are charged out-of-district tuition.

In determining the residence of an individual, there should be sufficient proof of domicile within the College District for a period of 12 months. There must be sufficient proof of intent

to make the College District a permanent home for an indefinite period with continuous residence in the College District during periods not enrolled as a student.

If a question arises concerning the residency status of the student, it shall be the responsibility of the student to prove residency within the College District. The student can petition the Office of the Registrar for a change of residency. The student needs to submit a completed Residency Evaluation form with the supporting evidence to the Office of the Registrar. Any change in the student’s residency status will not be retroactive.

The following documents can be used as supporting evidence:

- Ownership of home within the College District.
- Payment of personal/property taxes within the College District.
- Reside within the College District upon marriage to a resident and maintenance of common domicile within the College District.
- Proof of address within the College District for 12 months:
 - Driver’s license showing current address within the College District.
 - Voter Registration within the College District.
 - Lease/Rental agreement.
 - Utility bills.

The Residency Evaluation form along with all supporting documentation must be submitted to the Office of the Registrar no later than the following deadlines:

- Fall semester – September 1
- Spring semester – February 1
- Summer semester – June 1

TUITION & FEES PER SEMESTER

Tuition and Fees

Three Rivers College District Residents:
Base Tuition, **\$105** per credit hour

Out-of-District:
Base Tuition, **\$146** per credit hour

Tiered Tuition:
Tier One: Base Tuition Rate
Tier Two: Base Tuition Plus \$4 per credit hour
Tier Three: Base Tuition Plus \$81 per credit hour
Tier Four: Base Tuition Plus \$205 per credit hour

Tier 1 Tuition Eligible Courses

ACAD	CHEM	GEOG	MATH	READ	THEA
ALHE		GOVT	MCOM	SCOM	
ARTS	ECON	HIST	PHIL	SOCI	
BHS	ENGL	HNRS	PHYS	SPAN	
BIOL	GNST	HPER	PSYC	SWRK	

Tier 2 Tuition Eligible Courses

ACCT	BLAW	CRJC	ECD	IST	MUSC
ADJU	BMGT	CRJU	EDUC	MKTG	MUSP
AGRI	BUAD	CYS	FRST	MST	

Tier 3 Tuition Eligible Courses

AETC	DESL	ENGR	MAFT	PLUM	WELD
CIVL	ELEC	FIRE	MEDR	PNRS	
CONS	EMT	HVAC	PARA		

Tier 4 Courses are Nursing, NURS and Surgical Technology, SURG.

Common Fee: \$56 per credit hour

Resource Fee: \$25 per credit hour

Transcript Fee: \$10/\$20 priority

Senior citizens (age 65 and older) may audit college courses on a space-available basis with a tuition waiver, other fees will still apply.

Students enrolling in the OTA or MLT programs should contact the Office of Student Accounts for information about tuition and fees.

Tuition and fees subject to change.

The Cost of Attendance (COA) elements include tuition and fees; (books, course materials, supplies and equipment), estimated loan fees, food, and housing (living expenses), miscellaneous personal expenses and transportation. See trcc.edu/pay-for-college/tuition-fees/ for additional information.

Rivers Ridge Apartments

Pricing for residency in the on-campus Rivers Ridge Apartments:

- Fall semester—\$1,892
- Spring semester—\$1,892
- Summer term—\$992
- Winter term – \$220

Payment Information

You will receive a copy of your charges when registering. Charges can be retrieved at any time on your *myTRCC* Self-Service account. Be sure to check *myTRCC* Self-Service each time your schedule changes. Payment due dates can be found at trcc.edu/pay-for-college/tuition-fees/.

Payment Options

The following are options for paying tuition:

1. Approved financial aid.
2. Full payment can be made with a credit/debit card (a 2.7% processing fee will apply) through *myTRCC* Self-Service under the Financial Information menu, at the Office of Student Accounts, at any College location, or via mail. When making payment by mail, please use a check or money order made payable to Three Rivers College. Be sure to include your full name and Three Rivers ID number on all checks and money orders. If you do not know your Three Rivers ID number, please call the Office of Student Accounts, 573-840-9662. Checks returned by the bank are charged a returned check fee. Both the check and the fee must be paid within 10 days, or your registration may be canceled. Cash should NOT be sent by mail.
3. Contact Student Accounts to set up a payment plan for your balance, 573-840-9662.

Who Needs to Enroll in a Payment Plan?

If you are not paying in full or do not have enough financial aid to cover your entire bill, you must contact Student Accounts to set up a payment plan each semester.

If you have questions, please contact the Office of Student Accounts at 573-840-9662 or email studentaccounts@trcc.edu.

Failure to Pay

Failure to pay may result in the withholding of College services, submission to debt collection, and submission to the Missouri Debt Offset Program.

Go to trcc.edu/about/policies-and-regulations/ for more information.

Refunds

Refunds will be sent directly to the student's personal banking account. For information on how to enter your bank account information for refunds please go to trcc.edu/pay-for-college/student-accounts/.

If you do not wish to enter your bank account information through myTRCC Self-Service, you will receive a paper check in the mail to the address on file. Paper checks take 14-days due to processing and mailing time.

Resource Fee/Course Materials

The Resource Fee includes all required course materials

Most physical course materials will need to be returned to The College Store by the last day of finals of the semester it was first checked out, or within a week of dropping a course or dropping out of Three Rivers College. If you fail to return a physical course material item, you will be charged the replacement cost and a \$25 fine per item. Check with The College Store regarding which materials are required to be returned.

You will need your printed class schedule and a picture ID to pick up all physical course materials from The College Store; physical course materials will be Scan-&-Go, and digital course materials will be acquired through Blackboard. You can also order physical course materials on The College Store website: <http://bookstore.trcc.edu/home>.

RECORDS

Right to Privacy and Review of Records

The Family Educational Rights and Privacy Act (FERPA) gives you the right to review your official college records, to request amendment to your records, to restrict your name from certain reports, to file appropriate FERPA complaints with the U.S. Department of Education, and to obtain TRC's FERPA policy statement. FERPA questions should be directed to the Office of the Dean of Student Services.

Directory information about you is available to the public. This information includes name, address, telephone number, email address, date of birth, photo, major or field of study, dates of attendance, full-time or part-time enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree(s) or certificate(s) awarded (including dates), awards received, and most previous educational institution attended.

The College releases lists of students on the Dean's List and names of graduates to newspapers. Names and addresses of TRC graduates or candidates for graduation will be released to four-year institutions and military recruiters upon request.

If you object to the release of directory information, simply complete a Request to Restrict Directory Information form, available in the Office of the Registrar. The request will remain in place until revoked in writing.

Go to [Confidentiality of Student Records](#) for more information.

Transcripts

The College transcript is your official record. The Office of the Registrar is charged with the responsibility of posting, storing, and sending copies of transcripts to other institutions and agencies when authorized. You may order a copy of your transcript through the National Student Clearinghouse at www.getmytranscript.com.

Only you can request your academic and other educational records. The fee for each transcript is \$10. Fees are due at the time of the request via credit or debit card.

Transferring to Other Colleges

Admission requirements vary among receiving colleges and universities. Courses taken for credit at Three Rivers will be accepted in transfer by other colleges, provided grades are satisfactory and courses taken are appropriate to the degree sought. To assure a smooth transfer to a four-year institution, you should consult an advisor early regarding transferability of credit earned at Three Rivers. The Associate of Arts and the Associate of Arts in Teaching degrees are designed to transfer to a four-year institution. The Associate of Applied Science Degree is designed to prepare you to enter the workforce after graduation.

Although acceptance of credit is at the discretion of the transfer school, Three Rivers has articulation agreements facilitating transfer. Generally, college transfer program courses will satisfy various department, general education, elective, and degree requirements at receiving schools. Career and technical program courses may not transfer because they are designed for employment preparation rather than transfer.

Name and Address Changes

All name and address changes should be reported as soon as possible through *myTRCC* Self-Service or with the Office of the Registrar.

Verification of Enrollment

You may request enrollment verification from the Office of the Registrar. Please allow two or three days for processing.

SUPPORT SERVICES

Academic Resource Commons (ARC)

Library Services

Rutland Library is the information hub at Three Rivers College. The library provides access to a physical collection of over 18,000 books, DVDs, audiobooks, and journals. The library collection at the Sikeston location numbers nearly 1,700 books, DVDs, and journals. Students, faculty, and staff have access to 250,000 eBooks through the online catalog. Computer stations are provided at both locations for individual and group work; laptops are available for checkout at the Poplar Bluff location. Study rooms are also available at both locations. Millions of other items can be borrowed through the library's MOBIUS academic consortium or interlibrary loan. Additionally, the library provides access to journal articles and research documents through online databases that can be accessed 24/7 at trcc.edu/academics/library.

Tours of the library, class lectures, and individual assistance with research needs are provided upon request. Online tutorials are available through the library's website listed above. Rutland Library circulates items to students, faculty, staff, and the general public with a valid Three Rivers College or Missouri state-issued picture ID card.

Three Rivers adheres to the provisions of the U.S. Copyright Law, (Title 17, U.S. Code, Sec. 101, et seq.). The College does not approve any use or duplication of copyrighted materials not allowed by either the copyright law itself, fair use guidelines, license agreements, or permission from the copyright holder.

For more information, contact the Rutland Library at 573-840-9654 or visit trcc.edu/arc.

Computer Resource Center

You have access to computers, software, and the Internet to assist in your studies at the College. You will have access to your Three Rivers College email and myTRCC within one (1) business day of verifying your identity. The use of College computers, network, and email systems are subject to acceptable use as defined in [ITP 8100 Acceptable Use](#) and [ITR 8100 Acceptable Use](#).

Computers for your use are available in the Academic Resource Commons, the Tutoring & Learning Center on the Poplar Bluff campus, and at external locations. Staff members are on duty to provide assistance at all times during posted hours of operation. Printing is available at a cost of 10 cents per page.

Tutoring and Learning Center

Professional tutors offer assistance in a variety of subject areas including math, English, accounting, sciences, computer applications, and ACAD.

The Tutoring and Learning Center is located on the 2nd floor of the Academic Resource Commons (ARC). For more information, call 573-840-9638 or email tlc@trcc.edu.

Tutoring is also offered at our Dexter, Kennett, and Sikeston locations. Distance tutoring is available through Blackboard or by calling 573-840-9638 during regular office hours.

Advising

You will be assigned an academic advisor and a general advisor who will assist in developing your educational goal(s), financial aid processes, and selecting specific courses each semester. If you change your program or advising guide, you will be assigned the appropriate academic advisor. Your general advisor will remain the same until graduation. If you wish to change your advisor, you may request the advisor change at the Welcome Center. Advisors also assist you in exploring educational and occupational opportunities, establishing goals, identifying strengths and interests, and resolving concerns and difficulties. Academic advisors' office locations can be found in the faculty/staff directory at trcc.edu. General advisors can be found in the Advising Center located on the 1st floor of the Westover Administrative/Classroom Building or the front office of any full-service external location. You can also contact the Advising Center by calling 573-840-9605.

To help in planning your education, an online planning system, called Self-Service, is available through the myTRCC portal. The Student Planning system will be used by you and your advisor(s) to map out your semester-by-semester plan and keep you on track. You must have advisor approval prior to registering each semester.

Career Services

The Office of Career Services offers a wide variety of free services to help you with the career decision-making process. The staff advises and provides resources and tools to research career paths and college majors that match your interests, abilities, and workplace values.

Assessments, job opportunities via online occupational resources, successful interviewing techniques, resume and cover letter development, and college transfer information are all available. Software programs are available that help you with many career exploration and employment services.

You can use the online job board that includes career advice documents and a resume builder.

To take the first step toward career readiness, visit the Office of Career Services or email careers@trcc.edu to make an appointment with the Career Services Coordinator. Visit the Career Services page of the College website, trcc.edu/student-services/career-services/, to register for available free software programs.

Disability Services

Disability Services provide and coordinate accommodations if you are eligible and have a documented disability. To receive services, you must be willing to self-disclose and provide documentation of your disability from a qualified professional.

Disability support services can include help with registration, personal advising, classroom adaptations, alternative testing methods, books in alternative formats, volunteer note-takers, accessible parking, readers, and scribes. You are encouraged to help determine the most reasonable and appropriate accommodations needed to obtain your educational goals.

If you have a disability, contact the Coordinator of Disability Services before registering at 573-840-9608 or visit the Disability Services office located on the 1st floor of the Westover Administrative/Classroom Building. Early contact will allow the office to determine eligibility for accommodations, review appropriate disability documentation, and arrange for accommodations. Some accommodations may require more time to arrange for particular courses.

Go to trcc.edu/student-services/disability-services/ for more information.

Parking

Free parking is provided to you as a student of the College. All vehicle(s) information must be provided at time of registration. It is your responsibility to update any vehicle changes.

Go to trcc.edu/student-services/campus-safety/parking/ for more information.

Courtside Café

The Courtside Café, located in the Bess Student Center, is open Monday through Friday for breakfast and lunch during the Fall and Spring semesters. The Café accepts cash, Visa/MasterCard, and Meal Plan and Reward Cards. You can get meals to go or dine in the seating area. Call ahead for to-go orders at 573-840-9549 or extension 3655 on campus.

Campus Safety and Security

The campus is patrolled by POST certified law enforcement officers. For all locations, dial 9-1-1 in case of an emergency.

The Annual Security & Fire Safety Report can be viewed at trcc.edu/student-services/campus-safety/.

Testing Services

Testing Services is located on the 1st floor of the Westover Administrative/Classroom Building and may be reached at 573-840-9667 and trcc.edu/academics/testing-services/. The services provided include the following:

HiSET (High School Equivalency Test)

A computer-based test administered at certified test centers across the state. Subject areas include English with an essay (typed), math, science, social studies, and reading. The entire exam must be completed within a 12-month period. There is no waiting period between dates. Test time is between 5 and 7 hours for the entire test (5 subtests). A valid Missouri photo ID is required to take the test and a 24-hour deadline prior to test date to register. For more information, practice tests, and to register, schedule, and pay for the exams, go to <https://hiset.org>

Health Sciences Entrance Exams

HESI A2 (RN), TEAS (Medical Technology, Surgery Technology, and Practical Nursing), and HESI (RN Bridge) entrance exams are offered throughout the year on specific dates. A minimum score is required to be eligible for a program in the health fields. Application deadlines vary for each program. A test fee and Three Rivers proctoring fee are required to complete the registration for these exams.

Praxis

The purpose of the Praxis exam is to assess whether the entry-level teacher has the content knowledge that is necessary at the time of entry to the profession. Education majors will take the Praxis exam for teacher certification. The student must create an account at <https://ets.org/praxis>. The student will select the exam certification area, choose a test date, and pay the test registration fee.

Certification Testing

Three Rivers is an authorized testing center for professional and technology certification tests through ASE, Pearson Vue, Scantron, and NOCTI. Fees and testing times are dependent on the type of certification test.

Proctoring Services

By arrangement, Three Rivers provides proctoring for course exams through distance education courses for various universities.

The College Store

The College Store is in the Bess Activity Center on the campus of Three Rivers College in Poplar Bluff.

Website: <http://bookstore.trcc.edu>
Email: bookstore@trcc.edu
Phone: 573-840-9610
Hours: 8 a.m. to 5 p.m. Monday-Friday
Summer Hours: 7 a.m. to 6 p.m. Monday-Thursday

To improve access and minimize cost, all required course materials are included in tuition and fees. This allows immediate access to all required materials on the first day of classes. A printed class schedule and photo ID are required to pick up course materials. Online ordering and in-store pick up normally opens at the same time registration opens for that semester, with free shipping for physical course materials. Students must register for a class before ordering course materials for a class. If taking classes at Sikeston, Dexter, or Kennett, order physical course materials online; inventory is not available at these locations. Physical course materials must be returned at the end of the semester.

Meal Plan Card

Meal Plan Cards can be purchased at The College Store with your financial aid, cash, credit card, or check. The card can be used to purchase groceries, gas, and meals at various merchants in Poplar Bluff and surrounding areas. For more information and list of vendors accepting the Meal Plan Card, go to the [College Store webpage](#).

Fitness Center

The Ben and Martha Bidewell Fitness Center, located in the Bess Activity Center. For more information about available classes, please visit <https://trcc.edu/fitness-center/>.

University Center

The University Center, located in Suite 204 of the Westover Administration Building, is there to help you make your next steps.

You can take freshman and sophomore level courses at Three Rivers, earn an associate degree, and then complete a bachelor's degree in one of several degree programs through Central Methodist University or any other institution you wish.

Three Rivers College and Central Methodist University have partnered to offer numerous opportunities for you to complete your four-year degree without leaving home A

complete listing of the degree completion programs offered through the University Center can be found on our website at trcc.edu/academics/university-center-partners/.

For more information on what the University Center has to offer, call 573-840-9712, or email universitycenter@trcc.edu. For a complete list of all degree completion programs and articulation agreements check the bachelor completion page on our website trcc.edu/academics/transfer-pathways/.

TRiO Programs

TRiO Programs are funded under Title IV of the federal Higher Education Act of 1965 and are designed to help students overcome class, social, and cultural barriers to higher education by providing information, advising, academic instruction, tutoring, assistance applying for financial aid, encouragement, and support.

Two TRiO programs at Three Rivers are the Educational Talent Search (ETS) and Student Support Services (ACHIEVE).

Educational Talent Search (ETS)

Educational Talent Search (ETS) is a TRiO program that provides education outreach and is funded through the U.S. Department of Education. Educational Talent Search is designed to motivate and support students in grades 6-12 who have the potential to succeed in college.

The Educational Talent Search program:

- Provides academic, career, and financial aid counseling to its participants.
- Encourages students to graduate from high school.
- Encourages students to continue on to the postsecondary school of their choice.

Three Rivers' ETS has many activities for participants throughout the school year including monthly in-school workshops, college campus tours, and cultural enrichment trips. As students advance toward high school graduation, the focus is centered on preparing them to apply, enroll, and become successful in their postsecondary careers. Services provided by the program include goal setting, character building activities, and many more.

The Three Rivers College ETS Program works with the following districts: Campbell, Dexter R-XI, Doniphan R-1, East Carter County R-II, Greenville R-II, Naylor R-2, Neelyville R-4, Poplar Bluff R-1, Southern Reynolds County R-II, and Twin Rivers.

Educational Talent Search can be reached at 573-840-9532 or on our website trcc.edu/academics/library/educational-talent-search/.

ACHIEVE

ACHIEVE (Trio SSS) is committed to helping eligible students be successful in college, graduate, and complete a college degree. This is accomplished by providing direct, individualized support services to enhance each participant's college success.

Who Can Participate?

ACHIEVE is funded through the U.S. Department of Education and provides free services to eligible students. Eligibility is based on one or more of the following factors:

- **Low Income:** Taxable income that does not exceed levels set by the federal government regulation and/or
- **First Generation Student:** Neither parent graduated from a four-year college or university; or
- **Students with Disabilities:** Learning disability or physical disabilities (All disabilities must be documented.).

The ACHIEVE Office can be reached at 573-840-9650 and is located on the 2nd floor of the Academic Resource Commons or on our website trcc.edu/student-services/achieve-program/.

Complaint Resolution

We are dedicated to providing fair and impartial resolution of your complaints as a student. It is our practice to resolve student complaints at the lowest possible level through informal action by either using the [Student Complaint Portal](#)

or by contacting the Office of Student Services. When a complaint is not resolved at this level, you will be given the option to file an appeal with the Chief Student Services Officer. Please refer to College regulation [SR 2140 Student Appeals](#) for details.

In rare cases when all other forms of resolution have failed and you believe your status at the College has been adversely affected by an incorrect or inappropriate decision or behavior, you have the ability to file a grievance. Please refer to College regulation [SR 2130 Student Grievance](#) for details.

If a concern cannot be resolved to your satisfaction through the College's Student Appeals process or, if applicable, the College's Grievance process, you may seek additional assistance by filing a complaint with the [Missouri Department of Higher Education](#), [National Council for State Authorization Reciprocity Agreements \(NC SARA\)](#) or the [Higher Learning Commission](#). Online students residing in [California](#) or [Massachusetts](#) should follow those states' complaint resolution processes.

Lost and Found

Items found should be taken to the Welcome Center at the Poplar Bluff campus or to the front desk at external locations to await owner identification.

STUDENT LIFE

Activities

College activities are designed to assist you in developing culturally, socially, and educationally. The College schedules a variety of events throughout the year. Students will be admitted for free to many College events and all home varsity games upon presentation of student ID cards.

Housing

Rivers Ridge Apartments, the Three Rivers student housing complex, is comprised of 46 four-bedroom apartments. All apartment units have private bedrooms, two full bathrooms, a living room area, and a full-service kitchen with stove, refrigerator, and dishwasher. Rivers Ridge has upgraded the housing package to include water, gas, trash, and sewer service, high-speed Internet, and electric.

Rivers Ridge has many amenities including a volleyball court, pavilion with picnic tables and BBQ grills, clubhouse with a big screen TV, study room with computers, laundry room, and snack machines. The housing staff plans many exciting activities throughout the year to provide students with opportunities to live in a community environment conducive to meeting student residents' education and personal goals. For more information, call 573-840-9106 or go to trcc.edu/student-services/housing/.

Athletics

Three Rivers is the "Home of the Raiders." Intercollegiate sports for men include basketball, baseball, cheer, esports, and rodeo. Women's varsity sports include basketball, softball, cheer, and rodeo. The College has achieved national and statewide recognition for each sport and many student athletes continue their athletic careers at four-year colleges and universities. Three Rivers has had more than 125 Academic All-Americans.

Raiders' athletics have a triple focus of academic success, character development, and athletic success.

Rocky Raider (Mascot)

Three Rivers is proud of its mascot, Rocky Raider. Rocky is an integral part of our athletic and College culture and can frequently be seen participating in College activities on and off campus. Be sure to look for Rocky at athletic events, fundraisers, summer camps, and parades.

Cheerleading

The Raiders Cheerleaders are at all men's and women's home basketball games, along with selected Region XVI road games and tournaments. They participate in cheer clinics, local parades and community events, pep rallies, and various fundraisers throughout the year.

Baseball

The Raiders baseball team has won multiple Region XVI titles with their best finish of 3rd place in the 1973 National Tournament. The baseball team has sent 90% of their eligible student athletes on to four-year institutions. Sixty-one Raider alumni have played professional baseball with 4 of those players reaching the Major League level. The Raiders have had 7 NJCAA All Americans, and 65 students with NJCAA All-Academic Honors, and have been consistent in having success in the Region XVI tournament.

Men's Basketball

The men's basketball team has brought special honor and recognition to the College. The Raiders have competed in the NJCAA tournament 17 times since 1971. The Raiders were National Champions in 1979 and 1992 and finished second in 1994 and 2010. Coach Gene Bess led the Raiders from 1970 until 2020 and is the all-time winningest collegiate basketball coach at any level with 1,500 wins. Coach Bess was inducted into the Missouri Sports Hall of Fame with the honor of "Legendary" status and Naismith National Hall of Fame.

Women's Basketball

The women's basketball team has been to the NJCAA National Basketball Tournament 7 times and tied for 4th in the nation during 2021. Local athletes have been a major part of the structure of the team since its inception. The academic standards and graduation rate are very high, and there have been 29 students with NJCAA All-Academic Honors.

Softball

The softball team participates in the NJCAA Region XVI. In the 2020-2021 school year the team won the College's second regional championship and earned their second trip to the NJCAA World Series, finishing 7th in the nation. The softball program has enjoyed great success on the field and in the classroom. There have been 72 student-athletes to earn NJCAA All-Academic Honors since the inaugural 1988-1989 season. Scholarships are awarded on a merit basis.

Esports

Three Rivers Esports is an NJCAA activity and is open to all students. The Esports team competes with players from other colleges in various games across multiple gaming platforms, including Valorant, Overwatch, Call of Duty, Madden, EAFC, NBA2K, and others.

Raider Rodeo

The Three Rivers College Rodeo team was established in 2011 and is a member of the National Intercollegiate Rodeo Association (NIRA). In 2016 the College purchased a 108-acre farm for the home of the rodeo team and a live experiment station for the agriculture department. In 2020, the Three Rivers College hosted rodeo won the NIRA Ozark Region Rodeo of the Year award. Since 2016 we have qualified members to the CNFR every year except 2018. We have won 6 regional championships since 2019. In 2021, Cole Skender won reserve national champion Bull Rider and Holden Moss finished 4th in the Nation. In 2022 Casey Roberts was the National Champion Bull Rider. Cole Skender was 3rd in the Nation, and our men's team finished 5th in the Nation.

Campus Organizations

A variety of student organizations are available at Three Rivers. Activities are designed to assist you in developing culturally, socially, and educationally. Visit trcc.edu/student-services/clubs-organizations/ for more information on campus organizations.

HEALTH AND SAFETY

Children on Campus

In order to maintain a safe and effective learning environment, unattended children are not allowed on campus, including a campus building, on campus grounds, or in a vehicle. Children must be under the direct supervision of a parent, legal guardian, or responsible adult at all times while on campus.

Drug Abuse/Prevention

The unlawful possession, use, or distribution of drugs and alcohol on College property is not allowed. Health risks associated with the use of illicit drugs and the abuse of alcohol range from temporary disorientation to permanent organ damage or death. Information concerning treatment programs is available from the Office of Student Services.

The College will impose sanctions on students and employees, up to and including expulsion from college or termination of employment, and referral for prosecution for violations of the College standards of conduct.

Go to trcc.edu/about/policies-and-regulations/ for more information, specifically [GAP/GAR 1206](#).

Emergency Health Services

The Dean of Student Services should be notified if you need emergency healthcare. If you are seriously injured or become ill on campus, call 9-1-1 immediately. Whether or not it is an emergency, go to <https://www.pavesuite.com/trcc/publicportal/homepage> to file an incident report for all cases of injury and emergency with the School Resource Officer, 573-718-0108.

Emergency Phone Messages

In the event of an emergency, you will be contacted in class if at all possible. The caller will be asked the nature of the emergency in order for the College to determine if the call warrants a student being removed from class.

Emergency Plan

The College has posted emergency plans throughout its facilities and also on the Three Rivers website at trcc.edu/student-services/campus-safety/

Emergency Procedures

In case of fire or upon the sounding of the audible evacuation warning, students and faculty should evacuate the buildings by way of the nearest exit or as instructed on the posted evacuation routes on each floor/room and immediately proceed to the designated assembly area.

In the event of severe weather or the sounding of the audible tornado warning, students and faculty should move to the innermost portion of the building on the lowest level away from windows. If time allows, the FEMA Safe Rooms are located within the Robert W. Plaster Free Enterprise Center and the Libla Family Sports Complex.

In the event of violence occurring on campus or upon the sounding of the “lockdown” alarm, students and faculty should secure and shelter in place until notified by police or the sounding of an all-clear notice.

For a complete listing of emergency procedures, please visit trcc.edu/student-services/campus-safety/.

Firearms

The possession of firearms and weapons is prohibited on all College premises and from College activities.

Go to trcc.edu/about/policies-and-regulations/ for more information.

Food and Drink

Students are asked to observe the signs that indicate where food and drinks are allowed on campus.

Immunizations

The Missouri Department of Health has recommended that all incoming freshmen receive the measles vaccine. If you are planning to live in the Rivers Ridge Student Housing Complex, you must have received the meningococcal vaccine. Please contact the Department of Health in your county for more information.

Infectious and Contagious Diseases

If you become infected with any type of contagious disease, such as AIDS, H1N1, SARS, hepatitis, COVID-19, among others, you will not be excluded from enrollment or employment or restricted in your access to College services or facilities unless otherwise medically indicated or required by law. Persons who know or suspect that they are infected are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsibly in accordance with such knowledge for the protection of others.

Those who know they are infected are urged to share that information with the appropriate administrator so the College can respond appropriately to their needs. Such information

will be disclosed to responsible College officials only on a strictly limited need-to-know basis unless the individual consents in writing to other releases of the information. The College will respond on an individual, case-by-case basis to shared information. The College's response will take into consideration the expressed desires and opinions of the person who is infected, the recommendations of the individual's physician, and the College's commitment to the protection, to the extent possible, of both the public health and the individual's rights. The response will include recommendations for reasonable accommodations and/or restrictions.

The College complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act, making every effort to ensure that persons with disabilities admitted to the College as students are afforded all of the rights and privileges provided to them by this act.

Go to trcc.edu/about/policies-and-regulations/ for more information.

Title IX

It is the policy of the College that you attend the College in a hostile free environment, Three Rivers College is obligated under Title IX to educate our students regarding Title IX, and to provide remedies that allow for an immediate response. It is the intention of the College to seek an immediate resolution through a Title IX process. For more information, see [SR 2120 Title IX for Students](#).

Go to trcc.edu/about/consumer-information/ for more information.

Disruption in Normal Operation

In the event the College must close, or classes be cancelled due to inclement weather or an emergency, a notice will be placed on the College website and local radio and TV stations will be notified. Additionally, the College offers a service that delivers notification via text message. You are part of the alert messaging system. If you do not want to be part of the alert messaging system, reply STOP to the text. Always use your own best judgment, as adults, concerning the safety of traveling to classes.

Go to trcc.edu/wp-content/uploads/GAP1107.pdf for more information.

Posting/Distributing Materials on Campus

Students and organizations may post/distribute materials on campus after obtaining content and design approval from the Communications Department. External postings must get approval of content and design through the Dean of Student Services.

Go to trcc.edu/about/policies-and-regulations/ for more information.

Smoking

Smoking is only allowed in designated/marked areas that are listed on the campus map.

ACADEMIC INFORMATION

Semester Length

Each Fall and Spring semester is approximately 16 weeks in length. The Summer session consists of three separate and distinct sessions, two of which are four weeks in length and one of which is eight weeks in length. Winter session is a four-week online term.

Course Types

Traditional/Web-Enhanced

A course is delivered in a traditional face-to-face classroom environment where the instructor and students are in the same place. A face-to-face course can be supplemented with an online component for accessing the syllabus, notes, PowerPoints, videos, etc., but students are expected to attend all class sessions in person. 100% of the course content is delivered face-to-face.

Hybrid

A hybrid course combines face-to-face class time with online components for accessing or submitting course work. Hybrid courses meet a portion of time in an online classroom setting as outlined in the course syllabus. Students will be expected to attend scheduled class sessions in person and complete course work online. 30-70% of the course is delivered face-to-face in the classroom with the remaining content delivered asynchronously online.

Interactive Television (ITV)

An interactive television (ITV) course replicates a face-to-face classroom by using web conferencing or other technology to provide interactive real-time (synchronous) communication between the instructor and students at the campus and/or external locations. An ITV course can be supplemented with an online component for accessing the syllabus, notes, PowerPoints, videos, etc., but students are expected to attend all class sessions in person. 100% of the course content is delivered face-to-face in the classroom or through video conferencing.

Synchronous Online

A synchronous online course is delivered online; however, students are required to attend virtual class sessions with the instructor via video conferencing technology at a specifically scheduled time outlined in the course syllabus. 30-70% of course content is delivered face-to-face through web-conferencing, with the remaining content delivered asynchronously online.

Online

A course in which all content, activities, and instruction are delivered online asynchronously. In most cases, there are no required face-to-face sessions and no requirements of on-campus activity. Some courses may require testing, proctoring, or other in-person activities, which will be communicated in the course syllabus. 100% of the course content is delivered online.

Prerequisites and Corequisites

A prerequisite is a course you must successfully complete before enrolling in another course. A corequisite is a course you must enroll in at the same time as another course unless you have already completed the corequisite. Prerequisites and corequisites are listed in the course descriptions section.

Credit Hour

A credit hour is the unit of measure for college coursework. One credit hour is earned by attending a non-laboratory class for 50 minutes a week per semester. For laboratory, clinical, and internship courses, one credit hour/semester hour is granted for two or three hours of coursework per week. Online/hybrid courses meet the credit hour requirement through a time on task calculation as outlined in [IR 6520 Online Learning](#).

Go to trcc.edu/about/policies-and-regulations/ for more information.

Academic Load

The normal academic load in a Fall or Spring semester is 15 to 16 semester credit hours, exclusive of physical education and musical groups. If you have considerable responsibilities in addition to your college work, a reduced course load might be best. If you wish to take more than 21 credit hours during a Fall or Spring semester, permission must be granted by the appropriate division chairperson. For students with less than a 3.0 GPA, additional permission of the Chief Academic Officer is needed.

Go to trcc.edu/about/policies-and-regulations/ for more information.

Grading System

The grades A, B, C, D, F, and P are used to evaluate the quality of your work and are defined as follows:

Grade	Quality of Work	Points per Credit
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failing	0
P	Pass	

There are certain noncredit marks issued by instructors as follows:

Noncredit Grade	Explanation
W	Withdrawn
AUD	Audit
I	Incomplete
NP	No Pass

Grade Point Average

Your grade point average (GPA) is determined by multiplying the number of grade points for each grade received by the number of semester hours for that course. This total is divided by the total number of semester hours attempted excluding courses with W, P, NP, or I grade.

The courses accepted by Three Rivers from other institutions are included in the cumulative grade point average.

Change of Grade

A grade that has been transcribed can be changed only if there has been an error on the part of the instructor, a clerical error, or after a successful student appeal.

Repeating Courses

You may take (repeat) a course multiple times. Courses that have been repeated will be noted on your transcript and only the highest grade will be calculated in your GPA. Financial aid limits payments for repeated courses.

Reporting Grades

At the close of the semester, your grades will be available on your *myTRCC* Self-Service account, provided that all financial obligations to the College have been met and all admission requirements are on file in the student's record.

Incomplete Grades

If you are unable to complete the work of a course because of extenuating circumstances, you should speak to your instructor about an incomplete grade. Seventy-five percent (75%) of the coursework must be completed with a passing grade and the instructor must give permission for an incomplete grade to be issued. You have a maximum of one regular semester (Fall or Spring) to complete the necessary work to the satisfaction of the instructor or the incomplete grade will be changed to an "F" grade.

Academic Honors

Dean's List

If you were enrolled for 12 or more graded credit hours and earned a semester GPA of 3.5 or better, you will be listed on the Dean's List for that semester.

Graduation Honors

If you complete your program with the following overall grade point averages, you will graduate with the following distinction:

- 3.5 – 3.69 will graduate with Cum Laude
- 3.7 – 3.89 will graduate with Magna Cum Laude
- 3.9 – 4.0 will graduate with Summa Cum Laude

For purposes of the commencement ceremony and graduation program, the cumulative grade point average from the preceding semester will be used to identify honor students. However, the final cumulative grade point average will be used to determine final honors status and will be noted on the official College transcript and diploma.

Academic Fresh Start

If you have not attended an institution of higher learning for at least three (3) years, you may be enrolled in the Academic Fresh Start program upon re-enrollment. Academic Fresh Start shall be granted when the following conditions are met:

- Complete a minimum of twelve (12) hours of coursework for which a letter grade is earned over two (2) consecutive semesters.
- Achieve satisfactory academic progress standards as measured by the GPA of the twelve (12) credit hours of coursework enrolled in after entering the Academic Fresh Start Program.

Upon the granting of Academic Fresh Start, your permanent record will note the date a Fresh Start was made, and your grade point average and credit totals will be based only on work beginning with that date and work successfully completed previously. Academic Fresh Start will be granted only once. If you do not successfully complete the process described above, you will not be granted an academic fresh start.

Academic Fresh Start is a Three Rivers procedure and may not be recognized by another college upon transfer. Academic Fresh Start has no impact on financial status.

Go to trcc.edu/about/policies-and-regulations/ for more information.

Program/Advising Guide Selection

You can choose from many programs to either prepare to transfer to a four-year college or to seek employment, simply mark your choice on the application or speak to your advisor.

Change of Program/Advising Guide

To change Advising Guide/programs, complete the online [Change of Advising Guide/Program form](#).

Please speak with your advisory before making a change.

General Conduct

As a member of the learning community at Three Rivers, you are expected to conduct yourself with integrity, honesty, and observe the rules and regulations of the College. The College code of conduct and associated disciplinary procedures are available from the Office of the Dean of Student Services, and at trcc.edu/wp-content/uploads/SR2610.pdf.

Academic Honesty

You are expected to fulfill your academic responsibilities in an honest and forthright manner. Examples of prohibited behavior include but are not limited to:

- Plagiarizing another's work (such as using another's phrasing, concepts, or line of reasoning as your own without giving proper credit to the author or creator); submitting course assignments that are not your own.
- Submitting the same paper in different classes without prior approval from both instructors.
- Cheating (the use of any unauthorized means to gain academic advantage on assignments, laboratory reports, or examinations).
- Acquiring or using test materials without faculty knowledge.
- Accessing any information, resource, and/or means of communication during an exam or assignment without specific authorization from the professor.
- Failing to follow class policy.
- Obtaining academic benefits through computer fraud or unauthorized access; engaging in academic fraud alone or with others.
- Using material downloaded off the internet without proper citation; illicitly attempting to influence grading; and
- Failing to abide by test-taking procedures.

Go to [SR 2610 Student Code of Conduct](#) for more information.

Late for Class

If the instructor does not appear within 10 minutes after the time scheduled for the beginning of class, please contact the Office of the Chief Academic Officer at 573-840-9689, who will notify you if the class is to be dismissed.

Military Active Duty

If you are called to active-duty status during a semester, present a copy of the active-duty orders to the Dean of Student Services office on the 1st floor of the Westover Administration Building. If you have not completed 75% of the coursework, you will be withdrawn with 100% tuition and fees credited. If you have completed 75% or more of the coursework, a grade will be issued based on the work completed, or you will be given an incomplete grade and allowed to finish the coursework.

If you are called to duty for a period of two weeks or less, you should notify both your instructor and the Dean of Student Services. Your absence will be considered excused, and you will be allowed to make up any missed work.

Go to trcc.edu/about/policies-and-regulations/ for more information.

Electronic Devices

Electronic devices, including, but not limited to, laptop/netbook computers, cellular devices, e-readers, and MP3 players will be turned off within the learning environment. Exceptions include the use of such devices for medical emergencies or contacts that must be maintained due to work requirements. In such cases you must advise the instructor, and the device must be in "silent mode." The instructor may make adjustments to this regulation for specific usage in their unique learning environments. The usage of such electronic devices in relation to approved ADA accommodations is exempt from this regulation.

Go to trcc.edu/about/policies-and-regulations/ for more information.

Photo and Video

The College takes photos and video throughout the year that often include students in classrooms, study areas, residence halls, athletic events, and so forth. By enrolling, you consent to the use of these photographs and video publications, both printed and electronic, for publicity.

DEGREES, CERTIFICATES, AND GRADUATION REQUIREMENTS

Degrees and Certificates

The Associate of Arts (AA), the Associate of Arts in Teaching (AAT) and their related certificates are designed to prepare you for transfer to a four-year institution. The Associate of Applied Science (AAS) and certificates are designed to prepare you for employment.

The requirements shown in this catalog are in effect from the first semester of enrollment and for five years after. To graduate, you may use any catalog in effect during a year in which you were enrolled that is no older than five years.

If you have already earned a degree, you can qualify for a second degree by taking a minimum of 15 hours at Three Rivers beyond the first degree and meeting all of the degree requirements of the second degree. You may only be awarded one AA degree, but you can be awarded an AAT or multiple AAS degrees.

Outcomes Assessment

Three Rivers is committed to maintaining the quality of its educational programs. Three Rivers regularly assesses student achievement, both in general academic skills and abilities and within selected majors. Anyone completing certificates, AA, AAT, and/or AAS degree requirements participates in outcomes assessment. The AA is assessed using the collegewide outcomes assessment process. The AAT and AAS are assessed using both the college-wide outcomes assessment process and a programmatic assessment process. Certificates that are part of a larger degree are assessed as part of the degree and certificates that are not part of a degree are assessed using the programmatic assessment process.

The Collegewide outcomes are as follows:

- **Communication Fluency**
The student will effectively communicate ideas that are clear and coherent.
- **Critical Thinking**
The student will analyze evidence and assumptions to formulate informed judgments and solutions.
- **Cultural Awareness**
The student will identify and analyze one's own culture, the culture of others, and examine the relationship among different cultures.
- **Information Literacy**

The student will access and use information from multiple sources while evaluating their accuracy and credibility.

Graduation Upon Program Completion

Once you have completed the requirements for a program, the credential may automatically be awarded. You are encouraged to complete the application for graduation on your *myTRCC* Self-Service account. Diplomas and certificates will be issued following the Fall, Spring, and Summer semester in which you complete the graduation requirements.

Graduation Ceremony

The graduation ceremony (Commencement) is held at the end of the Spring semester. The ceremony is designed as a celebration of your success, and you are highly encouraged to attend Commencement and celebrate with your fellow learners. For information about graduation and the commencement ceremony go to: www.trcc.edu/academics/graduation

Graduation Requirements

Associate of Arts Degree

The Associate of Arts (AA) is for transfer to a four-year institution. The graduation requirements for the Associate of Arts degree are as follows:

- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 credit hours of the degree at Three Rivers College.
- Complete the following coursework:
 - 60 credit hours total minimum.
 - GNST 100 – New Student Orientation (1cr)
 - ACAD 101 – Academic Life Strategies (3cr)
 - 42 credit hours minimum of general education (MOTRANSFER).
 - 14 or more credit hours of elective courses.
- No more than 9 credit hours of career courses (non-transfer) may be used as electives.
- Pass the Missouri Higher Education Civics Achievement Examination.
- Meet all financial obligations to the College.

Associate of Arts in Teaching Degree

The Associate of Arts in Teaching degree (AAT) is a Missouri specific, statewide, specialized degree intended for transfer to approved teacher education programs at Missouri four-year colleges. The graduation requirements for the Associate of Arts in Teaching degree are as follows:

- Have a cumulative grade point average of 2.00 or higher.
- Complete at least 15 credit hours of the degree at Three Rivers College.
- Complete GNST 100 – New Student Orientation (1cr)
- Complete ACAD 101 – Academic Life Strategies (3cr)
- Complete the courses in the Advising Guide. Three Rivers College offers the following guides to the AAT: early childhood education, elementary education, middle school education, secondary education, and music education.
- Pass the Missouri Higher Education Civics Achievement Examination.
- Meet all financial obligations to the College.

Associate of Applied Science Degree

The Associate of Applied Science (AAS) degree is designed to prepare you for employment after graduation. The requirements for the degree are as follows:

- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 credit hours at Three Rivers College.
- Complete GNST 100 – New Student Orientation (1cr)
- Complete ACAD 101 – Academic Life Strategies (3cr)
- Complete all courses in the program of study.
- Pass the Missouri Higher Education Civics Achievement Examination.
- Meet all financial obligations to the College.

Certificate in General Academic Studies

The Certificate in General Academic Studies is a highly individualized curriculum that will allow you to broaden your education in an area of your choosing. The requirements for this certificate are as follows:

- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 semester hours of credit at Three Rivers College.

- Complete GNST 100 – New Student Orientation (1cr).
- Complete ACAD 101 – Academic Life Strategies (3cr).
- Complete the following:
 - 62 credit hours total minimum.
 - 6 hours of college writing.
 - 3 hours of American history (HIST 111 or 112 required).
 - 6 hours of art, music, or literature (credit for music groups will not meet this requirement).
 - 3 hours of social science (PSYC 111 or SOCI 111).
- Meet all financial obligations to the College.

One-Year Certificate

Three Rivers offers curricula leading to one-year certificates upon completion of required courses. The requirements for the certificate are as follows:

- Have a cumulative grade point average of 2.0 or higher.
- Successfully complete at least 15 credit hours at Three Rivers College.
- Complete GNST 100 – New Student Orientation (1cr).
- Complete all courses in the prescribed certificate.
- Meet all financial obligations to the College.

The Department of Education requires colleges to disclose information for financial aid eligible programs of study that prepare students for gainful employment in a recognized occupation. For additional information, please visit trcc.edu/pay-for-college/financial-aid/ or contact the Office of Financial Aid.

Short-Term Certificate

Three Rivers offers short-term certificates upon completion of required courses. The requirements for the short-term certificates are as follows:

- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 credit hours at Three Rivers College.
- Complete GNST 100 – New Student Orientation (1cr).
- Complete all courses in the prescribed certificate.
- Meet all financial obligations to the College.

ACADEMICS



Three Rivers College offers Missouri's CORE 42 standard transfer curriculum. These General Education courses are guaranteed to transfer to all public (and participating independent) colleges and universities in Missouri.

Missouri Higher Education Core Curriculum Transfer Act

The Missouri Department of Higher Education has recommended a set of core curriculum of at least 42 credit hours. All public and some private colleges and universities have adopted the Core Transfer Curriculum, commonly known as the CORE 42.

The CORE 42 is a statewide general education core that ensures all students complete a common core of college level courses across five knowledge areas.

For additional information please see the [Missouri Higher Education Core Transfer curriculum guide](https://dhewd.mo.gov/documents/CORE42April17.pdf).
<https://dhewd.mo.gov/documents/CORE42April17.pdf>

CORE 42 MOTR Guarantee

The Missouri Department of Higher Education (MDHE) has identified a common set of general education courses, commonly known as CORE 42. CORE 42 courses are guaranteed to transfer to any Missouri public college or university to satisfy general education requirements.

The CORE 42 offers several courses across five knowledge areas. The knowledge areas are Communications (Oral and Written), Humanities and Fine Arts, Mathematical Sciences, Natural Sciences, and Social & Behavioral Sciences. The state designates these courses with a Missouri Transfer (MOTR) course number. This designation guarantees the one-to-one transfer of these courses to all Missouri public institutions of higher education.

Courses that do not have the CORE 42 designation may still transfer. However, Three Rivers College encourages students to check the transfer equivalency website of the institution to which they plan to transfer in order to be sure.

CORE 42 Transfer Guidelines

Types of Transfer

- Students who complete the Associate of Arts degree at a Missouri community college and transfer to a Missouri public university shall have completed all lower-division general education requirements at the receiving institution. Students shall receive full credit, including any prerequisites or requirements in the major, for all general education courses transferred. The receiving institution cannot require the student take additional lower-division general education courses. A student may, however, have to take additional lower-division courses to fulfill program or institutional requirements.
- Students who complete the CORE 42 at any public institution shall be considered as having completed all lower-division general education requirements at a receiving institution. Students shall receive full credit, including any prerequisites or requirements in the major, for all MOTR courses transferred. The receiving institution cannot require the student take any additional lower-division general education courses. A student may, however, have to take additional lower-division courses to fulfill program or institutional requirements.
- Students who do not complete either the Associate of Arts or the CORE 42 shall receive credit at a receiving institution for each MOTR course completed at a sending institution. Students shall receive full credit, including any prerequisites or requirements in the major, for all MOTR courses transferred. After receiving credit for MOTR courses, the student shall complete the CORE 42 at the receiving institution.

For more information go to <https://dhewd.mo.gov/core42.php>.

Questions regarding Core42 should be directed to the Office of the Chief Academic Officer at 573-840-9689.

Core Curriculum Transfer (CORE 42) General Education Courses

A minimum of 42 general education (Gen Ed) hours must be selected according to the following guidelines. The Three Rivers College CORE 42 block of general education (Gen Ed) credit is consistent with the statewide general education transfer curriculum and is part of the Associate of Arts degree. Students must select course offerings from each general education component indicated below and meet the minimum hours required in each component.

I. Written and Oral Communication (total hours: 9)

1. ENGL 111 College Writing (3cr)
2. ENGL 112 Advanced College Writing (3cr) (*ENGL 111 prerequisite with C or better*)
3. SCOM 110 Public Speaking (3cr)

II. Fine Arts and Humanities (total hours: 9) Required to be from two different disciplines

A. Fine Arts: (One course from the following)

1. ARTS 123 History and Appreciation of Art (3cr)
2. MUSC 123 History and Appreciation of Music (3cr)
3. MUSC 141 Theory I, Harmony (3cr) (*Music majors only*)
4. THEA 120 History and Appreciation of Theatre (3cr)

B. Humanities: (Two courses from the following)

1. ENGL 221 World Literature to 1600 (3cr)
2. ENGL 222 World Literature since 1600 (3cr)
3. ENGL 231 English Literature to 1798 (3cr)
4. ENGL 232 English Literature since 1798 (3cr)
5. ENGL 241 American Literature to 1870 (3cr)
6. ENGL 242 American Literature since 1870 (3cr)
7. MUSC 221 Music Literature I (3cr)
8. MUSC 222 Music Literature II (3cr)
9. PHIL 200 Introduction to Philosophy (3cr)
10. PHIL 233 Ethics (3cr)
11. PHIL 243 Religions of the World (3cr)
12. SPAN 101 Elementary Spanish I (3cr)
13. SPAN 102 Elementary Spanish II (3cr)

III. Life and Physical Sciences (minimum total hours: 7)

Two courses required, one from life sciences and one from physical sciences; one of the two courses must have a laboratory component.

Life Science

1. BIOL 100 Survey of Biological Principles (3cr)
2. BIOL 101 General Biology* (4cr)
3. BIOL 102 Environmental Science* (4cr)
4. BIOL 231 Anatomy and Physiology I* (4cr)
5. BIOL 232 Anatomy and Physiology II* (4cr)

Physical Science

1. CHEM 111 Introductory Chemistry* (4cr)
2. CHEM 121 General Chemistry I* (4cr)
3. PHYS 100 Survey of Physics (3cr)
4. PHYS 101 Physical Science * (4cr)
5. PHYS 211 General Physics I* (5cr)

*Laboratory Component

IV. Mathematics (total hours: 3) (One course from the following)

1. MATH 161 Mathematical Reasoning and Modeling (3cr)
2. MATH 163 College Algebra for Calculus (3cr)

V. Social and Behavioral Sciences (total hours: 9)

A. Government:

1. GOVT 121 National and State Government (3cr)

B. Social Sciences: (Two courses from the following)

1. ECON 211 Principles of Macroeconomics (3cr)
2. ECON 212 Principles of Microeconomics (3cr)
3. HIST 111 American History to 1877 (3cr)
4. HIST 112 American History since 1877 (3cr)
5. HIST 121 World Civilization to the Renaissance (3cr)
6. HIST 122 World Civilization since the Renaissance (3cr)
7. PSYC 111 General Psychology (3cr)
8. PSYC 243 Human Development Across the Life Span (3cr)
9. SOCI 111 General Sociology (3cr)



Associate of Applied Science (AAS) Degree General Education Program

The AAS Degree programs are designed to prepare a student for immediate entry into the job market upon completion of their selected programs. It is not intended as a transfer degree into a four-year program and contains courses that are not intended for transfer.

Students must complete at least 15 credits hours of the degree at Three Rivers College.

Specific general education courses may be listed along with core requirements in the Programs of Study. The College perceives education not only as preparation to earn a living, but as a way of life, responsible to both the individual and the college community. For this reason, approximately 25% of each program leading to an Associate of Applied Science degree is comprised of CORE 42 general education courses.

Students must select course offerings from each general education component indicated below and meet the minimum hours required in each component.

I. Communication (total hours: 3)

1. ENGL 111 College Writing

II. Social Science (total hours: 3)

1. GOVT 121 National and State Government

III. Mathematics (total hours: 3)

A. Mathematics

1. MATH 161 Mathematical Reasoning and Modeling
2. MATH 163 College Algebra for Calculus

IV. General Education Elective (total hours: 6)

Select a minimum of six hours of general education courses from the Core Curriculum Transfer (CORE 42) General Education page as outlined in the AAS program matrix for your program.

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Business Management	AAS	95
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Pre-Occupational Therapy Assistant.....	One-Year Certificate.....	136
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Associate of Arts

The Associate of Arts (AA) is a degree intended for transfer to a four-year institution. You will select an advising guide with the help of academic and general advisors. The graduation requirements for the Associate of Arts degree are as follows:

- Have a cumulative grade point average of 2.0 or higher.
- Complete GNST 100 – New Student Orientation (1cr)
- Complete ACAD 101 – Academic Life Strategies (3Cr)
- Complete at least 15 credit hours of the degree at Three Rivers College.
- Successfully complete the following coursework:
 - 60 credit hours total minimum.
 - 42 credit hours minimum of general education (MOTRANSFER).
 - 14 or more credit hours of elective courses.
- No more than 9 credit hours of career courses (non-transfer) may be used as electives.
- Pass the Missouri Higher Education Civics Achievement Examination.
- Meet all financial obligations to the College.

Advising Guides

Although AA students at Three Rivers College do not declare majors, you can select elective courses which will best prepare you for transfer into a particular major field at a specific college or university from the advising guides on the following pages.

The advising guides include courses generally recommended for certain majors at most of the state (public) universities. To ensure a seamless transfer, you must work with your advisor to verify that the suggested elective courses in this guide meet the requirements for their intended major field of study at the specific college or university you plan to attend.

If an advising guide is not listed that meets your needs, speak to your advisor and we can create an advising guide that will get you where you want to go.

You may only earn one Associate of Arts degree.

Associate of Arts (AA)

Administration of Justice Advising Guide

Career Studies and Workforce Development Division

Contact: Shawn Westbrooks swestbrooks@trcc.edu

Purpose: Transfer

FIRST YEAR

Fall Semester			Hours
ACAD	101	Academic Life Strategies	3
ADJU	100	Introduction to Law Enforcement -or-	3
ADJU	102	Introduction to Criminal Justice	
ENGL	111	College Writing	3
GNST	100	New Student Orientation	1
SOCI	111	General Sociology	3
		Mathematics Gen Ed course	3
TOTAL HOURS			16

Spring Semester			Hours
ADJU	113	Criminal Law	3
ENGL	112	Advanced College Writing	3
GOVT	121	National and State Government	3
PSYC	111	General Psychology	3
		Physical Sciences Gen Ed course	3-5
TOTAL HOURS			15-17

SECOND YEAR

Fall Semester			Hours
ADJU	104	Introduction to Criminal Courts	3
ADJU	114	Constitutional Law	3
SCOM	110	Public Speaking	3
		Humanities Gen Ed course	3
		Life Sciences Gen Ed course	3-4
TOTAL HOURS			15-16

Spring Semester			Hours
SOCI	230	Criminology -or-	3
SOCI	234	Social Problems	
		Fine Arts Gen Ed course	3
		General Education course	3
		General Education course	3
		Humanities Gen Ed course	3
TOTAL HOURS			15

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Courses page.

One of the Life or Physical Science General Education courses must include a lab.

This guide can be completed online. Go to trcc.edu/about/locations/trc-online/ for more information.

Associate of Arts (AA)

Agriculture Advising Guide

Career Studies and Workforce Development Division

Contact: Kathryn Clark kathrynclark@trcc.edu

Purpose: Transfer

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
AGRI	120	Plant Science	4	
AGRI	130	Animal Science	4	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
TOTAL HOURS			15	

Spring Semester			Hours	
AGRI	110	Soils & Soil Fertility	4	
ENGL	112	Advanced College Writing	3	
GOVT	121	National and State Government	3	
		Life Sciences Gen Ed course	3-4	
		Mathematics Gen Ed course	3	
TOTAL HOURS			16-17	

SECOND YEAR

Fall Semester			Hours	
AGRI	240	Agricultural Economics and Marketing	3	
HIST	111	American History to 1877 -or-	3	
HIST	112	American History since 1877		
SCOM	110	Public Speaking	3	
		Humanities Gen Ed course	3	
		Physical Sciences Gen Ed course	3-5	
TOTAL HOURS			16-17	

Spring Semester			Hours	
		Fine Arts Gen Ed course	3	
		General Education course	3	
		General Education course	3	
		Humanities Gen Ed course	3	
		Social and Behavioral Sciences Gen Ed course	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Courses page.

One of the Life or Physical Science General Education courses must include a lab.

Electives should be selected from courses that are transfer eligible.

Associate of Arts (AA)

Art Advising Guide

General Education Division

Contact: Steve Whitworth swhitworth@trcc.edu

Purpose: Transfer

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ARTS	123	History and Appreciation of Art	3	
ARTS	131	Drawing I	2	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
		Social and Behavioral Sciences Gen Ed course	3	
TOTAL HOURS			15	

Spring Semester			Hours	
ARTS	132	Drawing II	2	
ARTS	233	Painting I	3	
ENGL	112	Advanced College Writing	3	
		Humanities Gen Ed course	3	
		Physical Sciences Gen Ed course	3-5	
TOTAL HOURS			14-16	

SECOND YEAR

Fall Semester			Hours	
ARTS	213	Water Color	3	
GOVT	121	National and State Government	3	
		Humanities Gen Ed course	3	
		Life Sciences Gen Ed course	3-4	
		Mathematics Gen Ed course	3	
TOTAL HOURS			15-16	

Spring Semester			Hours	
ARTS	141	Color and Design I	2	
ARTS	243	Painting II	3	
SCOM	110	Public Speaking	3	
		General Education course	3	
		Social and Behavioral Sciences Gen Ed course	3	
		Elective	3	
TOTAL HOURS			17	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Courses page.

One of the Life or Physical Science General Education courses must include a lab.

Associate of Arts (AA)

Biological Sciences Advising Guide

General Education Division

Contact: Michelle Fisher mfisher@trcc.edu

Purpose: Transfer

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
BIOL	101	General Biology	4	
CHEM	121	General Chemistry I*	4	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
TOTAL HOURS			15	

Spring Semester			Hours	
CHEM	122	General Chemistry II	4	
ENGL	112	Advanced College Writing	3	
		Humanities Gen Ed course	3	
		Life Sciences Gen Ed course	3-4	
		Social and Behavioral Sciences Gen Ed course	3	
TOTAL HOURS			16-17	

SECOND YEAR

Fall Semester			Hours	
BIOL	221	General Zoology	4	
GOVT	121	National and State Government	3	
MATH	223	Probability and Statistics	3	
		Fine Arts Gen Ed course	3	
		Humanities Gen Ed course	3	
TOTAL HOURS			16	

Spring Semester			Hours	
BIOL	211	General Botany	4	
MATH	171	Analytic Geometry and Calculus I*	5	
SCOM	110	Public Speaking	3	
		Social and Behavioral Sciences Gen Ed course	3	
TOTAL HOURS			15	

*If a student does not have placement of MATH 171, additional credits of mathematics may be required to complete advising guide.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Courses page.

This advising guide can be completed online. Go to trcc.edu/about/locations/trc-online/ for more information.

Associate of Arts (AA)

Business Administration Advising Guide

Career Studies and Workforce Development Division

Contact: Jennifer Inman jinman@trcc.edu

Purpose: Transfer

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
BUAD	120	Introduction to Business	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
		General Education course	3	
		Mathematics Gen Ed course	3	
TOTAL HOURS			16	

Spring Semester			Hours	
BLAW	221	Legal and Ethical Environment of Business	3	
ENGL	112	Advanced College Writing	3	
SCOM	110	Public Speaking	3	
		General Education course	3	
		Life Sciences Gen Ed course	3-4	
TOTAL HOURS			15-16	

SECOND YEAR

Fall Semester			Hours	
ACCT	211	Principles of Accounting I	3	
ECON	211	Principles of Macroeconomics	3	
GOVT	121	National and State Government	3	
		Humanities Gen Ed course	3	
		Physical Sciences Gen Ed course	3-5	
TOTAL HOURS			15-17	

Spring Semester			Hours	
ACCT	212	Principles of Accounting II	3	
BUAD	221	Fundamentals of Management -or-	3	
BUAD	230	Business Statistics		
ECON	212	Principles of Microeconomics	3	
		Fine Arts Gen Ed course	3	
		Humanities Gen Ed course	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Courses page.

One of the Life or Physical Science General Education courses must include a lab.

This advising guide can be completed online. Go to trcc.edu/about/locations/trc-online/ for more information.

Associate of Arts (AA)

Chemistry Advising Guide

General Education Division

Contact: Michael DeAngelo

mdeangelo@trcc.edu

Purpose: Transfer

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
CHEM	121	General Chemistry I*	4	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
GOVT	121	National and State Government	3	
TOTAL HOURS			14	

Spring Semester			Hours	
BIOL	101	General Biology	4	
CHEM	122	General Chemistry II	4	
ENGL	112	Advanced College Writing	3	
MATH	171	Analytic Geometry and Calculus I*	5	
TOTAL HOURS			16	

SECOND YEAR

Fall Semester			Hours	
MATH	271	Analytic Geometry and Calculus II	5	
PHYS	211	General Physics I	5	
			Humanities Gen Ed course	3
			Social and Behavioral Sciences Gen Ed course	3
TOTAL HOURS			16	

Spring Semester			Hours	
PHYS	212	General Physics II	5	
SCOM	110	Public Speaking	3	
			Fine Arts Gen Ed course	3
			Humanities Gen Ed course	3
			Social and Behavioral Sciences Gen Ed course	3
TOTAL HOURS			17	

*If a student does not have placement of MATH 171, additional credits of mathematics may be required to complete advising guide.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Courses page.

Associate of Arts (AA)

Communication Advising Guide

General Education Division

Contact: Dr. Benjamin Haas bhaas@trcc.edu

Purpose: Transfer

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
GOVT	121	National and State Government	3	
SCOM	110	Public Speaking	3	
		Mathematics Gen Ed course	3	
TOTAL HOURS			16	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
PHIL	233	Ethics	3	
		Humanities Gen Ed course	3	
		Physical Sciences Gen Ed course	3-5	
		Elective	3	
TOTAL HOURS			15-17	

SECOND YEAR

Fall Semester			Hours	
SCOM	210	Interpersonal Communication	3	
		Fine Arts Gen Ed course	3	
		Humanities Gen Ed course	3	
		Life Sciences Gen Ed course	3-4	
		Social and Behavioral Sciences Gen Ed course	3	
TOTAL HOURS			15-16	

Spring Semester			Hours	
THEA	120	History and Appreciation of Theatre	3	
		Social and Behavioral Sciences Gen Ed course	3	
		Elective	3	
		Elective	3	
		Elective	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

One of the Life or Physical Science General Education courses must include a lab.

Electives should be selected from courses that are transfer eligible.

This advising guide can be completed online. Go to trcc.edu/about/locations/trc-online/ for more information.

Associate of Arts (AA)

Cybersecurity Advising Guide

Central Methodist University

Career Studies and Workforce Development Division

Contact: Dr. Michael Malone mmalone@trcc.edu

Purpose: For transfer to Central Methodist University to major in Cybersecurity.

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
MST	115	IT Essentials	3	
MST	118	Networking I	3	
		Mathematics Gen Ed course	3	
TOTAL HOURS			16	

Spring Semester			Hours	
ENGL	221	World Literature to 1600	3	
PHYS	101	Physical Science	4	
SCOM	110	Public Speaking	3	
SOCI	111	General Sociology	3	
		Fine Arts Gen Ed course	3	
TOTAL HOURS			16	

SECOND YEAR

Fall Semester			Hours	
ENGL	112	Advanced College Writing	3	
GOVT	121	National and State Government	3	
HIST	111	American History to 1877 -or-	3	
HIST	112	American History since 1877		
MST	128	Networking II	3	
		General Education course	3	
TOTAL HOURS			15	

Spring Semester			Hours	
BIOL	101	General Biology	4	
CYS	115	Introduction to Cybersecurity	3	
CYS	116	Ethics in Information Technology	3	
PHIL	243	Religions of the World	3	
		General Education course	3	
TOTAL HOURS			16	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Courses page.

Associate of Arts (AA)

EDUCATION Advising Guide

Elementary Education – Arkansas State University

Career Studies and Workforce Development Division

Contact: Dr. Faye Sanders asanders@trcc.edu

Purpose: For transfer to Arkansas State University – Grades K-6. The two-plus-two agreement is designed for students to enter Arkansas State University in their Junior Year.

FIRST YEAR

Fall Semester				Hours
ACAD	101	Academic Life Strategies	3	
BIOL	101	General Biology	4	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
HIST	111	American History to 1877 -or-	3	
HIST	112	American History since 1877		
SCOM	110	Public Speaking	3	
TOTAL HOURS			17	

Spring Semester				Hours
EDUC	201	Teaching Profession with Field Experience	3	
EDUC	270	Educational Technology	3	
ENGL	112	Advanced College Writing	3	
PHYS	101	Physical Science	4	
		Fine Arts Gen Ed course	3	
TOTAL HOURS			16	

SECOND YEAR

Fall Semester				Hours
ENGL	221	World Literature to 1600 -or-	3	
ENGL	222	World Literature since 1600		
GOVT	121	National and State Government	3	
HIST	121	World Civilization to the Renaissance -or-	3	
HIST	122	World Civilization since the Renaissance		
MATH	161	Mathematical Reasoning and Modeling -or-	3	
MATH	163	College Algebra for Calculus		
PSYC	243	Human Development Across the Life Span	3	
TOTAL HOURS			15	

Spring Semester				Hours
BIOL	113	Introduction to Process Science	1	
EDUC	210	Educational Psychology	3	
EDUC	260	Education of the Exceptional Learner	3	
PHIL	200	Introduction to Philosophy	3	
MATH	162	Math for Elementary Teachers	4	
TOTAL HOURS			14	

ASU Transfer Requirements

The following courses must be completed with a C or higher.

ELA Discipline	Mathematics Discipline	Science Discipline	Social Studies Discipline
ENGL 111 College Writing ENGL 112 Advanced College Writing ENGL 221 World Literature to 1600 ENGL 222 World Literature since 1600	MATH 163 College Algebra for Calculus	MATH 163 College Algebra for Calculus BIOL 101 General Biology PHYS 101 Physical Science	HIST 111 American History to 1877 HIST 112 American History since 1877 HIST 121 World Civilization to the Renaissance HIST 122 World Civilization since the Renaissance

Graduates must have a 2.75 GPA to be accepted by ASU for the education program.

Teacher Education students are required to complete forty-five (45) hours of classroom observation/engagement in the K-12 public school setting in the following courses:

EDUC 201 Teaching Professional w/Field Experience (30 hours)

EDUC 260 Education of the Exceptional Learner (15 hours)

In addition, submission of a Criminal Record Background Check must be completed.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are encouraged to meet with an ASU advisor on the campus of ASU early in their coursework.

A list of general education courses can be found on the Core Curriculum Transfer (Core42) General Education Courses page.

This advising guide can be completed online. Go to <http://www.trcc.edu/about/locations/trc-online> for more information.

Associate of Arts (AA)

EDUCATION Advising Guide

Mid-Level Education – Arkansas State University

Career Studies and Workforce Development Division

Contact: Dr. Faye Sanders asanders@trcc.edu

Purpose: For transfer to Arkansas State University – Grades 4 – 8. The two-plus-two agreement is designed for students to enter Arkansas State University in their Junior Year.

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
BIOL	101	General Biology	4	
EDUC	270	Educational Technology	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
HIST	111	American History to 1877 -or-	3	
HIST	112	American History since 1877		
TOTAL HOURS			17	

SECOND YEAR

Fall Semester			Hours	
EDUC	210	Educational Psychology	3	
ENGL	221	World Literature to 1600 -or-	3	
ENGL	222	World Literature since 1600		
HIST	121	World Civilization to the Renaissance -or-	3	
HIST	122	World Civilization since the Renaissance		
MATH	161	*Mathematical Reasoning & Modeling -or-	3	
MATH	163	College Algebra for Calculus		
Fine Arts Gen Ed course			3	
TOTAL HOURS			15	

Spring Semester			Hours	
EDUC	201	Teaching Profession with Field Experience	3	
ENGL	112	Advanced College Writing	3	
PHYS	101	Physical Science	4	
PSYC	111	General Psychology	3	
Discipline Elective			3-5	
TOTAL HOURS			16-18	

Spring Semester			Hours	
EDUC	260	Education of the Exceptional Learner	3	
GOVT	121	National and State Government	3	
PHIL	200	Introduction to Philosophy	3	
SCOM	110	Public Speaking	3	
Discipline Elective			3-5	
TOTAL HOURS			15-17	

MATH 161 Mathematical Reasoning & Modeling – ELA and History Majors MATH 163 College Algebra for Calculus – Math and Science Majors

Discipline Electives

ELA	Mathematics	Science	Social Studies
ENGL 221 World Literature to 1600 ENGL 222 World Literature since 1600 ENGL 241 American Literature to 1870 ENGL 242 American Literature since 1870	MATH 171 Analytic Geometry & Calculus	CHEM 111 Introduction to Chemistry	ECON 211 Principles of Macroeconomics ECON 212 Principles of Microeconomics HIST 111 American History to 1877 HIST 112 American History since 1877 HIST 121 World Civilization to the Renaissance HIST 122 World Civilization since the Renaissance

ASU Transfer Requirements The following courses must be completed with a C or higher in the discipline.

ELA Discipline	Mathematics Discipline	Science Discipline	Social Studies Discipline
ENGL 111 College Writing ENGL 112 Advanced College Writing ENGL 221 World Literature to 1600 ENGL 222 World Literature since 1600	MATH 163 College Algebra for Calculus	MATH 163 College Algebra for Calculus BIOL 101 General Biology PHYS 101 Physical Science	HIST 111 American History to 1877 HIST 112 American History since 1877 HIST 121 World Civilization to the Renaissance HIST 122 World Civilization since the Renaissance

Graduates must have a 2.75 GPA to be accepted by ASU for the education program.

Students are encouraged to meet with an ASU advisor on the campus of ASU early in their coursework.

Teacher Education students are required to complete forty-five (45) hours of classroom observation/engagement in the K-12 public school setting in the following courses: EDUC 201 Teaching Profession w/Field Experience (30 hours) and EDUC 260 Education of the Exceptional Learner (15 hours). In addition, submission of a Criminal Record Background Check must be completed.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (Core42) General Education Courses page.

This advising guide can be completed online. Go to <http://www.trcc.edu/about/locations/trc-online/> for more information.

Associate of Arts (AA)

EDUCATION Advising Guide

Secondary Education – Arkansas State University

Career Studies and Workforce Development Division

Contact: Dr. Faye Sanders asanders@trcc.edu

Purpose: For transfer to Arkansas State University – Grade 9 - 12. The two-plus-two agreement is designed for students to enter Arkansas State University in their Junior Year.

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
BIOL	101	General Biology	4	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
HIST	111	American History to 1877 -or-	3	
HIST	112	American History since 1877		
SCOM	110	Public Speaking	3	
TOTAL HOURS			17	

Spring Semester			Hours	
EDUC	201	Teaching Profession with Field Experience	3	
ENGL	112	Advanced College Writing	3	
GOVT	121	National and State Government	3	
PHYS	101	Physical Science	4	
		Fine Arts Gen Ed course	3	
TOTAL HOURS			16	

SECOND YEAR

Fall Semester			Hours	
ENGL	221 222	World Literature to 1600 -or- World Literature since 1600	3	
HIST	121 122	World Civilization to the Renaissance -or- World Civilization since the Renaissance	3	
MATH	163	College Algebra for Calculus	3	
PSYC	111	General Psychology	3	
		Discipline Elective	3-5	
TOTAL HOURS			15-17	

Spring Semester			Hours	
EDUC	210	Educational Psychology	3	
EDUC	260	Education of the Exceptional Learner	3	
EDUC	270	Educational Technology	3	
PHIL	200	Introduction to Philosophy	3	
TOTAL HOURS			12	

Discipline Electives

ELA	Mathematics	Science	Social Studies
ENGL 221 World Literature to 1600 ENGL 222 World Literature since 1600 ENGL 241 American Literature to 1870 ENGL 242 American Literature since 1870	MATH 171 Analytic Geometry & Calculus	CHEM 111 Introduction to Chemistry	ECON 211 Principles of Macroeconomics ECON 212 Principles of Microeconomics HIST 111 American History to 1877 HIST 112 American History since 1877 HIST 121 World Civilization to the Renaissance HIST 122 World Civilization since the Renaissance

ASU Transfer Requirements

The following courses must be completed with a C or higher in the discipline.

ELA Discipline	Mathematics Discipline	Science Discipline	Social Studies Discipline
ENGL 111 College Writing ENGL 112 Advanced College Writing ENGL 221 World Literature to 1600 ENGL 222 World Literature since 1600	MATH 163 College Algebra for Calculus	MATH 163 College Algebra for Calculus BIOL 101 General Biology PHYS 101 Physical Science	HIST 111 American History to 1877 HIST 112 American History since 1877 HIST 121 World Civilization to the Renaissance HIST 122 World Civilization since the Renaissance

Graduates must have a 2.75 GPA to be accepted by ASU for the education program.

Students are encouraged to meet with an ASU advisor on the campus of ASU early in their coursework.

Teacher Education students should be aware that forty-five (45) hours of classroom observation/engagement is required in the following courses: EDUC 201-Teaching Profession with Field Experience (30 hours) and EDUC 260-Education of the Exceptional Learner (15 hours). In addition, submission of a Criminal Record Background Check must be completed.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general educational courses can be found on the Core Curriculum Transfer (CORE42) General Education Courses page.

Electives should be selected from courses that are transfer eligible. Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

This advising guide can be completed online. Go to <http://www.trcc.edu/about/locations/trc-online/> for more information.

Associate of Arts (AA)

English Advising Guide

General Education Division

Contact: Tiechera Samuel tsamuell@trcc.edu

Purpose: Transfer.

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
SCOM	110	Public Speaking	3	
		Fine Arts Gen Ed course	3	
		Social and Behavioral Sciences Gen Ed course	3	
TOTAL HOURS			16	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
ENGL	140	Creative Writing	3	
		General Education course	3	
		Life Sciences Gen Ed course	3-4	
		Mathematics Gen Ed course	3	
TOTAL HOURS			15-16	

SECOND YEAR

Fall Semester			Hours	
ENGL	231	English Literature to 1798 -or- American Literature to 1870	3	
ENGL	241			
GOVT	121	National and State Government	3	
		Humanities Elective	3	
		Physical Sciences Gen Ed course	3-5	
		Social and Behavioral Sciences Gen Ed course	3	
TOTAL HOURS			15-17	

Spring Semester			Hours	
ENGL	232	English Literature since 1798 -or- American Literature since 1870	3	
ENGL	242			
		General Education course	3	
		Humanities Elective	3	
		Elective	3	
		Elective	3	
TOTAL HOURS			15	

Students planning to attend a four-year institution for a degree in Literature should take ENGL 221/222, ENGL 231/232, and ENGL 241/242.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

One of the Life or Physical Science General Education courses must include a lab.

Electives should be selected from courses that are transfer eligible.

This advising guide can be completed online. Go to trcc.edu/about/locations/trc-online/ for more information.

Associate of Arts (AA)

Forensic Science Advising Guide

General Education Division

Contact: Michelle Fisher mfisher@trcc.edu

Purpose: Transfer

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
CHEM	121	General Chemistry I*	4	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
		Humanities Gen Ed course	3	
TOTAL HOURS			14	

Spring Semester			Hours	
CHEM	122	General Chemistry II	4	
CRJU	128	Forensic Science and Criminalists	3	
ENGL	112	Advanced College Writing	3	
MATH	171	Analytic Geometry & Calculus I*	5	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester			Hours	
ENGL	221	World Literature to 1600 -or-	3	
ENGL	222	World Literature since 1600		
GOVT	121	National and State Government	3	
PHYS	101	Physical Science	4	
SCOM	110	Public Speaking	3	
SOCI	111	General Sociology	3	
TOTAL HOURS			16	

Spring Semester			Hours	
ADJU	233	Criminal Investigation	3	
PSYC	111	General Psychology	3	
		Fine Arts Gen Ed course	3	
		General Education course	3	
		Life Sciences Gen Ed course	3-4	
TOTAL HOURS			15-16	

*If a student does not have placement of MATH 171, additional credits of mathematics may be required to complete advising guide.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Courses page.

Associate of Arts (AA)

Forestry Advising Guide

Career Studies and Workforce Development Division

Contact: Kathryn Clark kathrynclark@trcc.edu

Purpose: Transfer

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ENGL	111	College Writing	3	
FRST	117	Introduction to Dendrology	3	
FRST	119	Forest Measurements	3	
GNST	100	New Student Orientation	1	
SCOM	110	Public Speaking	3	
TOTAL HOURS			16	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
FRST	115	Introduction to Forestry	3	
GOVT	121	National and State Government	3	
		Life Sciences Gen Ed course	3-4	
		Mathematics Gen Ed course	3	
TOTAL HOURS			15-16	

SECOND YEAR

Fall Semester			Hours	
FRST	215	Forest Management Practices	3	
HIST	111	American History to 1877 -or- American History since 1877	3	
HIST	112			
		General Education course	3	
		Humanities Gen Ed course	3	
		Physical Sciences Gen Ed course	3-5	
TOTAL HOURS			15-17	

Spring Semester			Hours	
FRST	217	Silviculture and Ecology	3	
		Fine Arts Gen Ed course	3	
		General Education course	3	
		Humanities Gen Ed course	3	
		Social and Behavior Sciences Gen Ed course	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Courses page.

One of the Life or Physical Science General Education courses must include a lab.

Electives should be selected from courses that are transfer eligible.

Associate of Arts (AA)

General Education Advising Guide

General Education Division

Contact: Dr. Melissa Davis melissadavis@trcc.edu

Purpose: Transfer

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
GOVT	121	National and State Government	3	
SCOM	110	Public Speaking	3	
		Mathematics Gen Ed course	3	
TOTAL HOURS			16	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
		General Education course	3	
		Humanities Gen Ed course	3	
		Physical Sciences Gen Ed course	3-5	
		Elective	3	
TOTAL HOURS			15-17	

SECOND YEAR

Fall Semester			Hours	
		Fine Arts Gen Ed course	3	
		General Education course	3	
		Life Sciences Gen Ed course	3-4	
		Social and Behavioral Sciences Gen Ed course	3	
		Elective	3	
TOTAL HOURS			15-16	

Spring Semester			Hours	
		Humanities Gen Ed course	3	
		Social and Behavioral Sciences Gen Ed course	3	
		Elective	3	
		Elective	3	
		Elective	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Courses page.

One of the Life or Physical Science General Education courses must include a lab.

Electives should be selected from courses that are transfer eligible.

This advising guide can be completed online. Go to trcc.edu/about/locations/trc-online/ for more information.

Associate of Arts (AA)

Health Sciences Advising Guide

Career Studies and Workforce Development Division

Contact: Will Cooper wcooper@trcc.edu

Purpose: Transfer

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ALHE	125	Medical Terminology	3	
BIOL	231	Anatomy & Physiology I	4	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
GOVT	121	National and State Government	3	
TOTAL HOURS			17	

Spring Semester			Hours	
BIOL	232	Anatomy & Physiology II	4	
PSYC	243	Human Development Across the Lifespan	3	
SOCI	111	General Sociology	3	
		Elective	3	
		Mathematics Gen Ed course	3	
TOTAL HOURS			16	

SECOND YEAR

Fall Semester			Hours	
CHEM	111	Introductory Chemistry -or- General Chemistry I	4	
CHEM	121			
ENGL	112	Advanced College Writing	3	
HIST	111	American History to 1877 -or- American History since 1877	3	
HIST	112			
		Fine Arts Gen Ed course	3	
		Humanities Gen Ed course	3	
TOTAL HOURS			16	

Spring Semester			Hours	
BIOL	253	Microbiology -or- Probability and Statistics	4	
MATH	233			
IST	100	Computer Applications	3	
PSYC	111	General Psychology	3	
SCOM	110	Public Speaking	3	
		Humanities Gen Ed course	3	
TOTAL HOURS			15-16	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Courses page.

Electives should be selected from courses that are transfer eligible.

This advising guide can be completed online. Go to trcc.edu/about/locations/trc-online/ for more information.

Associate of Arts (AA)

History Advising Guide

General Education Division

Contact: Corey Daleski cdaleski@trcc.edu

Purpose: Transfer

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
HIST	111	American History to 1877	3	
HIST	121	World Civilization to the Renaissance	3	
		Mathematics Gen Ed course	3	
TOTAL HOURS			16	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
HIST	112	American History since 1877	3	
HIST	122	World Civilization since the Renaissance	3	
		Fine Arts Gen Ed Course	3	
		Life Sciences Gen Ed course	3-4	
TOTAL HOURS			15-16	

SECOND YEAR

Fall Semester			Hours	
ECON	211	Principles of Macroeconomics	3	
GOVT	121	National and State Government	3	
SOCI	111	General Sociology	3	
		Humanities Gen Ed course	3	
		Elective	3	
TOTAL HOURS			15	

Spring Semester			Hours	
PHYS	101	Physical Science	4	
PSYC	111	General Psychology	3	
SCOM	110	Public Speaking	3	
		Humanities Gen Ed course	3	
		Elective	3	
TOTAL HOURS			16	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Courses page.

This advising guide can be completed online. Go to trcc.edu/about/locations/trc-online/ for more information.

Associate of Arts (AA)

Mathematics Advising Guide

General Education Division

Contact: Mark Eriksson meriksson@trcc.edu

Purpose: Transfer

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
CHEM	121	General Chemistry I*	4	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
SCOM	110	Public Speaking	3	
TOTAL HOURS			14	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
GOVT	121	National and State Government	3	
MATH	171	Analytic Geometry and Calculus I*	5	
		Humanities Gen Ed course	3	
		Social and Behavioral Sciences Gen Ed course	3	
TOTAL HOURS			17	

SECOND YEAR

Fall Semester			Hours	
MATH	271	Analytic Geometry and Calculus II	5	
PHYS	211	General Physics I	5	
		Fine Arts Gen Ed course	3	
		Humanities Gen Ed course	3	
TOTAL HOURS			16	

Spring Semester			Hours	
MATH	272	Analytic Geometry and Calculus III	5	
PHYS	212	General Physics II	5	
		Life Sciences Gen Ed course	3-4	
		Social and Behavioral Sciences Gen Ed course	3	
TOTAL HOURS			16-17	

*If a student does not have placement of MATH 171, additional credits of mathematics may be required to complete advising guide.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Courses page.

Associate of Arts (AA)

Music Advising Guide

General Education Division

Contact: Instrumentalists - William White wwhite@trcc.edu

Purpose: Transfer

Vocalists and Pianists – Cindy White cwhite@trcc.edu

FIRST YEAR

Fall Semester			Hours
ACAD	101	Academic Life Strategies	3
ENGL	111	College Writing	3
GNST	100	New Student Orientation	1
HIST	111	American History to 1877 -or-	3
HIST	112	American History since 1877	
MUSC	131	Aural Skills I	1
MUSC	141	Theory I, Harmony	3
MUSC	150	Functional Piano I	1
		Performance Ensembles	0
		Private Instruction	1
		Recitals and Concerts	0
TOTAL HOURS			16

Spring Semester			Hours
BIOL	100	Survey of Biological Principles	3
ENGL	112	Advanced College Writing	3
MUSC	132	Aural Skills II	1
MUSC	142	Theory II, Harmony	3
MUSC	153	Functional Piano II	1
PSYC	243	Human Development Across the Lifespan	3
SCOM	110	Public Speaking	3
		Performance Ensembles	0
		Private Instruction	1
		Recitals and Concerts	0
TOTAL HOURS			18

SECOND YEAR

Fall Semester			Hours
GOVT	121	National and State Government	3
MUSC	221	Music Literature I	3
MUSC	231	Aural Skills III	1
MUSC	241	Theory III, Harmony	3
MUSC	250	Functional Piano III	1
		General Education course	3
		Mathematics Gen Ed course	3
		Performance Ensembles	0
		Private Instruction	1
		Recitals and Concerts	0
TOTAL HOURS			18

Spring Semester			Hours
MUSC	222	Music Literature II	3
MUSC	232	Aural Skills IV	1
MUSC	242	Theory IV, Harmony	3
MUSC	253	Functional Piano IV	1
PHIL	243	Religions of the World	3
PHYS	101	Physical Science	4
		Performance Ensembles	0
		Private Instruction	1
		Recitals and Concerts	0
TOTAL HOURS			16

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Courses page.

Associate of Arts (AA)

Philosophy Advising Guide

General Education Division

Contact: Mark Sanders msanders@trcc.edu

Purpose: Transfer.

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
		Humanities Elective	3	
		Life Sciences Gen Ed course	3-4	
		Mathematics Gen Ed course	3	
TOTAL HOURS			16-17	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
PHIL	200	Introduction to Philosophy	3	
PSYC	111	General Psychology	3	
SCOM	110	Public Speaking	3	
		Physical Sciences Gen Ed course	3-5	
TOTAL HOURS			15-17	

SECOND YEAR

Fall Semester			Hours	
HIST	121	World Civilization to the Renaissance	3	
PHIL	233	Ethics	3	
SOCI	111	General Sociology	3	
		Fine Arts Gen Ed course	3	
		Humanities Elective	3	
TOTAL HOURS			15	

Spring Semester			Hours	
HIST	122	World Civilization since the Renaissance	3	
GOVT	121	National and State Government	3	
PHIL	243	Religions of the World	3	
		Elective	3	
		Elective	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Courses page.

One of the Life or Physical Science General Education courses must include a lab.

Electives should be selected from courses that are transfer eligible.

This advising guide can be completed online. Go to trcc.edu/about/locations/trc-online/ for more information.

Associate of Arts (AA)

Physical Sciences Advising Guide

General Education Division

Contact: Dr. Paul Larson plarson@trcc.edu

Purpose: Transfer

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
CHEM	121	General Chemistry I*	4	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
SCOM	110	Public Speaking	3	
TOTAL HOURS			14	

Spring Semester			Hours	
BIOL	101	General Biology	4	
ENGL	112	Advanced College Writing	3	
GOVT	121	National and State Government	3	
MATH	171	Analytic Geometry and Calculus I*	5	
		Social and Behavioral Sciences Gen Ed course	3	
TOTAL HOURS			18	

SECOND YEAR

Fall Semester			Hours	
MATH	271	Analytic Geometry and Calculus II	5	
PHYS	211	General Physics I	5	
		Humanities Gen Ed course	3	
		Social and Behavior Sciences Gen Ed course	3	
TOTAL HOURS			16	

Spring Semester			Hours	
MATH	272	Analytic Geometry and Calculus III	5	
PHYS	212	General Physics II	5	
		Fine Arts Gen Ed course	3	
		Humanities Gen Ed course	3	
TOTAL HOURS			16	

*If a student does not have placement of MATH 171, additional credits of mathematics may be required to complete advising guide.

Students are strongly encouraged to take CHEM 122 General Chemistry II for transfer.

The AA, Physical Sciences guide may enable students interested in pre-engineering to complete necessary coursework for transfer.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Courses page.

Associate of Arts (AA)

Political Science Advising Guide

General Education Division

Contact: Dr. Michael Baggs

mbaggs@trcc.edu

Purpose: Transfer

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
GOVT	121	National and State Government	3	
HIST	111	American History to 1877	3	
		Mathematics Gen Ed course	3	
TOTAL HOURS			16	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
HIST	112	American History since 1877	3	
SCOM	110	Public Speaking	3	
		Humanities Gen Ed course	3	
		Physical Sciences Gen Ed course	3-5	
TOTAL HOURS			15-17	

SECOND YEAR

Fall Semester			Hours	
HIST	121	World Civilization to the Renaissance	3	
PSYC	111	General Psychology	3	
SOCI	111	General Sociology	3	
		Humanities Gen Ed course	3	
		Life Sciences Gen Ed course	3-4	
TOTAL HOURS			15-16	

Spring Semester			Hours	
HIST	122	World Civilization since the Renaissance	3	
		Fine Arts Gen Ed course	3	
		Elective	3	
		Elective	3	
		Elective	3	
TOTAL HOURS			15	

Foreign Language may be required for a B.A. degree.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the [Core Curriculum Transfer \(CORE42\) General Education Courses](#) page.

One of the Life or Physical Science General Education courses must include a lab.

Electives should be selected from courses that are transfer eligible.

This advising guide can be completed online. Go to trcc.edu/about/locations/trc-online/ for more information.

Associate of Arts (AA)

Pre-Health Medicine Advising Guide

General Education Division

Contact: Melissa Davis melissadavis@trcc.edu

Purpose: Transfer.

FIRST YEAR

Fall Semester				Hours	
ACAD	101	Academic Life Strategies	3		
CHEM	121	General Chemistry I*	4		
ENGL	111	College Writing	3		
GNST	100	New Student Orientation	1		
GOVT	121	National and State Government	3		
PSYC	111	General Psychology	3		
TOTAL HOURS			17		

Spring Semester				Hours	
BIOL	101	General Biology	4		
CHEM	122	General Chemistry II	4		
ENGL	112	Advanced College Writing	3		
MATH	171	Analytic Geometry and Calculus I*	5		
TOTAL HOURS			16		

SECOND YEAR

Fall Semester				Hours	
PHIL	243	Religions of the World	3		
PHYS	211	General Physics I	5		
		Fine Arts Gen Ed course	3		
		Life Sciences Gen Ed course	3-4		
		Social and Behavioral Sciences Gen Ed course	3		
TOTAL HOURS			17-18		

Spring Semester				Hours	
PHYS	212	General Physics II	5		
SCOM	110	Public Speaking	3		
		Humanities Gen Ed Course	3		
		Pre-Health Medicine Elective	2-5		
TOTAL HOURS			13-16		

Pre-Health Medicine Electives

ALHE	125	Medical Terminology	3		
BIOL	211	General Botany	4		
BIOL	221	General Zoology	4		
BIOL	231	Anatomy & Physiology I	4		
BIOL	232	Anatomy & Physiology II	4		
BIOL	253	Microbiology	4		
HPER	123	First Aid	2		
MATH	223	Probability and Statistics	3		
MATH	271	Analytic Geometry and Calculus II	5		

*If a student does not have placement of MATH 171, additional credits of mathematics may be required to complete advising guide.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Courses page.

Electives should be selected from courses that are transfer eligible.

Associate of Arts (AA)

Psychology Advising Guide

General Education Division

Contact: Colleen Sanders csanders@trcc.edu

Purpose: Transfer.

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
MATH	163	College Algebra for Calculus	3	
PSYC	111	General Psychology	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			16	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
PSYC	243	Human Development Across the Life Span	3	
SOCI	111	General Sociology	3	
		Humanities Gen Ed course	3	
		Life Sciences Gen Ed course	3-4	
TOTAL HOURS			15-16	

SECOND YEAR

Fall Semester			Hours	
PSYC	233	Adolescent Psychology	3	
SOCI	223	Marriage and the Family	3	
		Fine Arts Gen Ed course	3	
		Humanities Gen Ed course	3	
		Physical Sciences Gen Ed course	3-5	
TOTAL HOURS			15-17	

Spring Semester			Hours	
GOVT	121	National and State Government	3	
HIST	122	World Civilization since the Renaissance	3	
PSYC	223	Child Psychology	3	
SOCI	234	Social Problems	3	
		Elective	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Courses page.

One of the Life or Physical Science General Education courses must include a lab.

Electives should be selected from courses that are transfer eligible.

This advising guide can be completed online. Go to trcc.edu/about/locations/trc-online/ for more information.

Associate of Arts (AA)

Social Work Advising Guide

General Education Division

Contact: Corey Reynolds creynolds@trcc.edu

Purpose: Transfer

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
SWRK	100	Social Work	3	
		Life Sciences Gen Ed course	3-4	
		Mathematics Gen Ed course	3	
TOTAL HOURS			16-17	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
PSYC	111	General Psychology	3	
SCOM	110	Public Speaking	3	
		Humanities Gen Ed course	3	
		Social Work Elective	3	
TOTAL HOURS			15	

Social Work Electives

PSYC	223	Child Psychology	3	
PSYC	233	Adolescent Psychology	3	
PSYC	243	Human Development Across the Life Span	3	
SOCI	223	Marriage and the Family	3	
SOCI	230	Criminology	3	
SOCI	234	Social Problems	3	
SWRK	201	Social and Economic Justice	3	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the [Core Curriculum Transfer \(CORE42\) General Education Courses](#) page.

One of the Life or Physical Science General Education courses must include a lab.

Electives should be selected from courses that are transfer eligible. Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

This advising guide can be completed online. Go to trcc.edu/about/locations/trc-online/ for more information.

SECOND YEAR

Fall Semester			Hours	
ECON	211	Principles of Macroeconomics -or- Principles of Microeconomics	3	
ECON	212			
GOVT	121	National and State Government	3	
SOCI	111	General Sociology	3	
		Humanities Gen Ed course	3	
		Social Work Elective	3	
TOTAL HOURS			15	

Spring Semester			Hours	
MATH	223	Probability and Statistics	3	
		Fine Arts Gen Ed course	3	
		General Education course	3	
		Physical Sciences Gen Ed course	3-5	
		Elective	3	
TOTAL HOURS			15-17	

Associate of Arts (AA)

Sociology Advising Guide

General Education Division

Contact: Shawn Westbrook swestbrooks@trcc.edu

Purpose: Transfer

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
SCOM	110	Public Speaking	3	
SOCI	111	General Sociology	3	
		Mathematics Gen Ed course	3	
TOTAL HOURS			16	

Spring Semester			Hours	
BIOL	101	General Biology	4	
ENGL	112	Advanced College Writing	3	
GOVT	121	National and State Government	3	
PSYC	111	General Psychology	3	
		Sociology Elective	3	
TOTAL HOURS			16	

Sociology Electives

PSYC	223	Child Psychology	3	
PSYC	233	Adolescent Psychology	3	
SOCI	223	Marriage and the Family	3	
SOCI	230	Criminology	3	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Courses page.

Electives should be selected from courses that are transfer eligible. Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

This advising guide can be completed online. Go to trcc.edu/about/locations/trc-online/ for more information.

SECOND YEAR

Fall Semester			Hours	
		Elective	3	
		Fine Arts Gen Ed course	3	
		Humanities Gen Ed course	3	
		Physical Sciences Gen Ed course	3-5	
		Sociology Elective	3	
TOTAL HOURS			15-17	

Spring Semester			Hours	
ECON HIST	212 122	Principles of Microeconomics -or- World Civilization since the Renaissance	3	
SOCI	234	Social Problems	3	
		General Education course	3	
		Humanities Gen Ed course	3	
		Elective	3	
TOTAL HOURS			15	

Associate of Arts (AA)

Spanish Advising Guide

General Education Division

Contact: Andrew Rivetti arivetti@trcc.edu

Purpose: Transfer

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
HIST	121	World Civilization to the Renaissance	3	
SPAN	101	Elementary Spanish I	3	
		Humanities Elective	3	
TOTAL HOURS			16	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
HIST	122	World Civilization since the Renaissance	3	
SPAN	102	Elementary Spanish II	3	
		Fine Arts Gen Ed course	3	
		Life Sciences Gen Ed course	3-4	
TOTAL HOURS			15-16	

SECOND YEAR

Fall Semester			Hours	
ENGL	221	World Literature to 1600	3	
GOVT	121	National and State Government	3	
SCOM	110	Public Speaking	3	
SPAN	201	Intermediate Spanish I	3	
		Mathematics Gen Ed course	3	
TOTAL HOURS			15	

Spring Semester			Hours	
ENGL	222	World Literature since 1600	3	
SPAN	202	Intermediate Spanish II	3	
		General Education course	3	
		Physical Sciences Gen Ed course	3-5	
		Elective	3	
TOTAL HOURS			15-17	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Courses page.

One of the Life or Physical Science General Education courses must include a lab.

Electives should be selected from courses that are transfer eligible.

Associate of Arts in Teaching

Advising Guides

The Associate of Arts in Teaching degree (AAT) is a Missouri specific, statewide, specialized degree intended for transfer to approved teacher education programs at Missouri four-year colleges. If you wish to pursue a four-year degree at a school not in Missouri, you should complete the Associate of Arts.

The AAT provides an opportunity to seamlessly transfer into a Bachelor of Arts or Bachelor of Science in Education concentration at a participating four-year transfer institution in the state of Missouri. Any Missouri community college student who has earned an AAT degree from any Missouri community college is guaranteed consistent treatment by the four-year transfer institution in accordance with the Missouri Coordinating Board for Higher Education (CBHE) Credit Transfer Policy, Principles of Best Practice, and related addenda and clarifying comments.

Length of programs may vary depending on the major and the college or university you wish to transfer to. Students should meet with their advisor to make appropriate course selections.

Program Outcomes

- **Content Knowledge Aligned with Appropriate Instruction**
The teacher understands the central concepts, structures, and tools of inquiry of the discipline(s) and creates learning experiences that make aspects of subject matter meaningful and engaging for students.
- **Student Learning, Growth, and Development**
The teacher understands how students learn, develop, and differ in their approaches to learning. The teacher provides learning opportunities that are adapted to diverse learners and support the intellectual, social, and personal development of all students.
- **Curriculum Implementation**
The teacher recognizes the importance of long-range planning and curriculum development. The teacher develops, implements, and evaluates curriculum based upon student, district, and state standards data.
- **Critical Thinking**
The teacher uses a variety of instructional strategies and resources to encourage students' critical thinking, problem solving, and performance skills.
- **Positive Classroom Environment**
The teacher uses an understanding of individual/group motivation and behavior to create a learning environment that encourages active engagement in learning, positive social interaction, and self-motivation.
- **Effective Communication**
The teacher models effective verbal, nonverbal, and media communication techniques with students, colleagues, and families to foster active inquiry, collaboration, and supportive interaction in the classroom.
- **Student Assessment and Data Analysis**
The teacher understands and uses formative and summative assessment strategies to assess the learner's progress and uses both classroom and standardized assessment data to plan ongoing instruction. The teacher monitors the performance of each student and devises instruction to enable students to grow and develop, making adequate academic progress.
- **Professionalism**
The teacher is a reflective practitioner who continually assesses the effects of choices and actions on others. The teacher actively seeks out opportunities to grow professionally in order to improve learning for all students.
- **Professional Collaboration**
The teacher has effective working relationships with students, parents, school colleagues, and community members.

The graduation requirements for the Associate of Arts degree are as follows:

- Have a cumulative grade point average of 2.00 or higher.
- Complete at least 15 credit hours of the degree at Three Rivers College.
- Complete GNST 100 – New Student Orientation (1cr)
- Complete ACAD 101 – Academic Life Strategies (3cr)
- Complete the courses in the Advising Guide. Three Rivers College offers the following guides to the AAT: early childhood education, elementary education, middle school education, secondary education, and music education.
- Pass the Missouri Higher Education Civics Achievement Examination.
- Meet all financial obligations to the College.

Associate of Arts in Teaching (AAT)

Early Childhood Education

Career Studies and Workforce Development Division

Contact: Dr. Faye Sanders asanders@trcc.edu

Purpose: Transfer. The Associate of Arts in Teaching Degree (AAT) provides the opportunity to complete a Bachelor of Arts or Bachelor of Science in Education at a participating four-year transfer institution in the state of Missouri. Any Missouri community college student who has earned an AAT degree from any Missouri community college is guaranteed consistent treatment by the four-year transfer institution in accordance with the Missouri Coordinating Board for Higher Education (CBHE) Credit Transfer Policy, Principles of Best Practices and related addenda and clarifying comments.

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
HIST	111	American History to 1877 -or-	3	
HIST	112	American History since 1877		
		Life Sciences Gen Ed	3-4	
TOTAL HOURS			13-14	

SECOND YEAR

Fall Semester			Hours	
EDUC	210	Educational Psychology	3	
EDUC	230	Foundations of Education in a Diverse Society	3	
EDUC	270	Educational Technology	3	
MATH	162	Math for Elementary Teachers	4	
		Literature Gen Ed	3	
TOTAL HOURS			16	

Spring Semester

Spring Semester			Hours	
EDUC	201	Teaching Profession with Field Experience	3	
EDUC	250	Children's Literature	3	
ENGL	112	Advanced College Writing	3	
PSYC	223	Child Psychology	3	
		Physical Science Gen Ed course	3-5	
TOTAL HOURS			15-17	

Spring Semester

Spring Semester			Hours	
EDUC	260	Education of the Exceptional Learner	3	
GOVT	121	National & State Government	3	
SCOM	110	Public Speaking	3	
		Fine Arts Gen Ed course	3	
		Humanities Gen Ed course	3	
		Social and Behavioral Sciences Gen Ed course	3	
TOTAL HOURS			18	

Recommended University Parallel Courses for Early Childhood Education and Elementary Education

BIOL 113 Introduction to Biological Processes (SEMO req)	1
ECD 126 Child Health, Safety, and Nutrition	3
EDUC 240 Integration of Art, Music, & PE	3

Teacher Education students are required to complete forty-five (45) hours of classroom observation/engagement in the K-12 public school setting in the following courses:

EDUC 201 – Teaching Profession with Field Experience (30 hours)

EDUC 260 – Education of the Exceptional Learner (15 hours)

In addition, submission of a Criminal Record Background Check must be completed.

Please see individual course descriptions for prerequisites, corequisites, and other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE 42) General Education Program page.

Electives should be selected from courses that are transfer eligible.

One of the Life or Physical Science General Education courses must include a lab.

This advising guide can be completed online. Go to trcc.edu/about/locations/trc-online/ for more information.

Associate of Arts in Teaching (AAT) Elementary Education

Career Studies and Workforce Development Division

Contact: Dr. Faye Sanders asanders@trcc.edu

Purpose: Transfer. The Associate of Arts in Teaching Degree (AAT) provides the opportunity to complete a Bachelor of Arts or Bachelor of Science in Education at a participating four-year transfer institution in the state of Missouri. Any Missouri community college student who has earned an AAT degree from any Missouri community college is guaranteed consistent treatment by the four-year transfer institution in accordance with the Missouri Coordinating Board for Higher Education (CBHE) Credit Transfer Policy, Principles of Best Practices and related addenda and clarifying comments.

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
HIST	111	American History to 1877 -or-	3	
HIST	112	American History since 1877		
		Life Sciences Gen Ed course	3-4	
TOTAL HOURS			13-14	

Spring Semester			Hours	
EDUC	201	Teaching Profession with Field Experience	3	
EDUC	250	Children's Literature	3	
ENGL	112	Advanced College Writing	3	
PSYC	223	Child Psychology	3	
		Physical Science Gen Ed course	3-5	
TOTAL HOURS			15-17	

SECOND YEAR

Fall Semester			Hours	
EDUC	210	Educational Psychology	3	
EDUC	230	Foundations of Education in a Diverse Society	3	
EDUC	270	Educational Technology	3	
MATH	162	Math for Elementary Teachers	4	
		Literature Gen Ed course	3	
TOTAL HOURS			16	

Spring Semester			Hours	
EDUC	260	Education of the Exceptional Learner	3	
GOVT	121	National & State Government	3	
SCOM	110	Public Speaking	3	
		Fine Arts Gen Ed course	3	
		Humanities Gen Ed course	3	
		Social and Behavioral Sciences Gen Ed course	3	
TOTAL HOURS			18	

Recommended for University Parallel for Early Childhood Education and Elementary Education

BIOL 113 Introduction to Biological Processes (SEMO req)	1
EDUC 240 Integration of Art, Music, and PE	3

Teacher Education students are required to complete forty-five (45) hours of classroom observation/engagement in the K-12 public school setting in the following courses:

EDUC 201 – Teaching Profession with Field Experience (30 hours)

EDUC 260 – Education of the Exceptional Learner (15 hours)

In addition, submission of a Criminal Record Background Check must be completed.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE 42) General Education Program page.

Electives should be selected from courses that are transfer eligible.

One of the Life or Physical Science General Education courses must include a lab.

This advising guide can be completed online. Go to trcc.edu/about/locations/trc-online/ for more information.

Associate of Arts in Teaching (AAT)

Middle School Education

Career Studies and Workforce Development Division

Contact: Dr. Faye Sanders asanders@trcc.edu

Purpose: Transfer. The Associate of Arts in Teaching Degree (AAT) provides the opportunity to complete a Bachelor of Arts or Bachelor of Science in Education at a participating four-year transfer institution in the state of Missouri. Any Missouri community college student who has earned an AAT degree from any Missouri community college is guaranteed consistent treatment by the four-year transfer institution in accordance with the Missouri Coordinating Board for Higher Education (CBHE) Credit Transfer Policy, Principles of Best Practices and related addenda and clarifying comments.

FIRST YEAR

Fall Semester

ACAD	101	Academic Life Strategies	3	
EDUC	270	Educational Technology	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
HIST	111	American History to 1877 -or-	3	
HIST	112	American History since 1877		
		Life Sciences Gen Ed course	3-4	
TOTAL HOURS			16-17	

Spring Semester

EDUC	201	Teaching Profession with Field Experience	3	
ENGL	112	Advanced College Writing	3	
PSYC	223	Child Psychology -or-	3	
PSYC	233	Adolescent Psychology -or-		
PSYC	243	Human Development Across the Life Span		
		Physical Science Gen Ed course	3-5	
		Discipline Elective	3	
TOTAL HOURS			15-17	

SECOND YEAR

Fall Semester

EDUC	210	Educational Psychology	3	
EDUC	230	Foundations of Education in a Diverse Society	3	
MATH	162	Math for Elementary Teachers	4	
		Literature Gen Ed course	3	
		Social and Behavioral Sciences Gen Ed course	3	
TOTAL HOURS			16	

Spring Semester

EDUC	260	Education of the Exceptional Learner	3	
GOVT	121	National & State Government	3	
SCOM	110	Public Speaking	3	
		Fine Arts Gen Ed course	3	
		Humanities Gen Ed course	3	
TOTAL HOURS			15	

Teacher Education students are required to complete forty-five (45) hours of classroom observation/engagement in the K-12 public school setting in the following courses:

EDUC 201 – Teaching Profession with Field Experience (30 hours)

EDUC 260 – Education of the Exceptional Learner (15 hours)

In addition, submission of a Criminal Record Background Check must be completed.

Students should meet with their intended transfer institution to determine the appropriate discipline from the Disciplines Electives list.

Discipline Electives

English Majors

EDUC 250-Children's Literature

ENGL 221-World Literature to 1600

ENGL 222-World Literature since 1600

ENGL 231-English Literature to 1798

ENGL 232-English Literature since 1798

ENGL 241-American Literature to 1870

ENGL 242-American Literature since 1870

History Majors

HIST 111-American History to 1877

HIST 112-American History since 1877

HIST 121-World Civilization to the Renaissance

HIST 122-World Civilization since the Renaissance

Math Majors

MATH 223-Probability and Statistics

MATH 163-College Algebra for Calculus

MATH 164-Trigonometry

MATH 171-Analytic Geometry and Calculus I

MATH 271-Analytic Geometry and Calculus II

MATH 272-Analytic Geometry and Calculus III

Science Majors

BIOL 102-Environmental Science

CHEM 111-Introductory Chemistry

Please see individual course description for prerequisites, corequisites, and other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Program page.

Electives should be selected from courses that are transfer eligible.

One of the Life or Physical Science General Education courses must include a lab.

This advising guide can be completed online. Go to trcc.edu/about/locations/trc-online/ for more information.

Associate of Arts in Teaching (AAT) Secondary Education

Career Studies and Workforce Development Division

Contact: Dr. Faye Sanders asanders@trcc.edu

Purpose: Transfer. The Associate of Arts in Teaching Degree (AAT) provides the opportunity to complete a Bachelor of Arts or Bachelor of Science in Education at a participating four-year transfer institution in the state of Missouri. Any Missouri community college student who has earned an AAT degree from any Missouri community college is guaranteed consistent treatment by the four-year transfer institution in accordance with the Missouri Coordinating Board for Higher Education (CBHE) Credit Transfer Policy, Principles of Best Practices and related addenda and clarifying

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ENGL	111	College Writing	3	
EDUC	270	Educational Technology	3	
GNST	100	New Student Orientation	1	
HIST	111	American History to 1877 -or-	3	
HIST	112	American History since 1877		
		Life Sciences Gen Ed course	3-4	
TOTAL HOURS			16-17	

SECOND YEAR

Fall Semester			Hours	
EDUC	210	Educational Psychology	3	
EDUC	230	Foundations of Education in a Diverse Society	3	
MATH	161	Mathematical Reasoning and Modeling -or-	3	
MATH	163	College Algebra for Calculus		
		Literature Gen Ed course	3	
		Social and Behavioral Sciences Gen Ed course	3	
TOTAL HOURS			15	

Spring Semester			Hours	
EDUC	201	Teaching Profession w/Field Experience	3	
ENGL	112	Advanced College Writing	3	
PSYC	233	Adolescent Psychology -or-	3	
PSYC	243	Human Development Across the Life Span		
		Physical Science Gen Ed course	3-5	
		Discipline Elective	3	
TOTAL HOURS			15-17	

Spring Semester			Hours	
EDUC	260	Education of the Exceptional Learner	3	
GOVT	121	National & State Government	3	
SCOM	110	Public Speaking	3	
		Fire Arts Gen Ed course	3	
		Humanities Gen Ed course	3	
TOTAL HOURS			15	

Teacher Education students are required to complete forty-five (45) hours of classroom observation/engagement in the K-12 public school setting in the following courses:

EDUC 201 – Teaching Profession with Field Experience (30 hours)

EDUC 260 – Education of the Exceptional Learner (15 hours)

In addition, submission of a Criminal Record Background Check must be completed.

Students should meet with their intended transfer institution to determine the appropriate discipline from the Disciplines Electives list.

Discipline Electives

English Majors

EDUC 250-Children’s Literature
ENGL 221 World Literature to 1600
ENGL 222-World Literature since 1600
ENGL 231-English Literature to 1798
ENGL 232-English Literature since 1798
ENGL 241-American Literature to 1870

ENGL 242-American Literature since 1870

History Majors

HIST 111-American History to 1877
HIST 112-American History since 1877
HIST 121-World Civilization to the Renaissance
HIST 122-World Civilization since the Renaissance

Math Majors

MATH 223-Probability and Statistics
MATH 163-College Algebra for Calculus
MATH 164-Trigonometry
MATH 171-Analytic Geometry and Calculus I
MATH 271-Analytic Geometry and Calculus II
MATH 272-Analytic Geometry and Calculus III

Science Majors

BIOL 102-Environmental Science
CHEM 111-Introductory Chemistry

Please see individual course descriptions for prerequisites, corequisites, and other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE 42) General Education Program page.

Electives should be selected from courses that are transfer eligible.

One of the Life or Physical Science General Education courses must include a lab.

This advising guide can be completed online. Go to trcc.edu/about/locations/trc-online/ for more information.

Associate of Arts in Teaching (AAT)

Music Education – Instrumental

General Education Division

Contact: Instrumental-William White wwhite@trcc.edu

Purpose: Transfer. The Associate of Arts in Teaching Music Degree (AAT) provides the opportunity to complete a Bachelor of Music Education at a participating four-year transfer institution in the state of Missouri. The AAT and AA are both required for this transfer.

FIRST YEAR

Fall Semester				Hours
ACAD	101	Academic Life Strategies	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
HIST	111	American History to 1877 -or-	3	
HIST	112	American History since 1877		
MUSC	141	Theory I, Harmony	3	
MUSC	180	Trumpet Techniques	1	
SCOM	110	Public Speaking	3	
MUSC		Performance Ensemble	0	
MUSC		Recitals and Concerts	0	
MUSP		Private Instruction	1	
TOTAL HOURS			18	

Spring Semester				Hours
EDUC	201	Teaching Profession with Field Experience	3	
BIOL	100	Survey of Biological Principles	3	
ENGL	112	Advanced College Writing	3	
MUSC	110	Brass Techniques	1	
PHYS	101	Physical Science	4	
PSYC	243	Human Development Across the Life Span	3	
MUSC		Recitals and Concerts	0	
MUSP		Private Instruction	1	
TOTAL HOURS			18	

SECOND YEAR

Fall Semester				Hours
EDUC	210	Educational Psychology	3	
GOVT	121	National and State Government	3	
MATH	161	Mathematical Reasoning and Modeling -or-	3	
MATH	163	College Algebra for Calculus		
MUSC	120	Percussion Techniques	1	
MUSC	190	Clarinet Techniques	1	
MUSC	220	Basic Conducting	2	
MUSC	221	Music Literature I	3	
MUSC		Recitals and Concerts	0	
MUSP		Private Instruction	1	
TOTAL HOURS			17	

Spring Semester				Hours
EDUC	230	Foundations of Education in a Diverse Society	3	
EDUC	270	Educational Technology	3	
MUSC	130	String Techniques	1	
MUSC	140	Woodwind Techniques	1	
MUSC	222	Music Literature II	3	
PHIL	243	Religions of the World	3	
MUSC		Recitals and Concerts	0	
MUSP		Private Instruction	1	
TOTAL HOURS			15	

Graduation Requirements

Teacher Education students are required to complete forty-five (45) hours of classroom observation/engagement in the K-12 public school setting in the following courses:

EDUC 201 – Teaching Profession with Field Experience (30 hours)

EDUC 260 – Education of the Exceptional Learner (15 hours)

In addition, submission of a Criminal Record Background Check must be completed.

Students should meet with their intended transfer institution to determine the appropriate discipline form the Disciplines Electives list.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Please see individual course descriptions for prerequisites, corequisites, and other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE 42) General Education Program page.

Electives should be selected from courses that are transfer eligible.

One of the Life or Physical Science General Education courses must include a lab.

Associate of Arts in Teaching (AAT)

Music Education – Vocal

General Education Division

Contact: Cindy White cwhite@trcc.edu

Purpose: Transfer. The Associate of Arts in Teaching Music Degree (AAT) provides the opportunity to complete a Bachelor of Music Education at a participating four-year transfer institution in the state of Missouri. The AAT and AA are both required for this transfer.

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
HIST	111	American History to 1877 -or-	3	
HIST	112	American History since 1877		
MUSC	141	Theory I, Harmony	3	
SCOM	110	Public Speaking	3	
MUSC		Recitals and Concerts	0	
MUSP		Private Instruction	1	
TOTAL HOURS			17	

Spring Semester			Hours	
EDUC	201	Teaching Profession with Field Experience	3	
ENGL	112	Advanced College Writing	3	
MUSC	210	Diction for Singers	3	
PHYS	101	Physical Science	4	
PSYC	243	Human Development Across the Life Span	3	
MUSC		Recitals and Concerts	0	
MUSP		Private Instruction	1	
TOTAL HOURS			17	

SECOND YEAR

Fall Semester			Hours	
EDUC	210	Educational Psychology	3	
GOVT	121	National and State Government	3	
MATH	161	Mathematical Reasoning and Modeling -or-	3	
MATH	163	College Algebra for Calculus		
MUSC	220	Basic Conducting	2	
MUSC	221	Music Literature I	3	
MUSC		Performance Ensemble	0	
MUSC		Recitals and Concerts	0	
MUSP		Private Instruction	1	
TOTAL HOURS			15	

Spring Semester			Hours	
BIOL	100	Survey of Biological Principles	3	
EDUC	230	Foundations of Education in a Diverse Society	3	
EDUC	270	Educational Technology	3	
MUSC	222	Music Literature II	3	
PHIL	243	Religions of the World	3	
MUSC		Recitals and Concert	0	
MUSP		Private Instruction	1	
TOTAL HOURS			16	

Teacher Education students are required to complete forty-five (45) hours of classroom observation/engagement in the K-12 public school setting in the following courses:

EDUC 201 – Teaching Profession with Field Experience (30 hours)

EDUC 260 – Education of the Exceptional Learner (15 hours)

In addition, submission of a Criminal Record Background Check must be completed.

Students should meet with their intended transfer institution to determine the appropriate discipline form the Disciplines Electives list.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Please see individual course descriptions for prerequisites, corequisites, and other requirements.

Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

A list of general education courses can be found on the Core Curriculum Transfer (CORE 42) General Education Program page.

Electives should be selected from courses that are transfer eligible.

One of the Life or Physical Science General Education courses must include a lab.

Associate of Applied Science Degree

The Associate of Applied Science degree is designed to prepare you for employment after graduation. The requirements for the degree are as follows:

- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 credit hours at Three Rivers College.
- Complete all courses in the program of study.
- Pass the Missouri Higher Education Civics Achievement Examination.
- Meet all financial obligations to the College.

One-Year Certificate

The One-Year Certificate is designed to provide a specific set of skills needed in the workplace. Most One-Year Certificates are designed as a subset of an Associate of Applied Science. The requirements for the certificates are as follows:

- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 credit hours at Three Rivers College.
- Complete all courses in the prescribed certificate.
- Meet all financial obligations to the College.

Short-Term Certificate

The Short-Term Certificates are designed to provide a specific set of skills needed in the workplace. Most Short-Term Certificates are designed as a subset of One-Year Certificates and the Associate of Applied Science and can normally be stacked. The requirements for the short-term certificates are as follows:

- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 credit hours at Three Rivers College.
- Complete all courses in the prescribed certificate.
- Meet all financial obligations to the College.

Associate of Applied Science (AAS)

Accounting Technology

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Jennifer Inman jinman@trcc.edu

Purpose: Career and Technical Education. The Accounting Technology program is designed for students planning a career that requires expertise in accounting, information systems, and/or communication. Possible areas of employment include healthcare, banking, manufacturing, merchandising, and public accounting.

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ACCT	211	Principles of Accounting I	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
IST	100	Computer Applications	3	
		Mathematics Gen Ed Course	3	
TOTAL HOURS			16	

Spring Semester			Hours	
ACCT	212	Principles of Accounting II	3	
ACCT	218	Payroll Accounting	3	
ACCT	219	Accounting Management Software	3	
BUAD	120	Introduction to Business	3	
ENGL	112	Advanced College Writing	3	
IST	268	Spreadsheet Applications	3	
TOTAL HOURS			18	

SECOND YEAR

Fall Semester			Hours	
ACCT	225	Intermediate Accounting I	3	
ACCT	237	Income Tax Accounting	3	
BUAD	221	Fundamentals of Management	3	
ECON	211	Principles of Macroeconomics -or-	3	
ECON	212	Principles of Microeconomics		
IST	126	Word Processing Applications	3	
TOTAL HOURS			15	

Spring Semester			Hours	
ACCT	227	Financial Analysis and Budgeting	3	
ACCT	258	Cost Accounting	3	
BLAW	221	Legal and Ethical Environment of Business	3	
GOVT	121	National and State Government	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE 42) General Education Program page.

Program Outcomes

- Perform financial and managerial accounting functions using proper techniques and procedures.
- Communicate business information effectively within a business environment.
- Demonstrate effective use of computerized accounting systems for companies.
- Utilize current income tax resources to prepare personal tax returns.
- Demonstrate knowledge of accounting as it relates to payroll.

Accounting (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One-Year

Contact: Jennifer Inman jinman@trcc.edu

Purpose: The Certificate of Accounting provides a basic knowledge of accounting principles combined with computer skills necessary for advancement in the field of accounting. The Certificate of Accounting will apply toward the Associate of Applied Science Degree in Accounting Technology. It could also be beneficial for persons with an Associate of Applied Science Degree in Office Administration, Medical Billing and Coding or Business Management. It also provides the additional courses required by Central Methodist University as part of the Bachelor's in Accountancy.

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ACCT	211	Principles of Accounting I	3	
BUAD	120	Introduction to Business	3	
GNST	100	New Student Orientation	1	
IST	100	Computer Applications	3	
TOTAL HOURS			13	

Spring Semester			Hours	
ACCT	212	Principles of Accounting II	3	
ACCT	218	Payroll Accounting	3	
ACCT	219	Accounting Management Software	3	
ACCT	227	Financial Analysis and Budgeting -or- Income Tax Accounting	3	
ACCT	237			
IST	268	Spreadsheet Applications	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Associate of Applied Science (AAS)

Agribusiness

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Kathryn Clark kathrynclark@trcc.edu

Purpose: Career & Technical Education. This program is for students who want to develop management and technical skills to enter agriculture-related industry or production.

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
AGRI	120	Plant Science	4	
AGRI	130	Animal Science	4	
AGRI	240	Agriculture Economics & Marketing	3	
GNST	100	New Student Orientation	1	
TOTAL HOURS			15	

Spring Semester			Hours	
AGRI	122	Natural Resource Management	3	
BUAD	221	Fundamentals of Management	3	
ECON	211	Principles of Macroeconomics	3	
ENGL	111	College Writing	3	
MATH	161	Mathematical Reasoning and Modeling	3	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester			Hours	
ACCT	211	Principles of Accounting I	3	
AGRI	110	Soils & Soil Fertility	4	
AGRI	172	Integrated Pest Management	3	
BUAD	120	Introduction to Business	3	
IST	100	Computer Applications	3	
TOTAL HOURS			16	

Spring Semester			Hours	
BLAW	221	Legal and Ethical Environment of Business	3	
BUAD	230	Business Statistics	3	
GOVT	121	National and State Government	3	
MKTG	115	Principles of Marketing	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Demonstrate an applied understanding of the principles of plant, animal, and soil science.
- Apply analytical and critical thinking skills in relation to decision making in agribusiness industry.
- Evaluate and apply sound business practices to diverse agribusiness pursuits.
- Demonstrate written and verbal communication to effectively work with agriculture professionals and stakeholders.

Agribusiness (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One-Year

Contact: Kathryn Clark kathrynclark@trcc.edu

Purpose: Career & Technical Education. This program is for students who want to develop entry-level skills to enter agriculture-related industry or production.

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
AGRI	120	Plant Science	4	
AGRI	130	Animal Science	4	
AGRI	240	Agriculture Economics & Marketing	3	
GNST	100	New Student Orientation	1	
TOTAL HOURS			15	

Spring Semester			Hours	
AGRI	122	Natural Resource Management	3	
BUAD	221	Fundamentals of Management	3	
ECON	211	Principles of Macroeconomics	3	
ENGL	111	College Writing	3	
MATH	161	Mathematical Reasoning and Modeling	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Associate of Applied Science (AAS)

Agriculture Systems Technician-Agriculture Equipment Option

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Kathryn Clark kathrynclark@trcc.edu

Purpose: The purpose of the Agriculture Systems Technician AAS program is to provide students with skills in welding and pest management for entry-level positions such as farm mechanics, agriculture technicians, and production welders in agriculture-related industries. The Agriculture Equipment Technician Option focuses on repair and maintenance of agriculture equipment.

FIRST YEAR

Fall Semester			Hours	
AETC	115	Fundamentals of Agriculture Equipment	4	
AETC	116	Electrical Systems I	4	
AETC	117	Diesel Systems I	4	
AETC	118	Hydraulic Systems	4	
GNST	100	New Student Orientation	1	
TOTAL HOURS			17	

Spring Semester			Hours	
AETC	125	HVAC Systems	4	
AETC	126	Electrical Systems II	4	
AETC	127	Diesel Systems II	4	
AETC	128	Power Trains	4	
TOTAL HOURS			16	

SECOND YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
WELD	156	Introduction to SMAW	4	
WELD	158	Introduction to GMAW	4	
WELD	165	Welding Blueprint Reading	3	
TOTAL HOURS			14	

Spring Semester			Hours	
BIOL	102	Environmental Science	4	
ENGL	111	College Writing	3	
GOVT	121	National & State Government	3	
MATH	161	Mathematical Reasoning and Modeling	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			16	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Demonstrate an applied understanding of agricultural land and equipment maintenance.
- Apply analytical and critical thinking skills in relation to decision making in agriculture industry.
- Maintain records and perform calculations relevant to contemporary agriculture systems.

Agriculture Equipment Technician (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One-Year

Contact: Kathryn Clark kathrynclark@trcc.edu

Purpose: Career & Technical Education. The Agriculture Equipment Technician one-year certificate focuses on providing students with the necessary skills for entry-level technician positions.

Fall Semester			Hours	
AETC	115	Fundamentals of Agriculture Equipment	4	
AETC	116	Electrical Systems I	4	
AETC	117	Diesel Systems I	4	
AETC	118	Hydraulic Systems	4	
GNST	100	New Student Orientation	1	
TOTAL HOURS			17	

Spring Semester			Hours	
AETC	125	HVAC Systems	4	
AETC	126	Electrical Systems II	4	
AETC	127	Diesel Systems II	4	
AETC	128	Power Trains	4	
TOTAL HOURS			16	

Please see individual descriptions of prerequisites, co-requisites and/or other requirements.

Associate of Applied Science (AAS)

Agriculture Systems Technician- Agriculture Systems Technician Option

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Kathryn Clark kathrynclark@trcc.edu

Purpose: The purpose of the Agriculture Systems Technician AAS program is to provide students with skills in welding and pest management for entry-level positions such as farm mechanics, agriculture technicians, and production welders in agriculture-related industries. The Agriculture Systems Technician Option provides a broad foundational education covering agriculture, electric, and welding.

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
AGRI	120	Plant Science	4	
AGRI	122	Natural Resource Management	3	
AGRI	130	Animal Science	4	
GNST	100	New Student Orientation	1	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester			Hours	
WELD	156	Introduction to SMAW	4	
WELD	158	Introduction to GMAW	4	
WELD	165	Welding Blueprint Reading	3	
WELD	167	Thermal Cutting	2	
WELD	265	Welding Fabrication	3	
TOTAL HOURS			16	

Spring Semester			Hours	
AGRI	110	Soils & Soil Fertility	4	
AGRI	172	Integrated Pest Management	3	
AGRI	270	Agriculture Systems Management	3	
ELEC	115	Applied DC and AC Circuits	3	
IST	100	Computer Applications	3	
TOTAL HOURS			16	

Spring Semester			Hours	
BIOL	102	Environmental Science	4	
ENGL	111	College Writing	3	
GOVT	121	National & State Government	3	
MATH	161	Mathematical Reasoning and Modeling	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			16	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Demonstrate an applied understanding of agricultural land and equipment maintenance.
- Apply analytical and critical thinking skills in relation to decision making in agriculture industry.
- Maintain records and perform calculations relevant to contemporary agriculture systems.

Agriculture Systems Technician (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One-Year

Contact: Kathryn Clark kathrynclark@trcc.edu

Purpose: Career & Technical Education. The purpose of the Agriculture Systems Technician one-year certificate is to provide students with skills in electrical, welding, and pest management for entry level positions such as agriculture technicians and production welders in agriculture-related industries.

Fall Semester				Hours	
ACAD	101	Academic Life Strategies	3		
AGRI	120	Plant Science	4		
AGRI	122	Natural Resource Management	3		
AGRI	130	Animal Science	4		
GNST	100	New Student Orientation	1		
TOTAL HOURS			15		

Spring Semester				Hours	
AGRI	110	Soils & Soil Fertility	4		
AGRI	172	Integrated Pest Management	3		
AGRI	270	Agriculture Systems Management	3		
ELEC	115	Applied DC and AC Circuits	3		
IST	100	Computer Applications	3		
TOTAL HOURS			16		

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Associate of Applied Science (AAS)

Agriculture Systems Technician-Diesel Technology Option

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Kathryn Clark kathrynclark@trcc.edu

Purpose: The purpose of the Agriculture Systems Technician AAS program is to provide students with skills in welding and pest management for entry-level positions such as farm mechanics, agriculture technicians, and production welders in agriculture-related industries. The Diesel Technology Option focuses on the repair and maintenance of commercial transportation equipment.

FIRST YEAR

Fall Semester			Hours	
DESL	115	Fundamentals of Diesel Mechanics	4	
DESL	116	Electrical Systems I	4	
DESL	117	Diesel Systems I	4	
DESL	118	Preventive Maintenance and Service	4	
GNST	100	New Student Orientation	1	
TOTAL HOURS			17	

Spring Semester			Hours	
DESL	125	Steering, Suspension & Brake Systems	4	
DESL	126	Electrical Systems II	4	
DESL	127	Diesel Systems II	4	
DESL	128	Power Trains	4	
TOTAL HOURS			16	

SECOND YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
WELD	156	Introduction to SMAW	4	
WELD	158	Introduction to GMAW	4	
WELD	165	Welding Blueprint Reading	3	
TOTAL HOURS			14	

Spring Semester			Hours	
BIOL	102	Environmental Science	4	
ENGL	111	College Writing	3	
GOVT	121	National & State Government	3	
MATH	161	Mathematical Reasoning and Modeling	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			16	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Demonstrate an applied understanding of agricultural land and equipment maintenance.
- Apply analytical and critical thinking skills in relation to decision making in agriculture industry.
- Maintain records and perform calculations relevant to contemporary agriculture systems.

Diesel Technology (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One-Year

Contact: Will Cooper wcooper@trcc.edu

Purpose: Career and Technical Education. The Diesel Technology one-year certificate focuses on providing students with the necessary skills for entry-level diesel technician positions.

Fall Semester			Hours
DESL	115	Fundamentals of Diesel Mechanics	4
DESL	116	Electrical Systems I	4
DESL	117	Diesel Systems I	4
DESL	118	Preventive Maintenance and Service	4
GNST	100	New Student Orientation	1
TOTAL HOURS			17

Spring Semester			Hours
DESL	125	Steering, Suspension & Brake Systems	4
DESL	126	Electrical Systems II	4
DESL	127	Diesel Systems II	4
DESL	128	Power Trains	4
TOTAL HOURS			16

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Associate of Applied Science (AAS)

Behavioral Health Support

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Corey Reynolds creynolds@trcc.edu

Purpose: Career and Technical Education. The Behavioral Health Support curriculum is designed to prepare students for entry-level positions in state, county, and local human service agencies. Graduates will incorporate the learned skills and attributes in order to collaborate with mental health professionals and interact with clients with behavioral and mental health diagnoses.

FIRST YEAR

Spring Semester				Hours
ACAD	101	Academic Life Strategies	3	
BHS	206	Introduction to Behavioral Health Support	3	
BHS	208	Legal and Ethical Issues	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
PSYC	111	General Psychology	3	
TOTAL HOURS			16	

Summer Semester				Hours
BHS	215	Wellness Coaching	3	
BHS	216	Systems of Care	3	
ENGL	112	Advanced College Writing	3	
GOVT	121	National and State Government	3	
TOTAL HOURS			12	

SECOND YEAR

Fall Semester				Hours
BHS	225	Substance Use Disorders	3	
BHS	227	Diagnosis of Identified Populations	3	
BHS	229	Conflict Resolution	3	
BHS	295	Behavioral Health Support Clinical Practicum I	3	
SOCI	111	General Sociology	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			18	

Spring Semester				Hours
BHS	235	Interviewing Skills for Generalist Practice	3	
BHS	236	Evidence Based Treatment	3	
BHS	296	Behavioral Health Support Clinical Practicum II	4	
MATH	161	Mathematical Reasoning and Modeling -or-	3	
MATH	163	College Algebra for Calculus		
PSYC	243	Human Development Across the Life Span	3	
TOTAL HOURS			16	

Background Check

Criminal background check required for BHS 295 and BHS 296.

Health Screening

Tuberculosis Screening required for BHS 295 and BHS 296.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

This program is an approved participant for the Associate Degree of Behavioral Health Support Program through the Missouri Department of Mental Health, Division of Behavioral Health.

Program Outcomes

- Practice culturally sensitive care with the appropriate standards of ethics within the helping fields.
- Evaluate the interconnectedness of the helping fields to include mental healthcare, behavioral healthcare, and human services for the purpose of patient/client-centered advocacy.
- Examine the relationship between behavioral health disorder and mental health disorders along with their risk factors.
- Implement tailored treatment plans to include appropriate helping responses for individuals in mental health crisis and/or with suicidal ideation to bring about crisis stabilization.

Associate of Applied Science (AAS)

Business Management

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Will Cooper wcooper@trcc.edu

Purpose: Career and Technical Education. The Business Management program is designed for students to develop skills needed for positions in the fields of marketing and management. The program focuses on accounting, administration, management, marketing, hospitality and tourism, and sales.

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
BMGT	107	Hospitality and Tourism	3	
BUAD	120	Introduction to Business	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
MATH	161	Mathematical Reasoning and Modeling	3	
TOTAL HOURS			16	

Spring Semester			Hours	
ECON	211	Principles of Macroeconomics	3	
IST	100	Computer Applications	3	
MKTG	115	Principles of Marketing	3	
MKTG	119	Advertising	3	
MKTG	128	Professional Selling	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			18	

SECOND YEAR

Fall Semester			Hours	
ACCT	211	Principles of Accounting I	3	
BMGT	108	Human Resource Management	3	
BMGT	235	Customer Service Management	3	
GOVT	121	National and State Government	3	
MKTG	118	Retail Merchandising	3	
TOTAL HOURS			15	

Spring Semester			Hours	
ACCT	219	Accounting Management Software	3	
BLAW	221	Legal and Ethical Environment of Business	3	
BMGT	215	Supervisory Development	3	
BMGT	239	Entrepreneurship	3	
BUAD	221	Fundamentals of Management	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Apply analytical and critical thinking skills with direct application to business environments.
- Demonstrate effective oral, written, and persuasive business communication.
- Summarize human relations and diversity in professional and business environments.
- Apply ethical and moral values to general business principles and practices.
- Demonstrate proper use of technology and computer software applications as they apply to business management.
- Prepare a business financial statement.

Hospitality & Tourism (One-Year Certificate)

Department of Career Studies and Workforce Development

Certificate Type: One-Year

Contact: Will Cooper wcooper@trcc.edu

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

Courses			Hours	
ACAD	101	Academic Life Strategies	3	
ACCT	211	Principles of Accounting I	3	
BLAW	221	Legal and Ethical Environment of Business	3	
BMGT	107	Hospitality and Tourism	3	
BMGT	108	Human Resource Management	3	
BMGT	235	Customer Service Management	3	
GNST	100	New Student Orientation	1	
IST	100	Computer Applications	3	
MKTG	115	Principles of Marketing	3	
MKTG	118	Retail Merchandising	3	
TOTAL HOURS			28	

Management & Supervision (One-Year Certificate)

Department of Career Studies and Workforce Development

Certificate Type: One-Year

Contact: Will Cooper wcooper@trcc.edu

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

Courses			Hours	
ACAD	101	Academic Life Strategies	3	
ACCT	211	Principles of Accounting I	3	
BLAW	221	Legal and Ethical Environment of Business	3	
BMGT	108	Human Resource Management	3	
BMGT	215	Supervisory Development	3	
BMGT	235	Customer Service Management	3	
BMGT	239	Entrepreneurship	3	
GNST	100	New Student Orientation	1	
IST	100	Computer Applications	3	
MKTG	115	Principles of Marketing	3	
TOTAL HOURS			28	

Marketing & Merchandising (One-Year Certificate)

Department of Career Studies and Workforce Development

Certificate Type: One-Year

Contact: Will Cooper wcooper@trcc.edu

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

Courses			Hours	
ACAD	101	Academic Life Strategies	3	
ACCT	211	Principles of Accounting I	3	
BLAW	221	Legal and Ethical Environment of Business	3	
BMGT	107	Hospitality and Tourism	3	
BMGT	108	Human Resource Management	3	
BMGT	235	Customer Service Management	3	
GNST	100	New Student Orientation	1	
IST	100	Computer Applications	3	
MKTG	115	Principles of Marketing	3	
MKTG	118	Retail Merchandising	3	
TOTAL HOURS			28	

Sales (One-Year Certificate)

Department of Career Studies and Workforce Development

Certificate Type: One-Year

Contact: Will Cooper wcooper@trcc.edu

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

Courses			Hours	
ACAD	101	Academic Life Strategies	3	
ACCT	211	Principles of Accounting I	3	
BLAW	221	Legal and Ethical Environment of Business	3	
BMGT	108	Human Resource Management	3	
BMGT	235	Customer Service Management	3	
GNST	100	New Student Orientation	1	
IST	100	Computer Applications	3	
MKTG	115	Principles of Marketing	3	
MKTG	119	Advertising	3	
MKTG	128	Professional Selling	3	
TOTAL HOURS			28	

Associate of Applied Science (AAS) Career and Technical Studies

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Will Cooper wcooper@trcc.edu

Purpose: Allow students who have completed a two-year program at an area technical career center to receive free college credit for that work applied toward an Associate of Applied Science degree. Three Rivers College's Career and Technical Studies Program allows high school and adult students at technical career centers in Southeast Missouri to earn credits toward an Associate of Applied Science Degree at no cost.

Students who complete a two-year program from a technical career center and are admitted to Three Rivers' Career and Technical Studies Program will receive 36 hours of credit toward an AAS degree after meeting the criteria listed below. Students then need only complete a total of 30-32 hours of required courses at Three Rivers to earn an Associate of Applied Science degree. This is a savings of over \$5,000 to students enrolling in this program. The courses include a General Education block and a Technology Core block from various TRC career programs.

TECHNICAL BLOCK

		CTE Block from Career and Technical Center	30	
TOTAL HOURS			30	

INSTITUTIONAL BLOCK

ACAD	101	Academic Life Strategies	3	
GNST	100	New Student Orientation	1	
TOTAL HOURS			4	

GENERAL EDUCATION BLOCK

			Hours	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
PHYS	100	Survey of Physics	3	
		Mathematics Gen Ed course	3	
		General Education course	3	
TOTAL HOURS			15	

TRC TECHNOLOGY CORE BLOCK OPTIONS*

CHOOSE ONE

Agriculture
Business Management
Construction Technology
Criminal Justice
Information Technology Specialist
Manufacturing Technology
Welding

*Requirements listed on next pages.

Please see individual course description for prerequisite, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) general education program page.

To be admitted to the Career and Technical Studies Program, the student must meet the following criteria:

Scholastic attainment/achievement

- Must have attained an overall career center high school grade point average of "B Minus" or above.
- Must have attained a 95% attendance record for the applicable program or obtain the technical career center director's recommendation for a waiver.
- Must obtain a positive recommendation from the technical career center director (for all students) and the "home" high school principal (for high school students only).
- Must have completed a minimum of 80% of the applicable CTE program core competencies (for all students) **or if student has graduated early from their high school, they must provide signed verification from their Area Technical/Career Center that they have completed all their High School academic requirements.**
- Must apply for admission to Three Rivers College and meet admission criteria based on year of entry completing first articulated course at career center.
- Must provide an official transcript from career center showing a grade of "B" or better in program for which articulated credit is requested.

Following is a list of Programs of Study that will be accepted into Three Rivers' Career and Technical Studies degree program, along with the technical career centers where each is offered. Please note that program offerings are subject to change due to enrollment. For information on these programs, contact the technical career center where it is offered.

Eligible Career and Technical Centers									
Programs of Study	Arcadia Valley	Cape Girardeau	Current River	Kennett	New Madrid	Pemiscot Co.	Poplar Bluff	Sikeston	South Central
Agriculture Technology	x	x	x		X	x		x	x
Auto Collision Technology	x	x	x	x	X	x		x	
Automotive Service Technology	x	x	x	x	X	x	x	x	x
Building Trades Technology	x	x	x		X	x	x	x	x
Business Technology	x	x		x	X			x	x
Computer Repair							x		
Computer Maintenance Technology		x					x		
Computer Programming		x							
Cosmetology Technology							x		
Criminal Justice			x	x				x	

Culinary Arts					X		x	x	x
Diesel Technology									
Drafting Technology		x					x		
Programs of Study	Arcadia Valley	Cape Girardeau	Current River	Kennett	New Madrid	Pemiscot Co.	Poplar Bluff	Sikeston	South Central
Early Childhood		x			X			x	x
Electrical Technology		x		x		x			
Engineering Preparation								x	
Graphic Communication Technology	x	x	x	x	X		x	x	x
HVAC Technology		x					x		
Machine Technology		x							
Manufacturing Technology		x				x			
Marketing Technology		x		x				x	x
Medical Technology	x	x	x	x		x	x	x	x
Networking Technology		x						x	
Television/Radio Technology			x						
Unmanned Aircraft		x							
Welding Technology	x	x	x	x	x	x	x	x	x

Area Technical/Career Centers

Arcadia Valley Career Technical Center, 650 Park Drive, Ironton; 573-546-9700
 Cape Girardeau Career and Technical Center, 1080 S. Silver Springs Road, Cape Girardeau; 573-334-0826
 Current River Career Center, 301 Spring St., Doniphan; 573-996-3667
 Kennett Career and Technical Center, 1400 W. Washington, Kennett; 573-717-1123
 New Madrid County R-1 Technical Skills Center, 310 US Highway 61, New Madrid; 573-688-2165
 Pemiscot County Career and Technical Center, 1317 W. Highway 84, Hayti; 573-359-2601
 Poplar Bluff Technical Career Center, 3203 Oak Grove Road, Poplar Bluff; 573-785-2248
 Sikeston Career and Technical Center, 200 Pine Street, Sikeston; 573-471-5442
 South Central Career Center, 407 W. Thornburgh, West Plains; 417-256-6152

Students select a TRC technology core block that would advance their skill set. Curriculum advisors are available to assist students with the selection of an appropriate core program option. Following are the Options for the TRC Technology Core program options.

Agriculture Option

Hours

AGRI	110	Soils & Soil Fertility	4	
AGRI	120	Plant Science	4	
AGRI	130	Animal Science	4	
AGRI	240	Agriculture Economics & Marketing	3	
		TOTAL HOURS	15	

Business Management Option

Hours

BLAW	221	Legal and Ethical Environment of Business	3	
BMGT	108	Human Resource Management	3	
BMGT	235	Customer Service Management	3	
BUAD	120	Introduction to Business	3	
MKTG	115	Principles of Marketing	3	
		TOTAL HOURS	15	

Construction Technology Option

Hours

CIVL	116	Surveying I	3	
CIVL	215	Building Design	3	
CIVL	219	Estimating I	3	
CIVL	225	Construction Management	3	
CIVL	235	Construction Planning & Scheduling	3	
		TOTAL HOURS	15	

Criminal Justice Option

Hours

ADJU	100	Introduction to Law Enforcement	3	
ADJU	102	Introduction to Criminal Justice	3	
ADJU	104	Introduction to Criminal Courts	3	
ADJU	113	Criminal Law	3	

ADJU	114	Constitutional Law	3	
		TOTAL HOURS	15	

Information Technology Specialist Option

Hours

MST	115	IT Essentials	3	
MST	117	Linux Essentials	3	
MST	118	Networking	3	
MST	128	Networking: Routing and Switching	3	
MST	135	IT Customer Service and Support	3	
		TOTAL HOURS	15	

Manufacturing Technology Option

Hours

ELEC	115	Applied DC & AC Circuits	3	
ELEC	117	Industrial Electrical Controls	3	
ELEC	216	Programmable Controller Systems	3	
MAFT	119	Robotics I	3	
MAFT	255	Hydraulics & Pneumatics	3	
		TOTAL HOURS	18	

Welding Option

Hours

WELD	156	Introduction to SMAW (Shielded Metal Arc Welding)	4	
WELD	157	Introduction to TIG (Tungsten Inert Gas) Welding	4	
WELD	159	Introduction to FCAW (Flux Cored Arc Welding)	4	
WELD	165	Welding Blueprint Reading	3	
		TOTAL HOURS	15	

Associate of Applied Science (AAS)

Construction Technology

Civil Engineering Technician Option

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Gus Winkler gwinkler@trcc.edu

Purpose: Career and Technical Education. This option in the Construction Technology program focuses on civil engineering. The Construction Technology AAS degree prepares students for entry-level employment and a foundation for future advancement in the construction industry.

FIRST YEAR

Fall Semester			Hours	
CIVL	116	Surveying I	3	
CIVL	216	Surveying II	3	
CONS	116	Construction Print Reading and Layout	4	
CONS	117	Building Codes and Framing	4	
GNST	100	New Student Orientation	1	
TOTAL HOURS			15	

Spring Semester			Hours	
ACAD	101	Academic Life Strategies	3	
CIVL	125	Computer Aided Design and CNC Applications	4	
CIVL	226	Legal Principles of Surveying	3	
CIVL	236	Computers in Surveying	4	
IST	100	Computer Applications	3	
TOTAL HOURS			17	

SECOND YEAR

Fall Semester			Hours	
CIVL	215	Building Design	3	
CIVL	219	Estimating I	3	
CIVL	229	Estimating II	3	
ENGL	111	College Writing	3	
MATH	161	Mathematical Reasoning and Modeling	3	
TOTAL HOURS			15	

Spring Semester			Hours	
CIVL	225	Construction Management	3	
CIVL	235	Construction Planning & Scheduling	3	
GOVT	121	National and State Government	3	
PHYS	100	Survey of Physics	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Explain how to navigate Commercial and Residential plans and specifications.
- Create construction project cost estimates and schedules as necessary for construction management.
- Demonstrate framing, finishing work, flooring, and layout necessary for entry-level carpentry work.
- Demonstrate layout and installation work necessary for entry-level electrical work.
- Demonstrate entry-level skills in laying out and installing plumbing and HVAC.
- Create detailed Construction plans using CAD and 3D applications.

Civil Engineering Technician (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One-Year

Contact: Gus Winkler gwinkler@trcc.edu

Purpose: Career and Technical Education. This program focuses on fundamental marketable skills in the surveying field. It prepares students for entry-level positions in the civil and construction industry.

Fall Semester

Hours

CIVL	116	Surveying I	3	
CIVL	216	Surveying II	3	
CONS	116	Construction Print Reading and Layout	4	
CONS	117	Building Codes and Framing	4	
GNST	100	New Student Orientation	1	
TOTAL HOURS			15	

Spring Semester

Hours

ACAD	101	Academic Life Strategies	3	
CIVL	125	Computer Aided Design and CNC Applications	4	
CIVL	226	Legal Principles of Surveying	3	
CIVL	236	Computers in Surveying	4	
IST	100	Computer Applications	3	
TOTAL HOURS			17	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Associate of Applied Science (AAS)

Construction Technology

Electrical Option

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Gus Winkler gwinkler@trcc.edu

Purpose: Career and Technical Education. This option in the Construction Technology program focuses on electrical. The Construction Technology AAS degree prepares students for entry level employment and a foundation for future advancement in the construction industry.

FIRST YEAR

Fall Semester				Hours
ACAD	101	Academic Life Strategies	3	
CONS	116	Construction Pring Reading and Layout	4	
ELEC	105	Introduction to Electrical Technology	3	
ELEC	106	Basic Electricity	3	
ELEC	107	Electrical Materials and Methods	3	
GNST	100	New Student Orientation	1	
TOTAL HOURS			17	

Spring Semester				Hours
ELEC	115	Applied DC and AC Circuits	3	
ELEC	126	Residential Circuits	3	
ELEC	225	Electrical Systems	3	
ELEC	226	Electrical Construction	3	
ELEC	227	Commercial & Industrial Electrical Systems	3	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester				Hours
CIVL	215	Building Design	3	
CIVL	219	Estimating I	3	
CIVL	229	Estimating II	3	
ENGL	111	College Writing	3	
MATH	161	Mathematical Reasoning and Modeling	3	
TOTAL HOURS			15	

Spring Semester				Hours
CIVL	225	Construction Management	3	
CIVL	235	Construction Planning & Scheduling	3	
GOVT	121	National and State Government	3	
PHYS	100	Survey of Physics	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Explain how to navigate Commercial and Residential plans and specifications.
- Create construction project cost estimates and schedules as necessary for construction management.
- Demonstrate framing, finishing work, flooring, and layout necessary for entry-level carpentry work.
- Demonstrate layout and installation work necessary for entry-level electrical work.
- Demonstrate entry-level skills in laying out and installing plumbing and HVAC.
- Create detailed Construction plans using CAD and 3D applications.

Electrical Technology (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One-Year

Contact: Gus Winkler gwinkler@trcc.edu

Purpose: Career and Technical Education. The Electrical Technology program prepares students for entry-level employment as an electrician. Students will acquire knowledge and skills required to work in residential, commercial, and industrial electricity. The National Electrical Code (NEC), along with local regulations, will be referenced throughout the program.

Fall Semester

ACAD	101	Academic Life Strategies	3	
CONS	116	Construction Print Reading and Layout	4	
ELEC	105	Introduction to Electrical Technology	3	
ELEC	106	Basic Electricity	3	
ELEC	107	Electrical Materials and Methods	3	
GNST	100	New Student Orientation	1	
TOTAL HOURS			17	

Spring Semester

ELEC	115	Applied DC and AC Circuits	3	
ELEC	126	Residential Circuits	3	
ELEC	225	Electrical Systems	3	
ELEC	226	Electrical Construction	3	
ELEC	227	Commercial & Industrial Electrical Systems	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Associate of Applied Science (AAS)

Construction Technology

HVAC/R Option

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Gus Winkler gwinkler@trcc.edu

Purpose: Career and Technical Education. This option in the Construction Technology program focuses on Heating, Ventilation, Air Conditioning/Refrigeration. The Construction Technology AAS degree prepares students for entry level employment and a foundation for future advancement in the construction industry.

FIRST YEAR

Fall Semester				Hours
ACAD	101	Academic Life Strategies	3	
CONS	116	Construction Print Reading and Layout	4	
GNST	100	New Student Orientation	1	
HVAC	105	Safety for HVAC/R Profession	3	
HVAC	106	Electricity for HVAC/R Technicians	3	
HVAC	107	Heating, Ventilation, Air Conditioning, and Refrigeration I	3	
TOTAL HOURS			17	

Spring Semester				Hours
HVAC	115	Heating, Ventilation, Air Conditioning, and Refrigeration II	3	
HVAC	116	HVAC/R Motors and Controls	3	
HVAC	215	Residential Heating, Air Conditioning, and Refrigeration	3	
HVAC	216	Commercial Heating, Ventilation, and Cooling	3	
HVAC	217	Commercial Refrigeration	3	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester				Hours
CIVL	215	Building Design	3	
CIVL	219	Estimating I	3	
CIVL	229	Estimating II	3	
ENGL	111	College Writing	3	
MATH	161	Mathematical Reasoning and Modeling	3	
TOTAL HOURS			15	

Spring Semester				Hours
CIVL	225	Construction Management	3	
CIVL	235	Construction Planning & Scheduling	3	
GOVT	121	National and State Government	3	
PHYS	100	Survey of Physics	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Explain how to navigate Commercial and Residential plans and specifications.
- Create construction project cost estimates and schedules as necessary for construction management.
- Demonstrate framing, finishing work, flooring, and layout necessary for entry-level carpentry work.
- Demonstrate layout and installation work necessary for entry-level electrical work.
- Demonstrate entry-level skills in laying out and installing plumbing and HVAC.
- Create detailed Construction plans using CAD and 3D applications.

Heating, Ventilation, Air Conditioning/Refrigeration (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One-Year

Contact: Gus Winkler gwinkler@trcc.edu

Purpose: Career and Technical Education. The HVAC/R program prepares students for entry-level employment as a Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) technician. Students will acquire knowledge and skills required to work as a HVAC/R technician on equipment in residential, commercial, and industrial settings. The program will provide instruction related to local, state, and federal codes/regulations.

Fall **Hours** **Spring** **Hours**

ACAD	101	Academic Life Strategies	3	
CONS	116	Construction Print Reading & Layout	4	
GNST	100	New Student Orientation	1	
HVAC	105	Safety for HVAC/R Profession	3	
HVAC	106	Electricity for HVAC/R Technicians	3	
HVAC	107	Heating, Ventilation, Air Conditioning, and Refrigeration I	3	
TOTAL HOURS			16	

HVAC	115	Heating, Ventilation, Air Conditioning, and Refrigeration II	3	
HVAC	116	HVAC/R Motors and Controls	3	
HVAC	215	Residential HVAC/R	3	
HVAC	216	Commercial HVAC	3	
HVAC	217	Commercial Refrigeration	3	
TOTAL HOURS			16	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements

Associate of Applied Science (AAS)

Construction Technology

Plumbing Option

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Gus Winkler gwinkler@trcc.edu

Purpose: Career and Technical Education. This option in the Construction Program focuses on Plumbing. The Construction Technology AAS degree prepares students for entry level employment and a foundation for future advancement in the construction industry.

FIRST YEAR

Fall Semester				Hours
ACAD	101	Academic Life Strategies	3	
CONS	116	Construction Pring Reading and Layout	4	
GNST	100	New Student Orientation	1	
PLUM	105	Basic Plumbing	3	
PLUM	106	Plumbing Materials and Methods	3	
PLUM	107	Plumbing Construction	3	
TOTAL HOURS			17	

Spring Semester				Hours
PLUM	115	Plumbing II	3	
PLUM	116	Basic Electrical Technology for Plumbing	3	
PLUM	215	Plumbing III	3	
PLUM	216	Plumbing System Service and Repair	3	
PLUM	217	Advanced Plumbing Systems	3	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester				Hours
CIVL	215	Building Design	3	
CIVL	219	Estimating I	3	
CIVL	229	Estimating II	3	
ENGL	111	College Writing	3	
MATH	161	Mathematical Reasoning and Modeling	3	
TOTAL HOURS			15	

Spring Semester				Hours
CIVL	225	Construction Management	3	
CIVL	235	Construction Planning & Scheduling	3	
GOVT	121	National and State Government	3	
PHYS	100	Survey of Physics	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Explain how to navigate Commercial and Residential plans and specifications.
- Create construction project cost estimates and schedules as necessary for construction management.
- Demonstrate framing, finishing work, flooring, and layout necessary for entry-level carpentry work.
- Demonstrate layout and installation work necessary for entry-level electrical work.
- Demonstrate entry-level skills in laying out and installing plumbing and HVAC.
- Create detailed Construction plans using CAD and 3D applications.

Plumbing Technology (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One-Year

Contact: Gus Winkler gwinkler@trcc.edu

Purpose: Career and Technical Education. The Plumbing Technology program prepares students for entry-level employment in the occupation of plumber. Students will acquire knowledge and skills required to work in residential, commercial, and industrial plumbing. The program will present local, state, and national codes/regulations.

Fall Semester

Hours

ACAD	101	Academic Life Strategies	3	
CONS	116	Construction Print Reading & Layout	4	
GNST	100	New Student Orientation	1	
PLUM	105	Basic Plumbing	3	
PLUM	106	Plumbing Materials and Methods	3	
PLUM	107	Plumbing Construction	3	
TOTAL HOURS			17	

Spring Semester

Hours

PLUM	115	Plumbing II	3	
PLUM	116	Basic Electrical Technology for Plumbing	3	
PLUM	215	Plumbing III	3	
PLUM	216	Plumbing System Service and Repair	3	
PLUM	217	Advanced Plumbing Systems	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Associate of Applied Science (AAS)

Construction Technology

Specialist Option

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Gus Winkler gwinkler@trcc.edu

Purpose: Career and Technical Education. This option in the Construction Technology program focuses on Construction Specialist. The Construction Technology AAS degree prepares students for entry-level employment and a foundation for future advancement in the construction industry.

FIRST YEAR

Fall Semester				Hours
ACAD	101	Academic Life Strategies	3	
CONS	116	Construction Print Reading and Layout	4	
CONS	117	Building Codes and Framing	4	
CONS	118	Electrical Wiring for Construction	4	
GNST	100	New Student Orientation	1	
TOTAL HOURS			16	

Spring Semester				Hours
CONS	119	Plumbing in Construction	4	
CONS	127	Exterior and Interior Covering	4	
CONS	128	Finish Carpentry	4	
CONS	129	Flooring, Tilework, and Shower Systems	4	
TOTAL HOURS			16	

SECOND YEAR

Fall Semester				Hours
CIVL	215	Building Design	3	
CIVL	219	Estimating I	3	
CIVL	229	Estimating II	3	
ENGL	111	College Writing	3	
MATH	161	Mathematical Reasoning and Modeling	3	
TOTAL HOURS			15	

Spring Semester				Hours
CIVL	225	Construction Management	3	
CIVL	235	Construction Planning & Scheduling	3	
GOVT	121	National and State Government	3	
PHYS	100	Survey of Physics	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Explain how to navigate Commercial and Residential plans and specifications.
- Create construction project cost estimates and schedules as necessary for construction management.
- Demonstrate framing, finishing work, flooring, and layout necessary for entry-level carpentry work.
- Demonstrate layout and installation work necessary for entry-level electrical work.
- Demonstrate entry-level skills in laying out and installing plumbing and HVAC.
- Create detailed Construction plans using CAD and 3D applications.

Construction Specialist (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One-Year

Contact: Gus Winkler gwinkler@trcc.edu

Purpose: Career and Technical Education. This option in the Engineering Technology program focuses on construction management, estimating, materials, and methods of construction. This degree option prepares students for entry-level employment and a foundation for future advancement in the construction industry.

Fall Semester

Hours

ACAD	101	Academic Life Strategies	3	
CONS	116	Construction Print Reading and Layout	4	
CONS	117	Building Codes and Framing	4	
CONS	118	Electrical Wiring for Construction	4	
GNST	100	New Student Orientation	1	
TOTAL HOURS			16	

Spring Semester

Hours

CONS	119	Plumbing in Construction	4	
CONS	127	Exterior and Interior Coverings	4	
CONS	128	Finish Carpentry	4	
CONS	129	Flooring, Tilework, and Shower Systems	4	
TOTAL HOURS			16	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Associate of Applied Science (AAS)

Criminal Justice

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Shawn Westbrooks swestbrooks@trcc.edu

Purpose: Career and Technical Education. The Criminal Justice program prepares individuals for a career in law enforcement and police work. In addition to courses concerned primarily with the activities of police on the operational level, the curriculum includes the legal, social, and philosophical basis for law enforcement. This program is applicable to both the pre-service student and the in-service officer.

FIRST YEAR

Fall Semester				Hours
ACAD	101	Academic Life Strategies	3	
ADJU	100	Introduction to Law Enforcement	3	
ADJU	103	Introduction to Corrections	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
SOCI	111	General Sociology	3	
TOTAL HOURS			16	

Spring Semester				Hours
ADJU	102	Introduction to Criminal Justice	3	
ADJU	147	Juvenile Procedures	3	
CRJU	115	Ethics in Criminal Justice	3	
GOVT	121	National and State Government	3	
SOCI	230	Criminology	3	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester				Hours
ADJU	104	Introduction to Criminal Courts	3	
ADJU	233	Criminal Investigations	3	
ADJU	243	Police Administration	3	
CRJC	129	Probation and Parole	3	
MATH	161	Mathematical Reasoning and Modeling	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			18	

Spring Semester				Hours
ADJU	113	Criminal Law	3	
ADJU	114	Constitutional Law	3	
CRJU	128	Forensic Science and Criminalistics	3	
CRJU	185	Basic Handgun Shooting	3	
PSYC SOCI	111 234	Psychology -or- Social Problems	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Differentiate Constitutional Amendments.
- Recognize the impact that significant Supreme Court rulings have on law enforcement.
- Identify a violation of Missouri law based on a description of an action.
- Identify legal terminology and procedures used within the criminal justice system.
- Distinguish philosophical eras, sociological theories, and significant historic events impacting law enforcement.
- Demonstrate technical knowledge or skill related to the criminal justice profession.

Criminal Justice – P.O.S.T. Academy (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One-Year

Contact: Chuck Stratton cstratton@trcc.edu

Purpose: Career and Technical Education. The Criminal Justice P.O.S.T. Academy one-year certificate will be awarded upon satisfactory completion of the Missouri State Sheriff's Association P.O.S.T. training academy.

CURRICULUM			Hours	
GNST	100	New Student Orientation	1	
CRJU	295	Law Enforcement Academy I	12	
CRJU	296	Law Enforcement Academy II	12	
TOTAL HOURS			25	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Associate of Applied Science (AAS)

Cybersecurity

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science

Contact: Dr. Michael Malone mmalone@trcc.edu

Purpose: Career and Technical Education. The Cybersecurity degree program prepares students for entry-level positions in the cybersecurity field. Cybersecurity specialists work with both information Technology departments and law enforcement to detect, mitigate, and prevent attacks against information systems.

FIRST YEAR

Fall Semester				Hours
ACAD	101	Academic Life Strategies	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
MATH	161	Mathematical Reasoning & Modeling -or- College Algebra for Calculus or higher	3	
MATH	163			
MST	115	IT Essentials	3	
MST	118	Networking I	3	
TOTAL HOURS			16	

Spring Semester				Hours
ADJU	102	Introduction to Criminal Justice	3	
CYS	115	Introduction to Cybersecurity	3	
IST	100	Computer Applications	3	
CYS	116	Ethics in Information Technology	3	
MST	128	Networking II	3	
MST	218	Server Administration I	3	
TOTAL HOURS			18	

SECOND YEAR

Fall Semester				Hours
MST	219	Server Administration II	3	
MST	227	Introduction to Programming	3	
GOVT	121	National and State Government	3	
SCOM	110	Public Speaking	3	
PHYS	100	Survey of Physics	3	
TOTAL HOURS			15	

Spring Semester				Hours
ADJU	113	Criminal Law	3	
CYS	215	Computer Forensics	3	
CYS	225	Information Security Management	3	
CYS	226	Ethical Hacking	3	
CYS	257	Historical Perspectives in Cybersecurity	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Demonstrate an understanding of basic computer hardware and software in both standalone and networked environments.
- Explain the fundamental components, concepts, and application of cybersecurity principles.
- Identify risks, assess threats, and develop effective countermeasures aimed at protecting computer assets and data.
- Demonstrate the ability to detect and track cyber intrusions.
- Demonstrate an understanding of the ethical and legal implication technology and cybersecurity.

Associate of Applied Science (AAS)

Early Childhood Development

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Heather Cornman hcornman@trcc.edu

Purpose: Career and Technical Education. The Early Childhood Development curriculum is designed to prepare students for employment and leadership roles in licensed childcare centers, private preschools, and Head Start.

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ECD	126	Child Health, Safety, and Nutrition	3	
ECD	202	Survey of Early Childhood Development and Education	3	
ECD	209	CDA Competency ⁽¹⁾ ⁽²⁾	5	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
TOTAL HOURS			18	

Spring Semester			Hours	
ECD	235	Special Children	3	
EDUC	240	Integration of Art, Music, Physical Education in the Elementary Classroom	3	
EDUC	270	Educational Technology	3	
MATH	161	Mathematical Reasoning and Modeling	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester			Hours	
BIOL PHYS	101 101	General Biology -or- Physical Science	4	
ECD	237	Early Childhood Development Lab ⁽¹⁾	3	
ECD	247	Early Childhood Curriculum	3	
EDUC	250	Children's Literature	3	
IST	100	Computer Applications	3	
TOTAL HOURS			16	

Spring Semester			Hours	
ECD	245	Early Childhood Administration	3	
ECD	295	Early Childhood Practicum I: Infants and Toddlers	3	
ECD	296	Early Childhood Practicum II: Preschool	3	
GOVT	121	National and State Government	3	
PSYC	223	Child Psychology	3	
TOTAL HOURS			15	

⁽¹⁾Course requires a clear background screening and current Pediatric CPR certification.

⁽²⁾Alternative College Credit may be awarded to Three Rivers College Early Childhood Development students who hold a current Child Development Associate (CDA) Credential awarded by the Council for Professional Recognition.

NOTE: Successful completion of ECD 126, ECD 202, and ECD 209 completes professional education requirements for the Child Development Associate (CDA) Credential. Students must fulfill the additional requirements identified at www.cdacouncil.org before applying to the Council of Professional Recognition for the official certification.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Child Development and learning in context
- Family-teacher partnerships and community connections
- Child observation, documentation, and assessment
- Developmentally, culturally, and linguistically appropriate teaching practices
- Knowledge, application, and integration of academic content in the Early Childhood curriculum
- Professionalism as an Early Childhood educator

Early Childhood Development (Short-Term Certificate)

Career Studies and Workforce Development Division

Certificate Type: Short-Term

Contact: Heather Cornman hcornman@trcc.edu

Purpose: Career and Technical Education. The Early Childhood Development Short-Term Certificate prepares the student for work in the field. It is designed to include coursework for the Child Development Associate Credential (CDA). After receiving the Short-Term Certificate from Three Rivers College, students must fulfill the additional requirements identified at www.cdacouncil.org before applying to the Council of Professional Recognition for the official certification. Credits earned can be applied toward the Associate of Applied Science in Early Childhood Development.

Courses			Hours	
ECD	126	Child, Health, Safety, and Nutrition	3	
ECD	202	Survey of Early Childhood Development and Education	3	
ECD	209	CDA Competency ⁽¹⁾ ⁽²⁾	5	
ECD	235	Special Children	3	
ECD	237	Early Childhood Development Lab ⁽¹⁾	3	
ECD	245	Early Childhood Administration	3	
ECD	247	Early Childhood Curriculum	3	
GNST	100	New Student Orientation	1	
TOTAL HOURS			24	

⁽¹⁾Course requires a clear background screening and current Pediatric CPR certification.

NOTE: Successful completion of ECD 126, ECD 202, and ECD 205 or ECD 208 completes professional education requirements for the Child Development Associate (CDA) Credential.

Alternative College Credit may be awarded to Three Rivers College Early Childhood Development students who hold a current Child Development Associate (CDA) Credential awarded by the Council for Professional Recognition.

Associate of Applied Science (AAS)

Fire Science

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Tami Cunningham tcunningham@trcc.edu

Purpose: Career and Technical Education. The Fire Science program focuses on providing learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. This degree option prepares students for entry-level employment and a foundation for future advancement in the firefighting, fire inspection, fire instructor, and fire investigation fields.

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
EMT	105	Emergency Medical Technician (EMT)	9	
GNST	100	New Student Orientation	1	
FIRE	126	Principles of Emergency Services	3	
TOTAL HOURS			16	

Spring Semester			Hours	
FIRE	115	Firefighter I and II ⁽¹⁾	12	
FIRE	118	Hazardous Materials Awareness and Operations ⁽¹⁾	3	
TOTAL HOURS			15	

⁽¹⁾These courses require skills and written examinations by the Missouri Division of Fire Safety to obtain state certification. Students must meet all state requirements prior to taking certification tests. Prior to participating in any hands-on activities in FIRE 115, students must submit a physical consent and release form to the instructor. In addition, submission of a Criminal Record background check may be required.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Demonstrate proficiency in firefighting skills as listed in the National Fire Protection Association's (NFPA) Current standard 1001.
- Demonstrate knowledge necessary to respond to a given hazardous materials incident.
- Demonstrate knowledge of personal safety, accountability, fitness, and performance standards by designing, presenting, and analyzing a written Standard Operating Guideline/Standard operating procedure (SOG/SOP) for Emergency Response using current Missouri state laws and National Fire Protection Association (NFPA) guidelines.
- Apply knowledge of Hostile Fire Events in structure fires and recognize the conditions that lead up to them.
- Identify and demonstrate the basic components that provide the basis for Firefighting and Emergency Services Occupations.
- Explain laws, ordinances, and practices related to fire prevention, protection, suppression, mitigation, and alarm systems.

SECOND YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
FIRE	216	Fire Instruction	3	
FIRE	235	Fire Protection Systems	3	
FIRE	245	Fire Codes and Inspection	3	
GOVT	121	National and State Government	3	
TOTAL HOURS			15	

Spring Semester			Hours	
BIOL	100	Survey of Biological Principles	3	
FIRE	135	Fire Prevention	3	
FIRE	255	Fire Officer I and II	6	
MATH	161	Mathematical Reasoning and Modeling	3	
PSYC	243	Human Development Across the Lifespan	3	
TOTAL HOURS			18	

Fire Science (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One-Year

Contact: Will Cooper wcooper@trcc.edu

Purpose: Career and Technical Education. The Fire Science Certificate program focuses on providing students with skills in firefighting and emergency medical services and prepares students for entry-level employment and a foundation for future advancement in the firefighting field.

Fall			Hours	
ACAD	101	Academic Life Strategies	3	
EMT	105	Emergency Medical Technician (EMT)	9	
GNST	100	New Student Orientation	1	
TOTAL HOURS			13	

Spring			Hours	
FIRE	115	Firefighter I and II ⁽¹⁾	12	
FIRE	118	Hazardous Materials Awareness & Operations ⁽¹⁾	3	
TOTAL HOURS			15	

⁽¹⁾These courses require skills and written examinations by the Missouri Division of Fire Safety to obtain state certification. Students must meet all state requirements prior to taking certification tests. In addition, submission of a Criminal Record background check may be required.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Associate of Applied Science (AAS)

Forestry Technology

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Kathryn Clark kathrynclark@trcc.edu

Purpose: Career and Technical Education. This program is for students who want to develop management and technical skills to enter forestry-related industry or production.

FIRST YEAR

Fall Semester			Hours	
AGRI	120	Plant Science	4	
AGRI	122	Natural Resources Management	3	
FRST	117	Introduction to Dendrology	3	
FRST	119	Forest Measurements	3	
GNST	100	New Student Orientation	1	
TOTAL HOURS			14	

SECOND YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ENGL	111	College Writing	3	
FRST	215	Forest Management Practices	3	
IST	100	Computer Applications	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

Spring Semester			Hours	
AGRI	110	Soils & Soil Fertility	4	
AGRI	172	Integrated Pest Management	3	
AGRI	297	Agriculture Internship	3	
FRST	115	Introduction to Forestry	3	
FRST	219	Wildlife Management	3	
TOTAL HOURS			16	

Spring Semester			Hours	
AGRI	270	Agriculture Systems Management	3	
BIOL	102	Environmental Science	4	
FRST	217	Silviculture and Ecology	3	
GOVT	121	National and State Government	3	
MATH	161	Mathematical Reasoning and Modeling	3	
TOTAL HOURS			16	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Examine principles of pesticide application and measurement techniques.
- Apply analytical and critical thinking skills in relation to the forestry industry.
- Form technical knowledge and skills in relation to forestry industries.
- Demonstrate written and verbal communication to effectively work in forestry professions.

Forestry (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One-Year

Contact: Kathryn Clark kathrynclark@trcc.edu

Purpose: Career and Technical Education. This program is for students who want to develop technical skills to enter forestry-related industry or production.

Fall Semester			Hours	
AGRI	120	Plant Science	4	
AGRI	122	Natural Resources Management	3	
FRST	117	Introduction to Dendrology	3	
FRST	119	Forest Measurement	3	
GNST	100	New Student Orientation	1	
TOTAL HOURS			14	

Spring Semester			Hours	
AGRI	110	Soils & Soil Fertility	4	
AGRI	172	Integrated Pest Management	3	
AGRI	297	Agriculture Internship	3	
FRST	115	Introduction to Forestry	3	
FRST	219	Wildlife Management	3	
TOTAL HOURS			16	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Associate of Applied Science (AAS)

Information Technology Specialist

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Dr. Michael Malone mmalone@trcc.edu

Purpose: Career and Technical Education. The IT Specialist program prepares students for entry-level positions in the information technology field. IT Specialists work with the software and hardware of computer systems and networks, maintain and troubleshoot computer systems and networks, help install software and hardware, and provide customer service to end users within a network.

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
MATH	161	Mathematical Reasoning & Modeling -or- College Algebra for Calculus or higher	3	
MATH	163			
MST	115	IT Essentials	3	
MST	118	Networking I	3	
TOTAL HOURS			16	

Spring Semester			Hours	
IST	100	Computer Applications	3	
MST	117	Linux Essentials	3	
MST	128	Networking II	3	
MST	218	Server Administration I	3	
PHYS	100	Survey of Physics	3	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester			Hours	
GOVT	121	National and State Government	3	
MST	217	Network Security	3	
MST	219	Server Administration II	3	
MST	228	Networking III	3	
MST	227	Introduction to Programming	3	
TOTAL HOURS			15	

Spring Semester			Hours	
MST	135	IT Customer Service and Support	3	
MST	220	Server Administration III	3	
MST	235	IT Practicum and Survey	3	
MST	297	Coordinated Internship Project II	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Demonstrate the ability to verbally and nonverbally communicate in a professional manner.
- Apply skills learned to troubleshoot computer and network issues in a timely fashion.
- Demonstrate a foundational knowledge of computer systems, both hardware and software.
- Demonstrate a foundational knowledge of networking systems, both hardware and software.

Information Technology Specialist (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One-Year

Contact: Dr. Michael Malone mmalone@trcc.edu

Purpose: Career and Technical Education. The IT Specialist certificate program prepares students for entry-level positions in the information technology field. IT Specialists work with the software and hardware of computer systems, maintain and troubleshoot computer systems, help install software and hardware, and provide customer service to end users within a network.

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
GNST	100	New Student Orientation	1	
MST	115	IT Essentials	3	
MST	118	Networking I	3	
MST	227	Introduction to Programming	3	
TOTAL HOURS			12	

Spring Semester			Hours	
MST	117	Linux Essentials	3	
MST	128	Networking II	3	
MST	135	IT Customer Service and Support	3	
MST	218	Server Administration I	3	
MST	297	Coordinated Internship Project	3	
TOTAL HOURS			12	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Associate of Applied Science (AAS)

Manufacturing Technology

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Greg Watts gwatts@trcc.edu

Purpose: Career and Technical Education. The Manufacturing Technology program focuses on the knowledge and skills necessary for industrial maintenance and technology career paths. Manufacturing focused skills students will learn include electrical systems, robotics, print reading, programmable controller systems, mechatronics, hydraulics and pneumatics, computer aided machining, quality assurance, automation systems, networking, and welding.

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ELEC	115	Applied DC & AC Circuits	3	
ELEC	117	Industrial Electrical Controls	3	
GNST	100	New Student Orientation	1	
MAFT	119	Robotics I	3	
MEDR	135	Blueprint Reading and Gauging	3	
TOTAL HOURS			16	

Spring Semester			Hours	
ELEC	207	Industrial Electronics Applications	3	
ELEC	216	Programmable Controller Systems	3	
MAFT	219	Robotics II	3	
MAFT	255	Hydraulics & Pneumatics	3	
MEDR	246	Computer Aided Machining I	3	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
IST	100	Computer Applications	3	
MATH	161	Mathematical Reasoning & Modeling	3	
MAFT	215	Mechatronics Capstone	3	
TOTAL HOURS			15	

Spring Semester			Hours	
IST	126	Word Processing Applications	3	
IST	268	Spreadsheet Applications	3	
MAFT	267	Automated Manufacturing Systems	3	
PHYS	100	Survey of Physics	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Develop the knowledge and skills to safely work with electrical and mechanical equipment.
- Develop troubleshooting skills using standard test equipment and interpreting technical drawings.
- Demonstrate knowledge of equipment and process operations.
- Program and monitor industrial PLCs (Programmable Logic Control).
- Understand the design and operation of hydraulic and pneumatic systems.
- Demonstrate an understanding of robotics and automation.

Manufacturing Technician (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One-Year

Contact: Greg Watts gwatts@trcc.edu

Purpose: Career and Technical Education. This Manufacturing Technician certificate focuses on skills necessary for entry-level industrial maintenance and technology career paths. Manufacturing focused skills students will learn include electrical systems, robotics, print reading, programmable controller systems, mechatronics, hydraulics and pneumatics, and computer aided machining.

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ELEC	115	Applied DC and AC Circuits	3	
ELEC	117	Industrial Electronic Controls	3	
GNST	100	New Student Orientation	1	
MAFT	119	Robotics I	3	
MEDR	135	Blueprint Reading and Gauging	3	
TOTAL HOURS			16	

Spring Semester			Hours	
ELEC	207	Industrial Electronics Applications	3	
ELEC	216	Programmable Controller Systems	3	
MAFT	219	Robotics II	3	
MAFT	255	Hydraulics and Pneumatics	3	
MEDR	246	Computer Aided Machining	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Associate of Applied Science (AAS)

Medical Billing and Coding

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Dolores Reed dreed@trcc.edu

Purpose: The Medical Billing and Coding program prepares students with the knowledge of ICD and CPT coding to assign accurate codes for diagnosis, procedures, and other health services. Students will also learn various clerical and administrative functions that relate to medical facilities. The program prepares the graduate to meet the challenges in today's healthcare billing and coding systems through the application of practical and theoretical general education and hands-on skill development. Students will prepare for and be eligible to pursue AHIMA Certified Coding Associate (CCA) certification.

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ALHE	125	Medical Terminology	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
IST	225	Medical Billing and Coding I	3	
IST	226	Medical Billing and Coding II	3	
TOTAL HOURS			16	

Spring Semester			Hours	
IST	100	Computer Applications	3	
IST	275	Advanced Medical Billing and Coding I	3	
IST	276	Advanced Medical Billing and Coding II	3	
MATH	161	Mathematical Reasoning and Modeling	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester			Hours	
ACCT	211	Principles of Accounting I	3	
BMGT	235	Customer Service Management	3	
GOVT	121	National and State Government	3	
IST	126	Word Processing Applications	3	
IST	268	Spreadsheet Applications	3	
TOTAL HOURS			15	

Spring Semester			Hours	
ACCT	212	Principles of Accounting II	3	
BIOL	100	Survey of Biological Principles	3	
BUAD	120	Introduction to Business	3	
BUAD	221	Fundamentals of Management	3	
IST	148	Office Procedures	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Demonstrate proficiency in the use of CPT and ICD-CM coding systems.
- Demonstrate the proper completion of health insurance claim forms.
- Demonstrate the ability to communicate with physicians, hospitals, and other health facilities utilizing medical terminology and vocabulary.
- Demonstrate technological skills necessary for navigating (HER) electronic health records, encoding and grouping software, utilizing practice management including (HIM) health information management systems and validation of codes assigned by (CAC) computer assisted coding software.

Medical Billing and Coding (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One-Year

Contact: Dolores Reed dreed@trcc.edu

Purpose: The Medical Billing and Coding Certificate program prepares students for entry-level positions in the medical claims billing field. Students will prepare for and be eligible to pursue AHIMA Certified Coding Associate (CCA) certification.

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
ALHE	125	Medical Terminology	3	
GNST	100	New Student Orientation	1	
IST	100	Computer Applications	3	
IST	225	Medical Billing and Coding I	3	
IST	226	Medical Billing and Coding II	3	
TOTAL HOURS			16	

Spring Semester			Hours	
BUAD	120	Introduction to Business	3	
IST	268	Spreadsheet Applications	3	
IST	275	Advanced Medical Billing and Coding I	3	
IST	276	Advanced Medical Billing and Coding II	3	
TOTAL HOURS			12	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Associate of Applied Science (AAS)

Medical Laboratory Technician

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Chris Adams cadams@trcc.edu

Purpose: Career and Technical Education. In keeping with the mission of the Missouri Health Professions Consortium (MHPC), the Medical Laboratory Technician program was developed to meet the increasing demand for highly competent medical laboratory technicians in rural and underserved areas of Missouri. The purpose of this associate degree program is to prepare selected individuals to provide accurate and reliable diagnostic testing results to the citizens of Missouri. We educate and prepare laboratory generalists to have the knowledge, skills, and professional behaviors that are necessary to be eligible to apply for the national certification examination as well as meet employer expectations in the community service area.

Program Prerequisites:

- Admission into the Missouri Health Professions Consortium (MHPC) Medical Laboratory Technician (MLT) program.
- Successful completion of required general education prerequisite courses with a grade of C or higher.
- Minimum cumulative grade point average of 2.5 or higher.
- Successful completion of each course during each semester required in the MHPC MLT program with a grade of C or higher.
- Students must have a TEAS score in the 50th percentile or higher.

PREREQUISITES

				Hours	
ACAD	101	Academic Life Strategies		3	
BIOL	231	Anatomy and Physiology I		4	
BIOL	232	Anatomy and Physiology II		4	
CHEM	111	Introductory Chemistry		4	
ENGL	111	College Writing		3	
GNST	100	New Student Orientation		1	
GOVT	121	National and State Government		3	
MATH	163	College Algebra for Calculus		3	
PHIL SOC	233 111	Ethics -or- General Sociology		3	
TOTAL HOURS				28	

PROFESSIONAL YEAR

				Hours	
Fall Semester					
MLT	150	Introduction to Laboratory Science Methods		2	
MLT	210	Immunology		3	
MLT	250	Hematology and Coagulation		5	
MLT	260	Phlebotomy		2	
MLT	291	Hematology and Coagulation Practicum		2	
TOTAL HOURS				14	

				Hours	
Spring Semester					
MLT	270	Immunochemistry		5	
MLT	280	Clinical Microbiology		4	
MLT	290	Parasitology, Mycology, and Virology		1	
MLT	293	Clinical Microbiology Practicum		2	
MLT	294	Immunochemistry Practicum		2	
TOTAL HOURS				14	

				Hours	
Summer Term					
MLT	220	Clinical Chemistry and Urinalysis		5	
MLT	292	Clinical Chemistry Practicum		2	
TOTAL HOURS				7	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements

The MHPC Medical Laboratory Technician (MLT) Program is coordinated through Moberly Area Community College and is offered through the following community colleges: Mineral Area College (MAC), Moberly Area Community College (MACC), North Central Missouri College (NCCM), State Fair Community College (SFCC), and Three Rivers College (TRC). The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosmont, IL 60018, 773-714-8880.

The MHPC MLT Program curriculum includes virtual classroom instruction (3-5 days/week, fall and spring semesters), on-campus laboratory instruction in Mexico or Poplar Bluff as designated (maximum three separate times, fall & spring semesters each), and an off-campus clinical

rotation component (3-5 days/week, fall, spring and summer). Please see our application packet for information regarding tuition and fees associated with the program.

After all classes and clinical requirements are completed within the MHPC MLT Program, students graduate from their home campus and are eligible to take the national certification examination. The MHPC MLT Program is full-time only, with courses offered in a specific sequence.

Each summer, an average of 30 students are selected to begin the program in the fall. The professional year of the program (MLT coursework) is designed to be completed within 12 months beginning in August and ending the following August.

Enrollment in the MHPC MLT program is selective and an informational packet with application materials is available online (trcc.edu/apply/). Students must complete all general education coursework PRIOR to entry into the professional level program. However, students can complete coursework in the semester prior to the start of the program; under these circumstances, program admission would be contingent upon successful completion of general education prerequisite coursework and maintenance of the required 2.5 GPA. Transcript evidence of satisfactory completion of general education/prerequisite coursework must be received with the application packet. Only students meeting all admission criteria and submitting completed application packets within the established time frame will be considered. The Application Committee meetings are conducted the summer before the start of the professional year. Admission decisions of the Application Committee are final. Applicants will receive a letter regarding admissions status following committee review.

Application Deadline: May 15

For more program information, please visit: www.macc.edu/mhpc-mlt.

Pre-Medical Laboratory Technology (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One-Year

Contact: Chris Adams cadams@trcc.edu

Purpose: Career and Technical Education. This certificate provides general education courses for students seeking admission to a Medical Laboratory Technology (MLT) program or health-related degree program. This certificate is not required prior to admission into the Three Rivers College's MLT AAS program. (Refer to the Associate of Applied Science Medical Laboratory Technology [MLT] degree plan for admission criteria).

Fall Semester

Hours

ACAD	101	Academic Life Strategies	3	
BIOL	231	Anatomy and Physiology I	4	
CHEM	111	Introductory Chemistry I	4	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
TOTAL HOURS			15	

Spring Semester

Hours

BIOL	232	Anatomy and Physiology II	4	
MATH	163	College Algebra for Calculus	3	
GOVT	121	National and State Government	3	
PHIL	233	Ethics	3	
SOCI	111	General Sociology	3	
TOTAL HOURS			16	

NOTE: Students must achieve a minimum of "C" or higher in general education coursework to be eligible to apply to the MHPC MLT Program.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Associate of Applied Science (AAS)

Nursing

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Laura McElroy lmcelroy@trcc.edu

RN Bridge Contact: Laura McElroy lmcelroy@trcc.edu

Purpose: Career and Technical Education. The purpose of this nursing program is to prepare students to achieve an Associate of Applied Science degree, to apply for licensure by examination* as a registered nurse, and to use the nursing process in providing safe and effective nursing care for clients in structured primary or secondary care settings.

Both general education and nursing education courses are included in the program of study; clinical laboratory experiences are planned in local healthcare facilities under the direct guidance of the Nursing faculty. Students enrolled in the nursing program have the same privileges and responsibilities accorded all students of the College.

The Poplar Bluff Associate Degree Nursing Program and the Sikeston RN Bridge program are fully approved by the Missouri State Board of Nursing 573-751- 0681: www.pr.mo.gov. The program is accredited by the

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

404-975-5000

www.acenursing.org.

NOTE: Nursing students are required to have two physical examinations, one as part of the admission process and the second prior to the beginning of second-year classes. Students must meet certain health criteria for clinical practice in agencies, including, but not limited to, random or for-cause drug screening. Students are required to be certified at the BLS for Healthcare Providers (BLS-HCP) level. Proof of successful completion of the BLS-HCP course must be in the form of an official CPR card document issued by an authorized AHA or Red Cross Training Center. Cards issued by private companies that state the course was “taught in accordance with AHA (or Red Cross) guidelines” are not sufficient evidence of course completion and will not satisfy this requirement.

*The requirements for licensure, as set forth in the Missouri Statutes 335 RSMo 2022 the Nurse Practice Act, include being of good moral character, completion of the high school course of study or the equivalent, successful completion of the basic professional nursing curriculum in an approved school of nursing (however, successful completion does not guarantee eligibility to take the licensure examination). *Non-English-speaking candidates are required to submit evidence of proficiency in the English language. There are also questions related to adjudication of any crime other than traffic violations, including unlawful use or possession of controlled substances or alcoholic beverages to an extent that one is impaired, fraud, dishonesty, acts of violence, bribery, deception, misconduct, insanity, incompetence, and placement on employee disqualification lists by a state or federal agency. Affirmative answers may result in the applicant being denied access to the licensure examination by the State Board of Nursing. For further information, consult the department chair.

**The requirements for nursing licensure are set forth in Missouri Statutes 335.066 and 335.046.1, a paper copy of which is available from the Three Rivers Nursing Program Department. An electronic copy can be found at trcc.edu.*

Admission Criteria

All candidates must meet the regular admission requirements as stated in the current catalog:

To become an eligible nursing applicant, each individual must have the following on file in the admissions office no later than **March 1 for the Poplar Bluff day program and Evening RN Bridge program, and December 1 for the Sikeston RN Bridge program.**

- Completed college application.
- Take Accuplacer Placement test or have current placement examination scores.
- Final high school transcript or high school equivalency certificate.
- Transcripts of all previous university/college/technical schools; and
- Completed current nursing application.

Both the College application and the nursing application can be found at trcc.edu/apply/. Hand delivered applications must be received in the Poplar Bluff or Sikeston Nursing Office by 4 p.m. on the appropriate deadline date or the next Three Rivers College business day if the deadline falls on either a weekend or a holiday. Applications received by mail or other traceable means must be postmarked by midnight on the appropriate deadline dates.

The Nursing Admissions Committee uses the following minimum requirements for the initial screening of applicants:

- Cumulative Grade Point Average (GPA) of 2.00, or if current high school student, with no college GPA, rank in the upper one third of their high school graduating class.
- Satisfactory performance on the HESI Admission Assessment (HESI A2) Examination (minimum 75% overall score). HESI A2 scores must be current within two years of application deadline. Examination must be completed by application deadline.
- All RN applicants must complete the HESI Admission Assessment (HESI A2) with a minimum score of 75%.
- LPN-to-RN Bridge applicants must also satisfactorily complete the HESI RN Bridge AND Entrance Examination (minimum 700 overall score). RN Bridge applicants can request testing information from Testing Services.
- Paramedic-to-RN Bridge applicants must also satisfactorily complete the EMS HESI AND Entrance Examination (minimum 700 overall score). RN Bridge applicants can request testing information from Testing Services.

In the event that two or more applicants receive the same overall score, the applicants will be ranked according to the HESI Reading Comprehension score, and then, if necessary, by the HESI Math score, and finally by the HESI Vocabulary/General Knowledge score. Selection as an alternate does not guarantee admission into the program or placement into the following year's selection process. Selected alternates remain eligible by completion of pre-nursing courses with a maintained cumulative GPA of 2.00. Alternates will replace students in the ranked order as space becomes available and will be notified by letter. If not granted admission by the first day of class for the cohort, then the alternate must reapply.

Transfer Requests must be received in writing by May 1 for Fall courses and by December 1 for Spring courses for credential evaluation. Contact the Nursing Program for transfer packets and instructions. Readmission requests must be received in writing by the finals week of the current semester from which the student has failed or withdrawn.

Applicants will be notified of their admission status by letter. Individuals selected are required to have a physical examination, preadmission drug screen, and criminal background check prior to starting their first nursing course. Final admission is contingent upon submission of a satisfactory confidential medical history and examination, negative drug screen, a negative criminal background check, and completion of pre-nursing courses with a cumulative GPA of 2.00 or higher (see curriculum guide).

RN Bridge applicants must meet the same admission criteria as other nursing applicants. To qualify, the selected student must additionally:

- LPN-to-RN Bridge: Have an active, unencumbered license as a Licensed Practical Nurse with privileges to practice in the state of Missouri. (Applicants that have an authorization to test for NCLEX-PN may apply pending successful completion of the licensure exam).
- Paramedic-to-RN Bridge: Have an active, unencumbered license as a Paramedic with privileges to practice in the state of Missouri.

Progression and Retention Criteria

1. Students must maintain a cumulative GPA of 2.0 throughout their enrollment in the nursing program. Students must also comply with College policies regarding probation and suspension, as outlined in the Three Rivers College Catalog.
2. In order to progress in the nursing sequence:
 - a. Students must achieve satisfactory clinical performance, satisfactory skills lab performance, and a minimum grade of "C" for each nursing course in order to progress to the next nursing course.
 - b. Students failing to achieve satisfactory clinical performance or skills laboratory performance will receive a course grade of "F" regardless of the grade in the theory portion of the course.
 - c. A student can fail or withdraw from a nursing course one time. A student can only be readmitted to the nursing program one time. A student who fails or withdraws from more than one nursing course (whether in the same semester or different semesters) is ineligible for readmission.
 - d. Students must achieve a minimum grade of "B" in nursing related courses, including Anatomy and Physiology I and II and Mathematical Reasoning and Modeling.
 - e. Supporting general education courses must be taken in the sequence listed in the student's program option (refer to curriculum outlines) if not completed before acceptance into the nursing program.

Nursing Day Program Curriculum

Summer Term

				Hours
ACAD	101	Academic Life Strategies	3	
BIOL	231	Anatomy and Physiology I	4	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
MATH	161	Mathematical Reasoning and Modeling	3	
TOTAL HOURS			14	

FIRST YEAR

Fall Semester

				Hours
BIOL	232	Anatomy and Physiology II	4	
NURS	116	Foundations of Nursing	9	
TOTAL HOURS			13	

Spring Semester

				Hours
NURS	128	Mental Health Nursing	3	
NURS	129	Medical Surgical Nursing I	6	
NURS	135	Pharmacology for Nurses	3	
TOTAL HOURS			12	

SECOND YEAR

Fall Semester

				Hours
NURS	218	Maternal and Child Health Nursing	3	
NURS	219	Medical Surgical Nursing II	7	
PSYC	243	Human Development Across the Lifespan	3	
TOTAL HOURS			13	

Spring Semester

				Hours
GOVT	121	National and State Government	3	
NURS	239	Preceptor in Nursing	3	
NURS	245	Transition Into Professional Nursing	7	
TOTAL HOURS			13	

Institutional Credits: 4
 General Education Credit: 20
 Nursing Education Credit: 41

TOTAL CREDIT HOURS: 65

Nursing Sikeston Program Curriculum

FIRST YEAR

Fall Semester

				Hours
ACAD	101	Academic Life Strategies	3	
BIOL	231	Anatomy and Physiology I	4	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
MATH	161	Mathematical Reasoning and Modeling	3	
TOTAL HOURS			14	

Spring Semester

				Hours
BIOL	232	Anatomy and Physiology II	4	
NURS	116	Foundations of Nursing	9	
TOTAL HOURS			13	

Fall Semester

				Hours
NURS	128	Mental Health Nursing	3	
NURS	129	Medical Surgical Nursing I	6	
NURS	135	Pharmacology for Nurses	3	
TOTAL HOURS			12	

SECOND YEAR

Spring Semester

				Hours
NURS	218	Maternal and Child Health Nursing	3	
NURS	219	Medical Surgical Nursing II	7	
PSYC	243	Human Development Across the Lifespan	3	
TOTAL HOURS			13	

Fall Semester

				Hours
GOVT	121	National and State Government	3	
NURS	239	Preceptor in Nursing	3	
NURS	245	Transition Into Professional Nursing	7	
TOTAL HOURS			13	

Institutional Credit: 4
 General Education Credit: 20
 Nursing Education Credit: 41

TOTAL CREDIT HOURS: 65

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

RN Bridge - Day & Sikeston

Spring Semester				Hours
ACAD	101	Academic Life Strategies	3	
BIOL	231	Anatomy and Physiology I	4	
ENGL	111	College Writing	3	
MATH	161	Mathematical Reasoning and Modeling	3	
NURS	108	RN Bridge	4	
TOTAL HOURS			17	

Summer Term				Hours
BIOL	232	Anatomy and Physiology II	4	
TOTAL HOURS			4	

Fall Semester				Hours
NURS	218	Maternal and Child Health Nursing	3	
NURS	219	Medical Surgical Nursing II	7	
PSYC	243	Human Development Across the Lifespan	3	
TOTAL HOURS			13	

Spring Semester				Hours
GOVT	121	National and State Government	3	
NURS	239	Preceptor in Nursing	3	
NURS	245	Transition into Professional Nursing	7	
TOTAL HOURS			13	

Articulated Credit				
NURS	116	Foundations of Nursing	6	
NURS	135	Pharmacology for Nurses	3	
NURS	128	Mental Health Nursing	3	
NURS	129	Medical Surgical Nursing I	5	

Institutional Credit: 4
 General Education Credit: 20
 Nursing Education Credit: 24
 Articulated Credit: 17
TOTAL CREDIT HOURS: 65

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

RN Bridge - Evening

Summer Term				Hours
ACAD	101	Academic Life Strategies	3	
BIOL	231	Anatomy and Physiology I	4	
ENGL	111	College Writing	3	
MATH	161	Mathematical Reasoning and Modeling	3	
TOTAL HOURS			13	

Fall Semester				Hours
BIOL	232	Anatomy and Physiology II	4	
NURS	108	RN Bridge	4	
TOTAL HOURS			8	

Spring Semester				Hours
NURS	218	Maternal and Child Health Nursing	3	
NURS	219	Medical Surgical Nursing II	7	
PSYC	243	Human Development Across the Lifespan	3	
TOTAL HOURS			13	

Fall Semester				Hours
GOVT	121	National and State Government	3	
NURS	239	Preceptor in Nursing	3	
NURS	245	Transition into Professional Nursing	7	
TOTAL HOURS			13	

Articulated Credit				
NURS	116	Foundations of Nursing	6	
NURS	135	Pharmacology for Nurses	3	
NURS	128	Mental Health Nursing	3	
NURS	129	Medical Surgical Nursing I	5	

Institutional Credit: 4
 General Education Credit: 20
 Nursing Education Credit: 24
 Articulated Credit: 17
TOTAL CREDIT HOURS: 65

Program Outcomes

- Develop personal responsibility for professionalism, education, and scope of practice.
- Choose effective communication strategies while collaborating with patients, significant support person, and interdisciplinary members of the healthcare team.
- Evaluate critical thinking and clinical decision-making to provide safe, patient-centered care.
- Apply evidence-based practice while recognizing the role of quality improvement in the healthcare system.
- Select appropriate information and technology in the management of patient care.

Practical Nurse (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One Year

Poplar Bluff Program Contact: Sherri Dodson sdodson@trcc.edu

Sikeston Program Contact: Lindsey Pikey lpikey@trcc.edu

Purpose: Career and Technical Education. The purpose of the Practical Nursing program at Three Rivers College is to prepare students to achieve a one-year certificate in Practical Nursing and be successful in obtaining licensure as a Licensed Practical Nurse. The Practical Nursing program instills knowledge, skills, and professional values to prepare individuals to enter the workforce and provide safe, effective nursing care for clients in a variety of healthcare settings.

Nursing education courses are included in the program of study; clinical laboratory experiences are planned in local healthcare facilities under the direct guidance of the nursing faculty. Students enrolled in the nursing program have the same privileges and responsibilities afforded all students of the College.

Three Rivers College's Practical Nursing program is fully approved by the Missouri State Board of Nursing: 573-751-0681, www.pr.mo.gov.

Admission Process

1. Must be 18 years of age (at the start of the program)
2. Minimum GPA 2.0 (high school or college, most current will be used)
3. High school diploma, or equivalency certificate
4. Minimum TEAS Composite Percentage Score of 58%
5. Completion of college application
6. Transcripts from all colleges/high school

The class will be selected using the following formula:

- TEAS Composite Percentage Score = 40%
- TEAS Reading Comprehension Score = 60%

In the event that two or more applicants receive the same overall admission score, the applicants will be ranked according to the TEAS Composite Percentage score, then the TEAS Reading Comprehension score, then the TEAS Math score, and finally the TEAS Science score.

Applicants will be notified of their admission status by letter. Individuals selected are required to have a physical examination, preadmission drug screen, and criminal background check prior to starting their first nursing course. Final admission is contingent upon submission of a satisfactory confidential medical history and examination, negative drug screen, a negative criminal background check, and a cumulative GPA of 2.00 or higher. Selection as an alternate does not guarantee admission into the program or placement into the following year's selection process. Alternates will replace students in the ranked order as space becomes available and will be notified by letter. If not granted admission, the alternate must reapply.

NOTE: Nursing students are required to have two physical examinations, one as part of the admission process and the second prior to the beginning of second-year classes. Students must meet certain health criteria for clinical practice in agencies, including, but not limited to, random or for-cause drug screening. Students are required to be certified at the BLS for Healthcare Providers (BLS-HCP) level. Proof of successful completion of the BLS-HCP course must be in the form of an official CPR card document issued by an authorized AHA or Red Cross Training Center. Cards issued by private companies that state the course was "taught in accordance with AHA (or Red Cross) guidelines" are not sufficient evidence of course completion and will not satisfy this requirement.

*The requirements for licensure, as set forth in the Missouri Statutes 335 RSMo 2015 the Nurse Practice Act, include being of good moral character, completion of the high school course of study or the equivalent, successful completion of the basic professional nursing curriculum in an approved school of nursing (however, successful completion does not guarantee eligibility to take the licensure examination). *Non-English-speaking candidates are required to submit evidence of proficiency in the English language. There are also questions related to adjudication of any crime other than traffic violations, including unlawful use or possession of controlled substances or alcoholic beverages to an extent that one is impaired, fraud, dishonesty, acts of violence, bribery, deception, misconduct, insanity, incompetence, and placement on employee disqualification lists by a state or federal agency. Affirmative answers may result in the applicant being denied access to the licensure examination by the State Board of Nursing. For further information, consult the department chair.

*The requirements for nursing licensure are set forth in Missouri Statutes 335.066 and 335.046.1, a paper copy of which is available from the Three Rivers Nursing Program Department. An electronic copy can be found at trcc.edu.

First Block			Hours	
ALHE	127	Body Systems and Function for Healthcare Providers	3	
GNST	100	New Student Orientation	1	
PNRS	105	Personal and Vocational Concepts	3	
PNRS	115	Fundamentals of Nursing	10	
PNRS	117	Intravenous Therapy	.75	
PNRS	127	Mental Health	3	
TOTAL HOURS			20.75	

Second Block			Hours	
PNRS	118	Medical Surgical Nursing I	7	
PNRS	126	Pharmacology	4	
TOTAL HOURS			11	

Third Block			Hours	
PNRS	116	Pediatric Nursing	3	
PNRS	119	Medical Surgical Nursing II	7	
PNRS	125	Maternal/Newborn Nursing	3	
PNRS	128	Leadership and Management	3.5	
TOTAL HOURS			16.5	

*Option for ALHE 127 (Must Complete Both)			Hours	
BIOL	231	Anatomy and Physiology I**	4	
BIOL	232	Anatomy and Physiology II**	4	
TOTAL HOURS			8	

**These courses require a letter grade of "B" or higher for progression in the Practical Nursing Program.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Utilize the nursing process to provide safe client care within a health care team.
- Interpret clients' diverse backgrounds across the lifespan to provide individualized nursing care.
- Use effective communication as a member of the health care team.
- Demonstrate safe, effective nursing care within the scope of practice for the practical nurse while maintaining legal/ethical standards.
- Discover strategies to promote personal success.
- Apply basic knowledge of mathematics; anatomy and physiology; and human growth and development to the practical nurse role.

Pre-Nursing (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One-Year

Contact: Laura McElroy lmcelroy@trcc.edu

Purpose: Career and Technical Education. This certificate provides general education courses for students seeking admission to a nursing program. Admission criteria for the TRC nursing program is listed on the degree page. Completion of this certificate is not required prior to admission in the nursing program, nor does it guarantee admission into the nursing program.

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
BIOL	231	Anatomy and Physiology I	4	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
GOVT	121	National and State Government	3	
MATH	161	Mathematical Reasoning and Modeling	3	
TOTAL HOURS			17	

Spring Semester			Hours	
ALHE	125	Medical Terminology	3	
BIOL	232	Anatomy and Physiology II	4	
IST	100	Computer Applications	3	
PSYC	243	Human Development Across the Life Span	3	
TOTAL HOURS			13	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Associate of Applied Science (AAS)

Occupational Therapy Assistant

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Chris Adams cadams@trcc.edu

Purpose: The Occupational Therapy Assistant program is a one-plus-one degree program that prepares students to practice as Certified Occupational Therapy Assistants (COTA) after meeting certification and state licensure standards. Three Rivers College is one of five colleges in the Missouri Health Professions Consortium (MHPC) currently offering this program. Three Rivers offers and enrolls students in the general education coursework; sophomore level (professional level) coursework typically originates from a classroom at any of the five campuses and is conveyed to students via interactive television and internet-based technology. Through the combination of general education and professional level coursework, classroom and laboratory practice, and clinical fieldwork experiences, students will learn the profession of occupational therapy assistant. The professional year does not run on a traditional Three Rivers academic cycle. Classes begin in the fall semester and will run until the next fall semester of the following year. Completion of professional coursework takes one full calendar year.

FIRST YEAR

Fall Semester			Hours
ALHE	125	Medical Terminology	3
BIOL	231	Anatomy and Physiology I	4
ENGL	111	College Writing	3
GNST	100	New Student Orientation	1
MATH	161 163	Mathematical Reasoning and Modeling -or- College Algebra for Calculus	3
PSYC	111	General Psychology	3
TOTAL HOURS			17

Spring Semester			Hours
BIOL	232	Anatomy and Physiology II	4
GOVT	121	National and State Government	3
PSYC	243	Human Development Across the Lifespan	3
SCOM	110	Public Speaking	3
SOCI	111	General Sociology	3
TOTAL HOURS			16

Accreditation

The MHPC Occupational Therapy Assistant (OTA) program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is 301-652-AOTA, and its Web address is www.acoteonline.org. Graduates of the program will be eligible to sit for the national certification examination for the Occupational Therapy Assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA).

Admission Process

Enrollment in the MHPC Occupational Therapy Assistant program is selective and an informational packet with application materials is available online (trcc.edu/apply/) or at the Three Rivers campus. Students must complete all general education coursework PRIOR to entry into the professional level program. However, students can complete coursework in the semester prior to the start of the program; under these circumstances, program admission would be contingent upon successful completion of general education prerequisite coursework and maintenance of the required 2.5 GPA. Transcript evidence of satisfactory completion of general education/prerequisite coursework must be received with the application packet. Three Rivers may not be able to offer admission to all qualified applicants. Only students meeting all admission criteria and submitting completed application packets within the established time frame will be considered. The Selection Committee meetings are conducted the summer before the start of the professional year. Admission decisions of the Selection Committee are final. Applicants will receive a letter regarding admissions status following committee review. **Application Deadline: March 1.**

SECOND YEAR

Fall Semester			Hours
OTA	200	Foundations of Occupational Therapy	3
OTA	205	Medical Conditions in Occupational Therapy	3
OTA	210	Activity Analysis and Therapeutic Media in Occupational Therapy	3
OTA	215	Mental Health and Geriatric Practice	4
OTA	220	Pediatric and Adolescent Practice	4
TOTAL HOURS			17

Spring Semester			Hours
OTA	250	Functional Kinesiology	2
OTA	255	Physical Disabilities Practice	4
OTA	260	Community Practice and Emerging Practice in Occupational Therapy	3
OTA	265	Ethics, Management, and Leadership	3
OTA	270	Professional Skills	3
TOTAL HOURS			15

Summer Semester			Hours
OTA	290	Level II A Fieldwork	8
OTA	295	Level II B Fieldwork	8
TOTAL HOURS			16

Total Hours: 81 credit hours

Pre-Occupational Therapy Assistant (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One-Year

Contact: Chris Adams cadams@trcc.edu

Purpose: Career and Technical Education. Program designed to fulfill the general education requirements of the one-plus-one articulation into the Occupational Therapy Assistant Associate of Applied Science program, a part of the Missouri Health Professions Consortium.

For detailed admission criteria to become an eligible applicant, visit trcc.edu/apply/.

Fall Semester			Hours	
ALHE	125	Medical Terminology	3	
BIOL	231	Anatomy and Physiology I	4	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
MATH	161	Intermediate Algebra -or- Mathematical Reasoning and Modeling	3	
MATH	163			
PSYC	111	General Psychology	3	
TOTAL HOURS			17	

Spring Semester			Hours	
BIOL	232	Anatomy and Physiology II	4	
GOVT	121	National and State Government	3	
PSYC	243	Human Development Across the Life Span	3	
SCOM	110	Public Speaking	3	
SOCI	111	General Sociology	3	
TOTAL HOURS			16	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Associate of Applied Science (AAS)

Office Administration

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Will Cooper wcooper@trcc.edu

Purpose: Career and Technical Education. The Office Administration program is designed for individuals who are currently employed in an office environment and for students planning a career as an office administrative assistant. This program prepares students to meet the challenges of the modern office through the application of practical and theoretical general education, and hands-on skill development.

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
BMGT	107	Hospitality and Tourism	3	
BMGT	235	Customer Service Management	3	
BUAD	120	Introduction to Business	3	
GNST	100	New Student Orientation	1	
IST	100	Computer Applications	3	
TOTAL HOURS			16	

Spring Semester			Hours	
ACCT	211	Principles of Accounting I	3	
BLAW	221	Legal and Ethical Environment of Business	3	
IST	126	Word Processing Applications	3	
IST	148	Office Procedures	3	
IST	268	Spreadsheet Applications	3	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester			Hours	
BMGT	108	Human Resources Management	3	
BUAD	221	Fundamentals of Management	3	
ECON	211	Principles of Macroeconomics	3	
ENGL	111	College Writing	3	
MATH	161	Mathematical Reasoning and Modeling	3	
TOTAL HOURS			15	

Spring Semester			Hours	
ACCT	219	Accounting Management Software	3	
ALHE	125	Medical Terminology	3	
BMGT	215	Supervisory Development	3	
GOVT	121	National and State Government	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Demonstrate the ability to communicate in all forms effectively, including written and oral communication, utilizing business and office administration terminology and vocabulary.
- Demonstrate technological skills, including word processing, spreadsheets, and database management applications as they apply to office administration.
- Demonstrate appropriate office procedures as related to a business environment.
- Understand and perform office accounting and recordkeeping functions as related to office administration.

Office Assistant (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One-Year

Contact: Will Cooper wcooper@trcc.edu

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

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
BMGT	107	Hospitality and Tourism	3	
BMGT	235	Customer Service Management	3	
BUAD	120	Introduction to Business	3	
GNST	100	New Student Orientation	1	
IST	100	Computer Applications	3	
TOTAL HOURS			16	

Spring Semester			Hours	
ACCT	211	Principles of Accounting I	3	
BLAW	221	Legal and Ethical Environment of Business	3	
IST	126	Word Processing Applications	3	
IST	148	Office Procedures	3	
IST	268	Spreadsheet Applications	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Associate of Applied Science (AAS)

Paramedic

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Tami Cunningham tcunningham@trcc.edu

Purpose: Career and Technical Education. To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

Admission Criteria: To become an eligible applicant, individuals must:

- Have a program application on file in the Emergency Medical Services Office. (Find application at trcc.edu/apply/)
- Be a licensed EMT or AEMT.
- Have current Basic Life Support for Healthcare Providers status.
- Place into College Writing and Mathematical Reasoning and Modeling on the ACT or ACCUPLACER placement tests (ACT scores are valid for 5 years).
- Subject to a confidential medical history, physical examination, negative preadmission drug screen, and clear criminal background check after acceptance in the program.

Three Rivers College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. Commission on Accreditation of Allied Health Education Programs, 727-210-2350. (www.caahep.org). To contact CoAEMSP 214-703-8445 www.coaemsp.org

Selection of students occurs during the first week of August with Paramedic courses beginning in August. Students must meet certain criteria for internship practice in agencies, including, but not limited to, random or for-cause drug screenings.

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
EMT	105	Emergency Medical Technician (EMT)	9	
GNST	100	New Student Orientation	1	
TOTAL HOURS			13	

Spring Semester			Hours	
BIOL	231	Anatomy & Physiology I	4	
ENGL	111	College Writing	3	
GOVT	121	National & State Govt.	3	
MATH	161	Mathematical Reasoning and Modeling	3	
PSYC	243	Human Development Across the Lifespan	3	
TOTAL HOURS			16	

SECOND YEAR

Fall Semester			Hours	
PARA	210	Paramedic I	12	
PARA	215	Paramedic Internship I	2	
TOTAL HOURS			14	

Spring Semester			Hours	
PARA	220	Paramedic II	12	
PARA	225	Paramedic Internship II	4	
TOTAL HOURS			16	

Summer Semester			Hours	
PARA	230	Paramedic III	2	
PARA	235	Paramedic Internship III	6	
TOTAL HOURS			8	

TOTAL CREDIT HOURS: 67

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Graduates of the AAS degree program are eligible to take the National Registry Advanced Level practical and written examinations for Paramedic licensure. There are questions on the Missouri licensure application related to the conviction of any crime (traffic violations, drugs, and/or alcohol, etc.) Affirmative answers may result in the applicant being denied licensure by the Department of Health and Senior Services Bureau of EMS.

NOTE: Other fees are associated with the Paramedic program in addition to regular college tuition and fees.

Program Outcomes

- Provide a safe, supportive, and effective environment for each pre-hospital encounter.
- Manage emergency situations using sound judgment and protocol/procedures to respond in an efficient manner.
- Demonstrate knowledge of the legal aspect of EMS (ex. HIPAA), and local policy limits, to all patient encounters while recognizing and accepting personal responsibility for one's actions, or lack of action, in the practice of emergency medicine.
- Communicate in a professional manner with all members of the health care team.
- Utilize knowledge of normal/abnormal anatomy and physiology and pharmacology in pre-hospital emergency care.

Paramedic (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One-Year

Contact: Tami Cunningham tcunningham@trcc.edu

Purpose: Career and Technical Education. To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

The Three Rivers College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Committee on Accreditation of Educational Programs for the Emergency Medical Services Professionals, 25400 US Hwy 19 N., Suite 158, Clearwater, FL 33763, 727-210-2350 (www.caahep.org).

Admission Criteria: To become an eligible applicant, individuals must:

- Have a program application on file in the EMS Coordinator's Office. (Find application at trcc.edu/apply/)
- Be a licensed EMT or AEMT.
- Have current Basic Life Support for Healthcare Providers status.
- Place into College Writing and Mathematical Reasoning and Modeling on the ACT or ACCUPLACER placement tests (ACT scores are valid for 5 years).
- Subject to a confidential medical history, physical examination, negative preadmission drug screen, and clear criminal background check after acceptance in the program.

Selection of students occurs during the first week of August with Paramedic courses beginning in August. Students must meet certain criteria for internship practice in agencies, including, but not limited to, random or for-cause drug screenings.

Summer Semester			Hours	
BIOL	231	Anatomy & Physiology I	4	
GNST	100	New Student Orientation	1	
TOTAL HOURS			5	

Spring Semester			Hours	
PARA	220	Paramedic II	12	
PARA	225	Paramedic Internship	4	
TOTAL HOURS			16	

Fall Semester			Hours	
PARA	210	Paramedic I	12	
PARA	215	Paramedic Internship I	2	
TOTAL HOURS			14	

Summer Semester			Hours	
PARA	230	Paramedic III	2	
PARA	235	Paramedic Internship III	6	
TOTAL HOURS			8	

General Education credit hours: 4

Institutional credit hours: 1

EMS Education credit hours: 38

TOTAL CREDIT HOURS: 43

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

*Graduates of the Paramedic One-Year Certificate are eligible to take the National Registry Advanced Level practical and written examinations for Paramedic licensure. There are questions on the Missouri licensure application related to the conviction of any crime (traffic violations, drugs, and/or alcohol, etc.). Affirmative answers may result in the applicant being denied licensure by the Department of Health and Senior Services Bureau of EMS. **NOTE:** Other fees are associated with the Paramedic program in addition to regular college tuition and fees.*

Associate of Applied Science (AAS) Paraprofessional Educator

Career Studies and Workforce Development

Degree Type: Associate of Applied Science Degree

Contact: Dr. Faye Sanders asanders@trcc.edu

Purpose: Career and Technical Education. The Paraprofessional Educator program prepares students for paraprofessional positions in public elementary, middle, and high schools; preschools; and private schools. Paraprofessional educators work alongside the regular classroom teacher helping students with their needs. They often work extensively with special needs children.

FIRST YEAR

Fall Semester				Hours
ACAD	101	Academic Life Strategies	3	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
PSYC	111	General Psychology	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			13	

Spring Semester				Hours
EDUC	201	Teaching Profession with Field Experience	3	
EDUC	270	Educational Technology	3	
ENGL	112	Advanced College Writing	3	
PSYC	223	Child Psychology	3	
		Life Sciences Gen Ed course -or- Physical Sciences Gen Ed course	3-5	
TOTAL HOURS			15-17	

SECOND YEAR

Fall Semester				Hours
ECD	126	Child Health, Safety, and Nutrition	3	
EDUC	240	Integration of Art, Music, & P.E. in the Elementary Education Classroom	3	
EDUC	230	Foundations of Education in a Diverse Society	3	
EDUC	210	Educational Psychology	3	
GOVT	121	National and State Government	3	
HIST	111	American History to 1877 -or- American History since 1877	3	
HIST	112			
TOTAL HOURS			18	

Spring Semester				Hours
ECD	202	Survey of Early Childhood Development and Education	3	
EDUC	297	Paraprofessional Educator Practicum ⁽¹⁾	3	
EDUC	250	Children's Literature	3	
EDUC	260	Education of the Exceptional Learner	3	
MATH	161	Mathematical Reasoning and Modeling -or- College Algebra for Calculus	3	
MATH	163			
TOTAL HOURS			15	

⁽¹⁾Practicum experience requires 100 hours under the supervision of a certified teacher in a K-12 setting. Instructor consent only.

Paraprofessional students should be aware that forty-five (45) hours of classroom observation/engagement is required in EDUC 201-Teaching Profession with Field Experience (30 hours) and EDUC 260-Education of the Exceptional Learner (15 hours). In addition, submission of a Criminal Record Background Check must be completed for both EDUC 201 and EDUC 260.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

A list of general education courses can be found on the Core Curriculum Transfer (CORE42) General Education Courses page.

Associate of Applied Science (AAS)

Surgical Technology

Career Studies and Workforce Development

Degree Type: Associate of Applied Science Degree

Contact: Laura McElroy lmcelroy@trcc.edu

Purpose: The purpose of this program is to prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Both general education and surgical technology courses are included in the program of study; clinical laboratory experiences are planned in local healthcare facilities under the direct guidance of the Surgical Technology faculty. Students enrolled in the surgical technology program have the same privileges and responsibilities accorded all students of the College.

Admission Criteria

All candidates must meet the regular admission requirements as stated in the current catalog:

To become an eligible surgical technology applicant, each individual must submit:

- Completed current surgical technology application.
- Current placement examination scores.
- Final high school transcript or high school equivalency certificate.
- Transcripts of all previous university/college/technical schools attended; and
- Minimum TEAS score of 50%

Both the College application and the surgical technology application can be found at trcc.edu/apply. Applications received by mail or other traceable means must be postmarked by midnight on the appropriate deadline dates.

The Surgical Technology Admissions Committee uses the following minimum requirements for the initial screening of applicants:

1. Cumulative Grade Point Average (GPA) of 2.00, or if current high school student with no college GPA, rank in the upper one third of their high school graduating class.
2. Satisfactory performance on the **TEAS** exam must be current within two years of application deadline. Examination must be completed by application deadline.

In the event that two or more applicants receive the same overall score, the applicants will be ranked according to TEAS reading comprehension score, then the TEAS Science score, then the TEAS Math score. Alternates will replace students in the ranked order as space becomes available and will be notified by letter. If not granted admission by the first day of class for the cohort, then the alternate must reapply.

Applicants will be notified of their admission status by letter. Individuals selected are required to have a physical examination, preadmission drug screen, and criminal background check prior to starting their first surgical technology course. Final admission is contingent upon submission of a satisfactory confidential medical history and examination, negative drug screen, a negative criminal background check, and completion of pre-surgical technology courses with a cumulative GPA of 2.00 or higher.

Progression and Retention Criteria

1. Students must maintain a cumulative GPA of 2.0 throughout their enrollment in the surgical technology program. Students must also comply with college policies regarding probation and suspension, as outlined in the Three Rivers College Catalog.
2. In order to progress in the surgical technology sequence:
 - a. Students must achieve satisfactory clinical performance, satisfactory skills lab performance, and a minimum grade of "C" for each surgical technology course to progress to the next course.
 - b. Students failing to achieve satisfactory clinical performance or skills laboratory performance will receive a course grade of "F" regardless of the grade in the theory portion of the course.
 - c. A student can fail or withdraw from a surgical technology course one time. A student can only be readmitted to the program one time.
 - d. Students must achieve a minimum grade of "B" in Anatomy and Physiology I and II.
 - e. Supporting general education courses must be taken in the sequence listed in the student's program option if not completed before acceptance into the surgical technology program.

Surgical Technology

FIRST YEAR

First Semester				Hours
ACAD	101	Academic Life Strategies	3	
ALHE	125	Medical Terminology	3	
BIOL	231	Anatomy and Physiology I	4	
ENGL	111	College Writing	3	
GNST	100	New Student Orientation	1	
MATH	161	Mathematical Reasoning and Modeling	3	
TOTAL HOURS			17	

Second Semester				Hours
BIOL	232	Anatomy and Physiology II	4	
BIOL	253	Microbiology	4	
IST	100	Computer Applications	3	
SURG	106	Fundamentals of Surgical Technology	7	
TOTAL HOURS			18	

SECOND YEAR

First Semester				Hours
PSYC	243	Human Development Across the Lifespan	3	
SURG	107	Pharmacology Surgical Tech	1	
SURG	115	Surgical Technology I	7	
SURG	116	Surgical Technology Practicum I	5	
TOTAL HOURS			16	

Second Semester				Hours
GOVT	121	National and State Government	3	
SURG	207	Professional Practice	1	
SURG	215	Surgical Technology II	5	
SURG	216	Surgical Technology Practicum II	5	
TOTAL HOURS			14	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- The student will demonstrate knowledge of healthcare science and surgical technology concepts to care for patients perioperatively.
- The student will demonstrate professional behaviors in a variety of settings as an integral part of the surgical team.
- The student will demonstrate competence in the implementation of skills, tools, and technologies to facilitate the surgeon's performance.

Associate of Applied Science (AAS)

Welding Technology

Career Studies and Workforce Development Division

Degree Type: Associate of Applied Science Degree

Contact: Drake Dugas ddugas@trcc.edu

Purpose: Career and Technical Education. The Welding Technology program focuses on the knowledge and skills necessary to succeed within the manufacturing and maintenance profession. This degree prepares students for entry-level employment and provides a foundation for advancement in the industrial and manufacturing sectors.

FIRST YEAR

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
GNST	100	New Student Orientation	1	
WELD	156	Introduction to SMAW (Shielded Metal ARC Welding)	4	
WELD	158	Introduction to GMAW (Gas Metal Arc Welding)	4	
WELD	165	Welding Blueprint Reading	3	
WELD	167	Thermal Cutting	2	
TOTAL HOURS			17	

Spring Semester			Hours	
CIVL	125	Computer Aided Design and CNC Applications	4	
ELEC	115	Applied DC and AC Circuits	3	
WELD	157	Introduction to GTAW (Gas Tungsten Arc Welding)	4	
WELD	159	Introduction to FCAW (Flux Cored Arc Welding)	4	
WELD	166	Welding Inspection and Testing	2	
TOTAL HOURS			17	

SECOND YEAR

Fall Semester			Hours	
WELD	256	Advanced SMAW (Shielded Metal ARC Welding)	4	
WELD	257	Advanced GTAW (Gas Tungsten Arc Welding)	4	
WELD	258	Advanced GMAW (Gas Metal Arc Welding)	4	
WELD	265	Welding Fabrication	3	
TOTAL HOURS			15	

Spring Semester			Hours	
ENGL	111	College Writing	3	
GOVT	121	Notional and State Government	3	
MATH	161	Mathematical Reasoning and Modeling	3	
PHYS	100	Survey of Physics	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Recognize appropriate safety measures to apply in the welding environment.
- Interpret and restate definitions, terminology, and symbols in welding prints.
- Demonstrate welding techniques in various positions and applications.
- Evaluate and identify Weld discontinuities and defects.
- Differentiate the differences of metals, their makeup and uses.
- Create designs and program various CNC equipment for use in fabrication.

Maintenance Welding (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One-Year

Contact: Drake Dugas ddugas@trcc.edu

Purpose: Career and Technical Education. This program builds basic knowledge and skills in operating welding equipment and performing basic, welding operations. Students will learn to apply technical welding knowledge to gas metal arc, gas tungsten arc, and shielded metal arc welding, cutting, shop safety, and blueprint reading. This certificate provides the student with entry-level welding skills and knowledge.

Fall Semester			Hours	
ACAD	101	Academic Life Strategies	3	
GNST	100	New Student Orientation	1	
WELD	156	Introduction to SMAW (Shielded Metal ARC Welding)	4	
WELD	158	Introduction to GMAW (Gas Metal Arc Welding)	4	
WELD	165	Welding Blueprint Reading	3	
WELD	167	Thermal Cutting	2	
TOTAL HOURS			17	

Spring Semester			Hours	
CIVL	125	Computer Aided Design and CNC Applications	4	
ELEC	115	Applied DC and AC Circuits	3	
WELD	157	Introduction to GTAW (Gas Tungsten Arc Welding)	4	
WELD	159	Introduction to FCAW (Flux Cored Arc Welding)	4	
WELD	166	Welding Inspection and Testing	2	
TOTAL HOURS			17	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Welding Fabrication Specialist (One-Year Certificate)

Career Studies and Workforce Development Division

Certificate Type: One-Year

Contact: Drake Dugas ddugas@trcc.edu

Purpose: Career and Technical Education. This program builds advanced knowledge and skills in operating welding equipment and performing basic welding procedures. Students will receive hands-on instruction in pipefitting, gas metal arc, gas tungsten arc, shielded metal arc welding, shop safety, fabrication, and metallurgy. This certificate provides skills to prepare the student to seek employment in the workforce and to prepare the student to seek industry certification.

Fall Semester			Hours	
WELD	256	Advanced SMAW (Shielded Metal ARC Welding)	4	
WELD	257	Advanced GTAW (Gas Tungsten Arc Welding)	4	
WELD	258	Advanced GMAW (Gas Metal Arc Welding)	4	
WELD	265	Welding Fabrication	3	
TOTAL HOURS			15	

Spring Semester			Hours	
WELD	169	Pipe Fitting	3	
WELD	259	Advanced FCAW (Flux Cored Arc Welding)	4	
WELD	266	Advanced SMAW II (Gas Tungsten Arc Welding)	4	
WELD	267	Advanced GTAW II (Gas Tungsten Arc Welding)	4	
TOTAL HOURS			15	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Course Descriptions

Course Information

Course Credits

The credit for each course is indicated after the title in the course description. One credit is equivalent to one collegiate semester-hour credit. Each credit given for a course is based on approximately three hours of study in that course weekly or its equivalent online.

See [IP 6110 Definition of a Credit Hour](#), [IP 6510 Distance Learning](#) and [IR 6520 Online Learning for more information](#).

Course Hours

The educational programs combine the teaching of theoretical concepts in "Lecture" with an application of principles and practical training in "Laboratory" under faculty supervision. The teaching of theoretical concepts in lectures, seminars, discussions, and other similar classes is identified as "Lecture" and the application of principles and practical training in laboratories, shop, clinical training, supervised work experiences, and other similar classes is identified as "Laboratory." The depiction of "Lecture" and "Laboratory" time each week is for a course conducted over a full Fall or Spring semester. Courses taught over shorter time periods will meet more each week and some courses will vary each week. All courses will meet the required times in total.

See [IP 6110 Definition of a Credit Hour](#), [IP 6510 Distance Learning](#) and [IR 6520 Online Learning for more information](#).

Course Prerequisites and Corequisites

If a prerequisite is required before enrolling in a course, the prerequisites will be identified by the College in the course description. Courses in special sequences (usually identified by a Roman numeral I, II, etc.) usually require that a prior course or equivalent be completed before enrolling in the advanced course in the sequence. Faculty should be familiar with courses that are exceptions to this procedure. When a corequisite is required for a course, usually the corequisites must be taken at the same time. The prerequisite or equivalent must be completed satisfactorily before enrolling in a course unless special permission is obtained from the instructional department.

Course Numbering System

Three Rivers College uses a uniform course numbering system with two- or three-digit course numbers:

Courses numbered 01-10 are Transitional courses. Credits earned in these courses are not applicable toward associate

degree programs; however, upon approval of the Chief Academic Officer, some transitional courses may provide credit applicable to associate of applied science or certificate programs. Students may re-register for those courses in subsequent semesters as necessary until the course objectives are completed.

Courses numbered 100-199 are generally freshman courses applicable toward associate degree and certificate programs.

Courses numbered 200-299 are generally sophomore courses applicable toward associate degree and certificate programs.

Courses ending with the digits 0-4 are primarily for transfer to a four-year college or university. Courses ending with the digits 5-9 are primarily for entry into the job market upon completion of the associate of applied science degree. It is up to each baccalaureate degree-granting institution to determine what courses it will or will not accept for transfer.

Course Offerings

Designations at the end of course descriptions identify the semesters in which the courses are offered. ("F" means Fall semester, "SP" means Spring semester, "S" means Summer). Some courses are offered on a variable schedule or on demand.

Course Prefixes

ACAD Academic
ACCT Accounting
ADJU Administration of Justice
AGRI Agriculture
AETC Agriculture Equipment Technician
ALHE Allied Health
ARTS Art
BHS Behavioral Health Support
BIOL Biology
BLAW Business Law
BMGT Business Management
BUAD Business Administration
CHEM Chemistry
CIVL Civil and Construction
CONS Construction
CRJC Corrections
CRJU Criminal Justice
CYS Cybersecurity
DESL Diesel
ECD Early Childhood Development
ECON Economics
EDUC Education
ELEC Electronics
EMT Emergency Medical Technician
ENGL English
FIRE Fire Science
FRST Forestry
GNST General Studies

GOVT Government and Political Science
HIST History
HNRS Honors
HPER Health, Physical Education, and Recreation
HVAC Heating, Ventilation, Air Conditioning/Refrigeration
IST Information Systems Technology
MAFT Manufacturing Technology
MATH Mathematics
MEDR Mechanical Drafting
MKTG Marketing
MLT Medical Laboratory Technician
MST Information Technology Specialist
MUSC Music
MUSP Music - Private Instruction
NURS Nursing
OTA Occupational Therapy
PARA Paramedic
PHIL Philosophy and Religion
PHYS Physics
PLUM Plumbing
PNRS Practical Nurse
PSYC Psychology
READ Reading
SCOM Speech Communication
SOCI Sociology
SPAN Spanish
SURG Surgical Technology
SWRK Social Work
THEA Theatre Arts
WELD Welding

Academic

ACAD 101 – Academic Life Strategies (3 cr.)

This course aids the student by identifying his or her learning style, personality strengths, as well as the awareness of multiple and emotional intelligence while connecting the student to college resources and services. The students will gain knowledge of note taking, study techniques, exam strategies and their application to academic success. Students will demonstrate critical and creative thinking strategies to set goals, show workplace readiness, and communicate with others to create a diverse team dynamic. Lecture 3 hours per week. F, SP, S

Accounting

ACCT 211 - Principles of Accounting I (3 cr.)

Prerequisite(s): MATH 02 or placement into MATH 153/MATH 161 or higher.

This course is a study of generally accepted accounting principles as they apply to corporations. Concepts covered include the accounting cycle, financial statements, corporate financing, and the elements of internal control. Lecture 3 hours per week. F, SP

ACCT 212 - Principles of Accounting II (3 cr.)

Prerequisite(s): Completion of ACCT 211 with a minimum letter grade of C.

This course is a continuation of financial accounting subjects, including the Statement of Cash Flows and Financial Statement Analysis. It also covers the study of managerial accounting, including job-order costing and process costing, management reporting, budgeting, performance analysis, pricing, and capital investment decisions. Lecture 3 hours per week. F, SP

ACCT 218 – Payroll Accounting (3 cr.)

Prerequisite(s): ACCT 211 with a minimum letter grade of C.

This course introduces the subject of payroll by presenting the federal and state rules and regulations governing employment, compensation, and payroll taxes. It takes the student step-by-step through the entire payroll process – from timekeeping, computation of gross earnings, and determining federal income tax and other payroll tax withholdings; to preparing and distributing the payroll; to recording or accounting for wages, tax liabilities, and payment or deposits. Students will also learn to use a 10-key calculator in this course. Lecture 3 hours per week. SP

ACCT 219 - Accounting Management Software (3 cr.)

Prerequisite(s): IST 100 and ACCT 211 with a minimum letter grade of C.

This course is a study and use of a commercial computerized accounting program. Students use a computerized accounting program to complete a business cycle for a service, merchandising, and manufacturing company. Using the accounting program, they also prepare payroll and employee records. Students create reports and graphs from the end of the period data. Lecture 3 hours per week. SP

ACCT 225 - Intermediate Accounting I (3 cr.)

Prerequisite(s): ACCT 212 with a minimum letter grade of C.

Financial accounting theory applications for accounting standards and the accounting process of corporations are reviewed and practiced. Accounting for the balance sheet, income statement, and the statement of cash flows is discussed, demonstrated, and applied. Emphasis is placed on the use of financial statement analysis in decision-making. Accounting for cash and receivables, inventory valuation, fixed assets, natural resources, and intangibles is examined and applied. Lecture 3 hours per week. F

ACCT 227 – Financial Analysis and Budgeting (3 cr.)

Prerequisite(s): IST 100 and ACCT 211 with a minimum letter grade of C.

This course emphasizes preparation of the three primary financial statements and supporting statements in the budgeting process, as well as analysis of financial statements for decision-making purposes. Lecture 3 hours per week. SP

ACCT 237 - Income Tax Accounting (3 cr.)

Prerequisite(s): ACCT 211 with a minimum letter grade of C.

This course includes a study of the history, theory, and principles of federal taxation with an emphasis on current tax laws and their application to individual taxpayers. Lecture 3 hours per week. F

ACCT 258 - Cost Accounting (3 cr.)

Prerequisite(s): ACCT 212 with a minimum letter grade of C.

This course is a study of the costs of production and the application of those costs to the process cost system. Course includes a complete preparation of a master and flexible budget for managerial decision-making, analysis of current operations, and planning. Lecture 3 hours per week. SP

Administration of Justice

ADJU 100 - Introduction to Law Enforcement (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

Introduction to Law Enforcement provides an overview of history, roles, tasks, and styles of policing. This course introduces students to the fundamental principles of social control and the basic legal restrictions on law enforcement. Lecture 3 hours per week. F

ADJU 102 – Introduction to Criminal Justice (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

Introduction to Criminal Justice examines the various aspects of the criminal justice system including the police, courts, corrections, legal, and ethical considerations, and theories of crime prevention. Lecture 3 hours per week. F, SP

ADJU 103 – Introduction to Corrections (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

Introduction to Corrections provides an overview of the history, administration, and practices within the correctional system. Students will examine concepts of punishment, incarceration, community supervision, programs, and issues related to corrections. Lecture 3 hours per week. F

ADJU 104 – Introduction to Criminal Courts (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

Introduction to Criminal Courts focuses on the organization and structure of various court systems within the U.S. The role of the prosecutor, defense attorney, judge, and jury will be reviewed, as well as the procedures involved with the trial process. Lecture 3 hours per week. F

ADJU 113 - Criminal Law (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course examines the legal principles and Constitutional restrictions on federal and state criminal law. Students differentiate between various criminal offenses and explain the elements required of each law. Both model penal code and Missouri statutes are reviewed. Lecture 3 hours per week. SP

ADJU 114 – Constitutional Law (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course examines the legal restrictions established by the U.S. Constitution. Supreme Court decisions impacting law enforcement and criminal procedures are reviewed. Lecture 3 hours per week. F, SP

ADJU 147 - Juvenile Procedures (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course provides an overview of the organization, structure, and legal aspects of the juvenile justice system. The history of juvenile law, sociological theories, and treatment strategies will be reviewed. Introduction to the juvenile system in Missouri is included. Lecture 3 hours per week. SP

ADJU 233 - Criminal Investigation (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course reviews the basic procedures, laws, and court cases related to criminal investigations. The specific techniques used to investigate a variety of crimes is discussed. Lecture 3 hours per week. F

ADJU 243 - Police Administration (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course identifies theories of management, the role of police managers, and the impact management has upon employees. A discussion of legal issues, the creation of a department budget, and scheduling employees are covered. Lecture 3 hours per week. F

Agriculture

AGRI 110 - Soils & Soil Fertility (4 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is a study of the basics of soil development, classifications, management, fertility, testing, and origin as related to plant growth. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F, SP

AGRI 120 - Plant Science (4 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course involves the study of scientific principles of plant anatomy, morphology, physiology, genetics, reproduction, and evolution. Emphasis is placed on agronomic, horticulture, and forestry crops. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F

AGRI 122 - Natural Resources Management (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

The application of skills and practices needed in the proper management of natural resources to provide maximum use of those resources while protecting them and the environment. Resources studied include soils, water, forestry, and wildlife. Lecture 3 hours per week. F, SP

AGRI 130 - Animal Science (4 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

A general overview of cattle, sheep, swine, and horse industries. Topics include zoological classification, breed identification, selection fundamentals, digestive systems, and disease prevention. Lecture 3 hours/Laboratory 2 hours per week/Total 5 hours per week. F

AGRI 172 - Integrated Pest Management (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is the study of the management systems in agriculture used to prevent animal and plant pest populations from causing economic injury. Specific topics include pesticide history, chemical and biological controls, safety, machinery calibrations, and regulations. Lecture 3 hours per week. F, SP

AGRI 240 - Agricultural Economics and Marketing (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is an introduction to the principles of agriculture economics. Topics include an overview of macroeconomics and microeconomic systems, policies affecting the money supply, business types, competition, supply and demand, futures marketing, and world trade as they relate to agriculture production. Lecture 3 hours per week. F

AGRI 270 - Agriculture Systems Management (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is an introduction to mechanical and engineering principles and their applications in agriculture. Topics include engine operations, machinery calibrations, electrical and HVAC systems, land descriptions, water runoff, and waste management. Lecture 3 hours per week. SP

AGRI 297 - Agriculture Internship (3 cr.)

Prerequisite(s): Instructor consent.

This course is supervised on-the-job training in selected agricultural business coordinated by College personnel. Student spends 120 clock hours on the job during the entire semester. Variable hours per week. F, SP

Agriculture Equipment Technician

AETC 115 – Fundamentals of Agriculture Equipment (4 cr.)

This is a course designed to provide review and update of safety procedures; tools and equipment usage; handling, storing, and disposing of materials; and operating principles of agriculture equipment mechanics. Lecture 1 hour/Laboratory 3 hours/Total 4 hours per week. F

AETC 116 – Electrical Systems I (4 cr.)

This is a course designed to provide diagnosis, service, and repair of electrical and electronic systems on agriculture equipment, includes instruction in general systems diagnosis, starting and charging systems. Lecture 1 hour/Laboratory 3 hours/Total 4 hours per week. F

AETC 117 – Diesel Systems I (4 cr.)

This is a course designed to provide diagnosis, service, and repair of basic agriculture equipment engine operating principles, with an emphasis on cylinder head and valvetrain engine block. Lecture 1 hour/Laboratory 3 hours/Total 4 hours per week. F

AETC 118 – Hydraulic Systems (4 cr.)

This is a course designed to provide knowledge of basic operation and maintenance of hydraulic systems associated with diesel powered equipment, includes instruction in safety, system components, operation, and repair. Lecture 1 hour/Laboratory 3 hours/Total 4 hours per week. F

AETC 125 – HVAC Systems (4 cr.)

This is a course designed to provide skills and knowledge related to the operation, maintenance, and repair of air conditioning and heating systems used in agriculture equipment, includes instruction in theories and operating principles, A/C system diagnosis and repair, clutch and compressor repair, evaporator and condenser repair, and heating system repair. Lecture 1 hour/Laboratory 3 hours/Total 4 hours per week. SP

AETC 126 – Electrical Systems II (4 cr.)

This course is designed to provide advanced skills and knowledge associated with the diagnosis, service, and repair of electrical and electronic systems on agriculture equipment, includes instruction in electronic fuel management systems. Lecture 1 hour/Laboratory 3 hours/Total 4 hours per week. SP

AETC 127 – Diesel Systems II (4 cr.)

This is a course designed to provide skills and knowledge related to the diagnosis, service, and repair of lubrication systems, cooling system, and air induction and exhaust systems. Lecture 1 hour/Laboratory 3 hours/Total 4 hours per week. SP

AETC 128 – Power Trains (4 cr.)

This is a course designed to provide diagnosis, service, maintenance, and repair of powertrain units on transportation equipment, includes instruction on clutch, manual transmissions, drive shafts, and drive axles. Lecture 1 hour/Laboratory 3 hours/Total 4 hours per week. SP

Allied Health

ALHE 125 – Medical Terminology (3 cr.)

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

This course provides a comprehensive study of medical terminology utilizing a body system approach. The course focuses on the principles of medical language including the definition, construction, and spelling of medical terms. Lecture 3 hour per week. F, SP, S

ALHE 127 – Body Systems and Function for Healthcare Providers (3 cr.)

Prerequisite(s): Admission to the Practical Nursing Program or Advanced Emergency Medical Technician Program

This course is designed to provide the student with basic knowledge of human anatomy and physiology applicable to practical nursing and prehospital care providers. Lecture 3 hours per week. F, SP

Art

ARTS 110 - Introduction to Art (3 cr.)

This is an introductory studio course to the field of fine art. The student works with composition in a variety of media. Art processes and techniques in both two- and three-dimensional works are examined. The documentation of work in digital media and development of a portfolio is covered. The

student is responsible for materials required for this course. Lecture 1 hour/Laboratory 4 hours/Total 5 hours per week. F, SP, S

ARTS 123 - History and Appreciation of Art (3 cr.)



MOTR ART 100

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This is an introductory course emphasizing the appreciation of the visual arts through the study of the art and architecture of various geographical areas and cultures throughout history from antiquity through contemporary artists. A select number of significant artists, artistic movements, and cultures are covered. The course examines how art reflects and influences cultures throughout history. Lecture 3 hours per week. F, SP, S

ARTS 131 - Drawing I (2 cr.)



MOTR PERF 105D

This is an introductory course providing studio instruction in drawing. Students work in graphite, charcoal, pastels, and other drawing media. Composition, subject matter, rendering, proportion, and perspective are explored. The documentation of work in digital media and development of a portfolio are covered. The student is responsible for materials required for this course. The student is provided an individual studio space. Laboratory 4 hours per week. F, SP, S

ARTS 132 - Drawing II (2 cr.)

Prerequisite(s): ARTS 131.

This is an advanced course providing studio instruction in drawing focusing on the specific interests of the student. The student works in a drawing media of his/her choice, concentrating on a thematic, in-depth development of studio work. Laboratory 4 hours per week. F, SP, S

ARTS 141 - Color and Design I (2 cr.)

This is an introductory studio course to the field of fine art. The student examines the visual element color in both practical application and theory. The interaction of color, color mixing, color impact, digital media, and composition is covered. The student is responsible for materials required for this course. Laboratory 4 hours per week. F, SP, S

ARTS 213 - Watercolor (3 cr.)

This is an introductory studio course in watercolor painting. The student explores handling and control of watercolor processes. A variety of materials related to watercolor painting is covered, including paper, water media, and brushes. Composition and subject matter is examined. The development of a portfolio and documentation of work in digital media is covered. Students are responsible for materials required for this course. The student is provided an individual studio space. Laboratory 6 hours per week. F

ARTS 233 - Painting I (3 cr.)

This is an introductory studio course in acrylic painting. The student explores handling and control of acrylic painting processes and techniques. A variety of materials related to painting will be covered, including canvas, stretcher frame construction, paint media, and brushes. Composition and subject matter is examined. The documentation of work in digital media and development of a portfolio are covered. The student is responsible for materials required for this course. The student is provided an individual studio space, easel, and table. Laboratory 6 hours per week. SP

ARTS 243 - Painting II (3 cr.)

Prerequisite(s): ARTS 233.

This is an advanced course providing studio instruction in acrylic painting, focusing on the specific interest of the student. The student works with acrylic painting processes and techniques, concentrating on a thematic, in-depth development of studio work. Composition and subject matter is examined. The documentation of work in digital media and development of a portfolio are covered. The student is responsible for materials required for this course. The student is provided an individual studio space, easel, and table. Laboratory 6 hours per week. F, SP

ARTS 260 – Studio Art Experience I (1 cr.)

This course provides a studio experience for those students wishing to continue studio art interests beyond art courses already completed. The

course is also ideal for non-degree-seeking students who wish to pursue personal studio art interests. Students choose one area of concentration for the course – either painting, drawing, or watercolor – and arrange with the instructor to meet with other students enrolled in a course focusing on that area of concentration. A maximum of 4 credits may count toward the Associate of Arts degree. Laboratory 2 hours per week. F, SP

ARTS 261 – Studio Art Experience II (1 cr.)

Prerequisite(s): ARTS 260.

This course provides a studio experience for those students wishing to continue studio art interests beyond art courses already completed. The course is also ideal for non-degree-seeking students who wish to pursue personal studio art interests. Students choose one area of concentration for the course – either painting, drawing, or watercolor – and arrange with the instructor to meet with other students enrolled in a course focusing on that area of concentration. A maximum of 4 credits may count toward the Associate of Arts degree. Laboratory 2 hours per week. F, SP

ARTS 262 – Studio Art Experience III (1 cr.)

Prerequisite(s): ARTS 261.

This course provides a studio experience for those students wishing to continue studio art interests beyond art courses already completed. The course is also ideal for non-degree-seeking students who wish to pursue personal studio art interests. Students choose one area of concentration for the course – either painting, drawing, or watercolor – and arrange with the instructor to meet with other students enrolled in a course focusing on that area of concentration. A maximum of 4 credits may count toward the Associate of Arts degree. Laboratory 2 hours per week. F

ARTS 263 – Studio Art Experience IV (1 cr.)

Prerequisite(s): ARTS 262.

This course provides a studio experience for those students wishing to continue studio art interests beyond art courses already completed. The course is also ideal for non-degree-seeking students who wish to pursue personal studio art interests. Students choose one area of concentration for the course – either painting, drawing, or watercolor – and arrange with the instructor to meet with other students enrolled in a course focusing on that area of concentration. A maximum of 4 credits may count toward the Associate of Arts degree. Laboratory 2 hours per week. SP

ARTS 294 - Special Topics in Art (1-3 cr.)

Prerequisite(s): Instructor Consent.

A variable content course consisting of lectures, demonstrations, studio projects, and/or field trips in variable areas of study in the field of Fine Art, Studio Art, or Art History. Variable hours.

Behavioral Health Support

BHS 206 – Introduction to Behavioral Health Support (3 cr.)

Prerequisite(s): Admission to the Behavioral Health Support program.

Corequisite(s): BHS 208.

This course introduces students to the many roles and functions of behavioral health support workers. Emphasis is placed on the following: history of mental health agencies, current practices of the agencies where behavioral support workers are employed, skills and dispositions needed by behavioral health workers, and common clinical encounters facilitated by behavioral health workers. Lecture 3 hours per week. SP

BHS 208 – Legal and Ethical Issues (3 cr.)

Corequisite(s): BHS 206.

This course examines laws and regulations in Missouri. Topics include ethical standards, personal and professional boundaries, and common legal matters facing individuals with mental health issues. Lectures 3 hours per week. SP

BHS 215 – Wellness Coaching (3 cr.)

Prerequisite(s): BHS 206.

This course introduces students to the process of wellness coaching. Students will learn a set of techniques designed to help future clients achieve and maintain optimal emotional, financial, social, spiritual, occupational, physical, intellectual, and environmental wellness. Lecture 3 hours per week. S

BHS 216 – Systems of Care/Support (3 cr.)

Prerequisite(s): BHS 206.

This course focuses on identifying and building relationships with community resources. Students will learn to identify, coordinate and link community resources with client needs. Students will gain knowledge of services offered by public and private providers as well as funding sources. Students will also learn about how one's culture can impact the receiving and seeking of various services. At the end of the course, students will have a resource portfolio. Lecture 3 hours per week. S

BHS 225 – Substance Use Disorders (3 cr.)

Prerequisite(s): BHS 206.

This course introduces students to concepts of substance use disorders, including the cycle of addiction and recovery. Comprehensive substance use treatment and rehabilitation models in a variety of settings will be examined. Lecture 3 hours per week. F

BHS 227 – Diagnosis of Identified Populations (3 cr.)

Prerequisite(s): BHS 206.

This course will provide a comprehensive overview of common mental health disorders, how symptoms manifest in everyday life, and the risk and protective factors related to these disorders. In addition, students will learn about the instruments used by licensed mental health professionals when making diagnoses. Lecture 3 hours per week. F

BHS 229 – Conflict Resolution (3 cr.)

Prerequisite(s): BHS 206.

This course provides students with conflict resolution skills to be used in their work as behavioral health support workers. Both interpersonal and intrapersonal conflict will be discussed, as well as theories, concepts, and models of mental health crisis intervention. Lecture 3 hours per week. F

BHS 235 – Interviewing Skills for Generalist Practice (3 cr.)

This course provides an introduction to basic interviewing skills for generalist behavioral health practice. Lecture 3 hours per week. SP

BHS 236 – Evidence-Based Treatments (3 cr.)

Prerequisite(s): BHS 206.

This course exposes students to commonly used mental health prevention and intervention approaches. A special emphasis is given to those evidence-based treatment approaches most commonly used by community behavioral health agencies and substance use treatment facilities. Lecture 3 hours per week. Lecture 3 hours per week. SP

BHS 295 – Behavioral Health Support Clinical Practicum I (3 cr.)

Prerequisite(s): BHS 206.

Students will engage in supervised behavioral health services in a community service agency that serves individuals, families, and communities. The practicum experience provides students the opportunity to integrate and apply theory into their practice. Students must complete 135 hours of practical work experience. F

BHS 296 – Behavioral Health Support Clinical Practicum II (4 cr.)

Prerequisite(s): BHS 295.

The course offers continued applied experience in an agency setting. Students will engage in supervised behavioral health services in a community service agency that serves individuals, families, and communities. The practicum experience provides students the opportunity to integrate and apply theory into their practice. Students must complete 180 hours of practical work experience. SP

Biology

BIOL 100 - Survey of Biological Principles (3 cr.)**MOTR BIOL 100**

Prerequisite(s): READ 02 or Reading placement of ENGL 111 and ENGL 02 or Writing placement of ENGL 08 or higher.

This course is a survey of the basic concepts of life science with emphasis on the human cell, tissues, and organ system functions and the relationship between humans and the environment. Lecture 3 hours per week. F, SP, S

BIOL 101 - General Biology (4 cr.)**MOTR BIOL 100L**

Prerequisite(s): READ 02 or Reading placement of ENGL 111 and ENGL 02 or Writing placement of ENGL 08 or higher and MATH 02 or placement of MATH 153/161 or higher.

This general education course utilizes scientific inquiry to evaluate bioethical and environmental issues. The relationship between living beings and the physical environment is explored through studies in cell biology, genetics, evolution, plant and animal classification, and ecology. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F, W, SP, S

BIOL 102 - Environmental Science (4 cr.)**MOTR BIOL 100LEV**

Prerequisite(s): READ 02 or Reading placement of ENGL 111 and ENGL 02 or Writing placement of ENGL 08 or higher.

This course examines the relationship between man and the environment through studies of ecological principles, human overpopulation, resource depletion, and pollution. The course is recommended for non-science majors to fulfill the General Education requirement for a laboratory science or may be used to fulfill the valuing component of the General Education requirement. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F

BIOL 113 - Introduction to Process Science for Elementary and Middle School Teachers (1 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111 and ENGL 02 or Writing placement of ENGL 08 or higher.

This course provides elementary and middle school teacher candidates with a working knowledge of the discipline of science, the nature of scientific knowledge, and the process of scientific investigation. Laboratory 1 hour per week. F

BIOL 211 - General Botany (4 cr.)

Prerequisite(s): ENGL 111.

This course is a study of the science of plants, including the structure, function, genetics, reproduction, and evolution within the plant kingdom. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. SP

BIOL 221 - General Zoology (4 cr.)

Prerequisite(s): ENGL 111.

This course is a study of the science of animals, including the structure, function, genetics, reproduction, and evolution within the animal kingdom. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F

BIOL 231 - Anatomy and Physiology I (4 cr.)**MOTR LIFS 100LAP**

Prerequisite(s): READ 02 or Reading placement of ENGL 111 and ENGL 02 or Writing placement of ENGL 08 or higher and MATH 02 or placement of MATH 153/161 or higher.

This course is a study of the relationship between the structure and function of the human body encompassing the cell, tissues, integumentary system, skeletal system, muscular system, and nervous system. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F, SP, S

BIOL 232 - Anatomy and Physiology II (4 cr.)**MOTR LIFS 150LAP**

Prerequisite(s): BIOL 231 and READ 02 or Reading placement of ENGL 111 and ENGL 02 or Writing placement of ENGL 08 or higher.

A study of the relationship between the structure and function of the human body. Systems studied include the circulatory, respiratory, reproductive, renal, digestive, immune/lymphatic, and endocrine. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F, SP, S

BIOL 253 - Microbiology (4 cr.)

Prerequisite(s): ENGL 111

This course is a study of microorganisms with the main focus on human health and infectious diseases. The areas of study presented include bacteria, fungi, viruses, and parasites that involve microbial structure, growth and nutrition, bacterial metabolism, genetics, and a presentation of infectious

diseases by anatomical systems. Bioethical issues involving microorganisms in human and animal health are emphasized. This course is designed for healthcare students and includes the basic role of the human immune system in fighting disease. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F, SP

Business Administration

BUAD 120 – Introduction to Business (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is a study of the various functions of management such as planning, organizing, leading, and controlling. Emphasis is also placed on sole proprietorships and partnerships and the ethical and socially responsible practices necessary for successful members of the business community. Lecture 3 hours per week. F, SP

BUAD 221 - Fundamentals of Management (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course focuses on the various schools of management thought as they have evolved. Emphasis is placed on basic management functions and their relationship to conflict, leadership, change, and ethical behavior. Lecture 3 hours per week. F, SP

BUAD 230 - Business Statistics (3 cr.)

Prerequisite(s): MATH 161 or MATH 163 with a minimum letter grade of C or placement of MATH 164.

This course is an introduction to the basic concepts of statistics including descriptive measures of location and dispersion, elementary probability distributions, estimation, hypothesis testing, correlation, analysis of variance, and linear regression. In various units of the course, the student utilizes computer statistical software to facilitate the analysis of data. Lecture 3 hours per week. F, SP, S

Business Law

BLAW 221 - Legal and Ethical Environment of Business (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is a presentation of the basic principles of law as they relate to business. It emphasizes the background of law and the moral and ethical issues created when the law is applied in society. Additional topics include crime, torts, contracts, personal property, consumer protection, and environmental, constitutional, and international law. Lecture 3 hours per week. F, SP

Business Management

BMGT 107 - Hospitality and Tourism (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is a study of the hospitality and tourism industry. Concepts covered include rail, sea, air, and automobile travel, as well as the operations of the hotel and resort industries. Lecture 3 hours per week. F

BMGT 108 - Human Resource Management (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is a study of the business organization emphasizing the interaction among workers and between workers and managers. Concepts covered include management/employee concerns such as pay-for-performance, effective teaming, employee benefits, reducing employee stress, employee rights, and designing selection criteria. Lecture 3 hours per week. F

BMGT 215 - Supervisory Development (3 cr.)

This course is a study of the principles of supervision. The key challenges facing supervisors, including social, demographic, economic, technological, and global challenges, are covered in detail. In addition, students are introduced to the managerial functions of planning, organizing, staffing, leading, and controlling and how these functions are applied in supervisory roles. Lecture 3 hours per week. SP

BMGT 235 – Customer Service Management (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course introduces students to the importance of delivering excellent customer service. Emphasis is placed on building, maintaining, and increasing an organization's customer base. This course provides the guidelines and best practices for providing excellent customer service to enable employees to build, maintain, and increase a loyal customer base. Lecture 3 hours per week. F

BMGT 239 - Entrepreneurship (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course introduces students to academic skills, management concepts, and practices that are important for entrepreneur needs. Students develop and apply their attitudes, abilities, and goals for entrepreneurial opportunities. Students learn how to compose a business plan. Lecture 3 hours per week. SP

Chemistry

CHEM 111 - Introductory Chemistry (4 cr.)



Prerequisite(s): READ 02 or Reading placement of ENGL 111 and ENGL 02 or Writing placement of ENGL 08 or higher and MATH 02 or placement of MATH 153.

This course covers basic terminology and principles of chemistry. Topics include chemical equations, mole concept, gas laws, atomic theory, chemical bonding, acid-base theory, solutions, and stoichiometry. Laboratory experiences reinforce the chemical principles presented in class. The course is recommended for non-science majors, Nursing students, and health-related professionals. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F, SP, S

CHEM 121 - General Chemistry I (4 cr.)



Prerequisite(s): CHEM 111 or MATH 163 with a minimum letter grade of C or placement of MATH 164.

This course uses basic chemical principles in order to solve chemical problems. Topics include the atomic theory, stoichiometry, thermochemistry, chemical bonding, kinetic molecular theory, gas laws, solutions, and electrolytes. Laboratory work appropriate to these topics is also covered in the course. The course is recommended for science and engineering majors, Medical Laboratory Technology students and other health-related professionals. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F, SP

CHEM 122 - General Chemistry II (4 cr.)

Prerequisite(s): CHEM 121 with a minimum letter grade of C.

A continuation of CHEM 121. This course includes chemical kinetics, chemical equilibria, ionic equilibria, thermodynamics, electrochemistry, oxidation-reduction, and a survey of groups on the periodic table. Laboratory work appropriate to these topics, including qualitative analysis, also is covered. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. SP

Civil and Construction

CIVL 116 - Surveying I (3 cr.)

This course focuses on the theory and practice of plane surveying. Students participate in extensive fieldwork using steel tape, level, and Total Station surveying equipment. The course provides a study of the surveying industry with a basic but practical approach to surveying. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F

CIVL 125 Computer Aided Design and CNC Applications (4 cr.)

This course will introduce students to CAD using multiple 2d and 3d software. The purpose of this course is to provide training in designing and setup for fabrication of parts and products using CNC Routers, CNC Lasers, CNC Plasma Table, 3d Printers and Water Jets. Lecture 1 hour/Laboratory 3 hours/Total 4 hours per week. SP

CIVL 215 - Building Design (4 cr.)

Prerequisite(s): CONS 116

This course is an introduction to building design examining residential and light commercial. Structural and mechanical elements of buildings are considered. Student design presentations comprise a significant portion of coursework. Lecture 2 hours/Laboratory 4 hours/Total 6 hours per week. F

CIVL 216 - Surveying II (3 cr.)

Prerequisite(s): CIVL 116.

This course focuses on the theory and practice of land and construction surveying using modern instrumentation and electronic surveying equipment, such as Total Stations, Data Collectors, and Global Positioning Systems. Application of computer to calculate traverse closures, areas, topographical information, and horizontal and vertical curve information. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F

CIVL 219 - Estimating I (3 cr.)

This course is primarily concerned with the proper practices and procedures necessary to prepare a reliable construction estimate. The methods covered address preparing material estimates for both residential and light commercial construction projects. Estimation of labor costs for construction projects also is addressed. Lecture 3 hours per week. F

CIVL 225 – Construction Management (3 cr.)

This course focuses on information that is necessary for managing the construction process and leading personnel effectively. The project management topics focus on cost estimation, planning/scheduling, procurement, risk management, construction monitoring, and close out. The personnel topics include leadership, motivation, communication, time management, change, diversity, and adversity. Lecture 3 hours per week. SP

CIVL 226 - Legal Principles of Surveying (3 cr.)

Prerequisite(s): CIVL 116 or instructor consent.

This course introduces the student to the history of boundaries; U.S. Public Land systems; ownership, transfer, and description of real property; rules of easements; riparian boundaries; writing and interpreting descriptions; analysis of evidence and procedures for boundary locations; Missouri survey law; and the role of the surveyor. Lecture 3 hours per week. SP

CIVL 229 – Estimating II (3 cr.)

Prerequisite(s): CIVL 219

This course focuses on estimating techniques, including analyzing plans to perform quantity takeoffs and unit pricing. Coursework reinforces proper practices and procedures necessary to prepare a reliable construction estimate. The methods covered address preparing material estimates for both residential and light commercial construction projects. Lecture 3 hours per week. F

CIVL 235 – Construction Planning and Scheduling (3 cr.)

This course addresses methods of organizing work items associated with a construction project into a logical sequence of optimizing efficiency and profitability. Manual and computerized scheduling methods are used in developing project schedules for both real and simulated projects. The course focuses on construction project planning and scheduling principles and practices used by contractors to control time and cost. Lecture 3 hours per week. SP

CIVL 236 - Computers in Surveying (4 cr.)

Prerequisite(s): CIVL 116 or instructor consent. This course is a study and application of various surveying software programs with emphasis on coordinate geometry, survey adjustments, file transfer, editing raw and coordinate files, horizontal and vertical curves, surface modeling, road layout, applicable drafting techniques, and printing and plotting. Lecture 4 hours per week. SP

Construction

CONS 116 – Construction Print Reading and Layout (4 cr.) The purpose of this course is to provide training on the job and in the classroom in blueprint reading. Provide training in layout tools and methods for building trades. On-the-job work will consist of building home type structures. Lecture 1 hour/Laboratory 3 hours/Total 4 hours per week. F

CONS 117 – Building Codes and Framing (4 cr.)

The purpose of this course is to provide training on the job and in the classroom in the building trades. On-the-job work will consist of building mock-ups and home-type structures which, upon completion, will be fully functional. Lecture 1 hour/Laboratory 3 hours/Total 4 hours per week. F

CONS 118 – Electrical Wiring for Construction (4 cr.)

The purpose of this course is to provide Residential and light Commercial wiring on the job and in the classroom in the electrical building trades. On-the-job work will consist of wiring mock-ups and home-type structures which, upon completion, will be fully functional. Lecture 1 hour/Laboratory 3 hours/ Total 4 hours per week. F

CONS 119 – Plumbing in Construction (4 cr.)

The purpose of this course is to provide training on the job and in the classroom in the Plumbing trade. On-the-job work will consist of plumbing mock-ups and home-type structures which, upon completion, will be fully functional. Lecture 1 hour/Laboratory 3 hours/ Total 4 hours per week. SP

CONS 127 – Exterior and Interior Coverings (4 cr.)

The purpose of this course is to provide training on the job and in the classroom in Building trades. On-the-job work will consist of building mock-ups and home-type structures. Lecture 1 hour/Laboratory 3 hours/Total 4 hours per week. SP

CONS 128 – Finish Carpentry (4 cr.)

The purpose of this course is to provide training on the job and in the classroom in the Finish Carpentry trades. On-the job work will consist of building mock-ups and home-type structures. Lecture 1 hour/Laboratory 3 hours/Total 4 hours per week. SP

CONS 129 – Flooring, Tilework, and Shower Systems (4 cr.)

The purpose of this course is to provide training on the job and in the classroom in the Floor Laying trades. On-the job work will consist of installing floor coverings and shower systems on mock-ups and home-type structures. Lecture 1 hour/Laboratory 3 hours/Total 4 hours per week. SP

Corrections

CRJC 129 - Probation and Parole (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course reviews the history of punishment and the development of community-based supervision. The specific techniques used to conduct pre-sentence investigations, manage a caseload, and conduct fieldwork are examined. Lecture 3 hours per week. F

Criminal Justice

CRJU 115 - Ethics in Criminal Justice (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course includes a discussion of professionalism, ethics, character, misconduct, and corruption within law enforcement. Students examine ethical concepts, review case studies, and participate in discussions concerning ethical dilemmas and discretionary decisions often faced by law enforcement officers. Lecture 3 hours per week. F, W, SP, S

CRJU 128 - Forensic Science and Criminalistics (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course reviews specific principles used by investigators from the scene of the crime to the laboratory analysis of physical evidence. Students demonstrate the techniques of forensic science and the ability to physically collect and preserve evidence from a crime scene. Lecture 3 hours per week. SP

CRJU 185 – Basic Handgun Shooting I (3 cr.)

This course provides an introduction to the safe operation of handguns. Rules of gun safety, handgun operation, ballistics, and fundamentals of shooting are reviewed. Students develop basic handgun shooting skills with the aid of a shooting simulator. Lecture 3 hours per week. SP

CRJU 295 – Law Enforcement Academy I (12 hr.)

This course provides basic training in law enforcement and corrections approved by Peace Officer Standards and Training (P.O.S.T.). Topics covered include those required under Missouri Revised Statutes (Sect. 590.100). Lecture 12 hours per week. F, SP

CRJU 296 – Law Enforcement Academy II (12 hr.)

Prerequisite(s): CRJU 295

This course provides basic training in law enforcement and corrections approved by Peace Officer Standards and Training (P.O.S.T.). Topics covered include those required under Missouri Revised Statutes (Sect. 590.100). Lecture 12 hours per week. F, SP

Cybersecurity

CYS 115 – Introduction to Cybersecurity (3 cr.)

Prerequisite(s): MST 115 and MST 118 with a minimum letter grade of C.

In this course, students learn the basics of Cybersecurity, including the needs for information security, the different types of threats that are faced in Information Technology, and basics of the technologies and processes that have been developed to create secure systems. Lecture 3 hours per week. SP

CYS 116 – Ethics in Information Technology (3 cr.)

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

This course examines the ethical issues that arise whenever Information Technology is present. Cybersecurity, Intellectual property, Freedom of Expression, and Privacy are all examined, as well as the particular roles played by individual users, individual workers, and corporation. Both real-life and hypothetical scenarios are used to encourage student engagement. Lecture 3 hours per week. SP

CYS 215 – Computer Forensics (3 cr.)

Prerequisite(s): CYS 115 with a minimum letter grade of C.

In this course, students learn the methods and tools used in digital forensic investigation. Attention is given to both the technical aspects, such as data recovery and analysis, and procedural aspects, such as chain of evidence. Students learn the difference between public-sector and private-sector investigations and the role of the expert witness. Lecture 3 hours per week. SP

CYS 225 – Information Security Management (3 cr.)

Prerequisite(s): CYS 115 with a minimum letter grade of C.

In this course students learn to apply management principles to information security. Topics such as risk management, contingency planning, and compliance are examined, and students learn to use standard practices to develop a cohesive and effective security plan and policy. Lecture 3 hours per week. SP

CYS 226 – Ethical Hacking (3 cr.)

Prerequisite(s): CYS 115 with a minimum letter grade of C.

In this course, students engage in hands on exercises in learning to perform penetration testing on networks and systems. The course covers social engineering, footprinting, port scanning, enumeration, and other methods of attacking both networks and specific operating systems. Lecture 3 hours per week. SP

CYS 257 – Historical Perspectives In Cybersecurity (3 cr.)

Prerequisite(s): CYS 115 with a minimum letter grade of C.

This course examines various historical cybersecurity incidents. The students address each situation in terms of both remediation and prevention. Some incidents that may be examined include the original Internet Worm (1988) and the “Cuckoo’s Egg” espionage case (1989), up through modern data breaches and attacks by Advanced Persistent Threats (APTs). Students analyze root causes and propose organizational and technical preventive methods. Lecture 3 hours per week. SP

Diesel

DESL 115 – Fundamentals of Diesel Mechanics (4 cr.)

This is a course designed to provide review and update of safety procedures; tools and equipment usage; handling, storing, and disposing of hazardous materials; and operating principles of diesel mechanics. Laboratory 4 hours per week. F

DESL 116 – Electrical Systems I (4 cr.)

This is a course designed to provide diagnosis, service, and repair of electrical and electronic systems on diesel engines, includes instruction in general systems diagnosis, starting and charging systems. Laboratory 4 hours per week. F

DESL 117 – Diesel Systems I (4 cr.)

This is a course designed to provide diagnosis, service, and repair of basic engine operating principles, with an emphasis on cylinder head and valvetrain engine block. Laboratory 4 hours per week. F

DESL 118 – Preventive Maintenance and Service (4 cr.)

This is a course designed to provide practice in the preventive maintenance of diesel powered equipment, includes instruction in general preventive maintenance of vehicles and equipment. Laboratory 4 hours per week. F

DESL 125 – Steering, Suspension & Brake Systems (4 cr.)

This is a course designed to provide advanced skills and knowledge related to the operation, maintenance, and repair of heavy duty steering and suspension systems. Includes instruction in steering column and steering gear, power steering unit, steering linkage, suspension, wheel alignment, related components diagnosis and repair, hydraulic and mechanical systems, power assist units, and antilock braking systems. Laboratory 4 hours per week. SP

DESL 126 – Electrical Systems II (4 cr.)

Prerequisite(s): DESL 116

This is a course designed to provide diagnosis, service, and repair of electrical and electronic systems on diesel engines, includes instruction on lighting systems, gauges and warning devices, and related electrical systems. Laboratory 4 hours per week. SP

DESL 127 – Diesel Systems II (4 cr.)

Prerequisite(s): DESL 117

This is a course designed to provide skills and knowledge related to the diagnosis, service, and repair of lubrication systems, cooling system, and air induction and exhaust systems. Laboratory 4 hours per week. SP

DESL 128 – Power Trains (4 cr.)

Prerequisite(s): DESL 125

This is a course designed to provide diagnosis, service, maintenance, and repair of power train units on transportation equipment, includes instruction on clutch, manual transmissions, drive shafts, and drive axles. Laboratory 4 hours per week. SP

Early Childhood Development

ECD 126 - Child Health, Safety, and Nutrition (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is designed to emphasize health, safety, and nutrition with young children. Includes preparing safe environments, adequate nutrition, disease prevention, and space regulations. Proper hand washing, good hygiene, and childhood obesity are also addressed. Hybrid blended course. Lecture 3 hours per week. F, SP

ECD 202 - Survey of Early Childhood Development and Education (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

An introduction to the field of early childhood including the history, philosophy, and understanding of development related to young children birth through age eight. Focus of the course will be on roles and responsibilities of an early child professional in providing a developmentally appropriate learning environment. Lecture 3 hours per week. F, SP

ECD 209 – CDA Competency (5 cr.)

Corequisite(s): ECD 202.

This course provides instruction in completing CDA requirements needed to apply for the Child Development Associate. Course includes a minimum of 30

hours of infant/toddler or preschool classroom observation. The CDA credential is not provided with course completion. Obtaining or providing proof of Pediatric CPR certification is required. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F, SP

ECD 235 - Special Children (3 cr.)

Prerequisite(s): ECD 202.

This course introduces the student to inclusion of children with special needs through theory, philosophy, and best practice. This course is designed to help the student recognize, refer, and help children and families who have special needs. Lecture 3 hours per week. SP

ECD 237 - Early Childhood Development (3 cr.)

Prerequisite(s): ECD 202.

Corequisite(s): First Aid and/or CPR card and Criminal Background Check.

This course focuses on the philosophy and implementation of developmentally appropriate practice. Students are required to make a professional commitment to teaching. The course includes 30 hours of observations. Lecture 3 hours per week. F

ECD 245 - Early Childhood Administration (3 cr.)

Prerequisite(s): ECD 202.

This course provides students with organizational and managerial skills appropriate for planning and running a childcare center. The course is designed to prepare students to lead quality programs. Lecture 3 hours per week. SP

ECD 247 - Early Childhood Curriculum (3 cr.)

Prerequisite(s): ECD 202.

This course is designed to prepare the student to be able to implement developmentally appropriate curriculum. The main topics include early childhood environment, science, math, art, language, music and movement, literacy, and social studies. The student will understand how to develop a good curriculum and apply it to any early childhood setting. Lecture 3 hours per week. F

ECD 295 - Early Childhood Practicum I: Infants and Toddlers (3 cr.)

Prerequisite(s): ECD 237.

Corequisite(s): Current First Aid Card or CPR Card and Criminal Background Check.

This course is designed to give the student the opportunity to gain practical experience in the role of child care provider with infants and toddlers. The student is required to document 45 observation hours. Required orientation during the first week of class. Laboratory 3 hours per week. SP

ECD 296 - Early Childhood Practicum II: Preschool (3 cr.)

Prerequisite(s): ECD 237.

Corequisite(s): Current First Aid Card or CPR Card and Criminal Background Check.

This course is designed to give the student the opportunity to gain practical experience in the role of child care provider with preschoolers. The student is required to document 45 observation hours. Required orientation during the first week of class. Laboratory 3 hours per week. SP

Economics

ECON 211 - Principles of Macroeconomics (3 cr.)



MOTR ECON 101

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is a study of the aggregate or total economy on a national scale. Topics include supply and demand and contemporary socioeconomic issues in the U.S. Lecture 3 hours per week. F, W, SP, S

ECON 212 - Principles of Microeconomics (3 cr.)



MOTR ECON 102

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is a study of the economizing process in an individual firm or industry. Topics include price and wage determination, costs-output relationships, and various theories regarding competition within an industry. Lecture 3 hours per week. F, SP

Education

EDUC 201 - Teaching Profession with Field Experience (3 cr.)

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

This course includes an introductory, minimum 30 hours of school field experience in accredited P-12 classroom(s) that provide opportunities to observe and contribute to teaching and learning. This course allows pre-service teachers to connect first-hand school experience with an emerging professional knowledge base. The course develops professional knowledge of diverse educational settings through observation, instruction, experience, and reflection. This course is designed to assist students in determining if a career in teaching is an appropriate goal. Requirements for teacher preparation and certification are reviewed. Lecture 1 hour/Laboratory 2 hours/Total 3 hours per week. F, SP

EDUC 210 - Educational Psychology (3 cr.)

Prerequisite(s): EDUC 201 with a minimum letter grade of C or better and PSYC 111 or PSYC 223 or PSYC 233 or PSYC 243.

This course is designed to help students relate theories and principles of educational psychology to teaching, learning, and assessment. This course focuses on the diversity of learners and learning processes, as well as teacher characteristics, classroom strategies, and data analysis in P-12 classrooms. Appropriate strategies for increasing motivation, multidimensional development, and academic achievement for all learners are introduced. Lecture 3 hours per week. F, SP

EDUC 230 - Foundations of Education in a Diverse Society (3 cr.)

Prerequisite(s): EDUC 201 with a minimum letter grade of C.

This course is designed to examine educational practices from diverse historical, philosophical, sociological, economic, and legal perspectives. The course addresses issues of educational equity, sociocultural influences on teaching and learning, and how teachers and schools can contribute to interpersonal and intercultural understanding and respect, social justice, and democratic citizenship. Students explore the nature of school environments, the fundamental goals of education in American public schools, English language learners, the relationship between school and a diverse society, the organization of school curricula, and characteristics of effective schools and instruction in grades P-12. Lecture 3 hours per week. F, SP

EDUC 240 - Integration of Art, Music, and Physical Education in the Elementary Education Classroom (3 cr.)

Prerequisite(s): ENGL 111.

Students acquire an understanding of the role of art, music, and physical education on childhood development in a diverse society. Students develop the knowledge and skills necessary for the integration of art education, music education, and physical education in the early childhood and elementary education classroom, connecting students' prior experiences, family, culture, and community. Lecture 3 hours per week. F, SP

EDUC 250 - Children's Literature (3 cr.)

Prerequisite(s): ENGL 111.

This course is designed for Education majors in Early Childhood, Elementary, Middle, and Secondary Education. This course assists future teachers in choosing appropriate material to be read in classroom settings, creating activities that assist in literature studies, and allows for confidence for the student to successfully facilitate a classroom of lifelong readers. Lecture 3 hours per week. F, SP, S

EDUC 260 - Education of the Exceptional Learner (3 cr.)

Prerequisite(s): EDUC 201 with a minimum letter grade of C.

This survey course is an introduction to exceptional learners and their education in grades P-12. Students gain a comprehensive understanding of the characteristics of people with special needs in special education settings. Students research and discuss complex issues related to compliance with state and federal education laws, such as Individuals with Disabilities Educational Act (IDEA) and the Americans with Disabilities Act (ADA), as well as learn to navigate special education processes, such as referral, eligibility, re-evaluation, and IEPs. This course requires a 15-hour special education field experience component. Lecture 3 hours per week. F, SP

EDUC 270 – Educational Technology (3 cr.)

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

In this course, students learn how to integrate instructional technology into P-12 classrooms. Students will study a variety of software programs, presentation technology, telecommunication tools, and assistive technology. The focus also is on social, ethical, legal, and human issues surrounding the use of technology. Lecture 3 hours per week. F, SP

EDUC 297 - Paraprofessional Educator Practicum (3 cr.)

Prerequisite(s): Instructor consent.

This course gives direct experience with children in a school setting for a 100-hour practicum experience. Student responsibilities include assisting a teacher and implementing curriculum components for children in their classroom. Lecture 3 hours per week. SP

Electronics

ELEC 105 – Introduction to Electrical Technology (3 cr.)

This course includes instruction and practice in the areas of general job site safety based on local, state, and national regulations; basic hand and power tool usage; introductory print reading; electrical safety; and simple electrical circuit construction. This course also provides a brief overview of the National Electrical Code (NEC) and the role of an electrician. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F

ELEC 106 – Basic Electricity (3 cr.)

Electrical theory is applied to the duties of an electrician in this course. Fundamental laws of electricity, units of measure, and simple circuit analysis are included. Students study simple DC circuits and continue through single-phase and three-phase AC circuit principles. Laboratory activities include the safe and correct use of electrical testing equipment and basic electrical construction tools. Upon completion, students will have a clear understanding of electrical properties, units of measure in electricity, series circuits, parallel circuits, as well as basic DC and AC circuit characteristics. Lecture 2 hours/Laboratory 2 hours/ Total 4 hours per week. F

ELEC 107 – Electrical Materials and Methods (3 cr.)

This course is an in-depth study of the proper selection of electrical circuit construction materials and correct installation methods. Students become familiar with materials such as electrical wire, conduit, circuit breakers, distribution centers, and many more hardware items used in the electrical construction industry. Methods are taught in a hands-on approach, allowing students to become familiar with basic wire termination and splicing, circuit construction techniques, and the correct selection of materials for the circuit installation and application. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F

ELEC 115 - Applied DC and AC Circuits (3 cr.)

This course is an introduction to fundamental properties in electronics, electronic components, and circuits. Course includes uses of testing equipment, circuit troubleshooting, and circuit repairs. This is a hybrid-blended course. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F, SP

ELEC 117 - Industrial Electrical Controls (3 cr.)

Prerequisite(s): ELEC 115 or instructor consent.

This course is a comprehensive study of control devices, circuits, diagrams, motors, three-phase power systems, and related hardware used in industrial power distribution and machine/process control. This is a hybrid-blended course. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F

ELEC 126 – Residential Circuits (3 cr.)

Prerequisite(s): ELEC 105, ELEC 106, and ELEC 107 or instructor consent.

This course is a comprehensive study of residential electrical installations and the requirements of the applicable standards of the National Electrical Code (NEC). Topics include installation of electrical distribution equipment, lighting, overcurrent protection, conductors, branch circuits, conduit, and other materials and equipment utilized in a residential electrical system. Upon completion, students will have the knowledge and skills required to properly install wiring and electrical distribution equipment associated with residential electrical installations. Coursework prepares students for

applicable SkillsUSA assessment. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. SP

ELEC 207 - Industrial Electronics Applications (3 cr.)

Prerequisite(s): ELEC 115 or instructor consent.

This course is a study of electronic systems within industrial transducers, process controls, motor drives, motion controls, and other advanced controls. Emphasis is on complete system applications. This is a hybrid-blended course. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. SP

ELEC 216 - Programmable Controller Systems (3 cr.)

This course is an applications-based study of programmable logic controllers, hardware, operator interfaces, communications networks, and device interfacing as found in manufacturing. This is a hybrid-blended course. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. SP

ELEC 225 – Electrical Systems (3 cr.)

Prerequisite(s): ELEC 105, ELEC 106, and ELEC 107 or instructor consent.

This course is a comprehensive, introductory overview of all electrical wiring installed in residential, commercial, and industrial settings. Students are provided with an introduction to systems such as used for HVAC/R equipment, fire alarm systems, communication wiring, industrial electrical raceways and controls, and other wiring systems used in today's electrical systems. A major emphasis is placed on component identification and an introduction to National Electrical Code (NEC) standards that are applicable to each area. Lab activities include specialty areas such as fire alarm system installation, troubleshooting, and repair. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. SP

ELEC 226 – Electrical Construction (3 cr.)

Prerequisite(s): ELEC 126 and ELEC 225 or instructor consent.

This course is designed to provide the skills required to install devices in residential, commercial, and industrial settings. This course advances the student's knowledge and skills in the use of specialized tools and techniques. Examples are use of conduit benders, wire pulling methods, panel installation, and installation of advanced circuit protection devices. All work is referenced to the applicable National Electrical Code (NEC) standards. Coursework prepares students for applicable SkillsUSA assessment. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. SP

ELEC 227 – Commercial and Industrial Electrical Systems (3 cr.)

Prerequisite(s): ELEC 126 and ELEC 225 or instructor consent.

This course is an introduction to the tools, methods, materials, and equipment unique to commercial and industrial systems. A strong emphasis is placed on topics specific to commercial and industrial electrical installations, allowing students to acquire entry level knowledge and skill in these specialized areas. Basic motor control wiring, overload protection, commercial and industrial lighting, and three-phase systems are included as topics in this course. Applicable National Electrical Code (NEC) standards are presented. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. SP

Emergency Medical Technician

EMT 105 - Emergency Medical Technician (9 cr.)

Prerequisite(s): READ 02 or placement of ENGL 111.

A study of all phases of basic emergency care, including patient assessment, cardiopulmonary resuscitation, management of medical emergencies, trauma injuries, obstetric emergencies, infant and child emergencies, and ambulance operations. The course is based on the current National Emergency Medical Services Education Standards and The National EMS Scope of Practice Model. Students are required to complete a background check and drug screen and provide proof of immunizations. Lecture 6 hours/Laboratory-Clinical 9 hours/Total 15 hours per week. F, SP

EMT 115 – Advanced EMT (AEMT) (12 cr.)

Prerequisite(s): Read 02 or Reading placement of ENGL 111 and EMT 105 with a minimum letter grade of C.

The Advanced Emergency Medical Technician (AEMT) course is a comprehensive hybrid designed to accommodate the busy EMT who wants to further their career in EMS. The focus of AEMT is to provide a limited advanced care to the sick or injured prehospital patient. The modality is self-

directed, module-style, progressive online learning as well as classroom (didactic), affective training, skills labs (psychomotor), clinical (hospital) and field (ambulance) internship. The course adheres to the National EMS Educational Standards and the National EMS Scope of Practice. Lecture 4 hours/Laboratory-Clinical 8 hours/Total 12 hours per week. SP

English

ENGL 01 – English As A Second Language (3 cr.)

A class for students whose native language is not English. Learners develop coherent speaking, reading, writing, and listening skills while interacting with peers and the instructor. Learners develop conversational skills through participation in group activities, interviews, and panel discussions. Learners monitor speech for errors in pronunciation, grammar, and discourse. Not acceptable for degree credit or for transfer. Course will be offered as needed.

ENGL 02 – Transitional College Writing (4 cr.)

Prerequisite(s): READ 01 or Placement score of READ 02.

This course provides computer-assisted instruction in basic grammar and writing, coupled with classroom instruction in the conventions of college-level writing. Special attention is paid to the organization of ideas, the modes of writing, and standard written English. The course is designed to move developmental students quickly toward ENGL 111 and other credit classes. Lecture 4 hours per week. F, SP, S

ENGL 08 – Advanced Transitional Writing (2 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111. *Writing placement of ENGL 08.*

Corequisite(s): ENGL 111 (section identified).

This course provides individualized instruction for transitional students who identify as candidates for an accelerated learning program. Students who enroll in this course must also enroll in a corresponding section of ENGL 111 College Writing. This course emphasizes step-by-step processes of academic writing and revision, planning research, and standard written English parallel to the major assignments of ENGL 111 College Writing. The course is designed to move transitional students into ENGL 111 College Writing and other credit-bearing classes. Lecture 2 hours per week. F, SP

ENGL 111 – College Writing (3 cr.)



MOTR ENGL 100

Prerequisite(s): ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.

This course introduces students to college-level planning, researching, drafting, and revising of academic writing. Students will learn to conduct library and digital research to obtain professional and scholarly sources. Students will also compose research-based essays adhering to both APA and MLA styles. This course is designed to reinforce essay development for students with college-level writing proficiency and introduce academic writing standards and documentation styles required in a majority of college coursework. Lecture 3 hours per week. F, W, SP, S

ENGL 112 – Advanced College Writing (3 cr.)



MOTR ENGL 200

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

This course prepares students to move forward into a four-year program or a profession by focusing on understanding and applying critical thinking to the improvement and development of the skills such as research, documentation, and argumentation learned in previous college writing courses in the college writing program. Students will apply these skills to argumentative written communication in terms of argument development as well as argument delivery. Students will also learn to differentiate between the knowledge and research related to various disciplines and those skills by using writing techniques also specific to those disciplines. Lecture 3 hours per week. F, W, SP, S

ENGL 140 – Creative Writing (3 cr.)

Prerequisite(s): READ 02 or Reading Placement of ENGL 111. *ENGL 02 or Writing Placement of ENGL 08 or Higher.*

Beginning creative writers are introduced to the techniques, structures, and basic elements of poetry, short fiction, and drama. Learners examine

character, plot, dialog, theme, setting, and voice in fiction. Learners critique works of experienced writers and their peers. With emphasis on preparation, criticism, and revision, learners write poetry, a short story, and a drama. Throughout the semester, students compile a portfolio of their writings. This course does not fulfill the General Education requirement for Humanities but may be used as an elective. Lecture 3 hours per week. F SP

ENGL 221 – World Literature to 1600 (3 cr.)



MOTR LITR 200A

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

This course is a survey of the backgrounds of the literature of the Western world from the ancient Near East, Mediterranean, and Western European regions before 1600 A.D. Students apply biographical, cultural, and historical contexts while they conduct literary research and evaluate and analyze literary works. Lecture 3 hours per week. F, SP, S

ENGL 222 – World Literature since 1600 (3 cr.)



MOTR LITR 200M

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

This course is a survey of the development of the literature of the Western world since the Renaissance, including influences from Europe and from colonial Asia and Africa. Students apply biographical, cultural, and historical contexts while they conduct literary research and evaluate and analyze literary works. Lecture 3 hours per week. SP

ENGL 223 – Classical Mythology (3 cr.)

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

Classical Mythology introduces students to the characters, events, and interpretive meanings of classical mythology, as well as the ancient civilizations that comprised the classical world and composed its mythology. With an emphasis on the mythologies of the ancient Mediterranean cultures of Greece and Rome, students identify the common qualities of world mythologies and appraise the influence of classical mythology on contemporary culture. Lecture 3 hours per week. F, W, SP, S

ENGL 231 – English Literature to 1798 (3 cr.)



MOTR LITR 102A

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

This class is a survey of the literature of Great Britain from the Middle Ages through the 18th Century. The class applies biographical, cultural, and historical contexts as students conduct literary research and evaluate and analyze literary works. Lecture 3 hours per week. F

ENGL 232 – English Literature since 1798 (3 cr.)



MOTR LITR 102B

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

This class is a survey of English Literature from the 18th Century through present day. The class applies biographical, cultural, and historical contexts as students conduct literary research, and evaluate and analyze literary works. Lecture 3 hours per week. SP, S

ENGL 241 – American Literature to 1870 (3 cr.)



MOTR LITR 101A

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

This class is a survey of the literature of America from its beginnings through the Civil War. The class applies biographical, cultural, and historical contexts as students conduct literary research, evaluate, and analyze literary works. Lecture 3 hours per week. F, W

ENGL 242 – American Literature since 1870 (3 cr.)



MOTR LITR 101B

Prerequisite(s): ENGL 111 with a minimum letter grade of C.

This class is a survey of American literature from the Civil War through the present. The class applies biographical, cultural, and historical contexts as

students conduct literary research, and evaluate and analyze literary works. Lecture 3 hours per week. F, W, SP, S

Fire Science

FIRE 115 - Firefighter I and II (12 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

IS-700, IS-800, ICS-100, and ICS-200 (all courses are available online at no cost at <http://training.fema.gov/emi.aspx>).

This course is based on the most current NFPA (National Fire Protection Association) 1001, Standard for Firefighter Professional Qualifications. The performance requirements and practical skills necessary to perform the duties of a firefighter are thoroughly covered. Topics include fire service orientation, safety, fire behavior, self-contained breathing apparatus, ropes, hoses, ladders, rescue, ventilation, salvage overhaul, portable fire extinguishers, emergency medical care, fire control, water supply, and fire prevention. Individuals successfully completing this course and meeting the requirements of Missouri Division of Fire Safety will be eligible for certification as Firefighter I and II by the Division of Fire Safety. Lecture 7 hours/Laboratory 5 hours/Total 12 hours per week. SP

FIRE 118 - Hazardous Materials Awareness and Operations (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is based on the National Fire Protection Association 1072, "Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications," 2017 Edition and 29 CFR 1910-120(q). Course covers both awareness level and operations level hazardous materials training based on a combination of practical skills assessment and course work to prepare students for certification through the Missouri State Fire Marshall, Division of Fire Safety. Students learn to recognize and size up any incident involving hazardous materials or weapons of mass destruction and understand the firefighter's role within the response plan. Lecture 3 hours per week. SP

FIRE 126 – Principles of Emergency Services (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; and life safety initiatives. This course follows the National Fire Academy Fire and Emergency Services Higher Education (FESHE) model curriculum for the Associate's core Principles of Emergency Services. Lecture 3 hours per week. F

FIRE 135 - Fire Prevention (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course provides fundamental knowledge relating to the field of fire prevention. Topics covered in the course include history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation. The course follows the National Fire Academy Fire and Emergency Services Higher Education (FESHE) model curriculum for the Associate's core Fire Prevention class. Lecture 3 hours per week. SP

FIRE 216 – Fire Instruction (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course introduces instructional concepts and prepares the instructor candidate for the responsibilities of developing and teaching fire and emergency service training programs. The material is based on NFPA 1041, Standard for Fire Service Instructor Professional Qualifications. Topics addressed include development of training outlines and course development, using visual aids, presentation skills, and testing procedures. Lecture 3 hour per week. F

FIRE 235 - Fire Protection Systems (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course provides information relating to the features of design and operations of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection, and portable fire extinguishers. This course follows the National Fire Academy Fire and Emergency Services Higher Education (FESHE) model curriculum for the Associate's core Fire Protection Systems class. Lecture 3 hours per week. F

FIRE 245 - Fire Codes and Inspection (3 cr.)

Prerequisite(s): FIRE 115 or instructor consent.

This course provides fire and emergency services personnel and civilian inspectors with the basic information necessary to meet the job performance requirements (JPRs) of NFPA 1031 (2014) for Level 1 and Level II Inspectors. Lecture 3 hours per week. F

FIRE 255 – Fire Officer I & II (3 cr.)

Prerequisite(s): FIRE 115 or instructor consent.

This course covers the training required of Company Officers according to NFPA 1021 Standard for Fire Officer Professional Qualifications, 2014 Edition. The topics covered include leadership, supervision, ethics, decision-making, legal responsibilities and liabilities, interpersonal communications, organizational structure, records management, safety and health issues, and other related material. Lecture 3 hours per week. SP

Forestry

FRST 115 – Introduction to Forestry (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is an introduction to the multiple use aspects in the overall field of forestry. Emphasis is placed on management policies at the local and national levels, forestry ecological systems, and the interrelationships of forestry to other disciplines. Lecture 3 hours per week. SP

FRST 117 - Introduction to Dendrology (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course involves field and lab identification of native and exotic trees and woody vines using leaves, twigs, bark, and fruit characteristics. Lecture 3 hours per week. F

FRST 119 - Forest Measurements (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is an introduction to forest measuring techniques, including measuring equipment, log scaling practices, forest product measurements, cruising, and inventory techniques. Lecture 3 hours per week. F

FRST 215 - Forest Management Practices (3 cr.)

Prerequisite(s): FRST 117 and FRST 119.

This course is an introduction to forest management practices, including governmental roles with the emphasis on local and regional regulations, principles of the ecosystem, sustainable forest concepts, and multiple use management. Lecture 3 hours per week. F

FRST 217 - Silviculture and Ecology (3 cr.)

Prerequisite(s): FRST 117.

This course is a detailed study of the concepts and techniques utilized in the silvicultural treatment of forests. Lecture 3 hours per week. SP

FRST 219 – Wildlife Management (3 cr.)

This course is an introduction to the ecological principles and how those principles are applied in the conservation, management, and control of wildlife. Information presented will prepare students for careers in applied ecology, conservation, and management. Lecture 3 hours per week. SP

General Studies

GNST 100 - New Student Orientation (1 cr.)

This course will give students an overview of Three Rivers College including history, programs offered, required technology, and College policies. The students will be provided the opportunity to use Three Rivers College's technology to participate in courses, use their student email, and plan their degree path. Emphasis will be placed on deciding the advising guide or career program for student's educational goal. Lecture 1 hour per week. F, W, SP, S

Government & Political Science

GOVT 121 - National and State Government (3 cr.)



MOTR POSC 101

Prerequisite(s): READ 02 or Reading Placement of ENGL 111. ENGL 02 or Writing Placement of ENGL 08 or higher.

This course is a survey of the federal government and the political system of the United States through its organization and function from colonial institutions through its present-day powerful development. This course satisfies the state legislative requirement for graduation. Lecture 3 hours per week. F, W, SP, S

GOVT 220 - Missouri Government (1 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is for students who transferred a course equivalent to GOVT 121 but have not had the Missouri Constitution/government component as mandated by the state legislature. This course is designed to meet that mandate. GOVT 220 is not a substitute for GOVT 121. Lecture 1 hour per week. F, SP, S

GOVT 290 - Missouri Higher Education Civics Achievement Exam (0 cr.)

The exam shall consist of between 50 and 100 questions and will be administered online. In addition, the exam shall be similar to the United States citizenship exam including questions covering the United States Constitution, the United States Bill of Rights, governmental institutions, historical manifestations of federalism, and history of constitutional interpretation and amendments. MO HB1528 requires any student attending a public or private institution of higher education to pass the Missouri Higher Education Civics Achievement Examination as a condition of graduation. F, W, SP, S

Health, Physical Education, and Recreation

HPER 110 - Lifetime Wellness (2 cr.)

This course is designed to assist the student in recognizing psychosocial and physiological health issues in order to assess health status. In addition, the student is encouraged to explore attitudes about health-related matters and make informed decisions about health-enhancing behaviors. Lecture 2 hours per week. F, W, SP, S

HPER 123 - First Aid (2 cr.)

This course offers the student preparation in first aid care and life-saving emergency concepts. Emphasis is placed on caring for sprains, strains, and breaks; as well as various emergency responses. American Red Cross First Aid and CPR certification is obtained upon successful completion of the course. Lecture 2 hours per week. SP

HPER 151 - Foundations of Fitness (1 cr.)

This course provides current information about the beneficial effects of and how to implement and live a healthy lifestyle through lecture, cardio exercises, and weight workouts. General topics covered include diet and exercise, cardiovascular fitness, and weight training. Students participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Individualized program are developed by the student. Students meet in the class for the first 8 weeks of the course and then continue with their individualized program for the next 8 weeks with the coach tracking their progress. Lecture .5 hour/Laboratory 1 hour/Total 1.5 hours per week. F, SP

HPER 152 - Fitness Center I (1 cr.)

Prerequisite(s): HPER 151.

This course provides instruction in the development of fitness planning, fitness goal setting, and personal health and wellness. This is an introductory course where students gain the knowledge of a wide variety of fitness equipment. Students participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students will meet with an

instructor during first week and last week of classes. Lecture .5 hour/Laboratory 1 hour/Total 1.5 hours per week. F, SP

HPER 213 - Basketball Coaching Techniques (2 cr.)

This course is designed to teach the fundamentals of coaching organized basketball to all age groups. Recommended for all students whose major or minor is in physical education. Lecture 2 hours per week. SP

HPER 214 - Baseball Coaching Techniques (2 cr.)

This course involves development of a baseball team, selection of players by position, team drills, offensive and defensive strategies, scouting, and player management. Lecture 2 hours per week. F

HPER 243 - Sports Officiating (2 cr.)

This course allows students to become acquainted with and knowledgeable of the rules and techniques of officiating in the fields of basketball, baseball, and volleyball. Lecture 2 hours per week. F

HPER 251 - Fitness Center II (1 cr.)

Prerequisite(s): HPER 152.

This course provides instruction in the development of fitness planning, fitness goal setting, and personal health and wellness. Students participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students meet with an instructor during the first week and last week of classes. Lecture .5 hour/Laboratory 1 hour/Total 1.5 hours per week. F, SP

HPER 252 - Athletic Fitness (1 cr.)

Prerequisite(s): HPER 151.

This course focuses on continued implementation of personal fitness plans with emphasis on improving strength through use of weights. Lecture .5 hour/Laboratory 1 hour/Total 1.5 hours per week. SP

VARSITY SPORTS

HPER 2491-2496 - Varsity Rodeo (1 cr.)

Prerequisite(s): Coach consent.

This course is designed for the experienced athlete and participation is restricted to students who are on the rodeo team. New team members are selected on a yearly basis. Members are required to attend practices, scheduled rodeos, and other team events. Members improve skills within their event. One hour of physical education credit is granted for each full semester the student competes on the team. F, SP

HPER 2591-2596 - Spirit Squad (1 cr.)

Prerequisite(s): Coach consent.

This course is designed for the experienced athlete and participation is restricted to students who are on the spirit squad. Tryouts are held each year. Members are required to attend practices, scheduled games, and other team events. Members of the squad develop tumbling skills, vocal projection, and crowd participation cheers and/or chants in practice and game situations. One hour of physical education credit is granted for each full semester the student competes on the team. F, SP

HPER 2691-2693 - Women's Varsity Softball (1 cr.)

Prerequisite(s): Coach consent.

This course is designed for the experienced athlete and participation is restricted to students who are on the softball team. Tryouts are held each year. Players are required to attend daily practices, scheduled games, and other team events. Players develop hitting, fielding, throwing, pitching, and team strategy skills in practice and game situations. One hour of physical education credit is granted for each full semester the student competes on the team. F, SP

HPER 2791-2793 - Men's Varsity Baseball (1 cr.)

Prerequisite(s): Coach consent.

This course is designed for the experienced athlete and participation is restricted to students who are on the baseball team. Tryouts are held each year. Players are required to attend daily practices, scheduled games, and other team events. Players develop hitting, fielding, throwing, pitching, and team strategy skills in practice and game situations. One hour of physical education credit is granted for each full semester the student competes on the team. F, SP

HPER 2891-2896 - Women's Varsity Basketball (1 cr.)

Prerequisite(s): Coach consent.

This course is designed for the experienced athlete and participation is restricted to students who are on the women's basketball team. Tryouts are held each year. Players are required to attend daily practices, scheduled games, and other team events. Players develop shooting, passing, dribbling, defensive, and rebounding skills in practice and game situations. One hour of physical education credit is granted for each full semester the student competes on the team. F, SP

HPER 2991-2996 - Men's Varsity Basketball (1 cr.)

Prerequisite(s): Coach consent.

This course is designed for the experienced athlete and participation is restricted to students who are on the men's basketball team. Tryouts are held each year. Players are required to attend daily practices, scheduled games, and other team events. Players develop shooting, passing, dribbling, defensive, and rebounding skills in practice and game situations. One hour of physical education credit is granted for each full semester the student competes on the team. F, SP

Heating, Ventilation, Air Conditioning/Refrigeration

HVAC 105 – Safety for HVAC/R Profession (3 cr.)

Course provides instruction and application in the safe use and care of hand tools, specialized tools, materials, and equipment used in HVAC/R installation, troubleshooting, maintenance, and repair. The course addresses all applicable state, local, and national safety regulations, and proper compliance. Orientation to job entry specification and occupational opportunities is included in this course. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F

HVAC 106 – Electricity for HVAC/R Technicians (3 cr.)

This course is a practical study of electricity, electrical hardware, and electrical test instruments used in the heating, air conditioning, and refrigeration industry. Coursework includes instruction and practical application in basic electricity, troubleshooting circuits, interpreting schematics, power distribution systems, electrical control components, and motors. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F

HVAC 107 – Heating, Ventilation, Air Conditioning, and Refrigeration I (3 cr.)

This course is an introduction to the operation of HVAC/R systems. The course includes an introduction to the equipment used in systems for heating, ventilation, air conditioning, and refrigeration. Students acquire a working knowledge of the most common system designs. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F

HVAC 115 – Heating, Ventilation, Air Conditioning, and Refrigeration II (3 cr.)

Prerequisite(s): HVAC 105, HVAC 106, and HVAC 107 or instructor consent.
This course is an introduction to the operation of HVAC/R systems. Course includes an introduction to the equipment used in systems for heating, ventilation, air conditioning, and refrigeration. Students acquire a working knowledge of the most common system designs. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. SP

HVAC 116 – HVAC/R Motors and Controls (3 cr.)

Prerequisite(s): HVAC 105, HVAC 106, and HVAC 107 or instructor consent.
This course is a concentration in the study of control circuitry found in all forms of HVAC/R equipment. Students learn to interpret electrical diagrams, become familiar with common control devices, and electronic control systems will be introduced. Practical troubleshooting techniques for HVAC/R motors and controls are the primary emphasis of this course. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. SP

HVAC 215 – Residential Heating, Air Conditioning, and Refrigeration (3 cr.)

Prerequisite(s): HVAC 105, HVAC 106, and HVAC 107 or instructor consent.
This course involves an in-depth study of residential systems. Students gain the knowledge and skills required for proper installation and servicing of residential systems. Refrigerant and cooling gas handling and reclaiming

methods are included in this course to permit students to become certified in this area. Course emphasizes HVAC Excellence Certification. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. SP

HVAC 216 – Commercial Heating, Ventilation, and Cooling (3 cr.)

Prerequisite(s): HVAC 105, HVAC 106, and HVAC 107 or instructor consent.
This course involves an in-depth study of commercial systems to include ventilation but exclude refrigeration. Students gain the knowledge and skill required for proper installation and servicing of commercial systems. Course emphasizes HVAC Excellence Certification. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. SP

HVAC 217 – Commercial Refrigeration (3 cr.)

Prerequisite(s): HVAC 105, HVAC 106, and HVAC 107 or instructor consent.
This course is designed to provide students with coursework exclusive to commercial systems. Commercial refrigerant-flow diagrams, commercial symbol diagrams, commercial electrical schematics, hermetic and semi-hermetic systems, and commercial system applications are studied. This includes the study of commercial freezers and walk-in units, commercial refrigeration equipment, water coolers, and ice makers. Course emphasizes HVAC Excellence Certification. SP

History

HIST 111 - American History to 1877 (3 cr.)



Prerequisite(s): READ 02 or Reading Placement of ENGL 111. ENGL 02 or Writing Placement of ENGL 08 or higher.

A general survey of the history of the United States from discovery and exploration through the Civil War and Reconstruction, emphasizing political, economic, social, and cultural factors. Lecture 3 hours per week. F, SP, S

HIST 112 - American History since 1877 (3 cr.)



Prerequisite(s): READ 02 or Reading Placement of ENGL 111. ENGL 02 or Writing Placement of ENGL 08 or higher.

A general survey of the history of the United States from the period of the growth of big business following the Civil War to the present day, emphasizing political, economic, social, and cultural factors in the growth of America. Lecture 3 hours per week. F, W, SP, S

HIST 121 - World Civilization to the Renaissance (3 cr.)



Prerequisite(s): READ 02 or Reading Placement of ENGL 111. ENGL 02 or Writing Placement of ENGL 08 or higher.

This course is designed to provide the student with the essential information relating to the history of human civilization, how civilizations form, how they develop, and how they decline, and, possibly, cease to exist. In the process of this, the student demonstrates a level of competency relating to specific features of the civilizations, both those that rose to dominance and those that functioned in a less prominent role that have influenced humanity, past and present. Lecture 3 hours per week. F, SP, S

HIST 122 - World Civilization since the Renaissance (3 cr.)



Prerequisite(s): READ 02 or Reading Placement of ENGL 111. ENGL 02 or Writing Placement of ENGL 08 or higher.

This course is designed to provide the student with the essential information relating to the history of human civilization, how civilizations form, how they develop, and how they decline, and, possibly, cease to exist. In the process of this, the student demonstrates a level of competency relating to specific features of the civilizations, both those that rose to dominance and those that functioned in a less prominent role that have influenced humanity, past and present. Lecture 3 hours per week. SP

Honors

HNRS 110 - Honors Inquiry Seminar (1-5 cr.)

Prerequisite(s): Instructor or Honors Program Coordinator consent.
This course provides an opportunity for academic inquiry across the disciplines through seminars based on topics of intellectual significance. Seminars may offer snapshots of disciplines not typically offered in the regular course catalog or they may focus on multi-disciplinary topics. Students will evaluate and synthesize as they study. F, SP

HNRS 200 - Honors Independent Study (1-3 cr.)

Prerequisite(s): Honors Program Coordinator or Instructor consent.
This is an independent study that allows the student to work at an honors level on a project or paper that addresses a topic not studied in-depth or contained in the regular curriculum. F, W, SP, S

Information Systems Technology

IST 100 - Computer Applications (3 cr.)

Prerequisite(s): READ 02 or Reading Placement of ENGL 111.
This course is designed to teach students how to use application software to improve their personal productivity. This course expands students' skills in word processing, spreadsheet applications, database, and presentation software. Using these software applications, students create documents, letters, forms, tables, and create charts and graphs, build tables, queries, forms, reports, and organize, manage, and secure a database; and use presentation software to create and modify graphic presentations. The course prepares students to use College and public resources to manage coursework and conduct research. It also discusses the importance of computer and web security. Lecture 3 hours per week. F, W, SP, S

IST 126 - Word Processing Applications (3 cr.)

Prerequisite(s): IST 100.
This course instructs students in the theories and practical applications of one of the most popular word processing programs—Microsoft Word. This course is designed to help students create, format, customize, modify, and organize various documents from scratch and pre-formatted arrangements. Lecture 3 hours per week. F, SP

IST 148 - Office Procedures (3 cr.)

A study of the practices and procedures of current office concepts with emphasis on human relations and personality development, employment opportunities, telecommunications, word and data processing, filing and records management, and communications skills. Lecture 3 hours per week. SP

IST 225 - Medical Billing and Coding I (3 cr.)

Corequisite(s): ALHE 125
This course is designed to introduce individuals to clinical classification systems, reimbursement methodologies, health records, and data content. Individuals will develop skills necessary to advance to IST 226 Medical Billing and Coding II. Individuals will develop skills necessary to obtain employment in a physician's office, hospital, or healthcare facility. Lecture 3 hours per week. F

IST 226 – Medical Billing and Coding II (3 cr.)

Prerequisite(s): IST 225
This course is designed to further develop an individual's skills in clinical classification systems, reimbursement methodologies, health records, and data content. Individuals will develop skills necessary to advance to IST 275 Advanced Medical Billing & Coding I. Individuals will develop skills necessary to obtain employment in a physician's office, hospital, or healthcare facility. Lecture 3 hours per week. F

IST 268 - Spreadsheet Applications (3 cr.)

Prerequisite(s): IST 100 or MATH 02 or placement of MATH 153 or higher.
In this course students demonstrate the ability to use Microsoft Excel for basic and advanced functions. Lecture 3 hours per week. F, SP

IST 275 - Advanced Medical Billing and Coding I (3 cr.)

Prerequisite(s): IST 226.
This course is designed to introduce individuals to health records, data content, compliance, information technologies, confidentiality, and privacy requirements. Individuals will develop skills necessary to obtain employment

in a physician's office, hospital, or health care facility. Individuals will develop skills necessary to advance to IST 276 Advanced Medical Billing and Coding II. Lecture 3 hours per week. SP

IST 276 – Advanced Medical Billing and Coding II (3 cr.)

Prerequisite(s): IST 275
This course is designed to further develop individuals toward compliance, information technologies, confidentiality, and privacy requirements. Individuals will learn to code a health claim linking the correct CPT and ICD 10-CM codes for reimbursement of insurance carriers and government entities. The course explains adjustments to patient billing and procedures for denial or rejection of claims. Specialty coding, coding levels, and billing software are completed in the course. Individuals will develop skills necessary to obtain employment in a physician's office, hospital, or healthcare facility. Lecture 3 hours per week. SP

Information Technology Specialist

MST 115 – IT Essentials (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111 and ENGL 02 or Writing placement of ENGL 08 or higher.
IT Essentials introduces students to the fundamentals of computer hardware and software, mobile devices, security and networking concepts, and the responsibilities of an IT professional. Lecture 3 hours per week. F

MST 117 – Linux Essentials (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111 and ENGL 02 or Writing placement of ENGL 08 or higher.
This course provides the fundamental knowledge and concepts for choosing an operating system, basic information on open source software and licenses, basic understanding of scripting, and learning how to use command lines. Lecture 3 hours per week. SP

MST 118 – Networking I (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111 and ENGL 02 or Writing placement of ENGL 08 or higher.
Networking I introduces the architecture, structure, functions and components of the Internet and other computer networks. Students are provided a basic knowledge of network operation and building simple local area networks (LANs), performing basic configurations for routers and switches, and implementing Internet Protocol (IP). Lecture 3 hours per week. F

MST 128 – Networking II (3 cr.)

Prerequisite(s): MST 118 with a minimum letter grade of C.
Networking II reinforces knowledge of the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Students learn configuration of routers and switches for advanced functionality using security best practices and troubleshooting to resolve common issues with protocols in both IPv4 and IPv6 networks. Lecture 3 hours per week. F, SP

MST 135 – IT Customer Service and Support (3 cr.)

This course covers topics such as customer service, working in an Information Technology department, writing technical reports and presentations, and creating schematic designs for networks. Lecture 3 hours per week. F

MST 217 - Network Security (3 cr.)

This course is designed to expand networking student's basic network and operating system skills to include planning, implementing, and auditing of a system's security. The course covers various aspects of designing and implementing a secure network for both home and office. Lecture 3 hours per week. F

MST 218 – Server Administration I (3 cr.)

Corequisite(s): MST 128.
Server Administration I provides an in-depth and hands-on examination of the processes required to install, configure, and manage a modern server operating system. Topics include installation and monitoring of the operating

system, storage and file systems, virtualization, and high-availability solutions. Lecture 3 hours per week. SP

MST 219 - Server Administration II (3 cr.)

Prerequisite(s): MST 218 with a minimum letter grade of C.

Server Administration II provides in-depth coverage of the skills needed to configure identity services such as Active Directory, user and computer accounts, Group Policy, and Certificate Services in a modern server operating system. Students examine diverse facets of server identity management, including Active Directory OUs and accounts, Group Policy and preferences, domain controller and Active Directory management, Certificate Services, and advanced identity solutions. Lecture 3 hours per week. F

MST 220 – Server Administration III (3 cr.)

Prerequisite(s): MST 128 and MST 219 with a minimum letter grade of C.

Server Administration III provides in-depth coverage of the skills required to configure network services in a modern server operating system. Students examine topics at the intersection of Networking and Server Administration, including TCP/IP Addressing, DNS configuration, DHCP configuration, remote access, distributed file-sharing solutions, and advanced network features configuration. Lecture 3 hours per week. SP

MST 227 - Introduction to Programming (3 cr.)

Prerequisite(s): MATH 02 or Math placement of MATH 153/MATH 161

In this first programming course, students construct programs to solve problems and explore program development in a graphical environment. Lecture 3 hours per week. F

MST 228 – Networking III (3 cr.)

Prerequisite(s): MST 128 with a minimum letter grade of C.

Networking III emphasizes the architecture, components, operations, and security in scaling for large, complex networks, including wide area networks (WAN) technologies. The course emphasizes network security concepts and introduces network virtualization and automation. Students learn to configure, troubleshoot, and secure enterprise network devices and discover how application programming interfaces (API) and configuration management tools enable network automation. Lecture 3 hours per week. F

MST 235 – IT Practicum and Survey (3 cr.)

Prerequisite(s): Completion of MST 219 with a minimum letter grade of C.

In this course, students solve various IT issues utilizing skills covered throughout the IT Specialist program. Emphasis for this course will be network design, implementation, and maintenance. Lecture 3 hours per week. SP

MST 297 - Coordinated Internship Project (3 cr.)

Prerequisite(s): Completion of MST 115 and MST 118 with a minimum grade of C.

This course is a supervised on-the-job training course that provides practical experience in a microcomputer support system or closely related area for graduating students. Students work in a 120-hour training cycle during which he/she will work with direct supervision from an employer and indirect supervision from an instructor from the Business/IST department in an approved business organization or professional environment. This is the final internship for the AAS IT Specialist degree program. Variable hours per week. SP

Manufacturing Technology

MAFT 119 – Robotics I (3 cr.)

Corequisite(s): ELEC 115.

This course provides an introduction to industrial robotics and applications. The student is introduced to the basics of robotics programming, robot safety, the multi-axis coordinate system, the teaching pendant, robot commands, robotic vision, and robot simulation software. The course focuses on the use of robots in an industrial setting. This is a hybrid-blended course. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F

MAFT 215 – Mechatronics Capstone (3 cr.)

Prerequisite(s): ELEC 216, MAFT 119.

This project-based course enables students to apply knowledge and skills acquired in previous semesters. Through integration of technologies,

students plan, design, construct, program, test, evaluate, and improve industrial control systems to include robotics and process controls. Students are required to incorporate electricity and electronics systems, fluid power systems, mechanical systems, motor controls and motor drives, programmable controller systems, as well as robotics in capstone projects. Lecture 3 hours per week. SP

MAFT 219 – Robotics II (3 cr.)

Prerequisite(s): MAFT 119.

This course is a continuation of Robotics I and includes a study of the use of robotic technologies integrated with fluid power, industrial electronics, and programmable logic controllers technologies. The student is introduced to the advanced robotics programming, with emphasis on the integration and coordination of robotic programming and motion with other control circuits and technologies found in many emerging manufacturing and industrial facilities. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. SP

MAFT 255 - Hydraulics and Pneumatics (3 cr.)

This introductory course defines the core concepts of fluid power systems. Fluid power circuit symbols and identification of components along with their function are addressed in the course. Development of skills necessary for interpreting fluid power circuits and analyzing circuit function are a focus for student learning. Lecture 3 hours per week. SP

MAFT 267 - Automated Manufacturing Systems (3 cr.)

Corequisite(s): ELEC 216 or instructor consent.

This course is a software-based study of advanced manufacturing processes and systems, including computer integrated manufacturing. Key activities include PLC software applications and product manufacture by computer simulation. This is a hybrid-blended course. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. SP

Marketing

MKTG 115 – Principles of Marketing (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is a study of the marketing process in a dynamic environment. The course focuses on the needs of consumers and their buying behavior based on the marketing mix and the process of distribution. The course further identifies the various advertising media and how these mediums are used to promote products and services and the ethical consequences of marketing in the economy. Lecture 3 hours per week. SP

MKTG 118 - Retail Merchandising (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is a study of general retailing principles, procedures, and mathematical computations for retail buying and merchandising. Concepts covered include an in-depth study of the components of a budget, retail financial planning, and channel operations. Lecture 3 hours per week. F

MKTG 119 - Advertising (3 cr.)

In this course, students will learn the essential components of advertising and promotion. This will include the creative, planning, and budgetary processes that help businesses prepare an advertising strategy that positions their organizations for growth. The course is project focused to enable students to have hands on experience in the creative processes of developing advertisement and in learning the strategy behind it with the creation of a business advertising plan for a local business. Lecture 3 hours per week. SP

MKTG 128 - Professional Selling (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course is a study of the marketing competencies for professional selling. Concepts covered include selling as a profession, the steps in the selling process, relationship selling, and the relationship selling process. Lecture 3 hours per week. SP

Mathematics

MATH 02 – Transitional Math (4 cr.)

Prerequisite(s): READ 01 or Reading placement score of READ 02.

A course designed to develop the student's knowledge of fundamental operations with integers, fractions, decimals, percentages, ratios, and proportions. Students learn to interpret graphs, simplify algebraic expressions, solve equations, and perform unit conversions. Lecture 4 hours per week. F, SP, S

MATH 153 – Intermediate Algebra (4 cr.)

Prerequisite(s): MATH 02 with a minimum letter grade of C or MATH placement of MATH 153 and READ 01 or Reading placement of READ 02 or higher.

A course designed to teach students how to perform basic operations on polynomials, rational expressions, and roots. Students learn to solve polynomial equations by factoring along with techniques for solving equations containing rational expressions and roots. Students will apply basic techniques for solving and graphing linear equations. Lecture 4 hours per week. F, SP, S

MATH 161 – Mathematical Reasoning and Modeling (3 cr.)



MOTR MATH 120

Prerequisite(s): MATH 02 with a minimum grade of C or MATH placement of MATH 161 and READ 01 or Reading placement or Read 02 or higher.

The purpose of this course is to provide a comprehensive overview of the skills required to navigate the mathematical demands of modern life and prepare students for a deeper understanding of information presented in mathematical terms. Emphasis is placed on improving students' ability to draw conclusions, make decisions, and communicate effectively in mathematical situations that depend upon multiple factors. Lecture 3 hours per week. F, SP, S

MATH 162 – Mathematics for the Elementary Teachers (4 cr.)

Prerequisite(s): MATH 02 with a minimum grade of C or MATH placement of MATH 162.

An introduction to the structure of mathematics, properties of each subset of the real number system, elementary number theory, probability and statistics, and other numeration systems intended for the Elementary Education Teacher. Lecture 4 hours per week. F, SP, S

MATH 163 – College Algebra for Calculus (3 cr.)



MOTR MATH 130

Prerequisite(s): MATH 103 or 153 with a minimum letter grade of C or MATH placement score of MATH 163 and READ 01 or Reading placement of READ 02 or higher.

A calculator-oriented course concerned with the properties of the various numbers systems, equations, inequalities, functions, and relations. This course is intended to prepare students for fields of study that require a high level of algebraic reasoning or calculus. Lecture 3 hours per week. F, W, SP, S

MATH 164 – Trigonometry (3 cr.)

Prerequisite(s): MATH 163 with a minimum letter grade of C or currently enrolled in Math 163 or placement of MATH 164.

This course is concerned with the six trigonometric functions and identities associated with them. The student learns how to prove or derive an identity, as well as how to solve a conditional trigonometric equation. One component of the course deals with solving right triangles. Another aspect is the conversion of degrees into radians and vice versa. Some applied problems are considered. Lecture 3 hours per week. F, SP

MATH 171 – Analytic Geometry & Calculus I (5 cr.)

Prerequisite(s): MATH 163 and MATH 164 or MATH placement MATH 171.

This course is concerned with how to find the derivative or integral of a function. The process of finding the limit of a function is used to derive the derivative of a function and the definite integral of a function. Limits are also considered in their own right. Applications of differentiation and integration are considered. This course is the first course of a 3-course sequence dealing with calculus and plane analytic geometry. Lecture 5 hours per week. SP, S

MATH 223 – Probability and Statistics (3 cr.)

Prerequisite(s): MATH 161 or MATH 163 with a minimum letter grade of C or MATH placement of MATH 164.

Introduction to the basic concepts of statistics including descriptive measures of location and dispersion, elementary probability distributions, estimation, hypothesis testing, correlation, analysis of variance, and linear regression. In various units of the course, the student utilizes computer statistical software to facilitate the analysis of data. Lecture 3 hours per week. F, SP, S

MATH 271 – Analytic Geometry & Calculus II (5 cr.)

Prerequisite(s): MATH 171 with a minimum letter grade of C.

This course is the second course of a 3-course sequence in calculus and analytic geometry. This course deals with transcendental functions, integration techniques, infinite sequences, infinite series, parametric equations, and polar coordinates. The course considers determining the convergence or the divergence of an infinite series using special mathematical tests, such as the Ratio Test. The student learns how to integrate virtually any function that can be integrated. Special integration techniques, like integration by parts, are used to do this. This class also deals with differentiation and integration of functions that are not rational functions. These include trig functions, logarithmic functions, and exponential functions. Lecture 5 hours per week. F

MATH 272 – Analytic Geometry & Calculus III (5 cr.)

Prerequisite(s): MATH 271 with a minimum letter grade of C.

This course is the third course in a 3-course sequence covering calculus and analytic geometry. This course involves the study of differentiation and integration of functions of more than one independent variable. That is, partial derivatives are studied, along with multiple integration. Operations on vectors both in the xy plane and outside the plane are studied. These operations include the dot product and the cross product. Differentiation and integration of vector-valued functions are also looked at. Lecture 5 hours per week. SP

Mechanical Drafting

MEDR 135 – Blueprint Reading and Gauging (3 cr.)

An introduction to blueprint reading through a study of the fundamental skills and concepts involved in reading, sketching, and interpreting drawings. Also time is spent in proper use of the basic measuring instruments. This is a hybrid-blended course. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F

MEDR 246 – Computer Aided Machining I (3 cr.)

This is an introduction to CAM (computer-aided-machining) and machining systems to prepare students to operate the system and understand applications of CAM to industrial standards. Students apply use of interactive computer machine tool language to develop CNC part programs, storage, and retrieval of programs and related information. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. SP

Medical Laboratory Technician

MLT 150 – Introduction to Laboratory Science Methods (2 cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

This course orients the student to the concepts encompassed in the laboratory environment, to include safe specimen handling, testing procedures, reporting results, basic quality control, laboratory organization, and professionalism. Lecture 2 hours per week. F

MLT 210 – Immunology (3 cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

This course consists of the principles and theories of antigen and antibody reactions and the immune system as related to diagnostic serologic procedures. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F

MLT 220 – Clinical Chemistry and Urinalysis (5 cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

This course introduces the student to methods of analysis of chemical components found in the human body, the testing methodologies for those constituents and the results as applied to normal and abnormal disease states. Lecture 4 hours/Laboratory 2 hours/Total 6 hours per week. S

MLT 250 – Hematology and Coagulation (5 cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

This course studies the cellular structures in blood, normal and abnormal cell development, alterations present in disease, and the mechanisms of coagulation. Lecture 4 hours/Laboratory 2 hours/Total 6 hours per week. F

MLT 260 – Phlebotomy (2 cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

This course covers various procedures in performing venipuncture and other specialized collection techniques in addition to laws and regulations for safe phlebotomy practices. Lecture 1 hour/Laboratory 2 hours/Total 3 hours per week. F

MLT 270 – Immunohematology (5 cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

This course consists of concepts, applications, and discrepancies of blood group testing, screening and crossmatch procedures, and identifying unexpected antibodies. Lecture 4 hours/Laboratory 2 hours/Total 6 hours per week. SP

MLT 280 – Clinical Microbiology (4 cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

This course consists of the role of pathogenic bacteria and other microorganisms which will include bacterial culturing, differentiation and identification of human normal flora and disease-causing microorganisms. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. SP

MLT 290 – Parasitology, Mycology, Virology (1 cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

This course introduces the student to parasites, fungus, and viruses and their role in human health and disease. Lecture 1 hour per week. SP

MLT 291 – Hematology and Coagulation Practicum (2 cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

Supervised clinical practice coordinated by the Consortium, in the hematology lab of selected clinical affiliates. Laboratory 4 hours per week. F

MLT 292 – Clinical Chemistry Practicum (2cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

Supervised clinical practice coordinated by the Consortium in the clinical chemistry lab of selected clinical affiliates. Laboratory 4 hours per week. S

MLT 293 – Clinical Microbiology Practicum (2 cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

Supervised clinical practice coordinated by the Consortium, in the clinical microbiology lab of selected clinical affiliates. Laboratory 4 hours per week. SP

MLT 294 – Immunohematology Practicum (2 cr.)

Prerequisite(s): Admission into the MHPC MLT Program.

Supervised clinical practice coordinated by the Consortium, in the clinical immunohematology lab of selected clinical affiliates. Laboratory 4 hours per week. SP

Music

MUSC 01-08 - Recitals and Concerts (0 cr.)

Students gain listening skills and musical knowledge through attendance at approved recitals and concerts. All applied music students (MUSP) are required to enroll concurrently each semester in this course. F, SP

MUSC 110 - Brass Techniques (1 cr.)

Prerequisite(s): Instructor consent.

Students develop the knowledge and skills necessary for teaching the trombone, French horn, euphonium, and tuba in a beginning instrumental program. Laboratory 2 hours per week. SP

MUSC 120 - Percussion Techniques (1 cr.)

Prerequisite(s): Instructor consent.

Students develop the knowledge and skills necessary for teaching the percussion instruments in a beginning instrumental program. Laboratory 2 hours per week. F

MUSC 123 - History and Appreciation of Music (3 cr.)



MOTR MUSC 100

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

An introductory course designed to enhance the ability to appreciate Western art music. This course includes basic elements of music and artistic characteristics of composers, as well as listening to musical selections in order to identify composers and relevant historical trends. Students assess the cultural and musical content of an approved live musical performance. Lecture 3 hours per week. F, W, SP, S

MUSC 130 - String Techniques (1 cr.)

Prerequisite(s): Instructor consent.

Students develop the knowledge and skills necessary for teaching the string instruments in a beginning instrumental program. Laboratory 2 hours per week. SP

MUSC 131 - Aural Skills I (1 cr.)

Corequisite(s): MUSC 141.

This course is an aural study of simple and compound meters, intervals, triads, and melodies with harmonic progressions. Singing melodies and counting rhythms. Lecture 1 hour/Laboratory 1 hour/Total 2 hours per week. F

MUSC 132 - Aural Skills II (1 cr.)

Prerequisite(s): MUSC 131 and MUSC 141 or instructor consent.

Corequisite(s): MUSC 142.

This course is a continuation of MUSC 131. Lecture 1 hour/Laboratory 1 hour/Total 2 hours per week. SP

MUSC 140 - Woodwind Techniques (1 cr.)

Prerequisite(s): Instructor consent.

Students develop the knowledge and skills necessary for teaching the saxophone, oboe, bassoon, and flute in a beginning instrumental program. Laboratory 2 hours per week. SP

MUSC 141 - Theory I, Harmony (3 cr.)



MOTR MUSC 101

Corequisite(s): MUSC 131.

Theory I, Harmony is an introductory course in reading music, learning major and minor scales and key signatures, writing and identifying intervals, knowing what time signatures represent and how that is notated, writing and analyzing major, minor diminished, and Augmented triads, and learning what to expect in common harmonic motion in both major and minor keys. Lecture 3 hours per week. F

MUSC 142 - Theory II, Harmony (3 cr.)

Prerequisite(s): MUSC 141 or instructor consent.

Corequisite(s): MUSC 132

This course is a written study of four-part diatonic harmony, inversion, harmonic motion, and normal progression. Lecture 3 hours per week. SP

MUSC 150 - Functional Piano I (1 cr.)

Prerequisite(s): Instructor consent.

This course is a course focusing on basic piano skills to enable the musician to function in the classroom and studio. Laboratory 2 hours per week. F

MUSC 153 - Functional Piano II (1 cr.)

Prerequisite(s): MUSC 150 or instructor consent.

This course is a continuation of the development of basic functional piano skills. Laboratory 2 hours per week. SP

MUSC 170 - Guitar Techniques (1 cr.)

Prerequisite(s): Instructor consent.

Students develop the knowledge and skills necessary for incorporating the guitar into the elementary music classroom or to implement a beginning guitar program at the secondary level. Laboratory 2 hours per week. F

MUSC 180 - Trumpet Techniques (1 cr.)

Prerequisite(s): Instructor consent.

Students develop the knowledge and skills necessary for teaching the trumpet in a beginning instrumental program. Laboratory 2 hours per week. F

MUSC 190 - Clarinet Techniques (1 cr.)

Prerequisite(s): Instructor consent.

Students develop the knowledge and skills necessary for teaching the clarinet in a beginning instrumental program. Laboratory 2 hours per week. F

MUSC 210 - Diction for Singers (2 cr.)

Prerequisite(s): MUSP 1111 or MUSP 1121 or instructor consent.

This is a fundamental course designed to acquaint the student with the International Phonetic Alphabet and its application in the vocal music setting. Focus will be on English, Italian, French, and German diction as demonstrated through both speaking and singing. Lecture 2 hours per week. SP

MUSC 220 - Basic Conducting (2 cr.)

Prerequisite(s): Instructor consent.

This is an introduction to basic conducting techniques both with and without a baton. Emphasis is on acquiring skills necessary to elicit the desired musical response from a conducted ensemble. For vocal and instrumental majors. Lecture 2 hours per week. F

MUSC 221 - Music Literature I (3 cr.)



MOTR MUSC 103

Prerequisite(s): MUSC 141 or instructor consent.

A survey of music literature in Western civilization from the Middle Ages to the Baroque era with emphasis on form and style. Designed for music major and minors. Lecture 3 hours per week. F

MUSC 222 - Music Literature II (3 cr.)



MOTR MUSC 104

Prerequisite(s): MUSC 141 or instructor consent.

A survey of music literature in Western civilization from the Classical to the 20th century with emphasis on form and style. Designed for music majors and minors. Lecture 3 hours per week. SP

MUSC 231 - Aural Skills III (1 cr.)

Prerequisite(s): MUSC 132 and MUSC 142 or instructor consent.

Corequisite(s): MUSC 241.

Aural study of simple and compound meters, melodic and harmonic intervals, and triads and melodies with harmonic progressions. Singing major and minor melodies with skips in the tonic, dominant, and dominant seventh chords, and counting simple and compound rhythms, including borrowed beat divisions, syncopation, subdivided beats, and beats of the half and eighth note. Laboratory 2 hours per week. F

MUSC 232 - Aural Skills IV (1 cr.)

Prerequisite(s): MUSC 231 and MUSC 241 or instructor consent.

Corequisite(s): MUSC 242.

Aural study of simple and compound meters, melodic and harmonic intervals, and triads and melodies with harmonic progressions. Singing major and minor melodies with skips in the dominant, subdominant, supertonic and dominant seventh chords, modal melodies and melodies with chromatic alterations, and counting rhythms including hemiola, asymmetrical meters and mixed meters. Lecture 1 hour/Laboratory 1 hour/Total 2 hours per week. SP

MUSC 241 - Theory III, Harmony (3 cr.)

Prerequisite(s): MUSC 142 or instructor consent.

Corequisite(s): MUSC 231.

The course is a continuation of Music Theory I and II. The content includes a study of musical form through analysis of cadences, phrases, and periods, as well as written study of four-part harmonic motions in root position and inversion, including all diatonic seventh chords, secondary triads, part writing from a figured bass, shift of mode, tonicization and modulation. Lecture 3 hours per week. F

MUSC 242 - Theory IV, Harmony (3 cr.)

Prerequisite(s): MUSC 241 or instructor consent.

Corequisite(s): MUSC 232.

This course covers harmonic analysis of selected music literature from the Baroque, Classical, and Romantic periods, augmented sixth chords, the Neapolitan triad, and an introduction to analytical techniques as applied to 20th century music. Lecture 3 hours per week. SP

MUSC 250 - Functional Piano III (1 cr.)

Prerequisite(s): MUSC 153 or instructor consent.

This course is a continuation of the development of basic functional piano skills. Laboratory 2 hours per week. F

MUSC 253 - Functional Piano IV (1 cr.)

Prerequisite(s): MUSC 250 or instructor consent.

This course is a continuation of the development of basic functional piano skills. Laboratory 2 hours per week. SP

MUSC 1011-1018 - Three Rivers Symphonic Band (0 cr.)



MOTR PERF 1020

Prerequisite(s): Audition with instructor.

Instrumental ensemble emphasizing performance of all types of wind ensemble music. Membership is open to all TRC students and community members regardless of major. Performance scholarships are available by audition. F, SP

MUSC 1021-1028 - Three Rivers Jazz and Pep Band (0 cr.)



MOTR PERF 102B

Prerequisite(s): Audition with instructor.

Students enrolled in jazz/pep band gain practical musical experience working in various instrumental combinations and styles and acquire training in jazz musicality, phrasing, improvisation, and ensemble playing primarily as it has to do with important composers from the jazz realm (but also rock, funk, Afro-Cuban, Afro-beat, etc.). Members are assessed through the rehearsal and public performance of both newly written and classic works for large and small jazz ensemble. F, SP

MUSC 1031-1038 - Three Rivers Chorus (0 cr.)



MOTR PERF 102C

The non-auditioned choir is open to all students with musical ability and/or prior choral experience. The group presents at least one public performance each semester comprised of music in variety of styles from different historical periods. F, SP

MUSC 1041-1048 - Three Rivers Swingsations (0 cr.)

Prerequisite(s): Audition with instructor.

The auditioned choir is open to students with demonstrated musical ability and prior choral experience. The group presents at least one public performance each semester comprised of music in variety of styles from different historical periods. F, SP

MUSC 1131-1138 - Small Ensemble (0 cr.)

Prerequisite(s): Instructor consent.

Small Ensemble emphasizes performance of all types of ensemble music. F, SP

MUSIC-PRIVATE INSTRUCTION

MUSP courses are offered as private lessons by arrangement with the instructor. Consent of instructor is a prerequisite for all private instruction music courses. One 25-minute lesson a week is offered for one credit hour per semester; one 50-minute lesson a week is offered for two credit hours per semester. Private lessons cost \$115 per credit hour plus maintenance fees. This is a nonrefundable fee. A minimum of five practice hours per week per semester hour credit and performance on an examination recital are required. Music majors may apply a maximum of 8 credit hours of private instruction toward the Associate of Arts degree. Non-music majors will be limited to 4 credit hours of private instruction toward the Associate of Arts degree. May be repeated for credit. F, SP

MUSP 1011-1018 Private Piano (1 cr.)

MUSP 1021-1028 Private Piano (2 cr.)

MUSP 1111-1118	Private Voice (1 cr.)
MUSP 1121-1128	Private Voice (2 cr.)
MUSP 1211-1218	Private Guitar (1 cr.)
MUSP 1221-1228	Private Guitar (2 cr.)
MUSP 1311-1318	Private Organ (1 cr.)
MUSP 1321-1328	Private Organ (2 cr.)
MUSP 1411-1418	Private Woodwind (1 cr.)
MUSP 1421-1428	Private Woodwind (2 cr.)
MUSP 1511-1518	Private Brass (1 cr.)
MUSP 1521-1528	Private Brass (2 cr.)
MUSP 1611-1618	Private Percussion (1 cr.)
MUSP 1621-1628	Private Percussion (2 cr.)
MUSP 1711-1718	Music Composition (1 cr.)
MUSP 1721-1728	Music Composition (2 cr.)
MUSP 1811-1818	Electronic Music (1 cr.)
MUSP 1821-1828	Electronic Music (2 cr.)

Nursing

NURS 108 - RN Bridge (4 cr.)

Prerequisite(s): Admission to the RN Bridge Program

This course transitions the qualified health professional into the Associate Degree Nursing Program. Students gain understanding of the role of the professional nurse. This course focuses on the development of critical thinking and clinical reasoning strategies. Students build upon previously learned knowledge and skills while learning introductory medical surgical concepts. Lecture 4 hours per week. F, SP

NURS 116 - Foundations of Nursing (9 cr.)

Prerequisite(s): MATH 161, ENGL 111, BIOL 231, and GOVT 121.

In this course, the student is introduced to the basic concepts of nursing that create the foundation of the art and science of nursing practice. Emphasis is placed on the middle to older adult patient by introducing basic knowledge, skills, and attitudes. The student begins to utilize critical thinking in the clinical setting to safely care for the middle to older adult patient. Lecture 5.25 hours/Laboratory-Clinical 3.75.25 hours/Total 9 hours per week. F, SP

NURS 128 - Mental Health Nursing (3 cr.)

Prerequisite(s): NURS 116 and BIOL 232.

This course provides students with an introduction to concepts related to mental health. A focus is placed on providing evidence-based care to promote health of clients with mental disorders. Strategies for safe and therapeutic care are applied in the clinical setting. Lecture 2.25 hours/Clinical 2.25 hours/Total 4.5 hours per week. F, SP

NURS 129 - Medical Surgical Nursing I (6 cr.)

Prerequisite(s): NURS 116 and BIOL 232.

In this course students build upon previously learned knowledge and skills while learning introductory medical surgical concepts. Students use the nursing process to provide safe care for the patient with alterations in introductory medical surgical concepts. Students gain an understanding of the various roles in the healthcare team. Lecture 3.5 hours/Laboratory-Clinical 7.5 hours/ Total 11 hours per week. F, SP

NURS 135 – Pharmacology for Nurses (3 cr.)

Prerequisite(s): NURS 116 and BIOL 232.

In this course students establish a knowledge base of major drug classifications. The course focuses on pharmacotherapeutics with an emphasis on drug action, therapeutic effect, indications, contraindications, potential adverse reactions, and nursing implications for administration. Lecture 3 hours per week. F, SP

NURS 218 - Maternal and Child Health Nursing (3 cr.)

Prerequisite(s): NURS 128, NURS 129, and NURS 135.

This course focuses on the nurse's role in the care of the family, encompassing sexuality, reproduction, and development. The student utilizes the nursing process in assisting patients and their families to achieve or maintain their optimal level of wellness. The student applies pharmacological principles, focusing on safe dose medication ranges for the pediatric patient. Lecture 2.25 hours/Laboratory-Clinical 2.25 hour/Total 5 hours per week. F, SP

NURS 219 - Medical Surgical Nursing II (7 cr.)

Prerequisite(s): NURS 128, NURS 129, and NURS 135.

In this course students build upon previously learned knowledge and skills while learning advanced medical surgical concepts. Students use the nursing process to manage safe care for the patient with alterations in advanced medical surgical concepts. Students demonstrate an understanding of various roles in the healthcare team. Lecture 4.75 hours/Laboratory-Clinical 6.75/Total 11.5 hours per week. F, SP

NURS 239 – Preceptor in Nursing (3 cr.)

Prerequisite(s): NURS 218 and NURS 219.

This course incorporates previous knowledge, skills, clinical decision-making, and professional behaviors students have acquired throughout their nursing education. In this course, the student is provided the opportunity to synthesize new knowledge, apply previous knowledge, and gain experience managing the workflow in complex nursing situations through a variety of settings. Clinical 9 hours per week. F, SP

NURS 245 – Transition into Professional Nursing (7 cr.)

Prerequisite(s): NURS 218 and NURS 219.

This course addresses comprehensive medical-surgical knowledge and skills and evaluates decision-making while recognizing the role of a professional nurse in quality improvement processes. This course also prepares the student for success on the NCLEX-RN examination. At the completion of this course, the student will participate in the NCLEX-RN review session. Lecture 4 hours per week. F, SP

Occupational Therapy

OTA 200 – Foundations of Occupational Therapy (3 cr.)

Prerequisite(s): One-Year Certificate Pre-Occupational Therapy Assistant; accepted admission into OTA program with a minimum GPA of 2.5.

This course presents an introduction to occupational therapy; including history, philosophical base, values, ethics, practice framework, and clinical reasoning. Students will learn selected theories and frames of reference as they pertain to interventions in mental health, physical disabilities, pediatrics, and community practice areas. An overview of the occupational therapy process, including assessment, treatment planning, treatment implementation, and discontinuation of intervention will be presented. Role delineation and collaboration of the occupational therapy assistant with other occupational therapy and healthcare personnel are discussed. Lecture 3 hours per week. F

OTA 205 – Medical Conditions in Occupational Therapy (3 cr.)

Prerequisite(s): One-Year Certificate Pre-Occupational Therapy Assistant; accepted admission into OTA program with a minimum GPA of 2.5.

This course will provide a framework for students to learn about common medical conditions seen by occupational therapy practitioners and to facilitate learning of these conditions from an occupational therapy perspective. It is not intended to emphasize treatment of a *diagnosis*, however students will learn about specific factors unique to given conditions that may impact an individual's occupational roles and functions. These factors must be understood and analyzed regarding the relative impact on the individual's occupational performance. The knowledge gained from this course is a necessary prerequisite to *Physical Disabilities Practice*. Lecture 3 hours per week. F

OTA 210 – Activity Analysis and Therapeutic Media in Occupational Therapy (3 cr.)

Prerequisite(s): One-Year Certificate Pre-Occupational Therapy Assistant; accepted admission into OTA program with a minimum GPA of 2.5.

This course is designed to foster occupations or activities used as therapeutic interventions in occupational therapy. Emphasis on awareness of activity demands, contexts, adapting, grading, and safe implementation of occupations or activities. This course also provides knowledge and use of tools, equipment, and basic techniques of therapeutic media. Emphasis is given to analysis and instruction of activities frequently used as occupational therapy media in multiple community and clinical settings. Lecture 2 hour/Laboratory 3 hours/Total 5 hours per week. F

OTA 215 – Mental Health and Geriatric Practice (4 cr.)

Prerequisite(s): One-Year Certificate Pre-Occupational Therapy Assistant; accepted admission into OTA program with a minimum GPA of 2.5.

This course presents the role of the Occupational Therapy Assistant in the psychosocial area as well as the Geriatric population of Occupational Therapy practice. Students will learn selected frames of reference, and explore the effects of psychosocial dysfunction on areas of occupation. Students will learn skills necessary to assess, implement and document intervention in a variety of mental health settings and Geriatric setting. Client factors, including culture and diversity, therapeutic interactions and methods are studied. Students will develop skills in administering individual and group interventions, professional communication, conflict negotiation, and advocacy. This course integrates the Occupational Therapy process and collaboration with the Occupational Therapist through its review of advanced, appropriate select Occupational Therapy therapeutic interventions and techniques used to enhance functional ability and independence in daily life tasks and occupation for the Geriatric and Mental Health populations. The Student incorporates knowledge of the influences of environment, individual, family, culture and access to Occupational Therapy services on occupational performance. Lab activities, in-class activities, and level I fieldwork opportunities will enable students to participate in and apply psychosocial and Geriatric principles to practice. Lecture 3 hours/Laboratory 4 hours/Total 7 hours per week. F

OTA 220 – Pediatric and Adolescent Practice (4 cr.)

Prerequisite(s): One-Year Certificate Pre-Occupational Therapy Assistant; accepted admission into OTA program with a minimum GPA of 2.5.

Treatment of pediatric and adolescent conditions. Normal and delayed development of the infant, child, and adolescent are explored. The lab component incorporates theoretical principles and provides opportunities for students to develop assessment, intervention planning and implementation, and documentation skills to address a range of childhood sensory-motor, cognitive, and psychosocial performance deficits. Students will learn to adapt the environment, tools, materials, and occupations to meet the self-care, work/play, and leisure needs of the pediatric and adolescent population. Lab activities, site visits, and Level I fieldwork opportunities will enable students to participate in and apply pediatric and adolescent treatment principles to practice. Lecture 3 hours/Laboratory 3 hours/Clinical 4 hours/Total 10 hours per week. F

OTA 250 – Functional Kinesiology (2 cr.)

Prerequisite(s): OTA 200, OTA 205, OTA 210, OTA 215, and OTA 220.

In this course, students use and apply their knowledge of anatomy and physiology to study muscle groups and their function relative to performing various activities. Analysis of functional movement patterns required for work, self-care, play, and leisure activities is emphasized. Principles and techniques of manual muscle testing and range of motion are practiced, specifically as they relate to the impact on daily activities. Principles of energy conservation, joint protection, and work simplification are presented. Prevention, health maintenance, and safety procedures relevant to functional activities are reviewed. Lecture 1 hour/Laboratory 3/Total 4 hours per week. SP

OTA 255 – Physical Disabilities Practice (4 cr.)

Prerequisite(s): OTA 200, OTA 205, OTA 210, OTA 215, and OTA 220.

This course provides in-depth opportunities for students to develop assessment, intervention planning, intervention, and documentation skills to address a wide range of adult and geriatric physical disabilities and conditions typically treated by occupational therapy and occupational therapy assistants. Topics include, but are not limited to, stroke, spinal cord injury, fractures and joint replacement, head injury, and cardiopulmonary disorders. The use of splinting, orthotics, modalities, and assistive technology in treatment will also be presented. Students will learn to adapt the environment, tools, materials, and occupations to meet the self-care, work, play, and leisure needs of the adult and geriatric population. Lab activities and Level I fieldwork opportunities will enable students to participate in and apply physical disabilities treatment principles to practice. Lecture 3 hours/Laboratory 3 hours/Clinical 4 hours/Total 10 hours per week. SP

OTA 260 – Community Practice and Emerging Practice in Occupational Therapy (3 cr.)

Prerequisite(s): OTA 200, OTA 205, OTA 210, OTA 215, and OTA 220.

Students will learn the basic roles and functions of an occupational therapy practitioner and the role of occupational therapy in medical, educational, and community models, as well as emerging areas of practice that are predicted to grow in the future. Students explore a variety of work settings, and/or types of practice including OT role delineations in community based and non-traditional settings. The student will study specialty areas through case discussion, enhancement of treatment techniques, review of literature, and current trends. Site visits and volunteer opportunities will enable students to participate in and apply occupational therapy assessment and intervention principles to a wide range of community settings including vocational, vocational rehabilitation, home health, and emerging community practice areas. Emphasis will be on community settings in the students' state and geographic region. Lecture 3 hours/Clinical 3 hours/Total 6 hours per week. SP

OTA 265 – Ethics, Management, and Leadership (3 cr.)

Prerequisite(s): OTA 200, OTA 205, OTA 210, OTA 215, and OTA 220.

This course focuses on the OTA role in managing and directing occupational therapy services. It covers ethical provision of services, departmental operations, program development, supervisory requirements, personnel development and supervision, professional team building, quality assurance, compliance with regulations, reimbursement, and national and state credentialing requirements. Techniques for developing a resume and job interview skills are practiced. The importance and responsibility for ongoing OTA professional development, ethical practice, contributing to research and evidence based practice, attention to emerging practice issues and areas, and international perspectives are explored. Lecture 3 hours per week. SP

OTA 270 – Professional Skills (3 cr.)

Prerequisite(s): OTA 200, OTA 205, OTA 210, OTA 215, and OTA 220.

This course is designed to foster practical professional skills in critical thinking, using literature to make evidence-based practice decisions and recommendations, and using theory to guide practice, all through the completion of a professional portfolio. Lecture 3 hours per week. SP

OTA 290 – Level II Fieldwork A (8 cr.)

Prerequisite(s): OTA 250, OTA 255, OTA 260, OTA 265, and OTA 270.

Full-time clinical fieldwork experience in mental health, physical disabilities, geriatric, pediatric and/or community-based practice working under the supervision of an OTR and/or COTA. Focus is on achieving entry-level competence in planning and implementing interventions. S

OTA 295 – Level II Fieldwork B (8 cr.)

Prerequisite(s): OTA 250, OTA 255, OTA 260, OTA 265, and OTA 270.

Full-time clinical fieldwork experience in mental health, physical disabilities, geriatric, pediatric, and/or community-based practice working under the supervision of an OTR and/or COTA. Focus is on achieving entry-level competence in planning and implementing interventions. S

Paramedic

PARA 210 – Paramedic I (12 cr.)

Prerequisite(s): Admission to the Paramedic program.

Corequisite(s): PARA 215.

The course is based on the current National Emergency Medical Services Education Standards and The National EMS Scope of Practice Model. This course is organized to cover the Preparatory, Airway Management, Patient Assessment, and medical portion of the National Curriculum. The class time includes both didactic, psychomotor, and affective training of the EMS skills needed. Hybrid-blended course. Lecture 10 hours/Laboratory 6 hours/Total 16 hours per week. F

PARA 215 – Paramedic Internship I (2 cr.)

Prerequisite(s): Admission to the Paramedic program.

Corequisite(s): PARA 210.

The course is based on the current National Emergency Medical Services Education Standards and The National EMS Scope of Practice Model. This course includes a scheduled hospital clinical experience during which the paramedic student will utilize the knowledge and skills learned in the classroom and College lab. The student is evaluated by hospital staff while performing intravenous access and/or fluid and medication administration, basic and advanced airway management, and patient care in the hospital

setting. The course is based on the current National Emergency Medical Services Education Standard Curriculum. Clinical 6 hours per week, Total 90 hours. F

PARA 220 – Paramedic II (12 cr.)

Prerequisite(s): PARA 210 and PARA 215.

Corequisite(s): PARA 225.

This course is based on the current National Emergency Medical Services Education Standards and the National EMS Scope of Practice Model. Students build upon previous knowledge and skills to provide advanced life support pre-hospital care to the medical, trauma, and special consideration patient. Hybrid-blended course. Lecture 10 hours/Laboratory 6 hours/Total 16 hours per week. SP

PARA 225 – Paramedic Internship II (4 cr.)

Prerequisite(s): PARA 210 and PARA 215.

Corequisite(s): PARA 220.

The course is based on the current National Emergency Medical Services Education Standards and the National EMS Scope of Practice Model. This is a scheduled hospital clinical experience during which the student will use the knowledge and skills learned in the classroom and College lab. The student is evaluated by hospital staff while performing the advanced skills in intubation, suctioning, venipuncture, IV insertion, mixing IV additives, medication administration, dysrhythmia interpretation defibrillation, and management of medical/traumatic emergencies. Clinical 9 hours per week. SP

PARA 230 – Paramedic III (2 cr.)

Prerequisite(s): PARA 220 and PARA 225.

Corequisite(s): PARA 235.

The course is based on the current National Emergency Medical Services Education Standards and The National EMS Scope of Practice Model. It is a continued in-depth study of advanced life support techniques with a focus on leadership and recognizing the student's role in critical patient care and EMS operations. This course is also to prepare the student for National Registry exam. Laboratory 6 hours per week. S

PARA 235 – Paramedic Internship III (6 cr.)

Prerequisite(s): PARA 220 and PARA 225.

Corequisite(s): PARA 230.

The course is based on the current National Emergency Medical Services Education Standards and The National EMS Scope of Practice Model. It is a scheduled internship on advanced life support, ambulances providing Team lead, and skill performance opportunities under the direct supervision of a trained preceptor. The student is evaluated by trained preceptors in the pre-hospital treatment of the sick or injured and the performance of skills learned in the College lab. Clinical 18 hours per week. S

Philosophy and Religion

PHIL 200 – Introduction to Philosophy (3 cr.)



MOTR PHIL 100

Prerequisite(s): ENGL 111.

Introduction to Philosophy provides an introduction to the basic concepts of metaphysics, ethics, consciousness, freedom, and knowledge based on selections from written works of notable philosophers. Students apply philosophical principles in a personal worldview and discuss a variety of philosophical ideas and viewpoints. Lecture 3 hours per week. F, SP, S

PHIL 233 – Ethics (3 cr.)



MOTR PHIL 102

Prerequisite(s): ENGL 111.

Ethics is an introductory survey of the major philosophers and theories in the field of ethics. Students, through reading, writing, and group discussion, demonstrate how ethical philosophies apply to contemporary ethical situations, evaluate the possible outcomes of different ethical choices, and compose a personal ethical worldview. Lecture 3 hours per week. SP

PHIL 243 – Religions of the World (3 cr.)



MOTR RELG 100

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

Religions of the World provides students with an introduction to today's five major religions: Hinduism, Buddhism, Islam, Judaism, and Christianity. Through reading, writing, and discussion, students recognize the importance of religion in human culture; identify the history, teachings, writings, and theologies of the selected religions; compare religions in terms of their comprehensive theologies; and demonstrate a critical appreciation of each faith studied. Lecture 3 hours per week. F, W, SP, S

Physics

PHYS 100 – Survey of Physics (3 cr.)



MOTR PHYS 100

Prerequisite(s): MATH 02 or placement of MATH 153.

This course provides a study of the technical principles and applications of the basic laws of physics. Key terms and concepts applicable to physics are addressed. Problem-solving skills are also a focus for the course. This course is not open to students with credit in PHYS 101. Lecture 3 hours per week. F, SP

PHYS 101 - Physical Science (4 cr.)



MOTR PHYS 110L

Prerequisite(s): MATH 02 or placement of MATH 153 and READ 02 or Reading placement of ENGL 111.

Corequisite(s): Intermediate Algebra (MATH 153) or instructor consent.

The course provides a study of basic concepts of physics, chemistry, astronomy, geology, and meteorology and their interrelation in the physical world. The course includes a laboratory experience. The course is intended for non-science majors only. The course requires a basic understanding of elementary algebra. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F, W, SP, S

PHYS 211 - General Physics I (5 cr.)



MOTR PHYS 200L

Prerequisite(s): MATH 171.

Corequisite(s): MATH 271.

This course is the first of a rigorous 2-course sequence in calculus-based physics for all science and engineering majors expecting to transfer to a four-year college or university. It may also be taken to transfer to other college or university programs requiring introductory physics. It covers the topics of properties of matter, mechanics, oscillation, and waves. The course requires prior completion of an introductory course in differential and integral calculus. Lecture 4 hours/Laboratory 2 hours/Total 6 hours per week. F

PHYS 212 - General Physics II (5 cr.)

Prerequisite(s): PHYS 211.

Corequisite(s): MATH 272.

This course is the second of a rigorous 2-course sequence in calculus-based physics for all science and engineering majors expecting to transfer to a four-year college or university. It may also be taken to transfer to other college or university programs requiring introductory physics. It covers the topics of waves, light, electricity, and magnetism. The course requires prior completion of an introductory course in differential and integral calculus. Lecture 4 hours/Laboratory 2 hours/Total 6 hours per week. SP

Plumbing

PLUM 105 – Basic Plumbing (3 cr.)

Fundamentals of plumbing are explored in this course. Study of the industry survey, occupational information, and career information. Occupational hazards, along with health and safety practices as they relate to applicable local, state, and national regulations are studied. This course develops knowledge and skills in the fundamentals of plumbing, mathematics, and elementary drawings for beginners. Instruction is given in the principles and design of water supply and distribution. Course is designed to assist students

in preparing for related portion of NOCTI exam. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F

PLUM 106 – Plumbing Materials and Methods (3 cr.)

This course emphasizes principles of sizing and layout of hot and cold water systems, sanitary waste and vent systems, selection and specification of fixtures, and plumbing system accessory devices. Instruction is given in layout procedures involving applied mathematics concerning the plumbing trades. Instruction is given in both layout and design criteria. This course covers introductory fabrication and erection of plumbing systems. Course is designed to assist students in preparing for related portion of NOCTI exam. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F

PLUM 107 – Plumbing Construction (3 cr.)

This course provides students with practical experience in the safe installation of drain, waste, and vent piping systems, residential plumbing fixtures, and appliances. This course provides students with the technical understanding and skills in blueprint reading needed by plumbers. Topics include drawing interpretation, isometric sketches of piping installations, and sketching mechanical plans of piping for residential construction. Course is designed to assist students in preparing for related portion of NOCTI exam. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. F

PLUM 115 – Plumbing II (3 cr.)

Prerequisite(s): PLUM 105, PLUM 106, and PLUM 107 or instructor consent.
This course provides students with the technical knowledge and skills for completing copper and cross-linked polyethylene (PEX) piping procedures. Topics include safety, appropriate usage, properties of copper/PEX, sizes and weights of pipe, tubing, and fittings including flared and compression types, soldering and brazing techniques for copper pipe-work and PEX crimp fittings. Additionally, this course provides students with an understanding and skills for completing plastic piping procedures. Topics include safety, joining drainage, waste, vent, water, and distribution piping, chemical usage, and applicable codes for plastic piping procedures. Course is designed to assist students in preparing for related portion of NOCTI exam. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. SP

PLUM 116 – Basic Electrical Technology for Plumbing (3 cr.)

Prerequisite(s): PLUM 105, PLUM 106, and PLUM 107 or instructor consent.
This course provides students with knowledge and skill in the areas of electrical safety, electrical terminology, and the use of a meter to measure voltage, current, and resistance. This course also covers types of wire, wire sizing, wiring methods, and problem-solving with Ohm's Law. Instruction is provided in sizing wire, proper grounding methods, single-phase and three-phase circuits, circuit breakers, and fuses. Students practice methods of stripping, splicing, and terminating wires for installation of common appliances requiring electricity, such as a garbage disposal or water heater. Course is designed to assist students in preparing for related portion of NOCTI exam. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. SP

PLUM 215 – Plumbing III (3 cr.)

Prerequisite(s): PLUM 105, PLUM 106, and PLUM 107 or instructor consent.
This course includes basic pipe-fitting projects, including proper assembly, measurement, and testing of all piping systems. Lab activities include fixture installations such as wall-hung lavatories, water closets, bathtub installations, and kitchen sink installations. This course also provides students with skills for completing steel pipe and corrugated stainless steel gas pipe procedures. Topics include appropriate usage, fittings, safety, tools, equipment, and skill development in cutting, threading, fabricating steel piping systems, and termination of corrugated stainless steel piping. Course is designed to assist students in preparing for related portion of NOCTI exam. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. SP

PLUM 216 – Plumbing System Service and Repair (3 cr.)

Prerequisite(s): PLUM 115, PLUM 116, and PLUM 215 or instructor consent.
This course focuses on proper methods of repairing all forms of plumbing piping, fixtures, and some appliances. Students are trained in preparing for the repair job and estimating the cost of the job. Emphasis placed on the integration of new materials, methods, and equipment in existing plumbing systems. Remodeling of existing plumbing is also presented in this course. Course is designed to assist students in preparing for related portion of NOCTI exam. Lecture 3 hours/Laboratory 2 hours/Total 5 hours per week. SP

PLUM 217 – Advanced Plumbing Systems (3 cr.)

Prerequisite(s): PLUM 115, PLUM 116, and PLUM 215 or instructor consent.
Energy conservation, water conditioning, and the latest innovations in appliances and accessories are covered in this overview course. Students study tankless water heaters, water softening systems, sump pumps, and other appliances and accessories in use in both residential and commercial building systems. Course is designed to assist students in preparing for related portion of NOCTI exam. Lecture 3 hours/Laboratory 2 hours/ Total 5 hours per week. SP

Practical Nurse

PNRS 105 - Personal and Vocational Concepts (3 cr.)

Prerequisite(s): Admission to the Practical Nursing Program.
This course is designed to help the adult learner adjust to the role of a student and to understand the role of the practical nurse. The course includes strategies to promote student success and focuses on practical nursing concepts that are required by the Missouri State Board of Nursing. Lecture 3 hours per week. F, SP

PNRS 115 - Fundamentals of Nursing (10 cr.)

Prerequisite(s): Admission to the Practical Nursing Program.
This course teaches fundamental nursing knowledge and basic nursing skills needed to provide safe nursing care. Nursing skills are taught in the laboratory setting. Students will apply knowledge and learned skills in the clinical setting. Lecture 8 hours/Laboratory 6 hours/Clinical 4 hours/Total 14 hours per week. F, SP

PNRS 116 - Pediatric Nursing (3 cr.)

Prerequisite(s): PNRS 115.
This course focuses on nursing care of children from infancy through adolescence. Nursing care and interventions are discussed for selected pediatric diseases and conditions. Clinical experience is included in this course. Lecture 2.8 hours/Clinical .8 hours/Total 3.6 hours per week. F, SP

PNRS 117 - Intravenous Therapy (.75 cr.)

Prerequisite(s): Admission to the Practical Nursing Program.
This course prepares the student to become IV-certified as a practical nurse in accordance with the Missouri Rule 20 CSR 2200-6.030. Lecture .75 hours per week. F, SP

PNRS 118 - Medical Surgical Nursing I (7 cr.)

Prerequisite(s): PNRS 115.
This course builds upon previously learned knowledge and skills. The course focuses on nursing care of the client with alterations in health. Specific focus is placed on immunity; fluid and electrolytes; surgical care; digestive; skin; urologic; musculoskeletal; eyes, ears, nose, and throat disorders. Clinical experience is included in this course. Lecture 6 hours/Clinical 4 hour/Total 10 hours per week. F, SP

PNRS 119 Medical Surgical Nursing II (7 cr.)

Prerequisite(s): PNRS 115.
This course builds upon previously learned knowledge and skills. The course focuses on nursing care of the client with alternations in health. Specific focus is placed on cardiovascular; neurological; respiratory; shock, cancer, and endocrine disorders. Clinical experience is included in this course. Lecture 6 hours/Clinical 4 hour/Total 10 hours per week. F, SP

PNRS 125 - Maternal/Newborn Nursing (3 cr.)

Prerequisite(s): PNRS 115.
This course focuses on safe nursing care for the maternal and newborn client. The student will learn about maternal care, conception through delivery, and newborn care. Clinical experience is included in this course. Lecture 2.8 hours/Clinical .8 hours/Total 3.6 hours per week. F, SP

PNRS 126 – Pharmacology (4 cr.)

Prerequisite(s): PNRS 115.
This course provides the student with knowledge of basic pharmacological principles. Lessons are categorized by pharmacological classifications with representative medications. Focus is placed on safe nursing care related to pharmacological therapy. Lecture 4 hours per week. F, SP

PNRS 127 - Mental Health (3 cr.)

Prerequisite(s): Admission to the Practical Nursing Program.

This course is designed to provide the student with the basic mental health concepts. Focus is placed on care of clients with common mental health illnesses. Mental health issues throughout the lifespan are discussed. Clinical experience is included in this course. Lecture 2.8 hours/Clinical .8 hour/Total 3.6 hours per week. F, SP

PNRS 128 - Leadership and Management (3.5 cr.)

Corequisite(s): PNRS 119.

This course focuses on the role of a Licensed Practical Nurse as a part of the dynamic healthcare system. Preceptor clinical experience is included in this course. In addition, the course will prepare the student to take the NCLEX-PN. Lecture 2 hours/Clinical 6 hours/Total 8 hours per week. F, SP

Psychology

PSYC 111 - General Psychology (3 cr.)



MOTR PSYC 100

Prerequisite(s): READ 02 or Reading Placement of ENGL 111. ENGL 02 or Writing Placement of ENGL 08 or higher.

General psychology addresses the basics of human development. The course analyzes psychological concepts and the various types of learning. Students will assess the relationship between brain development and behavior as it relates to psychological concepts. Lecture 3 hours per week. F, W, SP, S

PSYC 223 - Child Psychology (3 cr.)

Prerequisite(s): ENGL 111.

Child Psychology looks at the physical, cognitive, and social development of the child through adolescence. The course reviews the major theories of child and adolescent development. This course also examines the child through adolescence in the context of the family, school, media, culture, and/or psychopathy. Lecture 3 hours per week. F, SP, S

PSYC 233 - Adolescent Psychology (3 cr.)

Prerequisite(s): ENGL 111.

Adolescent Psychology looks at the physical, cognitive, and social development of the adolescent. The course reviews the major theories of adolescent development. This course also examines the adolescent in the context of the family, school, media, culture, and/or psychopathy. Lecture 3 hours per week. F

PSYC 243 - Human Development Across the Life Span (3 cr.)



MOTR PSYC 200

Prerequisite(s): READ 02 or Reading Placement of ENGL 111. ENGL 02 or Writing Placement of ENGL 08 or higher.

Human Development Across the Lifespan defines the systematic changes and continuities that fall into three broad domains: physical development, cognitive development, and psychosocial development. The course reviews the major theories of human development. This course also examines the individual in the context of the family, school, media, culture, and/or psychopathy. Lecture 3 hours per week. F, W, SP, S

Reading

READ 01 – Transitional College Reading I (4 cr.)

This course is the first of 2 courses to assist students in developing the skills required for college-level reading. With emphasis on building vocabulary, improving reading comprehension, and increasing reading rate, this course aims to empower students with independent learning techniques and effective study skills. Lecture 4 hours per week. F, SP, S

READ 02 – Transitional College Reading II (4 cr.)

Prerequisite(s): READ 01 or placement score of READ 02.

This course specifically focuses on advancing skills such as vocabulary, main idea, supporting details, inferences, organization, and textbook annotation. In addition, digital literacy, critical reading, and critical thinking skills are developed, specifically through the use of contextualized reading passages

from a wide variety of disciplines and sources. Lecture 4 hours per week. F, SP, S

Social Work

SWRK 100 - Social Work (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

Social Work 100 introduces students to the discipline of social work (its origins, career potential, practice settings, and future trends) and provides a broad-based knowledge of social work generalist practice in diverse settings. Lecture 3 hours per week. F

SWRK 201 - Social and Economic Justice (3 cr.)

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course introduces students to the concepts and issues of social and economic justice as they relate to the field of social work. Lecture 3 hours per week. SP

Sociology

SOCI 111 - General Sociology (3 cr.)



MOTR SOCI 101

Prerequisite(s): READ 02 or Reading Placement of ENGL 111. ENGL 02 or Writing Placement of ENGL 08 or higher.

Sociology is the scientific study of human groups, throughout time and across cultures. This course teaches students to examine the underlying perspectives about the foundations of society, social inequality, social institutions, and social change at both national and international levels. At its core, it provides students with key questions that can be used throughout their lives to question the roots of inequality, interconnectedness, and social complexity. Lecture 3 hours per week. F, W, SP, S

SOCI 223 - Marriage and the Family (3 cr.)

Prerequisite(s): SOCI 111.

This course is an examination of various aspects of current family systems with an emphasis on their strengths and diversity. Five significant aspects are examined: the social context of intimate relationships, development and dynamics of intimate relationships, stages of marriage and family life, and challenges and opportunities facing families. Lecture 3 hours per week. F

SOCI 230 - Criminology (3 cr.)

Prerequisite(s): ENGL 111.

Criminology offers an introductory look at crime, crime patterns, crime causation, and societal reactions to crime. A multidisciplinary approach is used to examine crime from biological, psychological, and sociological theoretical perspectives. Lecture 3 hours per week. SP, S

SOCI 234 - Social Problems (3 cr.)

Prerequisite(s): SOCI 111.

The social problems course is designed to stimulate thinking about the issues facing society in the era of globalization. It explores multiple sociological perspectives and reframes the “problems” as “puzzles” – examining how we are interconnected, the power dynamics involved in global stratification, and the complexities of potential root causes and solutions. Lecture 3 hours per week. F, SP

Spanish

SPAN 101 - Elementary Spanish I (3 cr.)



MOTR LANG 103

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This is an introductory course in the Spanish language. Students learn beginning vocabulary and develop basic listening, speaking, reading, and writing skills in the present tense in Spanish. Students are given the opportunity to actively communicate in Spanish as much as possible. They also gain knowledge about Spanish-speaking countries and culture. Lecture 3 hours per week. F, SP

SPAN 102 - Elementary Spanish II (3 cr.)



MOTR LANG 104

Prerequisite(s): SPAN 101 with a minimum letter grade of C.
Students learn more common vocabulary and continue to develop listening, speaking, reading, and writing skills in the present, future, and past tenses in Spanish. In-class exposure to Spanish is increased and opportunities to communicate in Spanish are more extensive. They obtain further knowledge of Hispanic cultures, as well. Lecture 3 hours per week. SP

SPAN 201 - Intermediate Spanish I (3 cr.)

Prerequisite(s): SPAN 102 or equivalent.
While students continue to learn vocabulary and culture relevant to life in the 21st century Spanish-speaking world, they also learn methods of communication in the past in Spanish, including the preterite, imperfect, and present perfect tenses. In addition, they are given more frequent opportunities to carry on conversations in role-plays in order to increase their oral confidence and fluency. Lecture 3 hours per week. F

SPAN 202 - Intermediate Spanish II (3 cr.)

Prerequisite(s): SPAN 201 or equivalent.
Students learn vocabulary and culture relevant to health, professions, and tourism. Methods for utilizing Spanish persuasively are given and exercised as students learn the imperative and subjunctive moods, as well as the conditional and future tenses. They are again given opportunities to converse in role-plays. Students will be able to further their Spanish subsequently either at the 300 level at university or by traveling abroad. Lecture 3 hours per week. SP

Speech Communication

SCOM 110 - Public Speaking (3 cr.)



MOTR COMM 110

Prerequisite(s): READ 02 or Reading Placement of ENGL 111. ENGL 02 or Writing Placement of ENGL 08 or higher.
This course is designed to introduce students to both the theories and application of oral communication. Students are instructed in the areas of purpose, content, organization, and presentation. In addition, instruction is provided in general concepts, including, but not limited to, interpretation, critical listening, evaluation, ethics, and nonverbal communication. A variety of learning exercises are employed to assist students in developing and enhancing public speaking skills accordingly. Lecture 3 hours per week. F, W, SP, S

SCOM 210 - Interpersonal Communication (3 cr.)



MOTR COMM 120

Prerequisite(s): READ 02 or Reading Placement of ENGL 111. ENGL 02 or Writing Placement of ENGL 08 or higher.
A study in the theory and practice of interpersonal communication within a variety of contexts. This course is designed to promote awareness and understanding of how human communication processes impact perception, understanding, and the assignment of meaning. Students explore and participate in principles of self-realization, behavioral communication, effective listening, conflict management, climates, and gender and cultural implications on communication. Lecture 3 hours per week. F

Surgical Technology

SURG 106 – Fundamentals of Surgical Technology (7 cr.)

Prerequisite(s): Instructor Consent
This course introduces the student to the organization of healthcare and the operating room. This course includes introductory knowledge and technical skills that will serve as the foundation upon which the student will build to become a competent entry-level surgical technologist. Lecture 3 hours/Laboratory 4 hours per week Total 7 hours. SP

SURG 107 – Pharmacology Surgical Tech (2 cr.)

Prerequisite(s): SURG 106

Corequisite(s): SURG 115 and SURG 116

In this course, the student will learn safe use of medications and concepts in patient health that affect perioperative care. Lecture 2 hours per week. F

SURG 115 – Surgical Technology I (4 cr.)

Prerequisite(s): SURG 106

Corequisite(s): SURG 107 and SURG 116

This course integrates prior knowledge and skills with new concepts to allow the student to expand their role and provide a more comprehensive approach to caring for surgical patients in a variety of general and specialty procedures. Lecture 4 hours per week. F

SURG 116 – Surgical Technology Practicum I (7 cr.)

Prerequisite(s): SURG 106

Corequisite(s): SURG 107 and SURG 115

This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SURG 106 and SURG 115. Emphasis is on the scrub and circulating roles of the surgical technologist, including aseptic technique and basic case preparation for selected surgical procedures. Clinical 7 hours per week. F

SURG 207 – Professional Practice (1 cr.)

Prerequisite(s): SURG 107, SURG 115, and SURG 116

Corequisite(s): SURG 215 and SURG 216

The student will gain an understanding of the importance of continuing education certification, and professional development while learning to participate in risk management and ethical, legal, and moral issues. Lecture 1 hour per week. SP

SURG 215 – Surgical Technology II (3 cr.)

Prerequisite(s): SURG 107, SURG 115, and SURG 116

Corequisite(s): SURG 207 and SURG 216

This course will integrate previously learned skills and knowledge to new concepts as well as develop current skills and knowledge in order to perform safely in unexpected surgical scenarios. The student will also explore more diverse roles and concepts within the procedural setting. Lecture 3 hours per week. SP

SURG 216 – Surgical Technology Practicum II (7 cr.)

Prerequisite(s): SURG 107, SURG 115 and SURG 216

Corequisite(s): SURG 207 and SURG 215

This course will allow the student to perform clinical proficiencies discussed in SURG 105, SURG 106, SURG 107, SURG 116, and SURG 215. The students will be expected to perform safely in the primary scrub, second-assist, and circulating surgical technologist roles. Clinical 7 hours per week. SP

Theatre Arts

THEA 120 - History and Appreciation of Theatre (3 cr.)



MOTR THEA 100A

Prerequisite(s): READ 02 or Reading placement of ENGL 111.

This course examines the development of theatre and its cultural significance throughout history. The course study includes the artistic and technical elements of theatre, significant movements in the history of theatre, different styles and genres of plays, and theatre criticism. Lecture 3 hours per week. F, SP

Welding

WELD 156 – Introduction to SMAW (Shielded Metal Arc Welding) (4 cr.)

This introductory course is designed to develop knowledge, skills, and behaviors in welding safety, operation of welding power sources, and accessories, and using the Arc welding process. Lecture 2 hours/Laboratory 4 hours/Total 6 hours per week. F

WELD 157 – Introduction to GTAW (Gas Tungsten Arc Welding) (4 cr.)

This introductory course is designed to develop knowledge, skills, and behaviors in welding safety, gas cylinder usage, and storage. The course covers welding power sources, accessories, and welding positions. Lecture 2 hours/Laboratory 4 hours/Total 6 hours per week. F

WELD 158 – Introduction to GMAW (Gas Metal Arc Welding) (4 cr.)

This introductory course is designed to develop knowledge, skills, and behaviors in welding safety, gas cylinder usage, and storage. The course covers Gas Metal Arc Welding fundamentals, equipment set up, adjustment, and metal transfer with shielded gases. Lecture 2 hours/Laboratory 4 hours/Total 6 hours per week. F

WELD 159 – Introduction to FCAW (Flux Cored Arc Welding) (4 cr.)

This introductory course is designed to develop knowledge, skills, and behaviors in welding safety, gas cylinder usage, and storage. This course covers use of semi-automatic flux core welding machine power sources, equipment, and accessories, machine adjustments, and recognition of weld quality. The student develops skills to make multi-pass welds in all welding positions. Lecture 2 hours/Laboratory 4 hours/Total 6 hours per week. SP

WELD 165 – Welding Blueprint Reading (3 cr.)

This advanced level course is designed to reinforce concepts such as welding safety, gas cylinder usage and storage, and equipment maintenance. Best practices in the advanced techniques of GMAW (Gas Metal Arc Welding) including operation of welding machine power sources with accessories, material information, and selection of welding fillet gauge is studied. The student develops the ability to make welds in positions 1F – 4F, on fillet and butt joints using hard MIG wire. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F

WELD 166 – Welding Inspection and Testing (2 cr.)

This course is designed for the student to learn techniques in testing weld integrity using multiple applications. Lecture 1 hour/Laboratory 1 hour/Total 2 hours per week. SP

WELD 167 – Thermal Cutting (2 cr.)

This course is designed for the student to learn a variety of cutting techniques using an oxygen and acetylene torch, plasma torch, track torch, pipe torch, and arc gouge. Lecture 1 hour/Laboratory 2 hour/Total 3 hours per week. F

WELD 169 – Pipe Fitting (3 cr.)

This course is designed to develop the skills for pipe fitting. The student will learn to cut, prep, and fit pipe, and develop skills to fabricate a fit up in most positions in additions to tacking the pipe to prepare it for the welder. Lecture 1 hour/Laboratory 4 hours/Total 5 hours per week. SP

WELD 256 – Advanced SMAW (Shielded Metal Arc Welding) (4 cr.)

Prerequisite(s): WELD 156.

This advanced level course is designed to apply welding skills to construct multi-pass fillet welds on inside corner joints, flat lap, butt joints, and stringer, and weave beads in all welding positions using various diameter electrodes. Lecture 2 hours/Laboratory 4 hours/Total 6 hours per week. F

WELD 257 – Advanced GTAW (Gas Tungsten Arc Welding) (4 cr.)

Prerequisite(s): WELD 157.

This course is designed to learn proper skills in welding safety, gas cylinder usage and storage, and to develop deeper skills with gas tungsten metal arc welding, operation of welding power sources, and mechanical accessories. Metallurgy principles, proper heat and wire speed selection for a variety of material will be taught. Lecture 2 hours/Laboratory 4 hours/Total 6 hours per week. F

WELD 258 – Advanced GMAW (Gas Metal Arc Welding) (4 cr.)

Prerequisite(s): WELD 158.

This advanced level course is designed to apply knowledge, skills, and behaviors in the advanced techniques of GMAW welding. This course covers material information, selection of welding fillet gauge, weld in all welding positions on fillet and butt joints. Lecture 2 hours/Laboratory 4 hours/Total 6 hours per week. F

WELD 259 – Advanced FCAW (Flux Cored Arc Welding) (4 cr.)

Prerequisite(s): WELD 159.

This course is designed to deepen the knowledge of the student with regard to welding safety, gas cylinder usage, and storage. The course will cover welding power sources, accessories, and welding positions. Lecture 2 hours/Laboratory 4 hours/Total 6 hours per week. SP

WELD 265 – Welding Fabrication (3 cr.)

This course is a comprehensive study of welding technology and applications. The course covers welding and cutting processes, welding assemblies, fabrication cutting, metallurgy, material conformity, measurement, and layout. Lecture 2 hours/Laboratory 2 hours/Total 4 hours per week. F

WELD 266 – Advanced SMAW II (4 cr.)

Prerequisite(s): WELD 256

This course is designed to build upon pipe fitting techniques using more advanced SMAW methods. During this course students will use print reading skills and fabrication techniques in our pipe lab. Lecture 1 hour/Laboratory 3 hours/Total 4 hours per week. SP

WELD 267 – Advanced GTAW II (4 cr.)

Prerequisite(s): WELD 257

This course is designed to build upon pipe fitting techniques using more advanced GTAW methods. During this course students will use print reading skills and fabrication techniques in our pipe lab. Lecture 1 hour/Laboratory 3 hours/Total 4 hours per week. SP

COLLEGE PERSONNEL

Abney, Robert

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B.S., Hannibal-LaGrange University

Adams, Chris

Director, Academic Support & Retention

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Alford, Jason

Controller

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Atwood, Steve

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Bowen, Taylor

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Brooks, Kimberly

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Burchard, April

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Cash, Hannah

Admissions Recruiter

A.A.T., Three Rivers College

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